



SPG MEETING MINUTES

MEETING INFORMATION

Date and Time: Thursday, October 26, 2023; 6:06 to 7:25 p.m.

Location: Selkirk Montessori School, Kingfisher Room

Attendees: Cheryl B., Erik M., Meghan N., Shelly P., Noel L., Lara P., Karen K., Susan E., Trisha A., Sarah B., Robin K., Natalia T., Penny N., Asal T., Ying H., Jenn S., Melaina H., Eva F., Angeline T.

1.0 Meeting Call to Order

Cheryl B., Chair of the Selkirk Parent Group, called the October 26, 2023 meeting to order at 6:06 p.m.

1.1. Introductions

Members provided introductions.

1.2. Review and Adopt Agenda

The agenda was reviewed and adopted as presented.

1.3. Consent Agenda Approval

Sarah B. motioned that the Consent Agenda for the October 26, 2023 meeting be approved as presented. The motion was seconded by Trisha A. and approved unanimously.

2.0 Business Arising

2.1. Action Item Review

Cheryl B. reviewed the action items outstanding. Members provided updates and discussed the hot lunch program and upcoming Community Education Night.

2.2. Executive Appointments

Cheryl B. reported that Sarah B. and Asal T. are being appointed as Executive members of the Selkirk Parent Group and that a resolution is required to be passed in order to provide bank account signing authority.

RESOLUTION: Robin K. motioned that Sarah B. and Asal T. be added as Selkirk Parent Group bank account signing officers. The motion was seconded by Penny N. and approved unanimously.

Cheryl B. reported that the Selkirk Parent Group is also recruiting for a Secretary, and Angeline T. volunteered to assume

the position.

Trisha A. motioned that Angeline T. be appointed as Secretary of the Selkirk Parent Group. The motion was seconded by Meghan N. and approved unanimously.

3.0 New Business

3.1. Chair & Vice Chair's Report

Sarah B. shared an update on the Halloween Bash, confirming that the event is on track. Members discussed volunteer roles, planned activities and crowd control.

3.1.1. Winter Staff Appreciation

Cheryl B. provided information about staff appreciation and the various methods that have been used over the years, confirming that no volunteer leads to redevelop the program have come forward. Members discussed restrictions regarding the collection and dispersion of staff appreciation funds, agreeing that a bylaw amendment should be proposed to the Pacific Montessori Society's Board of Directors in December 2023. Members discussed various collection methods that could be used to increase fund handling accountability, should the bylaws be changed, including Munchalunch, Shopify and CanadaHelps.

ACTION: Lara P., Meghan N. and Cheryl B. to draft amendments to the Selkirk Parent Group's bylaws regarding the collection and dispersion of staff appreciation funds, for presentation to the Pacific Montessori Society's Board of Directors in December 2023.

Members agreed that the Selkirk Parent Group will not lead a December 2023 staff appreciation collection and that this decision should be communicated to staff by Erin H. and to Classroom Representatives by Meghan N. and Cheryl B. Susan E. suggested that it might be useful for Classroom Representatives to share with parents a list of all individuals that have involvement in individual classrooms (such as specialists and aides), and Erin H. confirmed that she can support the provision of this information.

ACTION: Meghan N. and Cheryl B. to send a communication to Classroom Representatives regarding the Selkirk Parent Group's plans for Winter Staff Appreciation (i.e., that no group collection will occur).

ACTION: Erin H. to provide Meghan N. and Cheryl B. with lists of all individuals that have involvement in individual classrooms, for sharing with Classroom Representatives.

3.1.2. Winter/Fall Community Education Night

Sarah B. confirmed that a topic is being confirmed.

3.1.3. Secretary Duties for November Meeting

Cheryl B. reported that this agenda item is no longer necessary, as a new Secretary has been appointed.

3.2. Fundraising & Volunteer Coordinators' Report

Cheryl B. reported that the Volunteer Coordinator position is now vacant as the prior individual had to step away from volunteer duties.

3.2.1. Review Fall/Winter Fundraisers

Penny N. confirmed that Nicole C. has assumed the Fundraising Coordinator position, and shared information on the upcoming Purdys, Paradise Island Cheese and Art Kits fundraisers. Melaina H. confirmed that the Selkirk Parent Group has been approved by Vessey Seeds to hold a wintertime fundraiser, and Sarah B. and Trisha A. volunteered to help sort seed orders.

3.3. Treasurer's Report

Ying H. provided a Treasurer's Report.

3.3.1. 2023 - 2024 Budget

Ying H. confirmed that the 2023 - 2024 Budget is being presented for approval by the Selkirk Parent Group, pending approval by the Pacific Montessori Society's Board of Directors in November 2023. Ying H. shared information about the various events and items that will be funded by the Selkirk Parent Group during the 2023/2024 school year and members agreed this is valuable information to share with parents – potentially on the website.

Susan E. motioned that the 2023 - 2024 Budget be approved as presented. The motion was seconded by Lara P. and approved unanimously.

3.3.2. October 2023 Financial Summary

Ying H. provided a financial overview.

3.4. Academic & Administrative Report

Erin H. encouraged members to read the school's Strategic Plan to understand the trajectory of the school over the next three years. Erin H. provided information on the establishment of a training school, current office staffing, an upcoming conference in Phoenix and the Winter Wonderland craft fair.

4.0 Adjournment

4.1. Next Meeting Date

Cheryl B. confirmed that the next meeting will be held on November 23, 2023 and held in-person. The meeting was adjourned at 7:25 p.m.