

SPG Meeting Minutes

MEETING INFORMATION

Date and Time: April 15, 2024 @ 6 pm

Location: Selkirk Montessori School, Kingfisher Room

Attendees: Trish, Robin, Sarah, Cheryl, Marie, Angeline, Nicole, Erin, Asal, Ying, Melania, Noel, Sue

1.0 Meeting Call to Order

Cheryl B., Chair of the Selkirk Parent Group, called the April 15th, 2024 meeting to order at 6:15.

1.1. Introductions

Members provided introductions.

1.2. Review and Adopt Agenda

The agenda was reviewed and a discussion of the teachers' end-of-year gift was added. The revised agenda was adopted.

1.3. March 14, 2024 Meeting Minutes

Cheryl B. adopted as amended - Robin's name to be corrected

Penny motioned that the March 14th meeting minutes be approved as presented. The motion was seconded by Trish and approved unanimously.

2.0 Business Arising

2.1. Action Item Review

Cheryl reached out to class reps regarding Christmas teacher gifts. She found that not all classrooms organized a class group gift for the teachers.

3.0 New Business

3.1. Chair & Vice Chair's Report

3.1.1. Parent Ed Night

- Everyone agreed the night was a great success. Thank-you Robin!
- Members expressed a desire to have Robin back next year for a repeat event.

3.1.2. Multicultural social (Sarah)

- Sarah reported preparation plans for the multicultural social are underway. Volunteers are still needed for setup.

3.1.3. Website continuation decision

- Current subscription will remain active until December 2024.
- Decision as to whether to continue with the website will be made then.
- Cost of website continuation should be included in the budget.
- Action: Melaina will change website requests to a form based entry to reduce spam coming to SPG account.

3.2. Fundraising & Volunteer Coordinators' Report

3.2.1. Spirit Wear

- Ecologists no longer able to accommodate Spirit Wear initiative.
- Spirit wear will not happen this year.

3.2.2. Art Cards

- Art cards were sent home and the order deadline is April 22nd.

3.3. Treasurer's Report

3.3.1 March 2024 Financial Summary

- Expense claim deadline for the Classroom Discretionary funds came to a close in March. Majority of classes spent allocated funds, with the exception of 5 who did not submit any expense. Of the \$5500 budgeted, approximately \$4000 has been spent.
- Special Request Fund submissions continue to trickle in, but the majority of spending is expected to happen towards the end of the school year. Currently approximately \$7400 of the \$21,000 budgeted has been spent.
- Overall fundraising revenue to date is at approximately \$75,250, expenses at approximately \$ 53, 700, leaving a profit of approximately \$21,550. This number will continue to change with incoming fundraising and outgoing Hot lunch expenses.
- Overall SPG expense to date currently at approximately \$12, 360.
- Request made by Sarah B to allocate budgeted cost for the Spring Social towards the multicultural event for this year.
- Robin motioned to allocate \$800 from the Community Fund towards the multicultural event for this year. The motion was seconded by Melania and approved unanimously.

3.4 Academic & Administrative Report

- Penny's Retirement
 - May 28th Fireside Grill
 - Tickets will go on sale April 16th, 2024.
 - Fundraiser will take place for the bursary fund.
 - Tickets are \$120, and tax receipt will be provided for approximately \$50
 - Ticket costs will include champagne toast, food, and live entertainment.
 - Event Capacity: 120
 - Theme: purple colors
 - Assembly will also be happening the previous Friday (May 24th) for the students.
- Grad planning currently happening. Students organizing.
- Enrollment is now complete and families will be notified shortly.

- Maturation classes will be coming up. School will be using both SOGI and ministry education guidelines.
- Floors for the entire school will be changed over the summer. Request will be made for parents to volunteer to help move boxes. Child care will likely be provided.
- Checkerboard posts will need to be taken out. Looking for individuals who may be able to assist with getting City funding/ grants to help in the process.

3.5 Year End Teacher Appreciation Gift

- Process has gone through many iterations all with varying benefits and challenges.
- Nicole is interested in doing a school wide collection process for teacher appreciation. She has discussed options with her bank and it has been proposed that an inactive bank account be used with a zero balance. Payments can then be directly added to the bank account allowing for tracking to be done and shared as requested for transparency.
- There is a spreadsheet available that has calculations laid out for fair distribution to teachers and staff based on their positions/teaching load and time. This spreadsheet can then be used to determine distribution of funds fairly.
- Spreadsheet and total money raised will be shared with parents for transparency and awareness.
- Information will be captured in SPG meeting minutes with individuals personal information being redacted.
- Recommendation to make a committee as there are many tasks that need to be considered: communication (parent reps would be a good source for this), kudo board, division of funds to the individuals
- Motion 1: Sarah B. motioned that the SPG organize a school wide year end teacher appreciation for the end of 2024 school year. The motion was seconded by Sue and approved by majority.
- Motion 2: Angeline motioned that Nicole handle the financial account for the 2024 school wide year end collection and that she ensures the documentation is available and shared with the SPG. The motion was seconded by Trish and approved by majority.

3.6 Date and Agenda for Next Meeting

- Next meeting Monday, May 13th, 2024

4.0 Adjournment

4.1. Next Meeting Date

The meeting was adjourned at 7:31 pm.