

# SPG MEETING MINUTES



## MEETING INFORMATION

**Date and Time:** Wednesday, January 25, 2023; 6:01 to 7:15 p.m.

**Location:** Zoom Videoconference; Selkirk Montessori School, Kingfisher Room

**Attendees:** Cheryl B., Penny N., Melaina H., Ying H., Estelle K., Trisha A., Mindy B., Meghan N., Noel L., Erin H., Jennifer S., Jenn C.

### 1.0 Meeting Call to Order

Cheryl B., Chair of the Selkirk Parent Group, called the January 25, 2023 meeting to order at 6:01 p.m.

#### 1.1. Introductions

Members provided introductions.

#### 1.2. Review and Adopt Agenda

The agenda was reviewed and adopted as presented.

#### 1.3. November 23, 2022 SPG Meeting Minutes

Cheryl B. motioned that the November 23, 2022 meeting minutes be approved as presented. The motion was seconded by Noel L. and approved unanimously.

### 2.0 Business Arising

#### 2.1. Review Action Items

Cheryl B. reviewed the action items. Penny N. requested that an assigned action item, to prepare information about volunteer roles, be cancelled.

**ACTION: Melaina H. to amend the action item sheet and cancel an action item assigned to Penny N. regarding the development of a volunteer role information sheet.**

Members discussed pending amendments to the Special Request and Classroom Discretionary Fund forms and ways to share the updated forms with teachers electronically, together with information about the deadline change for Classroom Discretionary Fund receipt submissions (by the end of Spring Break). Members agreed that the new

Classroom Discretionary Fund deadline will be treated as a soft deadline for the 2022 - 2023 school year, but will be strongly enforced in 2023 - 2024. Ying H. agreed to work with Erin H. on: a) posting the amended forms to the school's shared drive; and b) sharing information with teachers about the amended Classroom Discretionary Fund receipt submission deadline.

**ACTION: Ying H. to share with Erin H. copies of the amended Special Request and Classroom Discretionary Fund forms and information about the amended Classroom Discretionary Fund receipt submission deadline, for posting in the school's shared drive.**

### 3.0 New Business

#### 3.1. Chair Report

Cheryl B. provided a report, reporting that the recent Open House resulted in some new volunteers for the Freezies on the Green event.

##### 3.1.1. Positions Filled & Ongoing Recruitment

Cheryl B. provided an update on vacant positions and issues associated with recruiting new volunteers for the Hot Lunch program. Cheryl B. provided information about the program and roles, confirming that the future of the program may be at risk if no new volunteers come forward. Members agreed that a communication should be sent to the school community to emphasize the desperate need for Hot Lunch volunteers. Cheryl B. confirmed with members that the scope of the Hot Lunch program may be scaled up or down, as desired by the leads.

**ACTION: Cheryl B. to, with Amalia C., draft a communication to the school community about the Hot Lunch program and need for new volunteers.**

Penny N. provided information about the springtime Purdys orders and sorting plans, and Cheryl B. thanked both the outgoing and incoming Sea Star Classroom Representative. Cheryl B. reported that Ying H. will be staying on as Treasurer for another year, but that there still needs to be a succession plan in place.

##### 3.1.2. December Teacher Appreciation

Cheryl B. provided information about the December 2022 Teacher Appreciation event and extended her thanks to Meghan N. and Jon B. for leading collection efforts. Members discussed future ownership of the event and whether it should be delegated back to Classroom Representatives, with Cheryl B. confirming that a decision will be made at the March 2023 meeting.

#### 3.2. Vice Chair Report

Kylie B. was not in attendance.

##### 3.2.1. Spring Community Education Night

Members discussed possible topics for the spring Community Education Night, including Confident Kids: Thriving Parents, Dr. Magali Brulot, Darcy Harbour and Collaborative & Proactive Solutions. Cheryl B. confirmed that she will reach out to Kylie B. for an update and asked Melaina H. to add the topic to the March 2023 meeting agenda.

**ACTION: Melaina H. to add "Spring Community Education Night" to the March 2023 SPG meeting agenda.**

**ACTION: Cheryl B. to reach out to Kylie B. for a Spring Community Education Night update.**

### **3.3. Fundraising Coordinator's Report**

Penny N. provided a report, confirming that more than \$3,000 was raised through the December 2022 Purdys and Paradise Island Cheese fundraisers.

#### **3.3.1. Selkirk Rocks the Heart**

Penny N. shared information about the upcoming Selkirk Rocks the Heart activity and said that school communications are being planned. Penny N. reported that there will be no rock painting table this year, but that new rocks will be added to the hunt daily.

#### **3.3.2. Art Cards**

Noel L. provided an update on the Art Cards fundraiser, including estimated timelines and processes. Noel L. confirmed that the items will likely be delivered prior to Mother's Day and confirmed that in-school product sorting is preferred and easiest. Cheryl B. commented that this fundraiser has an excellent ratio of effort to earnings. Members discussed ways to generate more volunteerism, including virtual sign-up sheets and communications about mandatory volunteer hours. Cheryl B. confirmed that related information will be shared in an upcoming newsletter, together with a request for a Welcome Back BBQ event lead.

**ACTION: Cheryl B. to work with Amalia C. in developing a future newsletter article that focuses on: a) the need for a Back to School BBQ event lead; b) a reminder about volunteer hour obligations; c) information about current volunteer positions, including a link to a virtual sign-up sheet.**

### **3.4. Treasurer's Report**

Ying H. provided a report. Members discussed the low Hot Lunch program revenues, with Cheryl B. providing information about the minimal profit margins on some food items, the addition of delivery fees by some vendors and Munchalunch's high credit card fees. Members discussed ways to possibly increase revenue, including raising prices, introducing shorter ordering periods and encouraging buyers to pay via e-transfer rather than by credit card.

### **3.5. Academic & Administrative Report**

Erin H. provided a report and confirmed that the first stage of strategic planning went well. Erin H. provided information about the developmental impacts caused by COVID-19 and said that students are showing a return of social confidence and normal conflict behaviours. Erin H. said the Open House was successful and that there continues to be challenges associated with students not arriving to classrooms on time.

## **4.0 Adjourment**

### **4.1. Next Meeting**

Cheryl B. reported that the next meeting will be held at 6 p.m. on Thursday, March 2, 2023 and in a hybrid format. The meeting was adjourned at 7:15 p.m.