

# SPG MEETING MINUTES



## MEETING INFORMATION

**Date and Time:** Tuesday, May 17, 2022; 7:06 to 8:20 p.m.

**Location:** Zoom Videoconference

**Attendees:** Penny N., Melaina H., Cheryl B., Shelly P., Jennifer S., Brittany O., Robin K., Erin H., Meghan N., Susan E., Shanna P. and Ying H.

### 1.0 Call to Order

Cheryl B., Chair of the Selkirk Parent Group, called the May 17, 2022 meeting to order at 7:06 p.m.

#### 1.1. Introductions

Members provided introductions.

#### 1.2. Review and Adopt Agenda

The agenda was reviewed and adopted as presented.

#### 1.3. April 19, 2022 SPG Meeting Minutes

Cheryl B. motioned that the April 19, 2022 minutes be approved as presented. The motion was seconded by Penny N. and approved unanimously.

### 2.0 Business Arising

#### 2.1. Action Item Review

Members reviewed the status of outstanding action items.

#### 2.2. Upcoming Events: Freezies on the Green, Back to School BBQ, Spaghetti Social

Cheryl B. reported that four parents have volunteered to help with Freezies on the Green. Members agreed the Kingfisher class should be approached to see if they can help with handing out freezies to the 11:30 a.m. dismissal students. Members confirmed that, in addition to the donated DeeBee's freezies, a box of traditional freezies should be purchased and distributed to older students. Members discussed available freezer space, and Cheryl B. said she will connect all volunteers by email.

**ACTION: Cheryl B. to connect all the Freezies on the Green volunteers by email.**

Cheryl B. reported that she has not received any volunteers for the Back to School BBQ. Penny N. said she will host a table at the Freezies on the Green event, asking for BBQ and Spaghetti Social volunteers, and Cheryl B. confirmed she will reach out to the grade five Classroom Representatives to solicit interest in leading and/or supporting the BBQ event. Melaina H. said she will book the Grillverado for the Back to School BBQ.

**ACTION: Penny N. to host a table at the Freezies on the Green event to solicit Back to School BBQ and Spaghetti Social volunteers.**

**ACTION: Cheryl B. to reach out to the grade five Classroom Representatives to solicit interest in leading and/or supporting the Back to School BBQ event.**

**ACTION: Melaina H. to book the Grillverado for the Back to School BBQ event.**

### **2.3. End-of-Year Teacher Appreciation**

Members discussed end-of-year teacher appreciation, including collection processes pre-pandemic, collection practices during the pandemic, feedback received from a small number of Classroom Representatives and the possibility of a hybrid approach (with the SPG conducting a school-wide collection and Classroom Representatives coordinating a personalized thank you for the teachers, such as a card or video). Members agreed that Cheryl B. should survey all Classroom Representatives to assess how they would like to conduct the end-of-year teacher appreciation. Meghan N. and Jennifer S. said they could support school-wide collection efforts, if required.

**ACTION: Cheryl B. to ask Classroom Representatives how they would like to conduct the end-of-year teacher appreciation.**

## **3.0 New Business**

### **3.1. Chair Report**

Cheryl B. provided a report.

#### **3.1.1. End-of-Year SPG Party**

Members supported an early-summer get-together at Gonzales Bay.

**ACTION: Cheryl B. to coordinate an early-summer SPG get-together at Gonzales Bay.**

### **3.2. Vice Chair Report**

Kylie B. was not in attendance; no Vice Chair Report was provided.

### **3.3. Treasurer's Report**

Ying H. presented information on 2021/2022 fundraising events and a request from a teacher to reallocate their approved Classroom Discretionary Fund amount. Members agreed that a reallocation will be considered but asked that the new activity be educational in nature. Ying H. confirmed she will make this request of the teacher.

**ACTION: Ying H. to ask that the teacher resubmit their Classroom Discretionary Fund reallocation request, ensuring it is for an educational activity.**

**3.3.1. Budget Sub-Committee Call**

Members agreed that the Budget Sub-Committee should be comprised of Cheryl B., Meghan N., Jennifer S. and Ying H. Members discussed timelines, agreeing an email should be sent, via Erin H., to all teachers on May 20, 2022 and asking: a) for teachers to use their remaining 2021/2022 Classroom Discretionary Funds and Special Request Funds, submitting receipts by June 30, 2022; and b) for teachers to make their 2022/2023 Special Request Fund asks (by June 6, 2022). Members discussed the importance of grade groupings meeting with one another to ensure consistency and prioritization. Members talked about approval timelines, noting that the September/October requests are typically the first to be reviewed and approved, as the Gaming Grant funding typically isn't confirmed until the fall. Jennifer S. offered to create a digital version of the Request for SPG Funds Form and Melaina H. volunteered to draft the teacher email.

**ACTION: Jennifer S. to create a digital version of the Request for SPG Funds Form.**

**ACTION: Melaina H. to draft the teacher email related to: a) the use of 2021/2022 Classroom Discretionary Funds and Special Request Funds; and b) 2022/2023 Special Request Fund asks.**

**3.3.2. Call for Teacher Special Requests**

Members agreed this topic was sufficiently discussed under agenda item 3.3.1 – Budget Sub-Committee Call.

**3.4. Fundraising Coordinator’s Report**

Penny N. provided a report, sharing that \$2,692 was raised through the Art Cards fundraiser and that year-end Spiritwear should be announced shortly.

**3.5. Academic & Administrative Report**

Erin H. provided an update on the change in office staffing, the upcoming 40th anniversary and graduation celebrations, the retirement of a Hummingbird teacher and the adjustment to in-person events.

**4.0 Adjournment**

**4.1. Next Meeting**

Cheryl B. reported that the next meeting will be held in September 2022. The meeting was adjourned at 8:20 p.m.