

SPG MEETING MINUTES



MEETING INFORMATION

Date and Time: Tuesday, November 16, 2021; 7:01 to 8:18 p.m.

Location: Zoom Videoconference

Attendees: Cheryl B., Meghan N., Penny N., Shanna P., Inesa F., Melaina H., Nicole C., Ying H., Jennifer S., Karma W., Erin H., Jen A.

1.0 Call to Order

Cheryl B., Chair of the Selkirk Parent Group, called the November 16, 2021 meeting to order at 7:01 p.m.

1.1. Introductions

Members agreed introductions were not necessary as all members were familiar with one another.

1.2. Review and Adopt Agenda

The agenda was reviewed and adopted as presented.

1.3. October 12, 2021 SPG Meeting Minutes

Members discussed the length of the minutes, confirming the Secretary may decide to shorten them if she wishes.

Cheryl B. motioned that the October 12, 2021 minutes be approved as presented. The motion was seconded by Meghan N. and approved unanimously.

2.0 Business Arising from Previous Meetings

2.1. Action Item Review

Cheryl B. reviewed the action items.

2.1.1. Support Fund Spending Update

Cheryl B. provided an update on support fund spending, confirming the fund was not used in 2019 or 2020. Members discussed reasons for the lack of spending and reporting processes. Members agreed funds would not be allocated to the support fund for the 2021 - 2022 school year; that the budgeted amount be used for other causes; and that the support fund should be reinstated in the 2022 - 2023 budget. Members agreed that school administration should make a special support fund request if a unique need arises during the 2021 – 2022 school year (and that exceeds the current balance, comprised of 2019 and 2020 contributions).

Cheryl B. motioned that budgeted funds for the support fund not be allocated in the 2021 - 2022 school year and for the budgeted amount be used for other causes. The motion was seconded by Nicole C. and approved unanimously.

3.0 New Business

3.1. Chair Report

Cheryl B. reported that she attended the Pacific Montessori Society's AGM and the Selkirk Parent Group's budget was approved.

3.2. Vice Chair Report

A Vice Chair report was not provided as the Vice Chair was not in attendance.

3.2.1. Community Education Night Update

Erin H. provided information about the upcoming Community Education Night.

3.2. Academic & Administrative Report

Erin H. referenced the upcoming Board of Directors meeting and planned discussions about vaccine mandates. Erin H. confirmed marking for the Foundation Skills Assessment is complete, reported that teacher/parent/student conferences are coming up and thanked the volunteers of the hot lunch program.

3.3. Treasurer's Report

Ying H. confirmed Treasurer training is underway. Inesa F. provided an update and requested that Melaina H. submit an expense reimbursement request for the Halloween goodie bags; confirmed that the Selkirk Parent Group has now received its gaming grant; and reported that some teachers have completed special request fund spending. Inesa F. said she will provide a list of to-date special request fund spending to the school and for posting in the school's meeting room.

ACTION: Inesa F. to provide a to-date list of special request fund spending to the school and for posting in the school's meeting room.

ACTION: Melaina H. to submit an expense reimbursement request for the Halloween goodie bags.

Members agreed the small shortfall from the Selkirk Virtual Game Show community event be allocated from funds originally allocated to the Welcome Barbeque.

3.3.1. Bank Account Signing Officers

Inesa F. confirmed the bank requires a resolution to amend the Selkirk Parent Group's signing officers, reflecting a change in Executive. Inesa F. said she will coordinate a signing meeting for all the new bank account signing officers.

RESOLUTION: Karma W. motioned that: a) Meghan N. and Kate M. be removed as Selkirk Parent Group bank account signing officers; and b) Cheryl B., Kylie B. and Ying H. be added as Selkirk Parent Group bank account signing officers. The motion was seconded by Cheryl B. and approved unanimously.

ACTION: Inesa F. to coordinate a signing meeting for all the new bank account signing officers.

3.4. Fundraising Coordinator's Report

Penny N. provided an update on fundraising activities. Members discussed the need of a Communications Coordinator and ways to effectively communicate to parents, such as through classroom representatives or bi-weekly newsletters. Members agreed classroom representatives were being underutilized and that it would be useful to bring all representatives together for a meeting.

ACTION: Meghan N. to coordinate a meeting for all classroom representatives.

3.4.1. Virtual Game Show Update

Penny N. confirmed 22 families have registered for the Virtual Game Show and that snack packs have been provided.

3.4.2. Spiritwear Update

The Spiritwear Coordinator was not in attendance and no update was provided.

3.4.3. Hot Lunch Update

Cheryl B. reported there will be increased hot lunch offerings starting in 2022 and special events will continue to occur.

3.4.4. Purdys Fundraiser

Karma W. provided an update on the Purdys fundraiser and reviewed plans for distribution, confirming the fundraiser is doing well.

3.4.5. Angel & Teacher Gifts

Members discussed Angel Gifts and possible ways of sharing Our Place information with students. Meghan N. said she will send a video to Erin H. for consideration.

ACTION: Megan N. to send an Our Place video to Erin H. for possible sharing with students and related to the Angel Gifts project.

Members agreed Teacher Gifts should follow the same process as last year, with cash gifts collected from parents and evenly distributed to teachers and support staff (including office staff, Danielle S. and Laura B.). Meghan N. said she could assist with fund collection, and Jennifer S. and Karma W. said they would assist as needed. Members discussed the use of Kudoboard, and Jennifer S. said she will research group membership options.

ACTION: Jennifer S. to research group membership options for Kudoboard.

4.0 Adjournment

4.1. Next Meeting

Members discussed timing for the next Selkirk Parent Group meeting, agreeing it will be held on December 9, 2021 at 7 p.m. by Zoom videoconference and the format will start with a short discussion about Angel and Teacher Gifts before moving into a social format. The meeting was adjourned at 8:18 p.m.