

SPG MEETING MINUTES



MEETING INFORMATION

Date and Time: Wednesday, November 23, 2022; 6:02 to 7:23 p.m.

Location: Zoom Videoconference; Selkirk Montessori School, Kingfisher Room

Attendees: Cheryl B., Karen K., Penny N., Melaina H., Mindy B., Robin K., Jennifer S., Lara C., Estelle K., Liz P., Erin H., Noel L., Ying H.

1.0 Meeting Call to Order

Cheryl B., Chair of the Selkirk Parent Group, called the November 23, 2022 meeting to order at 6:02 p.m.

1.1. Introductions

Members provided introductions.

1.2. Review and Adopt Agenda

Melaina Haas requested that, under agenda item 3.4 – Treasurer’s Report, a discussion about updating the Special Request/Classroom Discretionary Fund Form be included. The agenda was reviewed and adopted as amended.

1.3. October 24, 2022 SPG Meeting Minutes

Robin K. motioned that the October 24, 2022 meeting minutes be approved as presented. The motion was seconded by Ying H. and approved unanimously.

2.0 New Business

2.1. Review Action Items

Cheryl B. reviewed the action items.

2.2. Halloween Bash Recap

Cheryl B. provided information about the October 2022 Halloween Bash, reporting that the event went well and that received feedback was positive. Jennifer S. confirmed that, for next year, Halloween decorations are located in the underground parking lot and that the boxes are properly labeled.

3.0 New Business

3.1. Chair Report

Cheryl B. provided a report.

3.1.1. Positions Filled & Ongoing Recruitment

Cheryl B. provided an update on vacant positions and issues associated with recruiting new volunteers. Members discussed the need to share clear information about duties and responsibilities, and Penny N. confirmed that she is developing a document that describes available roles, key duties and who to contact for more information. Penny N. reported that one-off Purdys volunteers are needed: five to help sort (on December 11, 2022) and two to help distribute orders (on December 12, 2022). Jennifer S. volunteered to help sort and Estelle K. said that she may be available for either role. Erin H. confirmed that volunteers for the December 12, 2022 distribution may send their children to after-school care.

ACTION: Penny N. to circulate to the school community information about short- and long-term volunteer positions, including key duties and who to contact for more information.

3.1.2. December Teacher Appreciation (Gifts)

Cheryl B. provided information about teacher appreciation and members discussed the various collection methods and historical practices, including classroom gifts purchased by Classroom Representatives, school-wide cash-based collections in response to the COVID-19 pandemic and annual, rather than biannual, gifting. Members agreed to proceed with a school-wide, cash-based collection for the December 2022 teacher appreciation event, together with developing individual Kudoboards for classrooms and specialists. Members agreed that the related messaging to the school community needs to be specific as to whom the funds will be distributed and confirmed that the cost of the Kudoboards will be deducted from the funds raised. Mindy B. volunteered to support distribution activity.

Cheryl B. said she will contact the individuals who headed the December 2021 and June 2022 fund collection to see if they are available to again assist and will ensure that a communication is issued to the school community by the end of November 2022. Cheryl B. asked the Secretary to add "Year-End Teacher Appreciation" to the February 2023 meeting agenda.

ACTION: Cheryl B. to contact those who headed the Teacher Appreciation fund collection in prior years to see if they are available to again assist.

ACTION: Cheryl B. to ensure that clear Teacher Appreciation communication is issued to the school community by the end of November 2022.

ACTION: Melaina H. to add "Year-End Teacher Appreciation" to the February 2023 meeting agenda.

3.2. Vice Chair Report

Kylie B. was not in attendance.

3.2.1. Community Education Night

Cheryl B. confirmed that the next Community Education Night will be held on Thursday, November 24, 2022 and on the topic of internet safety. Cheryl B. said that while the session is geared towards adults, older students are welcome to attend.

3.3. Fundraising Coordinator's Report

Penny N. provided a report.

3.3.1. Spiritwear Results

Penny N. shared information about Spiritwear revenue, confirming that \$245 was raised.

3.3.2. Purdys Fundraiser

Penny N. provided an update on the Purdys fundraiser, confirming that about \$1,500 in profit was raised through \$5,700 in sales.

3.3.3. Angel Gifts

Penny N. shared information about Angel Gifts, confirming that Erin W. is organizing the event and that it is on track.

3.3.4. Cheese Fundraiser

Penny N. provided an update on the cheese fundraiser, confirming that about 70 orders have been made and no additional boxes are being procured by the Group for liability reasons.

3.3.5. January Teacher Appreciation (Posters)

Penny N. provided information about the January 2021 event and members agreed to instead focus efforts on the February 2023 Selkirk Rocks the Heart activity.

3.4. Treasurer's Report

Ying H. provided a report, sharing information about hot lunch and gaming revenue and year-to-date expenses. Members discussed the Special Request/Classroom Discretionary Fund Form and a decision made at the October 2022 meeting to advance submission and receipt production deadlines. Ying H. confirmed that she will amend language in the Form to reflect that: a) all Special Request Fund receipts need to be submitted within one week of events occurring; and b) that Classroom Discretionary Fund receipts need to be submitted by the end of spring break. Members agreed that all new Special Request Fund requests need to be submitted annually by June 15.

ACTION: Ying H. to amend language in the Special Request/Classroom Discretionary Form to reflect that: a) all Special Request Fund receipts need to be submitted within one week of events occurring; b) that Classroom Discretionary Fund receipts need to be submitted by the end of spring break; and c) that all new Special Request Fund requests need to be submitted annually by June 15.

3.5. Academic & Administrative Report

Erin H. provided a report, sharing information about the upcoming winter concerts, school illness and the Festival of Lights assembly.

4.0 Adjourment

4.1. Next Meeting

Cheryl B. reported that the next meeting will be held at 6 p.m. on January 25, 2023 and in a hybrid format. The meeting was adjourned at 7:23 p.m.