



Association for Montessori Meeting Minutes

Date | Jan 12, 2021 | 7:07PM

Location Zoom- Steves Elementary

Meeting called to order by Jacqueline Ip

In Attendance

Jacqueline Ip (Chair, McKinney parent), Daphne Yen (Treasurer, Steves parent), Aliaa Elkhashab (Secretary, Steves parent), Lydia Liu (Webmaster, Steves parent), Sonja Starke (Webmaster, Garden City parent), Winnie Ng (Fundraising Committee, Steves parent), Doris Lin (Member at Large, Steves parent), Rika Motohashi (Member at Large, Steves Parent), Fiona Yuen (Steves parent), Masha Ghezelayagh (McKinney parent), Ivy Ho (McKinney parent), Lisa Galbraith (Steves parent), and Faith Jay (Garden City parent).

School Administrators

Mr. Gordon Fitt, Principle, Steves Elementary School.

Welcome and chair introduces RAM members

Principal's Report

Mr. Fitt attended on behalf of 3 Montessori Schools and reported the following:

- Busy start for January 2021 school year
- Nothing to report from McKinney and Garden City Elementary Schools.
- Due to the current situation, Steves Montessori program and the Grauer community are operating on two separate cohorts, i.e. both communities do not mix on site. It made it safer for both staff and students to keep it separate.
- The seismic upgrade in Steves is ahead of schedule. There will be new flexible learning spaces.
- Jacqueline: What is the transitional leaning like for Steves?
- The population for transitional learners varies by school. In Steves around 90% to 95% of students learn in school. Almost all of our transitional learners are from the Montessori community.
- The transitional learning has been going well with students and teachers. Mr. Fitt is really proud of the work the teachers have done.
- The District is trying very hard to offer a comprehensive program. The staff at the school site is trying hard to keep the students connected to the school community.



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- The experience with the transitional learners might be different for each school. Schools had to put models that worked for both transitional and in-person learners.
- Fiona: Are we confirmed that the Montessori program is moving back to Steves this coming September?
- Mr Fitt: I can't confirm it, but the project is ahead of schedule. All the classrooms at Steves site are complete. The office portion is currently under renovation and it should be completed by September

Approval of Minutes from Last Meeting

Last meeting's minutes circulated through Zoom chat and approved.

Adoption of Agenda

Agenda circulated through Zoom chat and accepted.

RAM Reports

Chair Report

- Housekeeping items.

Treasurer Report and Budget Discussion

- Daphne reviewed financial reports.
- Total Income: \$5k.
- Total Expenses: \$417.
- Balance Sheet total Assets \$45K.

Tax receipts

- 2018/2019/2020 tax receipt were completed and Members and Donors should have received them via email. Please follow-up with RAM treasurer if you are eligible but haven't received yours yet.
- Outsourcing and using Google Account was helpful in getting all the precious receipts sorted.
- Depending on your donation, the tax receipts are for donation above \$75 membership. Contributions over \$200 receive receipt for the full amount.



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Open Issues and New Business

Membership and Donation Drive Cut-off Date

- Membership and Donation Drive early bird cut-off date was January 5th. Our campaign went out on the beginning of December, reminder went out before Christmas break not knowing that Garden City School had already started their holiday break.
- Currently, 41 families are eligible for the January 5th cut-off period. However, by extending it to Feb 22nd more families will be able to participate.
- Jacqueline will mention it in the upcoming RAM newsletter.
- Sonja and Lydia to update RAM website and Facebook with the new Membership and Donation Drive cut-off date to Feb 22nd.

RAM Awareness

- Rika: How can we create awareness and motivate families to donate at the beginning of school year?
- Normally we would collection membership forms and cheques from the 3 schools through designated members. We then manually record them on a spread sheet. At our December meeting, all checks would be handed to the Treasurer for bank deposit.
- This year Eventbrite (online platform used for membership and donations) went well and parents used e-mail transfer successfully, only 5 parents submitted cheques as their form of payment.
- We are definitely not catching all the parents who are new to the program.
- How can we incent people to be involved? Because we are not visible and present at school like the PAC, not all families are aware of RAM, their membership, and the role we play.
- Sometimes parents don't know they are a part of RAM. There is a disconnect. Currently, we only use the newsletter to inform parents about our association but if that e-mail is not opened, parents will have no further knowledge. Open to any suggestions or ideas to have more exposure without bombarding with too much contact.
- Mr. Fitt mentioned that Steves teachers hired a consultant to talk about how to properly organize Montessori materials and furniture. Teachers at Steves worked together to find materials that benefits everyone and spend funding in a way that benefits the program as a whole in a more cohesive way.
- Jacqueline proposed reaching out to the admin team to see if the teachers can be involved in taking pictures of the material and/or furniture that were funded by RAM to be added to our newsletter.



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- Mr. Fitt supported the idea of educating parents on the Montessori pillars, preparing an environment that is fundamental for the Montessori program (funded by RAM).
- Mr. Fitt will gather pictures and artifacts that was funded by RAM with the other two schools.

Fundraising

- FlipGive is a click through website or App. It works for both directly purchased merchandise or gift cards. Its an ongoing campaign. Join our team on [FlipGive](#)! Or download the app and enter code: YQDJ7F
- Mabel's Labels another ongoing fundraising opportunity. 20% of the return goes to RAM. Make sure to click sponsor a group and search for "Richmond Montessori". It would be greatly beneficial if you can share it with your network. [Mabel's Labels](#)
- Damien's Belgian Waffles in Steveston and Cobs are another fundraising opportunity that need further exploration.
- We are open to additional fundraising ideas and opportunity that are appropriate with current social distancing measures.

Amendments to the AGM meeting minutes

- Doris mentioned that she is Member at Large rather than the Fundraising team.

Other outstanding Issues

- Jacqueline to provide Sonja and Lydia with the updated bursary forms with the cut-off dates to post them on the RAM website.
- In our last meeting we discussed having a teacher resource caption on the RAM website, where all forms and applications are linked. Will investigate possibilities.

New Business

- A reminder we currently have 2 roles open:
 - RAM/ PAC Liaison for McKinney and Vice Chair.
 - For the PAC/ RAM Liaison key role is to represent RAM at PAC meetings and ensure that there is no conflict with the school schedules (for example meeting dates/time or fundraising).

Next Meeting

Motion to adjourn was made at 8:32 PM and was passed unanimously.