



# Richmond Association for Montessori

## Meeting Minutes

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*Date June 18, 2024 | 7:08PM*

*Location Zoom- McKinney Elementary*

*Meeting called to order by Jacqueline Ip*

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### In Attendance

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Jacqueline Ip (Co-Chair, McKinney parent), Ivy Ho (Co-Chair, McKinney parent), Aliaa Elkhashab (Secretary, Steves parent), Jaimee Manlutac (Webmaster/ Garden City RAM-PAC Liaison, Garden City parent), Fiona Yuen (Member at Large, Steves parent), Meg Suzuki (Garden City parent), Vivian Lee (Garden City parent), Helen (Xufang) Hu (Garden City parent), Tracy Chong (Garden City parent), and Karina Ho (Steves Parent).

School Administrators:

N/A

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### Adoption of Agenda

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Agenda circulated through Zoom chat and accepted.

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### Principal's Report

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N/A

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### Approval of Minutes from Last Meeting

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Last meeting's minutes were circulated and accepted.

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### RAM Reports

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#### Chair Report

- Welcomed everyone to the meeting.
- Chair introduced RAM - Richmond Association for Montessori
  - You are part of RAM if your son/daughter attends the Montessori program in one of the 3 Montessori Schools.
  - RAM is funded by Membership and Donations; families whose kids attend Montessori programs. We work with the schools and the admin team trying to make the most of our subsidies to support the classroom materials and furniture.



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- o RAM has subsidized each year \$5,000 per school (currently at a reduced \$3,000 due to pandemic and lower fundraising) that goes towards Montessori materials and supplies, Montessori specific classroom furnishings, teacher training and education, Montessori parent night, and students' scholarship etc.
- o About 6 years ago the school district offered to subsidize some of the material and programs thus budgeted at \$4,500 per school.
- o RAM doesn't interfere with staffing, how the class is conducted, etc.
- Vivian asked what kind of license the teachers hold in the Montessori program? Montessori teachers typically hold Montessori certificates or Master's degrees, and they may also receive peer training..
- Jacqueline and Ivy met with Nancy Brennan, consultant, hired by the school board who spoke with them as well as Montessori school teachers to identify any gaps or Montessori specific needs.
- The RAM fiscal year ends on August 15th, so schools need to submit expenses for reimbursement before we close the books.

### Treasurer Report and Budget Discussion

- Jacqueline reviewed financial reports.
- Total Income 5K.
- Total Operating Income: \$1.9k (still waiting on school expenses, leading to a deficit of 744.16).
- Balance Sheet Total Assets \$46K.

**Motion:** Accepted Income Statement and Balance Sheet as presented.

**Motion:** Accepted 2024/2025 Budget as presented.

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### Open Issues and New Business

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#### Scholarship and Bursaries

- RAM received 7 applicants from 5 high schools, grade 12 students, who graduated from the Montessori program. They are eligible for a \$500 scholarship.



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- Students were asked to write 500 words; a testimonial on how the Montessori program benefited them in highschool, post secondary education and life in general?
- Decided to increase the budget to \$700, since there were no bursaries. Two Scholarships for \$300 and one Scholarship for \$100. Congrats!!
- Potential discussion regarding \$25 honorable gift cards for two additional applicants as encouragement.

### Fundraising

- Ongoing fundraising campaign: Mabel's Labels. 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. This is an ongoing fundraiser.
- FlipGive is a click through website or App. It works for both directly purchased merchandise or gift cards. It's an ongoing campaign. Join our team on FlipGive! Or download the app and enter code: YQDJ7F. This is an ongoing fundraiser.
- TruEarth laundry strips and accessories is ongoing. RAM gets 20% of sales. Free shipping. Please use the Montessori website for orders.
- Silly lily fundraising campaign RAM earned \$72. Potential campaign for next year.
- We are open to exploring new fundraising ideas and strive to coordinate efforts to avoid overlapping with the School PAC's initiatives

### Membership Annual Dues and Cash Drive:

- Explore option to start early next year.

### Bursaries

#### Summary of how the bursary program works:

- RAM has \$3000 general pool to ensure fair allocation.
- For multi-year Montessori programs:
  - 1st year: Reimbursement up to \$1000.
  - 2nd year: Up to \$1200 with proof of enrollment.
  - 3rd year: Up to \$1500.
- For workshops, the maximum reimbursement is \$500.
- Mentorship activities range from \$300 to \$500.



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Applications are accepted year-round and reviewed by our executives during meetings for pre-approval. Once pre-approved, we proceed with the reimbursement process.

- This year we had one mentorship request that involved covering the cost of a Teacher-on-Call (TOC) for half a day, which is \$275. It was preapproved.
- Two bursaries of \$500 each were approved to two seasoned Montessori teachers who are pursuing their master's degrees in Montessori education. Percentage of time dedicated to a Montessori classroom reflected in prorated bursary eligibility. Approved and no objections.

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### Retirement and Election of Executive Committee

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**Jacqueline Ip dissolved the current RAM executives and a call for nominations resulted in the following executives nominated and elected for the 2024/2025 school year:**

- Co-Chair: Jacqueline Ip
- Co-Chair: Ivy Ho
- Treasurer: Daphne Yen
- Secretary: Aliaa Elkhatab
- Webmaster/ Social Media: Jaimee Manlutac
- Fundraising Committee: Vacant
- Member at Large: Fiona Yuen, Lisa Galbraith, Vivian Lee, Andrew Ip, and Meg Suzuki.
- Garden City RAM-PAC Liaison: Jaimee Manlutac
- McKinney RAM-PAC Liaison: Ivy Ho
- Steves RAM- PAC Liaison: Karina Ho

**Motion:** To accept new members and returning executives to the executive committee (all in favour, no objections)

Meeting adjourned at 8:24pm.