

# Second Street Community and Parent Advisory Council (CPAC) General Member Meeting

## Minutes from

Monday, **November 20**, 2023 @ 9:30am  
Community Room & MS Teams

We acknowledge and thank the Coast Salish Nations of Musqueam, Tsleil-Waututh, and Squamish on whose traditional territories we gather, learn and live.

## In Attendance:

Anne	Margaret	Simerjit	Rashpal	Gayle	Christy
Jim	Lindy	Laura	Lisa	Stefanie	Jaha Ara
Farzaneh	Susan	Peggy	Sushma	Claudia	
Online	Sandra	Steffi	Balwinder	Narita	

1. Introductions & Review Agenda (Anne)
2. Connecting Activity (Gayle)
  - What tradition are you looking forward to for the holidays?
3. Update from our Principal (Christy Redmond)
  - Thanks to CPAC fundraising for organizing the Spirit Wear sale.
  - **Reporting Season** underway. We will be using the online parent portal for report cards – there will not be paper copies. Wish list for CPAC funds from the school staff is in development. If you need support getting onto the portal or would like a paper copy, contact the office. They will be published on Wednesday, December 20
  - **School Closures:** School is closed on Friday, December 22. Last day of school (and school-wide pancake breakfast) is on Thursday, December 21.
  - **Staffing updates** – there have been a few additions to our support staff. There will be an update sent by email introducing new staff. DISCUSSION: how to help parents/community members know the staff by face and name. Perhaps use a bulletin board as there are limitations to posting faces on the internet.
  - DISCUSSION:
    - parents are welcome at school assemblies – idea to include this in the *week at a glance* emails.
    - safety concerns raised – remind your child they are not able to leave school grounds as well as let them know that the cat that comes onto school grounds should not be approached or touched. School considering ways to increase visibility of supervising adults on the schoolground at recess and lunch.
4. Review and Approve Budget (Anne and Simerjit)
  - CPAC has 2 fund accounts: Gaming Grants Account & General Account:
    - PAC Gaming Grants: Provided by the Provincial government at \$20 per student. Funds from this account can only go towards certain expenses and events.
    - General Account: All funds raised, from chocolate sales, bottle drives, popcorn sales, etc., by CPAC goes into this account. These funds can be spent with more flexibility.
  - To prepare this budget, inputs are gathered from the school (through Christy & Gayle) and the community, as well as a review of historic spends/actuals. The proposed budget was prepared and vetted by the CPAC executive in a meeting and by email. Their recommendation is outlined in the budget handout which was presented and reviewed in detail.

- There is support for a Truth & Reconciliation (TRC) Project, however, at this stage there is no clear project and needs further discussion. Christy shared that there is an Indigenous Annual Plan which is developed with the support of the Indigenous Resource Teacher. Laura provided a brief description of the Project of the Heart which she facilitates with her daughter at several schools. There are other funding mechanisms for TRC projects that can support this work at this stage. When there is a larger need/ask, CPAC will absolutely entertain support.
  - Another source of funds for the school is through BASES Thrift Store – their funds go towards three categories: 1) Out of school programs (after school programs), 2) Parent education (yoga, guest speakers), 3) Connections between high school and Second Street students (mentorship, math buddies)
  - There were no changes to the numbers as presented. **MOTION** to approve Second Street Community & Parent Advisory Council Proposed Budget Allocations for 2023-24. Motioned by Lindy, seconded by Stefanie, motion passed.
5. Update from Fundraising (Stefanie)
- Spirit Wear sale and Chocolate Bar sale are complete – we'll have final profit numbers at our December meeting
  - **Holiday Purdy's Chocolate sale** is running now until December 4 (to be picked up ~Dec 13). Place your orders for Purdy's holiday chocolates and a portion of the sales goes towards the school. Order and pay online - catalogue link: [SF-Xmas-Catalogue-2023-v7.pdf \(purdys.com\)](#) Order Link: <https://fundraising.purdys.com/1545566-113768>
  - Next **Popcorn Sale** is December 8. **ACTION:** If you are interested in helping at this or any in the future, provide your phone number to Stefanie (778-229-4703) so that she can add you to the Watts App Chat.
  - **Gingerbread House Raffle** will be beginning soon. Funds raised go towards supporting Holiday Hampers.
  - **ACTION:** Please check our virtual [Job Jar](#) for all opportunities to participate.
6. Update from our Community Coordinator (Gayle Bevil)
- Based on input from the community, **Diwali and Guru Nanak** will be celebrated together on November 23 with a feast and the painting/display of diyas.
  - **Breakfast with Santa** tickets were sold out in 2 days (370 people). Planning is well underway and people who have volunteered to help will be contacted. If you know anyone who won't be using their tickets, have them contact Gayle so those on the waiting list can attend.
  - There are over 80 families (from 2<sup>nd</sup> street, Armstrong and Cariboo Hill communities) on the **Holiday Hamper** list so far. So many community organizations and individuals help with funding, organizing and executing this amazing endeavour.
7. Update from our District Parent Advisory Council Representative (Laura/Lisa)
- This month, the meeting covers the topic of mental health & wellness. For further information, check the DPAC website: [www.dpac.burnabyschools.ca](http://www.dpac.burnabyschools.ca)
8. Update from our Treasurer (Simerjit)
- We are looking for someone to **support** the current treasurer. If you have availability during the day, you could help with counting money and preparing / doing bank deposits. **ACTION:** Contact Gayle, Anne or Simerjit if you have any questions or are interested.
  - All spending / transactions are being carried out as planned. Nothing to report. If you have any questions about the numbers or want to see them in more detail, contact us: [secondstreetschoolcouncil@gmail.com](mailto:secondstreetschoolcouncil@gmail.com).

9. Update from our Chair (Anne)

- The **vice chair role** is newly vacant.
  - The key roles of the vice chair are:
    - Support Chairperson with their role and step in when they are absent
    - Ensure previous month's actions are carried out
  - Attendance is encouraged but NOT mandatory at monthly Executive Meetings (Monday at 9:30am) and monthly CPAC Meetings (Mondays alternate day/night).
  - You can learn more about the role by reaching out to Anne ([redhouse.a@outlook.com](mailto:redhouse.a@outlook.com)) or reading about it here: <https://secondstreet.burnabyschools.ca/second-street-community-council-purpose-and-roles/> If the role interests you or you want to know more, email Gayle or Anne.
  - If you haven't already, **Follow us on Facebook**: Second Street Community School - Community Council. Our Communications Coordinator is actively posting reminders and updates on the page. Spread the word.
  - The next **CPAC meeting is Monday, December 11 @6:30pm. ACTION**: If you need childcare, please let Gayle know. She will ask Gr 7 or high school students to do childminding in the library.

10. Review of Previous CPAC Meeting Minutes (Anne)

- No changes made. All actions from previous meeting were completed. **MOTION** to approve CPAC General Meeting Minutes from October 16. Motioned by Simerjit, seconded by Sushma.

11. Discussions & Questions

- If you have any questions, please email CPAC or Gayle.

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**Upcoming General Membership Meeting Dates (in person and on Zoom)**

Daytime (9:30 am): ~~Sept 25, Nov 20~~, Jan 15, April 15

Evening (6:30 pm): ~~Oct 16~~, Dec 11, Feb 12, May 13 (AGM)

**Community & Parent Advisory Council Executive (2022/2023)**

**Chair:** Anne

**Communications Coordinator:** Florence

**Past Chair:** Lisa

**Fundraising Coordinators:** Stefanie & Malkit

**Vice Chair:** **VACANT**

**Social Conveners:** Sushma

**Treasurer:** Simerjit

**Member at Large:** Margaret

**Secretary:** Shelley & Florence

**District Parent Advisory Council (DPAC) Representative:** Laura & Lisa

**District Community Schools Advisory (DAC) Representatives:** Stefanie & Malkit



Reach us: [secondstreetschoolcouncil@gmail.com](mailto:secondstreetschoolcouncil@gmail.com)

Follow us on Facebook: Second Street Community School - Community Council

Learn more: <https://secondstreet.burnabyschools.ca/community-council/>