

**Second Street Community and Parent Advisory Council
Executive Meeting**

Monday November 4, 2024 @ 9:00 am (Zoom)

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

In Attendance:

Margaret	Anne	Stefanie	Sahar	Patricia
Charisse	Natasha			

1. Land Acknowledgement, Welcome & Introductions (Anne)
2. Establish Agenda (Anne)
3. Review previous Meeting minutes – outstanding actions:
 - **ACTION:** Bryan will look into this and bring this forward in the next General Meeting so that parents know what information would be useful and how to provide their feedback.
 - **ACTION:** if you can step up to oversee the coordination of the tokens of thanks for staff recognition, let us know.

4. Budget Discussion:

Budget spreadsheet that was sent in advance was reviewed together. Items in yellow are proposed changes from the previous year. Based on the discussion today, here are some changes we made:

- Clarified how Field Trip funds are administered. Funds unspent one year go back into the account to be allocated – teachers cannot carry forward funds.
- Clarified Halloween funding – there was an overspend this year that CPAC will cover \$100 of from the (~\$600) donations that were collected this year. This will mean that less money will be carried forward to next year. Email was sent to Shane to not spend before the budget is clarified in writing next year.
- Literacy Resources – recommending we maximize the school district match by allocating \$500
- Cardboard cutter – because we decided to allocate funds to food cupboard and Saleema Noon parent session, we can no longer support this. Although something we like the idea of, we encourage the school to come back with this ask next year.
- Food Cupboard – support of \$300 added as the family donation and food drive funds have gone quickly. These funds go towards the purchase of Walmart gift cards in January/February. Funds/food unused from Christmas Hampers also go towards supporting this difficult time for families.
- Reducing support for swimming was supported. Idea to add “send a child” option to all future asks for families to contribute funds for an experience.
 - o **ACTION:** Charisse to reach out to Sabrina to talk about how best to execute this (upcoming for Hip Hop)
- Saleema Noon - Added cost for parent session (\$400) into our budget as BASES funds are no longer available as they were in the past.

- Anne will be preparing an application to the Variety Schools Grant for iPads for LSS, sensory hallway and video conference tech. The donor will match our contribution to the project, so we will use all unallocated funds, money from the School Tech Budget and funds we plan to raise to see if we can leverage as much as possible.
 - o Support to include additional money from our funds held so that we can try to leverage more funds from the Variety Schools Grant. This means that we will hold \$6,500 in our budget next year.
- Option to reduce our contributions to both classroom consumables and field trips so that we could fund more of the wish lists, however, would rather see if we can get some grants and increase our fundraising success.
- Fundraising listed in the budget spreadsheet is conservative. We need to talk further about what other funding mechanisms we can consider accessing to support the school. Even advertising our funding needs might make a difference. Consider pulling together the Fundraising Committee to flesh out some ideas (Spirit Wear Campaign, Breakfast with Santa profit, another hot lunch option, restaurants).

ACTION: Anne to update budget based on discussion and make handout for General Member meeting.

ACTION: Everyone to chime in when reviewing this budget at our General Membership meeting – anything you can contribute to make the discussion clearer and more digestible is welcomed.

5. Update from our Community Coordinator (Patricia)

No time for an update.

Spread the word about the Breakfast with Santa meeting – November 5.

6. Update from our Principal (Bryan)

Absent. No update.

7. Update from our Fundraising Committee (Stefanie)

Past successes:

- o Popcorn Sale (October) - \$290
- o Apple Boxes - \$342
- o Halloween Fireworks - ~\$500

Future fundraising:

- **Apple Box Sales** – we are doing this again. Order by November 15, Delivery November 20. Use this link: https://fundraising.sunokafruit.com/seller_1/090320928/org-campaign/second-street-community-school-november-2024
- **Purdy's Holiday Chocolate Sale** - Campaign is open now until Dec. 2nd Pick up Dec. 12th. Catalogue Link: SFR-Xmas-2024-Digital-Catalogue.pdf (purdys.com), Purdy's Order Link: <https://fundraising.purdys.com/1545566-121709>
- **Gingerbread House Raffle** - funds go towards Hampers – ticket sales Nov 25 - Dec 13
- **Popcorn Sale** - November 8 - funds go to CPAC
- **Pizza Day** - December 12 - funds go towards Community Office

Apple Box Sale – we will prepare and send out a paper flyer to all families. We will add the request to make a donation rather than buying apples.

- **ACTION:** Anne and Stefanie will draft this and provide to the school ASAP.
- **ACTION:** Stefanie to follow up with Sabrina about what to put in Cash Online.

8. Update from our Treasurer (Sahar)

Welcome Sahar!

Expect final Account Summary from Simerjit emailed next week.

9. Update from our Communications Coordinator (Carolina)

Absent. No update.

Kudos to Carolina for the active presence on social media.

10. Update from Chairs (Anne & Charisse)

Teacher Appreciation: on October 30, each staff received a ticket to cash in for a free popcorn at any upcoming popcorn sale. December 4 – shrinky dink keychains (with motivational messages like “making an impact”) will be handed out using leftovers from the Welcome BBQ. Ideas for upcoming tokens: white board markers, hand made thank you cards, lotto tickets, lifesavers.

ACTION: if you can step up to oversee the coordination of these tokens of thanks, let us know.

11. Items for next month’s Community Newsletter contribution from CPAC

ACTION: Send anything you want to go into the **December** Newsletter to Carolina by Nov. 15.

ACTION: Carolina to upload all newsletter content to the [dump site](#) for the school to access and include.

12. Agenda items for next General Membership Meeting = Budget!

13. Volunteer for snacks for Next General Membership Meeting = Anne

14. Discussion & Questions = overtime!

Future Community & Parent Advisory Council Executive Meeting Dates (9:00 am on Zoom)

Sept 9	Oct 7	Nov 4	Dec 9	Jan 13
Feb 10	Mar 10	Apr 7	May 12	Jun 9

Future General Membership Meeting Dates (in person and on Zoom)

Daytime (9:00 am): ~~Sept 16~~, Nov 18, Jan 20, April 14
 Evening (6:00 pm): ~~Oct 21~~, Dec 16, Feb 24, May 26 (AGM)



Community & Parent Advisory Council Executive (2024/2025)

Chair: Anne & Charisse	Communications Coordinator: Carolina
Past Chair: Lisa	Fundraising Coordinators: Stefanie, Sushma & Malkit
Vice Chair: April & Natasha	Social Conveners: Sushma & Carolina
Treasurer: Sahar	Member at Large: Margaret
Secretary: Florence	
District Parent Advisory Council (DPAC) Representative: Anne & Simerjit	
District Community Schools Advisory (DAC) Representatives: Malkit & Meagan	