

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

Minutes from  
Monday, November 18, 2024 @ 9:00am  
Community Room & Zoom

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	Charisse	Carolina	Margaret	Stefanie	Patricia
Bryan	Kyla	Jenny	Larry	Etsuko	Elissa
Gloria	Natasha	Sahar			
Online	Sandra	Ben			

## 1. Welcome & Introduction / Review Agenda (Anne)

## 2. Update from our Community Coordinator (Patricia)

- Knitting club is underway – great to see 20 ELL students joined for the first session. Thanks again to volunteer, Gloria for making it a great experience for them and teaching knitting!
- Holiday Hampers – this year they will include only gift cards to support families, however some donors will continue to make up hampers and coordinate delivery to some of our families. An email went out – you can donate through cash online or directly to the community office (cash or gift cards) if you are interested in supporting this important initiative.
- Breakfast with Santa – this event will not be going ahead. See Patricia’s email for the rationale. The school-wide pancake breakfast (Dec. 20) will be done and will include an invitation to our community.
  - **ACTION:** Patricia to reach out to Jesse (photographer for BWS) using Larry’s contact info
  - **ACTION:** look for email requesting help to pull this event together
- Dental Clinic for Strong Start – Nov 20
- Tea Time with Rob Smith postponed. Will take place Nov 27 @ 9-10:30
- Guru Nanak feast – Nov 29 9:15-12. All students, staff and community are invited to the gym to partake in a traditional Indian feast. Thanks to the families who are donating the supplies and their time to coordinate this celebration. **ACTION:** come and join in and if you can help with clean up, that would be great.
- Donations to Christmas Bureau – Cariboo Hill Secondary will be doing a Toy Drive in December.
- If anyone has time, there are several letters prepared that need to be delivered to several potential sponsors for school-wide needs (including hampers). **ACTION:** reach out to Patricia if you can help deliver some letters this week.

## 3. Update from our Principal (Bryan)

- Fireworks – it was a great event and thank you to everyone who came to volunteer.
- Emergency Procedures – we’ve spent the month going over all the emergency procedures and running drills. Request for feedback about how it went.
- Vacancies – replacements have been hired for both Ms. Kruschner and Mr. Kevin Herd. The new staff will be starting on December 2<sup>nd</sup>.

#### 4. CPAC Budget Review & Approval (Anne)

- CPAC Executive Recommended Budget was presented and discussed.
  - Contribution to Field Trips to align with current cost of a school bus shared by two classes (~\$600)
  - Contribution to Classroom Consumables always spent and well received by teachers who often pay out of pocket to support the classroom in fun ways (stickers, furniture, craft supplies)
  - Contribution of \$150 to Pancake Breakfast will only fund the purchase of pancake mix and syrup – no extras. Discussion to consider supporting this event more like we support other community events. In the end, Larry Hayes stepped up with a generous personal donation to support the full cost of the school-wide pancake breakfast. Thank you, Larry.
  - Reviewed all suggested changes from last year's budget.
  - Reviewed all unsupported items outlined on the 'Fundraising Story' handout. **ACTION:** let people in your community know what we are not able to support and consider creative ways to meet these needs.
  - Several grants are being applied for to support some of these unmet asks: iPads for LSS, Sensory Hallway Decals, Conference Room Technology, Document Cameras/Projectors, Music Equipment and Podcast Cart. As these grant cycles vary in timing, we are not clear what needs will remain unmet. As such, the \$1477 that remains unallocated from this year will be held to go towards the technology purchases at the school next year.
  - Budget as presented motioned by Gloria, seconded by Charisse. No objections. Passed.
  - **ACTION:** Anne to work with treasurer to allocate funds and email final budget to school administration.

#### 5. Update from our Fundraising Committee (Stefanie)

- Apple fundraiser: total funds raised not yet in.
  - You can still make a cash donation (cash online) to get an entry to win a sale incentive prize!
  - Apples will be delivered November 20. Thanks Kyla & Stefanie for helping with this part of the process! The incentive draw will be done on November 25 or 26.
- Purdy's Christmas fundraiser
  - Purdy's Holiday Chocolates Catalogue Link: [SFR-Xmas-2024-Digital-Catalogue.pdf](https://www.purdys.com/SFR-Xmas-2024-Digital-Catalogue.pdf) ([purdys.com](https://www.purdys.com))
  - Purdy's Order Link: <https://fundraising.purdys.com/1545566-121709>
  - Campaign is open now until **Dec. 2nd** Pick up Dec. 12th.
- Popcorn sale: Nov. 8: \$340 raised! Thank you to Mr Lim's Class for all their hard work advertising. Our next popcorn day is **December 13**.
  - **ACTION:** If you can come help on popcorn day, let Stefanie know.
- Gingerbread House Raffle – proceeds go towards the holiday hampers – sale is Nov 25 – Dec 13.
- Samosa Lunch/Sale – planning to run this like pizza day – preorder a samosa lunch January 24. Allocation of funds to be determined.
- Spirit Wear Campaign – we may run a spirit wear campaign in February to ramp up the sale of spirit wear. Money raised will go towards tech purchases. If you can help, let us know.
- Volunteer WhatsApp Group: Please reach out to Stefanie ([burnabytoylady@gmail.com](mailto:burnabytoylady@gmail.com)) to be added to it and get any last-minute asks for help around the school.

## 6. Update from our Communications Coordinator (Carolina)

- Actively posting on facebook and Instagram – follow us and tell other parents!
  - **ACTION:** Carolina to make a sign requesting helpers for the Pancake Breakfast Dec 20.
  - **ACTION:** Carolina print the gingerbread raffle sign and post that on the bulletin board (by November 25)

## 7. Update from our Treasurer (Anne for Simerjit)

- All going as planned. Nothing noteworthy to report. Working on updating signing authorities at the bank.
- If you ever want to know more details about our numbers, please contact us by email.

## 8. Update from our Chairs (Anne / Charisse)

- Preparing grants as outlined previously
- Tokens of recognition prepped for December. Planning for January in the works.
- Note, the food supplied at our meetings is funded by a grant provided by the school district that is specifically for CPAC Operations. Thanks to those who also contributed food items to the meeting = yum!

## 9. Update from our District Parent Advisory Council Representative (DPAC) (Anne / Simerjit)

We did not attend DPAC last month. We will be attending this month's meeting today. These meetings are hosted at Burnaby Central Secondary 7-9 pm. Any parent/guardian of a Burnaby student in K-12 is welcome to attend as a guest. Please make yourself known to the chair upon arrival. Light refreshments are available. Agendas are posted here: <https://dpac.burnabypac.ca/meetings/>

BCCPAC is hosting a virtual summit on Saturday, November 30, 2024. You must register by November 25<sup>th</sup>.

- The one-day virtual summit includes interactive sessions and presentations:
  - Starting a DPAC Advocacy Program
  - Updates from the Ministry of Education and Child Care
  - Shaping the Future of BCCPAC Together: Exploring Goals and Strategy
  - The Art of Collective Decision-Making: Navigating PAC/DPAC Governance
- For more details and how to register <https://bccpac.bc.ca/index.php/events/summit>

## 10. Update from District Community Schools Advisory Representatives (DCSA) (Malkit/Meagan)

- No report. Last meeting was October 24. Next is in January.

## 11. Discussion & Questions

- If the grant application for technology from Variety the Children's Charity is successful, we'll see a bigger push for fundraising as the donor will only match our contribution.
- If the grant application is not successful, we'll look to some creative ways to meet our needs for the sensory hallway and conferencing tool.

**Next General Membership meeting is on Monday, December 16, 2024 at 6:00pm. Free child minding is available – please reach out to Patricia if you need childminding.**

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## **Upcoming 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 24~~, 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

**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



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

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