



Burnaby D.P.A.C. AGM Minutes

May 15, 2017

Burnaby Central Secondary School
Room A206 - Conference Centre
6011 Deer Lake Parkway
Burnaby, BC

Attendance:

Schools by Zone

Brentwood North

- Alpha
- Burnaby North
- Aubrey
- Brentwood Park
- Confederation Park
- Capitol Hill
- Gilmore
- Kitchener
- Lochdale
- Montecito
- Parkcrest
- Rosser
- Sperling
- Westridge

Cariboo Lougheed

- Burnaby Mountain
- Cariboo Hill
- Armstrong
- Cameron
- Forest Grove
- Lyndhurst
- Seaforth
- Second Street
- Stoney Creek
- Twelfth Avenue
- University Highlands

Central West

- Burnaby Central
- Moscrop
- Brantford
- Buckingham
- Cascade Heights
- Chaffey-Burke
- Douglas Road
- Gilpin
- Inman
- Lakeview
- Marlborough
- Morley

Kingsway South

- Burnaby South
- Byrne Creek
- Clinton
- Edmonds
- Glenwood
- Maywood
- Nelson
- South Slope
- Stride Avenue
- Suncrest
- Taylor Park
- Windsor

District Staff

Roberto Bombelli, Assistant Superintendent
Ron Hall, Director of Instruction, Kingsway South Zone
Heather Hart, Assistant Superintendent
Russell Horswill, Secretary Treasurer

Wanda Mitchell, Assistant Superintendent
Gina Niccoli-Moen, Superintendent
Leeanne Kristmanson, Principal, Burnaby Mountain

Board of Education

- Ron Burton, Chair (Central West)
- Harman Pandher, Vice Chair (Central West)
- Katrina Chen (Brentwood North)
- Mei Ling Chia (Brentwood North)

- Larry Hayes (Cariboo Lougheed)
- Baljinder Narang (Kingsway South)
- Gary Wong (Kingsway South)

DPAC Executive:

- Kristin Schnider, Chair (Cariboo Lougheed)
- Jocelyn Schonekess, Vice Chair (Central West)
- Herman Louie, Treasurer (Central West)
- Shams Chowdhury, Secretary (Kingsway South)
- Jen Mezei, Past Chair (Cariboo Lougheed)

Members at Large

- Stace Dayment (Brentwood North)
- Dave Dye (Cariboo Lougheed)
- Gadis Setaiputri, (Central West)
- Calvin Taplay (Brentwood North)

Guests: Vicky Ma, Minutes
19 DSAC student representatives.

1. Welcome and Introductions: *Kristin Schnider, DPAC Chair*

- Meeting was called to order at 7:03pm.
- A DPAC Vendor Fair donation (\$20 Indigo Chapters gift card) from MaxFrut was given away as a door prize. www.maxfrut.ca
- DPAC Executive elections was moved to the end of the agenda, with no objection from the assembly.

2. Student Voice: Burnaby District Student Advisory Council (DSAC) *Nicolas Williams, June Lee*

Please see "Student Voice" presentation posted on DPAC website for details.

- DSAC's key focus this year, aside from organizing Burnaby's Got Talent, has been "Student Voice".
- The work originated from identifying the lack of an outlet for the average student to express their thoughts and opinions within SD41. While DSAC exists and includes representatives from all secondary schools, these representatives tend to be outspoken individuals; the idea is for any student to have an accessible avenue to have their voice heard.
- Various strategies were employed by student leaders at different sites (surveys, forums, etc.) and met with varied degrees of success and support.
- Experiences and data collected this year has helped DSAC to distill student responses into 3 areas of focus, which will continue to be pursued by next year's DSAC:
 - *Student Health*: Many students report feeling stressed, tired, etc. and frustrated at the disconnected expectations between school, home, and post secondary pressures.
 - *Resources and Student Voice*: Many students are not aware of who makes decisions about their education and want a bigger say in the way they are being educated.
 - *Student-Teacher Relationships*: Many students would like to but are afraid to ask questions in class or to connect with teachers outside of the subject area.

Q: *How can DPAC support you?*

A: DPAC can lend its voice publicly in support of DSAC's Student Voice initiative – not all schools (student population or sometimes school staff) have been accepting of this project. Also, DPAC can provide the parent voice to DSAC in discussions. Invitations to join in the conversation (e.g. joint meeting to hear the budget presentation) are greatly appreciated. If parents are wondering about how students feel about certain topics, parents are encouraged to ask DSAC or to ask DSAC to ask students.

Q: *Could DSAC minutes be shared with parents and other students, as a way to spread the awareness and spark conversation? DPAC minutes help to reach many parents who are not able to attend meetings.*

A: DSAC will look into sharing out their general meeting minutes to parents.

Q: *How DSAC is formed – is participation voluntary? Why is there lower support from some schools?*

A: Different schools have different processes, but generally, DSAC representatives volunteer and go through some type of application process. Applicants tend to be from student leadership structures in the high schools. DSAC is looking into advertising more broadly for applicants, and to have a uniform application form and process.

Q: *What was the Student Government district-wide retreat?*

A: Student governments from all secondary schools were invited to attend a workshop led by Ron Hall and Leeanne Kristmanson. Attendees participated in a powerful privilege walk, networking sessions, and sharing of experiences, best practices, and new ideas.

DSAC is seeking parent input through DPAC – a parent questionnaire will be sent out via DPAC listserv.

3. Update on Custodial Services Review, Facilities Plan and CEF Funding: *Russell Horswill*

Please see "Custodial Services Review – Summary of Finds and Action Plan" presentation posted on the DPAC website.

- External consultant Tom Louie was contracted to review custodial services and organization in SD41. (See presentation for terms of reference provided to consultant.)
- Process included surveys and interviews with school administrators, BTA, and CUPE staff, site visits and informal conversations, as well as gathering information from metro Vancouver/lower mainland school districts around organizational structure, workload formulae, and absence replacement strategies.

- An Internal Satisfaction Survey returned an overall rating of 65%, with the lowest scores for responsiveness and communication. Comparing satisfaction between paired and non-paired elementary schools revealed a much lower satisfaction in all areas at paired schools. (Paired schools share a daytime custodian.) Comparing elementary to secondary schools showed no significant difference in satisfaction levels.
- The review resulted in 17 specific recommendations. Main areas addressed include:
 - *Cleaning standards and practices & custodial training:* Currently, there is no district handbook detailing expected practices or level of service.
 - *Leave replacement strategy:* Currently, when a custodian is absent, there is partial or no replacement. This will be an expensive budget consideration.
 - *Department performance management:* No current standards or accountability process.
 - *Responsive management:* Dissatisfaction currently with timely response to emails and requests from school administration and staff.
 - *Equipment replacement strategy:* The currently budgeted \$50k addition over the next couple of years is less than sufficient to get all equipment up to date.
- 2017/18 proposed budget adjustments
 - \$650k increase to custodial budget
 - Addition of a Maintenance Technician to address responsive management
 - Addition of a District Security Officer - 11 pm to 7 am position, visiting sites, ensuring school sites experiencing issues are safe and ready to accept students in the morning.
- Proposed Action Plan
 - Consultations from May 18-June 9 with Custodial Foremen, school based Sub-Foremen, and BPVPA, BTA, DPAC, and DSAC.
 - Draft report to Building and Grounds Committee on June 21
 - Final draft presented at Public board meeting on June 26
- District Request to DPAC for a working group of parent volunteers
 - 2 DPAC exec members
 - 4 to 6 school representatives
 - 2 meetings between May 29 to June 9 (likely June 6 and June 8, 5:30 pm)
 - To review and provide feedback on external report findings, which will be taken into consideration in the final recommendations.

Q: *What portion of the budget adjustments are from the Classroom Enhancement Fund (CEF)?*

A: The \$650k increase to the custodial budget, as well as the maintenance technician are funded by the CEF (but not the district security officers). The funding is sufficient for 2 years. The district hopes to see the current funding levels continue in 2019.

Q: *Is the intention to move from paired to non-paired custodial schools?*

A: Recommendations currently suggest that this is the direction we should move. Pairing schools resulted in a \$500k savings, so un-pairing schools will need to be approached in a cautious and thoughtful manner.

Q: *Have changing weather patterns been taken into consideration?*

A: The district maintains a contingency budget yearly, which for example, helped to deal with the unusual snowfall this year. This will be revisited if weather changes persist.

Q: *Has there been consideration of the link between student/staff absence and custodial quality?*

A: As per the report recommendations, promotion of cleaning for health purposes as highest priority will be part of the custodial standards going forward. Cleaning quality does have an impact on student/staff absences.

Q: Paired Schools: How are schools paired – what is the sharing arrangement? Is travelling time between schools a factor? Were students included in the satisfaction survey (adults in the building would not be able to give feedback on the condition of student bathrooms, for example)?

A: In the current arrangement, shared custodial staff would be in the (physically) larger school M,W,F and the smaller school T,Th. However, on the daytime shift, the custodian would attend one school 5:30-7 to prepare for opening, then travel to the other school to prepare that site for opening, then return to the first school. Paired schools are generally close to each other. The issues are, of course, mess clean ups, and build up of outdoor trash before 3 pm on non-custodial days. Students of paired schools were not included in the satisfaction surveys, as the survey was meant as a general feedback survey from internal staff.

Q: Is SD41 custodial services outsourced?

A: SD41 has a collective agreement with CUPE, so all custodial services must be hired within that contract.

Q: How is the custodian voice incorporated in the report? Were they included in the satisfaction survey?

A: The external consultant visited 26 sites and dialogued with custodial staff at each building. Their feedback is an important part of the recommendations. Also, the first two weeks of consultation will be with custodial staff first.

Q: Does SD41 work with the city in terms of cleaning/garbage?

A: SD41 works closely with the city on a number of fronts, but there are no city bins on school sites. SD41 works with the city in the areas of snow removal, grounds maintenance, and garbage removal.

Q: Is there a relationship between school population and the number of custodians on site?

A: The number of day shift custodians does not change with the size of school. It is difficult to clean thoroughly while school is in session. School population and physical area affect the afternoon shift, which is time and area based. Generally, the ratios are 1900 m²/custodian at elementary schools, and 2500 m²/custodian at secondary, which are industry standard ratios.

Parents are encouraged to bring other site specific questions to their administrator, who will then direct the inquiry accordingly.

Break 8:09 pm – 8:15 pm

4. Treasurer's Report and 2017-2018 Budget: *Herman Louie*

- The 2016-2017 budget and forecasted results were presented. Note that DPAC receives \$2500/year through the Gaming Grant and also financial support from the district annually. The 2017-2018 budget was proposed. Most budget amounts remain the same, with web hosting and email showing a slight increase.

Q: In 2016-17, only \$2450 of the District Grant is projected to be used. Should we consider any purchases that need to be made this school calendar year in order to utilize the rest of the grant?

A: District grant is a fund provided annually by the district for up to \$6000. DPAC usually uses a significant portion of this to engage a renowned/sought after speaker and this is the goal next year. There is no urgency to use all the funds every year, as the amount is refreshed every September.

5. DPAC Updates

a. BCCPAC Conference & AGM Report Back

- Burnaby schools were well represented both in person and via proxies.
- DPAC's Jen Mezei was elected BCCPAC President, and Jocelyn Schonekess received an Outstanding Volunteer Award. Moscrop student Mila Vancic won the BCCPAC's provincial Educational Award, which includes a \$1000 scholarship. Application requirements included

an essay on parent involvement, as well as a well-rounded academic and community service profile.

- A number of significant resolutions were debated and passed. These included:
 - Advocacy for single occupant inclusive washrooms
 - Development, adoption & implementation of a provincial poverty reduction plan
 - Advocacy for the capital funding of portables with washroom facilities

For more details: <http://bccpac.bc.ca/wp-content/uploads/2016/06/Resolutions-passed-2017-AGM.pdf>
- Jocelyn Schonekess and Jen Mezei shared some of their learning from the conference. Particularly impactful was a panel of speakers on inclusion. There was also discussion around the challenges of the restored contract language and the Classroom Enhancement Fund – including challenges with licensing and building/placing portables, and difficulty with hiring in rural/remote areas.

Q: How is SD41 managing with the restored contract language and CEF? It would be helpful for parents to understand the situation to help distribute the conversation to schools and to manage expectations.

A: Burnaby is fortunate to have always maintained reasonable ratios and classroom numbers. Creating enough physical space is currently SD41's greatest pressure, especially with the 2017/18 Kindergarten class being the largest in many years.

Q: What is the portable inventory in SD41? How are they refurbished/renovated? Are they viewed as temporary or permanent fixtures? Are there any seismic concerns around portables?

A: Burnaby has approximately 50 portables. SD41 has a plan that includes upgrading/renovating 4 portables per year, in house. To accommodate the need for space at different sites next year, 9 portables (all dry, i.e. no washrooms) will be moved to different sites for the next school year. Portables are considered temporary fixtures, since school populations may change year to year, and there is no capital funding from the Ministry of Education for expanding permanent facilities. Since portables are one level wood structures, they are low on the seismic risk scale.

- b. Burnaby's Public Safety Committee: Jen Mezei
 - The City's Public Safety Committee has committed to examining pick-up and drop-off zones in schools next year.
- c. Year End PAC Executive Thank You Event – Wednesday, June 7, 6 – 9 pm
 - Burnaby Central. Speaker will be Kim Leifso from Safer Schools Together, who will speak on the topic of mental wellness. PACs are invited to attend with up to 4 executive members and the school principal. Registration link was sent to school administrators.
- d. Committee Reports – will be updated when all reports received
 - Buildings & Grounds Committee Report: Calvin Taplay *Appendix ?*
 - Education Committee: Kristin Schnider *Appendix ?*
 - Policy Committee: Jen Mezei *Appendix ?*
 - SOGI Committee: Jocelyn Schonekess *Appendix ?*
 - Technology Committee: Herman Louie *Appendix ?*
 - Youth & Community Services Committee: Jocelyn Schonekess *Appendix ?*

6. At Our School – Show & Tell

- Carnivals:
 - Brantford Elementary on Friday, May 26, 5 – 8 pm

- Maywood Community School on Friday, May 26, 5 – 8:30 pm
- University Highlands School on Saturday, May 27 11 am – 3 pm
- District Presentation - “Fentanyl and Youth”: Monday, May 29, 5:30 – 7:30 pm at Burnaby Central. Registration is currently full. Parents may wish to be put on the wait list. <https://www.eventbrite.ca/e/fentanyl-and-youth-truth-hope-and-moving-forward-tickets-34289391493>
- Hats Off Day Parade: Saturday, June 3, 9:30 am at Beta Avenue and Hastings. Parents are invited to march with SD41 and Burnaby North’s Viking Band.
- National Aboriginal Day Celebration in Burnaby: Wednesday, June 21 at Civic Square. Hosted by SD41 and other community organizations.
- “Seussical” Intermediate Musical: Wednesday, May 17, 7 pm. Will be honoring music teacher, Janet Pritchard, who is retiring from Westridge after 36 years.
- CPF (Canadian Parents for French) Annual Summer Solstice BBQ: Saturday, June 24, 11 am – 2 pm, at Charles Rummel Spray Park. CPF members and non-members welcome!

7. Questions & Answers – none

- DPAC representatives were asked for input whether to move the 2018 DPAC AGM from Monday, May 21 (Victoria Day) to Tuesday the 22nd or Monday, June 4. Consensus was that Tuesday was a better choice, so as not to conflict with secondary school PAC meetings and school end events.

8. DPAC Executive Elections

- Kristin Schnider called for nominations for 2017/18 DPAC executive positions. All executives need to be elected DPAC representatives at their home school for the 2017/18 school year.
- The following were nominated:
 - **Brentwood North Zone**: Stace Dayment, Calvin Taplay
 - **Cariboo Lougheed Zone**: Dave Dye, Jen Mezei, Kristin Schnider
 - **Central West Zone**: Herman Louie, Jocelyn Schonekess
 - **Kingsway South Zone**: Shams Chowdhury, *vacant*
- Kristin Schnider acclaimed all nominees to the DPAC executive for the 2017/18. She clarified that since some PACs have not yet had their AGM/elections, if any elected DPAC executive are not elected at their home schools, they will step down from their position and the position will be vacant in September. Nominations to fill vacancies will be accepted at the October DPAC meeting.

9. Adjournment

- Meeting was adjourned at 8:53 pm by Kristin Schnider.

WEBSITE – www.burnabydpac.com Email your events to be published.

COMMUNICATION – Email info@burnabydpac.com or chair@burnabydpac.com

FACEBOOK – <https://www.facebook.com/BurnabyDPAC>

TWITTER– [@BurnabyDPAC](https://twitter.com/BurnabyDPAC)

Appendix

Youth & Community Services Committee Meeting Notes: Jocelyn Schonekess

Meeting Date: Tuesday, April 4, 2017

YOUTH & COMMUNITY SERVICES REPORT

- **City of Burnaby Committees**

The City is amalgamating some of their committees. The Social Planning Committee will now be part of the Sustainable City Advisory Committee starting in April. The Traffic and Safety Committee is now part of the Public Safety Committee.

- **Burnaby Community Children Table (BCCT)**

BCCT, composed of representatives from the City of Burnaby, Parks and Rec, Fraser Health Authority, Burnaby Public Library, MCFD, Burnaby SD41, and the United Way are working together to put together a Children's Charter. The Burnaby Children's Charter (BCC) will help to provide a child's perspective to building a child-friendly city that supports and promotes children's rights and responsibilities. The BCC will work to gather information from children on what they need to grow up happy. Richmond and New Westminster currently have Children's Charters in place and Coquitlam has one in draft form. Sheri Brattston, SD41 Coordinator of Community Services and Suzanne Vardy, Safe and Caring Schools Coordinator are heading up the BCC Committee.

- **BC Society of Model Engineers (BCSME)**

BCSME came and presented about the Burnaby Central Railway behind Confederation Park. The Railway has been a registered charity since 1975 and is run by volunteers. There are opportunities in many capacities for students looking for volunteer hours, including painting, ticket taking and greeters. The BCR is a great place for field trips. They have an "All Aboard Safety" program for schools, pre-schools, including a 15-minute video, train ride, and tour, by donation.

- **"One Girl Can"**

Representatives from the Vancouver based charitable organization, "One Girl Can" presented on a fundraising opportunity for students to fundraise for education for girls in Africa. Through "One Girl Can", students who raise \$500 can send a girl to high school and \$3500 will send a girl to university. This provides students with social awareness and creates entrepreneurial spirit.

- **East Vancouver Newcomer Camp**

East Vancouver Newcomer Camp, a non-profit initiative creating summer camps for refugee children in Vancouver, presented plans to expand into Burnaby. The camps help children to develop their social skills, practice sports and work on their English.

- **Walk for Health Program**

Director of Instruction Ron Hall presented regarding the community-wide Walk for Health program that is being initiated after it was such a success in New Westminster. The Healthy Communities Partnership, including Burnaby SD41, the City of Burnaby, the Local Doctors Association and Fraser Health will participate in the Walk for Health Program in the spring of 2018. There will be activities and lessons for teachers to integrate participation into the classroom, including walking field trips, counting steps and doing fun calculations for math, drawing things seen on walks for art, working on place-based knowledge etc. More details will be provided next fall.

Appendix

SOGI Committee: Jocelyn Schonekess

Meeting Date: Tuesday, April 4, 2017

- **Pride Dance**

The first SD41 Pride Dance was held on Thursday, April 27th at Byrne Creek Secondary for Burnaby Secondary students. The event was advertised in all secondary schools, and an article ran in the Burnaby now. Over 100 tickets were sold, and due to popularity the deadline to purchase tickets was extended. The event was a great success, thanks to all the students, teachers and District staff for all the hard work put in coordinating the event.

- **IDAHAAT Breakfast (International Day Against Homophobia & Transphobia)**

This event will be held on Wednesday, May 17th, at Burnaby Central Secondary School. For the second year, the GSA students from New Westminster Secondary School have been invited. There will be two keynote speakers, Harlan Pruden and Tru Wilson, and the theme is Empowerment.

- **Pride Parade**

The committee is working at coordinating the float and swag for this year's parade. Vancouver School Board will be marching with Burnaby this year, and will share with costs and ideas. This year's theme is "My Pride." The parade is on Sunday, August 6th, and Burnaby parents and students are welcome to walk in the parade.

- **"Dare to Stand Out"**

This organization is interested in hosting a conference in Burnaby. Their budget would cover expenses so Burnaby would not be responsible for costs. This would be a student based conference, most likely held at Moscrop Secondary School next fall.

- The District is using more gender-neutral paint colors in facilities and moving away from the pink for girls' and blue for boys' washrooms and change rooms.
- The SOGI support teacher positions will now become 3-year continuing positions. This will allow for more continuity and stability with the roles.
- All but 3 schools in the District (at date of meeting) are now equipped with single occupant washrooms.
- There have been discussions around having non-binary sports teams and after school activities. For example, students joining the Cross Country team would run according to their grade level, not the gender assigned at birth. This promotes inclusiveness and allows students to participate in activities based on interest, ability and skill.

Appendix

Education Committee: Kristin Schnider

Meeting Date: Tuesday, May 1, 2017

The Education Committee received three presentations.

The first presentation was from staff at **Burnaby Mountain Secondary regarding their Collaboration Time proposal**. The presentation outlined the school's proposal for implementing collaboration time at Burnaby Mountain Secondary in September 2017. The implementation of this model will allow staff to enhance student learning and improve the educational experience for students. They outlined the details and structure of the model for both students and staff and highlighted the importance of focusing on changes happening around the redesigned curriculum and in assessment and evaluation. The presenters also identified the importance of having strong learner-focused goals in working with student mentors and student peers. The Burnaby Mountain Secondary staff will be posting information on the collaboration groups on the school website to share with the

school community. Staff, PAC and the school parent community were consulted prior to the proposal being presented to the Education Committee.

The second presentation was from Director of Instruction Peter Dubinsky. The presentation was a follow up for a presentation earlier in the year regarding **School District's Joint Projects within the Staff Development Team**. Ann Thorup, Program Consultant English Language Learners and Suzanne Vardy, Co-coordinator, Student Safety and Child Abuse Prevention, shared some of the work being done in Joint Projects.

Ann Thorup, teamed with Tanis Anderson, Acting Literacy Consultant and Dr. Leyton Schnellert, UBC Okanagan and 22 elementary and secondary teachers to strengthen co-planning and co-teaching practices between ELL and mainstream teachers. This was a five-part series that took place throughout the school year. This joint project was designed to support the teaching and learning of all students, with an emphasis on English Language Learners.

Suzanne Vardy, along with Caitlin Grisack, the Coordinator for Burnaby RCMP Youth Services' Restorative Justice Program, Meagan Innes, the Aboriginal Education Enhancement Teacher, Lori Magri, Clinton Elementary Principal, and Janice Matharu, a teacher at Clinton Elementary teamed together on another joint project. The project involved a number of learning circles where participants were shown how to weave together Restorative Approaches, Aboriginal Perspectives and SEL in the classroom. The purpose of this joint project was to develop and deepen participants' understanding of how restorative approaches, Aboriginal perspectives and social/emotional learning relates to school climate and student learning.

The third presentation was from Director of Instruction Garth Errico, who provided an **update on the Mesa Sister City Student Exchange**. Two students from Mesa, Arizona will be with their host families in Burnaby from May 30 to June 20. While in Burnaby, the students will attend school, tour the city, visit city hall and learn about life and culture in Burnaby. Two Burnaby students, one from Burnaby North and one from Burnaby Central, will leave for Mesa on June 27 and return to Burnaby on July 17, 2017. In Mesa, Burnaby students will tour the city, visit city hall and learn about the culture in Mesa as well as the culture of the other exchange students. This is the fourth year of this exchange program.