



Burnaby D.P.A.C. AGM Minutes

October 16, 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

Gina Niccoli-Moen, Superintendent
Russell Horswill, Secretary Treasurer
Roy Uyeno, Deputy Secretary Treasurer

Matt Mydske, Finance & Budgets Manager
Simi Hundle, School Accounting Coordinator

Board of Education

- Ron Burton, Chair (Central West)
- Baljinder Narang, Vice Chair (Kingsway South)
- Katrina Chen (Brentwood North)
- Mei Ling Chia (Brentwood North)

- Larry Hayes (Cariboo Lougheed)
- Harman Pandher (Central West)
- Gary Wong (Kingsway South)

DPAC Executive:

- Kristin Schnider, Chair (Cariboo Lougheed)
- Jen Mezei, Vice Chair (Cariboo Lougheed)
- Jocelyn Schonekess, Secretary (Central West)
- Calvin Taplay, Treasurer (Brentwood North)

Members at Large

- Shams Chowdhury (Kingsway South)
- Stace Dayment (Brentwood North)
- Dave Dye (Cariboo Lougheed)
- Herman Louie (Central West)
- Ashley Sandquist (Kingsway South)

Guests:

9 PAC Members for Treasurer's Workshop
Vicky Ma, Minutes

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

- Meeting was called to order at 7:01 pm.
- DPAC representatives and PAC members were welcomed, and DPAC executive, district senior administrative staff, and trustees present were introduced.

2. October 1 Incident at Byrne Creek Community School: Gina Niccoli-Moen, Superintendent

- Incident Overview: Sometime after midnight on October 1, shots were fired that hit the school building and broke glass. This was not discovered until Monday morning, when staff arrived for work. RCMP were contacted and on site immediately. A decision was made to divert/relocate students arriving in the morning, since RCMP on scene were not yet able to confirm whether shots had been fired from outside the school or from within. Students were diverted to Stride Avenue Community School. Byrne was cleared for reopening at 10:30 am.
- Lessons Learned and Follow Up:
 - **Communication During the Diversion:** Although staff were able to communicate in person to parents who were dropping off students that morning, most other parents were not aware of what was happening during the 8:30-10:30 am time frame. Also, parents at Stride School were surprised by the sudden influx of secondary students. Discussion among staff and administration are continuing around how to effectively communicate during such an incident (remote messaging through listserv/portal/school app, etc.). Post incident communication was well executed and received (listserv email, letter home with students, principal speaking at PAC meeting that night).
 - **Student Management During Incident:** For safety reasons, staff and RCMP did not want students lingering around the school perimeter while the school was being cleared, and asked students to relocate and report to Stride School. Some students chose not to report to Stride School, but went home instead, and thus did not return for the school reopening.
- Positives:
 - RCMP communication was excellent and timely.
 - School staff and safe school specialist team responded well.
 - Stride Avenue Community School responded with welcoming arms.

3. PAC Finances Presentation: Roy Uyeno, Deputy Secretary Treasurer and Matt Mydske, Finance & Budgets Manager

Presentation: <http://www.sd41.bc.ca/wp-content/uploads/2014/09/PAC-Treasurers-Workshop-2017.pdf>

Focus of presentation was on PAC awareness and application of strong financial controls and practices.

Additional Notes to Presentation:

- Strongly suggest that PACs have 3 signing officers for financial control. The strongest control would be for the treasurer not to be a signing officer, but the district recognizes that this is not feasible for most PACs. Similarly, debit cards should not allow one person to withdraw funds from the account, and online access to the account should be read-only.
- Note that School Cash Online has a new ability that allows generation of a donation campaign. Donors will not need an account, but will be able to donate from the home page.
- **Gaming Events:** PACs are asked to read the requirements of the different type of gaming licenses carefully. Some do not allow for students to sell tickets, and for all gaming events, monies must be deposited directly to the gaming account and certain records need to be kept and reports filed. <https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gambling-licence-fundraising#two>
- PACs are advised that a Movie License is required for PAC movie nights.
- Records can be stored digitally but must be secured.

Q: Why are PACs encouraged to forward all fundraising monies (outside of gaming grants, which are not allowed to be forwarded directly to schools) to the school? Can PACs not hold on to the funds in their own account?

A: Funds to be forwarded to the school refers to funds that were specifically earmarked for projects whose expenses are flowing through the school. PACs can of course hold on to funds for expenses they are paying

for directly. PACs may wish to consider the various Tax Rebates available when deciding whether to purchase directly or through the school or district.

Q: Is PAC a legal entity? Are PAC executive legally liable? Are PACs covered by school insurance?

A: PACs are not legal entities, unless PACs have chosen to become established under the Society Act. However, the Ministry of Community, Sport, and Cultural Development's Community Gaming Grant Branch accepts PAC as entity able to apply for a gaming grant and to establish a gaming account. The PAC executives who are signing authorities on this account are legally liable for the monies in this account. Note that for a school sanctioned event, the Schools Protection Program applies (<http://www.bcspp.org/>). If the event is not school sanctioned, district advice is that PACs NOT run the event due to liability.

Q: Is there a district honorarium policy e.g. limits on gifts for teacher retirement, student babysitters, etc.?

A: There is no district policy for honoraria. Recommendation is that incidental gift cards, small gifts, etc. be decisions made not in isolation and be well disclosed to PAC members, e.g. report out at meetings.

Q: Can PACs participate in investments, such as GICs?

A: PACs can arrange for term deposits or GICs with their financial institution if they have monies that they are holding on to for a longer term project, e.g. for more than a year.

Q: Are original receipts necessary for PAC to reimburse expenses or to keep in PAC records?

A: Original receipts are best, but copies are also acceptable.

Q: Can PACs only reimburse school/district with proof of purchase or is an invoice also acceptable documentation?

A: Invoices are acceptable, as PACs still maintain control of the direction of funds.

Q: Do schools have gaming licenses?

A: No. Every gaming event must be covered by a specific license. However, gaming licenses that cover a series of events are also available, but dates and prizes and purpose of funds raised must all be known at the time of application.

Q: Are PACs able to run fundraisers under a pub license (e.g. 50/50 at a pub night)?

A: The school will not sanction a pub night event, and thus, the province's School Protection Plan insurance would not cover the event. The pub night can be a parent event, but not a PAC event. However, any and all liability is personally assumed by the individual parent organizers. Any gaming at such an event would be separate from PAC and would not involve a PAC license.

Q: Is there any preference/guidance around whether PACs should use bank cheques or 3rd party cheques?

A: District suggests using pre-numbered, encrypted bank cheques, for tracking and accountability purposes. The only reason to go with a 3rd party would be for large volume of cheques.

Q: Sometimes PACs run fundraisers (such as Purdy's) that involve depositing large numbers of cheques from parent purchasers. Parent volunteers who front the money to the vendor for the purchases are sometimes told by their PAC that they cannot be reimbursed until all the deposited cheques have cleared. What is your advice on this dynamic that puts parent volunteers under financial pressure?

A: As long as the fundraiser has been approved by PAC (e.g. at a PAC meeting/in the budget), PAC is able to reimburse the expenses, whether or not the deposited cheques have cleared. PACs may want to make sure the fundraisers and expected costs are in the previous meeting minutes and added to the financials.

Q: Are there sample PAC financial reports?

A: Samples will be posted on the district website along with this presentation.

Q: Should PAC budgets include all groups, such as a Music parents' group?

A: Yes. The School Act only allows for one PAC per school, so all other parent groups should be subcommittees of PAC, not an independent group, and their budgets need to be a part of the PAC budget.

Q: Is there a recommendation around what constitutes a quorum at a PAC meeting? This is sometimes a struggle when trying to pass important financial pieces, such as budgets.

A: Recommendation is to check your PAC bylaws. If the bylaws state a specific number, PACs may want to make sure that number is reasonable and attainable (e.g. 2 PAC executives plus a certain number of parents). If the bylaws are silent, then Robert's Rules of Order apply, and approval would be 50% of attendees +1, a simple majority. Also, PACs should communicate out to parents which meetings will involve financial decisions that require voting, so that parents have ample notice if they wish to attend.

Q: If PACs make their purchases through the school or district, how are the tax rebates handled?

A: The school or district will bill PACs for the expense minus the tax rebates that the school or district will claim on the purchase. Schools are able to claim 68% of the GST (books and children's clothing 100%), but no PST. District is able to claim the same GST rebates as the school, plus 100% PST. Purchases are not limited to large items, such as playgrounds, but can also be for field trips, etc.

Break 8:20 – 8:31 pm

4. DPAC Updates

a. Committee Reports

- i. Buildings & Grounds Committee Report - *Appendix 1*
- ii. District Community Schools Advisory Committee Report - *Appendix 2*
- iii. Education Committee Report – *Appendix 3*
- iv. Policy Committee Report - *no meeting*
- v. SOGI Committee Report – *Appendix 4*
- vi. Technology Committee Report – *no meeting*
- vii. Youth & Community Services - *Appendix 5*

b. Kingsway South DPAC Executive Vacancy Filled: Ashley Sandquist from Suncrest Elementary has stepped up to fill this vacancy. She will be a Member At Large.

c. Parent Information Evenings (PIEs)

- i. **“Cultivating Positive PAC Dynamics in Difficult Situations” with Raj Dhasi – Thursday, November 2, 2017 at Burnaby Central Secondary School**
 - Vendor fair 6-7 pm; Speaker 7-9 pm
 - Event is free but registration is required due to limited seating. Event is open to PAC executive members and SD41 Staff. Register at link below.
 - <https://www.eventbrite.ca/e/vendor-fair-presentation-navigating-difficult-conversations-on-your-pac-tickets-38816220360>

d. BCCPAC (BC Confederation of Parent Advisory Councils) News

- i. Reminder that Annual Membership Fees (\$75) are due by **December 15, 2017** if PACs would like voting privileges at the AGM in the spring.
- ii. **BCCPAC Presentation Re: Education Funding to Provincial Government:** BCCPAC has adopted over 50 member resolutions relating to education funding. Based on these resolutions, BCCPAC executive drafted and presented a 19-page submission to the Select Standing Committee on Finance and Government Services – the first time BCCPAC has

presented to this provincial, all-parties Committee. In the past, all motions were brought to the Ministry of Education only. The four key recommendations presented were:

- Provide Stable Funding
- Revise the Funding Model
- Increase Operational Funding
- Increase Capital Funding

Summary of recommendations here:

<http://bccpac.bc.ca/news/bccpac-presents-select-standing-committee-finance-government-services/>

Full 19-page submission here:

http://bccpac.bc.ca/wp-content/uploads/2017/10/BCCPAC_SSC-Submission_Oct-6-2017-4-1.pdf

5. At Our School – Show & Tell

Parent Education Opportunities (in order of date)

- Stoney Creek Community School - **Online Safety with Jessie Miller**: Wednesday, October 18, 6:30 pm – 7:30 pm. Target audience is parents of elementary intermediate parents. Open to all Burnaby parents. Registration and event details: <https://www.eventbrite.com/e/online-safety-with-jessie-miller-tickets-38215548735>
- Moscrop Secondary School – **Internet and Social Media Safety with The White Hatter**: Wednesday, October 25, 7:00 – 9:00 pm. Event is free, but registration is required. <https://www.eventbrite.ca/e/the-white-hatter-internet-and-social-media-safety-presentation-tickets-38203812632>

School Events – Sharing to Inspire

- Lochdale Community School – **Socktober**: During the month of October, the school community collects new socks, and then the Grade 6 classes distribute the socks to the homeless. Any donations are welcome!

Upcoming Open School/Community Events

- Edmonds Community School - **Community Swap Meet/Garage Sale**: Saturday, October 21, 10:00 am -2:00 pm. Table rental is \$10, please call Community School Office 604-257-4457.
- Maywood Community School – **Flea Market**: Saturday, November 18, 10:00 am – 2:00 pm in the school gym. Tables are \$10, please call 604-916-1107 or register at Room 105.
- Confederation Park Elementary – **Art Show & Auction Fundraiser**: Saturday, November 25, evening. Student art, silent auction, and performances.
- Westridge Elementary School – **Cockney Fish & Chips Fundraiser**: Saturday, November 25. More information to follow. Funds raised to be used to purchase guitars for music program.

6. Questions & Answers – none

7. Adjournment

- Meeting was adjourned at 8:48 pm by Kristin Schnider. Next meeting November 20, 2017 at 7 pm.

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 1

Building & Grounds Committee Report: Calvin Taplay

Meeting Date: September 20, 2017

Capitol Projects Report

Alpha Secondary School Seismic Upgrade and Partial Replacement

1. The addition is expected to be completed by June 2018 for September occupancy
 - a) Structural steel framing is complete
 - b) Steel decking is complete
 - c) Concrete floors are complete
 - d) Steel stud framing is in progress
2. Upgrades to small gym, drama, band room, woodwork areas
 - a) Seismic upgrade complete
 - b) New ceiling, lighting and roofing

Montecito Seismic Upgrade/Expansion/Building Envelope Remediation Project

- a) 4 room addition is occupied
- b) Replacement windows are installed
- c) New wheelchair lift is in main stairwell
- d) New millwork and flooring are in corridors

University Highlands 8 Classroom Plus Daycare Addition

- a) Major redesign to include dedicated daycare

Classroom Accommodations

The following projects have been approved for capital funding

- a) Renovations for Suncrest and Taylor Park
- b) Portables for Brentwood Park, Cascade Heights, Sperling, Buckingham, Gilpin, Cameron, and South Slope

Annual Facilities Grant Update

- a) Playgrounds have been installed at Lyndhurst, Windsor and Westridge
- b) Partial flooring has been installed at Burnaby South, Armstrong, Aubrey, Buckingham, Cascade Heights, Edmonds, Forest Grove, Gilpin, Lakeview, Second Street, Taylor Park, Stoney Creek, Montecito, Cariboo, and Stride.

Appendix 2

District Community Schools Advisory and Coordinating Committee (DSCACC) Report: Kristin Schnider

Meeting Date: October 12, 2017

DSCACC met on October 12 and discussed their ongoing Community Schools Inquiry project. The project aims to highlight the importance of communicating Burnaby's community school model to parents, staff, community members, etc. and conveying the value our community schools provide. Meeting participants worked to explain the 'What,' the 'Why' and the 'How' of our community school model at their individual school, noting both their challenges and strengths. Each community school has now been tasked with continuing this conversation with their individual Community Council over the next couple of months. Their findings will be reported back at the next DCSACC meeting in January.

Appendix 3

Education Committee Report: Kristin Schnider

Meeting Date: October 2, 2017

1. Aboriginal Education Update

District Principal of Aboriginal Education Brandon Curr provided an update on the District's Aboriginal Education Enhancement Agreement. Currently in its fourth year, the Enhancement Agreement goals focus on the District's work with Aboriginal learners in the areas of student achievement, culture, and sense of self, as well as community connectedness and belonging. In his update, Curr highlighted two new initiatives for 2017-2018. These include time dedicated in 14 elementary schools to focus on Aboriginal inquiry with the intention of increasing knowledge of Aboriginal history, culture, and story in Aboriginal students' classrooms. Another addition to the District Aboriginal Education Team is the position of Aboriginal Literacy Teacher. The role of this teacher is to continue with the Reading Recovery program as well as other literacy interventions for Aboriginal learners.

2. Fortius Partnership – KidsMove Program

The KidsMove Program is a fun, movement-based training program developed by sports science practitioners and athletes. The program is planned and run by the professional staff at Fortius and the Fortius Foundation is offering the opportunity for six Burnaby elementary schools to participate in the 10-week KidsMove Program. Weekly sessions will focus on developing fundamental movement skills of running, jumping and throwing through a variety of activities and exposure to a variety of sports. Students will also be introduced to activities that improve mobility, flexibility, muscular endurance, muscular strength and movement competency. Lifestyle and mental endurance skills will also be integrated into the program. All teachers involved in the KidsMove Program will receive pre-program training through EC100217JW Fortius and will work side by side with Fortius staff during each of the 10 sessions. This program, including transportation, will be fully funded by The Fortius Foundation and is being offered to the district at no cost.

Appendix 4

SOGI Committee Report: Jocelyn Schonekess

Meeting Date: September 27, 2017

- 1) Pride Parade → We are looking into alternate ways to get funding to support the Parade entrance fees. Another option is possibly joining other school districts and all walking with the Arc Foundation, who would pay for the entrance fee.
- 2) Budget → RBC is donating \$200,000 towards promoting SOGI initiatives. Burnaby School District will receive \$2000.00 of that money. This year the budget will be spent on student events such as the Pride Dance, and IDAHAT Breakfast, BCGSA Forum. Other expenses will include keynote speakers, workshops, release time for SOGI leads, and promotional supplies.
- 3) ARC Update → The next ARC (Awareness Respect Capacity) Foundation meeting is an all-day event with 48 school districts attending. SOGI support teachers Dan Adrian & Bryan Gidinski will be working on leading a future Metro group for SOGI ARC meetings.
- 4) Building Capacity → There are currently SOGI leads in all 8 Secondary Schools. SOGI Lead Training will take place in October. There have been very successful zonal PAC presentations and plans to continue with

more to support parents. A letter is being drafted to send out to parents to update them on the District's SOGI info.

- 5) Student Voice → Students are working to plan the next Pride Dance. Ideas include having a cotton candy machine and photo booth. Students at North are interested in having an Art Show.

Appendix 5

YCSC Committee Report: Jocelyn Schonekess

Meeting Date: October 3, 2017

- 1) VMO Canada → Jim Dobbs, Director from the Vancouver Metropolitan Orchestra presented information about the VMO. Top music graduates are able to join this mentoring orchestra to gain experience. Some SD41 teachers are members of the orchestra. VMO has an Outreach program that can supplement classroom music curriculum. One program, "An Introduction to the Family of Musical Instruments for the Listener" is a great way to spark interest in music in primary students. VMO concert tickets can be made available to SD41 students.
- 2) West Coast Leaf → Two representatives from West Coast Leaf (Legal Education and Action Fund) presented on several Social Justice workshops that their non-profit organization can present to secondary students, including, "Youth in the Workplace," "Youth Legal Rights and Responsibilities Online" and "No Means No" a workshop for Grades 5 – 9. The information will be passed along to school Administrators for their consideration.
- 3) The District has drafted Response Guidelines with regards to opioids. This will be presented to the Board for Approval and discussed at the upcoming Elementary and Secondary Principal's meeting before being publicly released. Once formal, the District Staff are open to presenting a brief overview of the Guidelines at a future DPAC meeting.