



Burnaby D.P.A.C. AGM Minutes

April 16, 2018

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
Roberto Bombelli, Assistant Superintendent
Russell Horswill, Secretary Treasurer

Ishver Khunguray, Acting Deputy Secretary-Treasurer
Matt Mydske, Manager, Finance & Budgets

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)

Guest: Vicky Ma, Minutes

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

- Meeting was called to order at 7:02 pm.
- DPAC representatives were welcomed, and DPAC executive, district senior administrative staff, and trustees present were introduced.

2. SD41 2018-19 Operating Budget Presentation

*Russell Horswill, Secretary-Treasurer & Ishver Khunguray, Acting Deputy Secretary-Treasurer
Slide 2-21 of Presentation posted on DPAC website*

- Every school year, the district finance team prepares a preliminary operating budget, based on the current year's operations and trends (status quo budget), along with a list of budget proposals and adjustments, and then consults both with the general public and with specific partner groups, like DPAC.
- **Significant changes/considerations that impacted the Status Quo budget:**
 - Ministry of Education announced an increase to the base per student amount, based on teacher and support staff salary increases - \$7301 to \$7423 per student.
 - Extended health benefits saw a 10% increase in use over the previous year.
 - Enrolment projections indicate a total increase of 57 FTE (full time equivalent) students next year, with secondary enrolment expected to have its last year of decline.
 - Special Ed Level 2 enrolment is projected to jump significantly by 49 students.
 - Employer Health Tax will replace MSP premiums, an impact of ~\$1.7M to the district once fully implemented.
 - Classroom Enhancement Fund (CEF) in upcoming year has reduced funding for non-enrolling teachers – about 33 FTE for Burnaby, equivalent of \$3M impact to the budget.
 - Increases in salary due to teacher experience are not funded by Ministry.
 - The Service and Supplies budget that will be carried over from this year into next year's budget will not be known until year end.
- Status Quo Budget is predicting a shortfall of \$881k.
- **Budget Proposals:** The Ministry of Education is currently re-evaluating the funding framework, to arrive at a new funding framework to be implemented for 2019/20. Thus, the finance team has put forward only 2 budget proposals this year:
 - Administrative staff reorganization – savings of 1 FTE
 - SOGI request – incremental \$10k to operating budget
- **Other Budget Adjustments:** In addition, to deal with the \$3M reduction to Non-Enrolling staff funding:
 - \$1.45M in potential operating adjustments have been identified. See slide 16 for areas of non-enrolling staff that may be impacted.
 - Expecting to receive CEF funding for additional enrolling staff (growth and requested positions).
- **Preliminary Operating Budget:** The Status Quo budget, with the addition of the 2 budget proposals and budget adjustments, results in a preliminary operating budget showing net expenses of \$508k (slide 17), and operating budget shortfall of \$1.55M. In light of current fund balances and reserves (~\$5.1M), the district considers the preliminary operating budget to be fiscally sound and in line with previous years.
- The three-year budget shows the fund surplus running out in the 2019/2020 school year (slide 19).

Q: *Is the Employer Health Tax likely to be funded under the new funding framework?*

A: The Ministry will not release funding numbers and framework until around October 2018, but there has been no mention of funding the health tax thus far. Kristin Schneider, DPAC Chair, encouraged parents to speak to their local MLAs if they feel strongly about the need to fund this new burden on school districts.

Q: *How is the Employer Health Tax calculated and are any BC school districts exempt?*

A: The Employer Health Tax is 1.95% of the gross annual payroll. The threshold for exemption is \$500k, and the threshold for reduced rates is \$1.5M. Even the smallest school district exceeds these numbers.

Q: Has the proportion of costs for classroom staff vs. district staff shifted in relation to previous years?

A: The salary breakdown in the presentation (Presentation slide 12) shows the category salary comparisons over last year. A more detailed and long-term comparison will be a part of the presentation to the Board on April 23.

Q: What changes are expected to the Classroom Enhancement Fund (CEF) next year?

A: In the current year, the CEF spanned 4 areas in order to accommodate the ruling on class size and composition: enrolling staff, non-enrolling, staff, associated overhead /non-teaching costs, and portable classrooms. Portable funding will not continue next year and must come out of districts' operating budgets (portables do not qualify under capital funding). Non-enrolling funding has also been reduced.

3. School Protection Plan

Russell Horswill, Secretary-Treasurer

Slide 22-26 of Presentation posted on DPAC website

- For school and district sanctioned events, the district insurance policy extends **general liability insurance** only to cover the event. Auto and property insurance is not included.
- For events organized by PACs or DPAC, parent organizers should consult with administrators to ensure the event qualifies to be sanctioned as a district authorized activity. A paper or email trail noting the approval is advisable (e.g. an email from the principal confirming that the event is school sanctioned).
- At sanctioned events, all relevant district policies are expected to be followed (e.g. adult-student ratios).
- Note that events involving the serving of alcohol require more conditions to be in place in order for the event to be sanctioned. For these type of events, PACs should work closely with the Secretary-Treasurer's office.
- As PACs are not a legal entity, it is recommended that vendor or service contracts should be signed by district/local school staff, not by PAC members or they will assume personal liability for the contract terms.

Q: If a school sanctioned event is to take place off-site, and volunteer parents provide transportation for students using private vehicles, are parent drivers covered under the district's insurance?

A: All volunteer drivers are required to have a minimum third-party liability of \$1M. The school district policy provides coverage for damages above the \$1M. It is expected that all school district travel policies are complied with during the event. See [Policy 3.05](#) for details.

Q: If a parent is asked by school staff to drive for a school event, are they covered by district insurance?

A: In this case, the parent would be volunteering for a school event, not a school sanctioned event, and they would be covered by definition. However, the Volunteer Driver Authorization Form would still need to be filled out and authorized by the principal.

4. Provincial Playground Equipment Fund

Russell Horswill, Secretary-Treasurer

Slide 27-29 of Presentation posted on DPAC website

- Ministry of Education recently announced a new component of their capital plan - replacement of playground equipment. Every school district was asked to submit their top 3 priorities by April 16, 2018.

Ministry's goal is to purchase and install as many of the approved playgrounds as possible in the summer break of 2018.

- Burnaby submitted the following projects:
 - Suncrest Elementary – replacement of aged standard playground
 - Maywood Community School – replacement to achieve universal accessibility (a number of current students at the school cannot access playground)
 - Second Street Community School – replacement of aged standard playground
- 2019/20 Capital Plan submission to the Ministry will include a multi-year capital request around playground funding. Work is being done in the district to determine a priority list for replacement.

Q: One of the requirements for eligibility is that there is no off-site playground close by, e.g. a public park. How close would a park playground need to be to disqualify a school from applying?

A: District understanding is that this requirement indicates adjoining or adjacent spaces, so a public park playground a few blocks away would not prevent a school from being eligible.

Q: District maintenance staff have traditionally provided the labour for installation. Will this arrangement continue with the new provincial funding?

A: The plan for the upcoming year is to continue with the current arrangement. Review may be in order depending on the pace and volume of provincial funding for playground replacement.

Q: Currently, Burnaby Parks & Recreation provide some grants and funding for school playgrounds. Will these grants be impacted by the provincial program?

A: The current provincial offer has no bearing on the municipal grants at the moment. In the future, we may see a partnership model, with the provincial and municipal levels of government perhaps co-funding playgrounds.

Q: When will the district know if the three projects have been approved?

A: As the province is anticipating summer installations, the announcement from the Ministry should happen soon, although no date has been communicated.

Q: Have any of the three schools that were put forward for playgrounds applied to BCAA Play Here program?

A: Staff are uncertain if the schools have applied. (From the BCAA website, Maywood Community School (parent applicant) has applied.)

Break 7:50 pm – 8:07 pm

5. DPAC Updates

a. Committee Reports

- i. Buildings & Grounds Committee Report – *Next meeting on April 18*
- ii. District Community Schools Advisory Committee Report – *Next meeting on April 19*
- iii. Education Committee Report – *Appendix 1*
- iv. Policy Committee Report – *no report*
- v. SOGI Committee Report – *no report*
- vi. Technology Committee Report – *no report*

- vii. Youth & Community Services – Jocelyn Schonekess
 - At the March 6th meeting, two organizations hoping to work with the school district in providing programs to schools made presentations to the committee for vetting.
 - City committee reported that two grants have been approved for playground upgrades: Cameron Elementary for a garden, and Montecito Elementary for updating the playground to provide accessibility.
 - Next meeting will be May 1.

- b. Public Safety Committee Update
 - At the city’s public safety committee meeting on May 15, a parent delegation from Kitchener Elementary has been allocated time to speak about traffic safety issues at their school. DPAC executive Jen Mezei sits on this committee. She is requesting that any other schools experiencing chronic traffic problems please [email her via DPAC](#), so she can bring these up at the meeting as appropriate.

- c. Aboriginal Enhancement Working Group – Call for Parent Representatives
 - Brandon Curr, District Principal, Aboriginal Education, has put out a call of interest to parents of Indigenous students for the district’s Aboriginal Enhancement Working Group. The group provides input and feedback on district programming targeted for Aboriginal learners that integrate academics and Aboriginal culture and/or language.
 - The district is hoping for, ideally, 1 parent from each zone.
 - DPAC will be sending out an email to PACs with an Expression of Interest Form and Group Norms (description of the group’s purpose, goals, and member expectations).

- d. BCCPAC Spring Conference & AGM: May 4-6
 - If your PAC is a member of BCCPAC and does not intend to send a delegate to the AGM, please fill out your [Proxy Form](#) and either scan and [email to BCCPAC](#) by the April 27, 2018 deadline, or scan and [email to DPAC](#) executive by May 1, who will submit on your behalf at the conference and AGM. DPAC members who will be attending the AGM are Jocelyn Schonekess and Ashley Sandquist. Note: If you have voting preferences, please fill out pgs. 44-46 of the [Nomination and Resolution Booklet](#) with your PAC’s voting instructions and email them to DPAC along with your proxy.
 - The speaker line-up is outstanding, and even if parents don’t attend the AGM, the conference itself will be a meaningful parent education opportunity.

- e. DPAC AGM Details
 - DPAC will hold its Annual General Meeting on Tuesday, May 22. Next years’ executive will be voted in at the AGM.
 - 6:30 pm – Parent social; culinary treats from the district’s ACE-IT Professional Cook Training Program at Central, under the direction of Chef Wade.
 - 7:00 pm – District “Show & Tell” on successes of the new curriculum in Burnaby, followed by AGM and elections.
 - Please note that DPAC representatives interested in sitting on the DPAC executive will need to be elected as the DPAC representative for your home school for the 2018/19 school year.

6. At Our School – Show & Tell

- **Presentation “Practical Ways to Help Your Teen Deal with Anxiety and Stress”** - Burnaby Mountain PAC: Thursday, April 19, 7-9 pm. Speaker is Bahareh Hosseinpour, Youth & Family Counsellor, Youth Services Unit, RCMP. Please register [here](#).
- **Garden Sale – Lyndhurst Elementary School:** Saturday, April 28, 10 am – 2 pm. \$1 strawberry plants and many other selections.
- **Presentation “Parenting in a Digital Age”** - Cameron Elementary School: Tuesday, May 8, 7 pm. Presented by [Safe Online](#), talk will focus on parents of intermediate elementary age children. Event is free, but please register [here](#). Please note that Cameron PAC’s AGM will take place directly afterwards.
- **Presentation “Teen Safety Online” – District Parent Education Event:** Wednesday, May 9, 7 – 9 pm at Burnaby Central Secondary School. Event is funded by the Ministry of Education and email will go out this week to schools. Presenting organization, [Safer Schools Together](#), work with many of the critical incidents in Canadian schools related to social media. Event is free but registration is required [here](#).
- **Odyssey of the Mind – Buckingham Elementary:** The school team won gold at the provincial competition and will be travelling to Iowa to represent Burnaby and Canada at the World Finals. The City of Burnaby financially sponsors teams to represent them at this event, which emphasizes creative problem solving.

7. Questions & Answers

- None tabled

8. Adjournment

- Meeting was adjourned at 8:27 pm by Kristin Schnider. Next meeting is the AGM on Tuesday, May 22, 2018 at 6:30 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: Education Committee Report

Submitted by: Kristin Schnider

Meeting Date: Monday, March 5, 2018

ARTIFICIAL LEARNING ENVIRONMENTS

The Committee received an update on the various virtual, mixed, and augmented reality programs being used and developed at Alpha Secondary and in the District. Since September of 2017, teachers at Alpha Secondary, along with University partners have been developing a full emersion virtual reality software program with the goal of supporting students in the area of fractions. The group selected this topic due to the fact that it is a foundational concept which is necessary in understanding many areas of math and science. Fractions also proves to be a difficult concept for many of our struggling learners. For the purpose of this project the fractions topic addressed in grades 4 to 8 was broken into 40 discreet concepts, each with a specific learning objective, within the virtual reality program. Students work their way through the program and are assessed on their understanding with pre and post evaluation. The purpose of these built in assessments are to test the pedagogical efficacy of the program ensuring the objectives are being met. Students have been involved in the development and testing of the program at the beta level. A fully functional prototype will be available in May 2018 consisting of the first 7 units and an assessment component. This first part of the program has the user working though escape rooms on a virtual space station and ends with the assessment component: using their knowledge of fractions to start a space ship to get off the planet.

HEALTH & WELLNESS SURVEY

A representative from DSAC and staff from Burnaby Mountain Secondary presented an updated on the Wellness Survey that has been created. DSAC and secondary school PHE Department Heads collaborated to develop a Wellness Survey, which will be administered to Grade 8 and 9 students in all secondary schools in April. This survey will help inform secondary PHE teachers in their teaching of both the healthy and active living and mental well-being aspects of the Grade 8 and 9 PHE curricula. This survey will also help inform next steps for DSAC, which may include the development of a health fair in the next year.