

Burnaby District Parent Advisory Council (DPAC)

General Meeting Minutes

Date: Monday, October 21, 2024

Time: 7:08 PM - 9:07 PM

Location: Burnaby Central Secondary School, Room A206

Next Meeting: November 18, 2024

1. Call to Order and Land Acknowledgement

The meeting was called to order at **7:08 PM**.

A land acknowledgement was provided, recognizing that the meeting took place on the traditional, ancestral, and unceded territories of the Coast Salish peoples, including the Musqueam, Tsleil-Waututh, and Squamish peoples.

2. Attendance

School attendance was recorded.

Schools represented included:

Alpha; Aubrey; Brentwood Park; Burnaby North; Confederation Park; Lochdale; Montecito; Parkcrest; Westridge; Armstrong; Burnaby Mountain; Forest Grove; Stoney Creek; Twelfth Avenue; Brantford; Cascade Heights; Chaffey-Burke; Gilpin; Inman; Morley; Moscrop; Burnaby South; Byrne Creek; Clinton; Maywood Community; South Slope/BCSD; Windsor.

3. Approval of Agenda

A motion was made to approve the agenda.

Moved: Burnaby Mountain

Seconded: Maywood

Carried

4. Treasurer's Workshop

School District finance staff provided a workshop for PAC treasurers and DPAC members.

Topics included:

- PAC financial controls and procedures
- use of general and gaming funds
- donations and School Cash Online
- purchasing through the School District
- documentation and audit trails
- conflict of interest considerations
- emergency supplies and school-based purchases
- carry-forward funds
- hot lunch and vendor questions

Workshop materials and detailed Q&A were provided separately for reference.

5. Introductions

Attendees participated in brief introductions.

6. Approval of September 2024 Minutes

A motion was made to approve the September 2024 General Meeting minutes.

Moved: Burnaby Mountain

Seconded: Parkcrest

Carried

7. Executive Election – Kingsway South

An election was held to fill the Kingsway South Executive position.

After three calls for nominations, **Yingzi Feng (South Slope)** was acclaimed.

8. DPAC Updates

The following updates were provided:

Secondary School Scheduling / Capacity

DPAC discussed the School District's communication to families at affected secondary schools regarding proposed extended-day scheduling as a possible response to capacity pressures.

Members noted:

- the proposal was not finalized;
- families were encouraged to direct school-specific questions to principals;
- concerns were raised about communication to Grade 7 families;
- DPAC may seek information from other districts with similar experience.

Portables and Funding

Members were encouraged to share DPAC's open letter regarding portables and education funding with their school communities.

District Strategic Plan

Members were informed that a new District Strategic Plan process was underway.

Upcoming Parent Education Event

Members were reminded of the upcoming November 5 presentation with Dr. Deborah MacNamara.

PAC Website Project

An update was provided on the PAC website pilot project. Seven schools had signed up for the pilot phase.

The purpose of the project is to support accessible, publicly available PAC communication through school-hosted websites, rather than relying only on social media platforms.

9. Committee Reports

Committee reports were provided separately and were not discussed in detail during the meeting.

Reports included:

- SOGI Committee
- Sustainability Committee
- Committee of the Whole
- Community Schools Committee

10. Show and Tell

Brief school and community updates were shared, including:

- a DSAC student committee overnight trip to Loon Lake;
- an upcoming Halloween event at Maywood.

11. Adjournment

A motion was made to adjourn the meeting.

Moved: Cascade Heights

Seconded: Forest Grove

Carried

The meeting adjourned at **9:07 PM**.

Minutes recorded by: DPAC Secretary