

Burnaby District Parent Advisory Council (DPAC)

General Meeting Minutes

Date: Monday, March 10, 2025

Time: 7:03 PM - 9:22 PM

Location: Burnaby Central Secondary School, Room A206

Next Meeting: April 15, 2025

Public procedural version. Detailed meeting notes are retained in DPAC's internal records for reference.

1. Call to Order and Land Acknowledgement

The meeting was called to order at **7:03 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; Kitchener; Lochdale; Montecito; Burnaby Mountain; Second Street; Brantford; Burnaby Central; Cascade Heights; Douglas Road; Gilpin; Moscrop; Burnaby South; Edmonds Community; Maywood Community; Nelson; South Slope/BCSD; Windsor.

Trustees, District staff, DPAC Executive members, and members-at-large were also present.

3. Introductions and Welcome

Attendees were welcomed, and School District guests were introduced.

4. Approval of Agenda

No agenda approval motion was recorded in the draft minutes.

5. School District Presentation: 2024/25 Amended Operating Budget

School District finance staff provided a presentation on the **2024/25 Amended Operating Budget**.

Topics included:

- enrollment for the current school year;
- increased health and dental benefit costs;
- substitute teacher costs;
- cost-of-living adjustment funding;
- carry-forward and restricted surplus budgets;
- transfers related to the operating budget;
- financial reserve levels;
- budget pressures for the following school year;
- and the upcoming budget feedback and approval timeline.

Key points included:

- current enrollment of approximately **26,782 students**;
- higher-than-anticipated extended health and dental claims;
- higher-than-anticipated substitute costs;
- a projected financial reserve of approximately **\$43,795**, compared with a target reserve range of approximately **1–2% of the operating budget**;
- the amended budget was expected to go to the Board for approval;
- partner group budget feedback was expected by April 30;
- final Board approval was expected at the end of May.

Questions were received regarding:

- health and dental cost increases;
- substitute teacher costs and absenteeism;

- international student spaces;
- anticipated budget reductions;
- custodial staffing;
- and the level of detail parents can expect when asked to provide budget feedback.

Detailed presentation notes and Q&A are retained in the internal meeting record.

6. Burnaby Teachers' Association Presentation

Representatives from the Burnaby Teachers' Association provided a presentation.

Topics included:

- teacher workload and burnout;
- daytime custodial staffing concerns;
- professional resources and classroom materials;
- diverse learners and inclusive education needs;
- anti-racism, SOGI, disability justice, and equity-related concerns;
- collective bargaining processes;
- local and provincial bargaining;
- secondary timetabling changes;
- and opportunities for stronger parent/guardian and teacher collaboration.

Questions were received regarding:

- the proposed secondary block schedule;
- provincial funding of bargaining outcomes;
- teacher absenteeism and workload;
- communication from teacher organizations to students/families;
- increasing classroom complexity;
- teacher burnout;

- and how parents can advocate for improved education funding.

Detailed presentation notes and Q&A are retained in the internal meeting record.

7. Approval of February 2025 Minutes

A motion was made to approve the February 2025 General Meeting minutes.

Moved: Brantford

Seconded: Cascade Heights

Carried

8. DPAC Updates: Transition and Future Planning

The Executive provided an update on transition and future planning.

Topics included:

- DPAC constitutional objectives;
- current Executive roles;
- Executive vacancies;
- School District partner groups and DPAC subcommittees;
- the need for clearer committee representation processes;
- member input on committee selection and representative expectations;
- continuity of communication;
- Constitution and Bylaw updates;
- asset handover;
- financial reporting requirements;
- and future governance planning.

Members were encouraged to contact the Executive if interested in committee work or vacant roles.

9. Executive Vacancies and Nominations

The Executive noted current vacancies and made calls for nominations.

Expressions of interest were received for vacant Executive positions.

Elections for interested nominees were deferred to the next General Meeting.

10. Committee Reports

Committee reports were provided separately for member review.

Reports and updates included:

Accessibility Committee

An oral update was provided.

Topics included:

- National Accessibility Week;
- school-level accessibility awareness;
- accessibility champions at schools;
- development of accessibility presentation materials;
- and welcoming students with accessibility needs.

Constitution and Bylaws Committee

The committee was continuing its work and intended to provide a draft to the membership before the AGM for feedback.

Budget / Finance

An update was provided regarding outstanding financial information, budget records, signing authority, and access to DPAC financial assets.

Members discussed the need for the current Executive to restore operational and financial access in order to meet reporting obligations and continue DPAC business.

A motion was made authorizing the current Chair to contact Gaming and the bank to support regaining access to DPAC funds and financial administration.

Moved: Brantford

Seconded: Edmonds Community

Carried

11. Other Business / Show and Tell

No additional show-and-tell items were recorded beyond the committee and transition discussion.

12. Adjournment

The meeting adjourned at **9:22 PM**.

Minutes prepared by: DPAC Secretary