



Burnaby D.P.A.C. Meeting Minutes

November 15, 2021

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
- Ishver Khunguray, Assistant Secretary-Treasurer
- Roberto Bombelli, Assistant Superintendent
- Jeannette Laursoo, Assistant Superintendent
- Wanda Mitchell, Assistant Superintendent
- Richard Per, Assistant Superintendent
- Jason Brown, Manager, Finance & Budgets

Board of Education

- Jen Mezei, Chair (Brentwood North, Kingsway South)
- Bill Brassington, Vice Chair (Kingsway South)
- Gary Wong, Trustee (Central West)
- Peter Cech, Trustee (Brentwood North)
- Christine Cunningham, Trustee (Central West)
- Larry Hayes, Trustee (Cariboo Lougheed)
- Ryan Stewart, Trustee (Cariboo Lougheed)

DPAC Executive

- Ashley Sandquist, Chair (Brentwood North)
- Laura Ward, Vice Chair (Cariboo Lougheed)
- Maria Gunner, Secretary (Kingsway South)
- Alfred Romann, Treasurer (Kingsway South)

Members at Large

- Calvin Taplay (Brentwood North)
- Christine Nguyen (Central West)
- Esther Norcott (Central West)... late
- Lisa Young (Cariboo Lougheed)

1. Welcome and Introduction: Ashley Sandquist, DPAC Chair

- Meeting was called to order at 7:02 pm
- Acknowledged meeting on the traditional, ancestral, and unceded territory of the Musqueam, Squamish and Tsleil-Waututh Nations, where we watch, learn and play
- Introduction of Board of Trustees and District Staff. Only district staff that were presenting were in attendance.

2. Message from Superintendent: Gina Niccoli-Moen

- Testing the new system at new district offices at the 4054 Norfolk Street (new location)

- Former site at Kincaid is no longer there, website will reflect new address effective tomorrow (Nov 16)
- Ishver K. and Jason B. addressed fundraising follow-up questions (i.e. school protection); to help PAC with planning in the new year as things start to open up
- Board is leading a community engagement initiative, Jen Mezi will share that segment and then Russell H, will present information on the *Duthie Union School Potential Land Disposition*.
- Operations update – with upcoming holiday seasons, concerts/performances will vary from school to school. Event guidelines depends on level of comfort in the school community and conversations with principals and schools. Some will be virtual, or hybrid events shown in segments. Larger events will take further planning and high schools are increasing indoor events. All event gatherings are in consideration of health authority orders and protocols.
- Overnight trips, field experiences (trips), and sports activities are in-progress. Schools are taking a gradual reopening approach; ensuring that field experiences are relevant to the curriculum. Transportation options are taken into considerations to understand what opportunities are available while being mindful that students that are not vaccinated would be more exposed to contracting COVID-19.
- Overnight trips (i.e. sports trips) – schools need to adhere to the guidelines of the BCHA at the region the event is taking place at. Lots of information to consider and staff are working hard to navigate the ever-changing landscapes.

3. Presentation by the Secretary-Treasurer: *Russell Horswill*

a. School Protection Program (SPP)

- Refer to presentation slides [HERE](#).
- **All** ministries are funded through the Ministry of Finance program w.r.t. to insurance.
- SPP liability coverage is primarily designed to protect the school district and its employees while performing their duties
- For general liability only, no insurance for equipment or large assets – it’s only the activities for PAC/DPAC
- Activities that schools do need to be authorized by the school district. General liability will be covered before you run an event
- **Activities / Events NOT covered**
 - Job-related injuries
 - Criminal or illegal acts
 - Ownership, use or operation of automobiles
 - Parent-sponsored events that **are not** authorized by the school district
- **District Sanctioned Event**
 - PACs must ensure that the school principal and/or school district supports and has sanctioned the event; by default, the general liability kicks in.
 - PAC events such as fundraisers, workshops and student events should be jointly planned with the school/school district.
 - Fundraising activities that require provincial licensing (i.e. lottery, bingo, 50/50), must receive special permission from the Board prior to the event taking place. Refer to Board [Policy 3.16 \(Fundraising Activities in Schools\)](#).
 - ALL staff need to adhere to the policies
- **District Sanctioned Event – NOT Supported**
 - “Beer and a Bun” off site. NO events with alcohol off site. There are considerations for onsite with clear guidelines.
 - Safe Grad (Dry Grad is supported)
 - School carnivals – always check with the Secretary-Treasurers’ Office prior to finalizing plans
- **Signing Contracts**
 - Recommended that PAC members **should NOT sign contracts on behalf of the PAC**. Have the school principal sign the contract to support the PAC to shift the liability/risk from the parent(s) back to the school district.

- **Use of PAC Funds**
 - PAC Bylaw – spending decision-making in accordance with established procedures
 - PAC members should read, understand, and comply with Board [Policy 3.16 \(Fundraising Activities in Schools\)](#)
 - Should **not be used for the provision of Computer Technology** (desktops, laptops, tablets)
 - Other relevant policies:
 - [#3.10.00](#) – Securing Money
 - [#3.15.00](#) – Commercialism in Schools
- \$10,000 deductible for property damage
- Parent volunteers are covered under the plan
- Transportation of students (i.e. private vehicle) – primary coverage is parent insurance. Parental consent form should clearly state who the driver is, and vehicle should be in good working condition “Prudent parent vehicle”. Recommended \$2M liability on insurance. Parents of kids should know who is driving their child.
- b. Duthie Union School Potential Land Disposition: *Russell Horswill***
 - Refer to Board Report Item 2. Duthie Union School Land Disposition link [HERE](#).
 - Objective is to keep public lands for public use. November 23rd – decision will be made after consultation
 - **Public engagement**
 - Announcement made in communities via parent emails, websites, CUPE and various teacher associations
 - Tonight, is the last consultation, until the last board meeting. To reach out for more information send enquiries to: engagement@burnabyschools.ca
 - Staff would need to cut off questions and comments by November 18th
 - **Terms of consideration for the site**
 - Not interested in selling the site – mainly focusing on land acquisition and providing child education school
 - Francophone school is a public school. Board wanted the asset in the public realm (put into good use with public/local community). Building is small and has 4 classrooms and a gymnasium. If the proposal passes, next step would be to prepare a capital plan including information on projections of student enrollment.
 - Factors – location of the site and looking at the surrounding development area
 - Support from public school districts
 - What about field lighting? (i.e. Burnaby North) – discussed considerations in the neighborhood to ensure adequate lighting.
 - Property is wrapped by residential housing
 - LRFP – Long Range Facility Plan link [HERE](#) – Recommendation #5

... THAT the Board of Education review the current and future educational needs of the Marian Secondary School, Duthie Union Elementary, and Riverway West Elementary School sites, and that a long-term plan be developed.
 - SD41 Disposition Process
 - Public disposition meeting is November 9th
 - 3rd and final reading by November 23rd 2021
 - Use of Sale Proceeds
 - Fair Market Value - \$24 million
 - Local Capital Reserve (LCR) allocation which will support local capital priorities

4. Breakout Rooms

- DPAC members discussed ideas on presentation topics related to mental health that they would like the District team to focus on for 2022.

5. DPAC updates

- **COMMITTEE report:** ZOOM licenses for the Burnaby District PAC (i.e. executive meetings)
 - 3 licenses are secured for Burnaby DPAC (each Zoom can hold 2 concurrent meetings); therefore, we can hold 6 meetings at the same time
 - PAC needs to send email request to book to DPAC board (must be booked through the board) chair@dpac.com
 - Can book reoccurring meetings? – yes!
 - PACs can still choose to go through the School Principal to set up Zoom meetings
 - Meeting blocks can be scheduled for these time allotments: 5pm to 9pm and 9am to 3pm
- **Emergency Pack, Earthquake Preparedness Kit (Terri) – District is only responsible for a couple of hours of supply**
 - Different PACs are communicating through social media to figure out what contents are needed.
 - PAC representative wanted clarification on responsibilities because it seems like the responsibilities have fallen on the principal and the PAC but the Ministry of Education policy states otherwise.
 - It was suggested that the District has a Health and Safety Coordinator and couldn't they provide an equipment list, guidelines, and requirement for maintaining the appropriate emergency supplies. PAC representatives want to see a standardize procedure and/or better guidance.
- **Traffic Safety – Referring to Westridge (Gary)**
 - Refer to pilot program School Streets [HERE](#).
 - Traffic safety pilot program called School Streets which is a car-free block beside a school open for non-vehicle traffic during pick-up/drop-off times
 - Traffic Safety committee rep needed on behalf of DPAC to gather more information. Executive team to help reach out to current PAC members to find a suitable rep.

5. **Show and Tell** – No new announcements reported

6. **Next Meeting Date on Zoom – Monday January 17, 2022**

Adjournment – meeting ended at 9:00 pm