



Meeting Minutes

April 19, 2022

Online Zoom

Burnaby D.P.A.C.

Burnaby Central Secondary School
Room A206 – Conference Centre
6011 Deer Lake Parkway, Burnaby, BC
info@burnabydpac.com
chair@burnabydpac.com

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, Deputy 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)
- Calvin Taplay, Secretary (Brentwood North)
- Alfred Romann, Treasurer (Kingsway South)

Members at Large

- Christine Nguyen (Central West)
- Esther Norcott (Central West)... late
- Lisa Young (Cariboo Lougheed)

1. Welcome and Acknowledgement: DPAC Chair

- Meeting was called to order at **7:02 pm**
- Acknowledged that we are able to gather together on the unceded territory of the Coast Salish Nations of Musqueam Tslei-Waututh and Squamish, where we live, work and play.

2. Introductions: DPAC Chair

- DPAC Chair greeted all the attendees and introduced the panel of district staff, board members and DPAC executives.

3. Approval of Agenda:

- A motion was made to approve the agenda any any modifications.
- Moved by: **Alfred R., Treasurer** Seconded by: **Amy G., BMSS Rep**

4. Approval of Minutes: *February 28, 2022*

- A motion was made to approve the previous meeting minutes.
- Moved by: **Alfred R., Treasurer** Seconded by: **J., Marlborough Rep**
- **Motion was made to Amend minutes for January 17, 2022 meeting with additional information:**
 - Original meeting notes: 5 secretaries managing absenteeism which takes half a day to complete. Suggestion to automate the system (SMS, automated and save time). Principal supported MySchool (MyEducationBC – does it already have that feature and, if so, can we propose a pilot program?)
 - Amendment: 5 secretaries managing absenteeism which takes half a day to complete. Suggestion to automate the system (SMS, automated and saves time). Principal supported MySchool, however, the district already has an online communication system – [MyEducationBC](#). Does the online system have an existing notification feature and, if so, can we propose a pilot program? A request was made for district staff to review the existing online system and see if attendance automation could be implemented for a timelier, safety-related follow-up of student absenteeism or lateness.
 - Moved by: **Alfred R., Treasurer** Seconded by: **Calvin T., Secretary**

5. District Budget 2022 Presentation: *Secretary-Treasurer and Deputy Secretary-Treasurer*

- Refer to presentations slides here: [Link](#)
- An overview of the 2022-23 budget calendar was presented, and key budget issues were highlighted for discussion. Overall structural deficits still exist due to the current economic environment, which is worsened by COVID-19.
- **Discussion:** 2021/2022 Reserve Projections
 - District closed the fiscal year with a reserve of \$13,011,205. Of the reserve, \$6,843,830 was used to balance the 2021/22 operating budget.
 - The budget was further amended after adding \$2,093,855 to the reserve because of higher enrollment growth than originally projected.
 - Q3 projections for April 2022 will add another \$1,938,188 to the reserve for a final 2021/22 projected fund balance of \$10,199,418
- **Discussion:** Enrolment Update (FTE)
 - The district is funded primarily through an operating grant from the Ministry of Education. The operating grant is based on student enrolment, and the amount received is a fixed amount per full-time equivalent student (FTE).
 - There was a noticeable drop in 2020/21 due to COVID-19 travel restrictions impacting migration into BC. In 2021/22, there was an increase on par with 2019/20 enrolment FTE. The following 3 years are projecting moderate growth as pre-COVID related migration returns.
 - A view of Students with Diverse Abilities and English Language Learners enrolling year over year was presented. The past 5 years trend is projected to have significant growth for these unique demographics.
 - It's important to note the impact to funding from additional staff required to service the projected increases from the above enrollment groups
 - International Education was negatively impacted by COVID-19 related travel restrictions worldwide. The district is projecting a gradual recovery with enrollment over the next 3 years.
- **Discussion:** Revenue and Expenses – Burnaby to Metro
 - Burnaby district receives provincial grants from the Ministry of Education of the amount \$9,526 per student which makes up 91.4% of the revenue; other Metro Districts receive \$9,739 per student which makes up 94.5% of the revenue.
 - Other sources of revenue include other federal and provincial grants, tuition, rentals and leases, and investment income.
 - Majority of the expenses go towards salaries and benefits. District staffing levels are driven by student enrolment.
 - The expense allocation for instruction in the Burnaby district is of the amount \$9,328 per student which is 87.6% of total expenses; while other Metro Districts allocate \$8,888 per student, which is 84.6% of total expenses.

- The budget will look at aligning the enrollment growth with the staffing costs required to support student learning. See below staffing requirement in Burnaby against other Metro Districts.

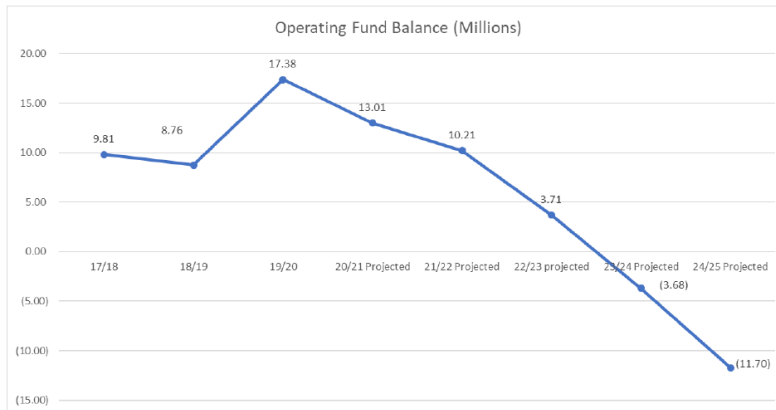
Expenses	Other Metro Districts		Burnaby	
	Per Student	%	Per Student	%
Teachers	4,713	44.8%	5,177	48.6%
Education Assistants	924	8.8%	857	8.0%
Support Staff	905	8.6%	818	7.7%
Exempt/Administration	771	7.3%	641	6.0%
Substitutes	348	3.3%	446	4.2%
Employee Benefits	1,905	18.1%	1,767	16.6%
Services and Supplies	945	9.0%	947	8.9%
Total	10,511	100.0%	10,652	100.0%

Source: 2021/2022 Amended Budgets

- The 3 Years Status Quo Budget was presented as below

	2022/2023 Projected	2023/2024 Projected	2024/2025 Projected
Revenue	\$ 265,822,886	\$ 268,874,971	\$ 272,916,916
Salaries and Benefits	(248,130,277)	(251,029,182)	(255,176,487)
Services and Supplies	(21,688,287)	(21,727,293)	(21,766,741)
Local Capital	(2,502,000)	(3,502,000)	(4,002,000)
Surplus / (Deficit)	\$ (6,497,678)	\$ (7,383,504)	\$ (8,028,312)

- **Discussion:** Reserve (prior to potential adjustments)



- **Discussion:** Budget Adjustments

- An itemized table of the 2022/2023 Potential Operating Budget adjustments was presented. The total net adjustment proposed was \$2,246,647. See summary table of adjustments [Link](#)

6. Breakout Sessions: DPAC Reps

- **Discussion:** Feedback on potential budget adjustment under consideration from the Board

- Generally, DPAC Reps wanted a bit more time and information to consider the options. There was not enough information to give meaningful feedback; felt like the process was shorter than previous years. The first webinar budget meeting didn't provide an opportunity to ask questions. Clarifying what the programs were about or have a glossary of the terms would have been nice.
- The emphasis seemed to be focused on cutting creative programs which would be helpful with dealing with COVID-19. Concerns raised with SOJI resources, maintenance program and ELL being cut.
- French in Inman seems to be doing well in terms of enrollment.
- DPAC Rep wanted more time to provide feedback from school parents; and the short turnaround time was a concern.
- Felt that the district didn't provide enough information (i.e. what was the total amount being cut). From the presentation, DPAC Rep didn't get a sense on where all the money was allocated. Felt strongly against

Reading Recovery and Elementary Band being cut; at least offer an introduction to band to see whether students would like it. Felt strongly with Diversity, Equity and SOJI being poorly represented; and lots of cuts impacting vulnerable children.

- DPAC members were provided a link to provide their feedback and further distribute.

7. DPAC Updates:

- **Topic Heading:** BCC PAC Conference and AGM
 - Apologies on Gaming Guidelines from In-Person to Virtual (changed at last minute). DPAC will pay up to 10 parents who are voting members. Email to info@burnabydpac.com will pay \$35 per person if interested. Conference starts Apr 29th and AGM is Apr 30th. Deadline to submit your request is Apr 21st. Easiest thing to do is to register for conference and submit receipt for reimbursement to first 10 people.
- **Topic Heading:** SOJ
 - Pride parade Vancouver is July 31st. Burnaby school board will have a float. International Day against Transphobia. Reached out to District Safety manager to know what social events are permissible. PAC represents to talk to their principals.

8. Show and Tell:

- **Topic Heading:** Mental Health Presentation
 - DPAC Rep asked if there was advance notification given that Mental Health presentation would be held prior to meeting. Agenda was provided Feb 25th and presentation was Feb 28th. The issue raised was that it was last minute information and not enough time to give meaningful feedback.
 - *DPAC Executive Response: The video presentation will be shared after the video recording is rendered. The Board meeting schedules are publicized and the DPAC agenda is dependent on the availability of the District staffs' schedules. We try to accommodate to everyone's schedules as best we can.*

9. Adjournment:

- A motion was made to adjourn the meeting.
- Moved by: **Amy G., BMSS Rep** Seconded by: **Alfred R., Treasurer**
- Meeting came to an end at: **8:36 pm**

10. Next Meeting Date: *Monday May 16th, 2022*