



Meeting Minutes

October 17, 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

- | | |
|--|--|
| <input type="checkbox"/> Gina Niccoli-Moen, Superintendent | <input type="checkbox"/> Jeannette Laursoo, Assistant Superintendent |
| <input checked="" type="checkbox"/> Russell Horswill, Secretary-Treasurer | <input type="checkbox"/> Wanda Mitchell, Assistant Superintendent |
| <input checked="" type="checkbox"/> Ishver Khunguray, Deputy Secretary-Treasurer | <input type="checkbox"/> Richard Per, Assistant Superintendent |
| <input type="checkbox"/> Roberto Bombelli, Assistant Superintendent | <input checked="" type="checkbox"/> Brian Ho, Director of Finance |

Board of Education

- | | |
|--|---|
| <input checked="" type="checkbox"/> Jen Mezei, Chair (Brentwood North, Kingsway South) | <input type="checkbox"/> Christine Cunningham, Trustee (Central West) |
| <input type="checkbox"/> Bill Brassington, Vice Chair (Kingsway South) | <input checked="" type="checkbox"/> Larry Hayes, Trustee (Cariboo Lougheed) |
| <input checked="" type="checkbox"/> Gary Wong, Trustee (Central West) | <input type="checkbox"/> Ryan Stewart, Trustee (Cariboo Lougheed) |
| <input checked="" type="checkbox"/> Peter Cech, Trustee (Brentwood North) | |

DPAC Executive and Members at Large

- | | |
|---|--|
| <input checked="" type="checkbox"/> Ashley Sandquist, Chair (Brentwood North) | <input type="checkbox"/> Christine Nguyen, Secretary (Central West) |
| <input checked="" type="checkbox"/> Laura Ward, Vice Chair (Cariboo Lougheed) | <input checked="" type="checkbox"/> Lisa Young (Cariboo Lougheed) |
| <input checked="" type="checkbox"/> Alfred Romann, Treasurer (Kingsway South) | <input checked="" type="checkbox"/> Adriana Constantinescu (Burnaby Central) |

1. Welcome and Land Acknowledgement: *Ashley Sandquist*

- Meeting was called to order at **7:01 pm**
- Acknowledged meeting on the traditional, ancestral, and unceded territory of the Coast Salish nations, Musqueam Selilwitulh and Squamish people, where we live, work and play.

2. Introductions: *Ashley Sandquist*

- Acknowledged and greeted all the attendees, returning trustees, panel of district staff, board members and DPAC executives.

3. Treasurer's Workshop: *Ishver Khunguray & Russell Horswill*

- School Protection Program (SPP):
 - PAC and DPAC Insurance
 - In order for insurance to apply, event must be a school-sanctioned activity

- Not covered are injuries, illegal acts (i.e., stolen property, cash etc.), or automobile insurance
 - District Sanctioned events
 - School principals work with Secretary-Treasurer to resolve unique cases
 - Larger events require a more thorough review
 - PACs should be planning events with the school or school district
 - All board policies must be complied with by PACs at all times
 - Unsanctioned events.
 - NO alcohols off-site allowed
 - SAFE Grad is NOT supported, but DRY Grad is supported
 - Signing Contract
 - School administration should sign contracts NOT individual PAC members
 - **Q.** How does it work, if PAC has their own bank account and there are signing authorizations? PAC is a different entity.
 - **A.** PAC Bylaws are recognized by the bank. From a signing contract perspective PAC is a group of parents. Best and safe practice for agreements should be signed by school administration or principal, therefore, connected to the school insurance. Signing authority for the bank, as a PAC member oversees the bank account, is different than signing a contract agreement. Assets covered by the PAC are not covered by the school protection plan. The school protection plan is only for general liability and not cash; the school district does not take responsibility.
 - PAC Funds Bylaws
 - Reference Board Policy [#3.16.00-Fundraising Activities in Schools](#)
 - Funding should NOT be used to hire staffing; not supported by district because it's not sustainable
 - District does not finance computer technology; already provides equitable funding for schools
 - Other Board Policies: [#3.10.00-Securing Money](#) and [#3.15.00-Comercialism in Schools](#)
- PAC Treasurer Role/Responsibilities: typically, a signing authority but is not required to be.
 - Record financial transactions
 - Maintain and safeguard records
 - Prepare reporting on PAC finances
 - Prepare PAC budget
 - Financial controls
 - Should NOT be signing contracts
- Annual Budget – PAC Meeting decisions
 - Refer to Handout: [PAC Financial Control and Procedure Handbook](#)
 - **Q.** What are the recommended steps to prepare a budget?
 - **A.** District can provide handouts and samples; finance department can help. Outline revenue, expenditure priorities in consultation with executives and other PAC representatives as needed, estimated gaming grant.
- Financial Reporting
 - Principals must be receiving copy of monthly financial reports
- Financial Controls and Payments
 - Minimum 2 PAC executives as signing officers, recommendation is 4.
- Other Considerations
 - All financial records must be kept for 7 years
 - Don't use cash collected to pay for expenses – smaller expenditures are okay, but anything over \$100 should be avoided
 - **Q.** The PAC record keeping was poor last year. How much onus is it on this year for PAC to sort out?
 - **A.** Generally, you're not held responsible for past events and can reach out to District for assistance. A summary report for every activity coming from gaming grant must be submit within 90 days after fiscal year. If not filed, gaming will withhold funds; must be in good standing to continue to receive new grants.
 - **Q.** How do I verify the fiscal year of my PAC?
 - **A.** Refer to PAC Bylaw constitution or if in doubt ask Gaming

- Fundraising – refer to SD Policy **#3.16.00-Fundraising Activities in Schools**
 - Fundraised moneys cannot be given to students, parents, or staff
 - **Q.** Any Do's or Don'ts regarding fundraising?
 - **A.** Should outline what you're fundraising for. Ensure you have a license for any game of chance.
 - **Q.** Are there grants in the community that the PAC can apply for?
 - **A.** Art schools, banks and other companies (I.e. Vancity, McDonald's) offering grants, the PAC can research and apply for them. If unsure, can call the District or DPAC executives
- Community Grants
 - PAC: minimum \$20 per student; DPAC: \$2,500 per year
 - Apply online April 1 to June 30. Notification by September 30th
- Gaming Licenses
 - PAC's CANNOT advance gaming funds to the school
 - Game of chance, like 50/50 will require a license
 - Gaming does audit once in a while. Keeping on top of the reports is important. If you're behind, you may not receive a gaming grant until annual reports are up to date.
- Donations – Policy
 - Ref. Policy **#3.17.00-Charitable Donations** and Policy **#3.18.00-Charitable Organizations**
- School Cash Online is recommended for parents and the community to donate online.
- PAC Purchases via District – Districts and schools can make purchases on behalf of PAC and be reimbursed; allows PAC to take advantage of purchasing department contracts for volume discounts.
- **Q.** IF Dry grad would like to do a fundraiser at a pub would that be sanctioned? **A.** No
- **Q.** IF PAC held an event at the school with alcohol would it be sanctioned? **A.** District would need to see a detailed plan to have alcohol on site.

4. Approval of Agenda: October 17, 2022

- A motion was made to approve the agenda ~~and any modifications.~~
- Moved by: **Adriana C.** Seconded by: **Alfred R.**

5. Approval of Minutes and Amendments: *May 16, 2022*

- A motion was made to approve the previous meeting minutes with the approved amendments as discussed.
 - Section 3, CLOSING REMARKS, change last name to Smyth from Smythe
 - Section 10, change acclimation to acclamation
 - Section 10, change Name Standing to Christine Nguyen from Kristen Schnider
- Moved by: **Adriana C.** Seconded by: **Alfred R.**

6. Treasurer's Report and Approval of 2022-23 Budget: *Alfred R.*

- **Topic Heading:** Budget Review
 - Good financial position – \$10,262 income
 - Have spent little money; budgeted for in-person meetings
 - Budgeted Expenses – 7,200 Gaming Account and \$3,400 SD Account. Must spend Gaming money within 3 years otherwise we get questioned. We need to spend at least \$2,500 for current fiscal year.
 - Conference for BCCPAC/AGM budgeted for \$500
- **A motion was made to approve the 2022-23 Budget as presented.**
- Moved by: **Sally F.** Seconded by: **Amy G.**

7. DPAC Updates: *Executive Team*

- **Topic Heading:** Speakers for DPAC
 - For speaker recommendations, send an email to Ashley at chair@burnabydpac.com

- **Topic Heading:** Safety Plan
 - Working to prepare a plan so we can meet in-person for future DPAC meetings
- **Topic Heading:** Presentation Topics for District to Present
 - Seeking requests for topics for the presenter for Mental Wellness in November meeting
 - Next opportunity for presentation would be in February. Send recommendations to Ashley

8. Questions and Answers:

- **Topic Heading:** Gaming has restricted gaming funds (not to be used towards scholarships)
 - **Q.** Can we motion to allow gaming grants to be used for school scholarships at next BCC PAC AGM
 - **A.** To advocate for removing restriction, PAC can call the office to get assistance on how to submit a motion
 - **Q.** Do other PACs have ideas to raise funds for scholarships?
 - **A.** Some companies will provide scholarships to individual students, but not necessarily to PACs. Local MLA may be giving out scholarships, as well as Banks
- **Topic Heading:** Accessing DPAC funds for PAC events.
 - **Q.** DPAC funding for a parent information event; Would we have to open event for other schools also?
 - **A.** We can bring the topic to the next DPAC executive meeting. Don't really need to open to other districts
 - **Q.** If DPAC is not using fund, will PAC be able to receive some of the funds?
 - **A.** DPAC has limited gaming funds, \$2500 per year. The PAC has larger grant than DPAC.
 - **Q.** Can we use Gaming Fund towards engagement speakers for students
 - **A.** Absolutely, yes. Refer to helpline on PAC and DPAC on Gaming for further assistance
 - **Q.** Can we use gaming grant for a dollar amount per student for field trips and guest speakers?
 - **A.** Absolutely, yes
- **Topic Heading:** Traffic Safety
 - **Q.** We have traffic safety coordinator volunteer who's no longer available. How do we get someone to provide traffic safety?
 - **A.** Talk to the District or Principal, to arrange for a traffic safety person. The budget is limited. Different schools have advocated for traffic crossing guards. It's an ongoing discussion with the city. Main improvements have been installing traffic calming measures which replaces the need for crossing guards. Seek Traffic Safety Committee for further advice.
 - **Q.** Would BCC PAC listen to PAC grievances on traffic safety?
 - **A.** It will be up to the city and the school district to determine the allocation of funds. Surveys have been done. Burnaby is unique from other Metro Vancouver cities. It's the City of Burnaby that provides funds for the district. There is no funding provided from the Ministry of Education.

9. Show and Tell

- BYOD (Bring Your Own Device) Project at Alpha. See update [HERE](#).

10. Adjournment:

- **A motion was made to adjourn the meeting.**
- Moved by: **Alfred R.** Seconded by: **Amy G.**
- Meeting came to an end at: **8:31 pm**

Next Meeting Date: Monday, November 21, 2022 – Mental Awareness