



# Burnaby D.P.A.C. Meeting Minutes

October 18, 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)
- Lisa Young (Cariboo Lougheed)

## 1. Welcome and Introduction: *Ashley Sandquist, DPAC Chair*

- Meeting was called to order at 7:03 pm
- Introduction of Board of Trustees and District Staff. Only district staff that were presenting were in attendance.
- An overview of liason responsibilities and zonal responsibilities was discussed
- Summer Leadership Forum 2021
  - Keyote Presenter: Candy Palmater
  - Mental Health Toolkit

## 2. Treasurer's Workshop: *PRESENTER – Ishver Khunguray, Deputy Secretary-Treasurer (assisted by Jason Brown)*

- PAC Overview, Treasurer Role and Responsibility
  - Overview of roles and responsibilities with respect to the Annual Budget was discussed. Refer to presentation link – [PowerPoint Presentation \(burnabyschools.ca\)](https://burnabyschools.ca)
- Fundraising, Donations & Community Grants
  - Burnaby School District Policy 3.16.00 reference – [Fundraising Activities in Schools](#)
  - Community Grants
    - PAC: Minimum \$20 per student
    - DPAC: \$2,500 per year
    - Apply online April 1 to June 30 – Notification by September 30 (by email to Requestor); there is an application checker online
    - **Question:** How long can SD41 PAC grant funds? **Response:** There is no limit, but it's advised that moneys should be put towards student activities and PACs should continue to work with the school staff and be aligned with school priorities
  - Gaming Fund Account, Gaming Licenses/Grant
    - Make sure there is no more than 3 years average of grant funds in PAC account
    - **Question:** How do you reconcile unspent moneys in previous year's budget towards current or future years? **Response:** In the past, one PAC had transferred funds from main account to gaming account.
  - In previous meetings, the Treasurer Workshop touched upon the BC School Protection Program and liability coverage for PAC/DPACs and school volunteers. There is value in mentioning this coverage and the related limitation, especially for new PAC executive members.
    - More information Schools Protection Program (SSP): [Schools Protection Program \(bc spp.org\)](https://bc spp.org)
  - Donations Policy 3.17.00 and 3.18.00 reference – [Policy-3.17-Charitable-Donations.pdf \(burnabyschools.ca\)](#) and [Policy-3.18-Charitable-Organizations](#)
    - Donation tax receipts can only be issued by the district for minimum of \$20
    - Be cautious of non-cash donations to ensure there is value to the school – Gifts in Kind
    - **Question:** Scholarships can be set up at the district level – can parents set up one for specific school? **Response:** If tax receipts are directed / donated to the school or school district, not the PAC.
  - **Question:** Is fundraising from student clubs and other government agencies only done by the school and not the PAC, in the case of technology? **Response:** PACs cannot fundraise for technology to maintain equity and predictable funds; also, compatibility for systems to ensure device is safe and secure needs to be considered and standardized. Peripherals are allowed like sound equipment.
  - **Questions:** Are hot lunches allowed in schools? **Response:** It's a school-based decision for Munch-a-lunch and all programs need to adhere to BC health authority guidelines. Initially, the school district was not allowing school fundraising for hot lunches except for community schools who are providing daily meals. Some restaurants can provide individually wrapped meals with direct delivery to classrooms which limits close contact. PACs should reach out to other schools who have started a hot lunch program or are planning to for more information.
- Financial Controls and Practices
  - Standard practices help mitigate the risk of liabilities from errors
  - Should have a minimum of two DPAC officers for reviewing and signing
  - School principals should not be a signing officer and you should not sign your own cheques (recommend having someone on the PAC chair or another executive)
  - Pre-signing cheques should be avoided
  - E-transfers are not recommended because it's usually a personal email and there's only one approver. Even with account managed emails it is not recommended. However, if using e-transfers it's good practice to have a paper copy.
  - Payments – credit cards are not recommended; never sign a blank cheque
  - Financial Reporting – recommend doing monthly bank reconciliations and after each fundraising activity
  - School Cash Online is the easiest and safest way to manage payments and donation

- School Munch-a-lunch has an annual fee and should get school principal to set it up. For School Cash online there is no annual fee for the PAC but there is a 2-5% transaction fee attached to School Cash online for credit card payments.
- **Question:** Best Buy has a School Tech Grant open to Canadian schools to apply for. Is this something we ask the school principal for approval to apply for, or is this a District required approval situation? It is believed the deadline has passed for this school year, but it comes up every year. **Response:** Board of Trustee will look into it. PACs are advised to let the principal know.
- **Question:** Does PST Rebate approval need to be signed once or every year? **Response:** Yes, once a year and sometimes, case by case basis.
- PAC Purchases, Quick Links
  - **Question:** Can wife/husband volunteer for PAC executives (i.e., Vice Chair and Treasurer) or is it a conflict of interest? **Response:** Recommendation is to ensure there is segregation of duties to avoid conflicts. No more than one member of the same family should be on the PAC executive board. Similarly, one member per family is recommended as a signing authority for large purchases.
  - School Munch-a-lunch has an annual fee and should get school principal to set it up. For School Cash online there is no annual fee for the PAC – 2-5% transaction fees attached to School Cash online for credit card fees.
  - More information refer to link: [PAC-Finance-Handout-2021-2022.pdf \(burnabyschools.ca\)](#)

### 3. Questions and Answers

- No additional comments

### 4. DPAC updates:

- **Treasurer's Report – PRESENTER – Alfred Romann, Treasurer**

- Budget for the coming year was reviewed during the meeting
- See Appendix for DPAC-2021-2022 budget report

- **Motion to approve proposed budget**

- *From Calvin Taplay, DPAC Exec to Everyone: 08:16 PM, **MOVED to approve DPAC budget for fiscal year ending June 30, 2022.***
- *From Shannon M. (Lyndhurst) to Everyone: 08:17 PM, **SECONDED***
- No objections: **Proposal to approve budget PASSED**

- June 30<sup>th</sup> is the due date to submit Gaming Grant, \$20/student
- DPAC gets \$2500 a flat rate gaming grant. Send DPAC any recommendations for budget by emailing to [info@dpac.com](mailto:info@dpac.com)

- **COMMITTEE report:**

- **DPAC website** is transitioning from current Iona server to District servers and moving away from old list service process to Office 365.
  - If district reps are not receiving email notifications send contact info to [info@burnabydpac.com](mailto:info@burnabydpac.com).
  - New site <https://dpac.burnabyschools.ca/>
  - Three new email accounts to update are in progress; still some bugs to work through
- **Elementary refresh June-September** – have replaced laptops and 1417 iPad 300 laptops deployed. Experiencing some supply chain issues

### 5. Show and Tell

- **Question:** We have a DPAC rep who is a secretary at DPAC. Can there be two DPAC reps or only one? **Response:** 500 or less students can have 1 DPAC rep and 1 alternate (but only one vote on behalf of the school); more than 500 students can have 1 DPAC rep and 2 alternates
- **Question:** So, if the DPAC rep can't be there we should get the DPAC rep permission to vote? **Response:** Yes, need to send email to DPAC board

### 6. Next Meeting Date on Zoom – Monday November 15, 2021

**Motion to adjourn meeting:** Moved by Alfred Romann; Seconded by Calvin Taplay

**Adjournment – meeting ended at 8:36 pm**

**APPENDIX I – DPAC 2021-2022 BUDGET REPORT**

Subcategory	2020-2021 (Budget)			2020-2021 (Actual)			2021-2022 (Budget)		
	Accounts			Accounts at Sept 01 2021			Accounts		
	003 Gaming	004 SD41	Total	003 Gaming	004 SD41	Total	003 Gaming	004 SD41	Total
<b>Starting Balance</b>	5,045.13		5,045.13	5,795.39	5,654.78	11,450.17	5,795.39		5,795.39
<b>Income Categories</b>									
<b>Income/Interest</b>									
BC Community Gaming Grants	\$2,500.00		\$2,500.00	\$2,500.00		\$2,500.00	\$2,500.00		\$2,500.00
Interest/Dividends	\$4.00		\$4.00	\$0.38		\$0.38	\$0.50		\$0.50
<b>Total Income/Interest</b>	<b>\$2,504.00</b>	<b>\$0.00</b>	<b>\$2,504.00</b>	<b>\$2,500.38</b>	<b>\$0.00</b>	<b>\$2,500.38</b>	<b>\$2,500.50</b>	<b>\$6,000.00</b>	<b>\$2,500.50</b>
<b>Total Income Categories</b>	<b>\$7,549.13</b>		<b>\$7,549.13</b>	<b>\$8,295.77</b>	<b>\$5,654.78</b>	<b>\$13,950.55</b>	<b>\$8,295.89</b>	<b>\$0.00</b>	<b>\$8,295.89</b>
<b>Expense Categories</b>									
<b>Bank Charges</b>									
Service Charge	\$20.00		\$20.00	\$0.00		\$0.00	\$50.00		\$50.00
<b>Total Bank Charges</b>	<b>\$20.00</b>	<b>\$0.00</b>	<b>\$20.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$50.00</b>	<b>\$0.00</b>	<b>\$50.00</b>
<b>Conference</b>									
BCCPAC Fees/AGM (Gaming)	\$200.00		\$200.00	\$930.00		\$930.00	\$1,500.00		\$1,500.00
Workshop (Gaming)	\$0.00		\$0.00	\$208.31		\$208.31	\$250.00		\$250.00
Travel/Lodging (SD41)		\$0.00	\$0.00		\$0.00	\$0.00		\$1,285.20	\$1,285.20
<b>Total Conference</b>	<b>\$200.00</b>	<b>\$0.00</b>	<b>\$200.00</b>	<b>\$1,138.31</b>	<b>\$0.00</b>	<b>\$1,138.31</b>	<b>\$1,750.00</b>	<b>\$1,285.20</b>	<b>\$3,035.20</b>
<b>Miscellaneous</b>									
Education Materials (Gaming)									
Gift for Speakers (SD41)		\$100.00	\$100.00		\$0.00	\$0.00		\$104.00	\$104.00
<b>Total Miscellaneous</b>		<b>\$100.00</b>	<b>\$100.00</b>		<b>\$0.00</b>	<b>\$0.00</b>		<b>\$104.00</b>	<b>\$104.00</b>
<b>Operation</b>									
Membership Fees (Gaming)	\$150.00		\$150.00	\$150.00		\$150.00	\$150.00		\$150.00
Supplies/Meeting Admin (SD41)		\$165.00	\$165.00		\$0.00	\$0.00		\$171.60	\$171.60
Website/Email Service (Gaming)	\$376.23		\$376.23	\$361.80		\$361.80	\$1,350.00		\$1,350.00
<b>Total Operation</b>	<b>\$526.23</b>	<b>\$165.00</b>	<b>\$691.23</b>	<b>\$511.80</b>	<b>\$0.00</b>	<b>\$511.80</b>	<b>\$1,500.00</b>	<b>\$171.60</b>	<b>\$1,671.60</b>
<b>Refreshments During</b>									
DPAC Executive		\$0.00	\$0.00		\$0.00	\$0.00		\$0.00	\$0.00
DPAC General Monthly (SD41)		\$440.00	\$440.00		\$0.00	\$0.00	\$500.00	\$449.82	\$949.82
DPAC Metro/PAC 101, Thank you	\$300.00	\$880.00	\$1,180.00	\$0.00	\$0.00	\$0.00	\$728.00	\$899.64	\$1,627.64
Parent Information Evenings			\$0.00			\$0.00			\$0.00
<b>Total Refreshments During</b>	<b>\$300.00</b>	<b>\$1,320.00</b>	<b>\$1,620.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,228.00</b>	<b>\$1,349.46</b>	<b>\$2,577.46</b>
<b>Speakers</b>									
DPAC General Monthly	\$6,500.00	\$3,206.70	\$9,706.70	\$0.00		\$0.00	\$2,500.00	\$0.00	\$2,500.00
DPAC Sponsor 50% PAC	\$0.00		\$0.00	\$0.00		\$0.00	\$0.00		\$0.00
<b>Total Speakers</b>	<b>\$6,500.00</b>	<b>\$3,206.70</b>	<b>\$9,706.70</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,500.00</b>	<b>\$0.00</b>	<b>\$2,500.00</b>
<b>Total Expense Categories</b>	<b>\$7,546.23</b>	<b>\$4,791.70</b>	<b>\$12,337.93</b>	<b>\$1,650.11</b>	<b>\$0.00</b>	<b>\$1,650.11</b>	<b>\$7,028.00</b>	<b>\$2,910.26</b>	<b>\$9,938.26</b>
<b>Subsidized by SD41</b>		<b>-\$4,791.70</b>		<b>SD41 subsidy</b>	<b>\$345.22</b>		<b>SD41 subsidy</b>	<b>\$2,910.26</b>	

**BURNABY DPAC BUDGET 2020-2021**