



Meeting Minutes

February 21, 2023

LOCATION: Burnaby School District Office, 4054
Norfolk Street, Burnaby, BC V5G 0C3

Burnaby D.P.A.C.

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

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, Deputy Superintendent
- Wanda Mitchell, Assistant Superintendent
- Richard Per, Assistant Superintendent
- Terry Gomez, District Health and Safety Manager
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Board of Education

- Jen Mezei, Chair (Brentwood North, Kingsway South)
- Bill Brassington, Vice Chair (Kingsway South)
- Gary Wong, Trustee (Central West)
- Mikelle Sasakamoose, Trustee
- Peter Cech, Trustee (Brentwood North)
- Larry Hayes, Trustee (Cariboo Lougheed)
- Kristin Schnider, Incoming Trustee (Cariboo Lougheed)

DPAC Executive and Members at Large

- Ashley Sandquist, Chair (Brentwood North)
- Laura Ward, Vice Chair (Cariboo Lougheed)
- Alfred Romann, Treasurer (Kingsway South)
- Christine Nguyen Secretary (Central West)
- Lisa Young (Cariboo Lougheed)
- Harinder Parmar (Brentwood North)

1. Welcome and Land Acknowledgement: *Ashley Sandquist*

- Meeting was called to order at **7:04 pm**
- Acknowledged meeting on the unceded territory of the Coast Salish nations, including the Musqueam, Tsleil-Waututh, and Skwxwú7mesh Úxwumixw (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.
- Gina Niccoli-Moen welcomed the attendees and provided an overview of the speaker's presentation. Interested in getting feedback from parents at home and those present. If parents would like specific information on the topics, please funnel them to the executives. District team will collect the information and provide a response at a later time.

3. Emergency Preparedness and Response: *Terry Gomez, District Health and Safety Manager*

- Student Release Plan – recommend a student release exercise, to work out the mechanics of what that would look like in real life.
- Reference [Policy 3.35 Emergency Preparedness](#) – Practices for Emergency Drills, with ongoing risk assessments throughout any type of emergencies
- District will confirm with the City of Burnaby the responsibilities of other community centers and agencies
- District provides a selection of key emergency items and list of emergency kit supplies for PAC to outfit an emergency kiosk (optional). Think about the population of your school and things that you would want to provide for students for 72 hours.
- Q. What are the considerations for schools that still require seismic upgrade, which have not been satisfactory equipped or school structures that are modulated?
 - A. A large number of schools have been seismically upgraded. The main thing is that every school should have an effective emergency plan, practice the 8 drills every year. Identify safe areas that are still standing and not a cause another potential risk
- Q. What should be stored in the earthquake bin content, how should it be maintained and who's responsibility does it fall under? Could the district help the PAC volunteers to help align with the communication plan.
 - A. Every school should have a first aid kit and a grab-and-go bag. The ministry said it's the district's responsibility to assist parent volunteers (PAC members) that don't have experience or are not familiar with what is required for their school's emergency preparedness plan.
- Q. What are the communication responsibilities?
 - A. The district can connect with administrators. You should have some key people with defined roles. Think of it as a command structure for emergency response plans. ([Press Here to the slides link](#))
- Q. How long should the school support the community.
 - A. There is no magic number. Guidance is to be prepared for up to 72 hours on your own.
- Q. Is there a policy of leaving the doors open during school hours. Is it safe?
 - A. There's a couple of overlapping programs that address the issue. District is working on making the external doors locked from a control center. Location of the school is another consideration. It's a real judgement call and a good question for future discussion.
- Q. What if there are missing items from the district earthquake kit supplies bin?
 - A. Send email to HealthandSafety@burnabyschools.ca for any missing supplies. For additional supplies, you may contact the principal, administrator or contact Health and Safety.

4. Pre-budget Presentation: *Ishver Khunguray, Deputy-Secretary-Treasurer* ([Press Here for slides. link](#))

- The district is required to provide an enrollment plan for 3 years.
- Amended budget is working to get passed to the board this month.
- There is significant enrolment growth this year, over 12,000 students, which will impact international student enrollment.
- Seeing a continued high-rate, post covid, of staff absences (I.e. staying home when sick)
- Carryover budgets aren't finalized until June and allowed to carryover to the next year
- Q. Does the federal government not give funding for refugees?
 - A. Yes, we do, and it is under review pending distribution via online at Burnaby Central at a future date.

5. Break

6. Approval of Agenda: *February 21, 2023*

- A motion was made to approve the agenda and any modifications.
- Moved by: **Natalia R.** Seconded by: **Harinder P.**

7. Approval of Minutes: *January 16, 2023*

- Amendment(s): No amendments
- A motion was made to approve the previous meeting minutes.
- Moved by: **Harinder P.** Seconded by: **Carla B.**

8. DPAC Updates: *Executive Team*

- **Topic Heading:** Mandatory Password Updates
 - Security measures to regularly update passwords for students and staff are on a rolling basis going forward
- DTAC Feb 16
Password resets
- They want to make them more secure. Most staff and student passwords are outdated with security.
 - Quite an uptick recently in phishing scams and cybersecurity
 - Large percentages were coming from student accounts
 - Modifications were made to limit names showing up for students in lists
 - 2nd step
 - Implement a password reset.
 - 29,000s passwords reset within one week. Staged day by day based on zones and schools. Forced higher standard 8-16 characters. Industry standard on security
 - Tried to take into account K-3
 - Most schools manage those passwords for young students.
 - They scripted all password resets for K to 3 and informed schools.
 - Gr 4 and up were personally managed.
 - Passwords resets for k-3 will be an annual event and 4-12 and staff will be timing reviews. Student accounts.
 - Possibility: removing k-3 email addresses altogether. Many are not being used. This will help block another entry point.
 - Q-Can 2FA (two factor authentication) be implemented? – Difficult to do since many students don't have devices. But they are looking at feasibility for adults.
- **Topic Heading:** Bring-your-own-device (BYOD) Pilot program
 - Burnaby Mountain and Alpha schools are running the pilot program. If everything goes well, they will expand to other schools over the next 2-3 years. The district will provide access to devices for students that don't have them. There is an equity plan including reduced prices for students that want to purchase them.
 - Students will be identified confidentially to mitigate any stigma or pressure for parents to purchase.
 - The board is working on a standard device and it's part of the equity plan.
 - Alpha was the first site they worked with - it is in its 2nd year.
 - Pilot invitation for students to bring a device.
 - There are enough devices to support students who don't have them.
 - More and more teachers are elevating their use.
 - Infrastructure is aligned with teachers and students and parents as well.
 - It is a long-term process to see a shift in practice.
 - Started Burnaby Central and Burnaby Mountain.
 - Close to 8-10 teachers of Gr 8 students
 - Schools and teachers distributed all devices into classrooms.
 - Letters went out the week of Feb 13th.

- Really focusing on invitation - please bring device if you have one, but if you don't have a device, it will be available at school.
- Focus on digital literacy competencies and wellbeing at home and at school.
- We should have a larger report coming back from Alpha after year 2. If successful, we will move ahead with 2 more sites next year.
- Q. Is there on-coming further discussion about the type of devices students have? So many are using their phones for their work in class.

A. Yes, more students are using phones instead of laptops. Some of the course work is mobile friendly. If parents are interested in the pilot program and what the technology plan is it can be a future topic of discussion.

Q- Were there any concerns that came up?

- Alpha parents were worried about theft or damage - those concerns haven't transpired.
- Wi-Fi was another concern - there were some hiccups and they improved infrastructure.
- Network quality of service - they lowered how much bandwidth snapchat etc. got on the network.
- Shared devices in classroom Wi-Fi
 - When the next student starts the laptop, the Wi-Fi remembers the previous student. Solution is coming up.
- Staff at Alpha are very prompt at fielding questions quickly.

They will assess at Alpha - where we are at

- Stakeholders - teachers - do they see this as a way they can approach teaching
- How many students are actually bringing device in. It was at 70% but another survey needs to be done
- Devices can be signed out for a whole year
- Also, will look at feeder schools - an engagement piece

- **Topic Heading:** Burnaby Central Pre-consultation budget discussion
 - With regards to the budget coming on April 11, it really helps the Trustees to see what parents want. Go to Burnaby.ca to see Trustees schools that they are responsible for their respective jurisdictions and reach out. We would be happy to attend a school PAC meeting as a Trustee liaison.
 - Q. How can we get financial literacy guidance because we are updating PAC constitution and bylaw.

A. It's a good a practice to update constitution and bylaw every 5-6 years. Can contact BCCPAC for further advise.

9. Questions and Answers:

- **Topic Heading:** BMM Secondary School lockdown
 - Q. BMM secondary experienced a lockdown situation which was stressful. Can we speak to the board to have better communication? Could they queue up a text or take an emergency type of lead? And annual reminders of the processes during an emergency? Would like to hear a lead from the board that there is lockdown happening rather than from their kids.

A. In the situation they were in it was very fluid. The students, staff and administration were mandated not to communicate to the outside until the RCMP deemed it safe to alert parents. The district is going to provide a presentation on emergency response protocols to gather feedback and insight on how we can improve our practice. There are different protocols for different emergency situations.

10. Show and Tell:

- **Topic Heading:** A special mini presentation by Trinity Bissett on Emergency Preparedness ([Press here for the slides link](#))
 - Trinity B. took the reins from Kristin S. for Safety Committee and volunteered as the Emergency Chair for the Emergency Bin project

- **Topic Heading:** Open House at Burnaby Mountain Secondary – event highlights were shared
- **Topic Heading:** Hot Lunch Ideas
 - Fuel Catering - [Home – FUEL Catering](#)
 - Lunchbox program – one of the main fundraising sources at elementary schools; all of Surrey school district uses Lunchbox program
- **Topic Heading:** Burnaby South PAC In-person Presentation events
 - As part of our mission to empower and inform parents, Burnaby South PAC has launched a series of in-person presentations, which we call the Parents Learning Together series. We strive to touch on current issues related to parenting teens of today. By holding these events we hope to connect with and support parents in our community.

Sessions:

- 1) *Parents Learning Together Series #1: Communicating With Your Teen on Monday, January 16, 2023*
- 2) *Parents Learning Together Series #2: Managing Healthy Social Media Screen Time on Monday, April 24, 2023*
- 3) *Future topics TBD (in the works)*

Cost is \$0 to parents

We would like to extend a warm invitation to other Burnaby Secondary School PACs and Parents - come join us for future sessions. The sessions are held at the Michael J. Fox theatre. We can provide a registration link for the session on April 24, along with a flyer, which can be forwarded to your parents.

We believe in joining forces and empowering parents and look forward to exploring further opportunities to collaborate with other PACs.

Please call or email us if you are interested in the session on April 24 or would like to discuss about opportunities to collaborate.

Chair of Burnaby South PAC Ellen Tian 604-355-0919 chair.burnabysouthsecondary@gmail.com

*Co-Chair Linda Lee
cochair.burnabysouthsecondary@gmail.com*

11. Adjournment:

- **A motion was made to adjourn the meeting.**
- Moved by: **Trinity B.** Seconded by: **Harinder P.**
- Meeting came to an end at: **9:25 pm**

Tuesday, April 11th @7:00pm : Budget Consultation – Venue: Burnaby Central Secondary

Next Meeting Date: **Monday, April 17th, 2023 @ 7:00pm – Venue Burnaby Central Secondary** – Topic: Follow up to the Long-Range Facility Planning