

**École Alpha Secondary School  
Parent Advisory Council (PAC) Meeting  
Feb 3, 2025, 7:00pm  
In person at Alpha Learning Commons/Library**

**MINUTES**  
Approved April 7, 2025

**CALLED TO ORDER: 7:01pm**

**PRESENT:**     *Executive:* Maria F, Melanie W, Liezel L  
                  *Vice-Principal:* Ms Heather Watson  
                  *Members:* Mark C, Nancy N, Vivien G, Johanna K, Sally F, \*Gentleman Member who did not sign attendance sheet\* [Quorum of 9 reached after meeting started]

**REGRETS:**     *Principal:* Victoria Lee  
                  *Executive:* Ella H

Topic	Presenter
1. <b>Welcome</b>	Maria F
2. <b>Approval of Agenda [quorum reached part way thru mtg]</b> <b>Amendments:</b> amend next meeting date to April 7 <b>Motion:</b> Nancy <b>Second:</b> Mark <b>Approved</b>	Maria F
3. <b>Approval of Minutes from January 6, 2025 [quorum reached part way thru mtg]</b> <b>Amendments:</b> None <b>Motion:</b> Nancy <b>Second:</b> Liezel <b>Approved</b>	Maria F
4. <b>Guest Speaker: School Safety Specialist</b> -one in each high school -job is focused on safety—dealing with and ideally preventing bullying, intimidation, harassment -connects with parents, community, local businesses as liaison for any problems -gives his phone number to everyone, students can contact at any time -meets the grade 8s every year -works hard to be available and visible to the students all around the school  Q: Do students actually call you? A: Yes, they call and text; former students still call  Q: We are very lucky to have you; my daughter as an Access student may not know when to call you, are there provisions for that? A: Yes, I make an effort to go around and include the Access students in my rounds	Wendel Williams

Q: That's great but what about any further ways for the Access kids to reach out to you (hand signals, etc), not always comfortable with phones?

A: Excellent point, let's brainstorm that

Q: Sounds like you overlap with the counsellors

A: Seems like overlap but I am not a counsellor so I will ensure kids that need that support get it

COMMENT: Committee of the Whole meeting recently talked about accessibility & public safety--RCMP Youth Officers can be invited to come in and talk to students about public safety, has to be done by principal [Vivien]

A: Send me the info

Q: If a student isn't feeling safe, how do they know what to do?

A: Generally we encourage students to reach out to an adult, any adult, to help, ideally. Sometimes it doesn't work that way, kids may not want to talk to adults who don't know them--hopefully chatting with them, acknowledging them, throughout the days and months opens that door. Often teachers, counsellors, parents, Wendel will connect to ensure a student can get some support when someone notices a need

Q: Do you meet with other Safety Officers and share info?

A: Yes a couple times a month or so--builds rapport and networks among schools

Q: Have you seen anyone recruiting for gangs in the schools here?

A: It doesn't show up like the stereotypes, but we share info among the schools and try to be aware of anything going on around the schools and work with staff to note anything significant happening around the school

Q: Were the two people found dead outside the school connected to the school?

A: No, from the news accounts they were actually from another municipality and not student age

Q: So when you hear about trouble spots nearby do you go there?

A: I kind of make the rounds generally to just be aware, not necessarily to respond to urgent problems in the moment

Q: So what happens with the safety protocols with multiple buildings on site?

A: (Ms Watson) We have the 3 levels of precaution, so it will basically stay the same (shelter in place, hold & secure, lockdown). It's on the district website, same across the district; the different types are practised with notice sent to parents in advance. Part of these situations can involve asking students not to be on their phones if possible, rumours can spread, parents can show up at the school during critical situations. Once a month some kind of drill or emergency preparedness is carried out.

Q: What's your background, how did you get into this work?

A: Came here to play football in the early 80s; have always worked with kids during high school and beyond; worked at adolescent treatment centre in Burnaby; when School Safety

Specialist positions came up in '94 I went for it; I believe people should be treated with respect and that informs everything I do	
<b>5. Principal's Report</b>  Regrets from Ms Lee	
<b>6. Chairperson Report</b>  Not much to report other than no March meeting Reminder to check websites for DPAC and BCCPAC	Maria F
<b>7. Treasurer's Report</b> -some TWL items have been paid for (\$1100) -BALANCES: General funds: \$27,409.67; Gaming funds: \$39,747.41 -TWL items being paid out gradually now rather than all at once at end of year -Purdy's cheque arrived, thank you again Nancy N! -only activity really in January was receipt of SD41 grant \$370  Q: Did we pay for the things we approved last month? A: Working on getting the receipts for the volleyball trip; band trip won't be until May, so neither expenditure has gone out yet  **last year's gift card funds still need to be paid to Ms McAllister for the drama club	Liezel L
<b>8. Fundraising Update</b>  Nancy: <ol style="list-style-type: none"> <li>Does Dry Grad want to take on the Easter Purdy's campaign? Nancy can advise on how to to it  *Joanne will ask the DG committee and get back to us</li> <li>Possibility of Neufeld frozen products as a fundraiser—brings truck in and people pick up directly from the truck—they have 2 campaign dates—has one specific pickup day &amp; window, can't store the items—[discussion of appropriate time]--probably has minimum \$2000 order for free delivery—could just promote it and see what happens—Nancy willing to organize it, will need some help for pickup day—Nancy will put together details and possible campaign dates and get back to us</li> </ol> Vivien: willing to organize another gift card campaign, will coordinate with Nancy so it doesn't overlap with Neufeld & Purdy's or other ongoing student projects	Maria F, Nancy N
<b>9. Inclusion Committee Report</b> -met in January -still working on creating a mandate -part of mandate is education for parents, for next year hoping to have speakers for parents -will find out if any Access students graduating, may reach out to Dry Grad	Sally F

<p>-talked about ideas for the outdoor space consultation: wayfinding, extra time to get back &amp; forth, sensory or other considerations          -access to devices, passwords etc can be a challenge for Access students, working on that          -want to help Access parents connect and find support</p> <p>Maria: note that May is AGM, hoping to have arts teachers be guest speakers in April          Q: Are we having Janet Routledge as a speaker?          A: Would need to be a special meeting, issues would overshadow regular PAC mtg; need to determine what exactly she can help us with and have a structure to the meeting so it's constructive</p> <p><b>10. Parent Grade 12 Dry Grad Committee Report</b>          Joanne: fundraising with Mitchell's soup, silent auction; talk of Grad cruise but no details yet</p> <p><b>11. District Parent Advisory Council (DPAC) Representative Report</b>          DPAC had budget presentation breaking down how it's all allocated–presentation slides avail on DPAC website; working on 5 year strategic plan; results of Roots &amp; River survey discussed at town hall, lots of topics, trustees advocating for more money, but topics are diverse and money is spread out in complicated ways–Minutes will be avail on DPAC website</p> <p>-attended Equity Diversity &amp; Inclusion committee meeting, working on action plan &amp; how to monitor it–info on DPAC website, DPAC has Inclusive Committee that our Accessibility committee may want to connect with</p> <p><b>12. Expansion Committee Report</b>          Decided to recommend DPAC set up an Expansion Committee because many Burnaby schools affected, parents have shown interest; ongoing so get in touch with DPAC if you want more info</p>	<p>Sharron W</p> <p>Vivien G</p> <p>Vivien G</p>
<p><b>13. Other Business</b></p> <ul style="list-style-type: none"> <li>● <b>Call for Nominations:</b></li> </ul> <p>Positions described in document previously sent out with meeting notice, will be attached to the Minutes          Nominations now open until the night of the AGM          Can nominate self or others tonight, or by email at any time</p> <p><i>Nominations Received during meeting:</i></p> <p>Maria F - President (self)          Nancy N - Vice President (Vivien G)</p>	<p>Maria F</p>
<p><b>14. Upcoming Events/Dates of Interest</b></p>	<p>Maria F</p>

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| <ul style="list-style-type: none"> <li>● <b>Core Competency Day, Feb 4 (tomorrow)--no Flex</b><br/> *** Access kids on bus will miss part of period 5***<br/> Suggestion (Maria): email Victoria to point it out, maybe get it addressed for Core Comp day in spring—instructional time actually includes flex so bus kids are already missing instructional time</li> <li>● <b>Wed, Feb 5: Semester 2 Photo Day</b></li> <li>● <b>Thurs, Feb 6: Grade 9 immunizations</b></li> <li>● <b>Tues, Feb 11: Jazz Night at Michael J Fox Theatre</b></li> <li>● <b>Feb 13 senior dance 6-8, tix on sale til Feb 11 \$15 online, \$16</b></li> <li>● <b>Feb 17 Family Day</b></li> <li>● <b>Thurs, Feb 20: Grade 8-12 immunizations</b></li> <li>● <b>Tues, Feb 25: Student Learning Conferences online signup</b></li> <li>● <b>Fri, Feb 28: Pro-D Day, no classes</b></li> <li>● <b>NEXT PAC meeting: MONDAY APRIL 7, 2025 at 7:00pm (no meeting in March)</b></li> </ul> |  |
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**Motion to Adjourn: Liezel**

**Second: Vivien**

**Approved**

**ADJOURNED: 8:16pm**

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***Attached:***

January 2025 Treasurer's Report

DPAC Rep Update

Ecole Alpha Secondary PAC  
Treasurer's Report  
For the period Sept 1, 2024 to Jan 31, 2025

**Highlights for January 2025:**

- Grant for SD41 came in.
- \$1,137.61 is TWL club support was disbursed.

<b>Total PAC General Funds</b>	
Cash in Bank	\$ 12,086.90
PAC donations with Alpha	\$ 4,000.72
PAC fundraising funds with Alpha	\$ 2,047.05
ST Investments	\$ 9,275.00
Total Funds at end of period Jan 31, 2025	<b>\$ 27,409.67</b>

<b>Total PAC Gaming Funds</b>	
Cash in Bank	\$ 19,000.23
PAC TWL funds with Alpha School	\$ 747.18
ST Investments	\$ 20,000.00
Total Funds at end of period Jan 31, 2025	<b>\$ 39,747.41</b>

<b>Fundraising Summary</b>	Revenue	Expenses	Net Revenue	Budget Revenue
Progressive Fundraising	\$ 3,670.00	\$ 3,252.00	\$ 418.00	\$ 630.00
SPC	\$ 1,840.00	\$ 1,255.80	\$ 584.00	\$ 500.00
Purdy's	\$ 1,923.47	\$ -	\$ 1,923.47	\$ 1,500.00
TOTAL			\$ 2,925.67	\$ 2,630.00

**General Account Financial Report for January 2025:**

<u>Revenue</u>	<u>Jan 2025</u>	<u>YTD</u>	<u>Budget</u>	<u>Diff</u>
Donations				
PAC General	\$ -	\$ 670.00	\$ 2,500.00	\$ (1,830.00)
Staff Lunch	\$ -	\$ -	\$ 150.00	
Fundraising				
Bottle Return It	\$ -	\$ 207.05	\$ 200.00	\$ 7.05
Purdy's	\$ -	\$ 1,923.47	\$ 1,500.00	\$ 423.47
SPC	\$ -	\$ 1,840.00	\$ 1,500.00	\$ 340.00
Progressive Gift Cards	\$ -	\$ 3,670.00	\$ 11,550.00	\$ (7,880.00)
COBS Bread	\$ -	\$ -	\$ 100.00	
Miscellaneous	\$ -	\$ -		
Grants				
SD41	\$ 337.25	\$ 337.25	\$ 325.00	\$ 12.25
Investment Income				
Term deposit interest	\$ -	\$ 247.03	\$ 230.00	\$ 17.03
Revenue TOTAL	\$ 337.25	\$ 8,894.80	\$ 18,055.00	\$ (8,910.20)
<u>Expenses</u>	<u>Jan 2025</u>	<u>YTD</u>	<u>Budget</u>	<u>Diff</u>
Students Support				
Club Donations	\$ -	\$ -	\$ 1,500.00	
Scholarships	\$ -	\$ -	\$ 2,500.00	
Staff Support				
Staff Appreciation Lunch	\$ -	\$ -	\$ 1,300.00	
Fundraising Expenses				
SPC	\$ -	\$ 1,255.80	\$ 1,025.00	\$ 230.80
Progressive Gift Cards	\$ -	\$ 3,252.00	\$ 10,920.00	\$ (7,668.00)
PAC Admin Expenses				
PAC meeting refreshments	\$ 34.47	\$ 110.47	\$ 270.00	\$ (159.53)
Office supplies, printing	\$ -	\$ -	\$ 50.00	
Misc				
Miscellaneous expenses	\$ -	\$ -	\$ 250.00	
Expenses TOTAL	\$ 34.47	\$ 4,618.27	\$ 17,815.00	\$ (7,596.73)

**Gaming Account Financial Report for December 2024:**

<u>Revenue</u>	<u>Jan 2025</u>	<u>YTD</u>	<u>Budget</u>	<u>Diff</u>
Grants				
Gaming Grant	\$ -	\$ 24,160.00	\$ 24,160.00	\$ -
Investment Income				
Term deposit interest	\$ -	\$ 283.38	\$ 478.00	\$ (194.62)
Revenue TOTAL	\$ -	\$ 24,443.38	\$ 24,638.00	\$ (194.62)
<u>Expenses</u>	<u>Jan 2025</u>	<u>YTD</u>	<u>Budget</u>	<u>Diff</u>
Students Support				
Club Donations	\$ -	\$ -	\$ 4,160.00	
Teacher's Wish List	\$ 1,137.61	\$ 1,137.61	\$ 20,000.00	\$ (18,862.39)
Admin Expenses				
Membership registration fees	\$ -	\$ 100.00	\$ 450.00	\$ (350.00)
Expenses TOTAL	\$ 1,137.61	\$ 1,237.61	\$ 24,610.00	\$ (19,212.39)



## **DPAC REP UPDATE Feb**

### **Town hall - Roots and River survey summary**

Survey summary provided was forwarded to PAC executives and AEC committee; pls refer to attachment.

Survey showed parents feedbacks and area of concerns such as:

- \*teacher retention & burnout
- \*mental health of children
- \*early intervention
- \*infrastructure improvements

I did inquire how these issues will be considered in budget and the district 5 year planning.

**DPAC Jan. 20** - DPAC - presentation was on how School board allocate their budget. Slides and minutes are available on their website <https://dpac.burnabypac.ca/>

### **COW Jan. 13 public meeting - accessibility & public safety committees**

#### Equity, Access and Inclusion

Any concerns or inquiries about accessibility- pls email your principal

\*feedback is welcomed & appreciated by the district - pls use online feedback tool that is being used to gather information about accessibility and assist in the identification of barriers in the district <https://burnabyschools.ca/accessibility/>

#### Public Safety Committee

\*youth officers - proactive policing - RCMP has a youth officers department - if school / pac wish to have an officer come in to speak about public safety - regards internet, bicycle, and traffic...teacher and or principal will need to initiate and invite RCMP youth office to come in to present

Next COW - Community of Whole public meeting is @4pm Feb 10, 2025  
<https://burnabyschools.ca/board/board-committees/>

**AEC parent did recommended to DPAC** to reach out to others school and perhaps initiate an Expansion committee as overcapacity is becoming an issues with various schools and district. Suggestion was provided at DPAC Jan. 20 - Public meeting - Expansion Committee has been initiated..More information will follow. Inquiries please **email** [info@burnabydpac.com](mailto:info@burnabydpac.com)

### **EDI committee - Jan 23**

Equality, Diversity, Inclusive

- committed to anti-racism, equity and inclusion. I had attended for Dpac. The committee is to engage with students, staff, families, and community partners with care and compassion to ensure participants feel welcome and included and respected. Planning to take vision to action plans; developing a framework and monitoring goals.

More information will follow from DPAC - EDI Committee



## *École Alpha Secondary School* **Parent Advisory Council**

### **WELCOME!**

As a parent or guardian of a student attending *École Alpha Secondary* you are automatically a member of the **Alpha Parent Advisory Council (PAC)**.

The main objective of **Alpha PAC** is to provide a means of communication between parents and the school while enhancing the educational experience of Alpha students through the support of school programs and student initiatives.

The **Alpha PAC** elected officers are instrumental in this communication and is made up of parent volunteers who assume the position for the duration of one school year.

### **ELECTED POSITIONS AVAILABLE ON *Alpha PAC*\***

#### **President**

- speak on behalf of the Council
- consult with and report to Council members regularly
- preside at general, special and executive meetings
- ensure that an agenda is prepared for all meetings
- appoint committees where authorized by the membership or executive
- ensure that the Council is represented in school and district activities
- ensure that Council activities are aimed at achieving the purposes set out in the constitution
- be familiar with the Council's Constitution, Bylaws and meeting rules
- be familiar with finding resources to assist members

#### **Vice-President**

- support the president
- assume the duties of the president in the president's absence or upon request
- assist the president in the performance of their duties
- accept extra duties as required
- be familiar with the Council's Constitution, Bylaws and meeting rules
- be familiar with finding resources to assist members