SCHOOL DISTRICT NO. 43 (COQUITLAM)
BOARD OF EDUCATION MINUTES

REGULAR PUBLIC BOARD MEETING
DISTRICT OFFICE, BOARD ROOM

TUESDAY, MARCH 1, 2022

Our mission is to ensure quality learning opportunities for all students of all ages

PRESENT

Chair:	Michael Thomas
Vice-Chair	Carol Cahoon
Trustees:	Jennifer Blatherwick
	Barb Hobson
	Kerri Palmer Isaak
	Lisa Park
	Christine Pollock
	Keith Watkins
	Craig Woods

Regrets:

Administration:

Superintendent of Schools/CEO	Patricia Gartland
Secretary-Treasurer	Mohammed Azim
Assistant Superintendents	Carey Chute
	Reno Ciolfi
	Gerald Shong
	Robert Zambrano
Executive Director, Human Resources	Randy Manhas
Executive Director, Facilities and Planning	Ivano Cecchini
Director of Instruction	Paul McNaughton
	Stephen Whiffin
Assistant Director of Communications and Community Relations	Ken Hoff
Executive Assistant	Jennifer Toderas
Recording Secretary	Colleen Stavert

Michael Thomas, Chair, called the meeting to order at 7:01 p.m.

CALL TO ORDER

The Acknowledgement of Territory was expressed by Trustee Palmer Isaak.

ACKNOWLEDGEMENT OF TERRITORY

ACCEPTANCE OF AGENDA
a) Acceptance of Agenda

The Chair asked if there were any additions or deletions to the agenda. It was requested to add the Mental Health Task Force to Items of Trustee Business.

CAHOON/POLLOCK moved acceptance of the agenda as amended.

Question was called. **MOTION CARRIED UNANIMOUSLY**

INTRODUCTIONS
a) Partner Groups
b) DLT

As the meeting was virtual, introductions were not made.

DELEGATIONS/ PRESENTATIONS

There were no delegations/presentations.

EDUCATION

There were no education matters to report.

APPROVAL OF CONSENT AGENDA

The Chair asked if there were any amendments to the consent agenda, which included the following items:

a) Approval of February 8, 2022 Regular Board Meeting Minutes
b) Approval of February 15, 2022 Special Regular Board Meeting Minutes
c) Trustee Calendar Planning Report for Information
d) Trustee Reports for Information

WOODS/PALMER ISAAK moved approval of the consent agenda.

Question was called. **MOTION CARRIED UNANIMOUSLY**

A copy of the Trustee Reports is attached to the official minutes.

RESPONSE TO PREVIOUS DELEGATIONS

There were no responses to previous delegations

DISTRICT STAFF REPORTS

a) Superintendent Report

i) News & Events

Patricia Gartland, Superintendent, provided a report on news and events.

Trustee questions and comments regarding the SSEP patch competition, the CTA/CPVPA successful professional development day programming and appreciation for highlighting optimistic, world changing student highlights especially in the current world context, were responded to.

A copy of the Superintendent's News & Events report is attached to the official minutes.

ii) COVID-19 Update

Patricia Gartland, Superintendent, provided a COVID-19 update, including information about the gradual reopening of schools to their communities, graduation events being able to be held this year, continued direction from the Ministry and Fraser Health as things open, and the easing of international travel restrictions.

A copy of the COVID-19 report is attached to the official minutes.

iii) Student Enrolment Projections

Gerald Shong, Assistant Superintendent, provided the Board of Education with the 2022-23 enrolment projection information stating that the district is facing a decrease in enrolment. As such, after reviewing the risks and uncertainties, staffing for 100 FTE will not be assigned until enrolment is realized.

Trustee comments regarding long-term projections indicating increasing enrolment whereas next year is showing a decline, and nervousness as projections are usually accurate, were responded to.

A copy of the Student Enrolment Projections memo is attached to the official minutes.

iv) Tech Twenty

Stephen Whiffin, Director of Instruction, provided a presentation on Tech Twenty SD43 technology initiatives. The presentation was regarding the importance of STEAM education, the STEAM model being utilized in SD43,

district support through the supply of curriculum support materials and the organization of the IT team supporting the STEAM educators.

Trustee questions and comments regarding the girls and STEAM program, the outdoor component of STEAM education, student's utilizing STEAM skills to work on real-world problems, and instructor exhaustion as STEAM planning is a lot of work, were responded to.

A copy of the Tech Twenty presentation is attached to the official minutes.

UNFINISHED BUSINESS

a) Burke Mountain Middle/Secondary School Update

Mohammed Azim, Secretary-Treasurer, provided an update regarding funding potential for the new Burke Mountain Middle/Secondary project. The Ministry of Education (MOE) notified SD43 of its expectation that as a condition of government funding for the approval of the new school, the MOE will require SD43 to contribute $25 million, over a five-year period. Funding will be sourced through a $10 million diversion associated with Scott Creek Middle School (10 classroom addition), $2 million from a variety of capital projects savings, $6 million from the 2021/22 Amended Budget Transfers, and $7 million from four-year period savings contribution. Mr. Azim reviewed the opportunity costs and the FAQ referenced in the memo and next steps anticipated for this project.

Trustee questions and comments regarding recognition of the Burke Mountain parent community for their continued advocacy, appreciation for staff for exploring all options for funding this contribution, concern about setting a precedent with the Ministry regarding SD43's level of contribution for capital projects, and that it will come to a point that operating funds will have to be used for portables, were responded to.

PALMER ISAAK/BLATHERWICK moved that the Board of Education approved the required $25 million contribution for the Burke Mountain Middle/Secondary School Capital Project, to be paid over a period of 5-years following provincial approval and announcement of the new school build.

Further trustee questions and comments regarding the procurement method, if mass timber will be used, importance of all capital projects, hopeful that international education and rental revenues will increase in the next five years to reduce the impact of this contribution, the need to move forward

proactively and cooperatively with the Ministry of Education on this project, the unhappiness of the Board of Education to have to contribute operating funds to a capital project or fund further portables, if staff have tried to negotiate to reduce the contribution, that West Kelowna has had a $103 million secondary school approved with only a $3 million contribution, if the local builders or developers would donate time or materials to help build the school, and the Chair having advised the Minister of Education that SD43 felt their contribution was high because of the success of the accumulated surplus policy, were responded to.

Question was called. **MOTION CARRIED UNANIMOUSLY**

A copy of the Burke Mountain Middle/Secondary School Project Update memo is attached to the official minutes.

b) Policy 23 – Financial Operating Reserves

Mohammed Azim, Secretary-Treasurer, provided an update regarding Policy 23 – Financial Operating Reserves. Changes include changing the name of the policy to Accumulated Operating Surplus Policy, include key financial definitions related to operating reserves, align Policy 23 with the Ministry of Education (MOE) accumulated operating surplus policy, and further align with the MOE and other School Districts' Operating Surplus Policies.

Trustee questions and comments regarding the policy edits meeting the Ministry's requirements, pride that SD43 was one of the first districts to implement a surplus reserve policy and recognition that operating surpluses exist across all school districts, were responded to.

HOBSON/CAHOON moved that the Board of Education adopt the revisions to Policy 23 – Financial Operating Reserves to align this policy more closely with the Ministry of Education's *K-12 Public Education Accumulated Reserves Operating Surplus Policy*.

A trustee comment regarding the irony of approving changes to the operating surplus policy after approving funds for capital project use, was responded to.

Question was called. **MOTION CARRIED UNANIMOUSLY**

A copy of the Policy 23 – Financial Operating Reserves memo and policy are attached to the official minutes.

c) Approval of the Annual School Calendars for the 2023-2024, 2024-2025, 2025-2026 School Years

Gerald Shong, Assistant Superintendent, advised the Board of Education that the proposed school calendars for the 2023-2024, 2024-2025 and 2025-2026 school years had been through the public consultation process, and that one change was made in response to feedback provided.

BLATHERWICK/POLLOCK moved that the Board of Education approve the Annual School Calendars for the 2023-2024, 2024-2025, 2025-2026 school years.

Trustee questions and comments regarding alignment of spring break with other Metro school districts and clarification regarding the change that was made to the calendar, were responded to.

Question was called. **MOTION CARRIED UNANIMOUSLY**

A copy of the Approval of the Annual School Calendars for the 2023-2024, 2024-2025, 2025-2026 School Years memo and calendars are attached to the official minutes.

QUESTION PERIOD

At 8:42 p.m. the Chair opened the floor to questions.

a) Trustees

There were no trustee questions.

b) Gallery

Shannon Leadbeater, parent, asked a question regarding having the City of Coquitlam or Burke Mountain developers to contribute, so that the new school could be built without negatively impacting our children for the next four or more years, which was responded to.

Corrie Noble, SD43 DPAC Member at Large, asked about student enrolment projections and how we work with developers/municipalities to ensure school needs are met, which was responded to.

Corrie Noble, SD43 DPAC Member at Large, asked if the impact of $5 million can have in a year on staffing, resources, facilities maintenance, etc., will put the financial outlook in jeopardy, which was responded to.

NEW BUSINESS

There was no new business discussed.

NOTICES OF MOTION

There were no Notice of Motion.

ITEMS OF TRUSTEE BUSINESS

a) Mental Health Task Force

Michael Thomas, Chair, advised that he is delegating his role as Chair of the Mental Health Task Force to Trustee Kerri Palmer Isaak and that he will participate as a non-voting member.

Trustee Kerri Palmer Isaak spoke to her appointment to the task force.

QUESTION PERIOD

At 8:57 p.m. the Chair opened the floor to questions.

a) Trustees

There were no trustee questions.

b) Gallery

There were no questions from the gallery.

ADJOURNMENT

PALMER ISAAK/CAHOON moved to adjourn the meeting at 8:58 p.m.

Question was called. **MOTION CARRIED UNANIMOUSLY**

_____ _____

Chair Secretary-Treasurer

CONSENT AGENDA

BOARD OF EDUCATION

TRUSTEE REPORT

March 1, 2022

Trustee Blatherwick participated in the following activities, events and meetings:

- February 3 – Coquitlam Learning Opportunities Centre (CLOC), (Phone Call)
- February 3 – Coquitlam Principals and Vice Principals Budget Stakeholder Meeting, Zoom
- February 8 – Special In Camera Meeting, TEAMS
- February 8 – In Camera Meeting, TEAMS
- February 8 – Public Board Meeting, Zoom
- February 10 – Special In Camera Board Meeting
- February 10 – Trustee liaison Visit to CLOC
- February 10 – Coquitlam Foundation Board Meeting, Zoom
- February 10 – February Board Meeting, TEAMS
- February 12 – Provincial Council Meeting, All Day, Zoom
- February 14 – Burke Mountain Middle/Secondary School Update with Burke Mountain Parents
- February 15 – SD43 Education Foundation Special General Meeting
- February 15 – In Camera Meeting, TEAMS
- February 15 – Special Public Board Meeting
- February 16 – BCSTA Metro Branch Meeting
- February 16 – BCSTA Metro Branch AGM

CONSENT AGENDA

BOARD OF EDUCATION

TRUSTEE REPORT

March 1, 2022

Trustee Palmer Isaak participated in the following activities, events and meetings:

- Jan 25 – DPAC Stakeholder Budget Consultation Meeting
- Jan. 27 BCPSEA AGM meeting, all day Board Office AGM continued Friday the 28th
- Jan 28 Zoom meeting with PAC chairs.
- Feb. 1st – Finance and Audit Committee + Special In Camera Board Meeting
- Feb. 1st Continued - CUPE Budget Stakeholder Meeting
- Feb 3rd CPVPA Budget Stakeholder Consultation
- Feb 8th Special In Service Meeting + In Camera Board Meeting, Public Board Meeting
- Feb 10th Special In Camera Board Meeting
- Feb 15th SD43 Education Foundation Meeting
- Feb 15th In service Board Meeting, In Camera Board Meeting,
- Feb 15th continued Special Public Board Meeting
- Feb 22nd Special In Camera Board Meeting

CONSENT AGENDA

BOARD OF EDUCATION

TRUSTEE REPORT

March 1, 2022

Trustee Lisa Park participated in the following activities, events and meetings:

- February 8, 2022 - Special In Camera Meeting, In Camera Meeting and In Service Board Meeting, Microsoft Teams Meeting
- February 8, 2022 - Public Board Meeting, Zoom Meeting
- February 10, 2022 - Special In Camera Meeting, Microsoft Teams Meeting
- February 10, 2022 – Board Meeting Group 3, Microsoft Teams Meeting
- February 14, 2022 - Burke Mountain Middle/Secondary School Update with Burke Mountain Parents, Microsoft Teams Meeting
- February 15, 2022 – SD43 Education Foundation Meeting, Microsoft Teams Meeting
- February 15, 2022 - In Service and In Camera Board Meeting, Microsoft Teams Meeting
- February 15, 2022 – Special Public Board Meeting, Zoom Meeting

BOARD OF EDUCATION
ITEMS OF TRUSTEE BUSINESS
Coquitlam Foundation

Trustee Blatherwick Report for the Coquitlam Foundation:

February 10, 2022 - Coquitlam Foundation Board Meeting

Transition to Committee Driven Structure:

In order to drive the Foundation forward, the committee structure will be strengthened, expanded and made more robust.

Future Meetings:

- If conditions prevail, will be moving back into in-person meetings for the larger, Board-wide meetings

Future Co-Operation with School District:

- Presentation to school counsellors to ensure that there is a full understanding of the scholarship opportunities from the Coquitlam Foundation, as well as requesting feedback to see how the application process can be updated to be more accessible to students
- Consideration of technology/app that can increase ease of access and reach for the scholarship applications

BOARD OF EDUCATION

ITEMS OF TRUSTEE BUSINESS

ELL Consortium

The ELL Consortium met virtually as a whole on February 23, 2022

The meeting began with a lengthy discussion about how different districts are handling registration of students with precarious, or even no immigrant status. It was generally agreed by most districts that while recognizing Federal regulations, school districts are not the "immigrant police". Most of the districts that spoke to the issue reported using proof of ordinary residence as criteria for registering students. In addition, it was shared that it is not the responsibility of districts to share immigrant status of families unless ordered to.
It was noted that most families with precarious, or no immigrant status are in no position to pay international student fees.

It was shared that there will be a motion brought forward at the upcoming BCSTA AGM that consistent procedures be put in place across the province to address this particular issue.

Many districts are reporting significant increases in ELL registrations.

The Surrey School Board has introduced a Bridge Coop program targeting late coming ELL students in grades 11 and 12 combining academics with trades training to assist in meeting graduation criteria. There will be a presentation at the next ELL meeting.

In SD43, many of our ELL team teachers have spent the past two months being deployed into school classrooms to offset teacher absences but have continued their work of developing an academic literacy framework for ELL students.

On the upcoming Pro D Day, our own Caz Davidson will be presenting on the new MyEd Annual Instruction Plan, a ministry-designed platform designed for Multilingual/Ells. It is strength-based, providing teachers with tried-and-true strategies and scaffolds to support their leaners and is aligned with the student's specific language acquisition needs. It meets audit compliance as well!

Lastly, thanks in great part to the advocacy of the ELL Consortium, the Ministry of Education has now included Diversity in Schools, ELL students, Refugee students and Community Link to be under the umbrella of Inclusion.

The next meeting is scheduled for March 9, 2022.

BOARD OF EDUCATION

ITEMS OF TRUSTEE BUSINESS

SLC Report

Trustee Barb Hobson attended and participated in the above meeting and presents the following report for information:

Middle School SLC met on February 23rd via TEAMS. The theme for the day was inclusivity and diversity.
The meeting opened with a Kahoot! session, which is always popular.
Gratitude projects from around the District were highlighted. Each school chose their own project which included such things as food drives to donate to the food bank, gifts and appreciation cards for school staff, gratitude hearts on Post-its displayed around the school, raising money to donate to a cause of their choice.
Inclusivity and Diversity were defined and why these are important was discussed in break-out rooms using this video https://www.youtube.com/watch?v=DpzncGkSqF4 as a starting point for the discussion.
SLC has a new logo designed by Martin from Moody Middle. It will be making its way onto the SLC website and social media channels.
Next meeting: April 6th at Como Lake Middle School in-person.

Secondary School met on February 24th via TEAMS. The theme for the day was inclusivity.
The meeting started with an ice-breaker using menti.com and answering questions around inclusivity … why is it important; how you can include others; why it is important for leaders to include others; what to do it you're feeling excluded.
There was a short recap of the SLC budget presentation to the Board.
Members went into break-out rooms and discussed their commonalities and differences.
The next meeting on April 4th will be in-person.

The SLC Leadership Conference is being planned for April 22nd and will be on-line.

1. SD43 is proud to announce that Daniel Pan, grade 5 Leigh Elementary School student and Grace Moseley, grade 7 Hillcrest Middle School student have been selected as the school district's finalists for the Student Spaceflight Experiment Program (SSEP) Mission Patch Art and Design Competition. The mission patch serves as a symbol of our SD43 community involvement in the SSEP and may travel 400,000 miles each day aboard the International Space Station.



K-5 student group: Daniel Pan (Grade 5), Leigh Elementary School



6-12 student group: Grace Moseley (Grade 7), Hillcrest Middle School









2. On December 2021, four Porter Street Elementary School students, Nevaeh, Mile, Nevil, and Caryss, volunteered to write a letter to the Honorable Jennifer Whiteside, Minister of Education to request that a proclamation be passed to recognize Real Acts of Caring (RAC) Week February 13-19, 2022 for all of British Columbia. They believed that promoting caring and kindness in our schools and in our province was especially important at this time. The focus of this year's RAC Week is climate change and COVID caring.

In early February, the Ministry of Education contacted Porter Street Elementary School to announce that a proclamation would be passed. A framed proclamation was then sent to Porter Elementary and now hangs proudly on the school hallway wall. We are very proud of our students for taking on a fabulous leadership role and making positive change in our province!

SD43 and its schools are proud to be part of the 16th annual RAC week. Schools, students, employees, and parents throughout the district celebrated this important week by doing something kind for someone else.

Below are some great examples of RAC in action also found on our website:

- The entire Baker Drive Elementary School made and hand-delivered valentine's Day cards to houses in their neighbourhood. Some neighbours have even sent back cards to the school sharing how wonderful it made them feel and how they love the fact that the school is nearby.
- Rochester Elementary School staff shared positive messages in their staff room.
- Maillard Middle School leadership students drew kind messages in chalk at the front of the school.
- Hillcrest Middle School students created "happy mail" for staff members they appreciated.



3. On February 14th, École Moody Middle School together with the support of Mackenzie Stevens, philanthropy assistant at BC Children's Hospital Foundation and Wigs for Kids BC, kicked off RAC Week to support children who have lost their hair battling cancer and other illnesses.

Knowing that a $2000 wig will give children a confidence boost, Ms. Kathryn Jung, the Vice Principal, set out a challenge to students and staff at École Moody Middle School of the Arts.

Teacher Dora Turje challenged her class and raised over $300 while teacher Carole Paquette challenged her students by joining in to donate hair also. Thank you to students, Ava, Isabelle and Adria.

Thank you to the SD43 community for helping raise $665 for this great cause!

4. On February 16th, teachers Doug Maclean and Joanna Horvath from the SD43 Career and Trades Program hosted a virtual Information Session on TRAIN in Trades and WORK in Trades. The event was attended by SD43 parents and students from grades 9-12. As part of the course selection process for next year, students received program and pre-requisite information about 22+ tuition-free trades training programs. They also learned about the benefits of the WORK in Trades Program in respect to gaining high school credits, earning certification hours in their trade, as well as a $1000 award.



Here's a link to their presentation.

5. SD43 is proud to support Pink Shirt Day, February 23, a day where students and staff are reminded to wear a pink shirt to symbolize their stand against bullying. It is also a day to show kindness and empathy to the people that we meet at our schools and those in our community! Let's continue to work together, lift each other up and make our world a better place!

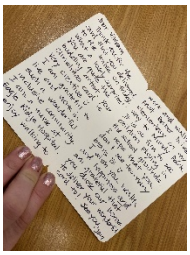










6. For Valentine's Day, Baker Drive Elementary School students made, and hand delivered valentine's day cards to houses in their neighbourhood. Some neighbours even sent back cards to the school sharing how wonderful it made them feel and how lucky they are to have the school nearby.

7. As part of SD43's annual budget consultation process, a Public and Stakeholder Input Session was held on February 15, 2022. The public is welcome to attend the next budget meeting, for the presentation of the 2022-23 Preliminary Budget on April 12. More information available online at www.sd43.bc.ca/budget .

8. On February 25, SD43 staff took the opportunity to learn, explore and share new ideas and resources during the district wide Professional Development Day. The lineup of esteemed presenters shared their knowledge and insights on the theme "Transforming Perspectives". Topics included anti-racism, Indigenous education, and new perspectives on equity.

9. Riverside Secondary School Theatre students are excited to welcome back the public for a live audience show this March after two years since the COVID-19 pandemic. The Drowsy Chaperone, is a parody of an American musical comedy of the 1920's. The story begins with a middle-aged man who puts on his favorite recording of a fictitious 1928 musical and imagines it as it comes to life.

Shows start on March 3-5 and March 8-10, Doors open at 6:30 p.m. for the 7:30 p.m. show.

For tickets at $15/$10, visit https://www.simpletix.com/e/the-drowsy-chaperone-tickets-101176.

View the Tricity News article here.

10. February was Black History Month and schools at SD43 celebrated the many achievements of Black Canadians who continue to shape the cultural, economic, political and social success that make Canada what it is today. Students were also encouraged to engage in conversations about the impacts of racism, and to remind them about the importance of equity, respect, and inclusion for all members in our community.





A display at the Eagle Mountain Middle School Learning Commons displaying information about famous Black Canadians and books by Black authors.

11. CABE Secondary School teacher, Shelley McClenahan and Principal Sandi Lauzon are proud to partner with Wesbild, a local developer, in building a new outdoor classroom and providing new outdoor learning experience for students.

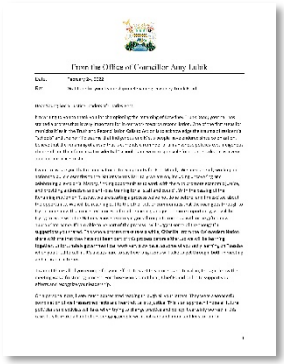


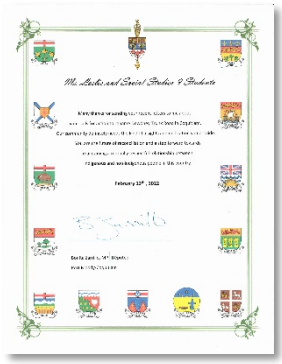


The new outdoor classroom will help students develop a deeper understanding and appreciation for nature and become more engaged in learning.

The school is thankful to the district's landscapers who helped prepare the area and deliver gravel to start the project. The students are looking forward to sanding and staining the benches this spring.

12. On February 28, Teacher Megan Leslie and her Social Studies 9 students received letters of support from the Canadian House of Commons, Member of Parliament for Port Moody-Coquitlam Bonita Zarrillo, and from Port Moody City Councillor Amy Lubik recognizing their outstanding efforts for recognizing the Truth and Reconciliation calls to action and suggesting renaming Dewdney Trunk Road in light of the historical context and actions of Edgar Dewdney.







13. The Coquitlam Secondary Schools Athletic Association (CSSAA) has seen a significant growth and renewed excitement in school sports and participation since the return from COVID restrictions. It has brought a rejuvenation of energy to our student athletes and school buildings and all leagues and seasons have run successfully thus far with no disruptions. Kudos to all Coaches, Volunteers, and Athletes in their efforts to bring school sports back to the forefront in SD43.

Upcoming Events

- February 28 – March 4th – District Eco-Challenge Competition Week
- March 3-5 – The Drowsy Chaperone Show at Riverside Secondary School
- March 8-10 – The Drowsy Chaperone Show at Riverside Secondary School
- March 8 – International Women's Day
- March 21 – International Day for the Elimination of Racial Discrimination

SSEP Mission Patch Competition Winners



Daniel Pan, Grade 5, Leigh Elementary



Grace Moseley, Grade 7, Hillcrest Middle

SCHOOL DISTRICT NO. 43 (COQUITLAM)

SUPERINTENDENT'S OFFICE

MEMORANDUM

TO: **Trustees**

FROM: **Patricia Gartland**
Superintendent

DATE: March 1, 2022

RE: **COVID-19 Update**

This update reflects a chronology of events related to COVID-19 impacts on the education sector as of February 15, 2022.

On February 15, 2022, BC Deputy Minister of Education Christina Zacharuk issued a Special Update regarding information about rapid antigen test delivery, attendance, and an announcement from BC Provincial Health Officer (PHO) Dr. Bonnie Henry pertaining to the lifting of the Addendum for communicable disease guidelines for K-12 settings.

On February 15, 2022, the BC government announced new legislation to help maintain access to critical services that British Columbians rely on and protect those who provide those services, as the Province moves to prevent disruptive behaviour from affecting schools and health-care facilities. The proposed legislation will protect hospitals, COVID-19 test and vaccination centres, and K-12 schools by establishing 20-metre (66 feet) access zones around them. Within an access zone, it will be an offence to impede access to the facility, disrupt services or act in a way that could reasonably be expected to cause service users or providers concern for their physical or mental safety.
https://news.gov.bc.ca/releases/2021PREM0071-002169

On February 18, 2022, the Province of BC announced more BC families will benefit from quality child care as a result of investments that will encourage early childhood educator (ECE) recruitment and retention through better access to bursaries, professional development opportunities and wage enhancements. Through the Canada-BC Early Learning and Child Care Agreement (ELCC), the Government of Canada is providing a one-time $49.2 million investment that will reduce barriers and increase access to post-secondary ECE programs and professional learning opportunities.
https://news.gov.bc.ca/releases/2022CFD0005-000239

On February 18, 2022, the Province of BC provided rapid antigen at-home test instructions for K-12 students. Each student in public, independent and First Nations K-12 schools is being provided with a box of five Artron rapid antigen at-home tests distributed through their school. The test instructions are displayed on the SD43 public website and school principals will be sending these instructions to parents at the same time the rapid antigen tests are distributed to the students.
http://www.bced.gov.bc.ca/bulletin/20220215/rapid-test---letter-to-famlies20220215.pdf

February 23, 2022, marks the 15th anniversary of Pink Shirt Day, which represents people working together to stop bullying by celebrating diversity and promoting kindness and inclusiveness. This year's theme of belonging and empowerment means no matter who you are, where you're from, and what you look like or what you believe in, we all have the right to be respected and accepted for our true authentic selves.
https://news.gov.bc.ca/releases/2022PREM0005-000255

SCHOOL DISTRICT NO. 43 (COQUITLAM)

MEMORANDUM

TO: Patricia Gartland, Superintendent of Schools

FROM: Gerald Shong, Assistant Superintendent

DATE: March 1st, 2022

SUBJECT: **Enrolment Projections – 2022/23**

COPIED TO: District Leadership Team

Recommended Action: This is provided for information.

Background:
Each year in February, the Ministry of Education requires school districts to submit enrolment projections for the upcoming school year. The Ministry of Education is projecting a decrease of approximately 147 FTE for K-12 Standard School FTE and Alternate Schools FTE from our September 2021/22, 1701 claim. Through our work with current enrolment, graduating students and Baragar projections, our district projection for K-12 Standard School FTE and Alternate School FTE is 30,435 FTE. This is a decrease of approximately 247 FTE from our September 2021/22, 1701 claim. To ensure that the school district will receive full funding for our enrolment in the case that projections exceed our projection, our Ministry of Education submission for K-12 Standard School FTE and Alternate Schools FTE will be 30,535 FTE. During the budget process, the 100 FTE difference will be held back in staffing until September and actual FTE numbers are realized.

SD 43's projections can be attributed to the following:

- The grade 12 graduating class (2,674HC) compared to the number of projected 5-year-old students for 2022 (2,217HC). Our initial 8-day Kindergarten registration has already captured 1917 students. Our five-year capture rate for 3-day Kindergarten registration is 94%. We are using a 94% capture rate with the 8-day Kindergarten registration. This is allowing for challenges with registration due to the current pandemic.
- Migration of students from other districts, other provinces, and other countries. Baragar suggests that our migration rate will remain consistent from past years. Our projection incorporated a net migration rate of 1.5%.

- A larger number of students were enrolled in Apex this year as compared to historical data. Some will remain at Apex, and some will return to their home school. Our projection for Apex is approximately 15 FTE less than this year.
- SD43 saw many students opt for home schooling. The school district is hopeful that many will return to their catchment schools. This may help us exceed projections.

It should be noted that there is uncertainty with this year's projection. These are some of the risks associated with the projection:

- Calculation of Kindergarten projections using 8-day data combined with our historical 3-day capture rate may lead to an overestimation of our Kindergarten numbers
- Students may choose to remain in distributed learning programs, both within SD43 and outside of SD43.
- Homeschool numbers may continue to be higher than our historical numbers.
- Migration may be significantly under or over our historical rate

Considering the various factors that we believe will affect our September 2022 enrolment, it is projected that we will have a decrease of approximately 247 FTE from September 2022. This based on a projected K-12 Standard School FTE of 30,170 and Alternate School FTE of 265.

School District No. 43 (Coquitlam)

M E M O R A N D U M

TO: Patricia Gartland, Superintendent

CC: DLT

DATE: Feb 23, 2022

FROM: Stephen Whiffin
Director of Instruction and Chief Information Officer

SUBJECT: Tech Twenty Board Presentation

Action:
Receive information on SD43 technology initiatives

Background:
With the introduction of the Directions 2025 document resulting in a refocusing of the role of technology as a cross-cutting theme, technology has an important role supporting goals across the organization. As a result, there are a significant number of technology initiatives to report. Through Tech Twenty presentations, District staff endeavor to provide the board with ongoing information about the application of technology in support of our goals. This presentation is one of a series of regular updates on progress with respect to the district's technology activities.

This presentation will provide the board with information on district STEAM initiatives, including actions and supports the district has undertaken to improve STEAM related experiences for students district-wide.

SCHOOL DISTRICT 43 Coquitlam

Learning for a Lifetime

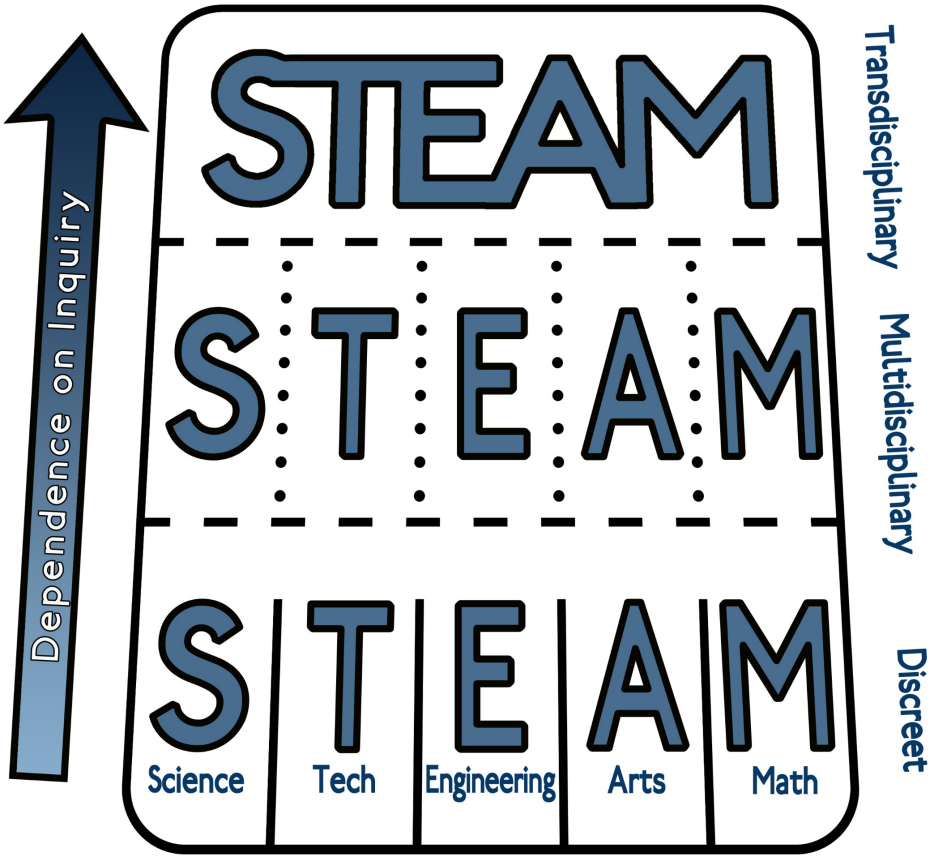
Tech Twenty

STEAM for ALL:

SD43's Strategy to improve STEAM opportunities for all learners

Stephen Whiffin – Director of Instruction and CIO
Dave Sands - Principal of Technology Implementation
Heather Daly – STEAM and Resource Innovation Coordinator

SD43 STEAM Plan



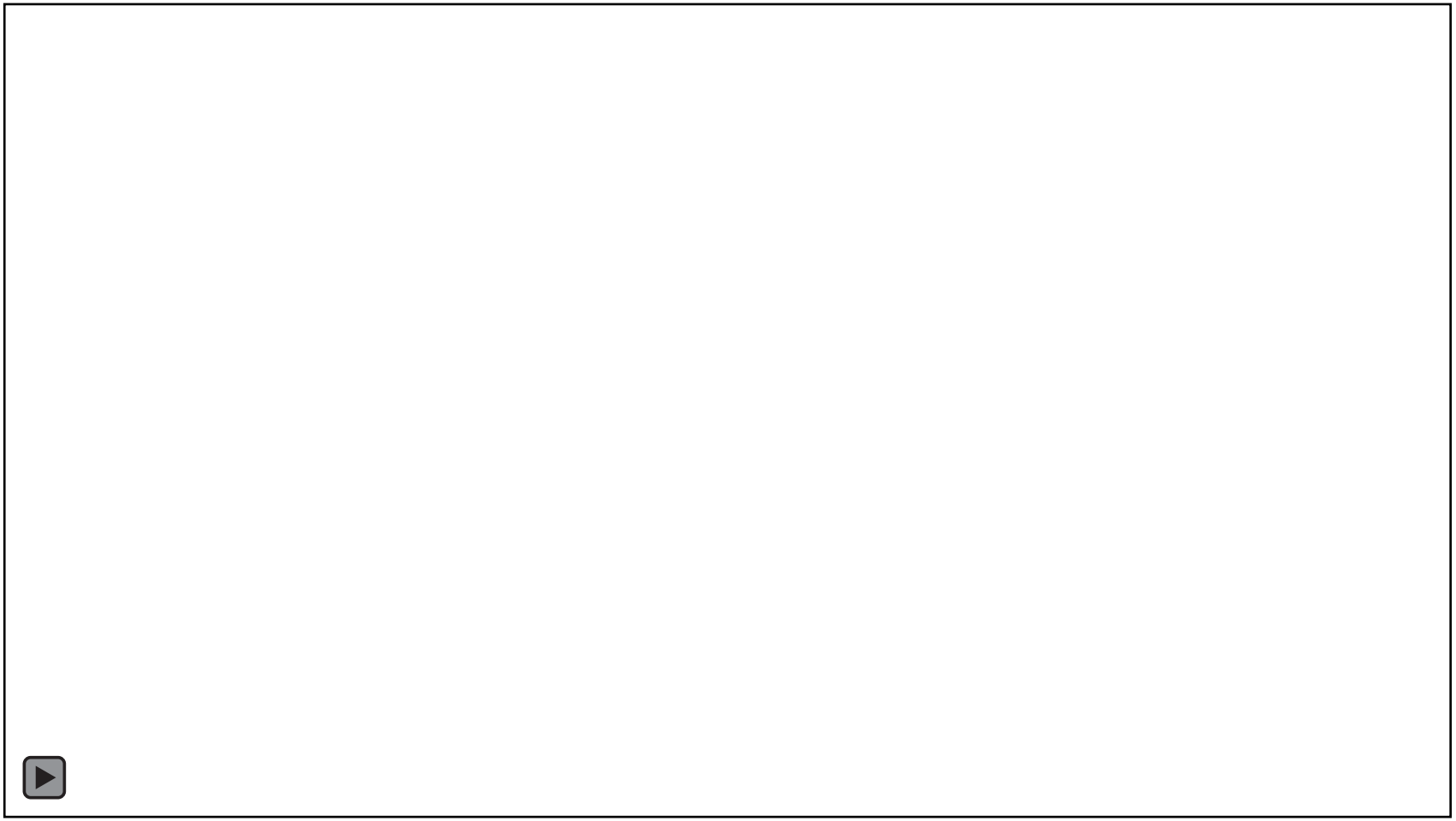
STEAM for All

Jan 31st
Introduced Model during
STEAM Focus Day keynote

March 3rd
Kickoff Implementation Strategy

March/April
- Baseline surveys
- Pilot school identification
- Distribution of K-8 STEAM kits

STEAM in SD43



Key Actions

Core Resources

- *Surveyed schools to determine priority resources*
- *Supply kits and materials for K-8*
- *Specialty equipment for 6-12*

Makerspaces

- *Library Learning Commons Beacon Project*

Surveys

- *School Surveys – K-12*
- *Teacher Surveys – K-8*









Image Credits: http://bit.ly/actionimagecredits

STEAM Support Team



HEATHER DALY
STEAM and Learning Innovations Coordinator

JEN WHIFFIN
Numeracy Coordinator

ROB COWIE
Indigenous Education

NICOLE CRUZ
Technology Support Teacher







SCHOOL DISTRICT NO. 43 (COQUITLAM)

Office of the Secretary-Treasurer

MEMORANDUM

TO:	Board of Education
FROM:	Mohammed Azim, Secretary-Treasurer/CFO Ivano Cecchini, Executive Director, Facilities and Planning Services
DATE:	March 1, 2022
SUBJECT:	**Burke Mountain Middle/Secondary School Project Update**
COPIED TO:	District Leadership Team

Recommended Action: That the Board of Education approve the required $25 million contribution for the Burke Mountain Secondary/Middle School Capital Project, to be paid over a period of 5 years following, Provincial approval and announcement of the new school build.

Background: Over the past calendar year, the Board along with staff have had numerous in-camera discussions and has strongly advocated for Burke Mountain Secondary School which will first be utilized as a middle school and secondary school until such time as a new middle school is constructed. This memo outlines the historical milestones, funding cost-sharing expectations, and next steps.

Historical Milestones:

- July 12, 2019 - PDR Submission*
- December 22, 2020 – Concept Plan Submission**
- January 2021 to December 2021:
    - Continued Board lobbying for the proposed new Burke Mountain Middle/Secondary School capital request. This included meeting with various stakeholders, including MLAs, Provincial Ministers, Municipalities, etc.
    - Bi-weekly meetings - Ministry of Education (MOE) and Executive Director, Facilities and Planning Services
    - Numerous In-Camera Board Meetings discussing the items identified in this timeline and memo
- May 11, 2021 – Capital Response letter received indicating Concept Plan is under review
- July 15, 2021 – Approval of the Concept Plan by the Ministry – (March 31, 22 PDR submission date deadline provided)
- August 5, 2021 – MOE staff, SD staff and Mass Timber Association meeting

- August 6, 2021 – MOE staff, SD staff and Infrastructure BC (IBC) Meeting regarding procurement
- September 15, 2021 – City staff and SD staff meeting regarding timing and logistics of project
- September 22, 2021 – MOE staff, SD staff and Consultant meeting regarding Energy Study
- October 4, 2021 – MOE staff, SD staff, IBC follow up meeting regarding procurement
- October 6, 2021 – MOE staff, SD staff and Consultant meeting follow up regarding Energy Study
- October 27, 2021 – MOE staff, SD staff and IBC conclusion IBC indicates that Design Build is a viable option for procurement
- November 3, 2021 - Letter from the Province: re New Burke Mountain Middle Secondary cost share requirement of $25 million
- November 10, 2021 – MOE staff, SD staff and Consultant meeting Energy Study conclusion
- November 19, 2021 – SD staff and City staff meeting to update progress
- December 15, 2021 – ADM, MOE staff, SD staff meeting to update progress
- January 18, 2022 – PDR Submission
- Feb 8, 2022 – Public Update of the Burke Mountain Secondary/Middle School Capital Request, including discussing requirement for a $25M contribution from SD43.

* Concept Plan Submission: Is a form of a business case that outlines Capital Project options and high-level details of the scope of work.
**Project Definition Report (PDR): Is a form of a business case which is completed after the Concept Plan. It typically focuses in on one of the options of the Concept Plan and provides a detailed analysis of the scope of work.

Local Funding Contribution

As indicated in the Feb 8, 2022, Public Board Meeting, the MOE notified SD43 of its expectation that as a condition of government funding for the approval of the new Burke Mountain Middle/Secondary school, the MOE will require the School District to contribute $25 million or approximately 20% of the December 2020 estimated new school cost. The MOE also indicated that Capital Planning staff would work with the district to establish a timeline for providing the district contribution and a proposal to potentially reduce the cost-share amount if the district can deliver the project under budget compared to its tendered cost. This is consistent with requests made to other school districts with new school projects and is also indicated in Section 1.9 of the 2021/22 Five-Year Capital Plan Instructions.

The Board has restricted all available SD43 capital funds for other projects, including portables, school classroom additions, or other new/replacement school projects. SD43 had provided details of its financial capacity and limitations on its ability to raise the required funding without drawing from the Operating fund and potentially impacting education services delivery to students. The Provincial Treasury Board's concession has allowed the contribution to occur over five years and to 'share' in any savings should the procurement method be determined as a design-bid-build model.

A significant source of capital funding is the diversion of $10M already procured and associated with the Scott Creek Middle School - 10 classroom addition. SD43 staff has clearly articulated that this #1 priority addition will be 100% funded by the Ministry of Education. There is general acknowledgment from Ministry staff of this expectation.

Funding Potential
The below tables details where the funding could be and is likely to be sourced as follows:

Local Capital Surplus:

2021/22 – A significant source of capital funding is the diversion of $10M already procured and associated with the Scott Creek Middle School - 10 classroom addition. SD43 staff have clearly articulated that this #1 priority addition will need to be 100% funded from the Ministry of Education. There is general acknowledgement from Ministry staff of this expectation.	$ 10.0M
2021/22 – The capital account has funds recaptured from a variety of capital projects savings against budget (that are Ministry restricted) that can be allocated toward Burke Mountain. While there may be future savings opportunities from other capital projects, this is not currently known.	$ 2.0M

2021/22 Amended Budget Transfers to Local Capital:

2021/22 - Pension Stabilization Account – The termination of the NTPP would release this amount from Accumulated Reserves. *****	$ 2.3M
2021/22 –NTPP wind up expenses that are likely not required and/or one- time NTPP solvency reserve funds that are released with Plan termination. *****	$ 1.0M
Total Pension/NTPP Savings Contributions	**$3.3M**
2021/22 Stabilization Reserve for future initiatives, utilization of unexpected revenues that were not allocated, and reduced expenditures due to a variety of factors.	$ 2.7M
Total Transfers from Amended Budget:	**$6.0M**

For those items marked with a single *, We have included an interfund transfer in the 2021/22 Amended Budget for these four items totalling $6M. This sends a strong signal that SD43 is committed to the project, and it also helps to ‘remove’ these funds as a source for future capital projects.

Four Year Period Savings Contribution (2022/26):

2022/26 – There is ongoing budgeted savings of $1M annually that occurs as a result of avoiding future NTPP required contributions.	$4.0M
2022/25 – Assuming these funds (from unexpected additional revenues coupled with surpluses coming from budgeted expenses not being fully spent due to a variety of factors) continue to be available and the sourcing for Burke Mtn does not impact education, there is three years of potential funds available at $1M annually.	$3.0M
Total Transfers from Amended Budget:	**$7.0M**

Total Contributions for Burke Mountain: **$25.0M**

Opportunity Costs and additional FAQ: The following section summarizes the opportunity costs and FAQ associated with the Burke Mountain Secondary/Middle School Project:

1. What happens if we do not go ahead with this project or if it is delayed:
    a. Overall, if the Burke Mountain School project is delayed, the district will need to fund in the medium term a total of 40 portables for a 1,000-capacity school. The purchase price of each portable unit, considering installation and inflation, is estimated to be $350K per unit, with a total cost estimated around $14M. The Ministry does not fund portables, and this amount will be required to come from district operations.
    b. If the project is not approved, then the school district will be required to purchase portable/modular units to offset capacity issues in nearby middle and secondary schools. Currently, all these schools are over capacity and will require additional capacity to accommodate increased enrollment which is projected to top 1800 in the long term. Using the above costing, the additional cost for each unit will need to be funded from district operations which will far exceed the $25M local SD43 contribution towards Burke Mountain Secondary School.
    c. Significant inflation is also a consideration, as the cost of the school construction increased by an estimated $30M over two years. At this pace, this project may not be feasible from a Provincial perspective due to the sheer cost of this project. Please keep in mind that this project is different from other new school builds in BC due to complexities of the construction and significant site preparation required of building a school on a mountain.

2. Is there a risk for transferring operational funding to local capital as part of the $25M SD43 contribution towards the new school build?
    a. There are multiple risks associated with this question, including the risk for contributing the same funds that are being recommended for Burke Mountain to portables, as identified in the earlier section.
    b. Overall, there is a significant financial risk when transferring from operating funding to local capital when it comes to our ability to react to minimizing the

impact of short-term protection of funding volatility regarding our approach in multi-year budgeting and contributing towards current year operational expenditure needs. With that said, utilizing additional revenues compared to the amount set aside in our Surplus Policy is not sustainable. The short-term injection in funds will dramatically reduce in the following school year, resulting in a fluctuating level of services provided from one year to the next.

c. Overall, suppose the School District reduced services due to the reallocated operating funds. In that case, SD43 will ensure that the resulting hardships are communicated to the MOE and Treasury Board and Finance.

3. Can we utilize other sources of community funding instead of reallocating operating funding towards this new school build?
    a. Unfortunately, the Province will not approve this as there are fiscal policies around these kinds of uncommitted promissory notes for other funding sources (e.g. fundraising). Currently this type of proposal is unrealistic.

Next Steps:
Facilities staff and Ministry of Education (MOE) staff will collaborate on the final PDR submission in preparation for MOE to draft their Treasury Board (TB) Submission. During this time, additional information can/will be requested. This process is expected to extend until end of February or into March.

As the timeline for submission of the PDR to MOE was scheduled for end of March, we are well ahead of the timeline that the MOE provided to the district.

Provincial Budget Approval: The Fiscal Year Budget establishes the Provincial Capital Priorities on a rolling 10-year basis and funding amounts available for TB to allocate towards capital projects, in this case for the 2022-2023 Fiscal Year. Following this TB makes decisions on capital projects and allocates funds based on the final business cases (PDR) that have been submitted. If the proposed Burke Mountain Middle/Secondary School project is approved, the anticipated completion date will be in the year 2026. Notification of project status will be in April/May 2022.

Communications
Regular communication will occur to help support advocacy for this project. Communication will include continued work with the Ministry of Education along with status updates as they become available with our local politicians, municipalities and the public.

- March 1, 2022 – Public Board Meeting – decision on district funding contribution
- On-going communications in the coming months regarding Provincial decisions

SCHOOL DISTRICT NO. 43 (COQUITLAM)
Office of the Secretary-Treasurer

MEMORANDUM

TO:	Board of Education
FROM:	Mohammed Azim, Secretary-Treasurer/CFO
DATE:	March 1, 2022
SUBJECT:	**Notice of Motion – Policy 23 – Financial Reserves**
COPIED TO:	P. Gartland, Superintendent

Recommended Action: That the Board consider and motion to adopt the revisions to Policy 23 – Financial Reserves to align this policy more closely with the Ministry of Education's *K-12 Public Education Accumulated Operating Surplus Policy*.

Background

The Funding Model review and the resulting implementation of the 22 recommendations has initially focused on accountability and reporting matters. Recommendation #20 related to this matter is as follows:

> *The Ministry should establish clear provincial policies on reserves to ensure consistent and transparent reporting, while maintaining school districts' ability to establish reserves. Specifically, the Ministry should:*
> - *Set clear provincial policies on what school districts may save for, directly related to their strategic plans;*
> - *Establish an acceptable provincial range for unrestricted reserves, encompassing accumulated operating surpluses and local capital, which should be monitored and reported on (if required);*
> - *Ensure that school districts have specific plans attached to each item or initiative when setting reserves, and provide clear reporting on how the funds were spent; and*
> - *Work with school districts to transfer any overages beyond the approved threshold into a fund at the school district level, to be accessed only with Ministry approval.*

In May 2021, the Ministry issued a new *K-12 Public Education Accumulated Operating Surplus Policy* in adoption of this recommendation. This Policy acknowledges that it is appropriate for boards to maintain an operating surplus to manage financial risk and that the accumulation and holding of appropriate operating surplus is a component of sound financial and strategic planning. There are no prescribed ranges or limitations in terms of dollars or as a percentage of operating revenues/expenditures.

The Ministry policy requires school boards to:

- Clearly explain the purpose of operating surplus, and how the surplus will be used to support the boards strategic objectives.
- Include guidelines on how inter-fund transfers will be managed; and
- Outline how financial risk will be mitigated by establishing a contingency operating surplus.

Further to the three requirements above, the MOE indicated the following within their surplus policy guidelines:

- The School Act requires boards of education to prepare a balanced budget, and estimated spending must not exceed estimated revenue plus accumulated operating surplus.
- Restricting a portion of the operating surplus for future use including defining when Boards can restrict operating surpluses.
- Transferring available operating surplus to Local Capital.
- Partner group (including FNMI) consultation.
- Board motions.
- Unrestricted operating surplus (contingency).
- Restrictions for future capital cost-sharing and Local Capital.
- Ministry oversight of school districts reserves, including:
    - if required, review school district operating policies, and
    - verification of Board Motion related to district accumulated operating surpluses.

The timeline for implementation is for school boards to be compliant as at June 2022.

Policy 23 – Financial Reserves was adopted by the Board at their June 16, 2020, public board meeting after consultation with partner groups. Prior to formalizing the practice into policy, the Board had for several years, annually passed a motion which adopted the principled approach captured in the existing Policy. The Board approved further amendments to Policy 23 in October 2021. These amendments further aligned the school district to Ministry requirements related to multi-year financial planning.

Currently, Policy 23 currently incorporates the vast majority of the Ministry requirements. Our annual budget information guide, budget assumptions report, and financial discussion and analysis report include extensive reporting on the source and use of surplus funds and its alignment with the school district's strategic plan.

After subsequent review of the current Policy 23, conversations with the Ministry of Education (MOE), review of MOE surplus policy guidelines, and review of other lower main-land school district surplus policies, additional amendments are required in SD43 Policy 23 for further alignment, as described below:

Proposal

A few modifications could be made to Policy 23 – Financial Reserves to align to the Ministry's policy more clearly and ensure that the general public understands the purpose of this policy.

- Change the name of the Policy to Accumulated Operating Surplus Policy:
    - The MOE and other school districts reference Financial Operating Reserves as Accumulated Operating Surplus. The name change was done for consistency and alignment purposes.
- Include key financial definitions related to operating reserves:
    - This section clarifies the community about key financial definitions related to accumulated operating surplus. Other school districts have decided to add a definition section within their accumulated operating surplus policies.

- Principles Section amendments:
    - Further, align Policy 23 with the MOE accumulated operating surplus policy by clarifying when an operating surplus/deficit occurs and mentioning that the School Act prohibits school districts from carrying accumulated operating deficits.
    - Ensure that we include purposes of having accumulated operating surplus, which is to provide consistency in financial planning, including mitigation of short-term volatility protection against future financial risk and unexpected costs.

- Procedures Section amendments to further align with the MOE and other School District's operating Surplus Policies:
    - Primary reasons for utilizing operating reserves including:
        - operations spanning future school years,
        - unusual or unexpected expenses,
        - support of unfunded capital expenditures (e.g., technology, educational initiatives, deferred maintenance of facilities, and other unfunded capital needs as determined by the Board), and
        - for contingency purposes.
    - Referencing times when the Board restricts funds towards the accumulated operating reserves, usually the Preliminary Budget, Amended Budget, and annual financial statements.
    - Ensuring feedback from partner groups prior to changes to Policy 23.

Following the Notice of Motion to the Board on February 8, the proposed amended policy was circulated to SD43 partner groups with a request to provide feedback. A clarifying question was received from the CPVPA, but no other comments were provided.

ACCUMULATED OPERATING SURPLUS

~~FINANCIAL OPERATING RESERVES~~

The Board of Education is responsible for ensuring the district is protected financially from extraordinary circumstances which would negatively impact school district operations and the education of students. Further, a level of financial reserves is an indicator of financial health and can contribute resources to provide for multi-year planning for future educational services or reduce financial risk. In order to provide increased financial stability, effective planning and support funding predictability, the Board has established this financial reserve policy with funds sourced from revenues that are in excess of expenditures.

~~The guiding principles of this approach are:~~

- ~~To align financial reserves allocation with Policy 1 – *Learning Without Boundaries* and the school district's strategic plan,~~
- ~~To support resources that are focused to the greatest extent possible on programs/services to students with a focus on improving student achievement,~~
- ~~To ensure an alignment with other relevant programs, policies and initiatives including the Framework for Enhancing Student Learning, targeted funding for Indigenous students, etc.~~

1. Definitions:

- "Accumulated Operating Surplus" means the accumulated excess of operating revenues from all prior years over operating expenses from all prior years.
- "Accumulated Operating Deficit" means the accumulated excess of operating expenses from all prior years over operating revenues from all prior years.
- "Annual Operating Surplus" is the amount by which a fiscal year's operating revenues exceed that same fiscal year's operating expenses
- "Annual Operating Deficit" is the amount by which a fiscal year's operating expenses exceed that same fiscal year's operating revenues.
- "Operating Revenue" is the total of all revenue in the operating fund as disclosed on Schedule 2 of the financial statements
- "Operating Expense" is the total of all expenses in the operating fund as disclosed on Schedule 2 of the financial statements.
- "Unrestricted Operating Surplus" means that portion of the Accumulated Operating Surplus that has not been allocated by the Board for specific uses.
- "Restricted Operating Surplus" means that portion of the Accumulated Operating Surplus that the Board has designated, via Board motion, for specific uses.

Formatted: List Paragraph, Justified, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"

~~1.~~2. Principles

~~1.1.~~2.1. An operating surplus represents the extent to which operating revenues in a fiscal year exceed operating expenditures in that year. Conversely, an operating deficit occurs when operating expenditures in a fiscal year exceed operating revenues in the same year. The School Act prohibits school districts from carrying an accumulated operating deficit, so if a deficit occurs in a fiscal year accumulated surplus funds must be used to balance it. If there are insufficient surplus funds to do so, the Board must allocate future revenues to address the shortfall.

2.2. The guiding principles of this approach are:

- To align financial reserves allocation with Policy 1 – *Learning Without Boundaries* and the school district's strategic plan,
- To support resources that are focused to the greatest extent possible on programs/services to students with a focus on improving student achievement,
- To ensure an alignment with other relevant programs, policies and initiatives including the Framework for Enhancing Student Learning, targeted funding for Indigenous students, etc.
- To provide consistency in financial planning, including mitigation of short-term volatility, protection against future financial risk and unexpected costs.

~~2.~~3. Procedures

~~2.1.~~3.1. The Board may approve restrictions on the spending of accumulated operating surplus. Boards of Education are required by the School Act to prepare balanced annual operating budgets, which may require the appropriation of accumulated operating surplus.

3.2. Restrictions on the spending of accumulated operating surplus will be for the following purposes:

- Operations spanning future school years;
- Unusual or unexpected expenses in a given fiscal year;
- Support for unfunded capital expenditures, primarily associated with technology, educational initiatives, deferred maintenance of facilities, and other unfunded capital needs as determined by the SD43 Board of Education;
- Contingency reserve.

3.3 The Board will endeavor to maintain an unrestricted accumulated operating surplus balance that aligns with financial best practices. Restrictions on accumulated operating surplus will be made by Board motion at the time the Board reviews and approves the Annual Operating Budget, Amended Annual Operating Budget, and Financial Statements.

3.4 Nothing in this Policy prevents the Board from restricting operating surpluses for specific initiatives or other purposes as appropriately motioned at a duly constituted Board meeting.

3.5 This Policy will be reviewed annually by the Board. Prior to approval of any significant change to this policy, all amendments will be in accordance with SD43 Policy 10 – Decision Making and will be sent to all partner groups for feedback.

3.6 At least annually, the Board will receive and make publicly available, a report on the school district's financial reserves, the purpose for which they have been restricted, and how the reserves have been utilized during the year.

3.7 Specifically, to the extent that there is an excess of revenues to expenditures (operating surplus) in any fiscal year the Board will allocate these funds as follows:

3.8 An Education Sustainability Reserve Account is to be established over a five-year period beginning in 2021, at an amount that represents 15% of the average of the preceding three years total International Education revenues and funded through surplus in excess of 2% of total operating revenues until this objective is achieved.

Formatted: Font: (Default) Arial

Formatted: Font: (Default) Arial

Formatted: Font: (Default) Arial

Formatted: Font: (Default) Arial

Formatted: Font: (Default) Arial

Formatted: Font: (Default) Arial

a. Use of funds from this reserve is subject to Board approval as evidenced through the approval of the Preliminary or Amended Budget process or by specific Board motion.

3.9 25% of the balance of the operating surplus funds be directed and restricted for one-time opportunities primarily associated with technology, educational initiatives, and deferred maintenance of facilities. This amount will not exceed $1.25 million annually.

3.10 The balance of operating surplus funds will be restricted and allocated equally over the subsequent three fiscal years, not including the immediately following year; the purpose of which is to support student success in alignment with the strategic plan.

3.11 The funding allocation shall not be more than the current year aggregate surplus budgeted in the year unless approved by the Board.

3.12 Any remaining unallocated surplus funds will be restricted and placed into a fiscal year following the three-year period noted above.

~~4 Nothing in this Policy prevents the Board from restricting operating surpluses for specific initiatives or other purposes as appropriately motioned at a duly constituted Board meeting.~~

~~5 This Policy will be reviewed annually by the Board.~~

~~6 At least annually, the Board will receive a report on the school district's financial reserves, the purpose for which they have been restricted, and how the reserves have been utilized during the year.~~

Board Minutes
June 25, 2020 Meeting
October 26, 2021 Meeting

SCHOOL DISTRICT NO. 43 (COQUITLAM)

MEMORANDUM

DATE: March 1, 2022

TO: Patricia Gartland, Superintendent of Schools

FROM: Gerald Shong, Assistant Superintendent

SUBJECT: **Approval of the Annual School Calendars for the 2023-2024, 2024-2025 and 2025-2026 School Years**

Recommended Action
The Board of Education approve the Annual School Calendars for the 2023-2024, 2024-2025 and 2025-2026 school years.

Background
School boards must prepare an annual school calendar for each school in its district for each calendar year. A board may submit up to three consecutive annual school calendars. Currently the school district has approval to the end of this current school year. To approve a school calendar, the District must consult with stakeholder groups and provide the public at least one month's notification before submission to the Ministry of Education.

Process and Results
After the February 8th, 2022, Public Board Meeting, the District put out a survey to student, parents, and school district staff for feedback on proposed calendars for the 2023-2024, 2024-2025 and 2025-2026 school years. The proposed calendars were also placed on the district website when the survey began. Approximately 1,600 people responded to the survey. The overwhelming number of respondents were parents/guardians of SD43 students. The results of the survey were compiled, and the District met with partner presidents from CUPE, CTA, CPVPA, DPAC and SLC. The results of the survey were shared, and all questions and concerns were answered. Based on the survey results, two minor changes were made. In the 2023-2024 school year, the February professional development day will be moved from Friday, February 23rd to Friday, February 16th. As well in the 2022-2024 school year, the scheduled school closure day on Friday, February 16th will be moved to Monday, November 13th. The change in the professional development date addresses parent concerns about having a statutory holiday on a Monday and having a professional development day on the Friday of the same week. The change in the closure day to semester one (secondary school level) better balances out the two semesters. There were no changes made to the proposed 2024-2025 and 2025-2026 school years. All partner presidents were satisfied with the results of the survey and are in support of the three proposed calendars.

School District No. 43 (Coquitlam)

Proposed School Calendar 2023-24

Designation	Date(s)
Schools Open	Tuesday, Sept 5
Pro D Day	Friday, Sept 22
Truth and Reconciliation Day	Friday, Sept 29
Thanksgiving Day	Monday, Oct 9
Pro D Day	Friday, Oct 20
Remembrance Day	Friday, Nov 10
School Closure Day	Monday, Nov 13
Schools close for Winter vacation (last day in session)	Friday, Dec 22
Winter vacation period	Monday, Dec 25 – Friday, Jan 5
Schools re-open after Winter vacation	Monday, Jan 8
Pro D Day	Friday, Feb 16
BC Family Day	Monday, Feb 19
Schools close for Spring vacation (last day in session)	Friday, Mar 15
Spring vacation period	Monday, Mar 18 – Thursday, Mar 28
Good Friday	Friday, Mar 29
Easter Monday	Monday, Apr 1
Schools re-open after Spring Break	Tuesday, Apr 2
Pro D Day	Friday, Apr 19
Victoria Day	Monday, May 20
Last day of school for all students	Thursday, Jun 27
Administrative day	Friday, June 28

****Please note: Two additional school-based non-instructional days will be selected by each school**

Proposed

School District No. 43 (Coquitlam)

Proposed School Calendar 2024-25

Designation	Date(s)
Schools Open	Tuesday, Sept 3
Pro D Day	Friday, Sept 20
Truth and Reconciliation Day	Monday, Sept 30
Thanksgiving Day	Monday, Oct 14
Pro D Day	Friday, Oct 25
Remembrance Day	Monday, Nov 11
Schools close for Winter vacation (last day in session)	Friday, Dec 20
Winter vacation period	Monday, Dec 23 – Friday, Jan 3
Schools re-open after Winter vacation	Monday, Jan 6
BC Family Day	Monday, Feb 17
Pro D Day	Friday, Feb 28
Schools close for Spring vacation (last day in session)	Friday, Mar 14
Spring vacation period	Monday, Mar 17 – Friday, Mar 28
Schools re-open after Spring Break	Monday, Mar 31
Good Friday	Friday, Apr 18
Easter Monday	Monday, Apr 21
Pro D Day	Friday, Apr 25
Victoria Day	Monday, May 19
Last day of school for all students	Thursday, Jun 26
Administrative day	Friday, June 27

****Please note: Two additional school-based non-instructional days will be selected by each school**

Proposed

School District No. 43 (Coquitlam)

Proposed School Calendar 2025-26

Designation	Date(s)
Schools Open	Tuesday, Sept 2
Pro D Day	Friday, Sept 19
Truth and Reconciliation Day	Tuesday, Sept 30
Thanksgiving Day	Monday, Oct 13
Pro D Day	Friday, Oct 24
Remembrance Day	Tuesday, Nov 11
Schools close for Winter vacation (last day in session)	Friday, Dec 19
Winter vacation period	Monday, Dec 22 – Friday, Jan 2
Schools re-open after Winter vacation	Monday, Jan 5
BC Family Day	Monday, Feb 16
Pro D Day	Friday, Feb 27
Schools close for Spring vacation (last day in session)	Friday, Mar 13
Spring vacation period	Monday, Mar 16 – Friday, Mar 27
Schools re-open after Spring Break	Monday, Mar 30
Good Friday	Friday, Apr 3
Easter Monday	Monday, Apr 6
Pro D Day	Friday, Apr 24
Victoria Day	Monday, May 18
Last day of school for all students	Thursday, Jun 25
Administrative day	Friday, June 26

****Please note: Two additional school-based non-instructional days will be selected by each school**

Proposed