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

REGULAR PUBLIC BOARD MEETING
Virtual Meeting via ZOOM

TUESDAY, JUNE 21, 2022

Learning for a Lifetime

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

Administration:

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

CALL TO ORDER

Michael Thomas, Chair called the meeting to order at 7:02 p.m.

ACKNOWLEDGEMENT OF TERRITORY

The Acknowledgement of Territory was expressed by Trustee Blatherwick.

ACCEPTANCE OF AGENDA

The Chair asked if there were any additions or deletions to the agenda which there were

a) Trustee Watkins notice

CAHOON/POLLOCK moved acceptance of the agenda.

Question was called. **MOTION CARRIED UNANIMOUSLY**

INTRODUCTIONS

As the meeting was virtual introductions were not made.

DELEGATIONS/ PRESENTATIONS

a) Student Leadership Council: Accomplishments for the Year

Sarah Feng and Arun Ghag, Co-chairs of the Student Leadership Council provided a power point presentation observing that the SLC goals of emotional intelligence and intellectual development were achieved.

Reno Ciolfi, Acting Superintendent provided a brief update regarding administrators that support SLC.

The Board Chair wished the SLC continued success.

b) The Right to Read & Dyslexia

Paul McNaughton, Director of Instruction Learning Services, Jody Moss, Principal of Learning Services and Cathy McMilllan, Founder of Dyslexia BC provided a power point presentation on the advocacy work and key findings that come out from the study from Ontario. Ms. Moss presented plans for support and the districts' early literacy and intervention plan.

Trustees thanked our presenters.

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 May 10, 2022, Regular Public Board Meeting Minutes
b) Trustee Calendar Planning Report for Information
c) Trustee Reports for Information

PALMER ISAAK/CAHOON 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 including the official opening of the sports field at Centennial Secondary, grant from the BC Government's Civil Forfeiture Crime Prevention and Remediation Program to empower Indigenous youth and educate them on how to grow medicinal plants at Suwalk'h, Retirement dinner on June 9th, and the fire at CABE Secondary.

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

ii) Superintendent's Update

Patricia Gartland, Superintendent, provided updates regarding the following:

Jennifer Whiteside, Minister of Education and Child Care, released a statement in celebration of graduation week.

Dr. Randall Martin, Executive Director of BCCIE, invited Patricia Gartland, Superintendent, to pre-record a video for the presentation at the virtual Regional Policy Dialogue on School Connectivity and digital Transformation, hosted by the Southeast Asian Ministers of Education Organization Secretariat.

BC International Education Week (BCIEW) is scheduled to occur June 26-29, 2022, in whistler. Patricia Gartland, Superintendent accepted an invitation to moderate the first panel during the Mexico – Canada Partnership on June 28, 2022, the panel will include two ministers of Education.

A copy of the Superintendent's memo is attached to the official minutes.

iii) Anti-Racism Data Act Response

Stephen Whiffin, Director of Instruction and Chief Information Officer provided a response to the board as requested from the May 10, 2022, Board meeting. Mr. Whiffin recommended that that the Board of Education postpone the submission of feedback on the implementation of the Anti-Racism Data Act until such time as initial operationalization details are understood.

A copy of the Anti-Racism Data Act Response memo is attached to the official minutes.

iv) Tech Twenty

Stephen Whiffin, Director of Instruction and Chief Information Officer introduced Dave Sands, Principal of Technology Implementation and Alicia Linden and Rob Heinrichs, Learning Services teachers. Mr. Whiffin provide the board with an update on district STEAM initiatives, including highlight activities of the past year and initiatives planned for next school year.

Ms. Linden and Mr. Heinrichs provided a power point presentation with an update on district STEAM initiatives, including highlight activities of the past year and initiatives planned for next school year.

Mr. Sands highlighted that the Directions 2025 strategic plan emphasizes the importance of technology and STEAM in preparing students for future success.

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

b) Secretary-Treasurer
i) Restriction of 2021/22 Operating Surplus

Mohammed Azim, Secretary-Treasurer provided background information regarding restricting 2021/22 Operating Surplus and reported that the financial outlook for the school year remains consistent with past reporting, in that, there will be an excess of revenues to expenditures. We are in a better position to project this excess based upon the following financial influences.

Trustee questions regarding the remaining unallocated funds, unfunded Employment Standard Act (ESA), and stabilization were responded to.

PALMER ISAAK/CAHOON moved to restrict any 2021/22 generated operating surplus that exceeds the funding allocation thresholds articulated in Policy 23 – Financial Reserves as follows:

a. **First, to the 2023/24 Staffing Stabilization Provision up to the amount of $1,250,000 such that the aggregate provision does not total more than $3.75 million,**
b. **Second, to the 2024/25 Staffing Stabilization Provision up to the amount of $1,250,000 such that the aggregate provision does not total more than $2.50 million,**
c. **Third, to the 2025/26 Staffing Stabilization Provision up to the amount of $1,250,000,**

d. **Fourth, an equal amount of $625,000 for both IT and Facilities Initiatives and,**
e. **Finally, allocate all remaining unallocated funds to the following reserve accounts in accordance with Article 3.2, 3.8 & 3.10:**
    a. **$3.25M to restore the depleted Education Stabilization Reserve as past amounts were fully utilized for various initiatives, including supporting the required School Board funding contribution for Burke Mountain Secondary School capital project. Re-establishing this reserve amount is required if the recovery timeline for international education enrolment is negatively impacted from economic, political, or other activities outside the control of the school district,**
    b. **$1.0M towards the unfunded Employment Standard Act (ESA) implementation of granting 5 paid sick days to casual and TTOC employees, it would be prudent to set aside a reserve to cover these costs,**
    c. **$1.75M towards Burke Mountain Secondary School capital project, which will reduce the impact of future operating dollars being allocated to Burke Mountain, and**
    d. **allocate the remaining funds for subsequent determination of use by the Board, over the subsequent three fiscal years, starting in 2023/24, which would support student success in alignment with the strategic plan.**

Question was called. **MOTION CARRIED UNANIMOUSLY**

A copy of the Restricting 2021/22 Operating Surplus memo is attached to the official minutes.

ii) Enterprise Risk Management

Mohammed Azim, Secretary-Treasurer provided an update regarding the enterprise risk management review as a strategic initiative in support of the district's strategic plan and specifically in support of goal #3 *Foster a Sustainable Educational Organization.* Input was provided from the Board of Education, District Leadership Team, and stakeholder groups, identifying key risks.

Mr. Azim reported that the risk factors were rated, prioritized, and those of greatest risk were highlighted.

A copy of the Enterprise Risk Management memo and the Coquitlam School District Risk Register are attached to the official minutes.

iii) 2023/24 Annual Five Year Capital Plan

Ivano Cecchini, Executive Director of Facilities and Planning Services reported that the Five-Year Capital Plan is the mechanism for identifying and reporting the district's facility project needs and priorities to the Ministry of Education. This year, the Ministry has requested that three separate motions be passed under the categories of major, minor, and building envelope projects.

HOBSON/POLLOCK moved to approve the proposed annual 2023/2024 Five Year Major Capital Plan for submission to the Ministry of Education.

Question was called. MOTION CARRIED UNANIMOUSLY

CAHOON/BLATHERWICK moved to approve the proposed annual 2023/2024 Five Year Minor Capital Plan for submission to the Ministry of Education.

Question was called. MOTION CARRIED UNANIMOUSLY

PARK/PALMER ISAAK moved to approve the proposed annual 2023/2024 Five Year Building Envelope Project Capital Plan for submission to the Ministry of Education.

Question was called. MOTION CARRIED UNANIMOUSLY

A copy of the 2023/2024 Five Year Capital Plan memo, power point presentation and Submission are attached to the official minutes.

iv) Eligible School Site Proposal (ESSP)

Nita Mikl, Assistant Secretary-Treasurer provided an update regarding Eligible School Sites Proposal Resolution and identified the need for school sites in prior bylaws and continues to identify the need for future school sites which include the following:

1. Riverwalk - Elementary
2. Marigold – Elementary
3. Port Moody Centre – Elementary

4. Fraser Mills – Elementary
5. Coquitlam City Centre - Elementary
6. Hazel Coy – Elementary

Trustee questions regarding the ESSP rates answered.

PALMER ISAAK/WOODS moved to approve the 2022 Eligible School Sites (ESSP) Resolution.

Question was called. **MOTION CARRIED UNANIMOUSLY**

A copy of the 2022 Eligible School Sites Resolution, memo and report are attached to the official minutes.

v) Special Education Staffing Report

Nita Mikl, Assistant Secretary-Treasurer provided background and historical information on Non-Enrolling Staffing and Funding for the following three groupings:

- Special Education
- English Language Learners
- Counselling

Trustees thanked staff for their hard work on formulating the memo and analysis.

A copy of the 2021-22 Non-Enrolling Analysis, memo are attached to the official minutes.

UNFINISHED BUSINESS

There was no unfinished business discussed.

QUESTION PERIOD

At 10:10 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.

New Business

a) Trustee Watkins Resignation

Trustee Watkins announced his resignation effective June 21, 2022, Mr. Watkins expressed his appreciation to the board and district staff as well as Port Moody residents.

Trustees and Administration thanked Trustee Watkins for his long service and dedication.

b) Trustee School Liaison Assignments

Trustees decided on their school liaison assignments for the 2022/23 school year.

A copy of the 2022/23 Trustee School Liaison Assignments is attached to the official minutes.

NOTICES OF MOTION

There were no notices of motion.

ITEMS OF TRUSTEE BUSINESS

There were no items of Trustee Business.

QUESTION PERIOD

At 10:31 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

The Chair adjourned the meeting at 10:34p.m.

"Original Signed by"	***"Original Signed by"***
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Chair	Secretary-Treasurer