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

REGULAR PUBLIC BOARD MEETING
EDUCATION LEARNING CENTRE, BOARD ROOM
and Virtual Meeting via ZOOM

TUESDAY, NOVEMBER 29, 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	Craig Woods
Trustees:	Carol Cahoon
	Chuck Denison
	Kerri Palmer Isaak
	Lisa Park
	Christine Pollock
	Zoe Royer
Regrets:	Jennifer Blatherwick

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	Nicole Schenato
Recording Secretary	Colleen Stavert

CALL TO ORDER

Michael Thomas, Board Chair, called the meeting to order at 7:04 pm.

ACKNOWLEDGMENT OF TERRITORY

The Acknowledgment of Territory was expressed by Trustee Pollock.

Long Service Awards

Michael Thomas, Board Chair, read a statement on behalf of the Board of Education acknowledging the dedication of the employees receiving long service awards.

Welcoming & Introducing New Board

Michael Thomas, Board Chair, welcomed the newly elected Board meeting.

ACCEPTANCE OF AGENDA

a) Acceptance of Agenda

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

ROYER/CAHOON moved acceptance of the agenda.

Question was called. MOTION CARRIED UNANIMOUSLY

INTRODUCTIONS

As the meeting was virtual introductions were not made

DELEGATIONS/ PRESENTATIONS

a) Premier's Award for Excellence in Education

Chair Thomas presented Ivano Cecchini, Executive Director, Facilities and Planning Services, the Premier's Award for Excellence in Education in the District Leadership Category.

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 September 20, 2022, Regular Board Meeting Minutes
b) Approval of November 9, 2022, Inaugural Board Meeting Minutes
c) Trustee Calendar Planning Report for Information
d) Trustee Reports for Information
e) Administrative Procedures Review Update

PALMER ISAAK/ROYER 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. The Superintendent elaborated on the many wonderful events that have occurred in October and November 2022.

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

ii) Superintendent's Update

Patricia Gartland, Superintendent, provided a district update including information on the updated guidance of illness.

Trustees commended all the work that continues to be done by the district.

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

iii) Numeracy Presentation

Gerald Shong, Assistant Superintendent, Craig Mah, District Principal, and Jennifer Whiffin, Coordinator-Numeracy, provided the Board of Education with a presentation on the activities the Numeracy Team has done to support schools. This included work around common assessment practices, teaching supports, incorporating Indigenous culture in Mathematics curriculum and integration of numeracy with STEAM.

Trustee inquiries regarding the acronym of STEAM were responded to.

iv) Enrolment Update

Gerald Shong, Assistant Superintendent, provided an update regarding enrolment. The Ministry of Education 1701 enrolment submission was completed on Monday, October 24th, 2022, with unprecedented growth of International Education Funding Eligible students enrolled in our district. The increased number of students in our school district from outside of Canada had a significant impact on our number of English Language Learners as well.

Trustee questions regarding the numbers in the funding categories comparison in prior years were responded to.

A copy of the Enrollment Update Memo is attached to the official minutes.

v) SWIS Program

Reno Ciolfi, Assistant Superintendent, and Lisa Dube, Principal of Apex provided a power point presentation on the role and the effects the SWIS team has in serving SD43 schools, families, and the extended community.

Trustees commended the SWIS program for all the support and leadership with the community. Questions regarding the funding of the program and fiscal year were answered.

A copy of the International Education Summer Learning Report presentation is attached to the official minutes.

b) Secretary-Treasurer Report

i) 1st Quarter Financial Report

Nita Mikl, Assistant Secretary-Treasurer, provided the 1st Quarter Financial Report for 2022/23. At the time of this report, a cautious neutral financial outlook for the year is anticipated. The most significant risks are:

- School operations began as normal with regular in-class instruction. While vaccination rates are high and will help to reduce exposure levels to COVID-19, spread of variants in the fall and winter season could impact employee absences, and the potential for increased expenditures for TTOC's and staff replacement costs.
- Any underfunding by the Ministry could result in having to absorb the difference in the operating funds.
- Staffing recruitment challenges resulting from the cost of living in the lower mainland and unprecedented increase in student enrollment from all Metro Vancouver school districts making hiring staff even competitive in an already tight market.

A copy of the 1st Quarter Financial Report is attached to the official minutes.

ii) 2022/23 Cost Pressure Report

Nita Mikl, Assistant Secretary-Treasurer reviewed Cost Pressure funding. The finalization of student enrolment numbers and the corresponding grant funding implications have been completed which provided the opportunity to recommend how any available funds should be allocated for the balance of this year.

Trustees' questions and comments regarding student transportation i.e., Taxi services were responded to.

A copy of the Financial Update 2022/23 – Cost Pressure Report is attached to the official minutes.

iii) 2023/24 Budget Process

Mohammed Azim, Acting Secretary-Treasurer, provided information relating to the budget process for 2023/24.

A Trustee comment reaffirming the Board's intent to meet with partner groups/stakeholders in January 2022 regarding the budget process was responded to.

A copy of the Budget Process 2023/24 Report is attached to the official minutes.

iv) Centennial Project Update

Ivano Cecchini, Executive Director, Facilities and Planning Services reported the partial occupancy of the new gymnasium is expected to occur very shortly. There are a few critical life safety items that need to be addressed prior to receiving occupancy.

Trustee comments regarding the inflation of supplies and supply and labour shortages were noted.

v) Coast Salish Project Update

Ivano Cecchini, Executive Director, Facilities and Planning Services provided an update regarding Coast Salish and the issues with supply chain and labour shortages which have put a significant damper on progress. The general contractor has provided assurances that they are brining on new trades and working on supply issues to have partial occupancy in place as soon as they are able.

Trustees' questions regarding potential occupancy were responded to.

A copy of the Power Point presentation is attached to the official minutes.

UNFINISHED BUSINESS

There was no unfinished business.

QUESTION PERIOD

At 9:17 pm 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) Board / Authority Authorized Courses

Reno Ciolfi, Assistant Superintendent and Craig Mah, District Principal of School Services and Special Projects (Programs of Choice) provided power point presentation and background information on the following BAA course:

- Social Dynamics in Tabletop Role Playing Games 11

Trustee questions and comments regarding an inclusive course and the enrolment were responded to.

Royer/Cahoon moved to approve the Board/Authority Authorized Course, Social Dynamics in Tabletop Role Playing Games 11 as presented.

Question was called. **MOTION CARRIED UNANIMOUSLY**

A copy of the Board/Authority Authorized Courses memo is attached to the official minutes.

b) Creation of Additional Classroom Space

Ivano Cecchini, Executive Director, Facilities and Planning Services provided information for the board to approve the transfer of $2,250,000 to Local Capital from the operating fund, for the creation of additional classroom spaces as identified below which will be captured in the 2022/23 amended budget. The estimated cost breakdown is as follows.

- Estimated $1,200,000: 5 additional classrooms to be created in the NLC/Gym building at Centennial

- Estimated $1,050,000: 3 new portable classrooms at approximately $350,000 each for purchase and installation (2 portable classrooms at École Banting Middle School and 1 portable classroom at either École Kwayhquitlum Middle School or Minnekhada School with the final location to be determined based on feasibility).

Trustee questions regarding classroom and school space as well as the projection of more portables were responded to.

A copy of the Creation of Classroom Space Memo is attached to the official minutes.

Trustee Royer – left meeting at 9:58 due to loss of power

Nita Mikl, Assistant Secretary-Treasurer, provided an update regarding the Statement of Financial Information (SOFI) Report.

c) Statement of Financial Information (SOFI) Report

PALMER ISSAK/CAHOON moved that the Board of Education approve the Statement of Financial Information (SOFI) Report for the fiscal period July 1, 2021, to June 30, 2022.

Question was called. MOTION CARRIED UNANIMOUSLY

Trustee questions and concerns about the number of names captured on the report and the threshold were responded to.

A copy of the Statement of Financial Information (SOFI) Report is attached to the official minutes.

d) Selection of External Financial Auditor

Nita Mikl, Assistant Secretary-Treasurer, provided an update to Board of Education to amend the motion to approve the Secretary-Treasurer to provide a recommendation for the appointment of an external financial auditor for a period of 3 to 5 years, from commencing in the 2022-2023 school year to commencing in the 2023-2024 school year.

Cahoon/Pollock moved that the Board of Education approve the Secretary-Treasurer to provide a recommendation for the appointment of an external financial auditor for a period of 3 to 5 years, commencing in the 2023-2024 school year.

Question was called. MOTION CARRIED UNANIMOUSLY

A copy of the Selection of External Financial Auditor memo is attached to the official minutes.

e) 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.

f) Trustee

Trustees decided on trustee representation on Committees for the 2022/23 school year.

Representation on Committees

PALMER ISAAK/POLLOCK moved in favour of trustee representative as indicated.

Question was called. **MOTION CARRIED UNANIMOUSLY**

A copy of the 2022/23 Trustee Liaison Representation on Committees 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 10:13 pm the Chair opened the floor to questions.

a) Trustees

There were no trustee questions.

b) Gallery

There were no questions from the gallery.

ADJOURNMENT

CAHOON/PALMER ISAAK moved to adjourn the meeting at 10:15 pm.

Question was called. **MOTION CARRIED UNANIMOUSLY**

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