

BOARD OF EDUCATION REGULAR PUBLIC MEETING AGENDA

School District No. 43 (Coquitlam) Education Learning Centre

January 17, 2023

7:00 p.m.

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

ACKNOWLEDGEMENT OF TERRITORY

Trustee Blatherwick

Today we acknowledge the Traditional Territory and honour the Ancestors and all relations who walked this land long before we were gathered here today. We would like to acknowledge, with gratitude, this beautiful place where we live, work, play and learn – the Coast Salish Nations. All My Relations.

A. ACCEPTANCE OF AGENDA

B. INTRODUCTIONS

- a) Randy Manhas, Secretary treasurer

C. DELEGATIONS / PRESENTATIONS

- a) Reno Ciolfi's Retirement

D. EDUCATION

E. APPROVAL OF CONSENT AGENDA (7:10 pm)

- a) Approval of November 29, 2022, Regular Board Meeting Minutes (*Pages 4-11*)
- b) Trustee Calendar Planning Report for Information (*Pages 12-13*)
- c) Trustee Reports for Information (*Pages 14-19*)

F. RESPONSE TO PREVIOUS DELEGATIONS

G. DISTRICT STAFF REPORTS (7:15 pm)

- a) Superintendent
 - i) News & Events Patricia Gartland
(*Pages 20-22*) (10 minutes)
 - ii) Superintendent's Update Patricia Gartland
(*Page 23*) (10 minutes)
 - iii) District Operational Plan – Aligned with Framework
for Enhancing Student Learning Reno Ciolfi/Craig Mah
(*Pages 24-43*) (*Presentation: 10 minutes/
Questions: 20 minutes*)

- | | |
|---|---|
| iv) Student Enrolment – Supreme Court of Canada (SCC)/Space Challenges Current Year & Next Year
(Verbal) | Patricia Gartland/
Gerald Shong
(10 minutes) |
| v) Tech Twenty – STEAM Lenses
(Page 44) | Stephen Whiffin
(Presentation: 10 minutes/
Questions: 20 minutes) |
| b) Secretary-Treasurer | |
| i) Budget Consultation Guide
(Pages 45-68) | Randy Manhas
(10 minutes) |
| ii) Funding Update
(Pages 69-70) | Nita Mikl
(10 minutes) |
| c) Director of Human Resource | |
| i) Update on Local and Provincial Bargaining
(Verbal) | Michelle Daycock
(5 minutes) |
| H. UNFINISHED BUSINESS (9:10 pm) | |
| I. QUESTION PERIOD (9:20 pm)
(for questions that relate to agenda items only) | (10 minutes) |
| a) Trustees | |
| b) Gallery | |
| J. NEW BUSINESS | |
| K. NOTICES OF MOTION | |
| L. ITEMS OF TRUSTEE BUSINESS | |
| a) BCSTA Metro Branch AGM
(Verbal) | Carol Cahoon
(5 minutes) |
| b) Mental Health Task Force Update
(Verbal) | Kerri Palmer Isaak
(5 minutes) |
| M. QUESTION PERIOD (9:30 pm)
(for questions that relate to agenda items only) | (10 minutes) |
| a) Trustees | |
| b) Gallery | |

N. ADJOURNMENT (9:40pm)

ANNOUNCEMENT

Next Public Board Meeting: February 7, 2023 – 7:00 p.m.

Location: Education Learning Centre

Contacts regarding agenda items: Michael Thomas, Chair – 604-939-9201
Randy Manhas, Secretary-Treasurer/CFO – 604-939-9201
Nicole Schenato, Executive Assistant – 604-939-9201

**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

Chair: Michael Thomas
Vice-Chair: Craig Woods
Trustees: Carol Cahoon
Chuck Denison
Kerri Palmer Isaak
Lisa Park
Christine Pollock
Zoe Royer

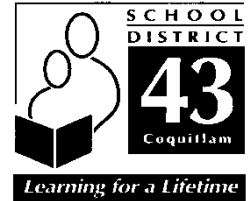
Regrets: Jennifer Blatherwick

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

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

The Acknowledgment of Territory was expressed by Trustee Pollock.



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

PRESENT

CALL TO ORDER

**ACKNOWLEDGMENT
OF TERRITORY**

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

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

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

As the meeting was virtual introductions were not made

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

There were no education matters to report.

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.

There were no responses to previous delegations.

Long Service Awards

Welcoming & Introducing New Board

ACCEPTANCE OF AGENDA

a) Acceptance of Agenda

INTRODUCTIONS

DELEGATIONS/ PRESENTATIONS

a) Premier's Award for Excellence in Education

EDUCATION

APPROVAL OF CONSENT AGENDA

RESPONSE TO PREVIOUS DELEGATIONS

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.

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.

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.

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.

DISTRICT STAFF REPORTS

a) Superintendent Report i) News & Events

ii) Superintendent's Update

iii) Numeracy Presentation

iv) Enrolment Update

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.

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.

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.

v) SWIS Program

b) Secretary-Treasurer Report

i) 1st Quarter Financial Report

ii) 2022/23 Cost Pressure Report

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

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.

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.

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.

There was no unfinished business.

At 9:17 pm the Chair opened the floor to questions.

There were no trustee questions.

There were no questions from the gallery.

iii) 2023/24 Budget Process

iv) Centennial Project Update

v) Coast Salish Project Update

UNFINISHED BUSINESS

QUESTION PERIOD

a) Trustees

b) Gallery

NEW BUSINESS

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.

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 Kwayhqitlum 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

**a) Board / Authority
Authorized Courses**

**b) Creation of
Additional
Classroom Space**

Nita Mikl, Assistant Secretary-Treasurer, provided an update regarding the 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.

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.

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.

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

c) Statement of Financial Information (SOFI) Report

d) Selection of External Financial Auditor

e) Trustee School Liaison Assignments

f) Trustee

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.

There were no Notices of Motion.

There were no items of Trustee business.

At 10:13 pm the Chair opened the floor to questions.

There were no trustee questions.

There were no questions from the gallery.

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

Question was called.

MOTION CARRIED UNANIMOUSLY

**Representation on
Committees**

NOTICES OF MOTION

**ITEMS OF TRUSTEE
BUSINESS**

QUESTION PERIOD

a) Trustees

b) Gallery

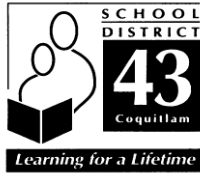
ADJOURNMENT

“Original Signed by”

Chair

“Original Signed by”

Secretary-Treasurer



BOARD OF EDUCATION

Calendar Planning

January 17, 2023

DATE	MEETING	LOCATION	TIME
JANUARY 2023			
17	Board Meeting	ELC, Board Room	7:00pm
24	Budget 2023-2024 Consultation Meeting CTA	ELC, Board Room	6:30pm
25	Budget 2023-2024 Consultation Meeting CPVPA	ELC, Board Room	4:00pm
31	Finance and Audit Committee Meeting	ELC, Board Room	4:00pm
31	Budget 2023-2024 Consultation Meeting DPAC	ELC, Board Room	6:00pm
FEBRUARY 2023			
1	Budget 2023-2024 Consultation Meeting CUPE	ELC, Board Room	4:00pm
6	RBC Cheque Presentation	RBC, Coquitlam Branch	2:00pm
6	Board Meeting	ELC, Board Room	7:00pm
9	Provincial Meeting of Board Chairs	Hyatt Regency Hotel, Vancouver	<i>All day</i>
10	Provincial Board Chair and Partner Liaison Meeting	Hyatt Regency Hotel, Vancouver	<i>All day</i>
15	BCSTA Metro Branch AGM	ELC, Board Room	10:00am
21	Board Meeting (Special)	ELC, Board Room	6:30pm
MARCH 2023			
7	Board Meeting	ELC, Board Room	7:00pm
13-24	<i>Spring Break</i>		

APRIL 2023			
4	Finance and Audit Committee Meeting	ELC, Board Room	4:00pm
4	Budget 2023-2024 Consultation Partner group	ELC, Board Room	6:00pm
11	Board Meeting	ELC, Board Room	7:00pm
18	Board Meeting (Special)	ELC, Board Room	6:30pm
25	Board Meeting	ELC, Board Room	7:00pm
27-30	BCSTA – Annual General Meeting	Westin Bayshore, Vancouver	

MAY 2023			
9	Finance and Audit Committee Meeting	ELC, Board Room	4:00pm
23	Board Meeting	ELC, Board Room	7:00pm
JUNE 2023			
<i>TBC</i>	District Retirement Event	<i>TBC</i>	
13	Finance and Audit Committee Meeting	ELC, Board Room	4:00pm
20	Board Meeting	ELC, Board Room	7:00pm
JULY 2023			
3-5	CSBA Conference	Banff, AB	

Board of Education
School District No. 43 (Coquitlam)

TRUSTEE REPORTS

Board Meeting January 17, 2023

Trustee *Carol Cahoon* participated in the following activities, events and meetings:

- Sept 15/22 – Coquitlam Teachers Association (CTA) Retirement Event, Poco Inn and Suites Hotel & Conference Centre, 1545 Lougheed Hwy, Port Coquitlam
- Sept 16/22 – SD43 Sept 20 Board meeting preparation with format and audio/video procedures, MS Teams
- Sept 18/22 – Terry Fox Run, Mundy Park, Coquitlam
- Sept 20/22 – SD43 Education Foundation Board of Directors Meeting, Zoom
- Sept 20/22 – SD43 In Camera/In Service Board Meetings, MS Teams
- Sept 20/22 – SD43 Regular Board Meeting, Zoom & ELC Boardrooms
- Sept 21/22 – SD43 Irvine Elementary Official Opening, 3862 Wellington Street, Port Coquitlam
- Sept 21/22 – PLEA's Children of the Street "Canvas of Change" Fundraiser, Heritage Hall, 3102 Main Street, Vancouver
- Sept 22/22 – SD43 Education Learning Centre (ELC) Grand Opening, 1080 Winslow, Coquitlam
- Sept 22/22 – SD43 Sempulyan (Stewart Gonzales), and Indian Residential School and Indian Day School Survivor presentation, Education Learning Centre, 1080 Winslow, Coquitlam
- Sept 29/22 – SD43 Bramblewood Elementary's 25th Anniversary Celebration, 2875 Panorama Drive, Coquitlam
- Oct 1/22 – Tri-City Prayer Breakfast and 29th Anniversary, The Boathouse Restaurant, 2770 Esplanade Avenue, Port Moody
- Oct 4/22 – SD43 Finance & Audit Committee Meeting, ELC Boardroom B107, 1080 Winslow Ave, Coquitlam
- Oct 13/22 – Access Youth AGM, Poco Inn and Suites Hotel & Conference Centre, 1545 Lougheed Hwy, Port Coquitlam
- October 14/22 – British Columbia School Trustees Association (BCSTA), Finance & Audit Committee Meeting, Zoom
- Oct 19/22 – BCSTA Metro Branch Meeting, North Vancouver Board of Education Office, 2121 Lonsdale Avenue, North Vancouver
- Oct 19/22 – Tri-Cities Chamber of Commerce Business Showcase, Executive Plaza Hotel, 405 North Road, Coquitlam
- Oct 19/22 – The Boathouse Restaurant Re-Opening Event, 2770 Esplanade Ave, Port Moody
- Oct 20/22 – Sports Hall of Fame Induction Ceremony, Poirier Sport & Leisure Complex, 633 Poirier Street, Coquitlam
- Nov 9/22 – SD43 Inaugural School Board Meeting, ELC, 1080 Winslow, Coquitlam
- Nov 11/22 – Remembrance Day Ceremony, hosted by the Royal Canadian Legion Branch 263, Como Lake Middle School, Blue Mountain Park Cenotaph and the Legion Branch 263, Coquitlam

- Nov 15/22 – SD43 Special In Camera Board Meeting, ELC Boardroom B107, 1080 Winslow Ave, Coquitlam
- Nov 15/22 – SD43 Governance & Technical Orientation, ELC Boardroom B107, 1080 Winslow Ave, Coquitlam
- Nov 17/22 – BCSTA Finance & Audit Committee Meeting, Zoom
- Nov 22/22 – SD43 Finance & Audit Committee Meeting, ELC Boardroom B107, 1080 Winslow Ave, Coquitlam
- Nov 25/22 – Place de Arts 50th Anniversary Celebration, Evergreen Cultural Centre, 1205 Pinetree Way, Coquitlam
- Nov 29/22 – SD43 In-Camera/In-Service Board Meetings, MS Teams
- Nov 29/22 – SD43 Regular Board Meeting, Zoom
- Dec 1/22 – BCSTA Trustee Academy “Better Boards, Brighter Futures” Conference, Westin Bayshore, 1601 Bayshore Drive, Vancouver
- Dec 2/22 - BCSTA Trustee Academy “Better Boards, Brighter Futures” Conference, BCSTA Finance & Audit Committee Meeting, Westin Bayshore, 1601 Bayshore Drive, Vancouver
- Dec 3/22 - BCSTA Trustee Academy “Better Boards, Brighter Futures” Conference, Metro Branch Meeting, Westin Bayshore, 1601 Bayshore Drive, Vancouver
- Dec 6/22 – SD43 Education Foundation Centennial Score Clock Donation Event, Centennial Secondary, 570 Poirier Street, Coquitlam
- Dec 6/22 – SD43 Education Foundation Annual General Meeting (AGM), Zoom
- Dec 6/22 – SD43 Special In-Camera Meeting, MS Teams
- Dec 8/22 – SD43 Winter Market, Mundy Road Elementary, 2200 Austin Ave, Coquitlam
- Dec 8/22 – Tri-Cities Chamber of Commerce Annual Holiday Luncheon, Hard Rock Casino, 2080 United Blvd, Coquitlam
- Dec 8/22 – SD43 Employee Long Service Recognition Celebration, Westwood Plateau Golf and Country Club, 3251 Plateau Boulevard, Coquitlam
- Dec 12/22 – End of year Liaison School Visits:
 - Hazel Trembath Elementary School, 1278 Confederation Dr, Port Coquitlam
 - Birchland Elementary School, 1331 Fraser Ave, Port Coquitlam
 - Kwayhquitlum Middle School, 3280 Flint St, Port Coquitlam
 - Ecole Maple Creek Middle School, 3700 Hastings St., Coquitlam
 - Ecole Glen Elementary School, 3064 Glen Dr, Coquitlam
 - Gleneagle Secondary School, 1195 Lansdowne Dr., Coquitlam
 - Ranch Park Elementary School, 2701 Spuraway Ave, Coquitlam
 - Baker Drive Elementary School, 885 Baker Dr., Coquitlam
- Jan 3/23 – SD43 In Camera Meetings
- Jan 5/23 – SD43 Assistant Superintendent Interviews, ELC Boardroom E200, 1080 Winslow Ave, Coquitlam

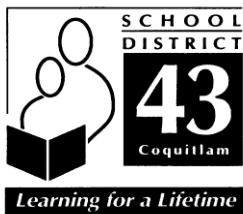
Board of Education
School District No. 43 (Coquitlam)

TRUSTEE REPORTS

Board Meeting January 17, 2023

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

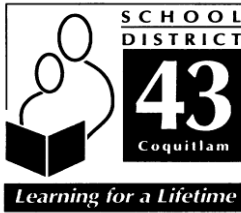
- November 24, 2022 – Meeting with Ms. Heidi M., Community Development-Kinsight Society, Port Moody
- November 28, 2022 – CTA Wine & Cheese Social, CTA Office, Port Moody
- November 29, 2022 - In Camera Meeting and In Service Board Meeting, Microsoft Teams Meeting
- November 29, 2022 - Public Board Meeting, Zoom Meeting
- December 2-3, 2022 – BCSTA Trustee Orientation and Academy, The Westin Bayshore, Vancouver
- December 3, 2022 – BCSTA Metro Branch Meeting, The Westin Bayshore, Vancouver
- December 6, 2022 – SD43 Education Foundation AGM, Zoom
- December 6, 2022 – Special In Camera Board Meeting, Microsoft Teams Meeting
- December 8, 2022 – Employee Long Service Recognition, Westwood Plateau Golf Course, Coquitlam
- December 9, 2022 – Meeting with Ms. Kim, the president of Vanjoongang, Burnaby
- January 3, 2023 – Special Meeting, Executive Plaza Hotel & Conference Centre, Coquitlam



BOARD OF EDUCATION
TRUSTEE REPORT
Board Meeting January 17, 2023

Trustee Zoë Royer's activities, events and meetings:

- November 9, 2022 – SD43 Inauguration Ceremony
- November 11, 2022 – Port Moody Legion's Remembrance Day Ceremony
- November 15, 2022 – Special In-Camera meeting
- November 15, 2022 – Governance & Technical Orientation
- November 15, 2022 – Governance & Technical Orientation
- November 17, 2022 – PoMo Arts Centre Opening: Winter Treasures
- November 22, 2022 – Finance and Audit Committee meeting
- November 28, 2022 – Coquitlam Teacher's Association social
- November 29, 2022 – Public Board meeting
- November 30, 2022 – DPAC meeting
- November 30, 2022 – City of Port Moody Spike Awards
- December 1 - 3, 2022 – Trustee Academy conference
- December 6, 2022 – Centennial Score Clock cheque presentation
- December 6, 2022 – Special In-Camera meeting
- December 8, 2022 – Employee Long Service Recognition event



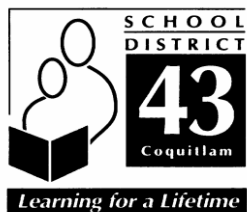
BOARD OF EDUCATION

TRUSTEE REPORT

January 17, 2023

Vice Chair Craig Woods participated in the following activities, events and meetings:

- Nov 29, 2022 - In Service Board meeting
- Nov 29, 2022 – In Camera Board meeting
- Nov 29, 2022 – Public Board meeting
- Nov 30, 2022 – DPAC General Meeting
- Dec 1-3, 2022 – BCSTA Trustee Academy and Orientation
- Dec 6, 2022 – SD43 Education Foundation AGM
- Dec 6, 2022 – Special In Camera Board Meeting
- Dec 8, 2022 – Employee Long Service Recognition
- Dec 14, 2022 – Gleneagle Winter Concert
- Jan 3, 2023 – Special In Camera Board meeting
- Jan 4, 2023 – Agenda Setting: Mental Health Task Force
- Jan 5, 2023 – Special In Camera Board Meeting
- Jan 10, 2023 – Agenda Setting Meeting
- Jan 12, 2023 – Mental Health Task Force Meeting



BOARD OF EDUCATION BCSTA ITEMS OF BUSINESS DPAC

Vice Chair Craig Woods presents the following report for information:

DPAC General Meeting Wednesday, November 30th, 2022 – 7:00pm Online via Zoom

- ✧ Vice President Alkassab chaired the meeting; President Manhas sent her regrets
- ✧ Guest presenter was from the Coquitlam Public Library, speaking the programs and services available to youth and students in SD43. It was noted that any student from any District is welcomed, and that all services are free. Some of the services include:

- STEAM based programs
- A Homework Help Club
- Parlez nous en Francais
- Reading Buddy Program
- LEARN and USE it digital and online resources including Solaro, Hopla, and LinkedIn Learning

It was also mentioned that the Coquitlam Public Library provides job shadowing opportunities for youth, and that they have a Teen Advisory Council that helps shape and review youth-based programs and services.

- ✧ Executive Reports included:
 - an update from the DPAC Representative serving on the French Advisory Committee, stating that the Canadian Parents for French local chapter is looking for French Immersion parents to join
 - an update from the DPAC Representative serving on the Indigenous Education Advisory Committee speaking to the number of events that have taken place including the Winter Solstice
- ✧ Looking Ahead: Vice President Alkassab provided an opportunity for Trustees in attendance to share a little about the year ahead. Vice Chair Woods thanked parents that voted, recognized new and returning Trustees, spoke to the increases in enrollment and staff, encouraged parents to participate in the upcoming Budget sessions, and affirmed the planned building of a middle-secondary school on Burke Mountain. Trustee Denison noted with interest parent inquiries about services for adults at the Coquitlam Public Library.
- ✧ A by election was held for the position of PAC Communications Coordinator that was filled by Melody Watkins. Thanks to Heidi Ng for also putting her name forward.



1. Schools in the district celebrated the holiday season with performances from teachers and students, spirit week, fundraising activities, charity events, talent shows, and more!



2. On December 19, the James Park Elementary community gathered and celebrated their last pancake breakfast of 2022! A huge thank you to the Port Coquitlam Firefighters and Port Coquitlam City Councilors that joined us - Steve Darling, Glenn Pollock, and Nancy McCurrach - and all the volunteers who made this pancake breakfast extra special for our families!

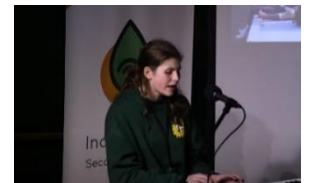
3. We are so proud of the 15,600 lbs of food that were donated by all the Port Moody schools and collected by the Port Moody Firefighters for SHARE Family & Community Services.



4. On December 8, SD43 Trustees honoured employees who have served the district for the past 25 years. Thank you for your passion and dedication to supporting our students!

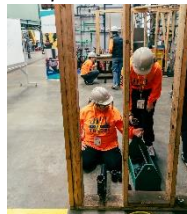


5. On December 7, Inquiry Hub Secondary School hosted its Annual Open House, where students and teachers presented about the school's programs and provided information with guided tours and presentations by students.



6. SD43 grade 1 students were excited to each receive a copy of the Canadian children's book "Fast Friends", written by Heather M. O'Connor, illustrated by Claudia Davila, and published by Scholastic Canada. The books were provided to The Canadian Children's Book Centre through a generous donation from TD Bank Group.





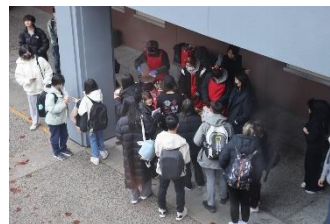
7. On November 29, twelve Career and Trades Program students, who identify as female in grades 9 through 12, were invited to attend the "Jill of all Trades" event, a day-long workshop led by female mentors and industry professionals which was hosted by BCIT.

Students gained valuable experience and enjoyed a series of workshops in several disciplines that include carpentry, metal fabrication, CNC machinist, motorcycle mechanic, plumbing, security technician, instrumentation technician, electrician, iron worker, and sheet metal worker. Here's a sneak peak of how the day went at BCIT! Well done students!

8. On January 12 & 13, Terry Fox Secondary School hosted its annual *Rock the Fox* event, an opportunity for students to perform contemporary music while learning to work together in a team environment. Students enjoyed performing for a live audience and certainly rocked the stage!



9. Larry Ryan, Seaview Elementary School Principal, is featured on Episode 21 of Princip(ed) Podcast produced by the British Columbia Principals' and Vice-Principals' Association. Listen to his journey as he shares about the start of his career as a youth worker and his current role as a principal. <https://buff.ly/3hbrbJZ>



10. On December 6 & 8, Pinetree Secondary School Entrepreneurship 12 students hosted another successful business fair and sold holiday goodies and gifts to the school community.

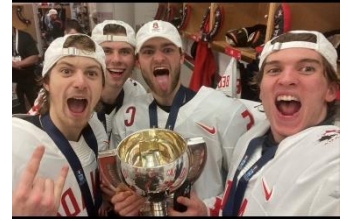
11. Congratulations to the Riverside Senior Girls Basketball team for winning the Tsumura Basketball Invitational for the second year in a row! Well done!



12. The Programs of Choice applications were collected January 5 to 11 and we had a great response with lots of applications submitted. We look forward to our upcoming kindergarten registration opening on January 31.



13. Congratulations to École Dr. Charles Best Secondary School alum Tomis Milic on his outstanding goaltending performance playing for Team Canada during the 20th World Junior Hockey Championship on January 5. Team Canada captured gold with an exciting finish!



[Photo Credits: Tricity News](#)

14. On January 13 & 14, the Heritage Woods Secondary School theatre company class performed an outstanding Harry Potter parody (originally made famous on YouTube by Starkids). The musical is written by Brian Holden, Nick Lang & Matt Lang, directed by Evan Newson, choreographed by Charlotte Beckett, and artistically directed by teacher Shanda Wanders.

Heritage Woods Presents
A VERY POTTER MUSICAL
Directed by Evan Newson, Written by Brian Holden, Nick Lang & Matt Lang, Choreographed by Charlotte Beckett, Artistically Directed by Shanda Wanders
©2022 The Potter Musical. All rights reserved.



15. Congratulations to two of our Summit Middle School students, Katie Sin in grade 6 and Candy Zeng in grade 8! Out of more than 500 submissions from 138 classrooms in both British Columbia and the Yukon, Katie and Candy both came in first place for their age group in the 2nd Annual Pacific Salmon Foundation Art Contest. They were awarded a prize pack of gift cards and salmon merchandise. What an amazing accomplishment!



Katie shares "My art of my salmon painting is to show the difference of how a real-life salmon looks and how a First Nations salmon looks like, I got inspiration from a story I read as a kid about the northern lights and how they were created by flying salmon, my art is also about salmon going back to their birthplace to lay eggs. The salmon in the sky is meant to be good luck to the salmon swimming below, that they will reach their birthplace safely."

Candy shares "I came up with this idea because I want to show more about salmon on my work, so that's why I came up with this life circle thing".

Upcoming Events

January 21 – March 5 – Emerging Talent 24 at Place Des Arts

January 31 – February 2 – Kindergarten Registration

February 3-8 – Cross Catchment Applications

February 22 – Pink Shirt Day

February 12 – 18 – Real Acts of Caring Week

February 25 – Gleneagle Secondary Music Department presents the 13th Annual Jazz Gala Dinner & Silent Auction



SCHOOL DISTRICT NO. 43 (COQUITLAM)
SUPERINTENDENT'S OFFICE
MEMORANDUM

TO: Trustees

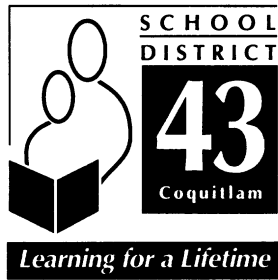
FROM: Patricia Gartland
Superintendent

DATE: January 17, 2023

RE: Trustee Update

The 2022/23 Student Learning Survey (SLS) for students in Grades 4, 7, 10 and 12, as well as parents, staff and principals/vice-principals is open and available until April 28, 2023. The student and staff surveys are available in English and French, and the parent survey is available in 18 languages.

[2022/23 Student Learning Survey \(SLS\)](#)



School District No. 43 (Coquitlam)

MEMORANDUM

TO: Patricia Gartland
Superintendent of Schools

FROM: Reno Ciolfi
Assistant Superintendent
Craig Mah
District Principal of School Services and Special Projects (Programs of Choice)

DATE: January 17, 2023

RE: **District Operational Plan Aligned with Framework for Enhancing Student Learning**

A presentation to the Board of Education on the District Annual Operational Plan that is located within the Framework for Enhancing Student Learning report at the January 17, 2023, Public Board Meeting.

The District Annual Operational Plan was included in the recent Framework for Enhancing Student Learning Report that was approved by the Board of Education on September 20, 2022.

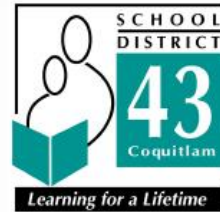
The District Annual Operational Plan outlines how various departments in our school district support both the Framework for Enhancing Student Learning Report and Directions 2025.

The attached District Annual Operational Plan is an excerpt from the Framework for Enhancing Student Learning Report.

This presentation will be done by Reno Ciolfi, Assistant Superintendent and Craig Mah, District Principal for School Services and Special Projects (Programs of Choice).

SEPTEMBER 2022

**FRAMEWORK FOR ENHANCING
STUDENT LEARNING**
SCHOOL DISTRICT NO. 43 (COQUITLAM)



District Annual Operational Plan



District Annual Operational Plan

School District 43 (Coquitlam) is committed to continuous improvement in student learning. The District Annual Operational Plan is presented as part of this year's The Framework for Enhancing Student Learning report. This plan outlines the actions taken by each department to support Directions 2025, our strategic plan. The goal is to increase success for all students in all measures, as outlined in the Framework for Enhancing Student Learning, with particular attention to the Indigenous learners and Children and Youth in Care. This plan was developed to be included in the Framework for Enhancing Student Learning report.

Each area of our Operational Plan is guided by the principles of equity and inclusivity.

Indigenous Education and the Kwikwetlem First Nation

A Local Education Agreement (LEA) was signed on June 28, 2019 and will be renewed the 2022-2023 school year.

"The Kwikwetlem First Nation (KFN) and the Board intent to work together to provide education programs and additional educational services for KFN students who reside within the boundaries of School District No. 43 (Coquitlam). These services will be appropriate to Coast Salish culture and linguistic heritage with emphasis on satisfaction and pride for KFN and the School District."

One of the guiding principles emphasizes the trusting relationship between KFN and Board by working together, building understanding, being innovative, cooperative and advocating together for the best interest of the students.

One of the actions of the LEA is the development of the Student Learning Plan (SLP) for individual Indigenous students. This action is currently being piloted at one school.

Indigenous Students and Indigenous Education

The district will continue implementing the recommendations from the Equity Scan. As stated in Directions 2025, the district will emphasize success, well-being and equitable opportunities for Indigenous Learners. The data for this report reveals that more work needs to be done to make Indigenous students feel more safe, welcome and develop a stronger sense of belonging at their schools.

- a. The Indigenous Education department will produce a monthly newsletter called "Indigenous Department News for Administrators". The bi-weekly newsletter features local stories highlighting Indigenous voices in our district. In addition, there is a regular section on supporting schools and their Action Plans for Learning focus areas. The newsletter features articles on Indigenous department staff including their heritage and stories.
- b. Schools will develop student learning plans for individual Indigenous learners as required.
- c. Each school will continue to focus on the success of Indigenous Learners and Children and Youth in Care
- d. The school district will ensure timely and relevant data access for educators.
- e. Schools and the district will strengthen connection that Indigenous learners have with their school community. This could include extracurricular activities and other learning opportunities. The district will examine the barriers that need to be removed to provide more opportunities.
- f. Schools and the district will increase the Indigenous students' sense of belonging, feeling welcome and feeling safe.

- g. Schools and the district will share the story of the Coast Salish peoples and Kwikwetlem First Nation to build a sense of pride for Indigenous students.

Action Plans for Learning

Schools have aligned their Action Plan for Learning to support Directions 2025. In doing so, each school considered the areas of Intellectual Development, Human and Social Development and Indigenous Learners and Indigenous Ways of Learning. A new Action Plan for Learning template was introduced to schools in May 2021 with four schools piloting the template. The template was widely introduced to all schools in August 2021. A planning sheet was provided to schools to help scaffold their work with the school goals with attention to all student populations including Indigenous students, children and youth in care and students with disabilities or diverse abilities. School principals were provided with opportunities to network and share ideas of creating and fostering a collaborative environment to develop or refine their Action Plan for Learning. Schools were asked to continually review their data and engage in staff regarding their goals. A summary of Action Plans for Learning in February 2022 was provided to Learning Services staff to help ensure coordinated support.

Schools were asked to submit their first draft of the Human and Social Development Goal in February 28, 2022. The first draft of the Indigenous Learners and Indigenous Ways of Learning page by April 29, 2022. The draft of the Intellectual Development goal is due May 31, 2022. During each cycle, the drafts were viewed by members of Learning Services and Assistant Superintendent's for feedback. The final Action Plan for Learning will be posted to each school's website by June 30, 2022. The Board of Education will approve the Action Plans for Learning in October 2022. This planning cycle will continue in subsequent school years. This approach to school plans will help to ensure equity and inclusivity during the 2022-2023 school year.

Capacity Building

Schools and the district will engage in professional development opportunities that align with Directions 2025. Schools declared their goals and rationales (Intellectual Development, Human and Social Development and Indigenous Learners and Indigenous Ways of Learning) by January 2022. This will allow learning services to design professional development opportunities that support schools. Principals were continually engaged with a survey gauging their 'hunches' regarding the learning needs of their school. This information helped shape the professional day offerings for schools.

Sessions such as those listed below will be planned for the 2022-2023 school year.

- September 24, 2021: Balanced Literacy with Faye Brownlie, Assessment Culture with Katie White, Numeracy at Middle, Numeracy at Elementary
- January 31, 2022: "Gearing Up for STEAM" Focused
- April 22, 2022: Indigenous Education Professional Day

Learning Without Boundaries Bi-Weekly Meetings

Learning Without Boundaries is a bi-weekly capacity building structure for administrators. This year's curriculum of meetings has been designed to align with Directions 2025 and support the implementation of the Framework for Enhancing Student Learning and Action Plans for Learning. The Action Plan for Learning was featured in many

Learning Without Boundaries agendas. The agendas continue to consider equity and inclusivity. The following are the topics of Learning Without Boundaries sessions that demonstrates the commitment the district has to implementing Directions 2025.

- August 26, 2021: Introduction of Aligned Action Plan for Learning template
- September 23, 2021: Action Plans for Learning, data and staff dialogue
- October 7, 2021: SMART goals, staff dialogue and parent engagement
- October 21, 2021: Indigenous Learners and Indigenous Student Services
- November 4, 2021: Wellness Framework
- November 18, 2021: Goal Selection for Action Plan for Learning
- January 13, 2022: Goal Selection for Action Plan for Learning
- April 7, 2022: Indigenous Education and Indigenous student success and Action Plan for Learning
- April 28, 2022: Indigenous Education and Indigenous student success
- May 12, 2022: Intellectual Development goals for Action Plans for Learning

Similar sessions such as those listed above will be planned for the 2022-2023 school year.

Learning Services

Integrated Learning Services Teams

Alignment of Learning Services department to support Directions 2025. Creation of integrated teams to support Directions 2025 but also each school's aligned Action Plan for Learning. Each team consists of a district level principal, curriculum coordinator, mentor support teacher, technology support teacher and an Indigenous Education teacher. Each team has adopted innovative and creative solutions to reach educators and students during the Covid-19 pandemic. For example, the Numeracy and STEAM team hosts regular live events in which a lesson is broadcast to classrooms using Microsoft Teams. These activities promote and model quality teaching and leadership and will continue during the 2022-2023 school year.

Numeracy, Wellness and Equity, STEAM and Literacy and Competencies Teams were introduced this year to support schools. This model of support will continue in the 2022-2023 school year.

Finance

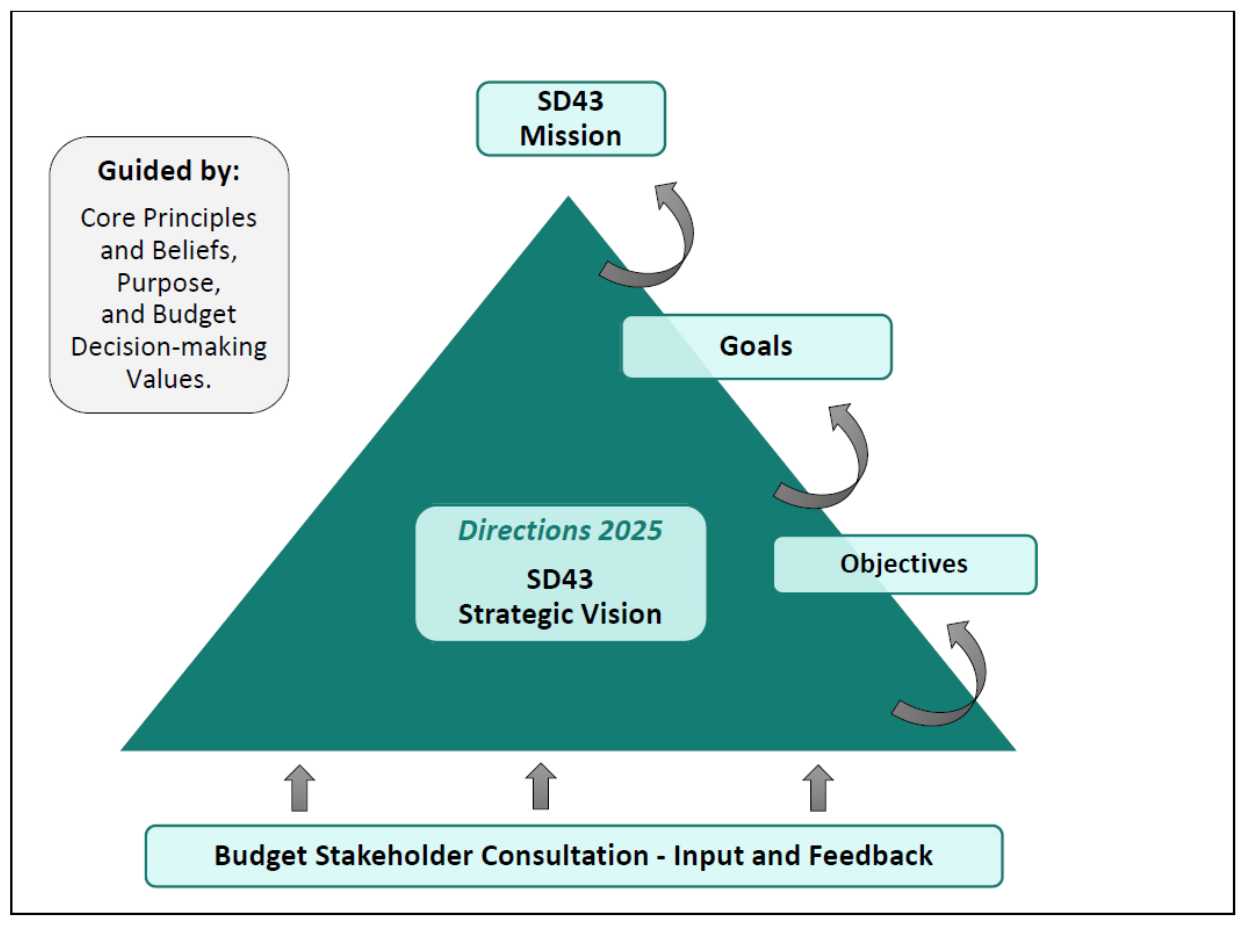
The school district's budget process is designed to support Directions 2025 (strategic plan), the Framework for Enhancing Student Learning and the Equity Scan. The details of the process are published each year and high standards of engagement and communication are well established.

Funding from the provincial government has not kept up with rising costs even with lower enrolments and increased per pupil funding. Additional costs pressures such as hydroelectricity, gas and health benefits have all increased, with school boards funding most of these inflationary and new program costs. In addition to the changing landscape of additional cost pressures and provincial funding not keeping up with inflation, there are increasing expectations

from the Ministry of Education that school boards contribute operational funding towards significant capital projects, typically funded entirely by the province.

Long Term Strategic Vision

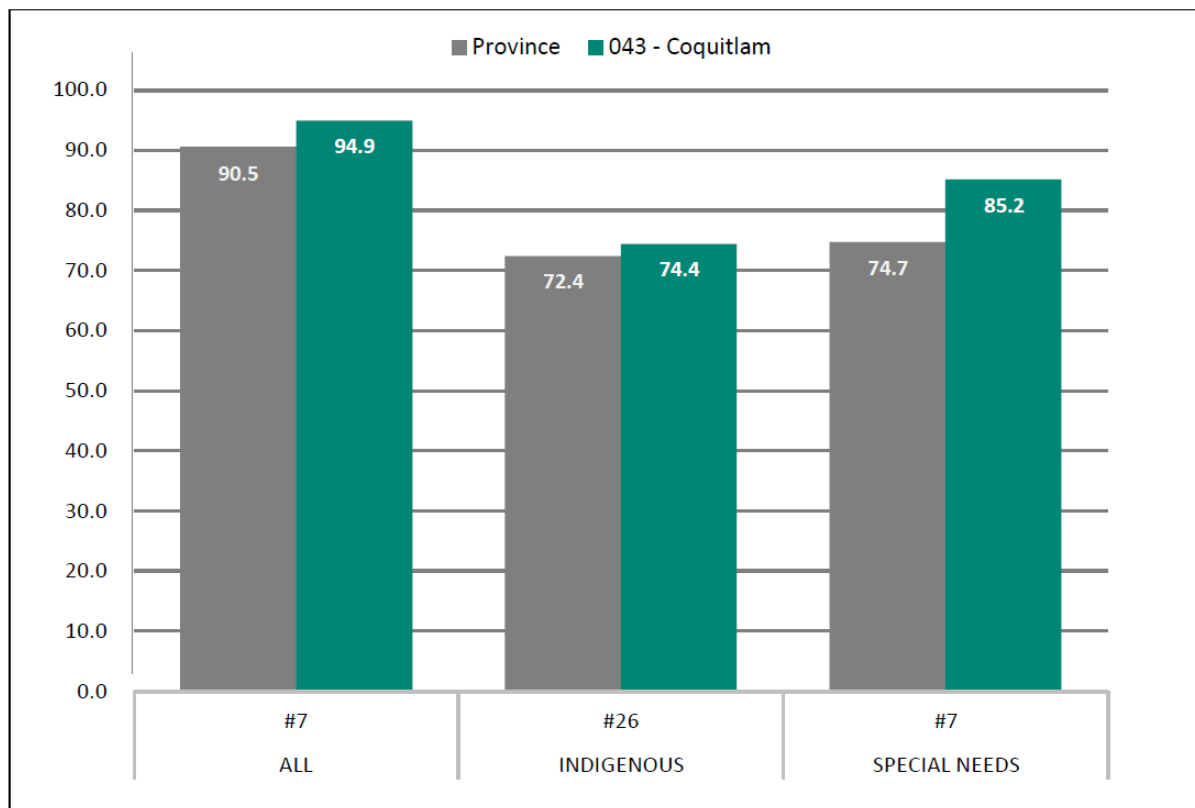
Aligning the budget process and connecting the allocation of resources with our strategic vision and goals as originally established by the Board in fall of 2016 as Directions 2020 which has now been refreshed as Directions 2025.



A History of Student Success

Throughout the budget process, the Board will seek to build on our past successes in order to maintain a high achieving and sustainable organization. The district will pursue new and innovative ways to deliver our services in order to maximize the use of our budgets and ensure quality learning for all students.

SD43 has a history of student success. The 2020/21 Achievement Levels released by the Ministry of Education below show that our student achievement results exceed provincial averages on every measure. The Board's goals are, and will continue to be, focused on helping students acquire a series of attributes to help them become Learners, Thinkers, Innovators, Collaborators, and Contributors. The budget process will provide the answers needed for the difficult challenge of meeting our financial pressures while ensuring the continued success of our students.

SD43 2020/21 Achievement Levels

** Based on Six-Year Completion and Grade 12 Graduation rates from the Ministry of Education's Report on Student Achievement*

Stakeholders presented to the Board of Education at the February 15, 2022 Special Budget meeting. Presenters included the Student Leadership Council, District Parent Advisory Council, Coquitlam Teachers Association, CUPE Local 561, Coquitlam Principal and Vice-Principal's Association and members of the parent community.

In response to partner groups requests to support vulnerable and struggling learners, SD43 responds with "SD43 continues to provide incremental support as priorities are established and funding permits."

The budget process to support Directions 2025 was first introduced at the public Board of Education Meeting on January 18, 2022.

Budget process to support Directions 2025. Budget consultation guide for 2022-2023 was released at public Board of Education meeting on January 18, 2022. "The global pandemic has had an impact on all of us and in the delivery of educational services. The district continues to strive to deliver on a budget that provides certainty to ensure long-term stability and sustainability despite the challenging circumstances. Guided by the goals and objectives within the renewed Directions 2025, we are fully committed to achieving student success, developing the education citizen, and continuing to foster sustainable educational organization all within the changing landscape of provincial funding and this pandemic."

In the SD43 budget package, it is clearly stated that the budget process will consider students first and fair access for all students.

Communication and Strategic Engagement

Communication and engagement take place at both the school and district level. Each school will report on how they have engaged the community in their Action Plan for Learning for the Intellectual Development, Human and Social Development and Indigenous Students and Indigenous Ways of Learning.

Regular Board of Education meetings whereby presentations are made to the trustees and the public. These presentations include information about supports for Indigenous students.

At the district level, several advisory committees directly intersect with Directions 2025. Administrative Procedure 112 outlines the function of each advisory committee. Members of each partner group are invited to participate in these committees.

Student Achievement Advisory Committee:

- Foster cooperative and collaborative planning in the district;
- Utilize current educational research and expertise as a foundation in the planning, implementation and provision of ongoing support;
- Recommend short and long term priorities which reflect school, district and provincial needs and initiatives related to student achievement;
- Review curriculum resource materials as needed.
- Review and provide feedback for Board Authority Authorized Courses.
- Examine student achievement data from a wide variety of sources.

Indigenous Advisory Committee:

- The intent of this committee is to represent the diversity of Indigenous peoples residing in the district as well as school district partners. Provide advice on district-wide matters related to Indigenous education programs in the district. Reports to the Superintendent in advisory capacity. Meets a minimum of four times per year.
- The Enhancement Agreement has a unique focus and identity, while being respectful and mindful of other district directions and priorities. The Committee meets throughout the school year to review the Enhancement Agreement.
- Advises Superintendent on matters pertaining to Indigenous education programs in District.
- Makes recommendations to the Superintendent as appropriate
- Provides forum for the exchange of information and views among parents, teachers, members of the Indigenous community and administrators in district.

Wellness Advisory Committee:

- Foster cooperative and collaborative planning in the district;
- Utilize current education research and expertise as a foundation in the planning, implementation and provision of ongoing support;

- Recommend short- and long-term priorities which reflect school, District and provincial needs and initiatives related to student safety.

Learning Services Advisory Committee:

- To provide a forum for parent groups to share information with the district
- To provide a forum for parent and employee groups to share information with each other
- To provide a forum for the district to communicate with parent groups on District program and policy development.

Education Technology Advisory Committee:

- Foster cooperative and collaborative planning with regard to the development of technology in the district.
- Utilize best practice and current educational research as a foundation for planning, implementation, and provision of technology in the district.
- Recommend short- and long-term priorities which reflect school and district needs and initiatives related to technology use in the district.

Student Leadership Council

- To provide and support student voice in district decisions.
- To support the systematic development of student leadership.

Long Term Planning

Facilities

The Facilities Department fully aligns with Directions 2025 around its goals and objectives and communicates in a wide variety of methods both online, in person, and in print through the District webpage. All of the work that the Facilities Department completes has educational programming in mind. Our intention is to focus on the best quality learning environment that can be created.

Each year, in the fall, the facilities department reviewed how effectiveness of the most recent planning exercise. Doing this work involved all District based departments to have a complete picture.

Through the monthly Capital Planning process that we have developed all District Departments are included in the planning process. As enrolment needs change we adapt to the situation and adjust as necessary. The effectiveness in our planning is based on our ability to adapt to the changing enrolment needs of the district. Being able to project enrolment effectively, move programs of choice when needed and create new spaces in a timely way determines the effectiveness of our planning.

With Facilities there is strong linkage between the atmosphere and climate within an educational context and the business side of the district which weighs out the financial implications of our decisions. The Facilities Department uses multiple sources to complete its planning. All major departments are represented with expertise and data to help with the planning process. In addition, municipalities and external consultants provide input as well.

In addition to on-going professional development for the Facilities staff, as part of our Directions 2025 strategic plan our Energy Manager is heavily involved in the cross cutting theme of social engagement around behavioral initiatives relating to staff and students on the environment. The Facilities Department measures progress both quantitatively and qualitatively depending on what needs to be measured. For example, we closely measure energy use, GHG emissions from the quantitative perspective and user comfort in learning spaces from the qualitative perspective.

The department has recently completed a Long Range Facilities Plan which is reviewed on a regular basis. We also have a Capital Planning Process Committee which is made up of all Board Office Departments that look at our short, medium and long term plans several times per year. The Facilities Department engages in multi year planning around its minor and major capital projects.

Communication occurs through various means including through our website, at Board Meetings, via school newsletters or other forms of school based communication, at staff meetings and when appropriate through local media channels.

During the 2022-2023 school year, the new Education Learning Centre will open. The building features two Indigenous welcome poles in the grand foyer. A blessing ceremony is planned early in the school year.

Information Technology

Technology continues to have a critical role in supporting the goals and objectives of Directions 2025 and is identified as a cross-cutting theme. Information Technology (IT) broadly supports instruction through STEAM and other curricular and core competencies in addition to maintaining and sustaining a robust, future oriented infrastructure. The district's implementation of STEAM is centered on equity and inclusivity.

Through "Tech Twenty" presentations, district staff provide the Board of Education with ongoing information about the application of technology in support of Directions 2025. These presentations improve the understanding of IT opportunities and limitations, provides an assessment of current performance, identifies capacity and clarifies the level of investment required. These presentations are also made to school administrators at regularly scheduled Learning Without Boundaries meetings.

In regard to establishing a robust, future orientated infrastructure, Information Technology has been planning with 21st century learning in mind. The plan originated in Directions 2020 and continues to guide the actions of Information Technology in Directions 2025. The Covid-19 pandemic accelerated the adoption of technology by both staff and students, and we anticipate the momentum will carry forward.

The guiding strategy for the Information Technology infrastructure, in both technology and human capacity can be summarized in seven points. The forward orientation aims to support current practice and anticipate future needs.

Leadership: IT has a clear, strong vision for leadership development in the area of technology. The district recognizes the need to develop the human capacity to lead change in IT. Many professional learning opportunities are provided to develop capacity in school staff.

Infrastructure: Infrastructure is continually renewed, and new technology applied. IT supports schools with continual upgrades to devices through a buy-back program that allows schools to trade in older devices for new devices at a subsidized rate. This allows schools with limited resources to invest in new equipment.

Access: Increasing equitable access to technology for all stakeholders, including students, staff and parents, is an ongoing process for IT. This also includes developing the wireless infrastructure capacity of schools to implement a Bring Your Own Device practice for students. In addition, IT supports the school to develop a culture of learning that seamlessly blends technology and daily instruction. For parents, the district is shifting to the parent portal for more immediate access to information such as their child's report card.

Cloud: The district has implemented Microsoft OneDrive cloud storage and cloud computing at all sites. This allows staff and students to save and access their work in a secure method. OneDrive is available to all students and staff.

Learning: Through professional development and training, IT works to build the capacity of all staff. This ranges from technology impacting daily work of support staff to supporting teachers in their classroom instruction. Staff learning is supported by the Technology Support Teachers who provide in-person or virtual support.

Community: IT maintains a pro-active relationship with the Tri-Cities community and beyond. IT interacts with local businesses to promote STEAM opportunities for students. In reciprocity, businesses also work with the district to provide job and career opportunities for SD43 students.

Data: Gathering, securing and storing data is important to monitoring the goals and objectives of Directions 2025. Having data that is accessible to school administrators empower schools to make good decisions regarding the operation of their school. This data, presented as PowerBI dashboards, allows quick and accurate access to data regarding student learning information, report card marks and technology infrastructure.

Evidence-Based Decision Making

PowerBI Dashboards that feature report card data using proficiency scales will be used for the continuous improvement of student learning. The dashboards can show disaggregated data such as different populations at the school level.

Provincial Assessments are archived for the easy access of administrators to inform interventions for ongoing improvement of student learning.

The district will continue to have all Grade 11 students participate in the Youth Development Instrument survey to gather information regarding the well-being of our secondary students during the 2022-2023 school year. The YDI complements the data receive from the EDI and MDI.

The district will engage presenters such as Shane Safir, author of "Street Data" and "The Listening Leader" to present to school administrators on meaningful data collection. Safir presented at the August 26 Learning Without Boundaries and the January 24 Learning Team session for the 2022-2023 school year.

Human Capital Plan

Strategic Goal #3 in Directions 2025 outlines the need to ensure that human, financial and physical resources are sustainable. The Human Resources department has been modernizing its approaches to hiring and retaining staff. The HR department has done a full review of its practices and re-designed the methodology for advertising and posting jobs for all classifications. The Human Resources department has developed a proprietary online portal to

advertise and accept applications. Social media campaigns and virtual job fairs with a focus on what makes Coquitlam School District an employer of choice.

Internally, the Human Resources department has revised its approach to hiring and retaining staff. A revised timeline for recruitment assists in keeping this work a priority. After the point of hire, a series of actions to welcome and assist new staff to the district. This includes orientation and onboarding of new employees. Mentor support teachers and technology support teachers also provide support to all teachers.

The district also supports and fosters leadership development and capacity building. Coquitlam School District #43 developed a Leadership Framework that reflects the uniqueness of our district and Directions 2025. Two series of voluntary mindful leadership programs were developed to foster and inspire leadership. Building Leadership Capacity is open to teachers. Intentionally Growing Leaders is open to administrators.

BLC 1: Leading Inquiry: Building Leadership Capacity I is designed for anyone wanting to develop their leadership capabilities and mindsets. The facilitation will focus around: personal/professional growth, leadership styles, norms for collaboration, inquiry, and equity.

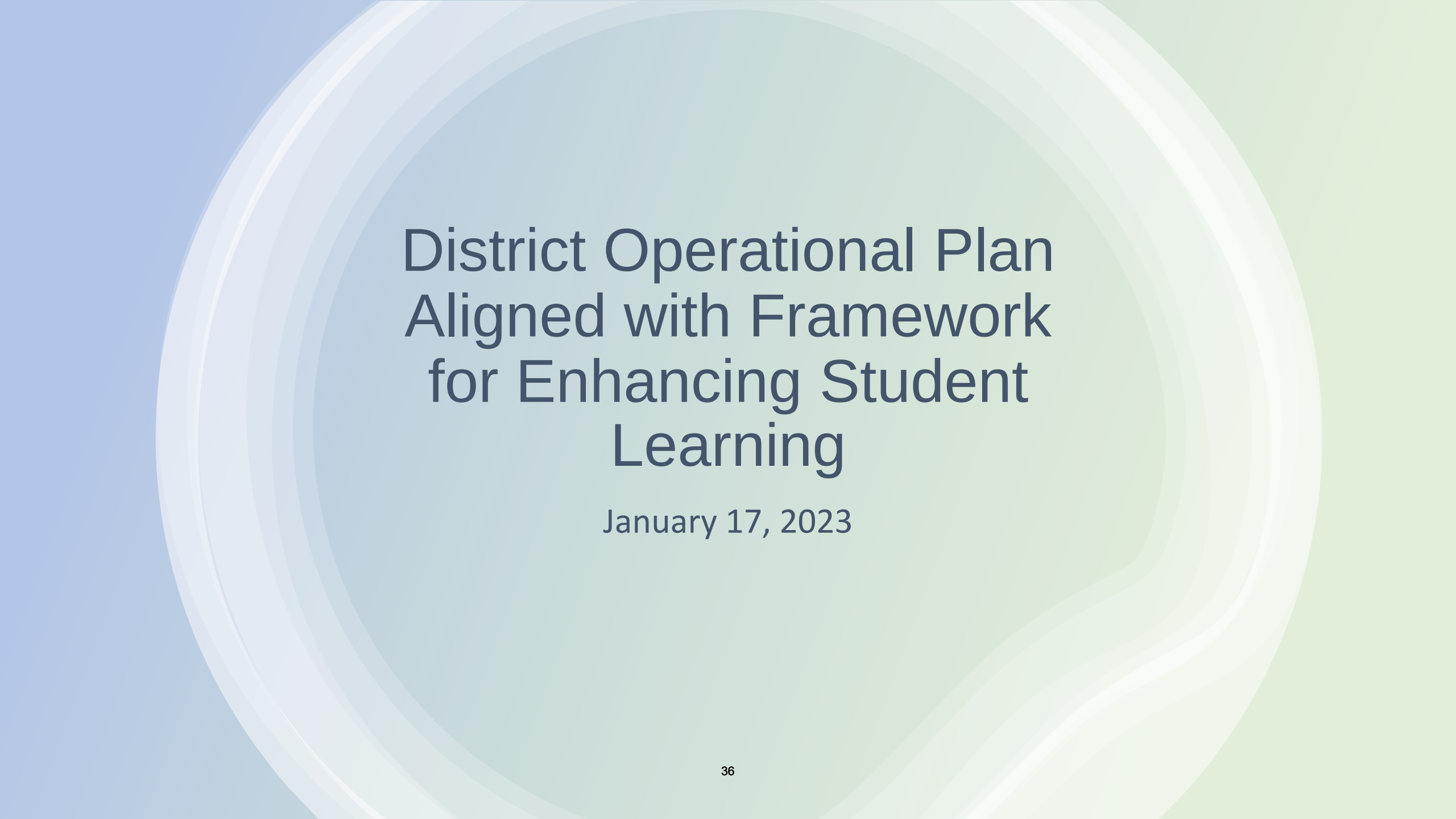
BLC 2: Developing Your Leadership Profile and Portfolio: Building Leadership Capacity II is designed for anyone who may want to explore an administrative position or a lead district position where you would be managing people. The facilitation will focus around: professional growth plan, leadership standards (relational, organizational, ethical, and instructional), with the opportunity for leadership coaching.

BLC 3: Leadership for Equity: Leadership for Equity has been designed as a space to explore the equity within our system. Conversations about equity can feel overwhelming and packed with emotions. We want to support teachers in crafting the containers for conversations so we can identify inequities and take steps toward building an inclusive culture. The grounding texts for this program is: Coaching for Equity.

IGL 1: Transitions for New Administrators: Intentionally Growing Leaders 1.0 is designed for school leaders who are new to administration roles, new to SD43, and/or new to their assigned level. In this network you will experience the learning and the support to confidently tackle your new position, grounded in the SD43 Leadership Framework.

IGL 2: Leaders Coaching Leaders: Intentionally Growing Leaders 2.0 is designed for school Principals, at all levels, who work with one or more Vice Principals. This will be a network of leaders, sharing their craft knowledge and wisdom, that supports the network of Vice Principals.

IGL 3: Leading with the Framework in Mind and Professional Growth Plan: This third IGL network is open to all Principals and Vice Principals who are interested in how to learn and change as a leader. There are many mindsets that a leader needs to call into play to support growth at their school. This network will build circles of leadership to enhance learning for all, while integrating and connecting to the new SD43 Leadership Framework. Leaders will be coached on developing their Professional Growth Plan.



District Operational Plan Aligned with Framework for Enhancing Student Learning

January 17, 2023

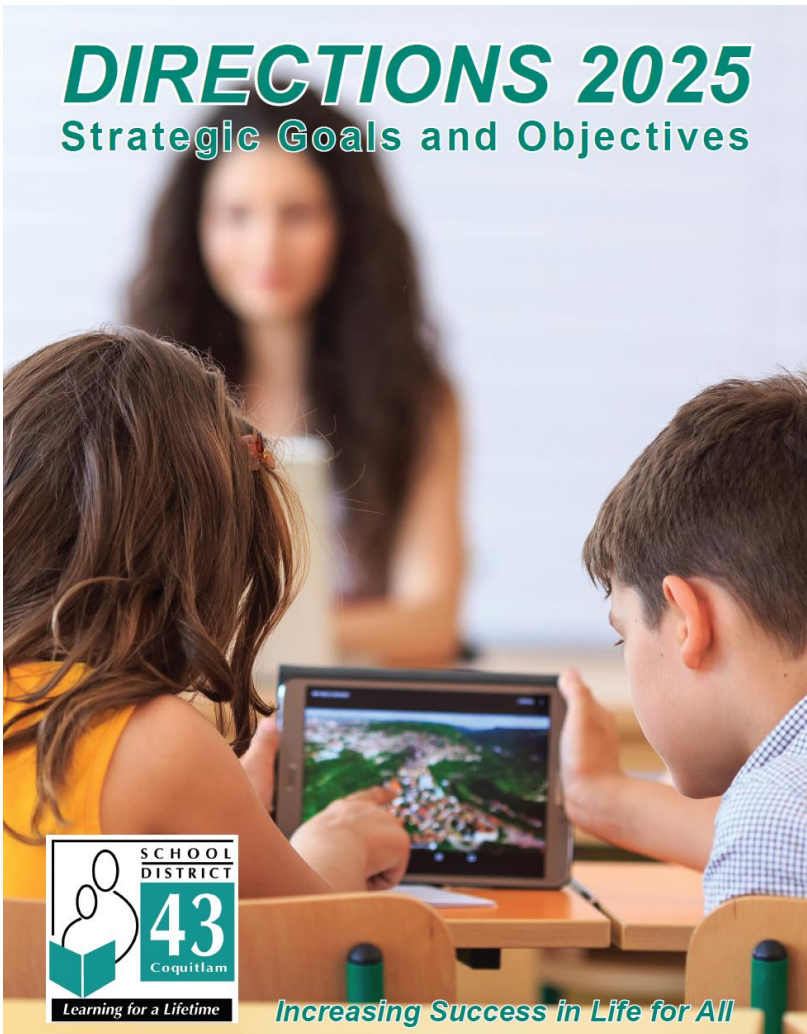
Ministry Feedback on Framework for Enhancing Student Learning Report

Focus Area: Adjusted their District Operational Plan to align with student learning goal(s) as articulated within the Board's Strategic Plan.

District Strength: We noticed the district's explicit focus on integration and alignment.

Strategic Plan

DIRECTIONS 2025
Strategic Goals and Objectives





Learning for a Lifetime

Increasing Success in Life for All

Strategic Goal #3



GOAL

ORGANIZATIONAL CAPACITY /
Foster a Sustainable Educational
Organization:

*Ensure that our human, financial
and physical resources are
sustainable.*

TECHNOLOGY

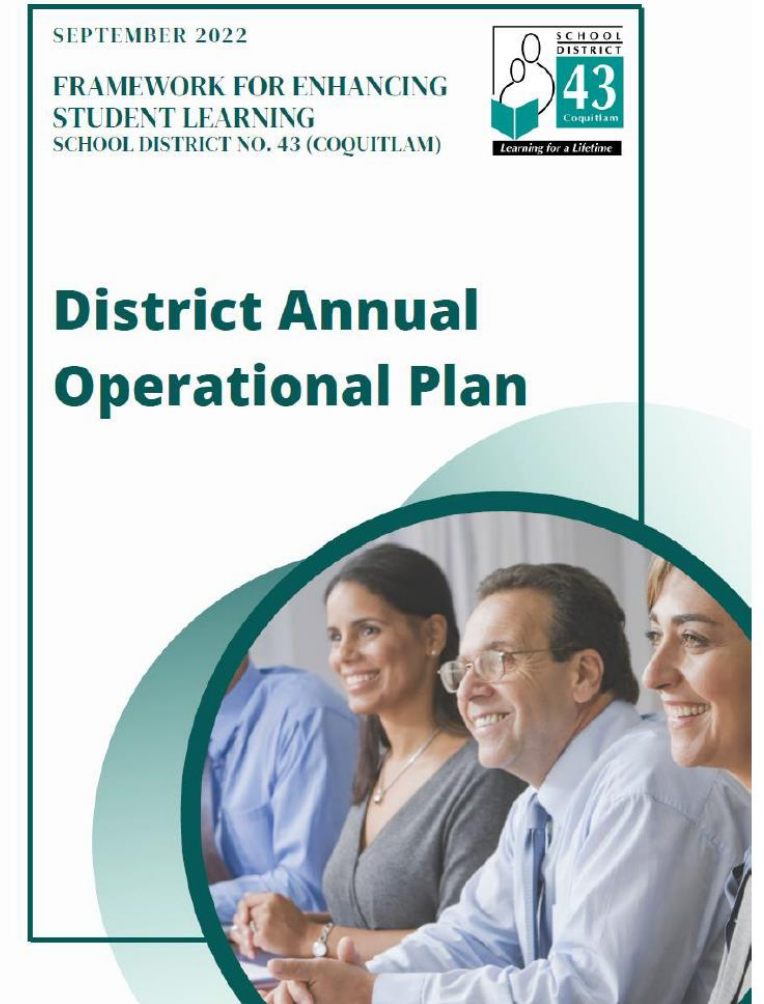
SOCIAL ENGAGEMENT

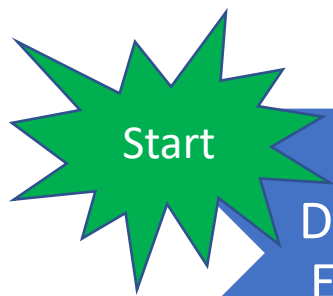
OBJECTIVES

- Model a professional and leadership culture.
- Create innovative and sustainable facilities that support emerging learning needs.
- Support continuous improvement and operational efficiencies throughout the organization.
- Implement strategies to ensure international education programs maintain their leadership position.
- Ensure a financially stable organization through progressive practices and multi-year financial planning.

District Annual Operational Plan

- Indigenous Education
- **Action Plans for Learning**
- Capacity Building
- Learning Services
- Finance
- Facilities
- Information Technology
- Human Resources
- Strategic Engagement and Communication





September-December 2021:
Evidence-based
decision making

January 2022:
Declare Goal and
Areas of Focus

February 2022:
First Draft of
Human and Social
Development



April 2022:
First Draft
of
Indigenous
Learners &
Ways of
Learning



Publish to School
Website by June
30th

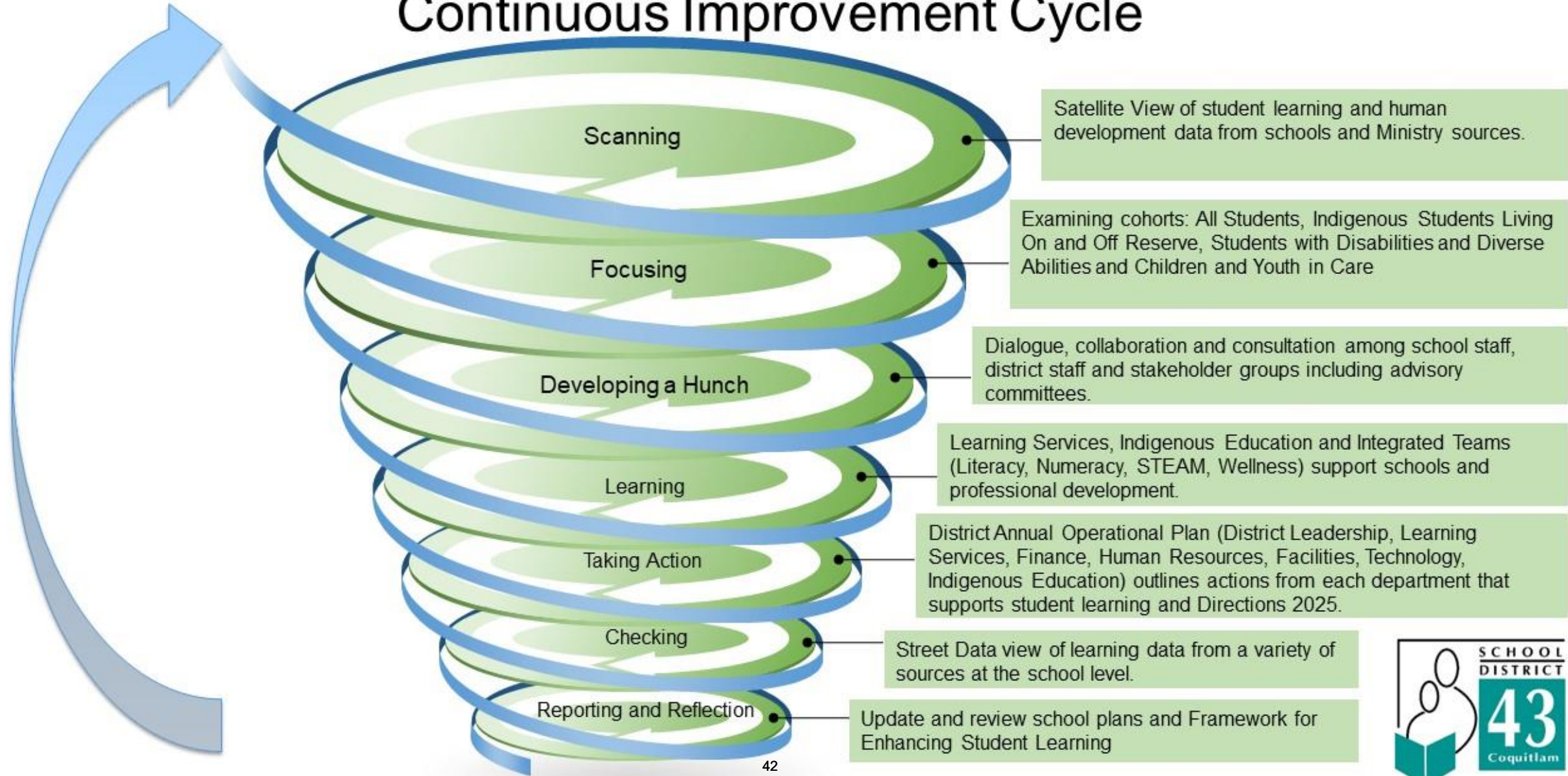
June 2022:
Reflections and
finalize APL

May 2022: First
Draft of
Intellectual Goal

District Annual Operational Plan

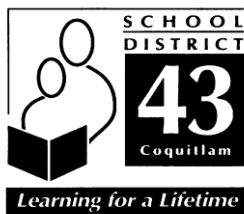
- Indigenous Education
- **Action Plans for Learning**
- Capacity Building
- Learning Services
- Finance
- Facilities
- Information Technology
- Human Resources
- Community Engagement and Communication

Framework for Enhancing Student Learning: Continuous Improvement Cycle





Questions



SCHOOL DISTRICT NO. 43 (COQUITLAM)

MEMORANDUM

TO: Patricia Gartland, Superintendent

FROM: Stephen Whiffin, Director of Instruction and Chief Information Officer

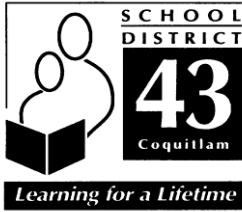
DATE: January 17, 2023

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 introduce SD43's innovative new STEAM Lenses and share some examples of how use of these lenses can make STEAM activities more accessible to all classrooms. We will also provide the board with a brief update on current STEAM activities and upcoming events of interest.



SCHOOL DISTRICT NO. 43 (COQUITLAM)

Office of the Secretary-Treasurer

MEMORANDUM

TO: Board of Education

FROM: Randy Manhas, CFO/Secretary-Treasurer

DATE: January 17, 2023

SUBJECT: **Budget Consultation Guide 2023/24**

COPIED TO: District Leadership Team

Recommendation: The Budget Consultation Guide is provided to the Board of Education for information.

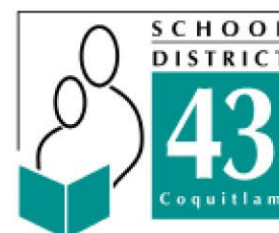
Background: The attached Budget Consultation Guide has been updated for the 2023-24 budget process.

While the materials have been updated, there have been no changes to the budget consultation. A public forum on February 21, 2023, in an online format, will provide the opportunity to receive budget input from stakeholders.

For the Fiscal Year Beginning July 1, 2023

BUDGET CONSULTATION GUIDE 2023/24

Learning for a Lifetime



MESSAGE FROM THE BOARD OF EDUCATION

Welcome to the stakeholder consultation and engagement process for the 2023/2024 budget for School District No. 43 (Coquitlam). As the third largest school district in the Province of British Columbia, we have a diverse and growing population which includes young families, new Canadians, professionals, and others who are choosing to relocate here for the quality of life and a thriving and successful public education system. Our student achievement levels are consistently above the provincial average and near the top in all student outcome categories out of all 60 school districts in BC.

The Board of Education has prepared a consultative budget process for the 2023/2024 school year. Beginning in 2021/22, the process was modified to provide stakeholder input in February, in advance of Ministry funding announcements, and before district staff finalize the preliminary budget submission to the Board. We appreciate all comments and input while we work closely with our partner groups within the confines of our contracts and available resources. To seek broad and thorough input, the Board will also engage in a series of meetings with all partner groups and make several presentations throughout the year to inform stakeholders about the budget.

The Board is committed to transparency through adherence to the *Taxpayer Accountability Principles* (page. 8) in the preparation of the preliminary annual budget.

Over the past few years, the pandemic has had an impact on all of us and in the delivery of educational services. Each year, we strive to deliver a budget that provides certainty, long-term stability, and sustainability. This ensures we can overcome any unforeseen challenges and circumstances throughout the fiscal year. Guided by the goals and objectives within the renewed *Directions 2025*, we are fully committed to achieving student success, developing the educated citizen, and continuing to foster sustainable educational organization - all within a changing landscape of provincial funding.

We invite you to **learn** about the budget process, **engage** in the consultation and **contribute** feedback. This is to help deepen our collective understanding and identify challenges and opportunities. It allows you to share your ideas for how we can make the best use of the restricted funds available for our children, families, employees, and communities, while advancing the school district and sustaining our mission. Your input will help guide the Board's decisions and actions.

Sincerely,

Board of Education
School District No. 43 (Coquitlam)



(Front Row, L-R) Michael Thomas-Board Chair, Christine Pollock, Patricia Gartland-Superintendent, Craig Woods-Vice-Chair, Zoë Royer. (Back Row, L-R) Carol Cahoon, Kerri Palmer-Isaak, Jennifer Blatherwick, Mohammed Azim-Former Secretary Treasurer, Chuck Denison, Lisa Park.

BUDGET PROCESS 2023/2024

The Board of Education will continue to utilize a comprehensive strategy in creating the 2023-2024 budget.

Our Goal

The Board of Education will embark on the budget process through a transparent, inclusive, and accountable process that engages the community for input.

- The first step is to identify potential cost pressures and areas of possible budget and related expenditure misalignment.
- Consult with stakeholders on how the Board can use or realign available resources to continue to foster a high achieving school district and sustainable organization for many years to come.
- Engage with Stakeholders during the initial stages of budget development to encourage comments and suggestions so the Board can consider these prior to the finalization of the draft budget.
- Provide the Public an opportunity to reflect and offer feedback on the proposed draft budget during the April budget deliberations.

This budget strategy will consider the following:

Students First

Aligning decisions with a thriving public education system for students is a community value. As stewards of public education, the School District must demonstrate a financial commitment to improve the learning environment for students.

Fair Access for all Students

Committing to deliver fair, effective and positive learning environments for 32,000 students today and an additional 3,000 new students over the next decade. Present-day financial decisions must consider the current and future needs of students and employees.

Lifelong Learning in our Communities

Delivering lifelong learning in our communities which is part of the School District's vision. We envision high quality, diverse, personalized and enriched education opportunities for all students of all ages. Ongoing financial review and community engagement will support this.

Changing Landscape of Provincial Funding

Funding from the provincial government has not kept up with rising costs even with increased per pupil funding. Currently, inflation is at a 40 year high with no indication of the province providing additional funding to offset increased costs in all areas of the School District. Hydroelectricity, gas and health benefits have all increased, with school boards funding most of these inflationary and new program costs. In addition to the changing landscape of additional cost pressures and provincial funding not keeping up with inflation, there are increasing expectations from the Ministry of Education and Child Care that school boards contribute operational funding towards significant capital projects, previously funded by the province.

Long Term Strategic Vision

Aligning the budget process and connecting the allocation of resources with our strategic vision and goals as originally established by the Board in fall of 2016 as *Directions 2020* which has now been refreshed as *Directions 2025*.

DIRECTIONS 2025 STRATEGIC PLAN



VISION

Increasing Success in Life for All

MISSION

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

PURPOSE

The Board of Education accepts its responsibility to provide a quality and equitable public education for the success of all learners, within the limits and resources available.

CORE BELIEFS AND PRINCIPLES

The Board of Education believes in:

- Public Education and the need to advocate on its behalf;
- Instilling a passion for learning;
- Learners as the most important focus;
- High quality and equitable learning opportunities;
- Innovation, creativity, problem solving, critical thinking and sustainability;
- The essential value of District/Community/Global Partnerships;
- Safe, inclusive and socially responsible learning communities.

The Board of Education is committed to:

- Creating a culture of care and shared responsibility where every learner matters;
- Engaging and empowering lifelong learners;
- Providing flexible, integrated, diverse, and active learning environments;
- Developing shared leadership through innovative, sustainable professional learning.

DIRECTIONS 2025

Strategic Goals and Objectives



For more information regarding the *Directions 2025* Strategic Plan, click

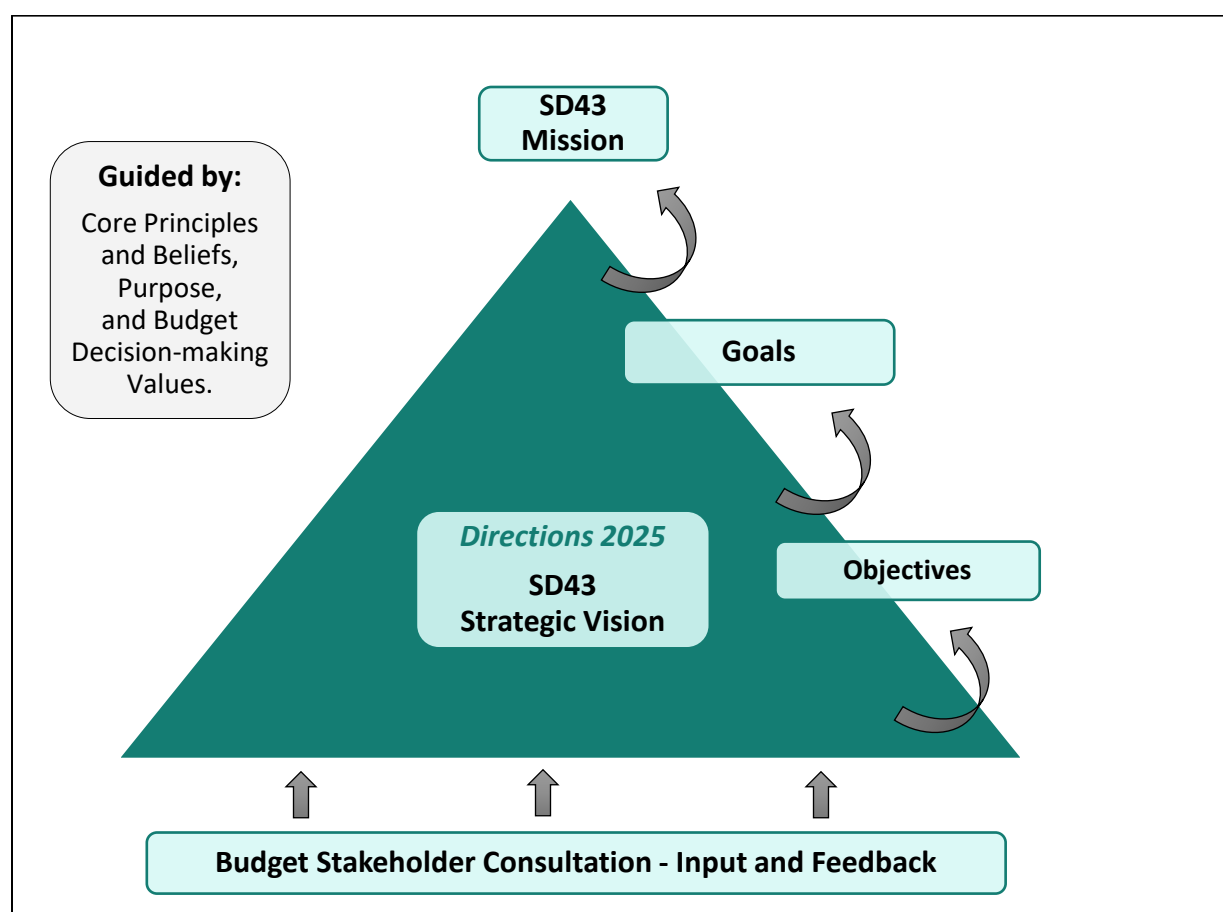
ALIGNING BUDGET PLANNING WITH *DIRECTIONS 2025*

The School District is committed to a model of transparent budget planning and resource allocation that is directly aligned with our strategic vision and goals, *Directions 2025*.

It is a consultative model that coordinates budget planning and resource allocation activities with inclusive stakeholder consultation and feedback based on the vision, goals and objectives. The model includes:

- articulating *Directions 2025*;
- providing timely and accurate budget information;
- receiving budget input and feedback;
- prioritizing budget requests for the upcoming budget year;
- allocating available resources to best meet requests that align with the vision, goals and objectives;
- communicating the outcomes effectively for transparent accountability.

The model will ensure that budget input and resource allocations are connected to and aligned with the *Directions 2025* vision, goals and objectives. This model is an integral part of the School District's operating culture.



FINANCIAL GOVERNANCE AND ACCOUNTABILITY

The Board has fully adopted the Ministry of Education and Child Care's recommended requirements pertaining to financial governance and accountability. This includes the following measures that the Office of the Auditor General of BC would define as best practices:

- A strategic plan and vision (*Directions 2025*) with clear goals and expectations;
- A robust governance framework including standards of conduct and conflict of interest reporting requirements;
- Accountability practices including regular financial reporting;
- An established Finance and Audit Committee;
- Direct engagement with external auditors; and
- A balanced budget with policy provisions (accumulated reserves) to address unforeseen and emergent issues





ACCUMULATED OPERATING RESERVES POLICY

The School Board has established an Accumulated Operating Surplus policy ([Policy 23](#)) as part of its multi-year financial approach for stable and sustainable organization health;

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.

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.

The Board reviews this policy annually and provides further details in the audited financial statements as to how restricted surplus funds are planned to be utilized in subsequent years. Read the complete policy [here](#).

TAXPAYER ACCOUNTABILITY PRINCIPLES

The Board has adopted and incorporated the six **Taxpayer Accountability Principles** which are embedded within *Directions 2025* strategic goals. Applicable to all Provincial public sector organizations in B.C., these principals are designed to strengthen accountability, promote cost control and ensure that the public sector operates in the best interest of taxpayers.



1. **Cost Consciousness (Efficiency)** – Strengthen cost management capabilities by providing educational services as efficiently and effectively as possible.
2. **Accountability** – Transparently manage responsibilities and enhance organizational efficiency and effectiveness in planning, reporting, and decision making.
3. **Appropriate Compensation** – Comply with a standardized approach to performance management and employee compensation
4. **Service** – Maintain clear focus on positive outcomes for student success.
5. **Respect** – Engage in equitable, compassionate, respectful, and effective communications.
6. **Integrity** – Make decisions and take actions that are transparent, ethical and free from conflict of interest.

BUDGET GOALS

The District's objective is to provide long-term stability and sustainability through multi-year financial planning.

Carefully planned and responsible multi-year changes in measured amounts allow for long-term budget stability and sustainability.

- Allows for long-term sustainable planned budget additions
- Smooths large fluctuations in budget changes
- Helps manage unforeseen funding risks

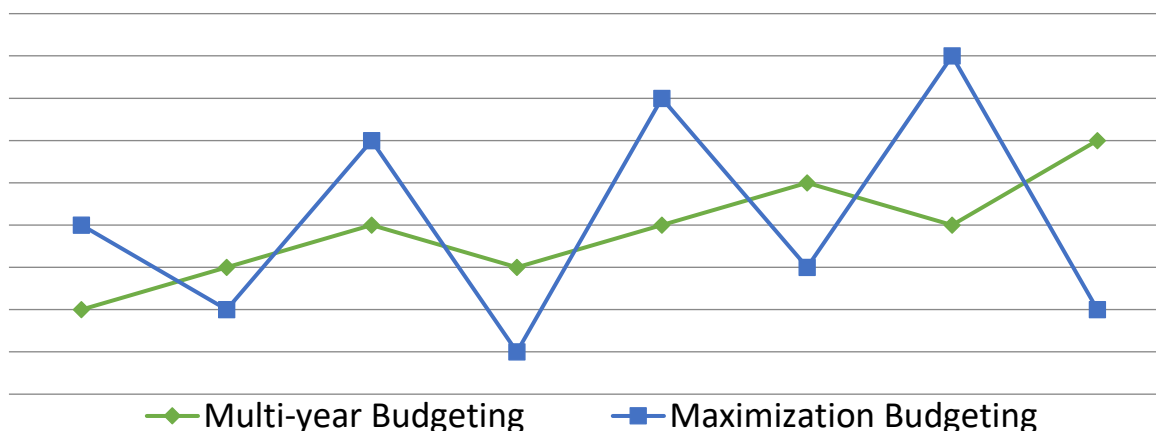
More consistent funding for schools to support and enhance teaching and learning.



School District budgeting is extremely complex due to the lack of multi-year funding certainty, inadequate Ministry funding for inflation, changing expectations from the province on the further utilization of school district operational funding towards significant capital projects and new provincial initiatives (e.g. Childcare), and the frequent adoption of new and unfunded initiatives.

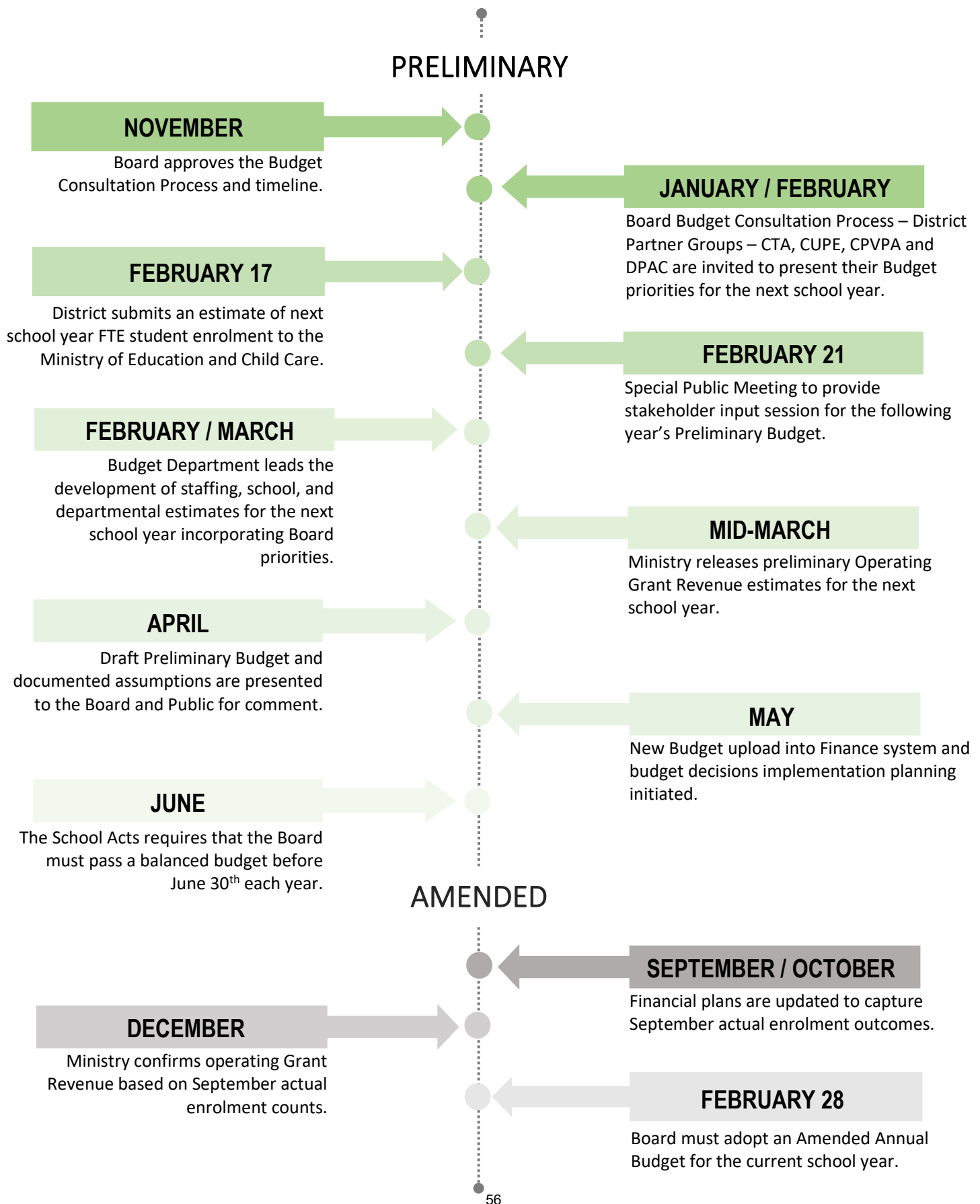
Multi-year financial planning is a strategic budget management method of making carefully planned and responsible changes in measured amounts over several years to smooth out large fluctuations in year-to-year resource and staff additions or reductions due to unforeseen costs and other circumstances.

Multi-year financial planning as a budgeting framework will build the School District' long-term stable financial position, help manage future risks from unforeseen situations, and most importantly allow for the planning of ongoing responsible and sustainable positive changes to the education system.



As shown in blue in the above graph, maximizing an annual budget surplus each year can lead to a pattern of adding and reducing resources which creates an unstable and uncertain education system for students, parents and employees. As shown in green, a multi-year distribution of annual budget surplus over the medium term helps to smooth funding changes and avoid sudden and frequent program changes.

BUDGET AND FINANCIAL PLANNING CYCLE



THE DIFFERENCE BETWEEN BUDGETS AND FUNDS

As one of the major employers in the Lower Mainland, the Board has a large and complex budget. There are three separate sections of the budget:

OPERATING FUND: The operating fund includes Ministry grants and other revenues used to fund instructional programs, school and district administration, facilities operations, maintenance, and transportation.

SPECIAL PURPOSE FUND: The special purpose fund includes separate, identifiable funds designed for a specific use or program. These funds are received from the Ministry of Education and Child Care and other sources with restrictions on how these funds may be spent.

CAPITAL FUND: The capital fund includes a combination of Ministry capital grants, locally generated funds (e.g., proceeds from disposition of unused SD43 sites and transfer from the Operating Fund to the Capital Fund for local capital needs such as portables), and school site acquisition charges collected from developers through local municipalities. These funds are used for facility operations including construction, enhancement, and maintenance of buildings, fields, infrastructure, and land purchases for future school development.

The budget process primarily focuses on areas where the Board is able to make changes – within the operational budget.

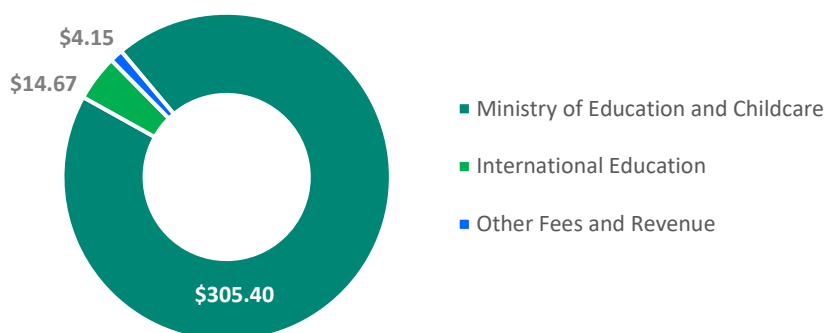
Any funds within the capital budget may not be used for operational budget items.

Special purpose funds are for designated purposes which can supplement operational activities. Like capital funds, they may not be used for operational budget items.

SCHOOL DISTRICT OPERATING BUDGET

The operating budget for 2022/23 is \$324.23 million. As the chart illustrates below, the majority of this funding (94.8%) comes from the Ministry of Education and Child Care.

SD43 Sources of Revenue 2022/23 (millions)



SCHOOL DISTRICT FUNDING

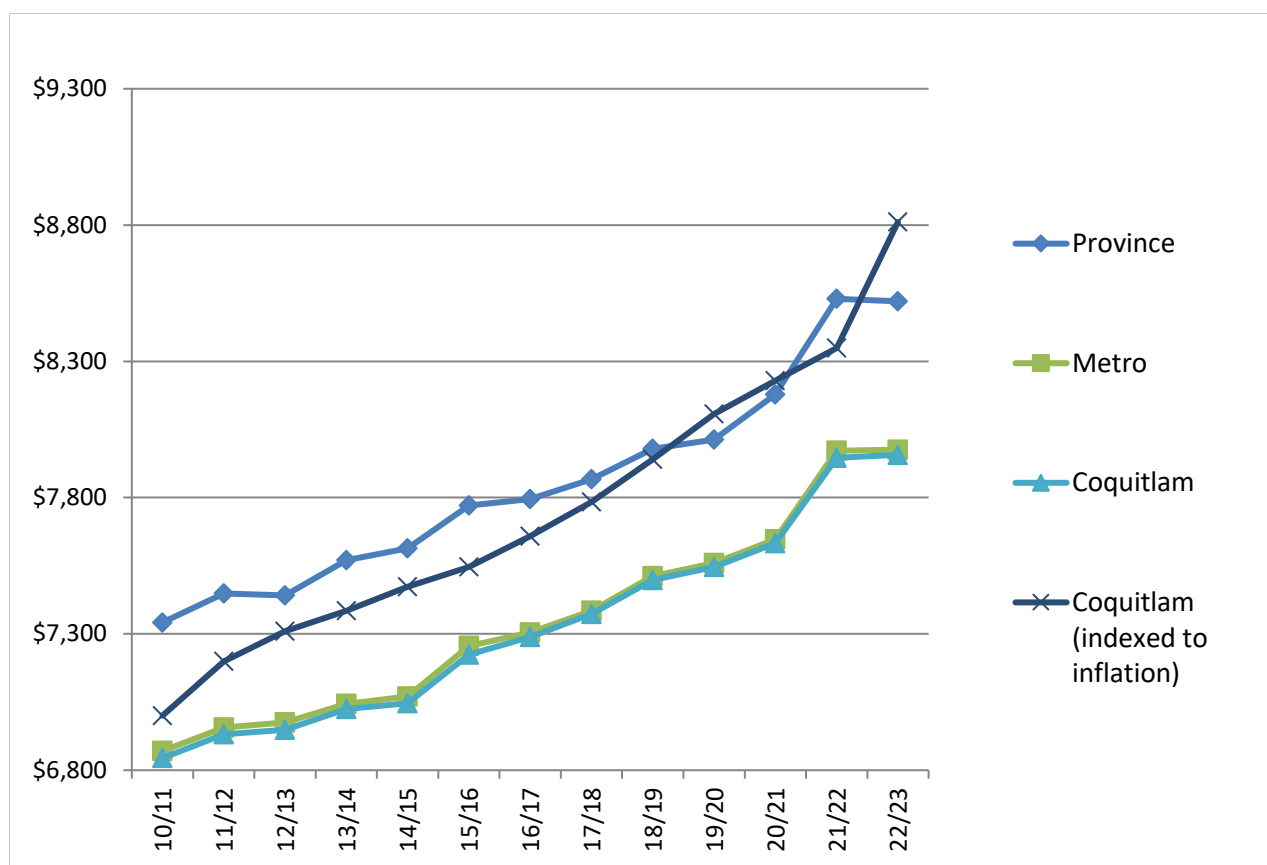
The basic student operating grant allocation for 2022/23 is \$7,885 per FTE student. Like other school districts, SD43 receives additional funding for unique student and school district factors.

Provincial funding has not kept up with inflation. Based on estimated Operating Grants for 2022/23, 14 of the 60 school districts are reporting a decline in enrolment and/or qualify for funding protection. These school districts received an additional \$10.74 million in support. SD43 is funded approximately \$593,269 less due to funding protection provided to these school districts. In the current school year, grant funding was \$5.3 million less than that required to fully fund contractual and legislative increases to salaries, benefits, and services and supplies.

SD43 continues to rank 55th in funding levels out of 60 school districts for 2022/23 – the 5th lowest district in the province.

In terms of funding for 2022/23, SD43 currently receives an overall average of \$7,957 per student (excluding special student needs and salary differential factors) while the provincial average is \$8,520 per student. This difference of \$563 per student is significant considering that there are over 32,000 students in the district.

This trend is not new, and the chart below displays how per-student funding has not kept up with costs in recent years. If total grants had kept up with inflation since 2010-2011, SD43 would have received \$8,811 per student for 2022/23. The difference of \$854 per student (compared to the actual funding of \$7,957) equates to approximately a \$26.4 million funding shortfall for the 2022/23 fiscal year.



A HISTORY OF STUDENT SUCCESS

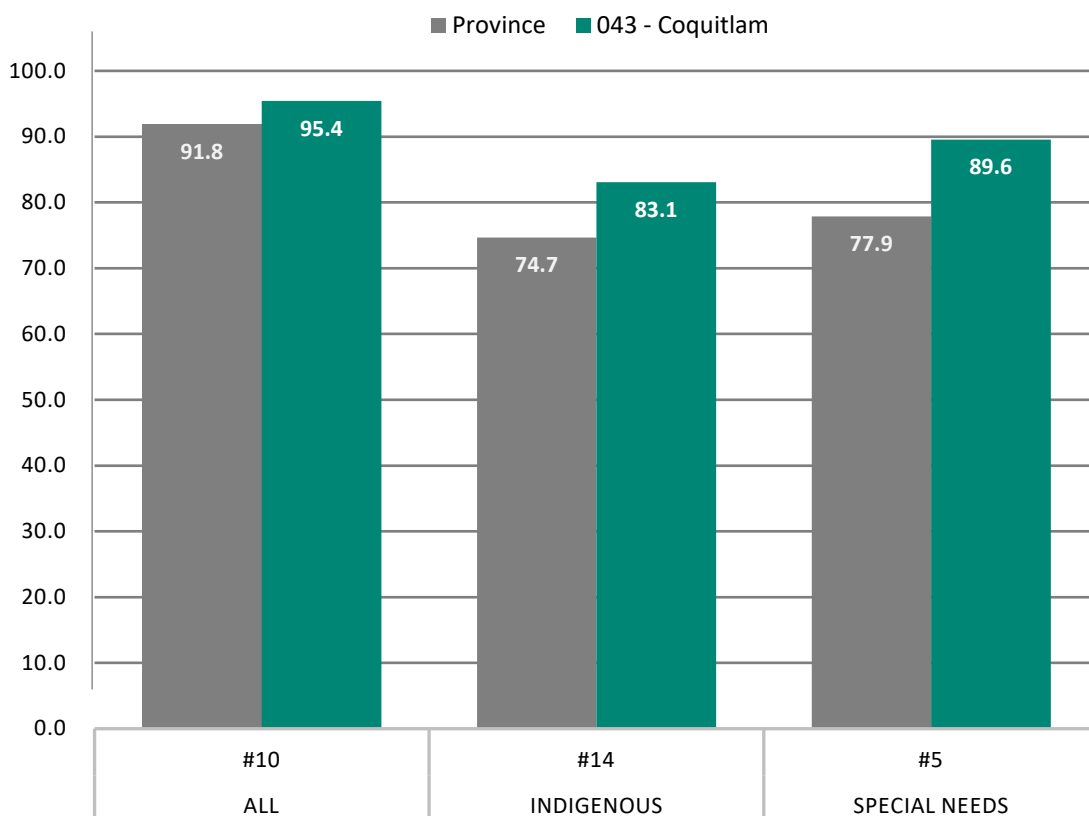
Throughout the budget process, the Board will seek to build on our past successes in order to maintain a high achieving and sustainable organization. We will pursue new and innovative ways to deliver our services to maximize the use of our budgets and ensure quality learning for all students.

SD43 has a history of student success. The 2021/22 Achievement Levels released by the Ministry (see below) illustrate how our student achievement results exceed provincial averages on every measure.

The Board's goals are, and will continue to be, focused on helping students acquire a series of attributes to help them become learners, thinkers, innovators, collaborators, and contributors. Our budget process will provide the answers needed for the difficult challenge of meeting our financial pressures while ensuring the continued success of our students.

The graph below reflects our student % performance and ranking in all provincially measured areas against school districts with more than 500 graduating students.

SD43 2021/22 Achievement Levels



** Based on Six-Year Completion and Grade 12 Graduation rates from the Ministry's Report on Student Achievement*

CLASS SIZE REPORTING

The chart below reflects the district's class size averages over the past four years. SD43 class sizes are larger than the Provincial average, due primarily to physical facility limitations.

The district continued to recover from the impact of COVID-19, evidenced by an increase of 665 classes (28.4% increase) in 2021/22 from 2020/21, which is driven by student enrolment. While overall student to teacher ratio increased from 2020/21, the district maintained all Ministry-required ratios. This is noteworthy given the significant uncertainty in enrolment estimates due to the pandemic. Of note is the Provincial average student to teacher ratio also increased in 2021/22.

	2018/19		2019/20		2020/21		2021/22		4 Yr. Improvement	
	SD43	Prov.	SD43	Prov.	SD43	Prov.	SD43	Prov.	SD43	Prov.
# Classes	3,251		3,175		2,339		3,004		-7.6%	
K	18.4	18	18.5	18	18.0	17.4	18.5	18.1	0.5%	-0.6%
1-3	20.3	19.9	20.5	19.5	19.9	19.2	20.2	20	-0.5%	-0.5%
4-7	24.7	23.9	25.1	23.3	24.7	23.2	23.7	24.1	-4.0%	-0.8%
8-12	24.2	22.1	25.1	22.4	24.2	21.4	24.8	22.7	2.5%	-2.6%
w/ EA's	850		932		862		993		16.8%	
w/ EA's	26.1%		29.4%		36.9%		33.1%			

Of further note is the increase in classes with an education assistant (EA) in attendance. The number of classes with an EA has steadily increased since 2018/19 in alignment with the increase in classes. The decrease in 2020/21 is directly related to the decrease in classes due to the pandemic.



ENGAGE



BOARD OF EDUCATION VALUES

The following values will guide the Board of Education in budget decision making:

1. **Inclusiveness:** We invite all stakeholders to participate in discussion and provide feedback.
2. **Integrity:** We respond to stakeholder input in an honest and forthright way, balancing the multiple needs of the various stakeholder groups while meeting the legal requirement of maintaining a balanced budget under the *School Act*.
3. **Commitment:** We commit to first defining issues, followed by reviewing engagement with stakeholders, then summarizing information and research, and finally reporting on decisions.
4. **Accountability:** We demonstrate that the results and outcomes of the process are consistent with the commitment made to stakeholders at the beginning of the process.
5. **Transparency:** As decision makers, we ensure stakeholders have opportunities to understand the scope, constraints and process for a pending decision.

STAKEHOLDER ENGAGEMENT COMMITMENT

What is Stakeholder Engagement?

Stakeholder engagement is a two-way dialogue to allow the Board and our many stakeholders to define opportunities and challenges and work together on solutions. It allows for valuable input to the School District's direction and decision making.

Your Role as Stakeholders

To make stakeholder engagement a success, your role is to learn, engage and contribute. Start by visiting the SD43 Budget website at www.sd43.bc.ca/budget to:

- Learn about government funding and allocation;
- Learn about the SD43 budget process;
- Learn about *Directions 2025*, the School District's vision;
- Engage in the consultation by asking questions about the budget;
- Expect responses to your concerns and input; and
- Contribute ideas that align with the goals and objectives from *Directions 2021* on how to address the opportunities and challenges.

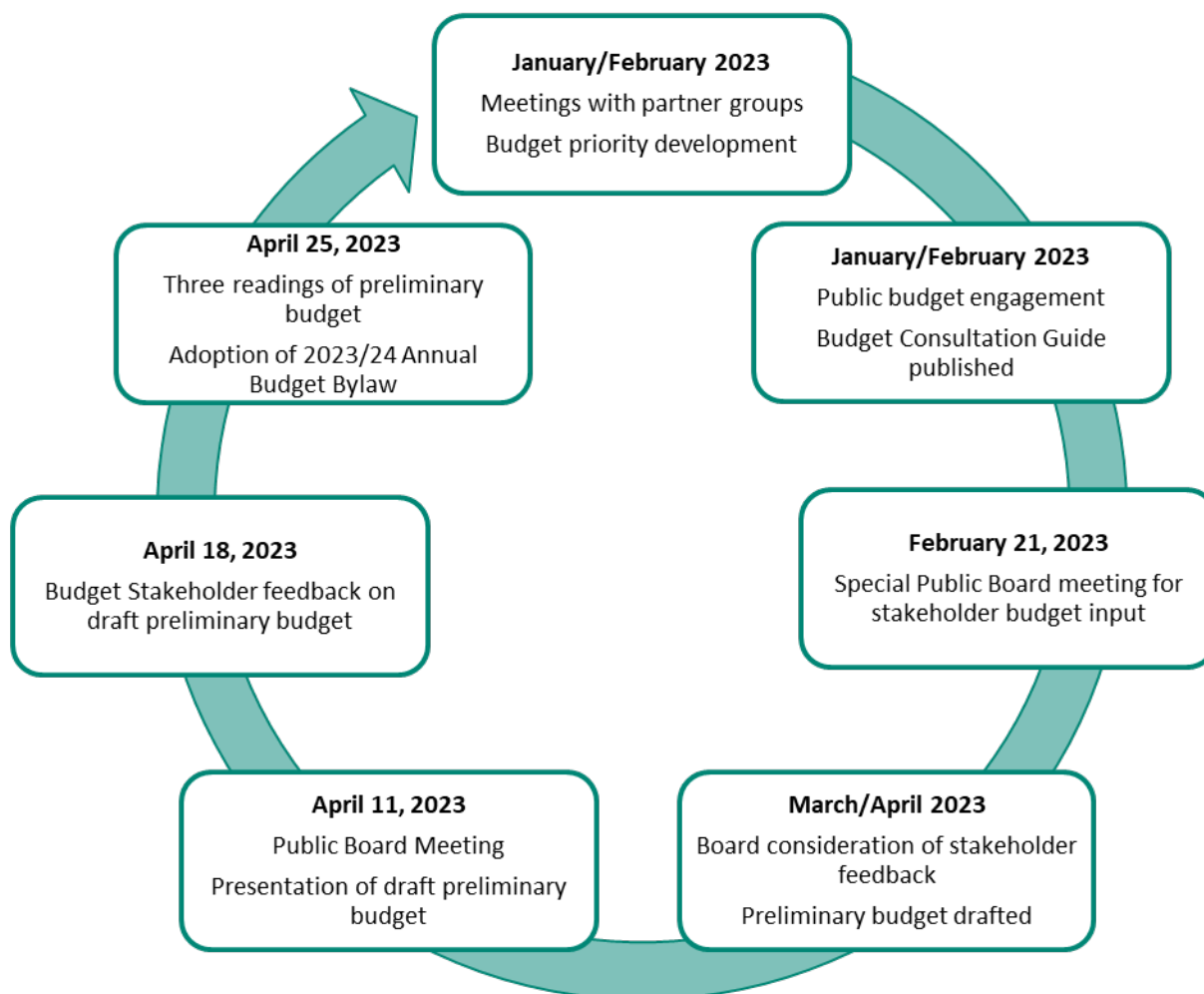
The Role of Trustees

As the elected decision-making body, Trustees are accountable to the interests of public education and our role is to:

- Listen to you;
- Respond to your questions and concerns;
- Consider your ideas and input; and
- Propose action and report back to you.



STAKEHOLDER ENGAGEMENT PROCESS



Board Decision

There will be three public events leading up to the Board communicating its decisions on next steps for the budget. All stakeholders are invited to attend.

Who we Consult

Everyone is invited to comment on the School District's activities and initiatives. Here is a sample of stakeholders we hope to hear from:

- Parents and students
- Community partners
- Business groups
- Local and provincial governments
- First Nations
- Diversity groups
- Educators and administrators
- Community members and neighbours
- Local health authority
- Non-profit groups
- Recreation commissions and sports groups



CONTRIBUTE

LEARN. ENGAGE. CONTRIBUTE.

We are using a variety of methods to help you **learn**, keep you informed so you can **engage** in this process, and provide several opportunities for you to **contribute**.

Your Local Newspaper

In print or online, look for public notices about public events, times and location in the Tri-City News. We will also keep local reporters informed and request that they share stories and provide their independent insights and perspectives.

School District Website

All information on this process is available at www.sd43.bc.ca/budget. Check out the “FAQs” section, which will be continually updated with your questions and answers.

Board Meetings

We have a series of Board meetings where budget information will be shared and discussed by the Board of Education.

Twitter, Instagram and Facebook

Budget information and event reminders will also be communicated through the School District’s Twitter, Instagram and Facebook channels:

www.twitter.com/sd43bc

www.instagram.com/schooldistrict43/

www.facebook.com/sd43bc

DECISION MAKING PROCESS

The Board values all feedback and considers it carefully in making budget decisions. The input will shape the options considered during the 2023/2024 budget process. As the elected body representing the school community, the Board will make the final decision.

3-Phase Budget Planning Process

1. **Research** (ongoing through April 11, 2023): This phase includes background research, meetings with departments and partner groups, stakeholder feedback, questions and answers and public board meetings.
2. **Reporting** (April 11-18, 2023): This phase includes the presentation of the preliminary budget, stakeholder feedback, report on findings and results, as well as early recommendations on the vision, planning ideas and overall direction.
3. **Next Steps** (April 25, 2022): This phase presents the final budget to the Board for approval.

Evaluation

The Board will make decisions based on its strategic goals and objectives outlined in *Directions 2025*.

PROVIDING YOUR FEEDBACK

Wish to Provide Feedback to the Board?

The Board welcomes stakeholder feedback.

Email: budgetfeedback@sd43.bc.ca

Mail: Attn: Board of Education
School District No. 43 (Coquitlam)
1080 Winslow Avenue, Coquitlam, BC V3J 0M6

In Person: by attending one of the meetings detailed below.

STAKEHOLDER EVENTS SCHEDULE

Stakeholder information and consultation events take place in April as outlined below.

- **Special Public Board Meeting - Stakeholder Budget Input**
Tuesday, February 21, 2023, 6:30 pm

This will be an opportunity for stakeholders to present input into the formulation of the 2023/2024 budget to the Board. If you or your group would like to present feedback, please review the *Guidelines for Stakeholder Input* and submit the required information by 9:00 am on Wednesday, February 8, 2023 to budgetfeedback@sd43.bc.ca. If you have any questions or concerns, please contact the Office of the Secretary-Treasurer/Chief Financial Officer at 604-939-9201.

- **Public Board Meeting - Presentation of 2022/2023 Preliminary Budget**
Tuesday, April 11, 2023, 7:00 pm

The Preliminary Budget will be presented at this Regular Public Board Meeting. This is also an opportunity for Trustees to ask questions of the Finance Department staff, regarding the budget.

- **Special Public Board Meeting - Stakeholder Feedback**
Tuesday, April 18, 2023, 6:30 pm

This will be an opportunity for stakeholders to present feedback to the Board on specific aspects of the budget. If you or your group would like to present feedback, indicate, by emailing budgetfeedback@sd43.bc.ca by 9:00am on Tuesday, April 25, 2022. There is no need to provide a written submission to the Board of Education.

- **Public Board Meeting - Final Budget Presentation and Board Approval**
Tuesday, April 25, 2023, 7:00 pm

The annual budget will be presented to the Board for approval at this Regular Public Board Meeting. This final budget would incorporate changes requested by the Board based on stakeholder feedback.

There will be an opportunity for questions at each of the meetings outlined.



CONTACTING MANAGEMENT

This consultation guide is designed to provide the School District’s stakeholders with a general background of the framework in which the budget process leading to a Preliminary Budget occurs, to demonstrate increased transparent accountability to the public and the criteria under which the budget is developed.

If you have questions about this guide, please contact the Office of the Secretary–Treasurer/Chief Financial Officer at 604-939-9201.

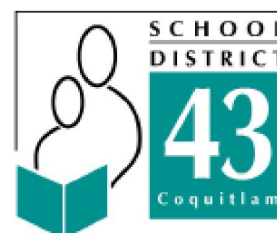
You are encouraged to also review the Board’s strategic vision and plan [*Directions 2025*](#).

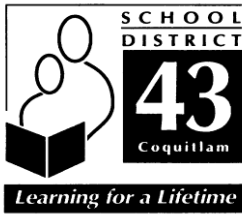
If you have questions about this financial report, please contact the Office of the Secretary–Treasurer/Chief Financial Officer at 604-939-9201.

School District No. 43 (Coquitlam)

1080 Winslow Avenue
Coquitlam, BC V3J 0M6

www.sd43.bc.ca





SCHOOL DISTRICT NO. 43 (COQUITLAM)
CORPORATE and FINANCIAL SERVICES
DEPARTMENT

MEMORANDUM

TO: Randy Manhas, CFO/Secretary-Treasurer
FROM: Nita Mikl, Assistant Secretary-Treasurer
DATE: January 17, 2023
SUBJECT: December 2022 - Grant Funding Confirmation
COPIED TO: DLT

Recommended Action: The following is provided for information.

On December 15th, 2022, the Ministry of Education confirmed the Grant funding for the 2022-23 school year.

Basic Operating Grant Funding

The December Grant announcement confirmed our Final 1701 September counts with minor deviations. Total enrollment-based funding came in \$390,509 lower mostly due to lower salary differential offset by slightly higher summer learning funding.

Enrollment based funding came in \$2,749 higher, Equity of Opportunity Supplement came in \$6,989 higher and Summer Learning came in \$73,604 higher. The largest difference was in our supplement for Salary differential, which came in \$473,851 lower than budgeted. This supplement is calculated by comparing our school district's average educator salary to the provincial average. This indicates that while the average salary for a teacher in the Coquitlam school district is higher than the provincial average, the difference went down from \$1,199 to \$836.

Summary of funding impact from September 1701 count estimates is noted below:

	Amount
Enrollment based funding (increase)	\$ 2,749
Equity of Opportunity Supplement (increase)	\$ 6,989
Summer Learning (increase)	\$ 73,604
Salary Differential (decrease)	(\$473,851)
Total	(\$390,509)

Classroom Enhancement Fund

In October, the school district submitted a request for additional CEF funding for 15 FTE teachers. This was in addition to the 5 FTE increase forecasted in our Preliminary budget. The additions were based on classroom expansions, our confirmed enrollment, an increase in non-enrolling teachers that are ratio driven and to address complexities with class size and composition. The Ministry reviewed our request and confirmed our Classroom Enhancement funding in December along with the other grants. Our total CEF funding has been approved for \$44.0M as follows:

	FTE	Amount
Teacher Staffing	322.9	\$38,525,874
Overhead (Mentoring, release time, EA's, Admin time)	34.0	\$2,194,412
Estimated Remedies		\$3,282,666
TOTAL		\$44,002,952

The 2022-23 Amended Budget and the 2nd Quarter Financial Report will provide an update on our financial performance to date, year end projection, and how additional funds have been allocated to meet educational and organizational needs. This will be presented at the February 7th, 2023, Board meeting.