

BOARD OF EDUCATION REGULAR PUBLIC MEETING AGENDA

School District No. 43 (Coquitlam)
Education Learning Centre

October 17, 2023

7:00 p.m.

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

ACKNOWLEDGEMENT OF TERRITORY

Carol Brodie

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.

OPENING REMARKS

Michael Thomas

- Hazel Trembath Elementary School

A. ACCEPTANCE OF AGENDA

B. INTRODUCTIONS

- a) Partner Groups: SLC, DPAC, CUPE, CTA, CPVPA
- b) District Leadership Team

C. DELEGATIONS / PRESENTATIONS

- a) Student Leadership Council
Presenter: Jessica Bell, Teacher Sponsor

D. EDUCATION

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

- a) Approval of September 19, 2023, Regular Board Meeting Minutes
- b) Trustee Calendar Planning Report for Information (*Pages 13-15*)
- c) Trustee Reports for Information (*Pages 16-20*)
- d) Administrative Procedure Review Update (*Page 21*)

F. RESPONSE TO PREVIOUS DELEGATIONS

G. DISTRICT STAFF REPORTS (7:15 pm)

- a) Superintendent
 - i) News & Events
(*Pages 22-24*)

Patricia Gartland
(10 minutes)

- ii) Superintendent's Update
(*Verbal*)

Patricia Gartland
(10 minutes)

G. DISTRICT STAFF REPORTS CONT'D (7:35 pm)

- iii) Minecraft Education – Pacific Northwest Experience
(Page 25)

Councillor John Peters, kʷikʷə́łəm Nation/
Stephen Whiffin
(Presentation: 10 minutes /
Questions: 10 minutes)

- iv) Enrolment Update
(Pages 26-27)

Gerald Shong
(10 minutes)

H. Secretary-Treasurer

- i) First Quarter Financial Report
(Pages 28-29)

Nita Mikl
(10 minutes)

- ii) Rental and Lease Department Annual Report
(Pages 30-33)

Nita Mikl
(10 minutes)

- iii) AFG Summer Work & Classroom Conversions Report
(Pages 34-35)

Ivano Cecchini
(10 minutes)

H. UNFINISHED BUSINESS

I. QUESTION PERIOD (8:35 pm)

(10 minutes)

(for questions that relate to agenda items only)

- a) Trustees
- b) Gallery

J. NEW BUSINESS (8:45 pm)

- a) Catchment Area Changes
(Pages 36-37)

Gerald Shong/Devon Ross
(10 minutes)

- a) 2023-2024 Five Year Capital Plan Bylaw
(Pages 38-43)

Ivano Cecchini
(10 minutes)

- b) Policy 23 – Accumulated Operating Surplus
(Pages 44-49)

Randy Manhas
(10 minutes)

K. NOTICES OF MOTION (9:15 pm)

- a) Notice of Motion: Policy 4 – Trustee Code of Ethics
(Pages 50-52)

Michael Thomas
(5 minutes)

- b) Notice of Motion: Policy 11 – Board Delegation of Authority
(Pages 53-54)

Michael Thomas
(5 minutes)

- c) Notice of Motion: Policy 16 – Recruitment and Selection of Senior Level Leaders
(Pages 55-58)

Michael Thomas
(5 minutes)

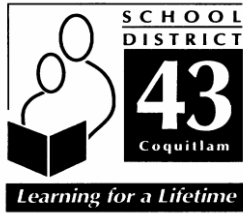
- L. ITEMS OF TRUSTEE BUSINESS (9:30 pm)**
- a) Trustee Attendance at Remembrance Day Ceremonies Michael Thomas
(10 minutes)
(Verbal)
- M. QUESTION PERIOD (9:40 pm)** (10 minutes)
(for questions that relate to agenda items only)
- a) Trustees
b) Gallery
- N. ADJOURNMENT (9:50 pm)**

ANNOUNCEMENT

Next Public Board Meeting: November 21, 2023 – 7:00 p.m.

Location: Education Learning Centre, 1080 Winslow Street, Coquitlam, BC

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



SCHOOL DISTRICT NO. 43 (COQUITLAM)

Office of the Superintendent

MEMORANDUM

TO: Patricia Gartland, Superintendent

FROM: Nadine Tambellini, Assistant Superintendent

DATE: October 17, 2023

SUBJECT: **Student Leadership Council – Plans for the 2023-2024 Year**

COPIED TO: District Leadership Team

Recommended Action: The following is being provided for information.

Background: Student Leadership Council (SLC) Co-Chairs, Alina Wang, Ariya Ghag, and Mason Mattu will provide an overview of the activities planned for SLC for the 2023-24 school year.

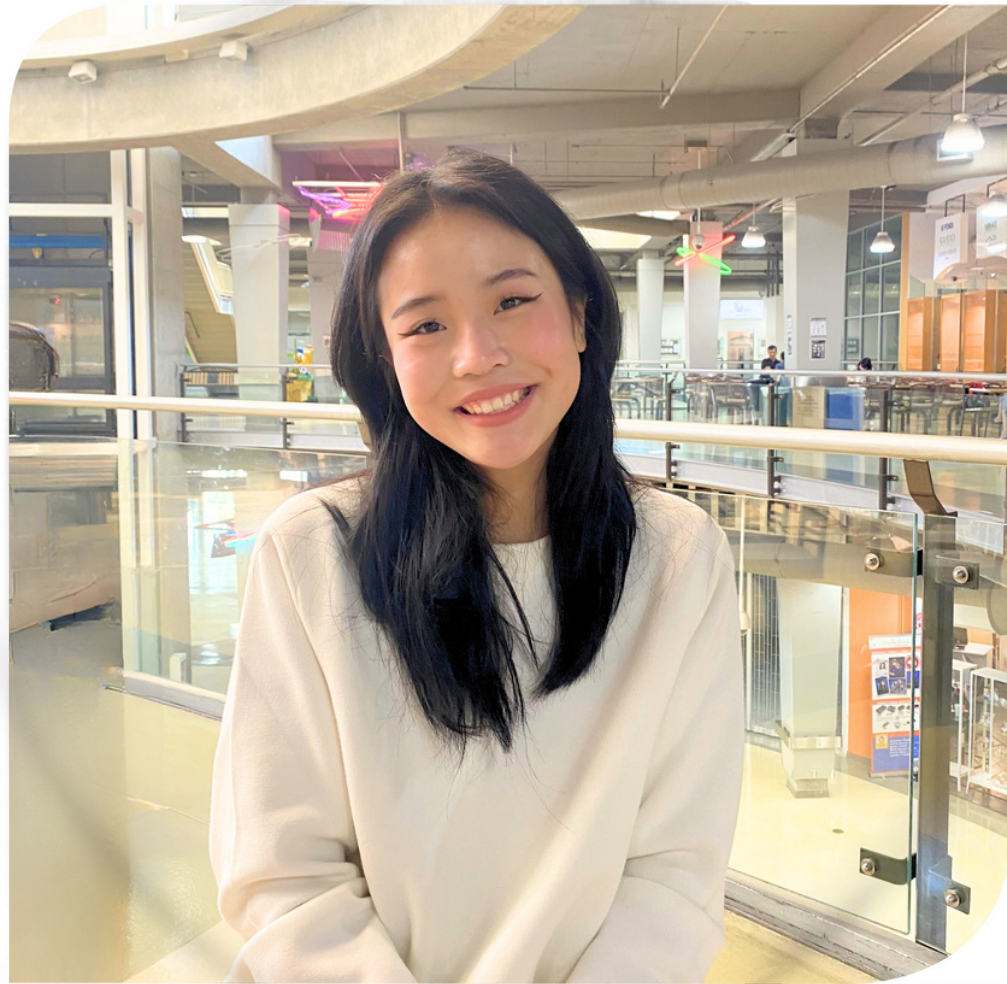
Jessica Bell is the sponsor teacher for the Student Leadership Council. In addition, she teaches at Como Lake Middle School. Ms. Bell has provided exemplary direction, support, and leadership to SLC members.



STUDENT LEADERSHIP COUNCIL

2023/24

SLC CHAIRS 2023/24



Alina Wang

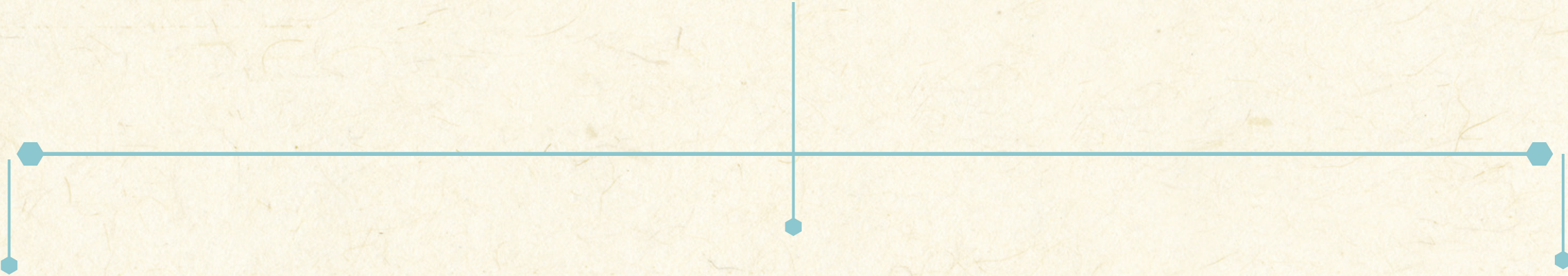


Ariya Ghag



Mason Mattu

OUR THEME: TAKING INITIATIVE



Stage 1: Planning

- Empowerment - supporting students in finding their passion and establishing ways to commit to them
- Engagement and Perspectives - providing students with resources to learn about different parts of the community and encouraging them to think about what roles they play

Stage 2: Launch

- Networking and Outreach - inviting clubs/organizations from other schools to our general meetings
- Organization - teaching students to make goals relating to their passion projects

Stage 3: Action

- Resilience - Developing methods to show commitment and perseverance towards student initiatives despite setbacks, while learning about personal leadership styles and skills
- Reflection - Continuous reflections on group synergy and how leaders can work together to enhance and improve their initiatives

PURPOSE & MISSION

Students



School Board

Our mission is to communicate students needs to the board in order to facilitate their goals.



Structure



Our Impact



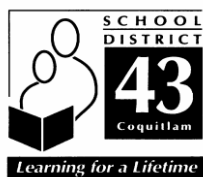
- SLC Conference
- Days of Donation
- Student Initiatives Fund
- Retreats
- Monthly general meetings



**“We are the pathway
between student and the
district to achieve fair
representation of
student voice.”**

WHAT WE COVERED TODAY:

- INTRODUCTION OF US AND SLC'S THEME THIS YEAR
- SLC'S AIM
- STRUCTURE AND LOGISTICS
- WHAT WE DO
- SLC GOALS



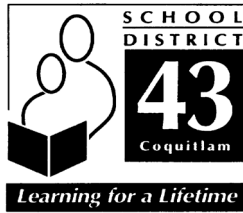
BOARD OF EDUCATION

Calendar Planning

October 17, 2023

OCTOBER 2023			
17	Board Meeting	ELC, Board Room	7:00pm
19	BCSTA Advocacy Day	Victoria, BC	All Day
20-21	BCSTA Provincial Council	SFU, Wosk Centre for Dialogue	All Day
27	Board Chair/Vice Chair Lunch with Mayors	Coquitlam	1:00pm
NOVEMBER 2023			
2-3	BCPSEA Fall Symposium	Coast Hotel, Vancouver	All Day
14	Finance and Audit Committee Meeting	ELC, Room B107	4:00pm
16	MP/MLA Liaison Meeting	ELC, Room B107	1:00 pm
21	Board Meeting	ELC, Board Room	7:00pm
23-25	BCSTA Trustee Academy & Provincial Council	Westin Bayshore	All day
JANUARY 2024			
16	Board Meeting	ELC, Board Room	7:00pm
TBD	BCPSEA AGM	TBD	TBD
30	Finance and Audit Committee Meeting	ELC, Board Room	4:00pm
FEBRUARY 2024			
6	Board Meeting	ELC, Board Room	7:00pm
13	Board Meeting (Special)	ELC, Board Room	6:30pm
MARCH 2024			
5	Board Meeting	ELC, Board Room	7:00pm

APRIL 2024			
2	Finance and Audit Committee Meeting	ELC, Board Room	4:00pm
9	Board Meeting	ELC, Board Room	7:00pm
16	Board Meeting (Special)	ELC, Board Room	6:30pm
18-21	BCSTA AGM	<i>TBD</i>	<i>TBD</i>
23	Board Meeting	ELC, Board Room	7:00pm
MAY 2024			
7	Finance and Audit Committee Meeting	ELC, Board Room	4:00pm
14	Board Meeting	ELC, Board Room	7:00pm
JUNE 2024			
11	Finance and Audit Committee Meeting	ELC, Board Room	4:00pm
18	Board Meeting	ELC, Board Room	7:00pm



SCHOOL DISTRICT NO. 43 (COQUITLAM)

Office of the Secretary-Treasurer

MEMORANDUM

TO: Board of Education

FROM: Randy Manhas, Secretary-Treasurer/CFO

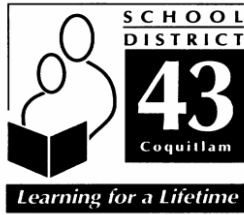
DATE: October 17, 2023

SUBJECT: Record of In Camera Meetings

As per Section 72(3) of the *School Act*, the Board of Education reports that the following items were addressed at in camera meetings:

Special In Camera meeting held on September 19, 2023:

1. Personnel Matter
2. Financial Matter
3. Land Matter
4. Other Matter



BOARD OF EDUCATION

TRUSTEE REPORT

October 17, 2023

Trustee Christine Pollock has provided the attached minutes of the English Language Learners (ELL) Consortium meeting, held October 4, 2023.

ELL Trustee Consortium Minutes

October 4, 2023.

Attending: Caz Davidson-SD43 ELL Coordinator

SD43 Trustee C. Pollock unable to attend.

Acknowledgment

1. Chair Update (Jen Menzies)

- Submission to Select Standing Committee on Finance and Government Services:
Advocation representatives spoke to the need for more funding for school specialists to support ELLs in districts that extend 5 years. SD43 added the need for funding ELL students with diverse abilities. *"Promote equity authentically."*
Advocation for more supports to refugee newcomers via SWIS funding
- Report from CSBA conversations on ELL and Settlement support in other provinces (representatives from ELL trustee Consortium attended). Other provinces noted that they do not have an ELL trustee Consortium, they advocate via district, rather than as a group. *"Strength in numbers is a major when advocating to the ministry."*

2. Discussions/wonders? Trustee motion (s):

(Procedure: you may only motion once in a 4-year trustee term. Motion=seeing board approval). When revisiting a motion, share what changes you've seen within your districts to support the need.

- **What are shared concerns within the ELL trustee consortium?**
Possible funding for ELL throughout the year, rather than one allotment a year? 1701 too tight-timeline for completion of the following: assessing, welcoming, AIP creation, - might we be allowed to claim partial funding for ALL students in February? Not just refugee

The ministry's ELL standards need to be updated. There is No K language proficiency matrix or acknowledgment of the new MyEd AIP.
- SD43 ELL Coordinator, Caz Davidson (B.C. ministry ELL appointed audit advisor) shared with the ELL Trustee Consortium how the MyEd AIP aligns with ministry ELL audit criteria. Provided attendees with the attached document.

- SOGI 123 Teach BC wonder? Are districts offering parent presentations to discuss why this is a valuable part of B.C. pedagogy. Misinformation among some SWIS families.

3. District Updates

Delta: 1701: 1950 ELL ministry funded students, starting their MyEd AIP journey

Richmond: 1701: 8600, Welcome Center assesses newcomers and K students, ELL assessment is shared with SWIS to align intake process. Trustees advocated for an extra SWIS administrator to support. IRCC contacted Richmond SD to encourage refugee students (who had recently moved from Ottawa, living in hotels).

Langley: hired 2 new ELL leads to support the 1 coordinator. Also doing work with Katey Novak/ UDL. SIOP training offered to all, not just ELL LSTs. Limited TTOCs and offering mini workshops (before school/after/ lunch and learn). Moving towards central registration at the district board office. Creating a needs projection for the next 5 years.

Surrey: ELL funded numbers are up 29%. New process, ELL families go straight to schools to be welcomed and assessed. Still transitioning to this system and so they still processed 15,500 newcomers at their Welcome Centre.

High needs: counsellors with various languages, more SWIS workers, mental health and crisis support, what can authentic “wrap around” support look like. Creating many ELL community connect programs (soccer/bball/library/mothers/)

West Van: work with Impact North Shore/aligning with youth secondary workers to support ELL. Also working with Katey Novak and UDL. SIOP training includes EAs, teachers, ELL LST’s and administration. MyEd AIP gamechanger for inclusive practice.

Vancouver: large registration of 1500 newcomers this summer. Top 5 languages: mandarin, Spanish, Cantonese Vietnamese, Korean. Presented to 245 ELL parents on how to be successful in Vancouver schools with SWIS. Offered sessions in other languages. SIOP training offered with West Van (sessions are full). MyEd well-received by teachers. Struggling with entering data for SWIS families as they changed their registration system-6 SWIS and 6 volunteers. Biggest wonder from families: how to navigate the school system. Added to their website “school success” in 16 languages.

Maple Ridge/Pitt Meadows: 50% of new registrants were ELL. Work with that landscape. What training can we offer them? Hoping to hire a district ELL coordinator. 4 SWIS workers (hired 2 new). Adult ELL classes are being offered. No daycare, but in the works.

Burnaby: SWIS provide service to 1900 registered newcomers. A wonder: harder and harder to provide services to growing number, IRCC needs to consider more immigration categories within their funding allotments. An example: over 450 Ukrainian families but only 1 Ukrainian speaking SWIS worker.

Burnaby ELL district lead: SIOP training for teachers at the end of October, working with UBC to create a TESOL certification program. Board committed to include and advocate

for ELL data sets. ELL are another vulnerable group of learners within our districts. Growth in ministry ELL International funded learners.

Coquitlam: 1701 is done, now it's time for fun! Over 6000 ministry-funded ELL, many new to role teachers supported with District in-service training and the sharing of our ELL instructional framework. Offering micro-learning sessions "ELL virtual Town Halls" and ELL house calls as supports. October Pro D: district ELL training for all: The Coquitlam Academic Literacy Framework and how the MyEd AIP strategies and scaffolds and aligning them with UDL. Classroom teachers and ELL specialists continue to register!

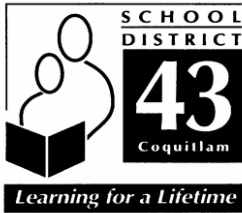
Kathryn Accurso from U.B.C. strengthening relationships with districts via collaboration and offering certification. Hope to grow their work with multilingual teachers within districts.

Upcoming Meetings:

Jan 10, 2024

Mar 6, 2024

May 22, 2024



BOARD OF EDUCATION

TRUSTEE REPORT

October 17, 2023

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

- September 14, 2023 – CTA/CPVPA Retirement Reception, POCO Inn & Suites Hotel, Port Coquitlam
- September 14, 2023 – Port Moody Art Gallery Opening Reception, Port Moody
- September 19, 2023 - In Camera Meeting and In Service Board Meeting, ELC, Coquitlam
- September 19, 2023 - Public Board Meeting, ELC, Coquitlam
- October 10, 2023 - Finance and Audit Committee Meeting, ELC, Coquitlam



School District No. 43 (Coquitlam)

MEMORANDUM

TO: Patricia Gartland, Superintendent
FROM: Ken Hoff, Asst. Director, Communications and Community Relations
DATE: October 17, 2023
RE: **Update on the Administrative Procedures Review**

For the Board's Information

Below is an update of the ongoing Administrative Procedures (AP) review. The APs below, and supporting forms if applicable, have been reviewed and subject to their review status, they remain unchanged, deleted, revised, rewritten or are new.

AP 115	Public Interest Disclosures	New	New
F115	Public Interest Disclosures Form	New	New
F250-2	Parent/Guardian Extracurricular Field Trip Information & Consent Form	Revisions and updates	Revised
AP 255	Volunteer Drivers and the Use of Privately Owned Vehicles	Revisions and updates	Revised
F255-1	Volunteer Driver Certification for Insurance & Vehicle Specifications	Revisions and updates	Revised
AP 258	School Volunteers	Revisions and updates	Revised
F258-1	District Volunteer Screening Process/for Principals or Vice Principals	Revisions and updates	Revised
F258-2	School Volunteer Application	Revisions and updates	Revised
F258-3	School Volunteer Code of Conduct	Revisions and updates	Revised
F258-4	Volunteer Interview	Revisions and updates	Revised

1. SD43 is excited to have collaborated with Kwikwetlem First Nation and Microsoft Education on a new project sharing more about Indigenous communities, culture and knowledge on October 3rd. Explore the Minecraft world “A Pacific Northwest Coast Experience” here: <https://education.minecraft.net/en-us/lessons/a-pacific-northwest-coast-experience>



Superintendent Patricia Gartland shares, “Goals in SD43 include incorporating Indigenous principles and STEAM across the curriculum and this integrated project with Kwikwetlem First Nation and Microsoft offers an incredible experience for students.”

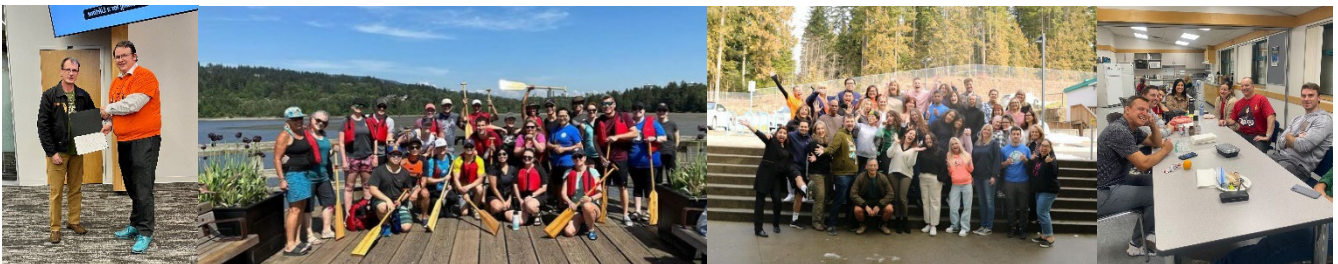
"Exploring a Minecraft world while hunting, fishing, and building within an immersive virtual Pacific Northwest Indigenous community is a fantastic way to learn through doing. For many students, gaming greatly increases engagement in learning."

Board of Education Chair, Michael Thomas shares, “SD43 is proud to be at the forefront of educational innovation. It has been a great honour to work with the Kwikwetlem First Nation to create this immersive Minecraft world that teaches young people about the rich culture and traditions of Coastal First Nations people.”

Together with Microsoft, we've built a truly fun and creative learning tool for students to experience and learn with."

"We are thankful to our Indigenous Education and SD43 STEAM teachers for their hard work on this project."

Read more here: <https://ow.ly/rA4950PSxXC>



2. On October 5th, World Teachers Day, SD43 recognized the outstanding educators who work tirelessly to shape our future. SD43 celebrated their dedication to inspiring minds and fostering lifelong learning.

SD43 Board Chair, Michael Thomas presented a certificate to Ken Christensen, Coquitlam Teachers' Association president in appreciation of the teachers of SD43 and their unwavering dedication to the betterment of society.

"Together with students, parents, and community members, the School District 43 Board of Education and district staff express their gratitude to all of our district's teachers for the superb work they do in inspiring our more than 32,000 students." - Michael Thomas, SD43 Board Chair

3. On October 5th, Kevin S. from École Porter Street Elementary School serenaded the community by playing his violin at Rocky Point Pier in Port Moody and helped to raise funds for the Terry Fox Foundation. Way to go Kevin!

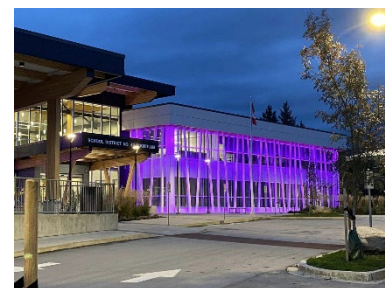




4. SD43 students recognized the history and legacy of residential schools by watching videos, reading stories, and attending school assemblies to learn more about the Indigenous communities, families, and survivors in honour of National Day for Truth and Reconciliation and Orange Shirt Day held on September 30.

Highlights of Indigenous Activities at the schools:

- Heritage Woods Secondary School held a school assembly where they learned from Elder Art Bolton, an artist and residential school survivor from Port Alberni, who shared his experience about residential schools. The school also watched a wonderful musical performance and an informative video presentation about Orange Shirt Day. Students also collected and spray-painted 215 rocks in honour of the missing children.
 - Glen Elementary School engaged in a forest walk and read “The Orange Shirt Story” by Phyllis Webstad. They also held a school assembly where they watched a video to remember those children who went missing and reflected about Orange Shirt Day.
 - Centennial Secondary School hosted its first school assembly where they were inspired by grade eleven student Kaylie Watts of the Nisga’a Nation of the Nass Valley, Indigenous children’s advocate Sophia Richards, of the Cowessess First Nation, Tamara Davidson of the Haida Nation, and Haida Elder Lois Rullin. The school also enjoyed another wonderful visit from artist Elder John Henderson, of the Kwakwaka’wakw First Nation.
 - Gleneagle Secondary School students paddled to Buntzen Lake where they listened to teachers Rob Cowie and Carrie Clark, who talked about the importance of the land to Indigenous peoples and shared the different plants, trees, and shrubs native to the area.
 - Riverside Secondary School learned Métis dances at a school assembly.
 - Eagle Ridge, Mundy Road, and Porter Street Elementary School students created indigenous art and held school assemblies in honour of Orange Shirt Day.
5. To recognize and acknowledge World Mental Health Day on October 11, SD43’s Education Learning Centre shone brightly in a gorgeous shade of purple. A wonderful reminder that mental health matters.





6. Over the summer holidays, our SD43 Maintenance Department was hard at work ensuring schools were ready for the coming year!

Look at the changes they've made from the new outdoor classrooms, playgrounds, gardens, boiler upgrades, EV charging stations and a gas absorption heat pump (GAHP) - it's all part of their mission to promote sustainability and provide the best educational experience for our students.

Read more updates on the Energy Wire September Edition: <https://ow.ly/3EgW50PPtKh>

7. Congratulations to Kevin, a brilliant student from Gleneagle Secondary School, who received the top score of 5 on the May 2023 AP[®] Microeconomics Exam by The College Board.

Advanced Placement[®] Exams are scored on a scale of 1 to 5. Kevin not only received the top score of 5 but was also one of only 44 students in the world to earn every point possible on the AP Microeconomics Exam, receiving the maximum score on each portion of the exam.



When asked about his success and future aspirations, Kevin shared, “When I found out about this announcement, I was pretty excited since only 44 people in the world got full scores. Outside of school, I swim competitively and spend the majority of my time at practices. As for the future, I'm very interested in doing things related to finance.”

8. Port Moody Secondary School English Language Learners expressed their gratitude in their home languages and in English for thanksgiving. Thank you to Mr. Millin, the school's International Education Coordinator for working with the students on this project.

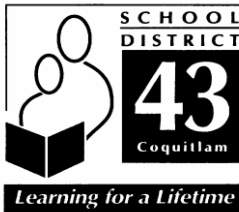


9. On October 4th, the district post-secondary career advisors hosted a Canadian Universities Event (CUE) at Riverside Secondary School. Over 50 university representatives were on-site to discuss programs, admission requirements and residences with students interested in pursuing post-secondary education.



Upcoming Events

- October 22 – District Professional Development Day (No School)
- October 23 – Indigenous Sampler Event with SD43 Trades Program
- October 23 – Coast Salish Opening Ceremony
- November 20 – Pro D Day
- November 30 – Long Service Recognition at Westwood Plateau



SCHOOL DISTRICT NO. 43 (COQUITLAM)

Office of the Superintendent

MEMORANDUM

TO: Patricia Gartland, Superintendent

FROM: Stephen Whiffin, Assistant Superintendent

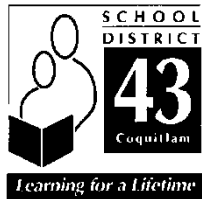
DATE: October 17, 2023

SUBJECT: Pacific Northwest Coast Minecraft Experience

COPIED TO: District Leadership Team

Recommended Action: The following is being provided for information.

Background: kʷikʷəłəm (Kwikwetlem) First Nation and School District 43 (Coquitlam) Indigenous Education and SD43 STEAM, with the generous support of Microsoft Canada, is excited to announce the creation of the new Minecraft Education Pacific Northwest Coast Experience. Students will now be able to explore an immersive, virtual world within Minecraft Education that simulates cultural and traditional experiences of the Indigenous Peoples of the Pacific Northwest. This presentation will provide the board with information on the game and how it will be used to enrich the educational experience for students in SD43 and beyond.



School District No. 43 (Coquitlam)

MEMORANDUM

TO: Patricia Gartland, Superintendent of Schools

FROM: Gerald Shong, Assistant Superintendent

DATE: October 16, 2023

SUBJECT: **Enrolment Update**

COPIED TO: District Leadership Team

Enrolment Summary:

The Ministry of Education and Child Care. 1701 enrolment submission was due on Friday, September 29th, 2023. Final numbers varied slightly after duplicate district claims and any manual edits are resolved the following week. The following information is from our district's most recent 1701 report done on Friday, October 6th, 2023. These numbers incorporate many of the manual edits that have occurred for the final submission. The final district sign-off report is still to be completed.

The February 2023 enrolment projection for K-12 Standard Schools and Alternate Schools was 31,500 FTE. This enrolment count included:

K-12 Standard School count:	31,225.00 FTE
Alternate School count:	275.00 FTE
Total K-12:	31,500.00 FTE

Enrolment from the October 6th, 2023, 1701 final sign off:

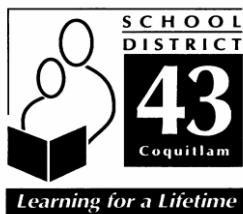
K-12 Standard School count:	3,041.75 FTE
Alternate School count:	287.00 FTE
Total K-12:	32,328.75 FTE

September enrolment increase from the February 20223 Projection: Increase of 828.75 FTE

This year saw an even greater unprecedented growth of International Education Funding Eligible students enroll in our district. These are students who are primarily the children of parents who receive work permits or study permits. As their designation states, they receive funding for their enrolment. By the end of September this year, SD43 had over 2330 International Education Funding Eligible students. At the end of September 2023 SD43 has 1635 International Education Funding Eligible students. For historical comparison, the 2021/22 and 2020/21 school years had 933 and 977 student students respectively. This increased number of new students in our school district from outside of Canada had a significant impact on our number of English Language Learners as well.

With respect to students the Ministry of Education and Child Care identify as have Unique Learning Needs. The table below shows the current enrolment for unique student needs funding categories compared to the February 2023 projections as of Monday, October 6th, 2023.

Funding Category	February Projection	October 6th, 2023	Variance
Level 1 Special Needs FTE	26	23	-3
Level 2 Special Needs FTE	1,492	1,564	+72
Level 3 Special Needs FTE	320	330	+10
English Language Learners FTE	5,560	6,170	+610
Indigenous Education FTE	1,187	1,274	+87



SCHOOL DISTRICT NO. 43 (COQUITLAM)

CORPORATE and FINANCIAL SERVICES DEPARTMENT

MEMORANDUM

TO: Randy Manhas, Secretary-Treasurer/CFO
FROM: Nita Mikl, Assistant Secretary-Treasurer
DATE: October 17, 2023
SUBJECT: 1st Quarter Financial Report 2023/2024
COPIED TO: DLT

Recommended Action: The following report is provided for information.

Overview:

In April 2023, the Coquitlam Board of Education approved a balanced Preliminary Budget for the 2023/2024 (FY24) fiscal year. The preliminary budget was developed through a formal consultation process, to be in alignment with our Strategic Plan – Directions 2025 and included input from partner groups and stakeholders.

The budget was well received and addressed many of the requests that were heard during the consultation process. These included additional teacher staffing for increased enrollment, support for high risk learners, addition of minor department heads, elimination of teaching time for principals at the elementary level, addition of Educational Assistant positions for growth and increased EA hours at Middle schools to support student activities, conversion of part time youth worker positions to full time at 4 sites, addition of maintenance staff for delivery, grounds and filter, addition of a new district principal position – diversity and anti-racism and a payroll coordinator. The Preliminary Budget also included increased support to DPAC, Coquitlam Music Teachers and support community partnerships.

The Ministry of Education and Child Care increased grant funding to cover all contractually negotiated wage increments. Increases related to statutory benefits, health and dental premiums, inflationary increases and other district lead initiatives were supported through other revenues including International Education, rentals of facilities, interest and through planned usage of our accumulated financial reserves.

The following 1st Quarter/Period Financial Update and Outlook (Operating Fund) reports on the financial impact of activities that occurred during the summer months (July and August) and one month of regular classroom instruction through September 30, 2023. From these activities and other gathered information, Management provides an initial preliminary outlook for the year. At the time of preparing this report, we are anticipating a positive financial outlook for the year.

Operating Fund:

Enrolment (School Aged Students) is up nearly 765 FTE students compared to budget projections. Much of this increase is directly related to the continuation of the Federal governments initiative to increase immigration levels across Canada. This has resulted in a higher number of international funding eligible students enrolling in our District. There has also been a corresponding increase in enrollment of students with special needs and English language learners related to increasing newcomers to Canada. Our unique learner count for Level 2, 3 and Indigenous students are also above our initial projections. We continue to remain focused on appropriately identifying students with unique needs as it impacts the grant funding that the district receives. Based on the numbers reported on the September 1701, we are estimating the corresponding grant funding to be approximately \$9.1 million higher than originally budgeted.

International Education enrolment and associated revenues are trending slightly above budget. Rental revenues are trending as expected and investment revenues are trending above budget due to the rise in interest rates.

Staffing requirements related to enrollment increases were addressed in early September. A total of 10 FTE teacher staffing positions were added to help with immediate class organizational needs. Further staffing along with services and supplies needs will be reviewed by the District Leadership Team through a cost pressure exercise scheduled for October.

Special Purpose Funds:

In April 2023, the Ministry of Education and Child Care announced a multi-year Feeding Futures School Food Program, targeted to help school districts increase food security for students by expanding or creating food programs. Our school district was allocated a total of \$3.5 million dollars of which \$607,550 was provided directly to schools to improve students access to nutritional food/meals before, during and after the school day. Existing school meals programs have been expanded to additional locations along with increased funding support to community partners to augment food program to students and their families.

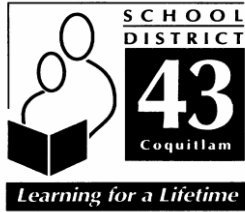
Our school district also redistributed remaining funds provided under the Student Family and Affordability Funding directly to schools to help support parents and guardians of K-12 students for the cost of field trips, fees, extracurricular fees and school supplies.

A full complement of teachers (332.9 FTE positions) has been employed through the Classroom Enhancement Fund (CEF). Based on the enrollment increases and best-efforts requirement for class size and composition limits, the district will be submitting its initial CEF report for current year staffing needs on October 13th. This submission will not be confirmed until December creating a risk for the school district to put staffing in place prior to confirmation of funding.

The remaining special purpose funds are expected to trend within the funding provided.

Capital Fund:

Capital accounts and related facility activity are trending to expectations. However, due to the continuation of high levels of immigration and corresponding enrollment growth, there is a greater demand in additional classroom space. The district will be placing an order for 2 more portables in addition to the 7 that were placed in the previous year. Since portables are not funded by the Ministry, this will require funds to be transferred from the operating fund to meet these capital needs.



SCHOOL DISTRICT NO. 43 (COQUITLAM)

CORPORATE and FINANCIAL SERVICES

MEMORANDUM

TO: Randy Manhas, Secretary Treasurer/CFO

FROM: Nita Mikl, Assistant Secretary-Treasurer
Sharon Thompson, Asst Director Procurement & Contract Administration
Martha Vassos, Manager, Theatre Operations and District Rentals

DATE: October 17, 2023

SUBJECT: **Rental and Lease Department Annual Report**

COPIED TO: District Leadership Team

Recommended Action: The following is provided for information.

Functionality

The rental department has responsibility for the rental and lease of school district facilities and functionally incorporates the following five areas:

- Leasing Closed Schools
- Daycare Rentals
- Terry Fox Theatre
- School Facility Rentals
- Speciality Rentals (churches, filming, cafeteria operations)
- Community Schools

Staffing

The District Rentals Department consists of one Manager of District Rentals, one Coordinator of District Rentals and two District Secretary IV positions. The staff are responsible for rentals of school facilities from 5pm on weeknights and on weekends. The Terry Fox Theatre is used 7 days a week and requires the Manager or Coordinator to be on site representing the District and ensuring all events run smoothly and District protocols are followed.

Education Learning Centre

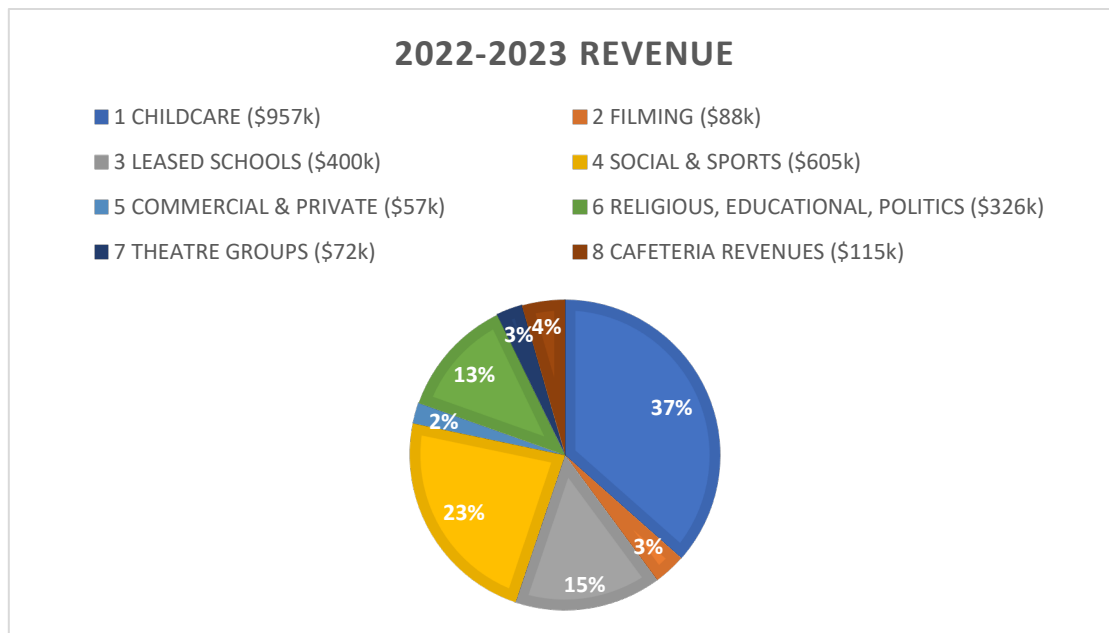
The new building opened in late July 2022 and required a building manager, someone who is responsible for overseeing the day-to-day activities, ensuring the building is open, clean and ready for staff members. This task falls under the District Rentals Coordinator position.

Post Pandemic

COVID-19 had a significant impact on District rentals over the past 2 years with restrictions on gatherings. With this appearing to be behind us now, the rentals department worked diligently with our community groups to get them back into the time slots they had prior to Covid where possible. Daycares were not impacted by Covid and continued to operate throughout the school year.

Actual Revenues

Actual revenues generated from rental of our school facilities, closed school leases, theatres, cafeterias and community school rentals for the year ending June 30, 2023 was \$2.6 million (F'2022 was \$2.4 million). Breakdown of the revenues is as follows:



The rentals department recovered \$380k (F'2022 \$272k) in custodial and maintenance service costs.

Revenue Losses

We did lose a few larger groups in 2022-23. PoCo Euro-Rite Soccer decided to take their practices outdoors and cancelled their renewals (approximately \$30K lost revenue), the Coquitlam Alliance Church ended their permit in January 2023 at Moody Middle to relocate to a different theatre with less requirements for set-up (approximately \$23K in lost revenue for 2022-23 but forecasting \$80K in 2023-24), and the Chinese Language School at Gleneagle, due to aftermath of Covid-19, but planning on coming back in 2023 (approximately \$37K, lost revenue). Although this was a loss, we did find ways to recoup some of the lost revenue in 2022-2023 and continue to fill these vacated spaces in 2023-24.

Rental Revenue Sharing

Rental revenue with schools was shared at a rate of 20% of rental revenues earned for the spaces rented out in their respective location. Total revenue share for Community Users for 2022-23 was \$276,903. Revenue share from filming permits was at a rate of 25% for \$10,633. For the six community schools 100% of revenue was shared and totaled \$270,246.

Closed Schools – Leased

Two closed school sites continue to generate incremental revenues for the School District, the revenue is captured in Local Capital. In addition, the lessees pay for maintenance and repairs as well as water/sewer/insurance costs. The two school sites are Cedarbrook Elementary currently leased to Children of Integrity Montessori and Burquitlam Elementary, currently leased to Greater Heights Learning Academy (formerly Mediated Learning). This was the last year of the 5-year lease agreement. Both Lessees renewed for another 5-year term effective July 1, 2023.

Closed Schools - Rentals

- College Park: continues to be used for Police Training on a regular basis.
- IOCO Elementary: The gravel field is used on occasion for film parking and city parking in the summer and generated a total of \$47,200 in revenue for the 2022-23 fiscal.

Childcare Operations

In 2022-23 an Early Learning and Childcare committee was formed to better understand and report to the Ministry on childcare operations currently in the District. In summary there are 48 childcare operations – 21 operations located in Portables and 27 operations located inside school buildings, mostly oriented in our elementary schools.

There were some setbacks with childcare provisions for 2022-23. After the CABB fire, we could not find a replacement space for the YMCA for 2022-23. In addition, the YMCA operation in Coast Salish was established at Irvine Elementary for 2022-23. For 2023-24, the YMCA will be providing childcare services at both CABB and Coast Salish.

Overall, our Childcare space on school grounds or inside schools continues to be in demand as current daycare operators are looking to expand or new operators looking for space. There continues to be interest in opening daycares. We issued one Request for Proposal this year to find a childcare operator for before and after school care at Baker Drive Elementary for 2023-24.

Cafeteria Services

The school district contracts out with an independent operator to provide cafeteria services at five secondary schools that do not have the culinary program teaching kitchens. The district receives 9% of sales. For 2022-23, the school district received \$115,000 and provided \$5,000 to each of these sites as part of revenue sharing. The existing 5-year contract with the operator expired at the end of June. An RFP was conducted by the purchasing department and the existing incumbent was the successful applicant and increased the revenue sharing to 10% of sales. The Purchasing department arranges for the necessary inspections and repair, maintenance or replacement of equipment as needed.

Centennial Theatre

Most of the rental revenue at the theatre continues to be generated from the church group that rents the theatre, multi-purpose room, and several classrooms on Sundays. The church generated a total of \$59.6K in revenue for the 2022-23.

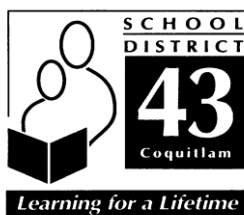
Terry Fox Theatre

Terry Fox Theatre had 51 Community user groups securing 111 dates for the 2022-2023 year. Rentals ranged from musical theatre, dance groups to strata meetings.

- The rentals department worked collaboratively with the school around the shared usage of the theatre with the school using the theatre during regular school hours and community groups using it after school hours. The school was very accommodating in cases where the community users had to leave their props on stage and worked around these items during school hours.
- Post-Covid, Terry Fox Secondary struggled with finding legacy students to provide both concession and ushering services, but we are hopeful that they will be able to build on this program.
- Terry Fox Theatre has started building relationships with SD43 students to assist on the technical side within the theatres in our schools. We currently have one student who has been trained and assisted with all aspects of theatre stage craft (audio and theatre operations) but prioritizing lighting.
- The City of Port Coquitlam did not utilize any time at the theatre in 2022-23. We met with city staff a number of times during the calendar year to discuss the Joint Use Agreement and our hopes are to have finalized a new agreement in 2023-24.

Future Maintenance Planning:

- a) The seating area of the theatre (lower and upper balcony) could use replacement. The estimate to replace seat cushions and backs pre-Covid was approximately \$100K but we expect this to be more now.
- b) Curtains: the tracking system for the curtains needs to be replaced and the curtains re-adjusted to hang properly. The estimate for this is approximately \$14K.
- c) Painting: During Covid, the maintenance department had site visits to determine the scope of work for painting the theatre floor (under the seats) and walls. It was determined that due to the scope of work, it would be delayed. No updates were provided in 2022-23.
- d) Dimmer Rack: is original to the theatre and parts are becoming hard to find. The technology is becoming obsolete. It is recommended that the rack is replaced.
- e) Theatrical Lights: upgrade to LED is recommended.
- f) Stage Floor: due to wear and tear, the stage floor is getting close to requiring replacement. We are continuing to monitor to ensure replacement is not required sooner.
- g) Scissor Lift: The school's scissor lift is used by the Theatre on occasion, and it requires maintenance. Due to its age, if parts cannot be found it may need to be replaced.



SCHOOL DISTRICT NO. 43 (COQUITLAM)

FACILITIES DEPARTMENT

MEMORANDUM

TO: Randy Manhas, Secretary-Treasurer/CFO

FROM: Ivano Cecchini, Executive Director, Facilities and Planning Services
Megan MacDonald, Assistant Director, Maintenance Operations

DATE: October 12, 2023

SUBJECT: Annual Facilities Grant / Completed Summer Projects

COPIED TO: District Leadership Team

Recommended action: For Information Purposes

Background Information:

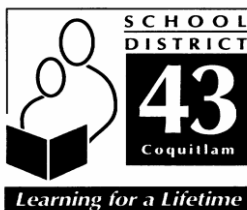
Each year, our District plans projects and upgrades supported by funds provided to the District through the Annual Facilities Grant (AFG), School Enhancement Program (SEP), Carbon Neutral Capital Program (CNCP) and other potential funding sources. The total budget for these projects this year was just over \$9.5 million.

Some significant projects we have planned or completed this year include:

- **Re-roofing work** totalling just over \$1.7m at Coquitlam River Elementary, Walton Elementary, Vanier Centre and Greater Heights Learning Academy in Burquitlam.
- **Mechanical HVAC system** projects ranging from Major phased and stand-alone projects at Central Elementary, Eagle Ridge Elementary, Eagle Mountain Middle, Centennial Secondary, Millside and Vanier Centre and Heritage Woods Secondary. Projects include Unit Ventilators, boiler and condenser replacements, installation of a Gas Absorption Heat Pump at Heritage Woods Secondary, minor upgrades and DDC improvements. Mechanical HVAC projects in the current year are worth approximately \$3.5 million.
- **Plumbing system upgrades** including instant hot water systems, pipe, and fixture replacements. This work was completed by our in-house staff and value exceeds \$145,000.
- **Site and Facility Upgrades** totalling over \$350,000 include gym floor refinishing, flooring replacements, exterior envelope repairs to several schools and a room conversion to create an extra classroom and pull-out space at Central Elementary.

- **Exterior Painting**, completed by our district's painting crew at Mary Hill Elementary, Birchland Elementary and James Park Annex. Contractors completed exterior painting at Heritage Woods Secondary and Gleneagle Secondary. Total Value of exterior painting over \$500,000.
- **LED Lighting Upgrades** performed by district electricians have a value over \$295,000. These upgrades promote sustainability and often qualify for BC Hydro rebates while reducing future operating costs. These projects will enable us to reach the 300,000 kWh reduction mandated by the District Energy Program for this year. Our cost per kWh for these reductions remains low and schools are very pleased with the lighting quality and enhanced dimmability in learning spaces. Lighting Upgrades were done at Panorama Heights Elementary, Westwood Elementary, Heritage Mountain Elementary and Alderson Elementary.
- **Fire Safety and Security** projects including Fire Panels, PA systems, Security alarms and Key scan expansion totalling over \$400,000.
- Phase 2 of the **Rochester Building Envelope Project** has a School Enhancement Program value of \$1,750,000.
- Phase 2 of the Eagle Ridge Elementary Unit Ventilator Replacement and DDC Upgrade has CNCP Program value of \$746,208.00.
- **Reserves, Contributions, and miscellaneous** contracts not categorized above account for the balance of funds of \$126,160.

The Facilities Team is proud of these achievements and is very pleased to enhance our learning environments through these and other initiatives.



SCHOOL DISTRICT NO. 43 (COQUITLAM)

Facilities & Planning Services

MEMORANDUM

TO: Patricia Gartland, Superintendent of Schools, CEO

FROM: Gerald Shong, Assistant Superintendent
Ivano Cecchini, Executive Director, Facilities and Planning Services
Devon Ross, Principal, Facilities Initiatives

DATE: October 17, 2023

SUBJECT: **Boundary Review Process – Adjustments to Catchment Areas for the 2024-2025 School Year**

COPIED TO: District Leadership Team

Recommended Action: For information purposes.

Background: As part of our annual boundary review process, it has been determined that adjustments may be beneficial to some of the school catchment areas.

Summary of Proposed Catchment Changes for the 2024-2025 School Year:

The proposed catchment area changes outlined below are for the regular English catchments only. Further analysis of our Programs of Choice and their implications on enrolment and catchment areas will be examined in the spring.

1) Glen, Meadowbrook, École Nestor, and École Westwood Elementary Schools

There is a significant amount of densification occurring in the Coquitlam Centre neighbourhood specifically in the Glen Elementary catchment area. As Meadowbrook, École Nestor, and École Westwood Elementary schools have projected short, medium, and long term capacity, it is proposed that the Glen Elementary catchment area decrease in size and the other catchment areas increase in size.

2) École Glenayre, Miller Park, Mountain View, and Roy Stibbs Elementary Schools

There is a significant amount of densification occurring in the Burquitlam-Lougheed corridor specifically in the Miller Park and Mountain View catchment areas. As École Glenayre Elementary has projected short, medium, and long term capacity and Roy Stibbs has the ability to increase enrolment capacity further on its site, it is proposed that the boundaries be changed between these four schools.

3) Central Elementary and École Mary Hill Elementary

There is a significant amount of densification occurring in downtown Port Coquitlam, specifically in the Central Elementary catchment area. As École Mary Hill Elementary has projected short, medium, and long term capacity, it is proposed that the boundaries be changed between these two schools.

4) École Maple Creek Middle School and Summit Middle School

There is a small portion of the Pinetree Way Elementary School catchment area that currently attends École Maple Creek Middle instead of Summit Middle for their middle school years. It is proposed to change it so that all Pinetree Way Elementary students will be in the Summit Middle catchment. This will also help to alleviate some of the enrolment pressures at the middle level within the Coquitlam Centre area.

5) Hillcrest Middle School and École Pitt River Middle School/ École Dr. Charles Best Secondary School and École Riverside Secondary School

École Dr. Charles Best Secondary School is significantly over capacity. It is proposed that a catchment change occur at both the middle and secondary level on the east side of the catchment to address the capacity challenges. By adjusting the catchment areas at both the middle and secondary levels, students will stay with their peers for their middle and secondary years.

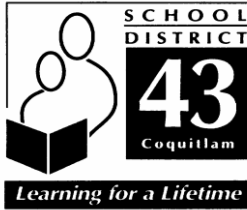
Next Steps:

The next steps for the Boundary Review Process include sharing the proposed changes and receiving written feedback through the avenues below:

- Meeting with administration of the potentially affected schools
- Discussions with Partner Presidents about the findings and recommendations
- Communication out to staffs, PAC's, student government, and families via schools
- Communication on our SD43 website

Feedback will then be evaluated, and final decisions will be made. The decisions will be communicated to the Board of Education, the school communities, and to the public.

The proposed changes will only affect new students who will attend the school. No students will be moved from their existing schools and siblings will be grandfathered via the sibling clause.



SCHOOL DISTRICT NO. 43 (COQUITLAM)

Facilities & Planning Services

MEMORANDUM

TO: Board of Education

FROM: Randy Manhas, Secretary-Treasurer/CFO
Ivano Cecchini, Executive Director, Facilities and Planning Services

DATE: October 17, 2023

SUBJECT: **2023/24 Five Year Capital Plan Bylaw**

COPIED TO: District Leadership Team

Recommended Action: That the Board of Education pass a motion to hold all three readings and have the three readings, final passage, and adoption of the 2023/24 Five Year Capital Plan Bylaw.

Background: The Ministry of Education has amended their response to our 2023/24 Five Year Capital Plan submission that was approved by the Board in June 2022, by providing additional funding that was not included in the March 19, 2023, Capital Response Letter. There is now funding provided for a 10-classroom, prefabricated addition at Scott Creek Middle School.

The Ministry of Education is requesting that the Board adopt another capital bylaw for the approval of these new funds.

This project cannot proceed until the bylaw is approved and a signed Capital Project Funding Agreement, Annual Program Funding Agreement, or other formal authorization is received from the Ministry.

Attachments:

- Capital Plan Bylaw
- Ministry of Education Response to Annual Five-Year Capital Plan Submission for 2023/24



September 27, 2023

Ref: 293335

To: Secretary-Treasurer and Superintendent
School District No. 43 (Coquitlam)

Capital Plan Bylaw No. 2023/24-CPSD43-03

Re: Ministry Response to the Annual Five-Year Capital Plan Submission for 2023/24

This letter is in response to your School District's 2023/24 Annual Five-Year Capital Plan submissions for Major Capital Programs and Minor Capital Programs and provides direction for advancing supported and approved capital projects. **Please see all bolded sections below for information.**

The Ministry has reviewed all 60 school districts' Annual Five-Year Capital Plan submissions for Major Capital Programs and Minor Capital Programs to determine priorities for available capital funding in the following programs:

- Seismic Mitigation Program (SMP)
- Expansion Program (EXP)
- Replacement Program (REP)
- Site Acquisition Program (SAP)
- Rural District Program (RDP)
- School Enhancement Program (SEP)
- **School Food Infrastructure Program (FIP)***
- Carbon Neutral Capital Program (CNCP)
- Building Envelope Program (BEP)
- Playground Equipment Program (PEP)
- Bus Acquisition Program (BUS)

The following tables identify major capital projects that are supported to proceed to the next stage, if applicable, as well as minor capital projects that are approved for funding and can proceed to procurement.

MAJOR CAPITAL PROJECTS (SMP, EXP, REP, SAP, RDP)

New Projects

Project #	Project Name	Project Type	Comments
150114	Scott Creek Middle School	Addition	Project has been approved for a 10 classroom prefabricated addition. Your Regional Director will contact you regarding next steps.

Projects in Development from Previous Years

Project #	Project Name	Project Type	Comments
127808	Montgomery Middle	Seismic	Final Concept Plan with Ministry for approval
127807	Dr. Charles Best Secondary	Seismic	Please submit final Concept Plan to Ministry as soon as possible

Follow-up meetings will be scheduled by your Regional Director or Planning Officer regarding next steps. Also note that Capital Project Funding Agreements (CPFA) are not issued for Major Capital Projects until after the Business Case and all other required supporting documentation is received, reviewed, and approved for funding by the Ministry.

MINOR CAPITAL PROJECTS (SEP, CNCP, BEP, PEP, BUS)

Below are tables for the minor capital projects that are approved. The table identifies School Enhancement Program (SEP), Carbon Neutral Capital Program (CNCP), Building Envelope Program (BEP), Playground Equipment Program (PEP), as well as the Bus Acquisition Program (BUS), if applicable.

New projects for SEP, CNCP, BEP, PEP

Facility Name	Program Project Description	Amount Funded by Ministry	Next Steps & Timing
Rochester Elementary	SEP - Exterior Wall Systems Upgrades	\$1,750,000	Proceed to design, tender & construction. To be completed by March 31, 2024.
Eagle Ridge Elementary*	CNCP - HVAC Upgrades	\$932,760	Proceed to design, tender & construction. To be completed by December 31, 2023.
Como Lake Middle School	FIP – Kitchen Equipment and Upgrade	\$100,000	Proceed to design, tender & construction. To be

			completed by March 31, 2024.
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**Funded in part by Canada through the Ventilation Improvement Fund (VIF). Please see accompanying APFA for details*

In accordance with Section 143 of the *School Act*, Boards of Education are required to adopt a single Capital Bylaw (using the Capital Bylaw Number provided at the beginning of this document) for its approved 2023/24 Five-Year Capital Plan as identified in this Capital Plan Response Letter. For additional information, please visit the Capital Bylaw website at:

<https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/capital/planning/capital-bylaws>

The Capital Bylaw must be emailed to Ministry Planning Officer Nathan Whipp at Nathan.Whipp@gov.bc.ca as soon as possible.

As the 2023/24 Capital Plan process is now complete, the Capital Plan Instructions for the upcoming 2024/25 Annual Five-Year Capital Plan submission process (using the Ministry's Capital Asset Planning System (CAPS) online platform) will be available on the Ministry's [Capital Planning](#) webpage by April 1st, 2023.

NOTE: School districts' Capital Plan submission deadlines for the 2024/25 fiscal year, using the CAPS online platform, will be as follows:

- **June 30, 2023** – Major Capital Programs (SMP, EXP, REP, RDP, SAP, BEP); Minor Capital Programs (FIP).
- **September 30, 2023** – Minor Capital Programs (SEP, CNCP, PEP, BUS).

The staggered deadlines are intended to provide the Ministry with input required to initiate planning for the next budget cycle, while enabling school districts additional time and flexibility to plan over the summer. School districts may wish to provide Major and Minor Capital submissions by the June 30, 2023 deadline.

Additionally, the Annual Facility Grant (AFG) project requests for the 2023/24 fiscal year are to be submitted using the CAPS online platform, on or before May 31, 2023.

As a school district with a School Site Acquisition Charge (SSAC) scheme in place, please also be advised that the eligible school site requirement set out in the final resolution of the Board of Education in accordance with s. 574(5) of the Local Government Act, is duly accepted by the Ministry as part of the Board's approved capital plan for 2022/23.

The Board should forthwith adopt a bylaw setting the School Site Acquisition Charges for the School District, as s. 575(3) of the Local Government Act prescribes that a SSAC may only come into effect 60 days (inclusive of weekends and holidays) after that bylaw is adopted by a board of education. At that point, local government may commence the collection of an applicable per dwelling unit charge from residential developers on behalf of a board.

Please contact your respective Regional Director or Planning Officer as per the [Capital Management Branch Contact List](#) with any questions regarding this Capital Plan Response Letter or the Ministry's capital plan process. Specific questions about SSAC should be directed to Travis Tormala, Regional Director.

Sincerely,

A handwritten signature in blue ink that reads "Damien Crowell". The signature is written in a cursive, flowing style.

Damien Crowell. A/Executive Director
Capital Management Branch

pc: Geoff Croshaw, A/Director, Major Capital Projects, Capital Management Branch
Michael Nyikes, Director, Minor Capital Programs and Finance Unit, Capital
Management Branch

CAPITAL BYLAW NO. 2023/24-CPSD43-03

FIVE YEAR CAPITAL PLAN 2023/24

A BYLAW by the Board of Education of School District No. 43 (Coquitlam) (hereinafter called the "Board") to adopt a Capital Plan of the Board pursuant to Sections 143 (2) and 144 (1) of the *School Act*, R.S.B.C. 1996, c. 412 as amended from time to time (called the "Act").

WHEREAS in accordance with provisions of the *School Act* the Minister of Education (hereinafter called the "Minister") has approved the Board's Capital Plan.

NOW THEREFORE the Board agrees to the following:

- (a) authorizes the Secretary-Treasurer to execute project agreements related to the expenditures contemplated by the Capital Plan;
- (b) upon approval to proceed, commence the Project and proceed diligently and use its best efforts to complete each Project substantially as directed by the Minister;
- (c) observe and comply with any rule, policy or regulation of the Minister as may be applicable to the Board or the Project(s); and,
- (d) maintain proper books of account, and other information and documents with respect to the affairs of the Project(s), as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

1. The Capital Bylaw of the Board approved by the Minister that specifies the supported projects in the Ministry's letter of September 27, 2023 from the 2023/24 Five Year Capital Plan is hereby adopted.
2. This Bylaw may be cited as School District No. 43 (Coquitlam) Capital Bylaw No. 2023/24-CPSD43-03.

READ A FIRST TIME THE 17th DAY OF OCTOBER, 2023;

READ A SECOND TIME THE 17th DAY OF OCTOBER, 2023;

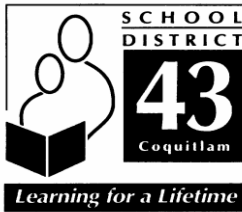
READ A THIRD TIME, PASSED AND ADOPTED THE 17th DAY OF OCTOBER, 2023;.

Board Chair

Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No. 43 (Coquitlam) Capital Bylaw No. 2023/24-CPSD43-02 adopted by the Board the 17th day of October, 2023;.

Secretary-Treasurer



SCHOOL DISTRICT NO. 43 (COQUITLAM)

Office of the Secretary-Treasurer

MEMORANDUM

TO: Board of Education

FROM: Randy Manhas, Secretary-Treasurer/CFO

DATE: October 17 2023

SUBJECT: **Policy 23 – Accumulated Operating Surplus**

COPIED TO: District Leadership Team

Recommendation: That the Board of Education pass a motion to make an exception to processes prescribed under Policy 10 – Policy Making and to adopt the revisions to *Policy 23 – Accumulated Operating Surplus* as proposed by staff.

Background: *Policy 23 – Financial Reserves* was formally adopted by the Board on May 26, 2020. Prior to this adoption, the Board established the Accumulated Surplus Policy for use beginning in the 2014/15 school year. This policy has been reviewed, modified, and approved on an annual basis since then.

The concept of the Policy was entrenched in allocating operating surplus over the subsequent three or four year periods – a multiyear financial approach to mitigate funding fluctuations and the resulting potential disruption to the delivery of educational support and programs. This allowed for smoothing the inflow of funding in a more stable, sustainable and predictable manner. Subsequent revisions also ensured the alignment of the Policy with that of the strategic plan – *Directions 2020* and now *Directions 2025* and current directions from the Ministry of Education and Child Care.

As stipulated in the Policy, an annual review is required. Staff are recommending changes to align the policy language with current practices, and to clarify wording such that the intent of the policy is clear. Furthermore, staff are recommending the addition of an Education Stabilization Reserve into policy and the movement of the IT and Facilities funds out of the Accumulated Surplus Policy as they should be addressed in budget as they are ongoing expenses.

Policy 10 – Policy Making, stipulates amendments to policy ‘shall be initiated by notice of motion’ and then adoption of changes would occur by board motion at a subsequent board

meeting. The intention of the process is to allow for Board and partner group contributions/suggestions to the proposed amendments. Staff is requesting that the Board make an exception to the notice of motion process as stipulated in Policy 10 for the following reasons:

- Typically the policy is reviewed and approved each spring but with new staff in place, more time was needed to assess recommendations for amendment
- It is important to have the Policy adopted prior to the cost pressure process that will begin shortly as well as the F25 budget planning processes beginning this Fall
- The Finance and Audit Committee received a report on the proposed amendments to the policy on October 10, 2023 and there was significant support for the changes
- All SD43 Board members were provided a tracked changes version of the Policy and there have been no suggestions for revisions
- Consultation has already occurred with partner groups and there was widespread support for the changes

ACCUMULATED OPERATING SURPLUS

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

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1. Definitions:

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

2. Principles:

~~2.~~

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

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2.2. The guiding principles of this approach are:

~~2.2.~~

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

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3. Procedures:

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

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

~~3.2.~~

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

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

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

~~3.5~~ 3.4 This Policy will be reviewed annually by the Board. Prior to approval of any significant change to this policy, all amendments will be in accordance with SD43 Policy 10 – Decision Policy Making and will be sent to all partner groups for feedback.

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~~3.6~~ 3.5 At least annually, the Board will receive and make publicly available, a report on the school district's financial reserves, the purpose for which they have been restricted, and how the reserves have been utilized during the year.

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3.6 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:

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3.6.1 School carry forward balances as well as other approved district level carry forward balances will be restricted and allocated to the same account for use in the subsequent fiscal year.

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3.6.2 Operating surplus funds up to \$3,750,000 will be restricted and allocated equally over the subsequent three fiscal years, not including the

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immediately following year. The purpose of which is to support student success in alignment with the strategic plan.

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~~3.7.1~~ An Education ~~Sustainability Stabilization~~ Reserve Account is to be established ~~over a five year period beginning in 2021~~, at an amount that shall not exceed \$4,000,000. ~~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.~~

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3.6.3

~~3.6.3.1~~ 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. ~~These funds will only be accessed to deal with unusual or unexpected expenses in a given fiscal year~~

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~~a.~~

~~3.6.4~~ ~~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. A Staffing Stabilization Reserve Account is to be established at an amount that shall not exceed \$1,000,000.~~

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~~3.7.1.1~~ Use of funds from this reserve is subject to Superintendent approval and Board notification. These funds will only be accessed to deal with extenuating staffing circumstances, typically during school start up.

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3.6.4.1

~~3.8~~ 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.

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~~3.9~~ The funding allocation shall not be more than the current year aggregate surplus budgeted in the year unless approved by the Board.

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

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

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3.10

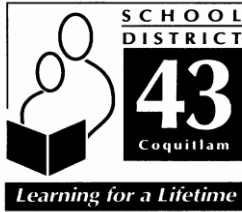
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Board Minutes

June 25, 2020 Meeting

October 26, 2021 Meeting

March 1, 2022 Meeting



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

MEMORANDUM

TO: Board of Education

FROM: Michael Thomas, Chair, Policy Review Committee

DATE: October 17, 2023

SUBJECT: **Notice of Motion – Policy 4 – Trustee Code of Ethics**

COPIED TO: Patricia Gartland, Superintendent

Recommended Action: That the Board receive this Notice of Motion and at the November 21, 2023 Public Board meeting, consider and as appropriate adopt changes to Policy 4 – Trustee Code of Ethics.

Background:

At the April 11, 2023, Public Board Meeting, the Board of Education approved the Terms of Reference of the Board Policy Review Committee. The role of the Committee is to review existing Board policies to identify areas where revision is warranted, and to make revision recommendations to the Board of Education. Revisions will be considered with an eye to providing clarity in terms of rationales, keeping policies current and relevant, and addressing issues that have arisen.

Policy 4 – Trustee Code of Ethics was reviewed thoroughly by the Committee and a copy with redline changes is provided.

The committee is requesting that the Board of Education review the proposed changes and that your input, if any, be provided to Michael Thomas, Chair, Policy Review Committee by November 7, 2023.

TRUSTEE CODE OF ETHICS

The Board expects its members to demonstrate ethical and businesslike conduct. This commitment includes the proper use of authority and maintaining respectful behaviour in group, -and individual, and online behavior environments when acting as Board members.

Board members will:

1. Devote time, thought, and study to the duties of a trustee in order to be effective and provide credible service.
2. Consider information received from all sources and base personal decisions upon all available facts while maintaining confidentiality of privileged information.
3. Work with fellow trustees in a spirit of harmony and co-operation in spite of differences of opinion.
4. Recognize that authority over the organization is only vested in the Board when it meets in legal session.
5. Maintain the integrity of the Board and the position of the trustee when communicating and interacting with outside individuals and agencies. This includes full disclosure to participants when attending meetings as an ordinary citizen.
6. Respect the majority decisions of the Board.
7. Be loyal to the interests of public education and the Board.
8. Demonstrate discretion when making public statements in person, online or in other forums, so as to minimize the impression that such statements reflect the corporate opinion of the Board when they do not.
9. Maintain the highest standards of civility and respect accorded to public office through the absence of unwarranted criticism of fellow Board members, the Board, or employees, in or out of the Board room.
10. Deal appropriately with sensitive issues and respect the confidentiality of discussions that take place during in-camera sessions.
11. Represent everyone the District serves, not a particular interest group or geographic area.
12. Declare any conflict of interest. A trustee will not participate in, vote on, or exert influence on, any decision in which the trustee has any interest.
13. Trustees deemed to be in violation of the code of ethics may be subject to formal investigation and may ultimately face consequences up to and including exclusion from meetings, restriction of duties, and censure.

~~42.~~

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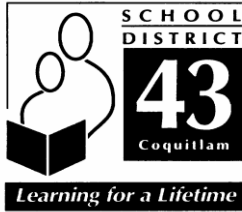
Board Minutes

June 2005 Volume 47 Page 78 Policy 4

February 2006 Volume 48 Page 18

September 2008 Volume 50 Page 100

February 5, 2019 – Board Meeting



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

MEMORANDUM

TO: Board of Education

FROM: Michael Thomas, Chair, Policy Review Committee

DATE: October 17, 2023

SUBJECT: **Notice of Motion – Policy 11 – Board Delegation of Authority**

COPIED TO: Patricia Gartland, Superintendent

Recommended Action: That the Board receive this Notice of Motion and at the November 21, 2023 Public Board meeting, consider and as appropriate adopt changes to Policy 11 – Board Delegation of Authority.

Background:

At the April 11, 2023, Public Board Meeting, the Board of Education approved the Terms of Reference of the Board Policy Review Committee. The role of the Committee is to review existing Board policies to identify areas where revision is warranted, and to make revision recommendations to the Board of Education. Revisions will be considered with an eye to providing clarity in terms of rationales, keeping policies current and relevant, and addressing issues that have arisen.

Policy 11 – Board Delegation of Authority was reviewed thoroughly by the Committee and a copy with redline changes is provided.

The committee is requesting that the Board of Education review the proposed changes and that your input, if any, be provided to Michael Thomas, Chair, Policy Review Committee by November 7, 2023.

BOARD DELEGATION OF AUTHORITY

The School Act allows for the Board to delegate certain of its responsibilities and powers to others.

The Board authorizes the Superintendent to do any act or thing or exercise any power that the Board may do, or is required to do or exercise, except those matters which, in accordance with provincial legislation, cannot be delegated.

Notwithstanding the above, the Board also reserves ~~to itself~~ the authority to make decisions on specific matters requiring Board approval in accordance with Board policies. Further, the Board requires that any new provincial, regional or local initiatives must be ~~initially~~ brought to the Board for discussion ~~and determination of decision-making authority.~~

The Superintendent is directed to develop an administrative procedure to fulfill Board obligations created by any federal legislation or provincial legislation other than the School Act.

In the absence of Board policy in cases where an immediate administrative response is required the Superintendent will:

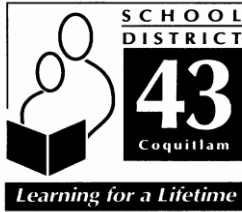
1. If time permits, consult with the Board Chair.
2. Inform the Board as soon as is practicable and at the next regular meeting of the action taken and the nature of the emergent issue and where warranted, the need for policy in the event of future occurrences.
3. The action must be taken with regard for the tenor of the Board's philosophy.

Legal Reference: Section 65, 85, School Act

Board Minutes

June 2005 Volume 47 Page 78 Policy 11

April 2006 Volume 48 Page 51



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

MEMORANDUM

TO: Board of Education

FROM: Michael Thomas, Chair, Policy Review Committee

DATE: October 17, 2023

SUBJECT: **Notice of Motion – Policy 16 – Recruitment and Selection of District Level Administration**

COPIED TO: Patricia Gartland, Superintendent

Recommended Action: That the Board receive this Notice of Motion and at the November 21, 2023 Public Board meeting, consider and as appropriate adopt changes to Policy 16 – Recruitment and Selection of District Level Administration.

Background:

At the April 11, 2023, Public Board Meeting, the Board of Education approved the Terms of Reference of the Board Policy Review Committee. The role of the Committee is to review existing Board policies to identify areas where revision is warranted, and to make revision recommendations to the Board of Education. Revisions will be considered with an eye to providing clarity in terms of rationales, keeping policies current and relevant, and addressing issues that have arisen.

Policy 16 – Recruitment and Selection of District Level Administration was reviewed thoroughly by the Committee and a copy with redline changes is provided.

The committee is requesting that the Board of Education review the proposed changes and that your input, if any, be provided to Michael Thomas, Chair, Policy Review Committee by November 7, 2023.

RECRUITMENT AND SELECTION OF SENIOR DISTRICT-LEVEL ADMINISTRATORS-LEADERS

The Board recognizes that learning is a lifelong process that requires the support and involvement of our community, that students are our most important focus and that helping them attain their goals is our highest priority. School and district leaders play an important role in converting this belief into practice. They must recognize that effective leadership derives its strength and integrity from mutually supportive relationships.

In our District, the contributions that the school community makes, in supporting student learning, are highly valued. Senior dDistrict -lLevel Administrators-leaders (Superintendent, Secretary- Treasurer, Assistant Superintendents, Executive Director and Directors of Instruction) are expected to strive for excellence in leadership by demonstrating personal integrity and ethical conduct; challenging themselves and being open to challenge; initiating innovation; and maintaining a high level of personal and professional growth.

The Board believes that the recruitment and selection of certain dDistrict -lLevel administrators employees is a shared responsibility between the Board and the Superintendent with input from partner groups. The Board believes that strong visionary central leadership and administration at the dDistrict -lLevel is essential to continue the standard of excellence achieved in this school district and the effective and efficient operation of the school district.

Specifically:

Senior District -Level Administrative-Leader Selection and Appointment (Superintendent, Secretary- Treasurer, Assistant Superintendent, Executive Director and Director of Instruction Superintendent, Assistant Superintendent, Secretary Treasurer, Director):

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~~1. The Board, in the case of the selection of the Superintendent, will assume the sole responsibility for initiating the advertising process and will make every reasonable effort to ensure that all current District employees are made aware of district-level vacancies.~~

~~2.1.~~ The Board has the sole authority to recruit and select an individual for the position of Superintendent.

~~3.2.~~ The following process will be ~~followed-utilized in recruitment forfor senior District-level administrative positions including: the positions -Assistantof, Secretary- Treasurer, Assistant Superintendent, Executive Director and Director of Instruction-Superintendent, Secretary Treasurer, Director;~~

~~3.12.1~~ The Superintendent will invite the participation of partner ~~groups~~ Presidents/Vice-Presidents in the short-listing and introductory interview stage of the selection process. Those individuals from DLT or ~~nominated by their~~ partner groups ~~s-to-participatinge~~ in the short-listing/introductory interview of candidates for senior dDistrict -level administrative leader positions must commit to participation in both the short-listing process and introductory interview.

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3-22.2 The short-listing/introductory interview committee will recommend candidates to the Superintendent to be invited to a Final Interview. The final decision regarding candidates who will be invited to a Final Interview is the responsibility of the Board and the Superintendent.

3-32.3 The Board and the Superintendent shall constitute the Final Interview team.

3-42.4 These senior district level leader positions shall have a role description and each person occupying one of the positions shall have a written contract of employment.

3-52.5 ~~The~~ The Board will provide approval for the Superintendent's candidate selection for senior district level leadership positions through a Board motion.

4-3 The Superintendent is delegated full authority to recruit and select district and school-based principals and vice-principals and staff for all central office ~~positions up to, but not including, the senior administration level detailed above~~. With the exception of senior level leader positions, a Board motion is not required.

General

4 In the event of an unexpected or short-term vacancy or where a recruitment process is not practicable or deemed necessary, the Board may appoint, in ~~an either~~ "acting" or permanent capacity, individuals to district level positions without a formal selection process.

~~5.~~

5 All offers of employment shall be conditional on the successful applicant providing a criminal records check that is acceptable to the Board. Additionally, the Board may require documentation certifying that the candidate is medically fit for the position.

~~a.~~

b-6 The Board encourages participants in hiring decisions made under this Policy to provide candid and authentic views concerning applicants for positions with the Board. The deliberations of employees, and Committees formed under the terms of this Policy, shall be kept in strict confidence, and shall not be disclosed to any person except as required by law. Personal references, recommendations and evaluations collected or generated by Board employees and Committee members as part of the Board's hiring processes (other than references whose authorship and content is already known to the job applicant) shall be treated as having been supplied in confidence to the Board for the purposes of the *Freedom of Information and Protection of Privacy Act*.

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Legal Reference: Sections 15, 19, 20, 21, 22, 23, 24, 85, School Act

Board Minutes

Volume 32 Page 273 Policy II-A-26 School-Based Administrative Appointments and Selection

Volume 34 Page 224 Policy II-A-26 School-Based Administrative Appointments and Selection

October 1992 Volume 34 Page 225 Policy II-A-27 School-Based Administrative Assignments

Volume 38 Page 25 Policy II-A-26 School-Based Administrative Appointments and Selection

October 2000 Volume 45 Page 97 Policy II-A-26 School-Based Administrative Appointments and Selection

June 2005 Volume 47 Page 78 Policy 16 Recruitment and Selection of Personnel

October 2013 Volume 55 Page 119

