

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

**REGULAR PUBLIC BOARD MEETING
EDUCATION LEARNING CENTRE, ROOM 104**

TUESDAY, MARCH 12, 2024

Chair: Michael Thomas
Vice Chair: Carol Brodie
Trustees: Jennifer Blatherwick
Chuck Denison
Kerri Palmer Isaak
Lisa Park
Christine Pollock
Zoë Royer

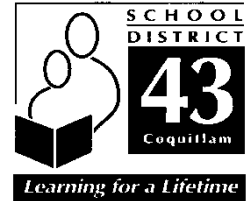
Regrets: Craig Woods

Administration:

Superintendent of Schools/CEO	Patricia Gartland
Secretary-Treasurer/CFO	Randy Manhas
Assistant Superintendent	Carey Chute
	Paul McNaughton
	Gerald Shong
	Nadine Tambellini
	Stephen Whiffin
	Robert Zambrano
Executive Director, Facilities and Planning	Ivano Cecchini
Executive Director, Human Resources	Michelle Daycock
Assistant Secretary-Treasurer,	Nita Miki
Corporate and Financial Services	
Assistant Director, Communications &	Ken Hoff
Community Relations	
Recording Secretary	Colleen Stavert

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

The Acknowledgment of Territory was expressed by Trustee Palmer Isaak.



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

PRESENT

CALL TO ORDER

**ACKNOWLEDGMENT OF
TERRITORY**

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

PALMER ISAAK/PARK moved acceptance of the agenda.

Question was called.

MOTION CARRIED UNANIMOUSLY

A representative in attendance from the District Parent Advisory Council (DPAC) introduced herself. The District Leadership Team (DLT) members in attendance introduced themselves.

Michael Thomas, Board Chair, conveyed congratulations to Assistant Superintendent Gerald Shong who will be retiring from his position effective March 15, 2024. After dedicating three decades serving the students and staff of SD43, Mr. Shong has made a significant impact in various educational roles throughout his career. As Mr. Shong embarks on his well-deserved retirement, the Board of Education, District Leadership, and all staff express their gratitude for his unwavering commitment to the district and wish him all the best in this new chapter of life.

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 February 6, 2024, Regular Board Meeting Minutes
- b) Approval of February 13, 2024, Special Regular Board Meeting Minutes
- c) Trustee Calendar Planning Report for Information
- d) Trustee Reports for Information

PALMER ISAAK/BRODIE moved approval of the consent agenda.

Question was called.

MOTION CARRIED UNANIMOUSLY

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

ACCEPTANCE OF AGENDA

- a) **Acceptance of Agenda**

INTRODUCTIONS

- a) **Partner Groups**
- b) **DLT**

DELEGATIONS/ PRESENTATIONS

- a) **Retirement of Gerald Shong, Assistant Superintendent**

EDUCATION

APPROVAL OF CONSENT AGENDA

There were no responses to previous delegations.

Patricia Gartland, Superintendent, provided a report on news and events. The Superintendent elaborated on various events that are occurring throughout the district. It was noted on February 14, 2024, SD43 Education Foundation Chair Christine Pollock received a generous \$10,000 donation from the Indigo Love of Reading Foundation to support literacy initiatives for Hazel Trembath Elementary School. It was also noted that February was Black History Month. SD43 schools celebrated and honoured the rich history, achievements, and contributions of Black Canadians that have shaped our nation. Spring Break in district schools is scheduled to occur March 18 – 28, 2024.

There were no questions or comments from Trustees.

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

Patricia Gartland, Superintendent, provided an update on initiatives and events in the district, including the important topic of artificial intelligence in education. The BC Ministry of Education and Child Care is developing a technical table to co-construct artificial intelligence materials. Partnerships with various boards and leaders will be explored.

There were no questions or comments from Trustees.

Assistant Superintendent, Stephen Whiffin, and Randie Shen, Manager of Systems, provided the Board of Education with a presentation on technology initiatives that are assisting us to achieve operational efficiencies and improve supports for students while also addressing privacy, security and regulatory requirements. 325,000 student records have been digitized over the past year and a half. Traditional network drives are being phased out and security layers are being modernized. Next steps include the creation of sensitivity labels with file level encryption. Today's presentation was one of a series of regular

RESPONSE TO PREVIOUS DELEGATIONS

DISTRICT STAFF REPORTS

a) Superintendent Report

i) News & Events

ii) Superintendent's Update

iii) Tech Twenty

updates on progress with respect to the district's technology and STEAM activities.

Trustee questions regarding the ability to purge data/data management, report card & permanent student record storage, system interaction with myEd BC, Power BI (Business Intelligence), length of time for the creation of forms in the Power App, and where to attend courses on PowerApp development were responded to.

Trustees expressed recognition for the efficiencies resulting from this work and the positive ecological impact on the environment.

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

There was no unfinished business.

At 8:00 p.m. the Chair opened the floor to questions.

There were no trustee questions.

There were no questions from the gallery.

Gerald Shong, Assistant Superintendent, provided information regarding the 2024/2025 Student Enrolment Projections. Each year in February, the Ministry of Education and Child Care requires school districts to submit enrolment projections for the upcoming school year. Through our work with current enrolment, graduating students and Baragar projections, our 2024/2025 district projection for K-12 Standard School FTE (32,600) and Alternate School FTE (320) is a combined total of 32,920 FTE. This is an increase of approximately 596 FTE from our September 2023/2024, 1701 enrolment claim.

A trustee inquired about the difference between the Ministry and the district's projected growth. Another trustee inquired about the risk to the district in terms of hiring additional staff to accommodate the projected growth. The trustee inquiries were responded to.

UNFINISHED BUSINESS

QUESTION PERIOD

a) Trustees

a) Gallery

NEW BUSINESS

**a) 2024/2025 Student
Enrolment Projections**

A copy of the 2024/2025 Student Enrolment Projections memo is attached to the official minutes.

Michael Thomas, Board Chair, provided background information regarding the proposed changes to *Policy 3 – Role of the Trustee*.

There were no questions from Trustees.

A copy of the Notice of Motion – Policy 3 – Role of the Trustee memo and draft Policy 3 are attached to the official minutes.

Michael Thomas, Board Chair, provided background information regarding the proposed changes to *Policy 5 – Role of the Board Chair*.

There were no questions from Trustees.

A copy of the Notice of Motion – Policy 5 – Role of the Board Chair memo and draft Policy 5 are attached to the official minutes.

Michael Thomas, Board Chair, provided background information regarding the proposed changes to *Policy 6 – Role of the Vice Chair*.

There were no questions from Trustees.

A copy of the Notice of Motion – Policy 6 – Role of the Vice Chair memo and draft Policy 6 are attached to the official minutes.

Michael Thomas, Board Chair, provided background information regarding the proposed changes to *Policy 9 – Board Representatives*.

There were no questions from Trustees.

A copy of the Notice of Motion – Policy 9 – Board Representatives memo and draft Policy 9 are attached to the official minutes.

Michael Thomas, Board Chair, provided background information regarding the proposed changes to *Policy 17 – District Code of Conduct for Students*.

NOTICES OF MOTION

a) Policy 3 – Role of the Trustee

b) Policy 5 – Role of the Board Chair

c) Policy 6 – Role of the Vice Chair

d) Policy 9 – Board Representatives

e) Policy 17 – District Code of Conduct for Students

There were no questions from Trustees.

A copy of the Notice of Motion – Policy 17 – District Code of Conduct for Students memo and draft Policy 17 are attached to the official minutes.

The schedule of trustee representation at graduation commencement ceremonies was reviewed.

A trustee asked for confirmation regarding the Indigenous Education graduation ceremony. The Board Chair typically speaks on behalf of the Board at the Indigenous Education graduation ceremony.

A copy of the Graduation Commencement Schedule 2024 is attached to the official minutes.

Michael Thomas, Board Chair, advised Trustee Craig Woods has been absent from Board meetings in February and March due to illness.

At 8:12 p.m. the Chair opened the floor to questions.

There were no trustee questions.

There were no questions from the gallery.

BRODIE/ROYER moved to adjourn the meeting at 8:12 p.m.

Question was called.

MOTION CARRIED UNANIMOUSLY

**ITEMS OF TRUSTEE
BUSINESS**

**a) Trustee Attendance at
Commencement
Ceremonies**

b) Trustee Absence

QUESTION PERIOD

a) Trustees

b) Gallery

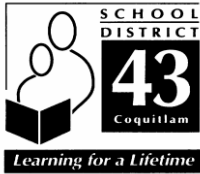
ADJOURNMENT

“Original Signed by”

Chair

“Original Signed by”

Secretary-Treasurer

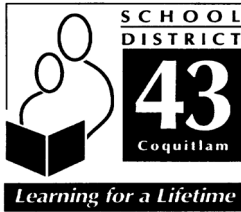


BOARD OF EDUCATION

Calendar Planning

March 12, 2024

MARCH 2024			
12	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
21	Board Meeting	ELC, Board Room	7:00pm
JUNE 2024			
3	Indigenous Grade 12 Honouring Ceremony	Port Coquitlam Arena	6:00pm
4	SD43 Retirement Event	Westwood Plateau Golf	5:30pm
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: March 12, 2024

SUBJECT: Record of In Camera Meetings

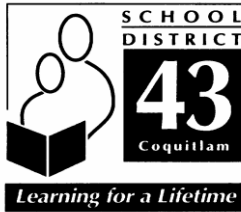
As per Section 72(3) of the *School Act*, the Board of Education reports that the following items were addressed at in camera meetings:

In Camera meeting held on February 6, 2024:

1. Personnel Matter
2. Financial Matter
3. Other Matters

In Camera meeting held on February 13, 2024:

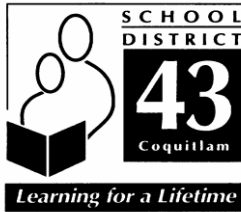
1. Financial Matter



**BOARD OF EDUCATION
TRUSTEE REPORT
March 12, 2024**

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

- January 10th – BCSTA Bylaw Review Committee
- January 16th – In Service Board Meeting
 - In Camera Board Meeting
 - Public Board Meeting
- January 17th – CPVPA Partner Budget Presentations in Teams
- January 23 – Trustee School Visits – Blackburn Elementary School
 - In Camera Board
 - DPAC Partner Budget Presentations to the Board
- January 24th – SD43 Education Foundation Meeting
- January 25th – CTA Partner Budget Presentations to the Board
- January 29th – Gleneagle Focus Pro-D. – attended morning presentations.
- January 30th – HR Interviews – Board Office
 - SD43 Finance Committee
- January 31st – Trustee school visit – Breakfast at CABE
- February 6th – Trustee school visit – Mundy Road Elementary
 - Trustee school visit – Coquitlam Continuing Education
 - Trustee school visit – Inquiry Hub
 - In Service Board Meeting
 - In Camera Board Meeting
 - Public Board Meeting
- February 7th – Heritage Woods Secondary Career Day
- February 12th – City of Port Moody Liaison Meeting ELC
- February 13th – In Service Board Meeting
 - In Camera Board Meeting
 - Public Board Meeting – Budget Meeting
- February 14th – Trustee school visit – Cedar Drive Elementary
- February 15th – SD43 Foundation Chapters Indigo Cheque presentation for Hazel Trembath Elementary



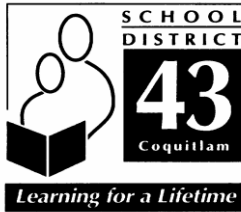
BOARD OF EDUCATION

TRUSTEE REPORT

March 12, 2024

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

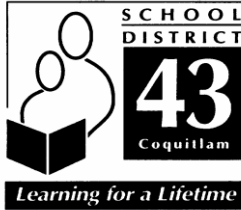
- Feb 6, 2024 - In Camera Meeting and In Service Board Meeting, ELC, Coquitlam
- Feb 6, 2024 - Public Board Meeting, ELC, Coquitlam
- Feb. 12, 2024 – Port Moody/SD43 Liaison Meeting, ELC, Coquitlam
- Feb. 13, 2024 - In Camera Meeting and Special Public Board Meeting, ELC, Coquitlam
- Feb. 21, 2024 – Special Meeting, ELC, Coquitlam



BOARD OF EDUCATION
ITEMS OF TRUSTEE BUSINESS
DPAC Meeting of January 31, 2024

Trustee Chuck Denison presents the following report for information:

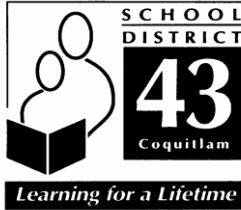
- Attended by N. Tambellini, G. Shong and S. Maki.
- Bank acct balances: \$ 29,398.90 in the General acct, \$ 5999.79 in Gaming acct.
- New Indigenous Advisory Committee in SD43 to meet 4 times per year. Goal is to improve indigenous student success.
- Posting for replacement DPAC43 Admin Assistant, open until Feb. 7.
- Concerns expressed regarding classroom climate control, noon hour supervision, vaping in washrooms, and safe places to store e-bikes and e-scooters.
- Clarification about new assessments, not directly matched to earlier letter grades.
- 1200 more students in SD43 this year.
- Provincial exams in grades 10 and 12 will be similar to FSA, for Ministry assessment.
- PAC options for movie nights: Apply for a Gaming Licence if needed, e.g. 50/50 but not for a silent auction.
- Keep Minutes for at least 5 years, unless specified in the C&B.
- Feb. 28, 7:00 – next General DPAC Meeting via Zoom. This is Pink Shirt Day!



BOARD OF EDUCATION
ITEMS OF TRUSTEE BUSINESS
DPAC Meeting of February 28, 2024

Trustee Chuck Denison presents the following report for information:

- Attendance was about 36.
- Bank acct balances: \$ 39,325 available including additional funding from SD43 in the General acct, and \$ 5999.79 in Gaming acct.
- Gaming rules: Whomever applies must submit the report. Keep 50/50 to \$5000 maximum. Money must go through the PAC Gaming Account.
- Even without a specific music teacher in a school, kids get music in their classroom. Still, Music Teacher hiring is a big initiative in SD43 Human Resources.
- SLC theme this year is “initiative”.
- Today is the 17th year of Pink Shirt Day.
- Psych Ed testing is challenged because of the lack of trained psychologists everywhere.
- April 3, 7:00 – next General DPAC Meeting via Zoom.



BOARD OF EDUCATION

ITEMS OF TRUSTEE BUSINESS

ELL Consortium Meeting

Trustee Christine Pollock attending the ELL Consortium Meeting on March 6, 2024, and provides the following report:

A motion has been brought forward for submission at the BCSTA AGM to address the lack of funding for temporary resident students captured after the September 30th deadline.

Students with refugee status receive partial funding after the February count but temporary residents do not.

Burnaby school district reports a shortfall of between \$1 million - \$2 million of funding for students captured after the September deadline.

Metro districts seem to have different requirements re-documentation for temporary residents.

The ELL Consortium would like print outs of numbers of unfunded temporary residents from each metro district to include in the submission to the BCSTA.

Many districts report increasing numbers of Spanish speaking ELL students (one district reports more Spanish than Cantonese which is a first)

Many districts are concerned about ELL students (especially temporary residents) with undiagnosed diverse learning needs. The IRCC (Immigration Refugees and Citizenship Canada) when asked about this seemed to have no idea about numbers. Districts are struggling to provide supports for these unfunded students often resulting in time being shared or taken away from funded students.

Next meeting is scheduled for May 22, 2024.



1. SD43 schools celebrated Real Acts of Caring (RAC) Week from February 11th to 17th sharing positivity and genuine acts of caring and kindness in the classroom and the community. Below are some activities the schools participated in:

- RC MacDonald Elementary School had 11 enthusiastic students and four amazing parents who spread joy and music to the residents of Madison Care Centre to celebrate Valentine's Day. The students handed out handmade cards, each lovingly crafted by members of the school community.

The initiative began a few weeks ago, sparked by the school RAC committee's decision to create posters, and chocolate bouquets and even to perform a musical number for the seniors. It turned into a fantastic school-wide activity that encouraged many students to step out of their comfort zones!

The visit was a day of meaningful connections, as our students enjoyed speaking with the seniors, getting to know them, asking them questions, helping them read their cards, opening their chocolates, and even serenading them to classic melodies like "I See You" and "You Are My Sunshine"!

"This event not only brought smiles to many faces but also inspired us all to think about how we can continue to contribute to our community. A huge thank you to the parents who volunteered to drive and everyone who played a part in making this day memorable". – Mrs. Melanie Watts, School Counsellor

- Jennifer Hu, a grade 11 École Dr. Charles Best Secondary School student, took over the district's Instagram to share how their school celebrated RAC. She shared that their RAC Club created the "Kind Acts Box", an initiative where students and staff take a piece of paper from the box and share a RAC with someone in the school.
 - The RAC group received a proclamation from the SD43 Board of Education, the BC Provincial Government, and the municipalities of Port Coquitlam, Port Moody and Villages of Anmore and Belcarra.
 - Hariette Chang, RAC (Real Acts of Caring) Coordinator and Counsellor, along with some students, visited the Penticton School District to promote their initiative at one of their schools.
2. On February 14, SD43 Education Foundation Chair, Christine Pollock, received a generous donation from the Indigo Love of Reading Foundation of \$10,000 to support literacy initiatives for Hazel Trembath Elementary School.





3. During Pink Shirt Day, SD43's Board of Education proudly wore pink to show support for kindness, respect, and empathy in our schools and communities.

Across the district, our students and staff lifted each other up and celebrated Pink Shirt Day with acts of kindness and compassion.

- Harbour View Elementary School held an assembly and shared ways to be kind at school and in the community.
- At Inquiry Hub, students and staff proudly wore shirts designed and printed by the school's Marketing 11 class.

4. On February 28th, SD43's Student Wellness and Safety Team hosted its second session of the Family and Community Learning Series: Keeping Students Safe Through Sexual Health Education led by Kristen Gilbert, key presenter and Director of Education and Certified Sexual Health Educator for Options for Sexual Health.

The session provided over 215 families with an overview of sexual education covered in schools as well as the skills needed to help our youth navigate healthy relationships and understand their bodies. SD43's Well-Being & Positive Mental Health Coordinator, Shaunna Martin and Fraser Health's Healthy Schools Public Health Nurse also provided more resources and information to help continue the conversation and learning at home.

The learning series continued with a third session on Overcoming Addiction, Mental Health Challenges, and Homelessness with Guy Felicella on Tuesday, March 5, 2024, from 6:30 to 8:00 pm in the Centennial Secondary School Theatre. Community partners also shared information and resources to attendees (SHARE, PCRS, Spirit of the Children, Tri-Cities Community Action Team, NaloxHome and Family Smart).

5. Congratulations to the 2023-2024 Boys Junior Basketball Team for their outstanding achievement in winning the BC Provincial Championship Tournament. This victory is a testament to the hard work, dedication, and talent of all players and coaches.

Congratulations to students, Jayson Ikani, whose exceptional performance throughout the tournament earned him the MVP title, and to Marvine Reyes, who also earned the 1st Team All-Star title.



6. February is Black History Month. SD43 schools celebrated and honoured the rich history, achievements, and contributions of Black Canadians that have shaped our nation.

Superintendent's News & Events Report to the Board

Regular Board Meeting of March 12, 2024

Serving the communities of Anmore, Belcarra, Coquitlam, Port Coquitlam and Port Moody

Schools participated in various activities to inspire and educate our students about the diverse and vibrant stories of Black people in Canada including:

- Centennial Secondary School held a monumental celebration of Black History Month. The school was privileged to welcome two inspirational speakers: Denise Nembhard, the Vice Principal of Port Moody Secondary, and Nadine Terlicher, a performance therapist for the Golden State Warriors. Sharing their unique journeys as the only Black students in their classrooms, they highlighted the critical importance of representation in all spheres of society. Their stories underscored a powerful message: the need to amplify diverse voices to mirror the true richness of our society.
- Highlighting the contributions of Black individuals continued with a student-led jazz band performance, celebrating the music of Bobby Timmons.
- Moody Elementary School was excited to hear the soulful melodies and inspiring stories of Krystle Dos Santos, a two-time Western Canadian Music Award-winning artist. Krystle captivated our students and staff, sharing her passion for music and highlighting the significant contributions of Black Canadian women in the music industry.



- From February 4th to 10th, SD43 celebrated French Immersion Week, honouring the colorful culture and language of our renowned French Immersion Program. A trailblazer since launching British Columbia's (BC) first French class in 1968, SD43 now boasts over 3,500 students enhancing their education through this immersive language journey.

Celebrating French Immersion Week not only commemorates the program's historical significance and growth but also reaffirms the district's ongoing commitment to providing diverse and enriching learning opportunities for our students.

Below are some examples of how schools participated during the week:

- Students at Banting, Maillard, Monty, Moody, Maple Creek, and Pitt River Middle Schools explored French-Canadian traditions in a workshop led by The Maple Man. They discovered the art of transforming maple sap into syrup, moved to the traditional French-Canadian rhythm using wooden spoons, and indulged in the sweet taste of real maple taffy.
- At Montgomery Middle School, students used the Mood Meter/Compteur sentimental and added magnets with their names to show how they were feeling throughout the day.
- Students have also participated in a three-month simulation called Kepler's STARS/Les STARS de Kepler. Developed by former SD43 teacher Marian Wagner, students create imaginary countries on the exoplanet Kepler 452b. They work together to face natural disasters, envision a common future for humanity based

on scientific and technological advances, address diverse community needs, and focus on environmental care. The final project involves designing a refugee camp following UNHCR guidelines.

- Students maintained a pen pal correspondence with students at École secondaire De Rochebelle in Quebec City and will spend a day with them during their upcoming May Quebec trip.

8. On Valentine's Day, students at Hazel Trembath Elementary School were treated to an extraordinary morning by firefighters from Port Moody, Coquitlam, and Port Coquitlam. For the first time, all the Tri-Cities' firefighters joined forces to whip up a delicious pancake breakfast for our students.

It was a great morning of connection as our students got to meet and learn more from our firefighters and even had a chance to hop inside a fire truck for a once-in-a-lifetime experience.

9. On February 26, the ConX leadership students hosted the "Gleneagles Golden Gala", a fundraising event in support of the Michael Cuccione Foundation.

The evening began with a moving keynote from Gloria and Dominic Cuccione, sharing their son Michael's battle with cancer, emphasizing the need for advanced cancer research. Attendees were treated to a lovely dinner, participated in a silent auction and raffle, and enjoyed performances from Maia, Juho, Dani Black, and Jian Ross.

This event, attended by over 120 guests, successfully raised more than \$3,500! It was initiated by three exceptional students, Jaiyana, Zoey, and Joanna, in collaboration with the entire Con X class and other student volunteers.

"One of the main highlights of organizing this event was seeing how well it all came together and how successful the event was. We are extremely proud to get to donate the \$3500 we raised to the Michael Cuccione Foundation to support childhood cancer research." - Jaiyana

10. On February 13, the SD43 Career & Trades Program hosted a successful open house at Centennial Secondary School, attracting over 240 attendees. The event showcased a wide range of opportunities available in the skilled trades, featuring presentations from notable organizations such as Skilled Trades BC, ICBA, ACCESS BC, STEP BC, BCCWITT, and an inspiring testimonial from our TRAIN in Trades alumni, Heidi Mueckel. Heidi's journey from completing the Level 1 Carpentry Program during her Grade 12 year to achieving Red Seal Certification in Carpentry by age 22 exemplifies the success achievable through our programs.

Following the presentations, attendees had the opportunity to engage directly with representatives from these organizations, as well as with our Level 1 TRAIN in Trades program instructors and various partner institutions, in the school's foyer.

This event not only highlighted the apprenticeship pathway, employment opportunities, and available supports, including financial assistance but also reinforced our district's commitment to fostering skilled trades education and career development among our students.

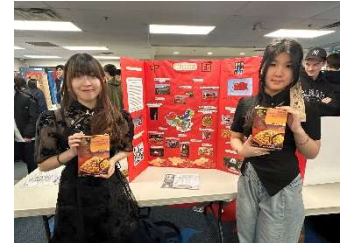


11. From February 20th to 22nd, Port Moody Secondary School hosted its second annual UNICEF Multicultural Fair, organized by students Kyan Ho and Mason Mattu, and teacher sponsor Ms. Angela Chan. This event not only celebrated diversity but also highlighted the important humanitarian efforts of UNICEF across the globe.



From lively dances and melodies to storytelling and a food fair, our students brought the world to our doorstep. Below are some highlights of the activities during the week:

- Indigenous, Korean, Chinese, Bangladeshi, and Russian students shared their rich cultural heritage through amazing dance performances.
- The EAL students and student culture clubs created enlightening poster boards, diving deep into their home countries' traditions, foods, and landscapes.
- The students enjoyed sharing and trying different snacks and treats from their different home countries.



Thank you to everyone who participated and made this event a journey of discovery and celebration!

12. On February 24, Gleneagle Secondary School students hosted a successful Jazz Gala, an evening showcase of talent and entertainment.

This evening event highlighted the incredible talent within our Gleneagle Jazz programs, including both the Vocal Jazz group and the Jazz Band. Each group performed a variety of songs and solos that captivated everyone in attendance. The festivities kicked off with an engaging set from our guest performers, the Inlet Jazz Band.

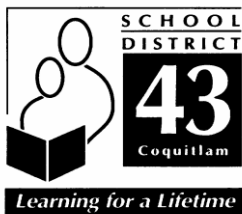


Thank you to Mr. Trovato and the dedicated parent volunteers, whose collective support was instrumental in orchestrating a wonderful evening.

This gala not only showcased the musical prowess of our students but also underscored the vibrant community spirit that supports arts education within our district.

Upcoming Events

- March 12 – Parents as Education and Career Coaches. Learn more:
- March 13 – Harbour View Elementary School celebrates 60 Years from 3:30 – 5:00 pm
- March 18 – 29 – Spring Break



SCHOOL DISTRICT NO. 43 (COQUITLAM)

MEMORANDUM

TO: Patricia Gartland, Superintendent of Schools

FROM: Stephen Whiffin, Assistant Superintendent

DATE: March 12, 2024

SUBJECT: Tech Twenty – Board Presentation

COPIED TO: District Leadership Team

Recommended Action: Receive information on SD43 Operational Technology Initiatives

Background:

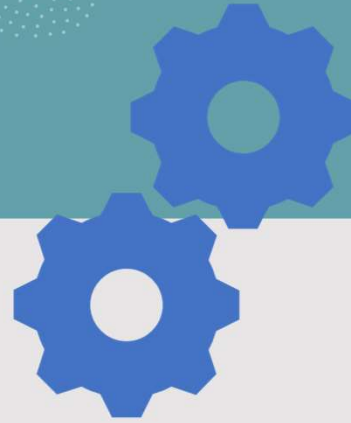
Through Tech Twenty presentations, District staff endeavor to provide the board with ongoing information about the application of technology and STEAM education in support of our Direction 2025 goals. This presentation is one of a series of regular updates on progress with respect to the district's technology and STEAM activities.

This presentation will provide the board with information on technology initiatives that are assisting us in achieving operational efficiencies and improving supports for students while also addressing privacy, security and regulatory requirements.

Technology for Efficiencies in SD43

Stephen Whiffin
Assistant Superintendent

Randie Shen
Manager of IT Systems



1

Opportunities for Improvement

Labour intensive processes

Inconsistent approaches

Data storage issues

Inadequate information access

Accountability



2

Initiative Goals



Improve consistency

Secure, single source of truth

Information to those who need it

Managed and auditable

Make it easy

3

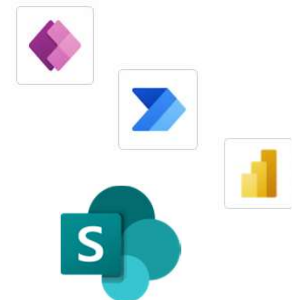
Powerful Tools

Microsoft Power Platform

- PowerApps – powerful interface
- PowerAutomate – low-code workflows
- PowerBI – standardized, secure data outputs

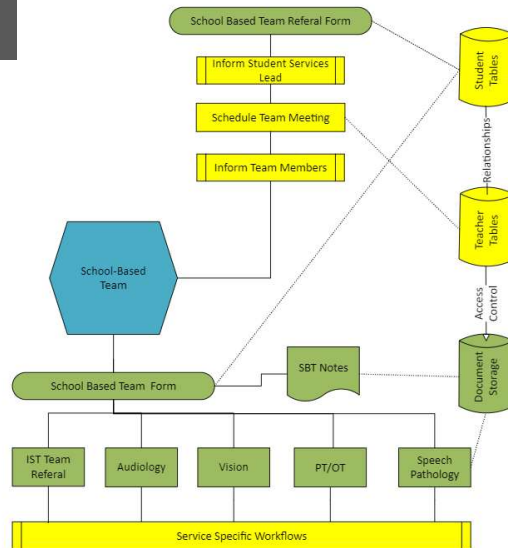
SharePoint Online

Laserfiche Document Management



4

Process Example School-based Team Referral



5

Student Referral Application

2 Secondary Designation | 3 Strengths and Stretches | 4 Services Provided | 5 Intervention(s) Used | 6 Prior To Meeting | 7 Caregiver / Guardian Informed

2 Secondary Designation | 3 Strengths and Stretches | 4 Services Provided | 5 Intervention(s) Used | 6 Prior To Meeting | 7 Caregiver / Guardian Informed | 8 Recommend Action

Education Assistant ☐ Augmentative and Alternative Communication (AAC) consult ☐ Nonverbal School Counsellor ☐
 Indigenous Youth Worker ☐ Gifted - Challenge Centre ☐
 Learning Centre ☐ Gifted - Onsite ☐
 Youth Worker ☐ Learning Support - In Class ☐
 Learning Support - Alternate ☐

Primary Designation:

Record Retention (Years):

Recommendation Notes:

Approval Notes:

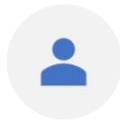
Save & Continue

6

The Outcome



SEVERAL MANUAL
WORKFLOWS
AUTOMATED



LEVERAGE EXISTING
APPLICATIONS



RAPID LOW-CODE
DEVELOPMENT



FULLY MANAGED
RECORDS IN FAMILIAR,
SECURE ENVIRONMENT



NEW DATA TO SUPPORT
DECISIONS

Better Outcomes

7

Other PowerApp Developments

Power Apps | School Site Contact Group

School Computer Contacts Groups Shen, Randie District Office

District Office

INSTRUCTIONS:
To add a member to a group, enter the name in the drop down box above each group. Click on the name to add.
To remove a member from a group, click on the "Trash Can" next to the name.
When finished, click on the "SUBMIT" button. The update is not immediate and could take up to 24 hours to process.

IF YOU ARE HAVING ISSUES WITH COMPLETING THIS FORM, PLEASE USE THE SITE CONTACT SURVEY (click here to open) TO COMPLETE THIS PROCESS.

Add Computer Site Contact	Add Student Account Admin	Add Email Group Manager	Add Lab Admin
Brown, Jeremy	Brown, Jeremy	Brown, Jeremy	Mietzker, Oliver
	Henderson, Susan		Henderson, Susan
	Colombo, Rob		Colombo, Rob
	Gee, Bryan		Leonard, Karen
	Leung, Nicole		Schoenhals, Mike
			Kendal, Michelle
			Ford, Shane

SUBMIT **RESET FORM**

8

Other PowerApp Developments

INSUFFICIENT EVIDENCE SUPPORT PLAN

Filter Search by Last Name or Student # X

IMPORTANT NOTES

Student	Grade	Course	Term	Created By	Sufficient Learning	Recommended Action	Final Mark	Process Completed By Teacher	Admin/Coun	
	12	SOCIAL JUSTICE 12	S2		Created: 3/1/2024 Modified: 3/8/2024					View
	12	CAREER LIFE CONNECTIONS	FY		Created: 3/1/2024 Modified: 3/8/2024	No	Failure (Gr. 10-12)	42	✓	View
	12	HYPERLITERACY TO ACADEMIC LANGUAGE 10	S2		Created: 3/6/2024 Modified: 3/6/2024					View
	12	EFP LITERARY STUDIES AND WRITING 11	S2		Created: 3/6/2024 Modified: 3/6/2024					View
	12	WOODWORK 11	S2		Created: 3/5/2024 Modified: 3/5/2024					View
	10	SCIENCE 10	S2		Created: 3/8/2024 Modified: 3/8/2024	No	Summer Learning	44	✓	✓ View
	11	LITERARY STUDIES 10	S2		Created: 3/4/2024 Modified: 3/5/2024					View

Version 1.2.4

Add An Entry Refresh Data

9

Other PowerApp Developments

INSUFFICIENT EVIDENCE SUPPORT PLAN

IMPORTANT NOTES

HOME REFRESH PDF SAVE CANCEL NEW

Search by Last Name or Student # X

Student Name Created By Created Last Modified

Select a student to view

Gr.	Term	T	A/C
12	S2		
12	S2	✓	
12	S2		
10	S2		
11	S2		
12	S2	✓	
11			
12	S2	✓	✓
12	S2		
11	S2	✓	
10	S2		

Student Information

* School Name

* Student Name Grade

Course Subject ☐ FY ☐ S1 ☐ S2

Caregiver 1 / Guardian 1 Name Caregiver 1 / Guardian 1 email

Caregiver 2 / Guardian 2 Name Caregiver 2 / Guardian 2 email

10

Other PowerApp Developments

Terry Fox Secondary
1201 Riverwood Gate Port Coquitlam BC V3B 7Z5
Phone: 604-941-5401 Fax: 604-937-8059

Date of Issue:
01-Mar-2024

Insufficient Evidence (IE) Report / Support Plan

Student Name: [Redacted] **Course:** SOCIAL JUSTICE 12
Student #: [Redacted] **Teacher:** [Redacted]
Grade: 11 **School Year:** 2023-2024

Dear Parent/Guardian & Student:
You are receiving this report because your child has not provided enough Evidence of Learning (IE=Insufficient Evidence) or is in a position of not passing the course in relation to the Ministry of Education's Learning Standards for this course. The plan to support the student in demonstrating proficiency is outlined in this document. If the student is unable to adhere to the plan, credit may not be granted for this course.

Administrator: [Redacted] **Learning Support DM/Case Manager:** [Redacted]
Counsellor: [Redacted] **Learning Support Teacher:** [Redacted]

Administration notified on: 01-Mar-2024
Parent communication on: 28-Feb-2024
Student communication on: 28-Feb-2024

Factors affecting insufficient evidence of student learning
Unsubmitted assignments (2 unsubmitted out of 3 assignments); inconsistent flex attendance; some laptop/coil phone distraction during class. Percentage grade as of March 1 is 5.3% UPDATE: SJ Foundations Assignment submitted Grade is now 50.7%

Summary of Plan
Submit incomplete assignments with a parent email indicating they are aware if assignments are being submitted over a week late. Attend flex until all late assignments are submitted.

Plan For Success

Date of next review: 15-Mar-2024 **IE will be converted by:** End of Term or Semester

Review and Convert IE

Has the student demonstrated sufficient learning:

11

Records Management

Procedures and Processes

AP 181 – Records Management

- Classification Manual
- Retention requirements

AP 182 – Student Records

- Digital student files

Privacy Management Program

- Meeting regulatory Requirements

Systems

Power Platform and SharePoint

- Process automation
- Short-term records management

Archiving System (long-term records)

- Structured to classification manual
- Highly searchable
- Student records:
 - 325,595 records / 1,205,914 pages

Business Records

- 10,933 records / 75751 pages

Extensive Training: More than 30 role-specific training sessions since September

12

Related Projects

Modernizing Storage

- Network Drives

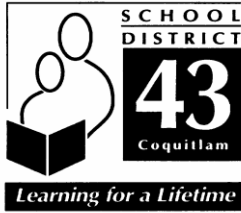
Modernizing Communications

- Website Updates
- SharePoint and Teams

Modernizing Security Layers

- Multi-factor authentication
- Data geo-fencing
- Auditability
- Sensitivity labels/File-level encryption





SCHOOL DISTRICT NO. 43 (COQUITLAM)

MEMORANDUM

TO: Patricia Gartland, Superintendent of Schools
FROM: Gerald Shong, Assistant Superintendent
DATE: March 12, 2024
SUBJECT: Enrolment Projections – 2024/25
COPIED TO: District Leadership Team

Recommended Action: This is provided for information.

Background:

Each year in February, the Ministry of Education and Child Care requires school districts to submit enrolment projections for the upcoming school year. The Ministry of Education is projecting an increase of approximately 260 FTE for K-12 Standard School FTE and Alternate Schools FTE from our September 2023/24, 1701 enrolment claim. Through our work with current enrolment, graduating students and Baragar projections, our district projection for K-12 Standard School FTE and Alternate School FTE is 32,920 FTE. This is an increase of approximately 596 FTE from our September 2023/24, 1701 enrolment claim.

SD43's projections can be attributed to the following:

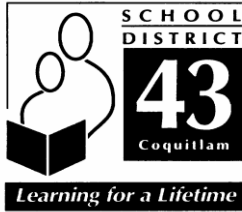
- The grade 12 graduating class (2,695 HC) compared to the number of projected 5-year-old students for 2024 (2,127 HC). Our initial 3-day Kindergarten registration has already captured 1851 students. Our five-year capture rate for 3-day Kindergarten registration is 92%. We are using an 87% capture rate with the 3-day Kindergarten registration. We are using this rate because our three-year capture rate has been trending closer to 87%.
- A high migration of students from other districts, other provinces, and other countries. Our district and the lower mainland have seen extremely high numbers of International Funding Eligible students arrive to British Columbia. While the federal government announced a reduction of some adult study permits, most of our Funding Eligible students' parents are in the country with work permits. While Baragar suggests that our migration rate will remain consistent from past years, our projection incorporated a net

migration rate of 4.0%. This is higher than in previous years; however, it mirrors our current mid-year migration rate.

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

- Calculation of Kindergarten projections using 3-day data combined with our historical 3-day capture rate may lead to an overestimation of our Kindergarten numbers.
- Our 4% migration rate may not continue for the rest of the school year and may lead to an overestimation of our total K-12 numbers.
- Due to housing limitations, migration to the district, especially International Funding Eligible students, may already be realized in our current enrolment.
- If our projection is too low, the district will be challenged to have enough employees to service a larger number of students.

Considering the various factors that we believe will affect our September 2024 enrolment, it is projected that we will have an increase of approximately 596 FTE from September 2023. This is based on a projected K-12 Standard School FTE of 32,600 and Alternate School FTE of 320.



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

MEMORANDUM

TO: Board of Education

FROM: Michael Thomas, Chair, Policy Review Committee

DATE: March 12, 2024

SUBJECT: **Notice of Motion – Policy 3 – Role of the Trustee**

COPIED TO: Patricia Gartland, Superintendent

Recommended Action: That the Board receive this Notice of Motion and at the April 9, 2024 Public Board meeting, consider and as appropriate adopt changes to Policy 3 – Role of the Trustee.

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 3 – Role of the Trustee 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 April 2, 2024.

ROLE OF THE TRUSTEE

The Board consists of nine (9) trustees. Four (4) trustees are elected from the city of Coquitlam, two (2) from each of the cities of Port Coquitlam and Port Moody; and one from the villages of Anmore and Belcarra.

The role of the trustee is to contribute to the Board as it carries out its mandate in order to achieve its mission and goals related to student success and the development of an improved learning environment. The oath of office taken by each trustee when ~~he or she~~^{they} assume ~~s~~ office binds that person to work diligently and faithfully in the cause of public education.

The *School Act* gives no individual authority to trustees. As members of the corporate board, trustees are accountable to the public for the collective decisions of the Board, and for the delivery and quality of educational services. A trustee must serve the community as an elected representative, but the trustee's primary task is to act as a member of a corporate board.

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The decisions of the Board in a properly constituted meeting are those of the corporation. A trustee who is given corporate authority to act on behalf of the Board may carry out duties individually, but only as an agent of the Board. In such cases, the actions of the trustee are those of the Board that is then responsible for them. A trustee acting individually has only the authority and status of any other citizen of the District.

Trustees bring a range of skills, experience, knowledge, values, beliefs and opinions to their role. Their background does not necessarily include teaching, administration, or any other aspect of education. Their diversity ensures that Board processes are truly democratic and contributes to good decision-making. This diversity also helps trustees provide a balance between the interests of a broader community and the interests of those involved in the delivery of education.

As a result of elections, the Board may experience changes in membership. To ensure continuity and facilitate smooth transition from one Board to the next following an election, trustees must be adequately briefed concerning existing Board policy and practice, statutory requirements, initiatives and long-range plans.

The Board believes an orientation program is necessary for effective trusteeship.

1. The District will offer an orientation program prior to January 31 after an election for all elected trustees that provides information on:
 - 1.1 Role of the trustee and the Board;
 - 1.2 Organizational structures and procedures of the District;
 - 1.3 Board policy, agendas and minutes;
 - 1.4 Existing District initiatives, annual reports, budgets, financial statements, and long-range plans;
 - 1.5 District programs and services;
 - 1.6 Board's function as an appeal body; and

- 1.7 Statutory and regulatory requirements, including responsibilities with regard to conflict of interest.
2. The District will provide financial support for trustees to attend British Columbia School Trustees' Association sponsored orientation seminars.
3. The Board Chair and Superintendent are responsible for developing and implementing the District's orientation program for newly elected trustees.
4. Incumbent trustees are encouraged to help newly elected trustees become informed about functions, policies, and procedures.

Specific Responsibilities of Individual Trustees

1. Become familiar with District policies and procedures, meeting agendas, and reports in order to participate in Board business.
- ~~2. Participate in, and contribute to, the decisions of the Board in order to provide the best solutions possible for the education of students within the District.~~
- ~~3.2.~~ Support the decisions of the Board and monitor progress to ensure decisions are implemented.
- ~~3.~~ Refer queries, issues or problems raised by a student or parent in accordance with AP 380, Resolution of Student or Parent School Concerns.
- ~~4.~~ Refer queries, or issues and problems not covered by ~~b~~Board policy or district administrative procedure, to the ~~Board for corporate discussion, decision or delegation~~Superintendent through the Board Chair for potential follow up.
- ~~5.4.~~ ~~Refer queries, issues or problems raised by a parent or community member about a teacher or classroom, to the teacher or about a principal or a school, to the principal and, where appropriate, inform the Superintendent or designate.~~
- ~~6.5.~~ Bring to the attention of the Board any issues that may significantly affect the District, and interpret the needs of the community to the Board.
- ~~7.6.~~ Exercise authority within defined limits when delegated such responsibility.
- ~~8.7.~~ Participate in Board/trustee development sessions so the quality of leadership and service in the District is enhanced.
- ~~9.8.~~ Share the materials and ideas gained with fellow trustees at the Board meeting immediately following a trustee development activity.
- ~~10.9.~~ Stay current with respect to provincial, national and international educational issues and trends.
- ~~11.10.~~ Strive to develop a positive and respectful learning and working culture both within the Board and the District.
- ~~12.11.~~ Act as a liaison to assigned school for the following purposes and in consultation with the school principal:
 - ~~12.11.1.~~ To engage with the School Principal
 - ~~12.211.2.~~ To represent the Board when a Board representative is desired at school functions;
 - ~~12.311.3.~~ To provide increased opportunity for trustee to become more knowledgeable about the District's schools and student learning;

~~13.12.~~ A Trustee will not be a liaison to a school in which their child or grandchild is enrolled.

~~14.13.~~ Become familiar with, and adhere to, the Trustee Code of Ethics.

Legal Reference: Section 50, School Act

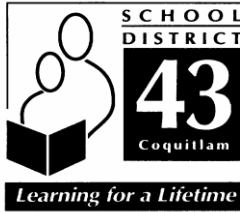
Board Minutes

October 1980 Volume 22 Page 162 Policy I-A-31 Orientation Program for Newly Elected/Appointed Trustees

June 2005 Volume 47 Page 78 Policy 3 Role of the Trustee

February 2006 Volume 48 Page 18

April 9, 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: March 12, 2024

SUBJECT: **Notice of Motion – Policy 5 – Role of the Board Chair**

COPIED TO: Patricia Gartland, Superintendent

Recommended Action: That the Board receive this Notice of Motion and at the April 9, 2024 Public Board meeting, consider and as appropriate adopt changes to Policy 5 – Role of the Board Chair.

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 5 – Role of the Board Chair 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 April 2, 2024.

ROLE OF THE BOARD CHAIR

At its inaugural meeting following a general local election, and for the following three years, at the regular November meeting, the Board shall elect one of its members to serve as Board Chair, to hold office at the pleasure of the Board.

The Board entrusts to its Chair primary responsibility for safeguarding the integrity of the Board's processes and representing the Board to the broader community.

The Board delegates to the Chair the following powers and duties:

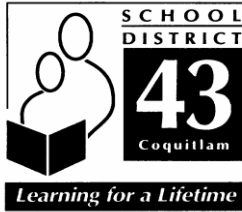
1. Prior to each Board meeting, confer with the Vice-Chair and Superintendent on the items included on the agenda, and become thoroughly familiar with them.
2. Preside over all Board meetings and ensure that such meetings are conducted in accordance with the School Act, the policies and procedures as established by the Board, and *Robert's Rules of Order*.
3. Perform the following duties during Board meetings:
 - 3.1 Ensure that all issues before the Board are well stated and clearly expressed.
 - 3.2 Ensure that each trustee has a full and fair opportunity to be heard and understood by the other members of the Board in order that collective opinion can be developed and a corporate decision reached.
 - 3.3 Direct the discussion by trustees to the topic being considered by the Board.
 - 3.4 Ensure that each trustee present votes on all issues before the Board.
 - ~~3.5 Extend hospitality to trustees, officials of the Board, the press, and members of the public.~~
 - 3.5 Makes recommendations for board representative appointments to the Board of Education
4. Keep informed of significant developments within the District.
5. Keep the Superintendent and the Board informed of all matters coming to ~~his/her~~their attention that might affect the District.
6. Be in regular contact with the Superintendent to maintain a working knowledge of current issues and events.
7. Convey directly to the Superintendent such concerns or questions as are related to him/her/them by trustees, parents, students or employees which may significantly affect the administration of the District.
8. Bring to the Board all matters requiring a corporate decision of the Board.

9. Act as the chief spokesperson for the Board by stating positions consistent with Board direction and policies (except for those instances where the Board has delegated this role to another individual or group).
10. Act as ex-officio member of all committees appointed by the Board.
11. Act as a signing officer for the District.
12. Serve as an officer of the Board authorized to witness the use of the Board's corporate seal.
13. Represent the Board, or arrange alternative representation, at official meetings or other public functions.
14. Ensure that the Board engages in regular assessments of its effectiveness as a Board.

Legal Reference: Section 67, School Act

Board Minutes

Volume 35 Page 90 Policy I-A-1 Modus Operandi – Board of School Trustees
Volume 35 Page 142 Policy I-A-1 Modus Operandi – Board of School Trustees
Volume 36 Page 27 Policy I-A-1 Modus Operandi – Board of School Trustees
Volume 38 Page 94 Policy I-A-1 Modus Operandi – Board of School Trustees
Volume 40 Page 89 Policy I-A-1 Modus Operandi – Board of School Trustees
May 1999 Volume 41 Page 64 Policy I-A-1 Modus Operandi – Board of School Trustees
June 2005 Volume 47 Page 78 Policy 5 Role of the Board Chair
March 2006 Volume 48 Page 27
September 2008 Volume 50 Page 91
January 24, 2017 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: March 12, 2024

SUBJECT: **Notice of Motion – Policy 6 – Role of the Vice Chair**

COPIED TO: Patricia Gartland, Superintendent

Recommended Action: That the Board receive this Notice of Motion and at the April 9, 2024, Public Board meeting, consider and as appropriate adopt changes to Policy 6 – Role of the Vice Chair.

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 6 – Role of the Vice Chair 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 April 2, 2024.

ROLE OF THE VICE-CHAIR

At its inaugural meeting following a general local election, and for the following three years, at the regular November meeting, the Board shall elect one of its members to serve as Vice-Chair, to hold office at the pleasure of the Board.

Trustees are encouraged to let their names stand for the role of vice-chair as the position provides valuable experience in the area of governance and insight into the duties of the Chair.~~No trustee can be elected as Vice-Chair for more than two consecutive years, unless no other trustees are willing to let their names stand for election. Should this occur, then the outgoing Vice-Chair could be elected for a third term, but not a fourth.~~

Specific Responsibilities

1. The Vice-Chair shall act on behalf of the Board Chair, in the latter's absence and shall have all the duties and responsibilities of the Board Chair.
2. The Vice-Chair shall assist the Board Chair in ensuring that the Board operates in accordance with its own policies and procedures and in providing leadership and guidance to the Board.
3. Prior to each Board meeting, confer with the Board Chair and Superintendent on the items included on the agenda, and become thoroughly familiar with them.
4. The Vice-Chair may be assigned other duties and responsibilities by the Board Chair.
5. The Vice-Chair shall be an alternate signing authority for the District.

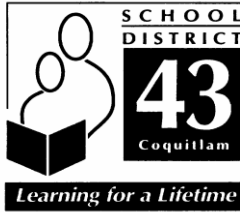
Legal Reference: Section 67, School Act

Board Minutes

June 2005 Volume 47 Page 78 Policy 6

March 2006 Volume 48 Page 27

January 24, 2017 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: March 12, 2024

SUBJECT: **Notice of Motion – Policy 9 – Board Representatives**

COPIED TO: Patricia Gartland, Superintendent

Recommended Action: That the Board receive this Notice of Motion and at the April 9, 2024, Public Board meeting, consider and as appropriate adopt changes to Policy 9 – Board Representatives.

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 9 – Board Representatives 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 April 2, 2024.

BOARD REPRESENTATIVES

In response to requests from external organizations or agencies, the Board will give consideration to naming representatives to various external Boards or committees. Such representation is established at the discretion of the Board to facilitate the exchange of information on matters of mutual concern and/or to discuss possible agreements between the Board and other organizations.

Joint committees shall function within the terms of reference determined by the Committee and approved by both parties.

The Superintendent may appoint resource personnel to work with representatives and shall determine roles, responsibilities and reporting requirements of resource personnel.

~~In order to make decisions that reflect community values and represent the interests of the entire District, the Board as a whole will meet with the Councils of the municipalities served by the District on an annual basis or as necessary in order to facilitate the exchange of information and/or discuss possible agreements.~~

The following will have Board representation:

1. Members of Parliament (MP)/Members of the Legislative Assembly (MLA)

1.1 The Board will meet ~~on an annual basis,~~ with local MPs and MLAs

1.2 Purpose

- ♦ Represent the Board's position and interests at meetings with the MPs and MLAs

1.3 Powers and Duties

- ♦ Facilitate the exchange of information
- ♦ Discuss and review possible agreements
- ♦ Other matters as determined by the Board and/or each MP/MLA

1.4 Membership

- ♦ Board as a whole
- ♦ Local MPs and MLAs
- ♦ Staff as necessary

1.5 Meetings

- ♦ Held on an annual basis or as requested by either party

4.2. Municipal Councils

~~4.42.1~~ The Board ~~as a whole~~ will meet ~~on an annual basis, or as requested,~~ with each of the five local municipal Councils:

~~4.4.42.1.1~~ City of Coquitlam Council

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~~4.1.22.1.2~~ City of Port Coquitlam Council

~~4.1.32.1.3~~ City of Port Moody Council

~~4.1.42.1.4~~ Village of Anmore Council

~~2.1.5~~ Village of Belcarra Council

~~4.1.5~~

~~4.22.2~~ Purpose

- ♦ Represent the Board's position and interests at meetings with each Council

~~4.32.3~~ Powers and Duties

- ♦ Facilitate the exchange of information
- ♦ Discuss and review possible agreements
- ♦ Other matters as determined by the Board and/or each Council

~~4.42.4~~ Membership

- ♦ Board as a whole
- ♦ Each Municipal Council as a whole
- ♦ District or Council staff as necessary

~~4.52.5~~ Meetings

- ♦ Held on an annual basis or as requested by either party

♦

- ~~♦ A quorum will be the majority of the Board and majority of the Council members~~

32. BCSTA (Provincial Councillor)

~~23.1~~ Purpose

- ♦ Represent the Board's position and interests to BCSTA

~~32.2~~ Powers and Duties

- ♦ Attend BCSTA provincial meetings
- ♦ Provide input to BCSTA from the Board's perspective
- ♦ Communicate to the Board the work of BCSTA

~~23.3~~ Membership

- ♦ One trustee; one alternate

~~23.4~~ Meetings

- ♦ As called by BCSTA on a quarterly year basis-

♦

3.4. BCSTA E.L.L. English Language Learners Consortium

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34.1 Purpose

- Represent the Board's position and interests to the Consortium

34.2 Powers and Duties

- Attend E.L.L. Consortium meetings
- Provide input to the Consortium from the Board's perspective
- Communicate to the Board the work of the E.L.L. Consortium

34.3 Membership

- One trustee; one alternate

34.4 Meetings

- As called by the E.L.L. Consortium, ~~six time per year.~~

4.5. BCSTA Metropolitan Branch

45.1 Purpose

- Represent the Board's position and interests to the Metropolitan Branch

4.5.2 Powers and Duties

- Attend BCSTA Metropolitan Branch meetings
- Provide input to the Metropolitan Branch from the Board's perspective
- Communicate to the Board the work of BCSTA Metropolitan Branch

45.3 Membership

- One trustee, one alternate

45.4 Meetings

- As called by BCSTA Metropolitan Branch

5.6. BC Public School Employers' Association

56.1 Purpose

- Represent the Board's position and interests to the BCPSEA

56.2 Powers and Duties

- Attend BCPSEA meetings
- Provide input to BCPSEA from the Board's perspective
- Communicate to the Board the work of BCPSEA

56.3 Membership

- One trustee, one alternate

56.4 Meetings

- As called by BCPSEA

7. SD43 Education Foundation

7.1 Purpose

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- ♦ Represent the Board's position and interests to the Foundation

7.2 Powers and Duties

- ♦ Attend Foundation meetings
- ♦ Provide input to the Foundation from the Board's perspective
- ♦ Communicate to the Board the work of the Foundation

7.3 Membership

- ♦ Two trustees

7.4 Meetings

- ♦ As called by the Foundation

6.8. Coquitlam Foundation

68.1 Purpose

- ♦ Represent the Board's position and interests to the Foundation

68.2 Powers and Duties

- ♦ Attend Foundation meetings
- ♦ Provide input to the Foundation from the Board's perspective
- ♦ Communicate to the Board the work of the Foundation

68.3 Membership

- ♦ One trustee, one alternate
- ♦ ~~Board Chair or designate~~

68.4 Meetings

- ♦ As called by the Foundation
- ♦

7.9. District Parent Advisory Council (DPAC)

79.1 Purpose

- ♦ To enhance communication between ~~parent advisory councils~~ DPAC and the ~~District Board~~

79.2 Powers and Duties

- ♦ Recognize ~~the Council~~ DPAC as the representative body of the individual school's parent advisory councils
- ♦ Recognize the advocacy role of ~~the Council~~ DPAC in contributing to a high standard of education in the District and to the general well-being of all students in the District.
- ♦ Attend Council DPAC meetings
- ♦ Provide input to ~~the Council~~ DPAC from the Board's perspective

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- ♦ Communicate to the Board the work of ~~the Council~~DPAC

79.3 Membership

- ♦ One trustee, one alternate

79.4 Meetings

- ♦ ~~Seven times per year as~~ called by ~~the Council~~DPAC

10. ~~CERA (Communities Embracing Restorative Action (CERA))~~

9.1 Purpose

- ♦ Represent the Board's position and interests to CERA

9.2 Powers and Duties

- ♦ Attend CERA meetings
- ♦ Provide input to CERA from the Board's perspective
- ♦ Communicate to the Board the work of CERA

9.3 Membership

- ♦ One trustee, one alternate

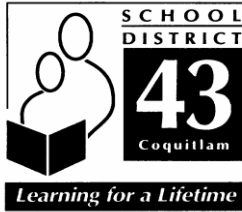
9.4 Meetings

- ♦ ~~Five times per year as~~As called by CERA

Legal Reference: Section 65, 85, School Act

Board Minutes

Volume 32 Page 322 Policy I-A-40 Parent Advisory Council
October 1996 Volume 38 Page 100 Policy I-A-40 Parent Advisory Council
June 2005 Volume 47 Page 78 Policy 9 Board Representatives
March 2006 Volume 48 Page 35
November 7, 2017 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: March 12, 2024

SUBJECT: **Notice of Motion – Policy 17 – District Code of Conduct for Students**

COPIED TO: Patricia Gartland, Superintendent

Recommended Action: That the Board receive this Notice of Motion and at the April 9, 2024, Public Board meeting, consider and as appropriate adopt changes to Policy 17 – District Code of Conduct for Students.

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 17 – District Code of Conduct for Students 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 April 2, 2024.

DISTRICT CODE OF CONDUCT FOR STUDENTS

The Board believes it has a responsibility to establish expectations of students as part of its governance role for the District. -The Board further believes that the responsibility for student discipline in school is shared among students, staff and ~~parents~~parent/guardian. Students have a responsibility to respect the rights and dignity of others and to become actively and productively involved in their own academic learning and social growth. Educators are responsible for establishing a positive school climate in which structure, support and encouragement assist students in developing a sense of self-discipline and responsibility. ~~Parents~~Parent/guardians are responsible for establishing a positive learning atmosphere in the home, knowing school policies and procedures, supporting the school in the enactment of these policies and procedures, and encouraging their children to understand and respect these policies and procedures. To support these aims, the Board has established a District Code of Conduct for Students, which shall be followed in all schools.

Specifically

1. The Board believes that appropriate student conduct, based on respect for oneself, respect for others, and respect for property is essential to the development of responsible citizens. To this end students are expected to:
 - 1.1 be aware of and obey all school rules
 - 1.2 attend classes punctually and regularly
 - 1.3 work cooperatively and diligently at their studies and with home assignments
 - 1.4 respect the rights of all persons within the school including peers, staff and ~~parents~~parent/guardian
 - 1.5 respect the legitimate authority of the school staff
 - 1.6 respect the school's physical school facilities
 - 1.7 respect the ~~ethnic~~ diversity of our school community
 - 1.8 behave in a safe and responsible manner at all times
 - 1.9 **not** threaten, harass, bully*, intimidate or assault, in any way, any person within the school community; and
 - 1.10 **not** be in possession or under the influence of drugs and/or alcohol.
2. The Board further believes that these expectations are fostered in a positive climate in which:
 - 2.1 all students feel safe, valued and trusted, and have the opportunity to develop, assume and maintain responsibility and self-motivation
 - 2.2 there is a joint effort to learn and a feeling of mutual respect among staff, students and ~~parents~~parent/guardian

- 2.3 appropriate behaviour is consistently encouraged and acknowledged, thereby increasing student self-esteem and reinforcing self-control
 - 2.4 students are disciplined in a timely, fair, judicious and responsible manner, with consequences for unacceptable behaviour that take into account the student's age, maturity and special needs, if any**and
 - 2.5 on-going communication exists between staff and ~~parents~~parent/guardians that encourages and provides increased opportunities for active and constructive parental involvement in their children's education.
3. The Superintendent will ensure that each Principal, in consultation with staff, ~~parents~~parent/guardians and, when appropriate, students, establishes a code of conduct for his/her school that is consistent with the District Code of Conduct for Students and which reflects the provincial standards.
 4. The Board believes that schools must not be places where discrimination is practiced or tolerated. To that end, each school code of conduct shall refer to Sections 7 and 8 of the Human Rights Code of British Columbia. ~~contain the following statement:~~
~~"As per Section 8 of Human Rights Code of British Columbia, students shall not discriminate against others on the basis of the race, religion, colour, ancestry, place of origin, marital status, family status, age, sex, sexual orientation, gender identity or expression, or physical or mental disability. Furthermore, as per Section 7 of the Human Rights Code of British Columbia, no student shall publish or display anything that would indicate an intention to discriminate against another, or expose them to contempt or ridicule, on the aforementioned bases."~~
 5. The school's code of conduct and a summary of the district's policies on "Code of Conduct" (Policy 17), "Violence, Intimidation and Possession of Weapons" (Policy 18) and "Suspension of Students" (Administrative Procedure 355) will be sent home annually to be signed by ~~parents~~parents/guardians and, where appropriate, students. The principal shall ensure that the school code of conduct is reviewed with students at the beginning of the school year and throughout the year as necessary.
 6. Students, while attending school and school sponsored functions and activities, shall be subject to the District Code of Conduct for Students and the school's rules of conduct and deportment established by the Principal. -Students may be subject to discipline under the school and/or District Code of Conduct for any conduct which has the effect of negatively impacting the school environment, whether that conduct occurs on or off School District property, at a school sponsored function or activity, or otherwise.
 7. Students registered in School District No. 43 (Coquitlam) shall not attend at schools other than the school in which they are registered, without a legitimate school related purpose. Students who do so may be subject to disciplinary action by their school or the School District.
 8. Serious breaches of conduct that threaten the safety and welfare of others will be referred directly to Level Three of the suspension process for resolution by the Student Suspension Review Committee.
 9. Where a student 16 years of age or older repeatedly fails to comply with the code of conduct, rules and policies of the school, or has failed to apply him/herself to his/her

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studies as set out in Section 85 of the School Act, the Board is empowered to refuse further school service to the student.

10. Students are prohibited from being in possession of and/or under the influence of alcohol and/or drugs in all schools or at school sponsored functions and activities.

* **Bullying** includes but is not limited to physical or verbal intimidation, verbal harassment and ~~cyber~~online bullying, occurring on or off school property.

** Special considerations may apply to the imposition of consequences on a student with special needs if the student is unable to comply with this Code of Conduct ~~due to a disability of an intellectual, physical, sensory, emotional or behavioural nature.~~

References: Section 85, School Act
Policy 13 (Appeals Regarding Student Matters)
Administrative Procedure 355 (Suspension of Students)
BC Human Rights Code (Section 7 & 8)

Board Minutes

October 1990 Volume 32 Page 238-239 Policy II-B-83 School Rules
June 2005 Volume 47 Page 78 Policy 17 District Code of Conduct for Students
June 2007 Volume 49 Page 80
January 2008 Volume 50 Page 6
June 2015 Volume 57 Page 96
February 21, 2017 Board Meeting

GRADUATION DINNER/DANCE & COMMENCEMENT SCHEDULE 2024

SCHOOL	GRADUATION DINNER & DANCE DATE/LOCATION/TIME	COMMENCEMENT CEREMONY DATE/LOCATION/TIME	SCHOOL CONTACT(S)	TRUSTEE REPRESENTATIVE	DLT REPRESENTATIVE
Centennial	Saturday, June 22, 2024 Sheraton Wall Centre 6:00 – 11:00 pm	Monday, June 24, 2024 Simon Fraser University (SFU) Burnaby 6:00 – 9:00 pm	Manjit Rai	Carol Brodie	Carey Chute
Dr. Charles Best	Saturday, June 15, 2024 Fairmont Waterfront Vancouver 6:00 pm	Tuesday, June 25, 2024 Orpheum Theatre Vancouver 7:00 pm	Heather Murphy	Chuck Denison	Anthony Ciolfitto
Gleneagle	Friday, June 14, 2024 Vancouver Convention Centre 5:00 – 11:00 pm	Sunday, June 23, 2024 Orpheum Theatre Vancouver 11:00 am – 2:00 pm	Shawn O’Brien	Christine Pollock	Nadine Tambellini
Heritage Woods	Saturday, June 1, 2024 Sheraton Wall Centre 6:00 – 10:00 pm	Saturday, June 15, 2024 Simon Fraser University (SFU) Burnaby 2:00 – 5:00 pm	Todd Clerkson	Lisa Park	Nadine Tambellini
Pinetree	Saturday, June 15, 2024 Westin Bayshore 6:00 – 11:00 pm	Wednesday, June 26, 2024 Orpheum Theatre Vancouver 6:00 – 9:00 pm	Janine Close	Craig Woods	Robert Zambrano
Port Moody	Saturday, June 15, 2024 Pinnacle Hotel Harbourfront 6:00 – 11:00 pm	Saturday, June 22, 2024 Orpheum Theatre Vancouver 11:00 am – 2:00 pm	Jeremy Clarke	Zoe Royer	Carey Chute
Riverside	Saturday, June 1, 2024 Pinnacle Hotel Harbourfront 6:00 pm	Sunday, June 23, 2024 Simon Fraser University (SFU) Burnaby 11:00 am	Jon Bruneau	Michael Thomas	Robert Zambrano
Terry Fox	Saturday, June 1, 2024 Vancouver Convention Centre 7:00 pm	Saturday, June 22, 2024 Orpheum Theatre Vancouver 7:00 pm	John Campbell	Jennifer Blatherwick	Anthony Ciolfitto
CABE Secondary (Coquitlam Alternative Balanced Education)	n/a	Friday, June 21, 2024 Venue TBD Time TBD	Sandi Lauzon	Kerri Palmer Isaak	Paul McNaughton
Continuing Education (CE), Customized Learning Centre (CLC), Coquitlam Learning Opportunity Centre (CLOC)	n/a	Thursday, June 27, 2024 Heritage Woods Secondary Theatre 6:30 pm	Jason Giles	Kerri Palmer Isaak	Stephen Whiffin
Encompass	n/a	Wednesday, June 19, 2024 Vanier School Gym 4:30 pm	Lisa Dube	Zoe Royer	Paul McNaughton
Indigenous Education	n/a	Monday, June 3, 2024 Port Coquitlam Arena (Wilson Ave.) 6:00 – 8:30 pm	Stephanie Maki	Kerri Palmer Isaak	Robert Zambrano
Inquiry Hub	Thursday, May 16, 2024 Minnekhada Lodge 5:00 pm	Wednesday, June 26, 2024 Inlet Theatre Port Moody 7:00 pm	Dave Truss	Kerri Palmer Isaak	Stephen Whiffin