

## BOARD OF EDUCATION REGULAR PUBLIC MEETING AGENDA

School District No. 43 (Coquitlam)  
Education Learning Centre

October 22, 2024

7:00 p.m.

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

### ACKNOWLEDGEMENT OF TERRITORY

Trustee Denison

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

### A. ACCEPTANCE OF AGENDA

### B. INTRODUCTIONS

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

### C. DELEGATIONS / PRESENTATIONS

### D. EDUCATION

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

- a) Approval of September 24, 2024, Regular Board Meeting Minutes
- b) Trustee Calendar Planning Report for Information (*Pages 4-5*)
- c) Trustee Reports for Information (*Pages 6-7*)
- d) AFG Summer Work & Classroom Conversions Report (*Page 8-9*)

### F. RESPONSE TO PREVIOUS DELEGATIONS

### G. DISTRICT STAFF REPORTS (7:20 pm)

- |                                                  |                                          |
|--------------------------------------------------|------------------------------------------|
| a) Superintendent                                | Stephen Whiffin                          |
| i) News & Events<br>( <i>Pages 10-13</i> )       | <i>(10 minutes)</i>                      |
| ii) Superintendent's Update<br>( <i>Verbal</i> ) | Stephen Whiffin<br><i>(5 minutes)</i>    |
| iii) Enrolment Update<br>( <i>Pages 14-15</i> )  | Anthony Ciolfitto<br><i>(10 minutes)</i> |

- iv) Tech Twenty  
(Page 16)

Dave Sands  
(Presentation: 10 minutes/  
Questions: 10 minutes)

- v) Trades and Transitions  
(Pages 17-24)

Carey Chute/Ben King  
(Presentation: 10 minutes/  
Questions: 10 minutes)

- b) Secretary-Treasurer
  - i) First Quarter Financial Report  
(Pages 25-27)

Nita Miki  
(10 minutes)

- ii) Rental and Lease Department Annual Report  
(Pages 28-31)

Martha Vassos  
(10 minutes)

**H. UNFINISHED BUSINESS**

- I. QUESTION PERIOD** (8:45 pm)  
(for questions that relate to agenda items only)
  - a) Trustees
  - b) Gallery

(10 minutes)

- J. NEW BUSINESS** (8:55 pm)
  - a) Catchment Area Changes  
(Pages 32-33)

Anthony Ciolfitto  
(10 minutes)

**K. NOTICES OF MOTION**

- L. ITEMS OF TRUSTEE BUSINESS** (9:05 pm)
  - a) Trustee Attendance at Remembrance Day Ceremonies  
(Verbal)

Michael Thomas  
(10 minutes)

- M. QUESTION PERIOD** (9:15 pm)  
(for questions that relate to agenda items only)
  - a) Trustees
  - b) Gallery

(10 minutes)

**N. ADJOURNMENT (9:25 pm)**

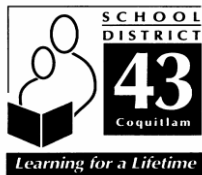
---

***ANNOUNCEMENT***

**Next Public Board Meeting: November 26, 2024 – 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  
Nicole Schenato, Executive Assistant – 604-939-9201



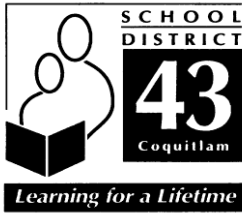
# BOARD OF EDUCATION

## Calendar Planning

October 22, 2024

| OCTOBER 2024  |                                            |                                        |            |
|---------------|--------------------------------------------|----------------------------------------|------------|
| 22            | Board Meeting                              | ELC, Board Room                        | 7:00pm     |
| 25-26         | BCSTA Provincial Council                   | <i>Morris J Wosk Centre, Vancouver</i> | All Day    |
| NOVEMBER 2024 |                                            |                                        |            |
| 7-8           | BCPSEA Fall Symposium                      | Coast Hotel, Vancouver                 | All Day    |
| 19            | Finance and Audit Committee Meeting        | ELC, Board Room                        | 4:00pm     |
| 21-23         | BCSTA Trustee Academy & Provincial Council | Westin Bayshore, Vancouver             | All Day    |
| 26            | Board Meeting                              | ELC, Board Room                        | 7:00pm     |
| DECEMBER 2024 |                                            |                                        |            |
| 5             | Long Term Recognition Event                | Westwood Plateau                       | 4:00pm     |
| 20-31         | Winter Break                               |                                        |            |
| JANUARY 2025  |                                            |                                        |            |
| 1-5           | Winter Break                               |                                        |            |
| 14            | Board Meeting                              | ELC, Board Room                        | 7:00pm     |
| 30-31         | BCPSEA AGM                                 | Coast Hotel, Vancouver                 | All Day    |
| FEBRUARY 2025 |                                            |                                        |            |
| 4             | Finance and Audit Committee Meeting        | ELC, Board Room                        | 4:00pm     |
| 11            | Board Meeting                              | ELC, Board Room                        | 7:00pm     |
| 18            | Board Meeting (Special)                    | ELC, Board Room                        | 6:30pm     |
| MARCH 2025    |                                            |                                        |            |
| 6             | BCSTA Meeting of Board Chairs              | <i>TBD</i>                             | <i>TBD</i> |
| 11            | Board Meeting                              | ELC, Board Room                        | 7:00pm     |
| 17-28         | Spring Break                               |                                        |            |
|               |                                            |                                        |            |

| APRIL 2025 |                                     |                            |         |
|------------|-------------------------------------|----------------------------|---------|
| 8          | Finance and Audit Committee Meeting | ELC, Board Room            | 4:00pm  |
| 15         | Board Meeting                       | ELC, Board Room            | 7:00pm  |
| 17         | Board Meeting (Special)             | ELC, Board Room            | 6:30pm  |
| 22         | Board Meeting                       | ELC, Board Room            | 7:00pm  |
| 24-26      | BCSTA AGM                           | Westin Bayshore, Vancouver | All Day |
| MAY 2025   |                                     |                            |         |
| 6          | Finance and Audit Committee Meeting | ELC, Board Room            | 4:00pm  |
| 13         | Board Meeting                       | ELC, Board Room            | 7:00pm  |
| JUNE 2025  |                                     |                            |         |
| 10         | Finance and Audit Committee Meeting | ELC, Board Room            | 4:00pm  |
| 17         | Board Meeting                       | ELC, Board Room            | 7:00pm  |



## **BOARD OF EDUCATION**

### **TRUSTEE REPORT**

**October 22, 2024**

Trustee Christine Pollock has provided the attached minutes of the English Language Learners (ELL) Consortium meeting, held October 2, 2024.

## ELL Consortium Report

October 2, 2024

There was a meeting with the Ministry regarding funding for late enrollment

The Ministry does not want to change the 1701 process

What can we do to remove barriers?

- What is the “process”
- Verification? Focus on parent(s)
- Scrutinization of visitor visas
- Accessibility to technology
- Transportation
- SWIS supports
- Letters of acceptance (IRCC criteria)

Round table discussion on the challenges of meeting the September 30th 1701 deadline

- Too short a period of time to properly assess students
- Kindergarten gradual entry
- Late enrollment
- New teachers, inexperienced in assessment
- Flexibility for contents of AIP's
- AIP's should have the same parameters as an IEP

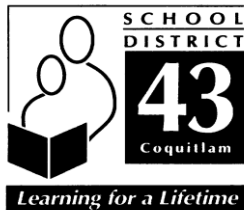
Online presentation – Caz Davidson

“What to Expect from ELL – 1701 and Beyond”

- 168 participants took part
- There will be a follow up presentation “What to Expect from ELL – Reporting”

Christine Pollock

Trustee



## 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 22, 2024

**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 is just over \$9.8 million.

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

- **Re-roofing work** totalling just over \$3.5 million at Port Moody Secondary, Eagle Mountain Middle, Anmore Elementary, Cedar Drive Elementary, James Park Annex and Millside Centre.
- **Mechanical HVAC and Plumbing System** projects ranging from major phased and stand-alone projects at Central Elementary, Eagle Ridge Elementary, Eagle Mountain Middle, Maple Creek Middle, Centennial Secondary, Continuing Ed at Monty and Heritage Woods Secondary. Projects include unit ventilators, boiler and condenser replacements, air handlers, minor upgrades, heat pump repairs and DDC and plumbing improvements. Mechanical HVAC and Plumbing upgrades in the current year are worth over \$1.25 million plus additional funding from CNCP and SEP.
- **Site and Facility Upgrades** totalling over \$1.3 million include a gym floor replacement at Como Lake Middle, bleacher replacement at Riverside Secondary, gym floor refinishing, flooring replacements, room conversions to create extra classrooms and renovations of 2 foods rooms at Heritage Woods Secondary. The room conversions to create extra classrooms at Central, Meadowbrook, Rochester and Roy Stibbs and the renovations for the foods rooms were completed by our carpentry department. Site upgrades include hazardous tree removal, retaining wall design, drainage improvements and concrete stair replacements.

- **Exterior Painting** was completed by our district's painting crew at Glen Elementary, Lord Baden Powell, Riverview Park and the Maintenance Shop. Contractors completed exterior painting at Maillard Middle, Summit Middle, Eagle Ridge Elementary and Walton Elementary. Total Value of exterior painting totalling over \$500,000.
- **LED Lighting Upgrades** performed by district electricians have a value over \$280,000. 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 Heritage Woods Secondary, Glen Elementary, Nestor Elementary and Eagle Ridge Elementary.
- **Fire Safety and Security** projects including Fire Panels, PA systems, Security alarms and Key scan expansion totalling over \$200,000.
- Phase 3 of the **Eagle Ridge Elementary CNCP project** has CNCP Program value of \$750,000.
- Phase 4 of **Central Elementary CNCP project** has a CNCP Program value of \$750,000.
- **Maple Creek Middle SEP project** has a SEP Program value of \$600,000.
- **Continuing Education at Montgomery SEP project** has a SEP Program value of \$550,000.
- **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.

1. On October 15, the Terry Fox Secondary School community was honoured to welcome Mr. Kevin Quinn, CEO of TransLink. The highlight of the event was Mr. Quinn's meeting with Jacob Colcer, a Grade 10 student and avid transit enthusiast. Upon learning about Jacob's passion for public transit, Mr. Quinn presented him with TransLink memorabilia in appreciation of his support for the organization.



Their discussion spanned a variety of topics, including bus and trolley specifications, transit routes, TransLink apps, and the organization's history. Jacob, who holds high regard for the drivers, mechanics, and support teams at TransLink, eagerly shared his insights and opinions, even offering to contribute his knowledge when needed.

Terry Fox Secondary is deeply appreciative of Mr. Quinn and his team for taking time out of their busy schedule to engage with a student in such a meaningful way. For Jacob, this experience was truly a dream come true, and the school extends its sincere thanks to Mr. Quinn for making it possible.

2. SD43's Family & Community Learning Series returns with its first session, "Rethinking Social Media for a Better Understanding of our Children and Youth," on Wednesday, October 23, 2024, from 6:30 PM to 8:00 PM via Zoom.

Led by Madison Cameron, a Youth Specialist from the Center for Trauma-Informed Practices, this session will provide valuable insights into how social media influences children's self-image, relationships, and overall development.

Parents and caregivers will gain a better understanding of the most popular platforms and trends among youth, along with practical strategies to foster meaningful connections and become a supportive presence in their child's digital life. This event is open to the community, and pre-registration is required. Learn more at [www.sd43.bc.ca/familyseries](http://www.sd43.bc.ca/familyseries).



3. On September 24, Board Chair Michael Thomas proudly presented a proclamation to Ken Christensen, President of the Coquitlam Teachers' Association, in recognition of the outstanding contributions of our teachers.

Celebrated annually on October 5, World Teachers' Day is observed in over 100 countries, including Canada, to acknowledge the vital role of teachers in shaping the future. This day provides an opportunity to recognize the dedication, hard work, and positive impact that educators have on students and communities worldwide.

SD43 extends its heartfelt thanks to all our SD43 educators, who inspire and support more than 33,000 students across the district. Your commitment to fostering learning and growth is deeply appreciated.



4. SD43 is proud to highlight how students and staff are engaging in meaningful activities and conversations around Truth and Reconciliation, deepening their understanding of Indigenous cultures and histories.

Several examples of these initiatives include:

- **Como Lake Middle School:** Students engaged in profound classroom discussions and created artwork centred around Truth and Reconciliation. A highlight was an interview conducted with Youth Worker Ryan Williams, where students asked insightful questions to better understand the concept of reconciliation. This interview was shared throughout the school and featured during a parent night, attended by over 200 community members, fostering a shared learning experience.
- **Gleneagle Secondary School:** The school hosted a Truth and Reconciliation Assembly that featured two significant performances: a traditional dance by an Indigenous student and a rap performance by Brandon Webster (also known as Mistatechnique). Additionally, students designed a bulletin board displaying the message, "The path to reconciliation starts with us," symbolizing their dedication to reconciliation efforts.
- **Pinetree Secondary School:** An assembly at Pinetree featured the Wild Moccasin Dancers, who delivered a powerful message about preserving culture through movement and dance. Furthermore, two students from the English First Peoples 11 class, Elsa and Angela, organized a Truth and Reconciliation Art and Writing Contest. The student artwork was displayed during the assembly, offering creative reflections on reconciliation.

These activities underscore the district's ongoing commitment to creating inclusive environments where all students can learn, reflect, and actively participate in the journey toward Truth and Reconciliation.

5. Throughout September and October, schools across the district participated in the annual Terry Fox Run, a meaningful tradition that unites the school community in raising funds for cancer research.

Below are some examples of how schools are continuing Terry's mission and embracing the values of courage, perseverance, and determination:

- Castle Park Elementary School raised over \$11,300 for the Terry Fox Foundation. To honour this fundraising goal, several students—and even Principal Mr. Corbould—bravely shaved their heads in support of the cause.
- On October 10, Hazel Trembath School hosted a Terry Fox Run at its former school grounds, inviting families to join in. The school has raised over \$3,000.



SD43 is proud of the community's dedication to keeping Terry's dream alive. The efforts of students and staff to keep running "No Matter What" exemplify Terry's mantra of never giving up. Thank you to all who donated and participated!

6. Terry Fox Secondary School Visual Arts Teacher, Ms. Grace Kim, is currently showcasing her artwork at the City of Coquitlam's 2024 Visual Arts Exhibition until January 2025 at the Maillardville Community Centre.

The theme of this year's exhibition are "Inclusion" and "Growth," and highlights the talents of local artists while promoting cultural awareness and diversity within the community.

Grace explains, "Through this painting, I wanted to put existing negative connotations on one's background in the dark. The hand, representing all races, is tearing away the words and heavy feelings associated with discrimination to reveal a maple leaf. In this maple leaf, I have written the word 'diversity' in multiple languages using various type fonts to emphasize the importance of the uniqueness we each bring and the multiculturalism that defines Canada as a nation."



7. Many SD43 schools participated in the Student Vote program, a program designed to engage students in the democratic process. This hands-on experience allowed students to explore the electoral system by researching real candidates and parties, simulating an actual election, and casting their ballots.

By participating in Student Vote, students were not only gaining valuable insights into the importance of civic engagement, but they were also developing critical thinking skills and a greater understanding of community issues.

This initiative plays a crucial role in preparing our youth to become confident, knowledgeable voters when they reach voting age and ensuring they are well-equipped to contribute meaningfully to future elections.



8. On October 4, Riverside Secondary students hosted a special ceremony to unveil the names of two quiet study rooms in the school's library. Board Chair Michael Thomas, Kwikwetlem First Nation Councillor John Peters, and Superintendent Patricia Gartland were honoured to be part of this significant event, which celebrated learning and collaboration around Indigenous culture and history.

The project began last year during the school's renovation, when the Kwikwetlem First Nation graciously gifted the names "Sto:lo" and "Kwikwetlem" for the study rooms. In partnership with the Tech Ed Department, students designed and crafted two wooden signs using the school's laser engraver to create name plaques.



This initiative reflects the school's ongoing commitment to recognizing and respecting the rich history and culture of the Kwikwetlem First Nation, on whose traditional territory the school is located.

By incorporating these names, Riverside Secondary School provides Indigenous students with meaningful cultural representation, fostering a sense of belonging within the school community.

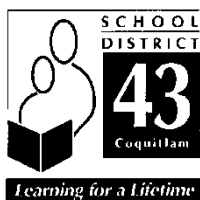


9. On October 16, Porter Street Elementary School organized a surprise pumpkin patch for students and families. The school's custodian collected 350 pumpkins, which were used to set up a festive display the next morning. Then staff worked together to ensure everything was in place before students arrived, adding an element of excitement as they discovered the pumpkin patch on the school grounds.

Each class had the opportunity to visit the patch, and every student was able to select a pumpkin to take home. Some classes incorporated the pumpkins into creative art projects, while others engaged in traditional Halloween pumpkin carving. The event was exciting for both students and staff, and was a great event for the community and boosted school spirit.

### Upcoming Events

- October 24 – Walton Elementary's 35<sup>th</sup> School Anniversary
- October 28 – SD43's Trades Program Virtual Info Session
- October 30 – Parents as Educators and Career Coaches Session Online
- November 15 – Terry Fox Secondary School's 25<sup>th</sup> Anniversary
- November 16 – Riverside Secondary School's Winter Market (10 am - 4 pm)



## School District No. 43 (Coquitlam)

### MEMORANDUM

**TO:** Patricia Gartland, Superintendent of Schools

**FROM:** Anthony Ciolfitto, Assistant Superintendent

**DATE:** October 22, 2024

**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 27<sup>th</sup>, 2024. Final numbers varied slightly after duplicate district claims and any manual edits were resolved the following week. The following information is from our district's most recent 1701 report done on Friday, October 4, 2024. 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 following is an update on District enrolment:

The February 2024 enrolment projection submitted to the Ministry of Education and Childcare for K-12 Standard Schools and Alternate Schools was 32,920 FTE. The February 2024 enrollment projection used for our annual budget for K-12 Standard Schools and Alternate Schools was 32,820 FTE.

The February enrolment projection for our 2024/25 annual budget included:

|                             |               |
|-----------------------------|---------------|
| K-12 Standard School count: | 32500.00 FTE  |
| Alternate School count:     | 320.00 FTE    |
| Total K-12:                 | 32,820.00 FTE |

Enrolment from the October 4<sup>th</sup>, 2024, 1701 final sign off:

|                             |                |
|-----------------------------|----------------|
| K-12 Standard School count: | 32598.8125 FTE |
| Alternate School count:     | 265.125 FTE    |
| Total K-12:                 | 32863.9375 FTE |

**September enrolment increase over February 2024 Projection:** **Increase of 43.9375 FTE**

\*The following is a list of schools that are identified as Alternate Schools:

CABE; Encompass 10-12; LINC-CLC; Suwa'ikh Learning Centre

Comparison between October 2024 and September 2023 K-12 Standard School plus Alternate Schools Enrolment:

|                            |                                 |
|----------------------------|---------------------------------|
| October 2024 Total K-12:   | 32863.9375 FTE                  |
| September 2023 Total K-12: | 32323.19 FTE                    |
| <b>Variance:</b>           | <b>Increase of 540.7475 FTE</b> |

This year saw continued growth of International Education Funding Eligible students enrolled 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 Ministry funding for their enrolment. By the end of September this year, SD43 had over 2953 International Education Funding Eligible students. This includes 316 Ukraine students as a part of the CUAET (Canada-Ukraine Authorization for Emergency Travel) program. At the end of September 2023, SD43 had 2360 International Education Funding Eligible students. This increased number of new students in our school district from outside of Canada continues to have a significant impact on our number of English Language Learners as well.

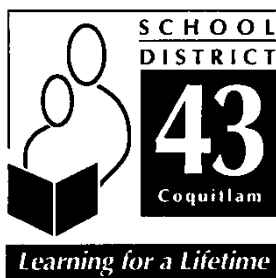
While not considered part of the Ministry projections process, School District 43 continues to see strong enrolment with International Funding Not Eligible students. As of September 30, 2024, 1206 International Funding Not Eligible students were enrolled in SD43.

The 1701 process also focuses on students the Ministry of Education and Child Care identify as having Unique Learning Needs. The table below shows the current enrolment for unique student needs funding categories compared to the February 2024 projections as of Friday, October 4<sup>th</sup>, 2024.

| Funding Category              | February Projection | October 4, 2024 | Variance |
|-------------------------------|---------------------|-----------------|----------|
| Level 1 Special Needs FTE     | 22                  | 19              | -3       |
| Level 2 Special Needs FTE     | 1600                | 1671            | + 71     |
| Level 3 Special Needs FTE     | 310                 | 324             | +14      |
| English Language Learners FTE | 6,600               | 6722            | + 122    |
| Indigenous Education FTE      | 1,220               | 1241            | +21      |

Comparison between September 2023 and October 4<sup>th</sup>, 2024, unique student needs funding categories:

| Funding Category              | September 2023 | October 4, 2024 | Variance |
|-------------------------------|----------------|-----------------|----------|
| Level 1 Special Needs FTE     | 23             | 19              | -4       |
| Level 2 Special Needs FTE     | 1563           | 1671            | + 108    |
| Level 3 Special Needs FTE     | 331            | 324             | -7       |
| English Language Learners FTE | 6,196          | 6722            | + 526    |
| Indigenous Education FTE      | 1,274          | 1241            | - 33     |



## School District No. 43 (Coquitlam)

### MEMORANDUM

---

TO: Patricia Gartland, Superintendent

DATE: October 16, 2024

FROM: Stephen Whiffin, Assistant Superintendent

SUBJECT: Tech Twenty Board Presentation

---

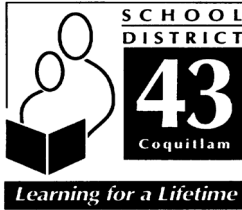
**Action:**

Receive information on SD43 Educational 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 the use of emerging Artificial Intelligence (AI) tools to support learning. Principal of Technology Implementation, Dave Sands; Teacher, Brian Barazzuol and students from Riverside Secondary will share how AI Tools have enhanced the learning experience.



## SCHOOL DISTRICT NO. 43 (COQUITLAM)

### MEMORANDUM

**TO:** Patricia Gartland, Superintendent

**FROM:** Carey Chute, Assistant Superintendent

**DATE:** October 16, 2024

**SUBJECT:** Piping Foundations Program

**COPIED TO:** Ben King

**Please accept the follow as an information update on Trades Programing opportunities within SD43.**

Ben King will provide an update Trades and Transitions opportunities provided to students within the district.

Attachment 1: Power Point

# SD43 Career Programs

---



# Career Programs Team



**Ashley  
Impellezzere**

Supports WRK + TRN Progs  
Women in Trades Training  
Indigenous Peoples in Trades



**Joanna  
Horvath**

WORK in Trades



**Ben  
King**

Principal of Career Programs  
TRAIN in Trades

## 43Careers.com

# What We do

---

- We work primarily at the secondary level to support any student who is interested in pursuing career opportunities outside of the traditional university route.
- Our department can be better understood as a collection of three general areas of student experience.
  - Explore
  - Train
  - Work

# Explore

---

- BCIT Try a Trade days
- KPU Try a Trade Days
- Jill of all Trades
- Coquitlam and Port Moody fire academies
- We have seen a massive growth in our Skills Exploration program we have gone from 120 students in the Skills Exploration program in 2023/2024 to 240 students in 2024/2025
- Indigenous trade sampler at Port Moody Secondary
- Access BC presentation for indigenous Students to explore opportunities and supports post graduation
- **NEW:** Try a trade experience for Middle and Elementary Students
- **NEW:** Grant from BCWITT to partner with a female tradesperson who will provide mentoring for students
- **NEW:** working with the k'w'akwəƛəm Nation and District Principal Stephanie Maki to offer a JR Guardian Program during Spring break.
- **NEW:** Women in trades experience offering hands on experience for SD43 students

# TRAIN

---

- Offer 24 trades for students to begin their level 1 certification
- Partnerships with BCIT/KPU/VCC/UAPIC/FTI/Camosun/Emily Carr
- Designated trainer for three PC1 programs and Auto Service Tech
- Partnership with Washington Foundation for the inaugural Gleneagle Piping Foundation program starting Feb 2025
- Program has grown for historically 88-92 students per year to 124 and counting or the 2024 and 2025 year.
- **NEW:** Awarded Dual Credit Expansion Grant with SD42 (Maple Ridge) SD40 (New Westminster) and Douglas college to offer dual credit opportunities in Human Kinetics and Sciences
- **NEW:** Non-Destructive Testing as a career available for recent grads
- **NEW:** Construction Craft Worker program with Vancouver/Burnaby/Camosun, offering a 4-week level one certification specifically targeting recent arrivals and those students who will age out of our school system.
- **NEW:** Butcher level 1 training opportunity
- **NEW:** HeadStart in Art is returning after a year without being able to offer the program

# Work

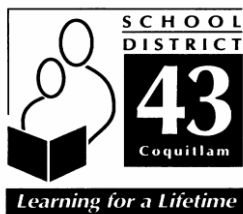
---

- The Work in Trade program Supports students near graduation or after graduation
- Assists students who are navigating their first year within the Red Seal system
- Running an annual job hiring fair at centennial in June.
  - 40+ employers
  - 400+ students attend with many finding permanent or seasonal employment
- Support WEX experiences for our AST and Electricians
- We continue to exceed our STBC quota of students enrolling and completing the Work In Trades Program
- **NEW:** We are reformatting our delivery of the “Work in Trades” courses through COL. This is to accommodate the change at the ministry level from an award of 1000 dollars for completing the program, to a Scholarship of 1000 dollars available to a limited number of students in the province.

# Extra Curricular

---

- Support the recruitment and retention of Technology Education Teachers to our district
- Continue to explore opportunities to increase seats available to our students in skilled trades programs.
- What the “L” program. Offering free driver license instruction and testing, for indigenous students twice a year.



## 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 22, 2024  
**SUBJECT:** 1st Quarter Financial Report 2024/2025  
**COPIED TO:** DLT

**Recommended Action:** The following report is provided for information.

#### **Overview:**

In April 2024, the Coquitlam Board of Education approved a balanced Preliminary Budget for the 2024/2025 (FY25) 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 interested parties.

The budget addressed many of the requests that were heard during the consultation process. These included additional teacher staffing for increased enrolment, additional EA/LISW positions to assist with increasing vulnerable learner needs, conversion of 4 EA positions from 30 hours to 35 hours at middle schools, conversion of a Secretary 2 temporary position to permanent at Lord Baden Powell and Pinetree Way elementary schools, transfer of the District Principal of Facilities Initiatives position from the Capital Fund to Operating Fund, and an additional teacher and youth worker for our new Take A Hike alternate program. The Preliminary Budget also included increased support for technology, security software, and the Student Leadership Council.

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 led initiatives were supported through other revenues including International Education, rentals of facilities, interest, and planned usage of our accumulated financial reserves.

The following 1<sup>st</sup> 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, 2024. From these activities and other gathered information, Management provides an initial preliminary outlook for the year.

**Operating Fund:**

At the time of preparing this report, barring any unforeseen events, we are anticipating a cautious positive financial outlook for the year.

There are three enrollment counts that take place during the year, September, February and May. These counts determine the funding that school districts receive and includes enrollment counts for Standard K-12 schools, Continuing Education, Alternate schools, Online learning and Unique Student Needs, English Language Learners, Indigenous students and non-graduated adult learners. The September enrollment count is the most important count for the district making up the largest component of the Operating Grant.

Actual Enrolment levels in standard schools came in just 4 FTE below budgeted projections submitted to the Ministry. Due to uncertainty, the district had held back operationalizing the equivalent of 100 FTE or 891k until actual enrollment levels were confirmed during the September count. This has now been confirmed as part of the September count and the related funding will be allocated as part of the mid-year cost pressure exercise. Online Learning enrollment exceeded projections by 51.8 FTE, while Alternative Education saw a decrease of 54.9 FTE. Enrollment of students with unique needs and English language learners increased by 79 and 120 respectively. Indigenous education count was also slightly above budget. During the September count, additional emphasis is placed on accurately identifying students with unique needs, as this has a direct impact on the grant funding the district receives. The net result of the September count is an increase in grant funding of approximately \$2.7 million.

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 GIC investments with annual interest yields between 5.25% and 6.00%, maturing in 2025 and 2026.

Salaries, benefits, service and supplies expenses are currently trending within budgeted levels. These expenses are monitored throughout the year and will be adjusted if needed in the Amended budget.

The district leadership team will be going through a cost pressure exercise once enrolment numbers have been finalized to address any new cost pressures resulting from the increased enrolment or other factors since the Preliminary Budget was approved in April. Any immediate staffing needs for class organization purposes were addressed in September but more will flow through the cost pressure exercise.

**Special Purpose Funds:**

Special Purpose Funds consist of targeted funds allocated to the district for a specific purpose. The district has approximately 25 different funds. While many of these funds remain consistent, there may be slight variations in funding from one year to another. In addition, new funds may be introduced based on the Ministry's latest initiatives.

Last year, the Ministry of Education and Child Care introduced the new 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 has been allocated a total of \$3.6 million dollars annually of which \$1.1 million will be allocated directly to schools to address specific localized needs, \$1.6 million will be used to support school meals programs and the remaining \$0.9 million in funding will be used to support community partners to augment food programs for students and their families.

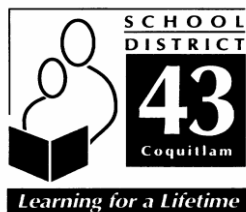
Late last spring, the Ministry allocated \$861k in additional one-time funding under Student Family and Affordability Fund. These funds were to be used to support parents and guardians of K-12 students for the cost of field trips, fees, extracurricular fees and school supplies. Since these funds were provided late in the school year, the full amount was carried over into the current year and will be allocated to schools to help address affordability needs at the school level.

Lastly, in mid-October, the district will be submitting its annual Classroom Enhancement Funding request based on enrollment increases and best-efforts requirement for class size and composition limits. The funding for this will not be confirmed until December, creating a risk for the district to put staff in place prior to approval of funding.

**Capital Fund:**

Capital accounts and related capital project activities are trending to expectation. The Facilities and Maintenance team was extremely busy during the summer months working on classroom conversions, portable moves and installations for September startup, roofing and flooring projects, and facility upgrades required for new before and after school child care space added at Alderson, Blakeburn, Glen and Kilmer Elementaries. They also continued work on other larger capital projects including Burke Mountain Middle Secondary, Scott Creek Middle ten classroom addition, seismic replacement of Moody Elementary and various Building envelope projects.

With the district continuing to see enrollment growth, a trend that is likely to continue over the next few years, the facilities department is evaluating the need for additional portables. Since the Ministry does not fund portables, this may necessitate funds to be transferred from the Operating fund to meet these capital requirements.



## 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, District Rentals and Theatre Operations

**DATE:** October 22, 2024

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

**COPIED TO:** District Leadership Team

**Recommended Action:** The following is provided for information.

#### **Functionality**

The rental department is responsible for managing the rental and leasing of school district facilities encompassing the following six areas:

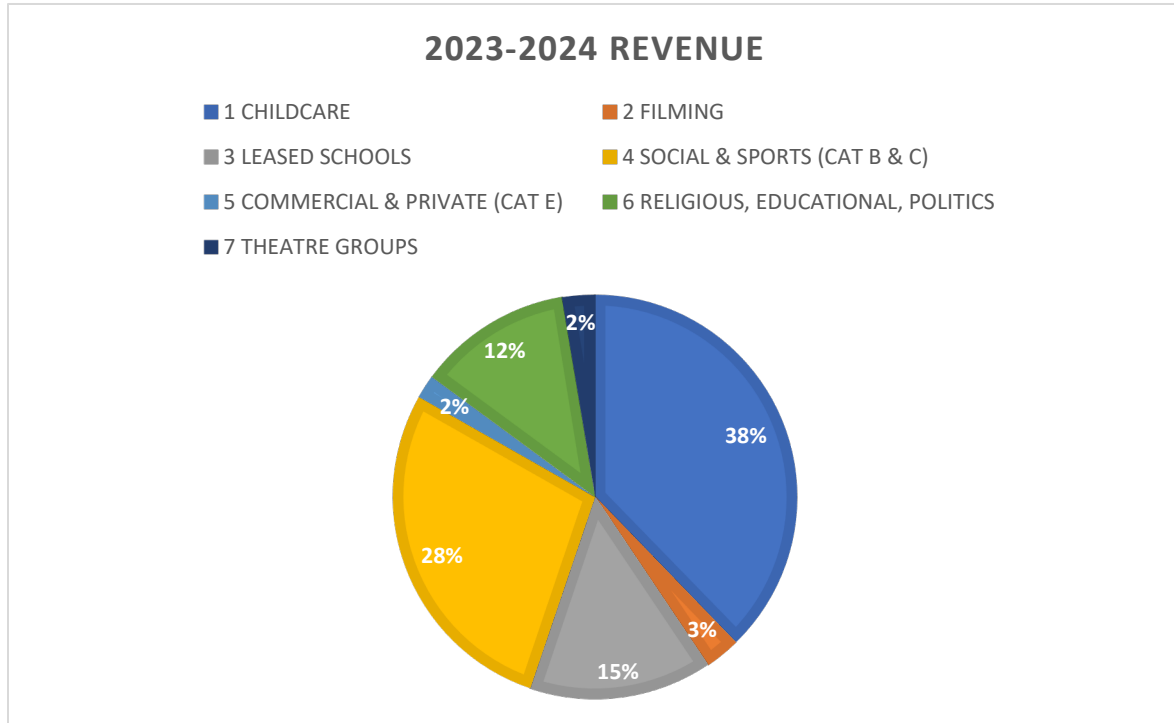
- School Facility Rentals
- Community School Rentals
- Daycare Space Rentals
- Closed School Rentals and Leases
- Specialty Rentals (churches, filming, cafeterias)
- Terry Fox Theatre

#### **Staffing**

The District Rentals Department is comprised of a Manager of District Rentals, a Coordinator of District Rentals and two District Secretary IV positions. The team is responsible for managing the rental of school facilities, including Child Care Operators from 7am to 6pm and Community users from 5pm on weeknights, weekends and during the school breaks. The Terry Fox Theatre is also available to the community for use 7 days a week and requires the presence of either the Manager or Coordinator to be on site to ensure all events run smoothly and uphold District protocols.

### **Total Revenues for 2023-2024**

For the fiscal year ending June 30, 2024, rentals of our school facilities, including closed schools, and theatres generated \$2.7 million in revenues, up from \$2.6 million in the prior year. The detailed breakdown of these revenues is as follows:



### **Recoveries**

The rentals department also recovered \$410k (F'2023 \$380K) in custodial service costs.

### **Revenue Losses**

The devastating fire at Hazel Trembath Elementary in October last year displaced not only our students, but also displaced the Child Care Operators and evening Community users at the school. This loss brought the community together as the rentals department collaborated with administrators in neighboring schools to find alternative spaces for the displaced renters. Despite our best efforts, we still lost approximately \$50k in revenue due to not being able to fully accommodate the before-school-age child-care operator and having one less facility to rent to Community Users. In addition to this loss, a long-term Church group that had been renting space at Como Lake decided to leave mid-year, resulting in an additional revenue loss of approximately \$40k.

### **Rental Revenue Sharing**

Schools receive a 20% share of rental revenues earned for spaces rented at their school site. These funds are provided as an incentive as well as to help cover wear and tear of equipment. A total of \$315,758 in revenue sharing was allocated to all the schools, up 14% from prior year. Filming permits have a 25% revenue share, but earnings in this category were minimal due to the Writers/SAG strikes.

### **Community School Rentals**

The rentals department also manages the rentals activities for the six designated community schools. 100% of rentals revenues generated from Community Schools are retained to support their programs. In 2023-24, Community School rentals generated \$332,850 in revenues, an increase of 23% from prior year.

### **Childcare Operations**

In 2022-23, an Early Learning and Childcare Committee was formed to better understand and report out to the Ministry on existing child-care operations and what can be done to help increase spaces in the District. During the 2023-24 year, the committee identified an opportunity to add before and after school spaces at four schools by making use of the gymnasium spaces. The district applied for and received approval for \$483k in child care space funding to make the necessary upgrades required for licensing.

At the Alderson Elementary site, we offered YMCA, the existing child care provider, the opportunity to expand their program to include the gymnasium for before and after school care. For the other three sites, Blakeburn, Glen and Kilmer Elementary, we issued a Request for Proposal to find a not-for-profit Child Care Operator(s) to provide before and after school care services. One Operator was selected for all three sites, introducing a new not-for-profit into our District. By making the gymnasiums available to before and after school care, we have created 96 new child-care spaces in the district starting with the 2024-2025 school year.

In collaboration with the Early Learning and Childcare committee and our Maintenance team, four more schools were identified for adding before and after school spaces. The team assessed their gymnasiums and other necessary areas required to convert these into child care spaces and have submitted another application to the Ministry for funding to make the appropriate upgrades. The district is aiming to make these spaces available for September 2025.

### **Closed Schools – Leased**

The School District has two closed school sites that continue to generate incremental revenues which is captured under Local Capital revenues. The lessees are responsible for maintenance and repairs as well as water/sewer/insurance costs. Cedarbrook Elementary is currently leased to Children of Integrity Montessori and Burquitlam Elementary is currently leased to Greater Heights Learning Academy (formerly Mediated Learning). Both lessees commenced their new 5-year terms in July 2023.

### **Closed Schools - Rentals**

- College Park: This site continues to be regularly used for police training and served as a parking location for a TV series intermittently over three months at the end of the 2023-2024 school year. Including revenue from film parking, total earnings more than doubled, reaching \$109,559 in F'2024.
- IOCO Elementary: The gravel field is used on occasion for film parking and city parking in the summer and generated a total of \$6,890 in revenue for the 2023-24 school year.

### **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 a royalty of 10% of sales. For 2023-24, the school district received \$125,000 in royalty payments and provided \$5,000 to each of these sites as part of revenue sharing. The Purchasing department arranges for the necessary inspections and repair, maintenance or replacement of equipment as needed.

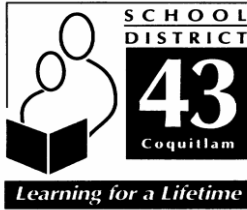
### **Centennial Theatre**

Most of the theatre's rental revenue continues to come from the church group that rents the theatre, multi-purpose room, and several classrooms on Sundays. In F'2024, this rental generated a total of \$98.2K in revenue, an increase of \$38.6K from F'2023.

### **Terry Fox Theatre**

Terry Fox Theatre had 47 Community user groups securing 100 dates during the 2023-2024 school year. Rentals ranged from musical theatre, dance groups to strata meetings. Our rental revenues for F'2024 were consistent with the prior year.

- 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 saw an improvement in the second half of the 2023-2024 school year.
- We currently have one SD43 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 2023-2024. A new Joint Use Agreement is in place allowing the city to book up to two years in advance based on not bumping school and district usage and long-term rental groups. No requests for usage by the City have been made to date.
- Future Maintenance Planning for the theatre includes:
  - a) We are working on an RFP to go out for new seating at Terry Fox Theatre (lower and upper balcony). A seat levy fee has been collected from our rentals with hopes to cover the full cost of the seat replacement.
  - 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) The audio equipment in the AV Booth is dated and from the 90's. We will be working with the school on developing a plan to slowly replace the aged equipment.
  - 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.



## SCHOOL DISTRICT NO. 43 (COQUITLAM)

### Facilities & Planning Services

#### MEMORANDUM

**TO:** Patricia Gartland, Superintendent of Schools, CEO

**FROM:** Anthony Ciolfitto, Assistant Superintendent  
Ivano Cecchini, Executive Director, Facilities and Planning Services  
John Campbell, Principal, Facilities Initiatives

**DATE:** October 22, 2024

**SUBJECT:** **Boundary Review Process – Adjustments to Catchment Areas for the 2025-2026 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 2025-2026 School Year:**

The proposed catchment area changes outlined below are for the regular English catchments only.

##### **1) Moody Elementary School and Seaview Community School**

The new Moody Elementary School is being relocated further east along St. Johns Street. There is increased densification occurring in Port Moody, specifically in the current catchment area of Moody Elementary School. The increased densification will impact capacity at Moody Elementary in the short, medium, and long term. Seaview Community School has short, medium, and long term capacity to accept more students. Therefore, the proposed changes will better accommodate the growth in the area and proximity to schools for most students.

## **2) Lord Baden Powell Elementary School and Porter Elementary School**

Lord Baden Powell Elementary School continues to see increased enrollment due to densification along Austin Avenue. This increased densification will impact capacity at Lord Baden Powell in the short, medium, and long term. Porter Elementary has short and medium term capacity to accept more students. Therefore, the proposed changes will better accommodate growth in the area.

### **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 to childcare facilities located in the area
- 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.