

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

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

TUESDAY, OCTOBER 21, 2025

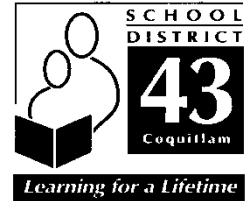
Chair: Michael Thomas
Vice Chair: Craig Woods
Trustees: Carol Brodie
Chuck Denison
Rosey Manhas
Kerri Palmer Isaak
Christine Pollock

Absent: Lisa Park
Zoë Royer

Administration:
Superintendent of Schools Nadine Tambellini
Secretary-Treasurer/CFO Nita Mikl
Assistant Superintendent Anthony Ciolfitto
Jeremy Clarke
Andrea Hunter
Paul McNaughton
Stephen Whiffin
Michelle Daycock
Executive Director, Human Resources
Assistant Secretary-Treasurer,
Corporate and Financial Services Patricia Bigonzi
Assistant Director, Communication and
Community Relations Ken Hoff
Recording Secretary Nicole Schenato

Michael Thomas, Board Chair, called the meeting to order at 7:02 pm.

The Acknowledgment of Territory was expressed by Trustee Denison.



*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/WOODS moved acceptance of the agenda.

Question was called.

MOTION CARRIED UNANIMOUSLY

Representatives in attendance from the Coquitlam Teachers' Association (CTA), Coquitlam Principals & Vice Principals Association (CPVPA), and the District Parent Advisory Council (DPAC) introduced themselves.

The District Leadership Team (DLT) members in attendance introduced themselves.

Michael Thomas, Board Chair, conveyed congratulations to Assistant Superintendent Carey Chute who will be retiring from his position effective October 31, 2025. After dedicating 33 years serving the students and staff of School District No. 43, Dr. Chute has made a significant impact in various educational roles throughout his career. As Mr. Chute 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.

Chair Thomas further announced that, on October 17, the provincial government formally announced its commitment to replace Hazel Trembath Elementary School. The Chair expressed appreciation to the Hazel Trembath community for their steadfast advocacy and active engagement throughout the process.

There were no education matters to report.

The Chair asked if there were any amendments to the consent agenda, which included the following items:

- a) Approval of September 23, 2025, Regular Board Meeting Minutes
- b) Trustee Calendar Planning Report for Information
- c) Trustee Reports for Information
- d) Administrative Procedures Review

ACCEPTANCE OF AGENDA

a) Acceptance of Agenda

INTRODUCTIONS

a) Partner Groups

b) DLT

DELEGATIONS/ PRESENTATIONS

a) Retirement of Carey Chute, Assistant Superintendent

EDUCATION

APPROVAL OF CONSENT AGENDA

PALMER ISAAK/POLLOCK moved approval of the consent agenda.

Question was called.

MOTION CARRIED UNANIMOUSLY

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

There were no responses to previous delegations.

Nadine Tambellini, Superintendent, provided a general update regarding current events impacting the school district.

There were no questions from Trustees.

Anthony Ciolfitto, Assistant Superintendent, provided an update regarding enrolment. The Ministry of Education 1701 enrolment submission was completed on October 1st, 2025.

Trustee questions and comments regarding ELL projections, decrease in enrolment and the increase in level two students were responded to.

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

Dave Sands, Principal of Technology Implementation, Sean Robinson, STEAM Support Teacher, and Carol Todd, Coordinator of Digital Literacy and Supportive Technologies, provided the Board of Education with a presentation regarding Digital Literacy, Citizenship and Artificial Intelligence (AI) initiatives.

Trustee questions and comments regarding the use of AI in schools, expectations of the use of AI within the classroom, online safety, digital privacy, and possibility of hosting additional parent presentations throughout the district were responded to.

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

**RESPONSE TO PREVIOUS
DELEGATIONS**

DISTRICT STAFF REPORTS

**a) Superintendent
Report
i) Superintendent's
Update**

ii) Enrolment Update

iii) Tech Twenty

Megan MacDonald, Assistant Director, Maintenance Operations, provided an update on projects and upgrades regarding the Annual Facility Grant (AFG), School Enhancement program (SEP), Carbon Neutral Capital Program (CNCP). The total budget for projects this year was just over \$10 million.

Trustee questions and comments regarding the deferred maintenance program, the comparison between contractors and staff hiring over the summer months, along with possibility of hiring student from trades programs, boiler life expectancy, and hazardous tree removal were responded to.

The Board of Education expressed appreciation to the Maintenance staff for the work completed over the summer.

A copy of the AFG Summer Work and Classroom Conversions Report is attached to the official minutes.

There was no unfinished business.

At 7:57 pm the Chair opened the floor to questions.

There were no questions from the Trustees.

There were no questions from the gallery.

Patricia Bigonzi, Assistant Secretary-Treasurer, provided the 1st Quarter Financial Report for 2025/26 school year displaying information for the three month period, July 1 – September 30, 2025. A cautiously optimistic financial outlook is anticipated for the year, assuming no unexpected developments arise.

There were no questions from Trustees.

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

- b) Secretary-Treasurer Report**
- i) AFG Summer Work & Classroom Conversions Report**

UNFINISHED BUSINESS

QUESTION PERIOD

a) Trustees

b) Gallery

NEW BUSINESS

- i) First Quarter Financial Report**

Anthony Ciolfitto, Assistant Superintendent, provided an update on School catchment area and the proposed changes for the 2026-2027 School year.

Trustee questions and comments regarding grandfathering of current students and siblings, consideration for new developments, clarification on cross catchment, and the district’s communication plan were responded to.

A copy of the Catchment Area Update memo is attached to the official minutes.

There were no Notices of Motion for discussion.

The Trustees decided that Encompass will now be included in Group 3, as both CLC and Encompass are located in the same building. Trustee Denison has been appointed as the Liaison for the 2025–2026 school year.

A copy of the 2025/26 Trustee School Liaison Assignments is attached to the official minutes.

The members of the Board of Education discussed their attendance at the Remembrance Day Ceremonies hosted by the legions in Coquitlam, Port Coquitlam, and Port Moody.

At 8:23 pm the Chair opened the floor to questions.

There were no questions from the Trustees.

There were no questions from the gallery.

BRODIE/MANHAS moved to adjourn the meeting at 8:24 pm.

Question was called.

MOTION CARRIED UNANIMOUSLY

ii) Catchment Area Changes

NOTICES OF MOTION

ITEMS OF TRUSTEE BUSINESS

a) Trustee School Liaison Assignments

b) Trustee Attendance at Remembrance Day Ceremonies

QUESTION PERIOD

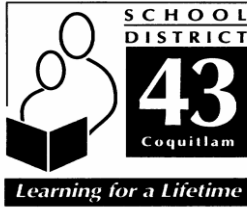
a) Trustees

b) Gallery

ADJOURNMENT

Chair

Secretary-Treasurer



SCHOOL DISTRICT NO. 43 (COQUITLAM)

Facilities & Planning Services

MEMORANDUM

TO: Nadine Tambellini, Superintendent of Schools, CEO
FROM: Anthony Ciolfitto, Assistant Superintendent
DATE: October 21, 2025
SUBJECT: **Enrolment Update**
COPIED TO: District Leadership Team

Recommended Action: the following is being provided for information.

Background:

The Ministry of Education and Child Care 1701 enrolment submission was due on Monday, September 29th, 2025. Final numbers will vary slightly after duplicate district claims and any manual edits are resolved and the final sign off occurs on October 31st. The following information is from our district's most recent 1701 report done on Wednesday, October 1st, 2025, to reflect the September 29th submission.

The February 2025 enrolment projection for K-12 Standard Schools and Alternate Schools submitted to the Ministry of Education and Childcare was 32733 FTE. The February 2025 enrollment projection used for our annual budget for K-12 Standard Schools and Alternate Schools* was 32733 FTE.

This February enrolment projection included:

K-12 Standard School count:	32460.00 FTE
Alternate School count:	273.00 FTE
Total K-12:	32733.00 FTE

Enrolment from the October 1st, 2025, 1701 report:

K-12 Standard School count:	32,145.375 FTE
Alternate School count:	284.00 FTE
Total K-12:	32,429.375 FTE

September enrolment decrease from the February 2025 Projection: Decrease of 303.625 FTE

*The following is a list of schools that are identified as Alternate Schools: CABE; Encompass 10-12; LINC-CLC; Suwa'lk Learning Centre

Comparison between October 2025 and September 2024 K-12 Standard School plus Alternate Schools Enrolment:

October 2025 Total K-12:	32429.375 FTE
September 2024 Total K-12:	32856.5 FTE
Variance:	Decrease of 427.125 FTE

This is the first year in over a decade that saw a decrease in our enrolment. Over the past two years, the district saw unprecedented growth in 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. By the end of September this year, SD43 had 2987 International Education Funding Eligible students. At the end of September 2024, SD43 had 2330 International Education Funding Eligible students. For historical comparison, the 2022/2023, 2021/22 and 2020/21 school years had 1635, 933 and 977 students respectively. Although we have seen an increase overall in International Funding Eligible students, we have seen a decrease of 20% in new parent study/work permits prior to September 30 compared with last year. It's also important to note that in October 2024, the federal government announced the Immigration Levels Plan, designed to see a reduction in immigration for 2025 and 2026 for temporary residents, specifically international students and foreign workers, as well as permanent residents. In addition to the reduction in immigration, our district is experiencing a larger graduating population than the kindergarten intake. Furthermore, although there has been increasing densification with new home starts and infill, much of the anticipated growth has slowed due to economic circumstances. While we accounted for all these factors in our projections, we were unclear to the degree in which these would impact our overall enrolment. Ideally, immigration (domestic and international) would offset the smaller kindergarten intake; however, that did not occur in the current year, resulting in 303.625 fewer FTE students than projected and 427.125 FTE fewer students compared to last year. This appears to be consistent with what other districts in BC have experienced this year with their enrolment.

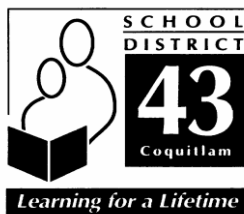
The 1701 process also focuses on students that the Ministry of Education and Child Care identify as having Unique Learning Needs. The table below shows the current enrolment for unique student needs funding categories compared to the February 2025 projections as of Wednesday, October 1st, 2025.

Funding Category	February Projection	October 1 st , 2025	Variance
Level 1 Inclusive Education FTE	21	24	+3
Level 2 Inclusive Education FTE	1700	1824	+124
Level 3 Inclusive Education FTE	310	324	+14
English Language Learners FTE	6325	6569	+244
Indigenous Education FTE	1,194	1235	+41

Comparison between September 2024 and October 3rd, 2025, unique student needs funding categories:

Funding Category	September 2024	October 1st, 2025	Variance
Level 1 Inclusive Education FTE	19	24	+4
Level 2 Inclusive Education FTE	1671	1824	+ 153
Level 3 Inclusive Education FTE	323	324	+1
English Language Learners FTE	6732	6569	-163
Indigenous Education FTE	1240	1235	- 5

As you can see from the above data, a decrease in enrolment compared to the previous year has also resulted in a decrease in the number of Indigenous students, as well as a decrease in English Language Learners, attributed primarily to the reduction in immigration. However, you will also notice that our Level 1, 2, and 3 Inclusive Education numbers have increased even though our overall enrolment has declined. The most predominant increase in Inclusive Education has been to Level 2, and that is primarily attributed to the increase in autism designations. This is a trend that appears to be occurring provincially.



SCHOOL DISTRICT NO. 43 (COQUITLAM)

Office of the Secretary-Treasurer

MEMORANDUM

TO: Nadine Tambellini, Superintendent

FROM: Stephen Whiffin, Assistant Superintendent

DATE: October 21, 2025

SUBJECT: Tech Twenty Board Presentation

COPIED TO:

Recommendation: The following is being provided for information on SD43 STEAM and 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.

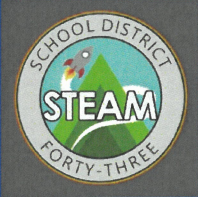
This presentation will provide the board with information on Digital and AI Literacy initiatives. The board will learn about work being done to increase awareness and literacy in the areas of Digital Safety, Citizenship and Artificial Intelligence. Literacy initiatives focus on students, staff and the parent community. Presenters Dave Sands, Carol Todd and Sean Robinson will detail the work being done as well as next steps to engage the community in these rapidly changing and increasingly important areas.




Tech Twenty

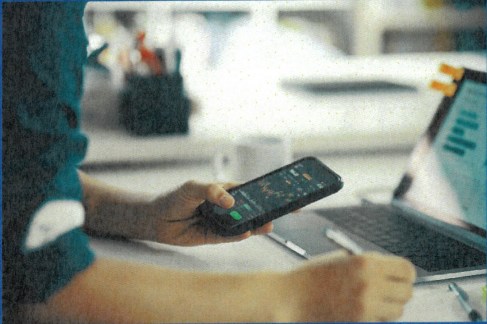
Digital Literacy, Citizenship and AI

October 21, 2025



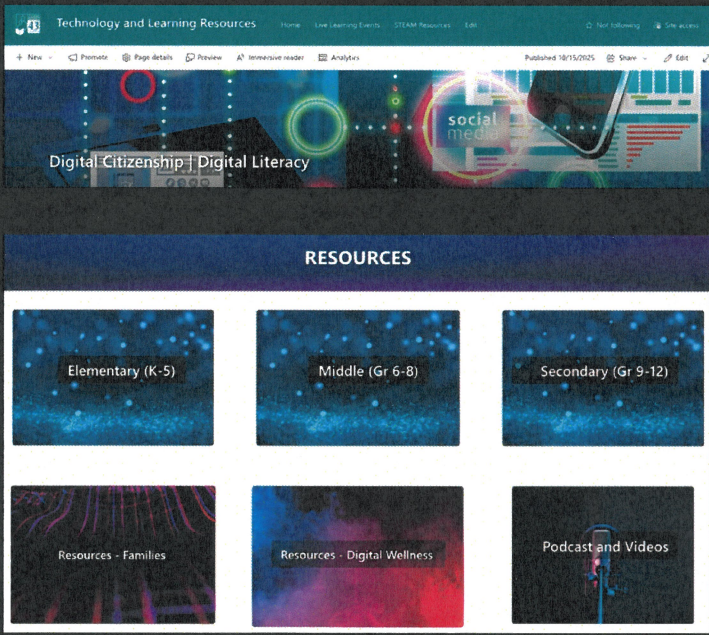

1

Focused Intentions



- ▶ Digital Literacy and Digital Citizenship
- ▶ How we are engaging family and community
- ▶ Our Response to Artificial Intelligence

2



Technology and Learning Resources

Home | Use Learning Events | STEAM Resources | Edit

Published 10/15/2025 | Show | Edit

RESOURCES

- Elementary (K-5)
- Middle (Gr 6-8)
- Secondary (Gr 9-12)
- Resources - Families
- Resources - Digital Wellness
- Podcast and Videos

For Educators

- What we do?
- Why it's important
- How can we do more?

3



School District No. 43 (Coquitlam)
Learning for a Lifetime

Schools | Programs | Resources | Board of Education | District Office | News/Events | More | Search

Home > Resources > Digital Citizenship

Digital Citizenship & Online Safety for Parents

Digital Citizenship

Parent Resources

- Rights & Responsibilities
- Guiding our Practice
- Reference

Resources for Parents (Awareness & Education)

For more information about the SD43 Family and Community Learning Series - [click here](#)

WHY IS LEARNING ABOUT SCREEN TIME HABITS BENEFICIAL TO WELLNESS? - [Screen_Time_81.pdf](#)

WHAT IS EXPLOITATION? PLUS RESOURCES - [What is Exploitation.pdf](#)

SD43 Family and Community Learning Series

SD43 Family and Community Learning Series, a comprehensive series dedicated to Student Wellness and Safety. This series is designed to address current trends and pivotal topics in child and youth well-being and development, acknowledging the dynamic nature of our world today.

[Click Here To View the 2023-2024 FCLS Page](#)

[Click Here To View the 2024-2025 FCLS Page](#)

For Parents

- How are we supporting parents?
- Why is it necessary?
- What more can we do?

4



SD43 FAMILY AND COMMUNITY LEARNING SERIES IS BACK!

Free Parent Presentation

Rethinking Social Media
for a better
understanding of our
children and youth

MADISON CAMERON

WED OCT 23, 2024
6:30-8:00 PM PST
ZOOM ONLINE

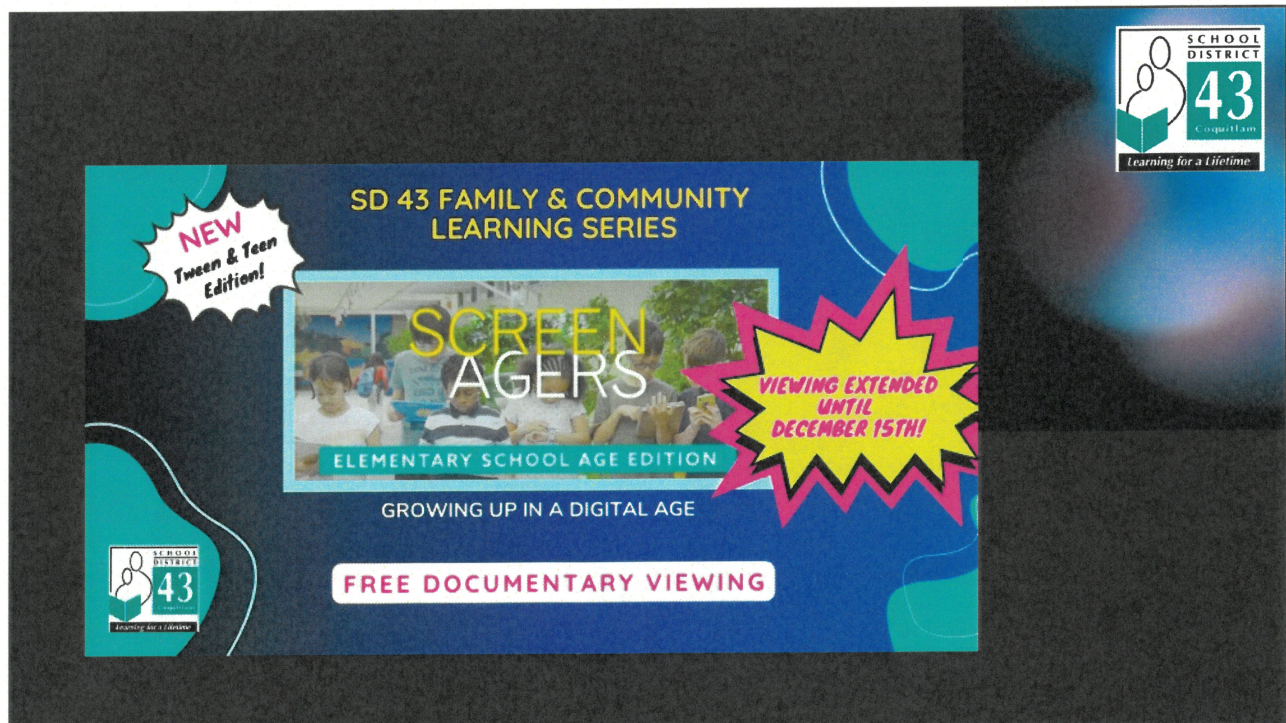
PRE-REGISTRATION IS REQUIRED.

REGISTER NOW!

SCHOOL DISTRICT 43
Coquitlam
Learning for a Lifetime

CTIP

5



SD 43 FAMILY & COMMUNITY LEARNING SERIES

NEW Tween & Teen Edition!

SCREEN AGERS

ELEMENTARY SCHOOL AGE EDITION

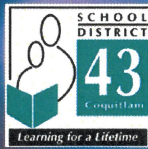
GROWING UP IN A DIGITAL AGE

VIEWING EXTENDED UNTIL DECEMBER 15TH!

FREE DOCUMENTARY VIEWING

SCHOOL DISTRICT 43
Coquitlam
Learning for a Lifetime

6

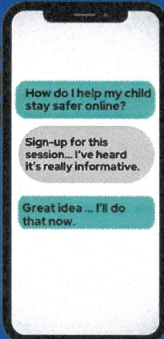



SD 43 FAMILY & COMMUNITY
LEARNING SERIES

"Building Safer Screen Time Habits"

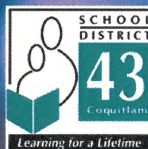
A VIRTUAL INFORMATION EVENING (on Microsoft TEAMS)
for families who are Apple IOS users who are looking for
practical ways to support their children with
safe and healthy uses of technology.

Wednesday, February 5, 2025

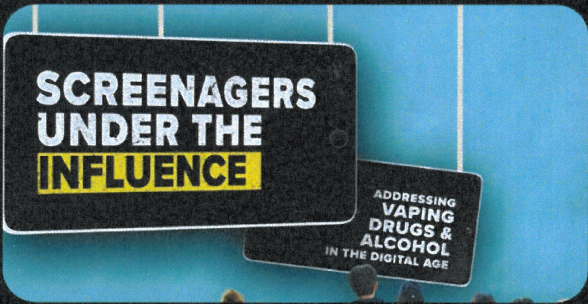



LET'S TALK ABOUT IT

7



SD43 FAMILY AND COMMUNITY
LEARNING SERIES PRESENTS...



**SCREENAGERS
UNDER THE
INFLUENCE**

ADDRESSING
VAPING
DRUGS &
ALCOHOL
IN THE DIGITAL AGE



EXTENDED

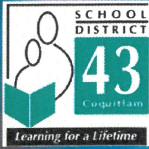
WATCH THIS FREE
DOCUMENTARY!

EXTENDED
SHOWING UNTIL
MAY 30, 2025

WATCH NOW

WWW.SD43.BC.CA/FAMILYSERIES

8



**THE CITY OF COQUITLAM IN PARTNERSHIP WITH SCHOOL DISTRICT NO. 43 (COQUITLAM)
PRESENTS THE FAMILY & COMMUNITY LEARNING SERIES**

**“Protecting Our Youth: What Parents & Caregivers
Need to Know About Exploitation and Trafficking”**



Carol Todd
SD43 Digital Literacy
& Online Safety Coordinator



Tiana Sharifi
CEO, Exploitation Education Institute



Sgt Marlies Dick
NCO/c of the BC Counter Human
Trafficking Unit RCMP

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**Safer Space:
Staying Safe Online**
Presentation by Children of the Street

**Tuesday, June 10, 2025
6:00 - 7:30 pm
Minnekhada Middle School
1390 Laurier Ave, Port Coquitlam, BC**

FREE EVENT!
Register now at
www.sd43.bc.ca/familyseries

Safer Space is an interactive presentation, designed specifically for youth to better understand how to stay safe when using apps, social media, and gaming platforms. Online exploitation is discussed in an age-appropriate way and topics covered include digital footprints & permanency, red flags of luring and grooming, sextortion, image sharing, and online safety tips.

plea Children of the Street



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Upcoming
for
2025-26 FCLS

SD 43 FAMILY & COMMUNITY
LEARNING SERIES

ALSO
RECOMMENDED
FOR MIDDLE
SCHOOL
YEARS



**SCREEN
AGERS**

ELEMENTARY SCHOOL AGE EDITION

GROWING UP IN A DIGITAL AGE

AVERAGE DAILY SCREEN TIME USAGE

CHILDREN (5-8 YEARS): ~ 1.5 HOURS/DAY
 TWEENS (9-12 YEARS): ~ 5.5 HOURS/DAY
 TEENS (13-18 YEARS): ~ 8.5 HOURS/DAY

SCREEN TIME INCLUDES NON-EDUCATIONAL ACTIVITIES
LIKE GAMING, SOCIAL MEDIA, VIDEO WATCHING, AND TEXTING

FREE DOCUMENTARY VIEWING



VIEWING DATES:
OCT 29, 2025 TO
NOV 18, 2025



[CLICK HERE](#)
TO REGISTER
ONLINE

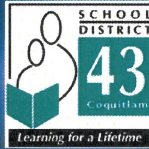


VIEWING LINK WILL
BE SENT AFTER
REGISTRATION



TO LEARN MORE
ABOUT THIS SESSION OR TO REGISTER
WWW.SD43.BC.CA/FAMILYSERIES

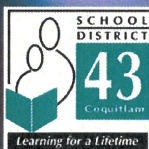
REGISTER
NOW!



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Digital Literacy, Online Safety & Mental Wellness Travelling Roadshow



12



Digital Citizenship Week

October 20-24, 2025

<https://www.commonsense.org/education/digital-citizenship-week>

Digital Citizenship Week is October 20–24, 2025

AI is Changing Everything. We're here to help.

Each year during the third full week of October, Common Sense Media leads Digital Citizenship Week, an annual campaign to promote a healthy, balanced, and positive approach to media and tech use among young people.

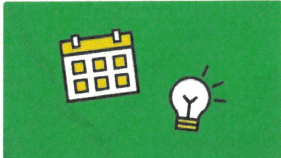
This year we've got brand-new resources to support students' digital well-being in the age of AI. See below for our calendars full of suggested activities for each grade level, K–12, as well as events, free PD courses, a fun social media challenge, and more!



Elementary School Calendars



Middle School Calendar



High School Calendar

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Media Literacy Week

October 27 - 31



MediaSmarts, Media Literacy Week is a national event to promote digital media literacy, with activities and events taking place in classrooms, libraries, museums and community groups across Canada.

For Teachers:
Copy, Paste, Teach

With our online teacher resource hub, you can easily incorporate digital media literacy into your classroom activities during Media Literacy Week and beyond with free resources, including plug-and-play lessons led by MediaSmarts experts.

Visit the Teacher's Hub

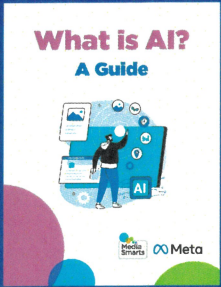
For parents

Our resources allow you to grow your family's digital media literacy skills in a way that best fits your life.

Visit Parent Central

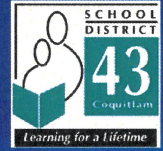
Digital Citizen Day

Teaching digital citizenship



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AI Response



Safety



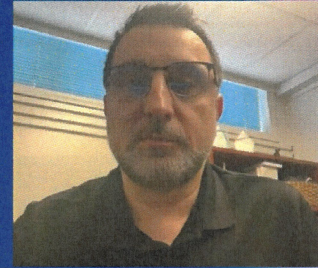
- Posters in every school
- Video before AI use

Resources



- District AI site
- Prompt banks/sessions

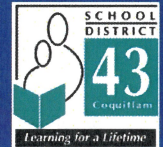
Training



- Guest speakers
- "how to" webinars

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AI Response

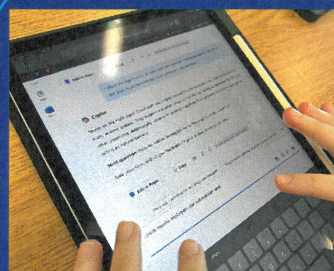


Educators



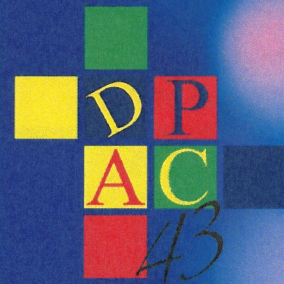
Professional Learning
Sessions

Students



Student Learning
Dialogue/Support

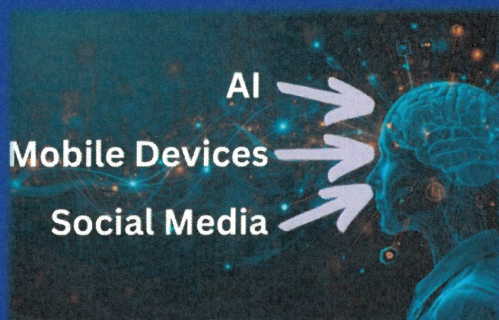
Parents



AI Presentation
Opportunities for PACs

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At these Sessions



AI in Context

- ▶ We've learned a lot from previous disruptive technologies.

Better Assessment not Better Detection

- ▶ We focus on process over product; diversified methods of assessment – presentation, projects, portfolios.

Eyes wide Open

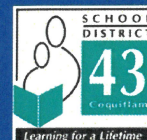
- ▶ Critical thinking is even more important now than ever.

"Since allowing AI use for some assignments, it has reduced the overuse in others."

- Allison Speck (CABE)

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Where we go from here?



We need to continue to support parents as partners as they guide their children through this AI-infused world.

SD43 FAMILY AND COMMUNITY LEARNING SERIES IS BACK!

Free Parent Presentation

Parents

AI Sessions in the upcoming Family and Community Series.

Teachers

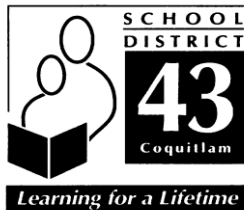
Group, and one on one professional learning

Students

Focus on safety, age-appropriate use, critical thinking, and process, not the product.



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SCHOOL DISTRICT NO. 43 (COQUITLAM)

FACILITIES DEPARTMENT

MEMORANDUM

TO: Nita Mikl, Secretary-Treasurer/CFO

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

DATE: October 21, 2025

SUBJECT: Annual Facilities Grant / Completed Summer Projects

COPIED TO: District Leadership Team

Recommended Action: the following is being provided for information.

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 \$10 million.

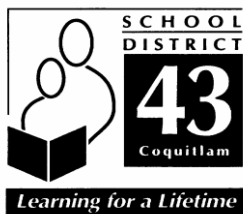
Some significant projects already completed or will be completed this year include:

- **Re-roofing work** totalling over \$1.75 million at Eagle Ridge Elementary, Panorama Heights Elementary, Rochester Elementary, Roy Stibbs Elementary and Bramblewood Elementary. Bramblewood received additional funding from SEP.
- **Mechanical HVAC and Plumbing System** projects ranging from major phased and stand-alone projects at Alderson Elementary, Baker Drive Elementary, Blakeburn Elementary, Castle Park Elementary, Central Elementary, Harbourview Elementary, Meadowbrook Elementary, Como Lake Middle, Hillcrest Middle, Scott Creek Middle and Summit Middle. The scope of these projects include; boiler replacements, air handler replacements, heat pump replacements and repairs, DDC upgrades, plumbing improvements on domestic water lines and sprinkler line replacements. Our Mechanical HVAC and Plumbing upgrades in the current year total over \$3.1 million plus additional funding from CNCP and SEP.
- **Site and Facility Upgrades** totalling over \$1.5 million include gym floor refinishing at 16 schools, flooring replacements at Central Elementary, Harbourview Elementary and Citadel Middle. Other work includes room conversions to create extra classrooms at Como Lake Middle, and washroom renovations at Scott Creek and Pinetree Secondary. The room conversions to create

extra classrooms at Como Lake and the washroom renovations at Scott Creek were completed by our carpentry department. Site Upgrades include retaining wall replacement at Glenayre and Mountain Meadows, concrete stair replacements at RC MacDonald and hazardous tree removal along with drainage improvements at various sites. Other work includes installation of new surfacing and fencing for tennis courts at Port Moody Secondary, paving repairs at various sites, and replacement of playground timbers with concrete curbing at Mary Hill Elementary, Porter Elementary and Westwood Elementary.

- **Exterior Painting** was completed by our district's painting crew at Alderson Elementary, Ranch Park Elementary, RC MacDonald Elementary and Moody Middle. Contractors completed exterior painting at Baker Drive Elementary, Lord Baden Powell Elementary and Porter Street Elementary. The total value of exterior painting is over \$450,000.
- **LED Lighting Upgrades** performed by district electricians have a value over \$450,000. 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 target by the District Energy Program for this year and help toward reducing GHG emissions as mandated by the Provincial Government. 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 completed at James Park Elementary, Pitt River Middle and Centennial Secondary.
- **Fire Safety and Security** projects including fire panels, PA systems, security alarms, elevator upgrades and key fob expansion were completed totalling over \$500,000.
- **Bramblewood Elementary Roofing project** has an SEP Program value of \$600,000.
- **Baker Drive Elementary Boiler Upgrade** has an SEP Program value of \$500,000.
- Phase 2 of **Hillcrest Middle RTU Replacement** has a CNCP Program value of \$600,000.
- Phase 5 of **Central Elementary CNCP project** has a CNCP Program value of \$500,000.

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



SCHOOL DISTRICT NO. 43 (COQUITLAM)

CORPORATE and FINANCIAL SERVICES DEPARTMENT

MEMORANDUM

TO: Nita Mikl, Secretary-Treasurer/CFO

FROM: Patricia Bigonzi, Assistant Secretary-Treasurer

DATE: October 21, 2025

SUBJECT: 1st Quarter Financial Report 2025/2026

COPIED TO: DLT

Recommended Action: The following report is provided for information.

Overview:

In April 2025, the Coquitlam Board of Education approved a balanced Preliminary Budget for the 2025/2026 (FY26) fiscal year. The preliminary budget was developed through a formal consultation process, ensuring alignment with our Strategic Plan – Directions 2025. Input was carefully gathered from partner groups and interested parties, reflecting a collaborative approach to budget development and reinforcing our commitment to shared priorities and transparent decision-making.

The preliminary operating budget for 2025/26 reflects adjustments made to address projected enrolment declines and updated Ministry grant funding. The decrease in projected grant funding was partially offset by planned tuition fee increases for international education, higher investment income and higher facility rental revenues. On the expenditure side, the budget reflects the removal of one-time initiatives from the previous year, increases in statutory benefits, higher health and dental premiums, and other inflationary pressures. Staffing adjustments were driven by enrolment projections and strategic priorities. Further reductions to service and supply budgets were implemented, as well as planned use of accumulated financial reserves to achieve at a balanced budget.

The First Quarter Financial Update provides a summary of the financial impact of operations carried out during the summer months of July and August, along with one month of regular classroom instruction through September 30, 2025. Based on these activities and additional data collected, management provides an initial outlook for the fiscal year.

Operating Fund:

As of the preparation of this report, and assuming no unexpected developments arise, we are projecting a cautiously optimistic financial outlook for the year.

Enrolment counts are conducted three times annually (September, February, and May) and play a critical role in determining the funding allocated to school districts. These counts encompass a range of educational programs and student categories, including standard K–12 schools, continuing education, alternate programs, online learning, unique student needs, English language learners, indigenous students, and non-graduated adult learners. Among these, the September count is the most significant, as it represents the largest portion of the Operating Grant for the district.

Actual enrolment in standard schools came in 314.6 FTE below budgeted projections. This decrease was partially offset by increases in continuing education of 0.6 FTE, alternative schools of 11.0 FTE, online learning of 2.3 FTE, and adult education of 6.3 FTE. At the same time, the district saw a notable rise in unique student numbers. Inclusive Learners grew by 141.0 FTE, primarily within level 2 designations. English language learners increased by 244.0 FTE, indigenous student enrolment rose by 41.0 FTE, and home school participation expanded by 15.0 FTE.

The September count placed particular emphasis on accurately identifying students with unique needs, as this directly influences the grant funding allocated to the district. As a result of these adjustments, the district is expected to receive approximately \$1.185 million in additional grant funding.

Overall, international education enrolment and related revenue projections are trending modestly below budget. To support long-term sustainability, the International Education Department is actively working to grow the program by expanding outreach to a more diverse pool of international students.

Rental income is anticipated to see modest growth, while investment revenues are exceeding expectations, driven by GICs with annual interest rates ranging from 5.25% to 6.00%, set to mature in 2026.

Salaries, benefits, and service and supply expenses are currently tracking in line with budget expectations. These costs are continuously monitored throughout the year and will be revised as necessary in the Amended Budget.

Once enrolment figures are finalized, the district leadership team will conduct a cost pressure review to identify and address any new financial demands arising from changes in enrolment or other developments since the Preliminary Budget was approved in April. Immediate staffing needs related to class organization were addressed in September, but additional adjustments will be considered as part of this upcoming review.

Special Purpose Funds:

Special purpose funds are designated allocations provided to the district for specific initiatives or programs. The district manages approximately 25 such funds. While most remain stable year over year, funding levels may vary slightly, and new funds may be introduced in response to emerging priorities or initiatives from the Ministry.

Classroom Enhancement Fund

In mid-October, the district will be submitting its annual Classroom Enhancement Funding request based on enrolment changes 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.

Feeding Futures School Fund Program

In the 2023/24 academic year, the Ministry of Education and Child Care introduced the multi-year Feeding Futures School Fund Program to help school districts improve food security for students by expanding or establishing food initiatives. For the 2025/26 fiscal year, our district has been allocated \$3.5 million through this program. Of that total, \$1.0 million will be directed to individual schools to address specific local needs, \$1.8 million will be invested in enhancing school meal programs, and the remaining \$0.7 million will be used to support community partners in strengthening food services for students and their families.

National School Food Program

In spring of 2025, an agreement between the B.C. Government and the Government of Canada was announced, enabling B.C. to access National School Food Program funds. This funding will complement Feeding Futures and will provide an additional \$39.4 million over three years for B.C. schools and districts to expand and enhance school food programs. For the 2025/26 fiscal year, the district was allocated a total of \$531k. An additional \$18k in carryforward funds from the previous year brought the total available budget to \$549k. A portion of these funds was distributed directly to schools for immediate use.

Professional Learning Grant

The Ministry of Education and Child Care provided funds to enhance professional learning for teachers and support staff in the area of evidence-based approaches to literacy development, and literacy information/resources for parents and caregivers. The Ministry allocated a total of \$204k to our district.

Capital Fund:

Capital accounts and related capital project activity are trending to expectation. The Facilities and Maintenance team were extremely busy during the summer months, completing a range of Annual Facility Grant (AFG) projects. These included site upgrades in electrical systems, flooring, lighting, mechanical components, painting, and roofing. The district also successfully relocated five portables from Scott Creek Middle: four were moved to Minnekhada Middle in time for the start of the 2025/26 school year, and one was placed at the former Moody Elementary site to meet interim needs until the new school facility is completed. Work continued on major capital projects, including the Burke Mountain Middle/Secondary new school, Charles Best Secondary twelve classroom addition, seismic replacement of Moody Elementary and various building envelope projects.

Additionally, the District received capital funding approval for the IOCO site to offer daycare services, creating approximately 150 new spaces to help meet the growing demand for childcare. The district also entered into an agreement with Wesbild Holdings Ltd to purchase land for the future Marigold school site, a strategic investment in expanding educational infrastructure.

2025-26

1st Quarter Report

(July 01 – September 30, 2025)

Presented October 21, 2025



1

Agenda

1st Quarter Update

- Enrolment & Grant Funding
- Staffing
- Operating Fund
- Special Purpose Fund
- Capital Fund



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Enrolment & Funding Overview

DESCRIPTION	BUDGET	ACTUAL	VARIANCE - FAV/(UNFAV)	
			FTE	FUNDING
Enrolment-Based Funding (Sept):		<i>(FTE - Full Time Equivalent)</i>		<i>in \$000's</i>
Standard (Regular) Schools	32,460.0	32,145.4	(314.6)	(\$2,836)
Alternate Schools	273.0	284.0	11.0	\$99
Sub-total K-12	32,733.0	32,429.4	(303.6)	(\$2,737)
Continuing Education	3.0	3.6	0.6	\$5
Online Learning	260.0	262.3	2.3	\$17
Course Challenges	210.0	210.0	0.0	\$0
Home Schooling	52.0	67.0	15.0	\$4
Supplement for Unique Student Needs:				
Adult Education	65.0	71.3	6.3	\$36
English Language Learning	6,325.0	6,569.0	244.0	\$443
Indigenous Education	1,194.0	1,235.0	41.0	\$73
Level 1 Inclusive Education	21.0	24.0	3.0	\$154
Level 2 Inclusive Education	1,700.0	1,824.0	124.0	\$3,018
Level 3 Inclusive Education	310.0	324.0	14.0	\$172
Estimated Grant Increase				\$1,185



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Staffing Overview

- Factors impacting staffing changes include:
 - Decrease in K-12 standard school enrolment
 - Increase in inclusive learners at all levels
- Summary of changes:

DESCRIPTION	BUDGET	ACTUAL	VARIANCE	COST
Operating Fund:		<i>(FTE - Full Time Equivalent)</i>		<i>in \$000's</i>
Teachers	1,752.7	1,748.2	(4.5)	(\$630)
Education Assistants	695.0	705.0	10.0	\$630
Support Staff	555.0	555.0	0.0	\$0
Principals & Vice Principals	128.4	128.4	0.0	\$0
Other Professionals	72.0	72.0	0.0	\$0
Substitutes	15.0	15.0	0.0	\$0
Total Staffing	3,218.1	3,223.6	5.5	\$0

- Further staffing review at cost pressure exercise mid-Oct



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Operating Fund Highlights

- **Revenues**
 - International education early projections reflect modest shortfall from budget
 - Rental income projected moderate growth
 - Investment income projected to exceed budget due to higher GIC interest rates
- **Expenses**
 - Salaries & benefits currently on budget
 - Services & supplies currently on budget



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Special Purpose Fund Highlights

- Consistent with budgeted amounts with exceptions for:
 - Grants impacted by enrolment (CEF)
 - New grants announced after preliminary budget (NSFP)

CLASSROOM ENHANCEMENT FUND (CEF)	NATIONAL SCHOOL FOOD PROGRAM (NSFP)	PROFESSIONAL LEARNING GRANT
• Enrolment changes affecting class size and composition • Funding submission request in Oct • Ministry funding is confirmed in Dec	• New Federal Grant • Complements Feeding Futures • Portion of funds allocated directly to schools • District allocated \$531k (+\$18k cwfd)	• New Provincial Grant • Professional Learning for Teachers & Support (<i>Literacy Development</i>) • District allocated \$204k



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Capital Fund Highlights

- **Summer Capital Projects**
 - Annual Facility Grant (AFG) projects
 - Portables moves to Minnehada Middle & Moody Elementary
- **Major Ongoing Projects**
 - Burke Mountain Middle/Secondary new school construction
 - Charles Best Secondary 12-classroom addition
 - Moody Elementary seismic replacement
 - Multiple building envelope upgrades
- **Other Capital**
 - Capital funding approval for IOCO site (daycare services)
 - Land purchase agreement with Wesbild (Marigold school site)



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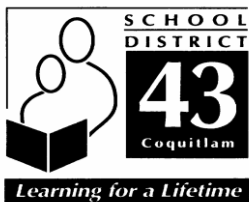
Thank You



Questions?



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SCHOOL DISTRICT NO. 43 (COQUITLAM)

Facilities & Planning Services

MEMORANDUM

TO: Nadine Tambellini, Superintendent of Schools, CEO

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

DATE: October 21, 2025

SUBJECT: **Boundary Review Process – Adjustments to Catchment Areas for the 2026-2027 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 2026-2027 School Year:

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

1) Moody Elementary, Mountain Meadows Elementary, and Eagle Ridge Elementary

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. Increased densification is also planned to occur in the Coronation area, which will impact enrolment capacity at Eagle Ridge Elementary in the medium and long term. Mountain Meadows Elementary 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.

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.

2) Burke Mountain secondary school, Terry Fox Secondary, Minnekhada Middle, and Kwayhquitlam Middle

The new secondary school on Burke Mountain is currently under construction with an expected opening date to be determined in late fall pending construction progress. The Burke Mountain school is intended to reduce enrollment pressure on Terry Fox Secondary, Minnekhada Middle, and Kwayhquitlam Middle. Future zoning on the Burke Mountain site includes a proposed middle school, but no approval has occurred at this time from the Ministry, nor has there been an announced targeted date for a middle school opening. Once this middle school opens, it will be configured as a grades 6-8 middle school with the Burke Mountain secondary school reconfiguring to grades 9-12. In order to address the enrolment pressure at the above mentioned middle and secondary sites, the Burke Mountain secondary school will have a grade configuration of grades 8-12, opening as a grades 8-10 school in it's first year, grades 8-11 the following year, and grades 8-12 in it's third year. Additionally, the Burke Mountain secondary school has a capacity of 1000 students. Therefore, it is essential that we consider suitable catchment areas and programs that do not overload the capacity of this school in the short or medium term. It's important to note that there are two sets of proposed catchment changes:

- The first set applies to middle school aged children, specifically those who will be grade 8 age when Burke Mountain opens. Students living in the Burke Mountain secondary catchment and who are grade 8 age, will attend the Burke Mountain secondary school. Students who are grade 8 age in that same year, but reside in the Minnekhada or Kwayhquitlam Middle School catchment areas will remain at those middle schools for grade 8.
- The second set of catchment areas applies to secondary aged children in grades 9 and 10 during the year that the Burke Mountain secondary opens. Students living in the Burke Mountain catchment area and who are grade 9 or 10 age, will attend the Burke Mountain secondary school. Students residing in the Terry Fox catchment area and are grade 9 or 10 age will attend Terry Fox Secondary. The proposed catchment area changes will better accommodate the growth in the area and proximity to schools for most students.

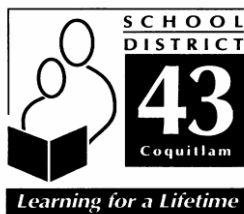
Next Steps:

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 staff, 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.

GROUP	TYPE	SCHOOL	Trustee 2025-26
1	Secondary	Port Moody, Encompass	Lisa Park
	Middle	Hillcrest, Scott Creek	
	Elementary	Central, James Park, Roy Stibbs, Westwood, Aspenwood	
2	Secondary	Heritage Woods, Inquiry Hub, Suwa'lkh,	Kerri Palmer Isaak
	Middle	Como Lake, Summit	
	Elementary	Eagle Ridge, Lord Baden-Powell, Porter Street, Walton, Bramblewood	
3	Secondary	Customized Learning Centre , Riverside	Chuck Denison
	Middle	Citadel, Eagle Mountain	
	Elementary	Anmore, Meadowbrook, Miller Park, Pinetree Way, Rochester	
4	Secondary	Dr. Charles Best	Carol Brodie
	Middle	Banting, Maillard, Moody	
	Elementary	Castle Park, Irvine, Leigh, Panorama Heights, R.C. MacDonald, Coast Salish	
5	Secondary	Continuing Education, Coquitlam Open Learning, Gleneagle	Craig Woods
	Middle	Kwayhquitlum, Maple Creek	
	Elementary	Baker Drive, Birchland, Glen, Hazel Trembath, Ranch Park	
6	Secondary	Centennial	Michael Thomas
	Middle	Minnekhada	
	Elementary	Blakeburn, Cedar Drive, Glenayre, Kilmer, Moody, Mountain Meadows, Pleasantside, Hampton Park	
7	Secondary	Pinetree	Rosey Manhas
	Middle	Montgomery	
	Elementary	Alderson, Coquitlam River, Mountain View, Mundy Road, Nestor, Parkland, Riverview Park	
8	Secondary	CABE, Terry Fox	Christine Pollock
	Middle	Pitt River	
	Elementary	Cape Horn, Harbour View, Heritage Mountain, Mary Hill, Seaview, Smiling Creek	



SCHOOL DISTRICT NO. 43 (COQUITLAM)

Office of the Secretary-Treasurer

MEMORANDUM

TO: Board of Education

FROM: Nita Mikl, Secretary-Treasurer/CFO

DATE: October 21, 2025

SUBJECT: **2025 Remembrance Day Ceremonies**

COPIED TO: N. Tambellini, Superintendent/CEO

Recommendation: The following is being provided for information and trustees are requested to indicate their attendance at one of the ceremonies listed.

Background:

The following information has been confirmed regarding the Remembrance Day Ceremonies on November 11, 2025.

Coquitlam

10:15am – parade to Cenotaph on Veteran's Way

10:45am – Ceremony at Cenotaph

Port Coquitlam

11:00am – Ceremony at Cenotaph

*Please arrive at the cenotaph at 10:45am

Port Moody

10:00am – Remembrance Day Ceremony Legion 119

10:35am – parade to PoMo Arts Centre

11:00am – Laying of wreaths at the Cenotaph