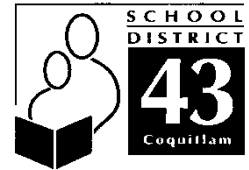


**SCHOOL DISTRICT NO. 43 (COQUITLAM)
BOARD OF EDUCATION MINUTES**

**REGULAR PUBLIC BOARD MEETING
DISTRICT OFFICE, BOARD ROOM**

TUESDAY, MAY 12, 2026



Learning for a Lifetime

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

Chair: Michael Thomas
Trustees: Carol Brodie
Lisa Park
Kerri Palmer Isaak
Craig Woods

Regrets: Chuck Denison
Rosey Manhas
Christine Pollock

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

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

The Acknowledgement of Territory was expressed by student Emmalee Coates.

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

WOODS/PALMER ISAAK moved acceptance of the agenda.

Question was called. MOTION CARRIED UNANIMOUSLY

PRESENT

CALL TO ORDER

**ACKNOWLEDGEMENT
OF TERRITORY**

**ACCEPTANCE OF
AGENDA**

**a) Acceptance of
Agenda**

Representatives in attendance from the Coquitlam Teachers' Association (CTA), Canadian Union of Public Employees (CUPE) Local 561, 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.

There were no delegations or presentations.

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 April 21, 2026, Special Board Meeting Minutes
- b) Approval of April 28, 2026, Regular Board Meeting Minutes
- c) Trustee Calendar Planning Report for Information
- d) Trustee Reports for Information
- e) Schedule of Board Meetings for 2026-2027

BRODIE/PARK 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 the Board with an update on recent district initiatives and events, including Mic'd Up Finals, STEAM Challenge Days, the Hazel Trembath Open House, the CPVPA Bursary Ceremony, and other special events taking place across the district. The Superintendent also reported on a recent announcement by the Minister of Education and Child Care regarding an additional \$5 million in provincial funding to support the creation of new childcare spaces in British Columbia.

INTRODUCTIONS

a) Partner Groups

b) DLT

DELEGATIONS/ PRESENTATIONS

EDUCATION

APPROVAL OF CONSENT AGENDA

RESPONSE TO PREVIOUS DELEGATIONS

DISTRICT STAFF REPORTS

a) Superintendent Report

i) Superintendent Update

Principal of Technology Implementation, Dave Sands and Steam Support Teacher, Gavin Hanna, provided the Board of Education with a presentation on current STEAM and technology initiatives, including the Middle School Robotics Initiative, supported by \$75,000 in grant funding for programming and a district competition. The initiative aims to increase student engagement and develop critical thinking and problem-solving skills, with updates on current work and next steps to expand participation provided.

Trustee questions and comments regarding robotics, coding, and emerging innovations, including applications for future learning and the introduction of these concepts at younger ages were responded to.

Mr. Sands expressed his sincere appreciation to the District Leadership Team and the Board of Education for their dedication and ongoing contributions, sharing his gratitude as he prepares for his retirement at the end of June.

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

Patricia Bigonzi, Assistant Secretary-Treasurer, provided an overview of the 3rd Quarter Financial reports referencing the financial impact of activities for the nine-month period ending March 31, 2026. From a financial reporting perspective, the 3rd quarter report is focused more on the analysis of revenue and expense trends to date, which forms the basis of the year-end outlook. Information was provided regarding the operating fund, special purpose funds, and Capital Fund.

Trustee questions and comments regarding salary costs in relation to recruitment and retention, recruitment practices, and carryforward funding related to food security were responded to.

Adrian Pettyfer, Energy Manager, Katerin Osorio Vere, Energy Specialist, provided a presentation on sustainability and energy management. The District continues to lead in energy conservation and environmental stewardship, with new schools built to LEED Gold standards and ongoing energy efficiency upgrades to existing facilities. The Facilities Department monitors energy use and advances greenhouse gas reduction efforts using modern management practices. The Board-endorsed Low Carbon Sustainability Action Plan (LCSAP) remains a key focus, with recent initiatives, achievements, and next steps presented.

ii) Tech Twenty

b) Secretary-Treasurer Report i) 3rd Quarter Financial Report

ii) Sustainability Year End Summary

Trustee questions and comments regarding the gas absorption heat pump at Heritage Woods Secondary, including its carbon footprint compared to conventional systems, as well as paper procurement, Sugar Sheets, DDC systems, LED lighting, dimmers and sensors, and potential cost savings and retrofit considerations were responded to.

A copy of the Sustainable Year-End presentation is attached to the official minutes.

There was no unfinished business.

At 8:02 p.m. the Chair opened the floor to questions.

There were no trustee questions.

Jeannine Silvestrone, retired SD43 employee, questioned whether there is still a shortage of counsellors and if so, what actions the district is taking to address the issue.

Nita Mikl, Secretary-Treasurer, provided background information on the October 17, 2026 election and Trustee Election Bylaw No. 2026.

BRODIE/PARK moved to hold three readings, passage, and adoption of Trustee Election Bylaw No. 2026 at this meeting.

Question was called. MOTION CARRIED UNANIMOUSLY

WOODS/PALMER ISAAK moved first reading of Trustee Election Bylaw No. 2026.

Question was called. MOTION CARRIED UNANIMOUSLY

BRODIE/PARK moved second reading of Trustee Election Bylaw No. 2026.

Question was called. MOTION CARRIED UNANIMOUSLY

WOODS/PALMER ISAAK moved third reading, passage, and adoption of Trustee Election Bylaw No. 2026.

Question was called. MOTION CARRIED UNANIMOUSLY

A copy of the Trustee Election Bylaw No. 2026 is attached to the official minutes.

UNFINISHED BUSINESS

QUESTION PERIOD

a) Trustees

b) Gallery

NEW BUSINESS

a) Trustee Election Bylaw

Michael Thomas, Board Chair, provided background information regarding the proposed changes to *Policy 7 section 7.3 – Suspension of Question Period*

There were no questions from Trustees.

A copy of the Notice of Motion – Policy 7 section 7.3 – Suspension of Question Period memo is attached to the official minutes.

Michael Thomas, Board Chair, provided background information regarding the proposed changes to *Policy 2 – Role of the Board*.

There were no questions from Trustees.

A copy of the Notice of Motion – Policy 2 – Role of the Board memo and draft Policy 12 are attached to the official minutes.

Michael Thomas, Board Chair, provided background information regarding the proposed changes to *Policy 4 – Trustee Code of Ethics*.

There were no questions from Trustees.

A copy of the Notice of Motion – Policy 4 – Trustee Code of Ethics memo and draft Policy 4 are attached to the official minutes.

Michael Thomas, Board Chair, provided background information regarding the proposed changes to *Policy 11 – Board Delegation of Authority*.

There were no questions from Trustees.

A copy of the Notice of Motion – Policy 11 – Board Delegation of Authority memo and draft Policy 11 are attached to the official minutes.

Michael Thomas, Board Chair, provided background information regarding the proposed changes to *Policy 12 – Role of the Superintendent*.

There were no questions from Trustees.

A copy of the Notice of Motion – Policy 12 – Role of the Superintendent memo and draft Policy 12 are attached to the official minutes.

NOTICES OF MOTION

- a) Suspension of Question Period
- b) Policy 2 – Role of the Board
- c) Policy 4 – Trustee Code of Ethics
- d) Policy 11 – Board Delegation of Authority
- e) Policy 12 – Role of the Superintendent

There were no Items of Trustee Business for discussion.

At 8:10 p.m. the Chair opened the floor to questions.

There were no trustee questions.

Candace Knoll, Coquitlam resident, sought clarification regarding the Notice of Suspension of Question Period and its purpose.

Dana Ebteker, Coquitlam resident, expressed concerns regarding the Notice of Suspension of Question Period, noting that it may limit the ability of some individuals to participate, particularly those unable to access information online.

Diether Malakoff, CTA 1st Vice President, expressed concerns regarding the notice of Suspension of Question Period and inquired about alternative opportunities for trustee candidates to access and engage.

Kyle Jones, SD43 employee, inquired about the frequency with which questions are submitted through the Office of the Secretary-Treasurer and expressed concerns regarding the Notice of Suspension of Question Period.

PALMER ISAAK/BRODIE moved to adjourn the meeting at 8:19 p.m.

Question was called.

MOTION CARRIED UNANIMOUSLY

**ITEMS OF TRUSTEE
BUSINESS**

QUESTION PERIOD

a) Trustees

b) Gallery

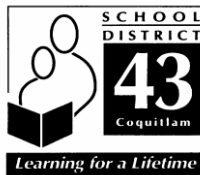
ADJOURNMENT

"Original Signed by"

Chair

"Original Signed by"

Secretary-Treasurer

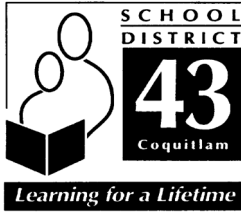


BOARD OF EDUCATION

Calendar Planning

May 12, 2026

MAY 2026			
12	Board Meeting	ELC, Board Room	7:00pm
JUNE 2026			
1	Pinetree Commencement Ceremony (Trustee Manhas)	Queen Elizabeth Theatre	7:00pm
2	Indigenous Education Grade 12 Honouring Ceremony (All Trustees)	Great Canadian Casino Show Theatre	6:00pm
4	District Retirement Event	ELC, Board Room	5:30pm
9	Finance and Audit Committee Meeting	ELC, Board Room	4:00pm
10	Terry Fox Commencement Ceremony (Trustee Pollock)	Orpheum Theater	7:00pm
15	SD43/City of Coquitlam Liaison Meeting	Coquitlam City Hall	4:00pm
16	Board Meeting	ELC, Board Room	7:00pm
18	Continuing Education Commencement Ceremony (Trustee Thomas)	Inlet Theater	6:00pm
19	CABE Commencement Ceremony (Trustee Manhas)	CABE Secondary	10:00am
20	Heritage Woods Commencement Ceremony (Trustee Palmer Isaak)	Simon Fraser University	2:00pm
21	Riverside Commencement Ceremony (Trustee Thomas)	Simon Fraser University	11:00am
21	Gleneagle Commencement Ceremony (Trustee Woods)	Simon Fraser University	5:00pm
22	Centennial Commencement Ceremony (Trustee Denison)	Simon Fraser University	6:00pm
22	Inquiry HUB Commencement Ceremony (Trustee Palmer Isaak)	Inlet Theater	6:30pm
22	Port Moody Commencement Ceremony (Trustee Park)	Centre Church	7:00pm
23	SD43/City of Port Moody Liaison Meeting	Port Moody City Hall	4:00pm
23	Dr. Charles Best Commencement Ceremony (Trustee Brodie)	Simon Fraser University	6:00pm
24	Encompass/CLC Commencement Ceremony (Trustee Park)	Centennial Secondary Theatre	6:00pm



SCHOOL DISTRICT NO. 43 (COQUITLAM)

Office of the Secretary-Treasurer

MEMORANDUM

TO: Board of Education

FROM: Nita Mikl, Secretary-Treasurer/CFO

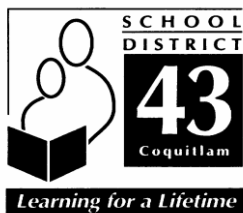
DATE: May 12, 2026

SUBJECT: Record of In Camera Meetings

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

In Camera meeting held on April 28, 2026:

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



BOARD OF EDUCATION

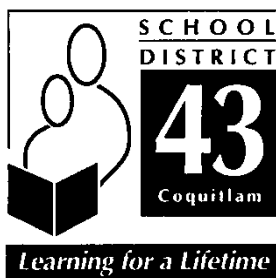
Schedule of Board Meetings 2026-27

CONSENT AGENDA

Regular Public Board Meetings commence at 7:00 pm
 Special Public Board Meetings commence at 6:30 pm unless otherwise stated
 Additional meetings shall be at the call of the Board Chair

MONTH	BOARD MEETING
2026	
September	Tuesday, September 22
November	Tuesday, November 3 (<i>Inaugural</i>)
	Tuesday, November 24
2027	
January	Tuesday, January 19
February	Tuesday, February 9
	Tuesday, February 23 (Special Public Meeting)
March	Tuesday, March 10
April	Tuesday, April 13
	Tuesday, April 20 (Special Public Meeting)
	Tuesday, April 27
May	Tuesday, May 11
June	Tuesday, June 15

Please refer to the District website for further information: <http://www.sd43.bc.ca/Board>



School District No. 43 (Coquitlam)

MEMORANDUM

TO: Nadine Tambellini, Superintendent

DATE: May 12, 2026

FROM: Stephen Whiffin
Assistant Superintendent

SUBJECT: Tech Twenty Board Presentation

Recommended Action: Receive 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 District strategic 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 our Middle School Robotics Initiative. The District's STEAM Support Team was pleased to be the recipient of two significant grants totaling \$75,000 to support the implementation of robotics programming and creation of a robotics middle school competition. The board will learn about work being done to increase middle school engagement with robotics equipment and practice important competencies such as critical thinking and problem solving through robotics activities. Presenters include Principal Dave Sands and STEAM Support Teacher Gavin Hanna who will detail the work being done as well as next steps to engage more schools and the community in this area.



1

Middle School MakeX Robotics

- Overview
- Implementation and Equity
- Eagle Mountain Exemplar
- Student Experience
- Going Forward



2

Access and Equity

- Cross-district access
- Cross-school access
- Early exposure for future growth



3

Structure and Implementation

- 2 schools last year, 8 more this year
- **Explorations/LLC for school-wide impact**
 - 10 MBot2 robots with Controllers
 - Ready-to-go lessons for teachers
 - Support from STEAM Team
- **Club Support**
 - 3 MakeX Starter Kits for up to 3 school teams
 - 1 Competition Arena
 - MS Teams community support



4

Structure and Implementation

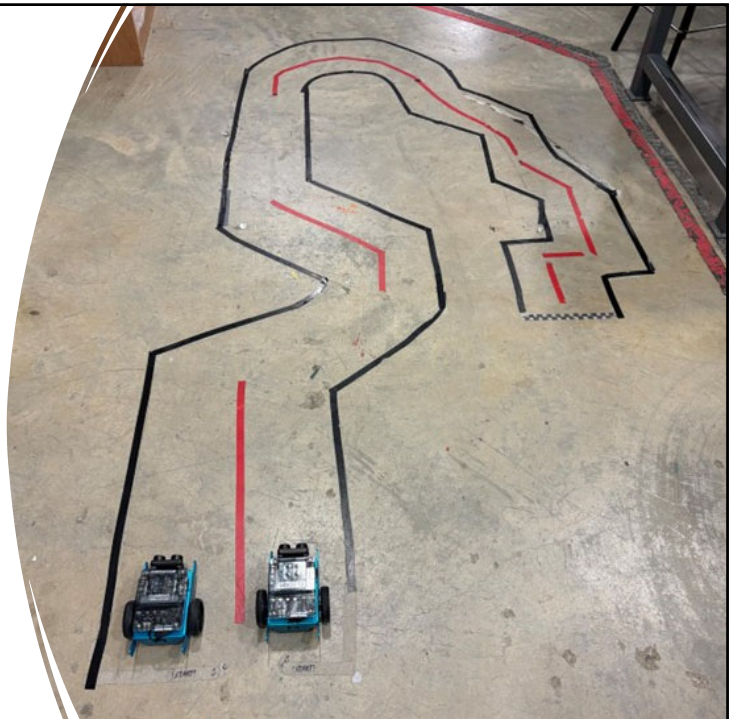
- SD43 STEAM Challenge Day
 - Mission to Mars Challenge
 - All-day Robotics “Hackathon”
- SD43 MakeX Robotics Competition



5

Eagle Mountain Robotics Program

- Daniel Martin
 - Implementation in STEAM Explorations
 - Club Structure
 - Experience and Impact



6

EMM Student Experience:

YiLin Ma and Anna Liu

- What we do in Robotics Club
- Experience and Impact



7

Going forward ...

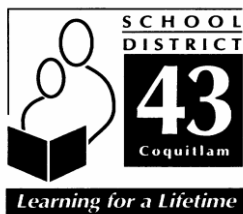
- Bring on 4 final schools
- Continued support for Middle Educators and students
- Zone competitions, Provincial/National Championships

SD43 MakeX Robotics Competition
Port Coquitlam Community Centre
May 30th 10am – 2:00 pm



8





SCHOOL DISTRICT NO. 43 (COQUITLAM)

CORPORATE and FINANCIAL SERVICES DEPARTMENT

MEMORANDUM

TO: Nita Mikl, Secretary-Treasurer/CFO
FROM: Patricia Bigonzi, Assistant Secretary-Treasurer
DATE: May 12, 2026
SUBJECT: 3rd Quarter Financial Report 2025/2026
COPIED TO: DLT

Recommended Action: The following report is provided for information.

The 3rd Quarter Financial Update and Outlook report summarizes the school district's year to date financial performance. It is based on the nine-month period ending March 31, 2026. It highlights key revenue and expense trends and uses these patterns to project the district's year-end financial position.

Summary

Our financial outlook for the 2025/26 school year remains positive, with an excess of revenues over expenditures projected at year-end. Key factors contributing to this outlook include:

- Higher than anticipated February enrolment funding,
- Stronger than expected enrolment and completion numbers in the Graduated Adult program,
- Rental revenue exceeding budget due to increased demand for community school spaces and expanded of before-and after-school care,
- Investment income above budget, reflecting higher interest from risk adverse investments,
- Salary costs trending below budget due to unpaid leaves and vacancies in specialized positions,
- Supplies, services and utilities expenses trending below budget

Operating Fund

Grant revenues confirmed in December 2025 are trending as expected, with the February count coming in \$1.2 million higher than budget. Rental revenues are also tracking \$315k above budget, and investment income is projected to exceed the amended budget by \$2.4 million due to interest earned on higher-yielding GICs.

Additional revenues trending above budget include Continuing Education tuition-based revenues of \$83k, Graduated Adult revenues of \$720k, and other miscellaneous revenues totaling \$267k. These increases are partially offset by lower International Education revenues, which are projected to be \$372k below budget based on confirmed second-semester enrolment.

Salary and related benefit costs are trending below budget due to changes in staffing and the timing of hiring throughout the year, unpaid leaves taken by support staff, and ongoing vacancies across several positions, including trades, custodians, educational assistants, and noon hour supervision.

Service and supply expenses are trending below budget on a year-to-date basis and are projected to be underspent for the year. The majority of the underspending relates to school-allocated budgets, lower utilities costs compared to budget, and reduced use of contingency budgets. Additional contributing factors include lower snow removal costs due to a warmer winter, along with savings across professional services, professional development, supplies, insurance, and dues and fees. Rentals and leases are tracking in line with budget, as higher rental costs for the Continuing Education CLOC program are offset by savings from fewer vehicle leases.

Many supplies and services expenditures tend to occur in the final quarter of the year. Final financial results will be reflected in the District's audited financial statements once all expenditure commitments and revenues have been fully recorded, year-end reconciliations completed, and the accounts audited.

Special Purpose Fund

All Special Purpose Funds are tracking within the Amended budget.

Classroom Enhancement Fund (CEF)

In October 2025, the District submitted its request for additional Classroom Enhancement Funding (CEF) based on actual staffing requirements due to class size and composition. In the latest December funding announcement, the Ministry confirmed our CEF submission for \$55.7 million which includes Teacher staffing of \$48.1 million (353.3 FTE), Overhead \$2.5 million (33.0 FTE Educational Assistants and 1.0 FTE Administrator), and Remedies of \$5.1 million. Based on the nine months to date, we are projecting to fully expend this budget.

School Food Programs

The Ministry allocated \$3.5 million under the Feeding Futures School Food Program. Combined with a \$57,000 carryforward from the 2024/25 school year, total available funding for Feeding Futures in 2025/26 is \$3.6 million.

The Ministry also allocated \$531k under the National School Food Program. When combined with an \$18k carryforward from the 2024/25 school year, total funding available is \$549k. This additional funding is intended to complement the Feeding Futures School Food Program.

Based on expenditures for the first nine months of the year, the district is projecting that both food support program budgets will be fully expended by year-end.

Capital Fund

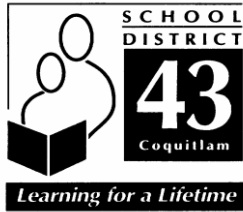
In the third quarter, capital accounts and related project activity are progressing as expected. Construction is ongoing on major projects, including the new Burke Mountain Middle/Secondary School and the twelve-classroom addition at Charles Best Secondary. Several key initiatives are in the final stage of design, including the seismic replacement of Montgomery Middle, the renovation of Port Moody IOCO for conversion to a Childcare Centre, and the new school design for Hazel Trembath Elementary.

Transfers to the Capital Fund for tangible assets purchased with operating funds remain unchanged at \$2.5 million. Additional transfers of \$780k to local capital reflects grant funding received to support future computer hardware purchases.

Risks to Outlook

While the financial outlook remains positive, several risks could impact this district's year-end position, beyond any unforeseen or emergent issues. These include:

- Potential for Ministry clawbacks of unspent special purpose or targeted funds if expenditures are not completed by fiscal year-end.
- The risk of remedy costs exceeding funding provided based on October estimates, as final costs are not confirmed until year-end and any additional funding is subject to Ministry review and approval in the following school year.
- Year-end reconciliation adjustments related to employee future benefits, vacation liability, and other benefit accounts that could result in additional expenses.



SCHOOL DISTRICT NO. 43 (COQUITLAM)

MEMORANDUM

TO: Nita Mikl, Treasurer/CFO

FROM: Adrian Pettyfer, Energy Manager
Katerin Osorio Vera, Energy Specialist
Ivano Cecchini, Executive Director, Facilities and Planning Services

DATE: May 12, 2026

SUBJECT: Facilities Department – Sustainability and Energy Management Update

COPIED TO: District Leadership Team

Recommended Action: For Information Purposes

Background:

The District continues to be a leader in energy conservation and environmental stewardship.

Our new schools are built to a LEED Gold Standard and our existing schools are continually being upgraded with a focus on better energy efficiency and sustainability.

In accordance with the District's commitment to Greenhouse Gas (GHG) reduction, the Facilities Department, with leadership from our Energy Manager and Energy Specialist, monitor our facilities and utilize state of the art methods in energy management to meet our targets.

In addition to the technical aspects of this endeavour, as a school district, a critical piece of our work focusses on environmental stewardship. This past year, our Board endorsed our Low Carbon Sustainability Action Plan (LCSAP) and we continue to implement the objectives of this plan.

We will present and highlight some recent initiatives and achievements and inform the Board of next steps towards achieving our objectives of our LCSAP.



ENERGY & SUSTAINABILITY **SD43**

May 12th, 2026

Presented by:

Adrian Pettyfer
Energy & Sustainability Manager

Katerin Osorio-Vera
Energy Specialist



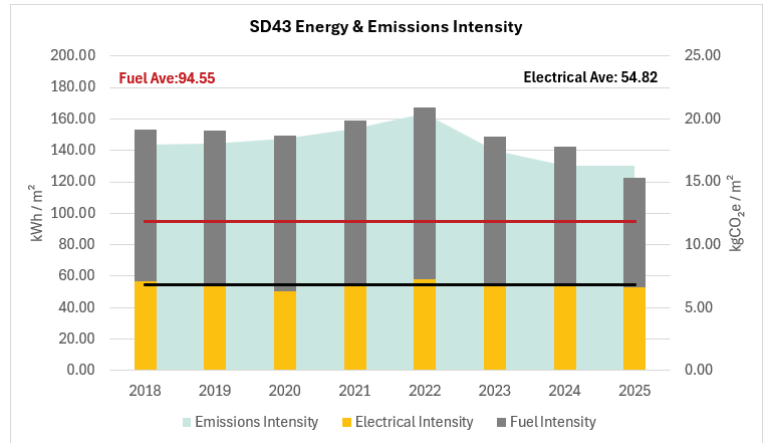
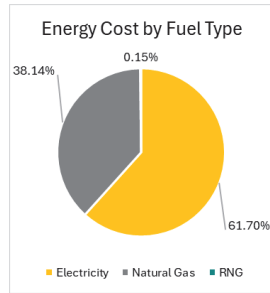
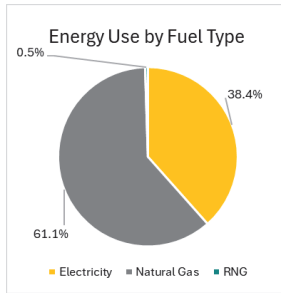
Content

- 01** How are we doing?
- 02** Are we achieving our target?
- 03** What are we doing?
- 04** LCSAP
- 05** Sustainable Behavior Work



HOW ARE WE DOING?

SD43 Energy Performance

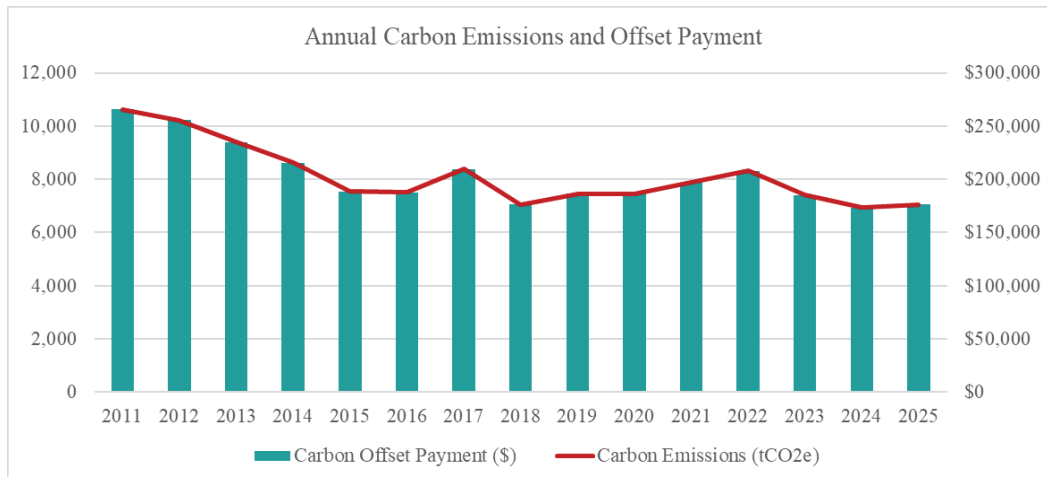


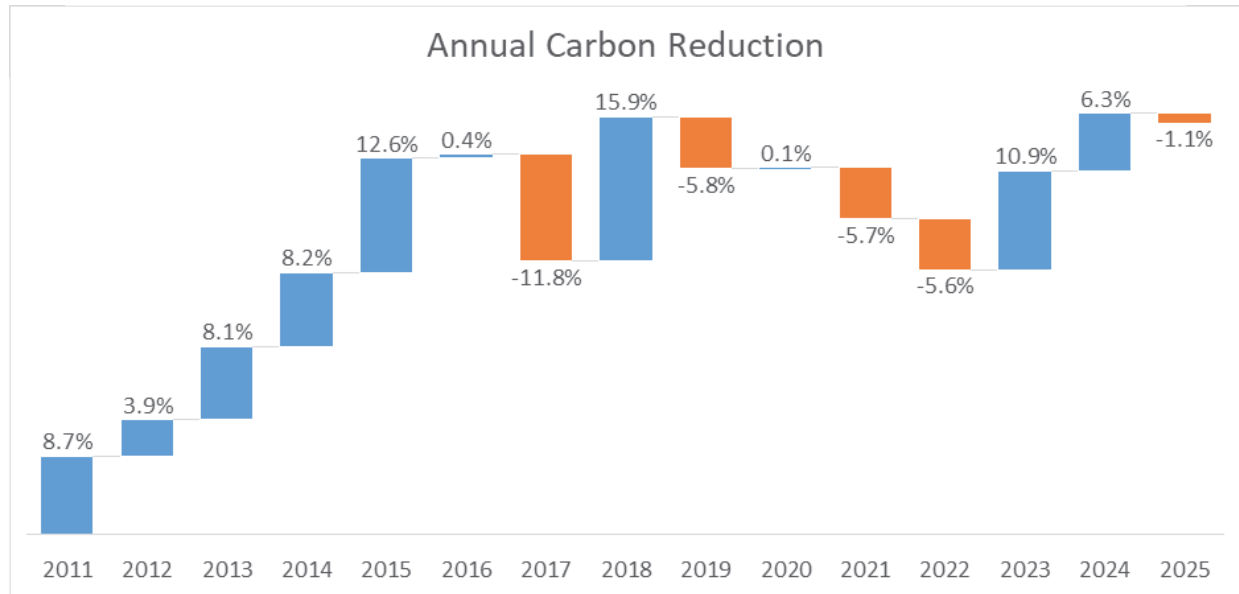
SD43 reduced the energy consumption by 5.34%

ARE WE ACHIEVING OUR TARGET?

SD43 Green House Gas (GHG) Emission Performance

Since 2010 we have seen a GHG reduction from 11,649 tCO₂ to 7,053 tCO₂ in 2025. A reduction of 39%.





Coquitlam School District, as a signatory to Climate Action Charter is required to reduce GHG Emissions by 3% each year.

WHAT ARE WE DOING?

Current Focus: Transitioning from high-level audits to actionable capital retrofits and continuous building optimization.

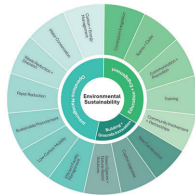
Strategic Studies (2025-2026)

- ➔ **Energy Studies :** 17 Schools
 - **Schools:** Alderson EL, Seaview EL, Glen EL, Como Lake Mid, Blakeburn EL, Glenayre EL, Cidatel Mid, Porter EL, Birchland EL, Centennial Sec, Terry Fox Sec, Gleneagle Sec, Riverside Sec, Dr. Charles Best Sec, Moody Mid, Heritage Woods Sec and Kwayhquitlum Mid.
- ➔ **Feasibility Studies:** Technical deep-dive into specific projects. Validates financial and structural requirements before investments.
 - **Schools:** Terry Fox Sec (Solar/Battery), James Park EL (Portables HP) and Maryhill EL (Filters).
- ➔ **Demand Response Studies:** Evaluated our capability to shift electrical loads during peak provincial demand to secure incentives.
 - **Schools:** Port Moody Sec, Pitt River Mid and Birchland EL.

Full Funding: 100% of study costs are covered by [BC Hydro](#) and [Fortis BC](#) grants.

Facility Improvements

- Mechanical Controls Upgrades
- HVAC System Upgrades - Boilers, RTUs, Heat Pumps, Thermostats, etc.
- Space and DHW Heating Improvements
- DDC Review and recommissioning
- LED Lighting - Exterior - Occupancy Sensors and Dimmers.
- Solar PV inclusion - New Technology
- EV Fleet and Staff Charging
- Ensuring Energy Efficient Design of Newer Schools
- Behavior!



Low Carbon Sustainability Action Plan (LCSAP)



Three integrated pillars

Education & Engagement

Building & Grounds Innovation

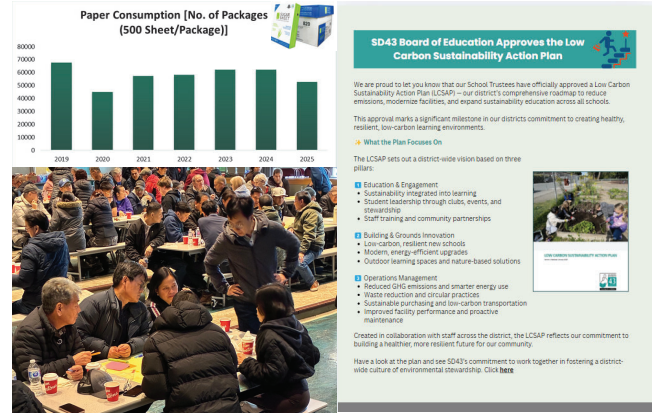
Operations Management

Each pillar includes goals and strategies guiding district-wide action

Implementation

Foundational Steps in Progress:

- Energy & Sustainability Team leading conversation with each departments.
- Workshop initiated with Caretakers on March 26th, 2026 - Looking for cross-collaboration actions to take.
- Conversations with Procurement department to secure a more sustainable and cost-effective 8.5" x 11" white paper option called Sugar Sheet.
- Facilities Action Plan for Directions 2030.
- **Ongoing Work during 2026:** More workshops and conversations with other departments



Sustainable Behavior Work

DSL - Student Leadership & Action

- **Clothing Swap Success:** Our student-led swap rehomed thousands of items! *"A massive thank you to our 60+ volunteers who made this happen."* — Morgan Holmes, Pinetree Secondary.
- **Lulu Island Bus Tour:** 21 leaders from Centennial, Riverside, Gleneagle, and Port Moody toured Metro Vancouver's wastewater plant to explore resource recovery and celebrate a year of hard work.
- **Eco-Week:** Shoutout to the 94 student leaders who proved that small daily habits—Electricity, Gas, Waste & Water Conservation actions.
- **Waste Diversion program refresh:** new signs, info. Videos



Other Energy Team Initiatives with SD43 Community

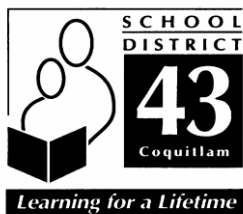
- **Garden Clubs:** 44 schools received 24 varieties of vegetables and herbs on Earth Day.
- **Legacy Tree Program:** Planting and education around trees, Pitt River, Kilmer, Riverview Park and Vanier Centre.
- **Other Campaigns:** Sweater Days - Spring/Winter Breaks.
- **Energy Wire Newsletter** continue keeping the district update about energy management actions.
- **Bee Education:** Master Beekeeper Max Aurelian is visiting 4 elementary schools to show students the fascinating world of honeybees and pollinators.



ANY QUESTIONS?

THANK
YOU!





SCHOOL DISTRICT NO. 43 (COQUITLAM)

Office of the Secretary-Treasurer

MEMORANDUM

TO: Board of Education

FROM: Nita Mikl, Secretary-Treasurer/CFO

DATE: May 12, 2026

SUBJECT: Trustee Election Bylaw No. 2026

COPIED TO: N. Tambellini, Superintendent

Recommended Action: That the Board of Education pass a motion to hold all three readings and have the three readings, final passage, and adoption of the Trustee Election Bylaw No. 2026.

Background: As in past elections, SD43 is working with our municipal partners to administer the Board of Education elections that are upcoming on October 17, 2026. The proposed bylaw has been reviewed by BCSTA, and Harris and Co. to ensure compliance with legislative and regulatory requirements.

THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 43 (COQUITLAM)

TRUSTEE ELECTIONS BYLAW 2026

A bylaw to establish procedures for the conduct of trustee elections.

The Board of Education of School District No. 43 (Coquitlam) wishes to establish procedures for the conduct of trustee elections.

Accordingly, the Board of Education of School District No. 43 (Coquitlam), in an open meeting, enacts this Trustee Elections Bylaw 2026.

1. Scope of Bylaw

This bylaw applies to both general elections and by-elections, except as otherwise indicated.

2. Trustee Electoral Areas

In School District No. 43 (Coquitlam), trustee elections are held in the following trustee electoral areas (TEA):

TEA #	Trustee Electoral Area Description	No. of Trustees
1	City of Coquitlam	4
2	City of Port Moody	2
3	City of Port Coquitlam	2
4	Village of Anmore and Village of Belcarra	1

3. Definitions

a. The terms used in this bylaw shall have the meanings assigned by the *School Act*, the *Local Government Act*, and the *Local Elections Campaign Financing Act*, except as the context indicates otherwise.

b. “Board” means the Board of Education of School District No. 43 (Coquitlam)

“By-election” means a trustee election other than one conducted as part of a general school election, to fill a vacancy on the Board in any of the circumstances described in section 36 of the *School Act*.

“Chief Election Officer” means the person appointed to perform the duties of chief election officer as set out in the *School Act*, *Local Government Act* and *Local Elections Campaign Financing Act*.

“Local Government” means, as applicable, the City of Coquitlam, the City of Port Coquitlam, the City of Port Moody, the Village of Anmore and/or the Village of Belcarra.

“Minister” means the Minister of Education and Child Care.

“School District” means the School District No. 43 (Coquitlam).

4. Voters List

The most current available Provincial list of voters prepared under the Election Act is the register of resident electors, effective 52 days before general voting day for any election to which this bylaw applies.

5. Application of Local Government Bylaws

- a. In Trustee Electoral Area 1, the election bylaws of the City of Coquitlam apply to trustee elections conducted by the City of Coquitlam, except for those sections of the bylaws determining the minimum number of nominators, the order of names on the ballot, the resolution of tie votes after judicial recount, requiring a nominator deposit, or any other matter on which the local government bylaws may not by law apply to a trustee election.
- b. In Trustee Electoral Area 2, the election bylaws of the City of Port Moody apply to trustee elections conducted by the City of Port Moody, except for those sections of the bylaws determining the minimum number of nominators, the order of names on the ballot, the resolution of tie votes after judicial recount, requiring a nominator deposit, or any other matter on which the local government bylaws may not by law apply to a trustee election.
- c. In Trustee Electoral Area 3, the election bylaws of the City of Port Coquitlam apply to trustee elections conducted by the City of Port Coquitlam, except for those sections of the bylaws determining the minimum number of nominators, the order of names on the ballot, the resolution of tie votes after judicial recount, requiring a nominator deposit, or any other matter on which the local government bylaws may not by law apply to a trustee election.
- d. In Trustee Electoral Area 4:
 - i. if the Village of Anmore conducts all or part of a trustee election, the election bylaws of the Village of Anmore apply to that trustee election or part of that trustee election, except for those sections of the bylaws determining the minimum number of nominators, the order of names on the ballot, the resolution of tie votes after judicial recount, requiring a nominator deposit, or any other matter on which the local government bylaws may not by law apply to a trustee election.
 - ii. if the Village of Belcarra conducts all or part of a trustee election, the election bylaws of the Village of Belcarra apply to that trustee election or part of that trustee election, except for those sections of the bylaws determining the minimum number of nominators, the order of names on the ballot, the resolution of tie votes after judicial recount, requiring a nominator deposit, or any other matter on which the local government bylaws may not by law apply to a trustee election.

- iii. if the Board conducts all or part of a trustee election held at the same time as the general local elections in either or both of the Villages of Anmore or Belcarra, the elections bylaws of the Village of Anmore apply to the trustee election or part of a trustee election conducted within the borders of the Village of Anmore, and the elections bylaws of the Village of Belcarra apply to the trustee election or part of a trustee election conducted within the borders of the Village of Belcarra, except for those sections of the bylaws determining the minimum number of nominators, the order of names on the ballot, the resolution of tie votes after judicial recount, requiring a nominator deposit, or any other matter on which the local government bylaws may not by law apply to a trustee election.

6. Required Advance Voting Opportunities

- a. Unless the Board is exempted from the requirement by order of the Minister, an advance voting opportunity will be held on the tenth day before general voting day.
- b. Unless the Board is exempted from the requirement for an additional advance voting opportunity by order of the Minister, an additional advance voting opportunity will be held on the date specified in the bylaws of the local government conducting the trustee election and if no such date is specified on the third day before general voting day.

7. Order of Names on the Ballot

The order of names of candidates on the ballot will be alphabetical.

8. Resolution of Tie Votes after Judicial Recount

In the event of a tie vote after a judicial recount, the tie vote will be resolved by lot in accordance with the *Local Government Act*.

9. Number of Nominators

The minimum number of qualified nominators for a trustee candidate is two.

10. Public Access to Election Documents

- a. The Board authorizes public access to nomination documents of trustee candidates:
 - i. during the regular office hours at the Board's office from the time the nomination documents are delivered until 30 days after declaration of the election results; and
 - ii. on the School District website until 30 days after declaration of the election results, except that public access by the means set out in this sub-paragraph may not include the residential address of the person nominated, other than the municipality, electoral area, or treaty lands in which the person is resident.
- b. The Board will make available to the public at the Board's office and without charge, internet access to the disclosure statements or supplementary reports required to be made available by the BC chief electoral officer on an Elections BC authorized website, other than:

- i. a mailing address or residential address of a significant contributor; or
- ii. a telephone number, mailing address, or residential address of a candidate until 5 years after general voting day for the election to which the trustee's disclosure statements and supplementary reports relate.
- c. The Board will, on request, provide a copy or other record of trustee candidates' disclosure statements and supplementary reports for as long as they are required to be available to the public.
- d. Before providing the services under section 10 of this bylaw, other than to a Board officer or employee acting in the course of their duties, the Board may require the person requesting the service to:
 - i. Satisfy to a Board official that any purpose for which personal information is to be used is permitted by the *Local Government Act* and section 63 of the *Local Elections Campaign Financing Act*, and
 - ii. provide a signed statement that the individual, and if applicable any individual or organization on whose behalf the first individual is accessing, inspecting or obtaining the copy or other record, will not use the information included in the copy or other record except for a purpose permitted under the *Local Government Act* or the *Local Elections Campaign Financing Act*.

11. Public Notice Posting Places

For the purpose of trustee elections conducted by the Board, the following are designated as public notice posting places for the purposes of section 50 of the *Local Government Act*:

- a. the notice board located at the Board's main office located at 1080 Winslow Ave, Coquitlam, BC;
- b. the notice board located at the Anmore Community Hub and/or the notice board at the Belcarra Village Hall.

12. Publication by means other than Newspaper

The Board designates the following means of publication of notices required to be published pursuant to section 94.2 of the *Community Charter*:

- a. the News/Events page on the School District website (www.sd43.bc.ca); and
- b. the Board's social media accounts.

13. Title

This bylaw may be cited as "School District No. 43 (Coquitlam) Trustee Elections Bylaw 2026".

14. Repeal

School District No. 43 (Coquitlam) Trustee Elections Bylaw No. 2022 is repealed.

Read a first time the 12th day of May 2026.

Read a second time the 12th day of May 2026.

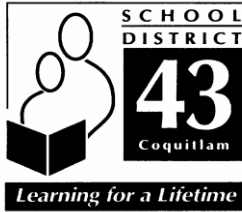
Read for a third time, passed and adopted the 12th day of May 2026.

Board Chair

Secretary-Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 43 (Coquitlam) Trustee Elections Bylaw No. 2026, adopted by the Board the 12th day of May 2026.

Secretary-Treasurer



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

MEMORANDUM

TO: Board of Education

FROM: Nita Mikl, Secretary-Treasurer/CFO

DATE: May 12, 2026

SUBJECT: **Notice of Motion – Suspension of Question Period**

COPIED TO: Nadine Tambellini, Superintendent

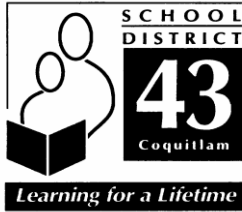
Recommended Action: That the Board receive this Notice of Motion and at the June 16, 2026 Public Board meeting, consider and as appropriate adopt the following motion:

That the Board of Education suspend the application of section 7.3 in Policy 7, commencing the first day of the nomination period and continuing until general voting day for the 2026 school trustee elections in School District No. 43 (Coquitlam). During this time the Board will not hold public question periods during regular meetings of the Board. During this time the Board will accept written questions and inquiries from the public submitted to the Secretary-Treasurer.

Background:

At the direction of the Board of Education, staff sought legal advice regarding the suggested suspension of public question period during the upcoming election timeline. The motion noted above was proposed by legal counsel to suspend the public question periods in public board meetings to ensure they do not result in the inappropriate use of meeting time for partisan purposes, while ensuring that the public's right to seek information from the Board is not entirely shut down.

As with other procedural changes, staff are recommending that, in the time between this Notice of Motion and the June 16, 2026 public board meeting, this motion be distributed to partner groups for their feedback, to allow for Board consideration of those remarks prior to the motion being deliberated by the Board of Education.



SCHOOL DISTRICT NO. 43 (COQUITLAM)

MEMORANDUM

TO: Board of Education

FROM: Michael Thomas, Chair, Policy Review Committee

DATE: May 12, 2026

SUBJECT: Notice of Motion – Policy 2 – Role of the Board

COPIED TO: Nadine Tambellini, Superintendent

Recommended Action: That the Board receive this Notice of Motion and at the June 16, 2026, Public Board meeting, consider and as appropriate adopt changes to Policy 2 – Role of the Board.

Background:

The British Columbia School Trustees' Association (BCSTA) has provided direction to Boards of Education to review their policies, and provided exemplar policies that Boards of Education were encouraged to model their own policies after. The Board Chair resurrected the ad-hoc Policy Review Committee to review existing Board policies to identify areas where revision is warranted, and to make revision recommendations to the Board of Education. Revisions have considered BCSTA's recommendations to provide clarity and consistency, legal and regulatory compliance, outline responsibilities and support accountability and transparency.

Policy 2 –Role of the Board was reviewed thoroughly by the Committee and a copy with redline changes is provided.

The committee is requesting that the Board of Education review the proposed changes and that your input, if any, be provided to Michael Thomas, Chair, Policy Review Committee by June 2, 2026. In keeping with past practice, in the time between this Notice of Motion and the June 16, 2026 public board meeting, a redline copy of the proposed policy changes will be distributed to partner groups for their feedback, to allow for Board consideration of those remarks prior to the deliberations of the Board of Education.

ROLE OF THE BOARD

As the ~~corporate body elected by the voters, elected community representatives,~~ the Board of Education is responsible ~~for the development of goals and policies to guide the provision of educational services to students attending District schools and programs to oversee the provision of educational services in the District,~~ in keeping with the requirements of government legislation and the values of the electorate.

Specific Areas of Responsibility

1. Accountability to the Provincial Government

The Board shall:

- 1.1 Act in accordance with all statutory requirements of the Government of British Columbia and federal legislation to implement educational standards and policies.
- 1.2 Perform Board functions required by governing legislation and existing Board policy.

2. Accountability to the Community

The Board shall:

- 2.1 ~~Make decisions that reflect community values and represent the interests of the entire District.~~ Make decisions that reflect the District's mission, vision and values and belief statements and represents the broad interests of the community.
- 2.2 Establish processes and provide opportunities for community ~~input~~ engagement.
- 2.3 ~~Report District Directions, and performance results indicated by the Framework for Enhancing Student Learning at least annually.~~ Report district results and performance outcomes at least annually.
- 2.4 Develop procedures for and hear appeals as required by statute and/or Board policy.
- 2.5 Provide for two-way communication between the Board ~~and partner and stakeholder~~ groups including Indigenous Education Council, {Student Leadership Council, District Parent Advisory Council, Coquitlam Teachers Association, Coquitlam Principals and Vice Principals Association, and Canadian Union of Public Employees Local 561}.
- 2.6 Model a culture ~~of respect and integrity~~ that reflects the Board's Code of Ethics, shared community values, respect and integrity.
- 2.7 Meet as appropriate with local governments including municipal and First Nations, other public or educational governing bodies to support District goals.

3. Strategic Planning

The Board shall:

- 3.1 ~~Provide overall direction for the District by establishing purpose, beliefs and values, mission statement, and guiding principles.~~Provide overall direction for the District by establishing the mission, vision, values and strategic guiding principles.
- 3.2 Set District goals, monitor key results and govern the implementation of the Framework for Enhancing Student Learning (educational goals), the District Directions Document (overall goals) aligned with the District's Strategic Plan.
- 3.3 Approve the District's long term Strategic Plan.
- 3.4 ~~Annually approve the District Directions goal setting process and timelines~~Approve strategic and operational plans as required by legislation.
- 3.5 ~~Monitor progress toward the achievement of student outcomes and other desired results as indicated in the Framework for Enhancing Student Learning.~~
- 3.6 ~~3.5~~ Annually evaluate the effectiveness of the District in achieving established goals and desired resultsMonitor and evaluate the effectiveness of the District in achieving established goals.
- 3.7 ~~3.6~~ Approve the District's Annual Report for distribution to the public.
- 3.8 ~~3.7~~ Annually approve school improvement plans.Action Plans for Learning.

4. Policy

The Board shall:

- 4.1 Identify the ~~purpose to be achieved and the criteria for a reason and intended purpose prior to creating a~~ new policy.
- 4.2 Make the final decision as to the approval of all policy statements.
- 4.3 Evaluate policy impact to determine if policy has created the desired ~~change~~result.
- 4.4 ~~Provide direction regarding the mandate for employee negotiations.~~
- 4.5 ~~4.4~~ Determine policies which outline how the Board and School District is to function.
- 4.6 ~~4.5~~ Delegate authority to the Superintendent and define commensurate responsibilities.

5. Board/Superintendent Relations

The Board shall:

- 5.1 Select the Superintendent.
- 5.2 Provide the Superintendent with clear corporate (Board) direction.
- 5.3 Delegate in writing, administrative authority and identify responsibility subject to the provisions and restrictions in provincial legislation and regulations.
- 5.4 Evaluate the Superintendent annually and review the employment agreement as required.~~annually review compensation.~~
- 5.5 Respect the delegated authority and make effective the role of the Superintendent and support actions taken within the scope of authority.

6. Political Advocacy and Responsibility

The Board shall:

- 6.1 ~~Annually develop a plan for advocacy including focus, key messages and mechanisms. Establish priorities, focus areas, key messages, and advocacy mechanisms.~~
- 6.2 ~~Meet as appropriate with federal, provincial and local governments, including municipal and First Nations with municipal governments and other educational/public service governing authorities as appropriate to achieve political ends.~~ District and educational objectives.
- 6.26.3 Provide input to and participate in the British Columbia School Trustee Association and British Columbia Public Sector Employers' Association.
- 6.36.4 Advance District positions and priorities through BCSTA meetings and other appropriate forums.

7. Board Development

The Board shall:

- 7.1 ~~Conduct an Annual self-evaluate evaluation to evaluate~~ the Board's performance and effectiveness with external support if needed.
- 7.2 ~~Annually develop a Board development plan aligned with District priorities. Actively participate in Board professional development aligned with District priorities.~~

8. Fiscal Accountability

The Board shall:

- 8.1 Approve the principles, decision-making criteria, and assumptions for the creation of the annual budget.
- 8.2 ~~Approve the annual budget which ensures resources available are allocated to achieve desired results as outlined in the District Performance Plan and District Directions document.~~ are aligned with strategic priorities and desired results.
- 8.28.3 Approve the process and timelines for budget deliberations.
- 8.38.4 Approve annually its five-year capital plan for submission to British Columbia Ministry of Education by the date due.
- 8.5 ~~At least once per trustee term, r~~ Review the District's facilities planning documents to ensure the directions contained therein best meets the District's alignment with long term ~~facility~~ needs.
- 8.48.6 Approve the acquisition and disposition of school district land and buildings.
 - 8.4.1 ~~Declare facilities surplus to general school needs in the District.~~
 - 8.4.2 ~~Lease of surplus school space for a period greater than one year.~~
 - 8.4.3 ~~Approve by bylaw disposition of land and buildings.~~
- 8.58.7 ~~Annually a~~ Appoint or reappoint the auditor and approve the terms of engagement.
- 8.68.8 Review annually the audit report and management letter.
- 8.9 ~~Ensure CEO fiscal accountability quality indicators are met.~~ Regularly monitor fiscal management, accumulated surpluses and reserve funds.
- 8.78.10 Provide direction regarding the mandate for employee negotiations.
- 8.88.11 ~~Make decisions regarding ratification of~~ Ratify memoranda of

agreement with bargaining units.

~~8.9 Make disbursements from the Capital Reserve Fund.~~

~~8.10~~ 8.12 Approve the acquisition of school sites.

~~8.13 Approve tender selection for contracts over five million dollars~~ Approve major capital or construction projects in excess of Board-established thresholds.

~~8.14 Provide for adequate budget consultation processes with the community and partner groups.~~

~~8.14~~ 8.15 Regularly monitor the Enterprise Risk Management Plan.

Selected 9. Additional Responsibilities

~~1. Approve annually the "Board Annual Work Plan," outlining the time frame for various actions.~~

~~2. Establish parameters for early retirement incentive plans.~~

~~3.1.~~ 9.1 Approve annual District school calendars.

~~4.2.~~ Approve Board/Authority a Authorized courses.

~~5.3.~~ Hear appeals on the reconsideration of resource materials which are challenged.

4. Approve the naming of educational facilities and land.

~~6.5.~~ Approve other matters as required.

Legal Reference: Section 85, School Act

Board Minutes

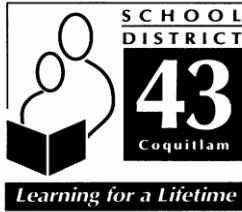
June 2005 Volume 47 Page 78 Policy 2

February 2006 Volume 48 Page 18

September 2008 Volume 50 Page 90

May 16, 2017 Board Meeting

Last Reviewed: May 16, 2017



SCHOOL DISTRICT NO. 43 (COQUITLAM)

MEMORANDUM

TO: Board of Education

FROM: Michael Thomas, Chair, Policy Review Committee

DATE: May 12, 2026

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

COPIED TO: Nadine Tambellini, Superintendent

Recommended Action: That the Board receive this Notice of Motion and at the June 16, 2026, Public Board meeting, consider and as appropriate adopt changes to Policy 4 – Trustee Code of Ethics.

Background:

The British Columbia School Trustees' Association (BCSTA) has provided direction to Boards of Education to review their policies, and provided exemplar policies that Boards of Education were encouraged to model their own policies after. The Board Chair resurrected the ad-hoc Policy Review Committee to review existing Board policies to identify areas where revision is warranted, and to make revision recommendations to the Board of Education. Revisions have considered BCSTA's recommendations to provide clarity and consistency, legal and regulatory compliance, outline responsibilities and support accountability and transparency.

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

The committee is requesting that the Board of Education review the proposed changes and that your input, if any, be provided to Michael Thomas, Chair, Policy Review Committee by June 2, 2026. In keeping with past practice, in the time between this Notice of Motion and the June 16, 2026 public board meeting, a redline copy of the proposed policy changes will be distributed to partner groups for their feedback, to allow for Board consideration of those remarks prior to the deliberations of the Board of Education.

TRUSTEE CODE OF ETHICS

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

Board members will:

1. Support and advance the mission and values of the Coquitlam School District and act in the best interests of students, families and the community.
2. Devote time, thought, and study to the duties of a trustee in order to be effective and provide credible service.
2. Consider information received from all sources and base personal decisions upon all available facts while maintaining confidentiality of privileged information.
3. Work with fellow trustees in a spirit of harmony and co-operation in spite of differences of opinion.
4. ~~Recognize that authority over the organization is only vested in the Board when it meets in legal session.~~ Recognize that, as a corporate board, authority to make decisions can only be made within an official meeting of the Board, respecting the established governance practices.
5. Maintain the integrity of the Board and the position of the trustee when communicating and interacting with outside individuals and agencies. This includes full disclosure to participants when attending meetings as an ordinary citizen.
6. Respect the majority decisions of the Board.
7. Be loyal to the interests of public education and the Board.
- 7-8. Treat fellow Trustees, staff, students, parents and community members with respect and dignity, fostering a positive and inclusive environment within the school district.
- 8-9. Demonstrate discretion when making public statements in person, online or in other forums, so as to minimize the impression that such statements reflect the corporate opinion of the Board when they do not.
- 9-10. Maintain the highest standards of civility and respect accorded to public office through the absence of unwarranted criticism of fellow Board members, the Board, or employees, in or out of the Board room.
- 10-11. Deal appropriately with sensitive issues and respect the confidentiality of discussions that take place during in-camera sessions.
- 11-12. ~~Represent everyone the District serves, not a particular interest group or geographic area.~~ Represent the best interest of the entire District. This accountability supersedes any conflicting loyalty such as that to advocacy or interest groups, geographic area and membership on other Boards, staffs or acting as an individual consumer of the district's services.

~~13. Declare any conflict of interest. A trustee will not participate in, vote on, or exert influence on, any decision in which the trustee has any interest. Be mindful of legislation governing conflict of interest and avoid placing themselves in positions of conflict of interest. A trustee will excuse themselves from the space and will not participate in, vote on, or exert influence on, any decision in which the trustee has any interest.~~

~~12-14.~~ Comply with all applicable laws, regulations and policies of the district.

~~13-15.~~ Trustees deemed to be in violation of the code of ethics may be subject to formal investigation and may ultimately face consequences up to and including exclusion from meetings, restriction of duties, and censure.

Board Minutes

June 2005 Volume 47 Page 78 Policy 4

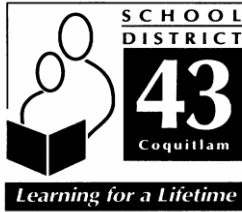
February 2006 Volume 48 Page 18

September 2008 Volume 50 Page 100

February 5, 2019 – Board Meeting

November 2023 – Board Meeting

Last Reviewed: November 1, 2023



SCHOOL DISTRICT NO. 43 (COQUITLAM)

MEMORANDUM

TO: Board of Education

FROM: Michael Thomas, Chair, Policy Review Committee

DATE: May 12, 2026

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

COPIED TO: Nadine Tambellini, Superintendent

Recommended Action: That the Board receive this Notice of Motion and at the June 16, 2026, Public Board meeting, consider and as appropriate adopt changes to Policy 11 – Board Delegation of Authority.

Background:

The British Columbia School Trustees' Association (BCSTA) has provided direction to Boards of Education to review their policies, and provided exemplar policies that Boards of Education were encouraged to model their own policies after. The Board Chair resurrected the ad-hoc Policy Review Committee to review existing Board policies to identify areas where revision is warranted, and to make revision recommendations to the Board of Education. Revisions have considered BCSTA's recommendations to provide clarity and consistency, legal and regulatory compliance, outline responsibilities and support accountability and transparency.

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

The committee is requesting that the Board of Education review the proposed changes and that your input, if any, be provided to Michael Thomas, Chair, Policy Review Committee by June 2, 2026. In keeping with past practice, in the time between this Notice of Motion and the June 16, 2026 public board meeting, a redline copy of the proposed policy changes will be distributed to partner groups for their feedback, to allow for Board consideration of those remarks prior to the deliberations of the Board of Education.

BOARD DELEGATION OF AUTHORITY

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

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

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

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

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

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

Legal Reference: Section 65, 85, School Act

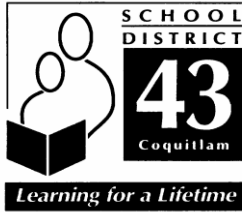
Board Minutes

June 2005 Volume 47 Page 78 Policy 11

April 2006 Volume 48 Page 51

November 2023 – Board Meeting

Last Reviewed: November 1, 2023



SCHOOL DISTRICT NO. 43 (COQUITLAM)

MEMORANDUM

TO: Board of Education

FROM: Michael Thomas, Chair, Policy Review Committee

DATE: May 12, 2026

SUBJECT: Notice of Motion – Policy 12 – Role of the Superintendent

COPIED TO: Nadine Tambellini, Superintendent

Recommended Action: That the Board receive this Notice of Motion and at the June 16, 2026, Public Board meeting, consider and as appropriate adopt changes to Policy 12 – Role of the Superintendent.

Background:

The British Columbia School Trustees' Association (BCSTA) has provided direction to Boards of Education to review their policies, and provided exemplar policies that Boards of Education were encouraged to model their own policies after. The Board Chair resurrected the ad-hoc Policy Review Committee to review existing Board policies to identify areas where revision is warranted, and to make revision recommendations to the Board of Education. Revisions have considered BCSTA's recommendations to provide clarity and consistency, legal and regulatory compliance, outline responsibilities and support accountability and transparency.

Policy 12 – Role of the Superintendent was reviewed thoroughly by the Committee and a copy with redline changes is provided.

The committee is requesting that the Board of Education review the proposed changes and that your input, if any, be provided to Michael Thomas, Chair, Policy Review Committee by June 2, 2026. In keeping with past practice, in the time between this Notice of Motion and the June 16, 2026 public board meeting, a redline copy of the proposed policy changes will be distributed to partner groups for their feedback, to allow for Board consideration of those remarks prior to the deliberations of the Board of Education.

ROLE OF THE SUPERINTENDENT

The Board recognizes the need for one person to be in charge of the management of the District in order to provide coordinated leadership. Therefore, the Board designates the Superintendent as the Chief Executive Officer of the Board and the Chief Education Officer of the District and delegates to the Superintendent responsibility for overall effective administration of the District. The Superintendent ~~makes-ensures that leadership is the shared responsibility of everyone within the organization and builds leadership capacity in a team-oriented, collaborative environment. The Superintendent provides~~ reports which to the Board that focus on governance implications and is accountable to the corporate Board for the conduct and operation of the District, ~~for providing leadership in administration and instructional programs for students,~~ and for ensuring compliance with legislative requirements. All Board authority delegated to the staff of the District is delegated through the Superintendent.

Specific Areas of Responsibility:

1. Student ~~Welfare~~ Well-Being:

The Superintendent shall:

- 1.1 Ensure that each student is provided with a safe, inclusive and caring environment that fosters and maintains respectful and responsible behaviors.
- 1.2 Ensure that learning environments contribute to the safety development of skills and welfare habits necessary for work life, of students while participating post secondary studies, in life-long learning school programs and citizenship, or while being transported to or from school programs on transportation provided by the District.
- 1.3 Ensure the facilities safety and well-being of students while participating in school programs or while being transported to or from school programs on transportation provided by the District. ~~adequately accommodate District students.~~

2. Educational Leadership

The Superintendent shall:

- 2.1 Provide leadership in all matters relating to education in the District.
- 2.12.2 Ensure students in the District have the opportunity to meet the standards of education set by the Minister.
- 2.22.3 Implement ~~directions~~ education policies established by the Ministry and make the Board aware of any instances where this direction is not consistent with Board direction.
- 2.32.4 Engage in professional development activities to ensure currency in education practice. Provide support and advise principals on matters related to school operations.

3. Fiscal Responsibility

The Superintendent shall:

- 3.1 ~~Provide the Board with a recommended annual operating budget, such capital expenditures as may be required, and periodic statements of revenue and expenditures~~Ensure the fiscal management of the District by the Secretary-Treasurer is in accordance with the terms and conditions of funding received by the Board under the School Act or any other applicable Act or regulation.
- 3.2 Ensure the District operates in a fiscally responsible manner, including adherence to recognized accounting procedures.

4. Personnel Management

The Superintendent shall:

- 4.1 Have ~~overall~~ authority and responsibility for all personnel-related issues, except: ~~the development of mandates for collective bargaining and for~~ those ~~personnel~~ matters precluded by Board policy, legislation or collective agreements.
- 4.2 Promote at all times a high standard of collaborative professional leadership, effective human relationships, and a spirit of educational innovation and advancement throughout the District.
- 4.24.3 Provide leadership in the supervision and evaluation of administrators, teachers and other staff, with the intention of improving performance.
- 4.34.4 Monitor and improve the quality of instruction and the performance of all staff. Establish organizational roles for staff and arrange the employment of staff necessary to conduct the affairs of the District.

5. Policy / Administrative Procedures

The Superintendent shall:

- 5.1 ~~Proactively facilitate~~Provide leadership in the planning, development, implementation and evaluation of Board policies.
- 5.2 ~~Provide leadership in the development, implementation, evaluation and editing of~~Develop, maintain and communicate aAdministrative ~~P~~rocedures that are consistent with Board and provincial policies, regulations and procedures-

6. Superintendent / Board Relations

The Superintendent shall:

- 6.1 Establish and maintain positive professional working relations with the Board.
- 6.2 Respect and honour the Board's role and responsibilities, and facilitate the implementation of that role as defined in Board policy.
- 6.3 Keep the Board informed of all District matters, especially controversial and/or highly sensitive issues in a timely and through appropriate monitoring reports which focus on governance implications of developments within the Districtmanner.

~~6.36.4~~ Demonstrate mutual respect and support, which is conveyed to the staff and community, including Indigenous communities and First Nations on whose traditional territories our schools operate.

7. Strategic Planning and Reporting

The Superintendent shall:

~~7.1~~ Lead the District Performance Planning process and implement the plan as approved and involve the Board appropriately in this process (Board approval of process and timelines, Board identification of priorities, provision for Board input early in the process, and final Board approval). Strategic Planning process including the development of District goals, budget, facilities and transportation plans.

~~7.1.1~~ Implement plans as approved.

~~7.1.2~~ Report ~~annually~~ regularly on results achieved.

~~7.2~~ Lead the District Directions process culminating in Board approval of the District goals and key results.

~~7.37.2~~ Keep the Board informed through the presentation of a Superintendent's report at regular Board meetings and the District's Annual Report.

8. Organizational Management

The Superintendent shall:

8.1 Demonstrate effective organizational skills resulting in District compliance with all legal, Ministerial and Board mandates and timelines.

~~8.2 Report to the Minister with respect to matters identified in and required by the School Act.~~ Build an organizational structure and promote a District culture which facilitates positive results, effectively handles emergencies and deals with crisis situations in a team-oriented, collaborative and cohesive fashion.

9. Communications And Community Relations

The Superintendent shall:

9.1 Take appropriate actions to ensure open, transparent positive external and internal communications are developed and maintained.

~~9.2 Develop and maintain positive and effective relations with provincial and regional government departments and agencies.~~ Ensure that parents and students have a high level of satisfaction with the services provided and the responsiveness of the District.

~~9.3 Maintain effective relationships within the system and the community served by the system, including Indigenous communities and First Nations on whose traditional territory our schools operate.~~

~~9.4 Act as, or designates, the head of the organization for the purposes of the Freedom of Information and Protection of Privacy (FOIP) Act.~~

~~9.5 Give continuing and regular attention to the promotion of good relations with staff and public, and act as one of the Board's spokespersons as required on District matters in concert with the Chair.~~ In consultation with the Board Chair,

serve as a spokesperson for the District for the media and public in order to keep the District's messages consistent and accurate.

9.6 Act as an advocate for the District and for public education.

10. Leadership Practices

The Superintendent shall:

10.1 Practice leadership in a manner that is viewed positively and has the support of those with whom ~~he~~they works most directly in carrying out the directives of the Board and the Minister.

10.2 Develop and maintain positive and effective relationships with provincial and municipal governments, external agencies and provincial organizations.

10.3 Ensure that meaningful collaboration arises from relationships built on trust, honesty and respect.

Legal Reference: Section 22, School Act

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July 1990 Volume 38 Page 182 Policy I-D-1 Superintendent of Schools

June 2005 Volume 47 Page 78 Policy 12 Role of the Superintendent

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