

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

BOARD OF EDUCATION REGULAR PUBLIC MEETING AGENDA

School District No. 43 (Coquitlam)
Virtual Meeting via ZOOM

<https://sd43-bc-ca.zoom.us/j/63066515409>

March 1, 2022
7:00 p.m.

ACKNOWLEDGEMENT OF TERRITORY

Trustee Palmer Isaak

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

A. ACCEPTANCE OF AGENDA

B. INTRODUCTIONS

C. DELEGATIONS / PRESENTATIONS

D. EDUCATION

E. APPROVAL OF CONSENT AGENDA (7:05 pm)

- a) Approval of February 8, 2022 Regular Board Meeting Minutes
- b) Approval of February 15, 2022 Special Regular Board Meeting Minutes
- c) Trustee Calendar Planning Report for Information (*Pages 3-4*)
- d) Trustee Reports for Information (*Pages 5-10*)

F. RESPONSE TO PREVIOUS DELEGATIONS

G. DISTRICT STAFF REPORTS (7:10 pm)

- a) Superintendent Patricia Gartland
i) News & Events (*10 minutes*)
- ii) COVID-19 Update Patricia Gartland
(*Pages 11-12*) (*10 minutes*)
- iii) Student Enrolment Projections Gerald Shong
(*Pages 13-14*) (*10 minutes*)

G. DISTRICT STAFF REPORTS CONT'D (7:40 pm)

- iv) Tech Twenty
(Page 15)

Stephen Whiffin
(Presentation: 10 minutes/
Questions: 10 minutes)

H. UNFINISHED BUSINESS (8:00 pm)

- a) Burke Mountain Middle/Secondary School Update
(Pages 16-20)

Mohammed Azim
(20 minutes)

- b) Policy 23 – Financial Operating Reserves
(Pages 21-26)

Mohammed Azim
(10 minutes)

- c) Approval of the Annual School Calendars for the 2023-2024,
2024-2025, and 2025-2026 School Years
(Pages 27-29)

Gerald Shong
(10 minutes)

I. QUESTION PERIOD (8:30 pm)

(for questions that relate to agenda items only)

(10 minutes)

- a) Trustees
- b) Gallery

J. NEW BUSINESS

K. NOTICES OF MOTION

L. ITEMS OF TRUSTEE BUSINESS

M. QUESTION PERIOD (8:40 pm)

(for questions that relate to agenda items only)

(10 minutes)

- a) Trustees
- b) Gallery

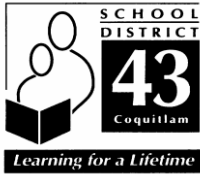
N. ADJOURNMENT (8:50 pm)

ANNOUNCEMENT

Next Public Board Meeting: April 5, 2022 – 7:00 p.m.

Location: Virtual Meeting via ZOOM

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

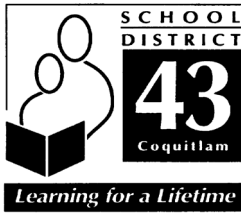


BOARD OF EDUCATION

Calendar Planning

March 1, 2022

DATE	MEETING	LOCATION	TIME
MARCH 2022			
1	Board Meeting	District Office, Board Room	7:00pm
14-25	Spring Break		
APRIL 2022			
5	Finance and Audit Committee Meeting	District Office, Board Room	4:00pm
12	Board Meeting	District Office, Board Room	7:00pm
19	Board Meeting (Special)	District Office, Board Room	6:30pm
21-24	BCSTA – Annual General Meeting	TBA	
26	Board Meeting	District Office, Board Room	7:00pm
MAY 2022			
3	Finance and Audit Committee Meeting	District Office, Board Room	4:00pm
10	Board Meeting	District Office, Board Room	7:00pm
JUNE 2022			
TBC	District Retirement Event	TBC	
14	Finance and Audit Committee Meeting	District Office, Board Room	4:00pm
21	Board Meeting	District Office, Board Room	7:00pm



SCHOOL DISTRICT NO. 43 (COQUITLAM)

Office of the Secretary-Treasurer

MEMORANDUM

TO: Board of Education

FROM: Mohammed Azim, Secretary-Treasurer/CFO

DATE: March 1, 2022

SUBJECT: Record of In Camera Meetings

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

Special In Camera meeting held on February 8, 2022:

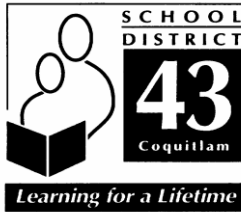
1. Land Matter
2. Other Matter

In Camera meeting "B" held on February 15, 2022:

1. Financial Matter
2. Other Matter

Special In Camera meeting held on February 22, 2022:

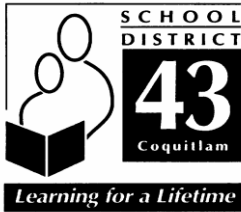
1. Personnel matter



**BOARD OF EDUCATION
TRUSTEE REPORT
March 1, 2022**

Trustee Blatherwick participated in the following activities, events and meetings:

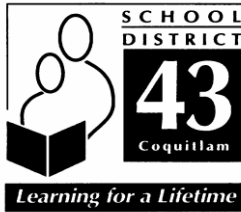
- February 3 – Coquitlam Learning Opportunities Centre (CLOC), (Phone Call)
- February 3 – Coquitlam Principals and Vice Principals Budget Stakeholder Meeting, Zoom
- February 8 – Special In Camera Meeting, TEAMS
- February 8 – In Camera Meeting, TEAMS
- February 8 – Public Board Meeting, Zoom
- February 10 – Special In Camera Board Meeting
- February 10 – Trustee liaison Visit to CLOC
- February 10 – Coquitlam Foundation Board Meeting, Zoom
- February 10 – February Board Meeting, TEAMS
- February 12 – Provincial Council Meeting, All Day, Zoom
- February 14 – Burke Mountain Middle/Secondary School Update with Burke Mountain Parents
- February 15 – SD43 Education Foundation Special General Meeting
- February 15 – In Camera Meeting, TEAMS
- February 15 – Special Public Board Meeting
- February 16 – BCSTA Metro Branch Meeting
- February 16 – BCSTA Metro Branch AGM



**BOARD OF EDUCATION
TRUSTEE REPORT
March 1, 2022**

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

- Jan 25 – DPAC Stakeholder Budget Consultation Meeting
- Jan. 27 BCPSEA AGM meeting, all day Board Office AGM continued Friday the 28th
- Jan 28 Zoom meeting with PAC chairs.
- Feb. 1st – Finance and Audit Committee + Special In Camera Board Meeting
- Feb. 1st Continued - CUPE Budget Stakeholder Meeting
- Feb 3rd CPVPA Budget Stakeholder Consultation
- Feb 8th Special In Service Meeting + In Camera Board Meeting, Public Board Meeting
- Feb 10th Special In Camera Board Meeting
- Feb 15th SD43 Education Foundation Meeting
- Feb 15th In service Board Meeting, In Camera Board Meeting,
- Feb 15th continued Special Public Board Meeting
- Feb 22nd Special In Camera Board Meeting

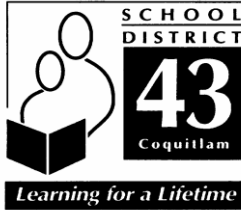


BOARD OF EDUCATION TRUSTEE REPORT

March 1, 2022

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

- February 8, 2022 - Special In Camera Meeting, In Camera Meeting and In Service Board Meeting, Microsoft Teams Meeting
- February 8, 2022 - Public Board Meeting, Zoom Meeting
- February 10, 2022 - Special In Camera Meeting, Microsoft Teams Meeting
- February 10, 2022 – Board Meeting Group 3, Microsoft Teams Meeting
- February 14, 2022 - Burke Mountain Middle/Secondary School Update with Burke Mountain Parents, Microsoft Teams Meeting
- February 15, 2022 – SD43 Education Foundation Meeting, Microsoft Teams Meeting
- February 15, 2022 - In Service and In Camera Board Meeting, Microsoft Teams Meeting
- February 15, 2022 – Special Public Board Meeting, Zoom Meeting



BOARD OF EDUCATION ITEMS OF TRUSTEE BUSINESS Coquitlam Foundation

Trustee Blatherwick Report for the Coquitlam Foundation:

February 10, 2022 - Coquitlam Foundation Board Meeting

Transition to Committee Driven Structure:

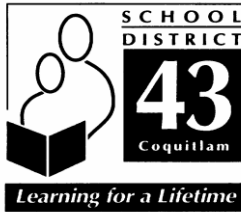
In order to drive the Foundation forward, the committee structure will be strengthened, expanded and made more robust.

Future Meetings:

- If conditions prevail, will be moving back into in-person meetings for the larger, Board-wide meetings

Future Co-Operation with School District:

- Presentation to school counsellors to ensure that there is a full understanding of the scholarship opportunities from the Coquitlam Foundation, as well as requesting feedback to see how the application process can be updated to be more accessible to students
- Consideration of technology/app that can increase ease of access and reach for the scholarship applications



BOARD OF EDUCATION ITEMS OF TRUSTEE BUSINESS ELL Consortium

The ELL Consortium met virtually as a whole on February 23, 2022

The meeting began with a lengthy discussion about how different districts are handling registration of students with precarious, or even no immigrant status. It was generally agreed by most districts that while recognizing Federal regulations, school districts are not the “immigrant police”. Most of the districts that spoke to the issue reported using proof of ordinary residence as criteria for registering students. In addition, it was shared that it is not the responsibility of districts to share immigrant status of families unless ordered to. It was noted that most families with precarious, or no immigrant status are in no position to pay international student fees.

It was shared that there will be a motion brought forward at the upcoming BCSTA AGM that consistent procedures be put in place across the province to address this particular issue.

Many districts are reporting significant increases in ELL registrations.

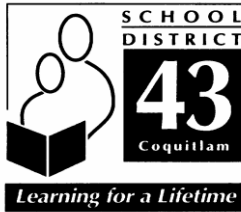
The Surrey School Board has introduced a Bridge Coop program targeting late coming ELL students in grades 11 and 12 combining academics with trades training to assist in meeting graduation criteria. There will be a presentation at the next ELL meeting.

In SD43, many of our ELL team teachers have spent the past two months being deployed into school classrooms to offset teacher absences but have continued their work of developing an academic literacy framework for ELL students.

On the upcoming Pro D Day, our own Caz Davidson will be presenting on the new MyEd Annual Instruction Plan, a ministry-designed platform designed for Multilingual/ELLs. It is strength-based, providing teachers with tried-and-true strategies and scaffolds to support their learners and is aligned with the student’s specific language acquisition needs. It meets audit compliance as well!

Lastly, thanks in great part to the advocacy of the ELL Consortium, the Ministry of Education has now included Diversity in Schools, ELL students, Refugee students and Community Link to be under the umbrella of Inclusion.

The next meeting is scheduled for March 9, 2022.



BOARD OF EDUCATION ITEMS OF TRUSTEE BUSINESS SLC Report

Trustee Barb Hobson attended and participated in the above meeting and presents the following report for information:

Middle School SLC met on February 23rd via TEAMS. The theme for the day was inclusivity and diversity.

The meeting opened with a Kahoot! session, which is always popular.

Gratitude projects from around the District were highlighted. Each school chose their own project which included such things as food drives to donate to the food bank, gifts and appreciation cards for school staff, gratitude hearts on Post-its displayed around the school, raising money to donate to a cause of their choice.

Inclusivity and Diversity were defined and why these are important was discussed in break-out rooms using this video <https://www.youtube.com/watch?v=DpzncGkSqF4> as a starting point for the discussion.

SLC has a new logo designed by Martin from Moody Middle. It will be making its way onto the SLC website and social media channels.

Next meeting: April 6th at Como Lake Middle School in-person.

Secondary School met on February 24th via TEAMS. The theme for the day was inclusivity.

The meeting started with an ice-breaker using menti.com and answering questions around inclusivity ... why is it important; how you can include others; why it is important for leaders to include others; what to do if you're feeling excluded.

There was a short recap of the SLC budget presentation to the Board.

Members went into break-out rooms and discussed their commonalities and differences.

The next meeting on April 4th will be in-person.

The SLC Leadership Conference is being planned for April 22nd and will be on-line.



SCHOOL DISTRICT NO. 43 (COQUITLAM)

SUPERINTENDENT'S OFFICE

MEMORANDUM

TO: Trustees

FROM: Patricia Gartland
Superintendent

DATE: March 1, 2022

RE: COVID-19 Update

This update reflects a chronology of events related to COVID-19 impacts on the education sector as of February 15, 2022.

On February 15, 2022, BC Deputy Minister of Education Christina Zacharuk issued a Special Update regarding information about rapid antigen test delivery, attendance, and an announcement from BC Provincial Health Officer (PHO) Dr. Bonnie Henry pertaining to the lifting of the Addendum for communicable disease guidelines for K-12 settings.

On February 15, 2022, the BC government announced new legislation to help maintain access to critical services that British Columbians rely on and protect those who provide those services, as the Province moves to prevent disruptive behaviour from affecting schools and health-care facilities. The proposed legislation will protect hospitals, COVID-19 test and vaccination centres, and K-12 schools by establishing 20-metre (66 feet) access zones around them. Within an access zone, it will be an offence to impede access to the facility, disrupt services or act in a way that could reasonably be expected to cause service users or providers concern for their physical or mental safety.

<https://news.gov.bc.ca/releases/2021PREM0071-002169>

On February 18, 2022, the Province of BC announced more BC families will benefit from quality child care as a result of investments that will encourage early childhood educator (ECE) recruitment and retention through better access to bursaries, professional development opportunities and wage enhancements. Through the Canada-BC Early Learning and Child Care Agreement (ELCC), the Government of Canada is providing a one-time \$49.2 million investment that will reduce barriers and increase access to post-secondary ECE programs and professional learning opportunities.

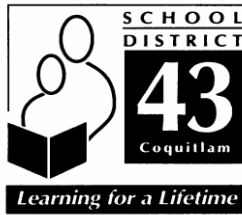
<https://news.gov.bc.ca/releases/2022CFD0005-000239>

On February 18, 2022, the Province of BC provided rapid antigen at-home test instructions for K-12 students. Each student in public, independent and First Nations K-12 schools is being provided with a box of five Artron rapid antigen at-home tests distributed through their school. The test instructions are displayed on the SD43 public website and school principals will be sending these instructions to parents at the same time the rapid antigen tests are distributed to the students.

<http://www.bced.gov.bc.ca/bulletin/20220215/rapid-test---letter-to-families20220215.pdf>

February 23, 2022, marks the 15th anniversary of Pink Shirt Day, which represents people working together to stop bullying by celebrating diversity and promoting kindness and inclusiveness. This year's theme of belonging and empowerment means no matter who you are, where you're from, and what you look like or what you believe in, we all have the right to be respected and accepted for our true authentic selves.

<https://news.gov.bc.ca/releases/2022PREM0005-000255>



SCHOOL DISTRICT NO. 43 (COQUITLAM)

MEMORANDUM

TO: Patricia Gartland, Superintendent of Schools

FROM: Gerald Shong, Assistant Superintendent

DATE: March 1st, 2022

SUBJECT: Enrolment Projections – 2022/23

COPIED TO: District Leadership Team

Recommended Action: This is provided for information.

Background:

Each year in February, the Ministry of Education requires school districts to submit enrolment projections for the upcoming school year. The Ministry of Education is projecting a decrease of approximately 147 FTE for K-12 Standard School FTE and Alternate Schools FTE from our September 2021/22, 1701 claim. Through our work with current enrolment, graduating students and Baragar projections, our district projection for K-12 Standard School FTE and Alternate School FTE is 30,435 FTE. This is a decrease of approximately 247 FTE from our September 2021/22, 1701 claim. To ensure that the school district will receive full funding for our enrolment in the case that projections exceed our projection, our Ministry of Education submission for K-12 Standard School FTE and Alternate Schools FTE will be 30,535 FTE. During the budget process, the 100 FTE difference will be held back in staffing until September and actual FTE numbers are realized.

SD 43's projections can be attributed to the following:

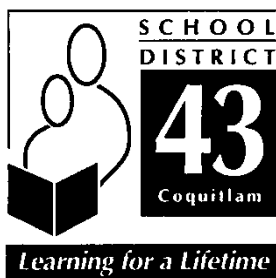
- The grade 12 graduating class (2,674HC) compared to the number of projected 5-year-old students for 2022 (2,217HC). Our initial 8-day Kindergarten registration has already captured 1917 students. Our five-year capture rate for 3-day Kindergarten registration is 94%. We are using a 94% capture rate with the 8-day Kindergarten registration. This is allowing for challenges with registration due to the current pandemic.
- Migration of students from other districts, other provinces, and other countries. Baragar suggests that our migration rate will remain consistent from past years. Our projection incorporated a net migration rate of 1.5%.

- A larger number of students were enrolled in Apex this year as compared to historical data. Some will remain at Apex, and some will return to their home school. Our projection for Apex is approximately 15 FTE less than this year.
- SD43 saw many students opt for home schooling. The school district is hopeful that many will return to their catchment schools. This may help us exceed projections.

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

- Calculation of Kindergarten projections using 8-day data combined with our historical 3-day capture rate may lead to an overestimation of our Kindergarten numbers
- Students may choose to remain in distributed learning programs, both within SD43 and outside of SD43.
- Homeschool numbers may continue to be higher than our historical numbers.
- Migration may be significantly under or over our historical rate

Considering the various factors that we believe will affect our September 2022 enrolment, it is projected that we will have a decrease of approximately 247 FTE from September 2022. This based on a projected K-12 Standard School FTE of 30,170 and Alternate School FTE of 265.



School District No. 43 (Coquitlam)

MEMORANDUM

TO: Patricia Gartland, Superintendent

CC: DLT

DATE: Feb 23, 2022

FROM: Stephen Whiffin
Director of Instruction and Chief Information Officer

SUBJECT: Tech Twenty Board Presentation

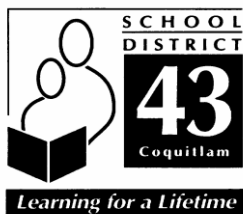
Action:

Receive information on SD43 technology initiatives

Background:

With the introduction of the Directions 2025 document resulting in a refocusing of the role of technology as a cross-cutting theme, technology has an important role supporting goals across the organization. As a result, there are a significant number of technology initiatives to report. Through Tech Twenty presentations, District staff endeavor to provide the board with ongoing information about the application of technology in support of our goals. This presentation is one of a series of regular updates on progress with respect to the district's technology activities.

This presentation will provide the board with information on district STEAM initiatives, including actions and supports the district has undertaken to improve STEAM related experiences for students district-wide.



SCHOOL DISTRICT NO. 43 (COQUITLAM)

Office of the Secretary-Treasurer

MEMORANDUM

TO: Board of Education

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

DATE: March 1, 2022

SUBJECT: **Burke Mountain Middle/Secondary School Project Update**

COPIED TO: District Leadership Team

Recommended Action: That the Board of Education approve the required \$25 million contribution for the Burke Mountain Secondary/Middle School Capital Project, to be paid over a period of 5 years following, Provincial approval and announcement of the new school build.

Background: Over the past calendar year, the Board along with staff have had numerous in-camera discussions and has strongly advocated for Burke Mountain Secondary School which will first be utilized as a middle school and secondary school until such time as a new middle school is constructed. This memo outlines the historical milestones, funding cost-sharing expectations, and next steps.

Historical Milestones:

- July 12, 2019 - PDR Submission*
- December 22, 2020 – Concept Plan Submission**
- January 2021 to December 2021:
 - Continued Board lobbying for the proposed new Burke Mountain Middle/Secondary School capital request. This included meeting with various stakeholders, including MLAs, Provincial Ministers, Municipalities, etc.
 - Bi-weekly meetings - Ministry of Education (MOE) and Executive Director, Facilities and Planning Services
 - Numerous In-Camera Board Meetings discussing the items identified in this timeline and memo
- May 11, 2021 – Capital Response letter received indicating Concept Plan is under review
- July 15, 2021 – Approval of the Concept Plan by the Ministry – (March 31, 22 PDR submission date deadline provided)
- August 5, 2021 – MOE staff, SD staff and Mass Timber Association meeting

- August 6, 2021 – MOE staff, SD staff and Infrastructure BC (IBC) Meeting regarding procurement
- September 15, 2021 – City staff and SD staff meeting regarding timing and logistics of project
- September 22, 2021 – MOE staff, SD staff and Consultant meeting regarding Energy Study
- October 4, 2021 – MOE staff, SD staff, IBC follow up meeting regarding procurement
- October 6, 2021 – MOE staff, SD staff and Consultant meeting follow up regarding Energy Study
- October 27, 2021 – MOE staff, SD staff and IBC conclusion IBC indicates that Design Build is a viable option for procurement
- November 3, 2021 - Letter from the Province: re New Burke Mountain Middle Secondary cost share requirement of \$25 million
- November 10, 2021 – MOE staff, SD staff and Consultant meeting Energy Study conclusion
- November 19, 2021 – SD staff and City staff meeting to update progress
- December 15, 2021 – ADM, MOE staff, SD staff meeting to update progress
- January 18, 2022 – PDR Submission
- Feb 8, 2022 – Public Update of the Burke Mountain Secondary/Middle School Capital Request, including discussing requirement for a \$25M contribution from SD43.

* Concept Plan Submission: Is a form of a business case that outlines Capital Project options and high-level details of the scope of work.

**Project Definition Report (PDR): Is a form of a business case which is completed after the Concept Plan. It typically focuses in on one of the options of the Concept Plan and provides a detailed analysis of the scope of work.

Local Funding Contribution

As indicated in the Feb 8, 2022, Public Board Meeting, the MOE notified SD43 of its expectation that as a condition of government funding for the approval of the new Burke Mountain Middle/Secondary school, the MOE will require the School District to contribute \$25 million or approximately 20% of the December 2020 estimated new school cost. The MOE also indicated that Capital Planning staff would work with the district to establish a timeline for providing the district contribution and a proposal to potentially reduce the cost-share amount if the district can deliver the project under budget compared to its tendered cost. This is consistent with requests made to other school districts with new school projects and is also indicated in Section 1.9 of the [2021/22 Five-Year Capital Plan Instructions](#).

The Board has restricted all available SD43 capital funds for other projects, including portables, school classroom additions, or other new/replacement school projects. SD43 had provided details of its financial capacity and limitations on its ability to raise the required funding without drawing from the Operating fund and potentially impacting education services delivery to students. The Provincial Treasury Board's concession has allowed the contribution to occur over five years and to 'share' in any savings should the procurement method be determined as a design-bid-build model.

A significant source of capital funding is the diversion of \$10M already procured and associated with the Scott Creek Middle School - 10 classroom addition. SD43 staff has clearly articulated that this #1 priority addition will be 100% funded by the Ministry of Education. There is general acknowledgment from Ministry staff of this expectation.

Funding Potential

The below tables details where the funding could be and is likely to be sourced as follows:

Local Capital Surplus:

2021/22 – A significant source of capital funding is the diversion of \$10M already procured and associated with the Scott Creek Middle School - 10 classroom addition. SD43 staff have clearly articulated that this #1 priority addition will need to be 100% funded from the Ministry of Education. There is general acknowledgement from Ministry staff of this expectation.	\$ 10.0M
2021/22 – The capital account has funds recaptured from a variety of capital projects savings against budget (that are Ministry restricted) that can be allocated toward Burke Mountain. While there may be future savings opportunities from other capital projects, this is not currently known.	\$ 2.0M

2021/22 Amended Budget Transfers to Local Capital:

2021/22 - Pension Stabilization Account – The termination of the NTPP would release this amount from Accumulated Reserves. *	\$ 2.3M
2021/22 –NTPP wind up expenses that are likely not required and/or one- time NTPP solvency reserve funds that are released with Plan termination. *	\$ 1.0M
Total Pension/NTPP Savings Contributions	\$3.3M
2021/22 Stabilization Reserve for future initiatives, utilization of unexpected revenues that were not allocated, and reduced expenditures due to a variety of factors.	\$ 2.7M
Total Transfers from Amended Budget:	\$6.0M

For those items marked with a single *, We have included an interfund transfer in the 2021/22 Amended Budget for these four items totalling \$6M. This sends a strong signal that SD43 is committed to the project, and it also helps to ‘remove’ these funds as a source for future capital projects.

Four Year Period Savings Contribution (2022/26):

2022/26 – There is ongoing budgeted savings of \$1M annually that occurs as a result of avoiding future NTPP required contributions.	\$4.0M
2022/25 – Assuming these funds (from unexpected additional revenues coupled with surpluses coming from budgeted expenses not being fully spent due to a variety of factors) continue to be available and the sourcing for Burke Mtn does not impact education, there is three years of potential funds available at \$1M annually.	\$3.0M
Total Transfers from Amended Budget:	\$7.0M

Total Contributions for Burke Mountain: **\$25.0M**

Opportunity Costs and additional FAQ: The following section summarizes the opportunity costs and FAQ associated with the Burke Mountain Secondary/Middle School Project:

1. What happens if we do not go ahead with this project or if it is delayed:
 - a. Overall, if the Burke Mountain School project is delayed, the district will need to fund in the medium term a total of 40 portables for a 1,000-capacity school. The purchase price of each portable unit, considering installation and inflation, is estimated to be \$350K per unit, with a total cost estimated around \$14M. The Ministry does not fund portables, and this amount will be required to come from district operations.
 - b. If the project is not approved, then the school district will be required to purchase portable/modular units to offset capacity issues in nearby middle and secondary schools. Currently, all these schools are over capacity and will require additional capacity to accommodate increased enrollment which is projected to top 1800 in the long term. Using the above costing, the additional cost for each unit will need to be funded from district operations which will far exceed the \$25M local SD43 contribution towards Burke Mountain Secondary School.
 - c. Significant inflation is also a consideration, as the cost of the school construction increased by an estimated \$30M over two years. At this pace, this project may not be feasible from a Provincial perspective due to the sheer cost of this project. Please keep in mind that this project is different from other new school builds in BC due to complexities of the construction and significant site preparation required of building a school on a mountain.
2. Is there a risk for transferring operational funding to local capital as part of the \$25M SD43 contribution towards the new school build?
 - a. There are multiple risks associated with this question, including the risk for contributing the same funds that are being recommended for Burke Mountain to portables, as identified in the earlier section.
 - b. Overall, there is a significant financial risk when transferring from operating funding to local capital when it comes to our ability to react to minimizing the

impact of short-term protection of funding volatility regarding our approach in multi-year budgeting and contributing towards current year operational expenditure needs. With that said, utilizing additional revenues compared to the amount set aside in our Surplus Policy is not sustainable. The short-term injection in funds will dramatically reduce in the following school year, resulting in a fluctuating level of services provided from one year to the next.

- c. Overall, suppose the School District reduced services due to the reallocated operating funds. In that case, SD43 will ensure that the resulting hardships are communicated to the MOE and Treasury Board and Finance.
3. Can we utilize other sources of community funding instead of reallocating operating funding towards this new school build?
 - a. Unfortunately, the Province will not approve this as there are fiscal policies around these kinds of uncommitted promissory notes for other funding sources (e.g. fundraising). Currently this type of proposal is unrealistic.

Next Steps:

Facilities staff and Ministry of Education (MOE) staff will collaborate on the final PDR submission in preparation for MOE to draft their Treasury Board (TB) Submission. During this time, additional information can/will be requested. This process is expected to extend until end of February or into March.

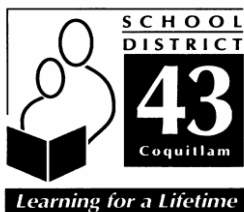
As the timeline for submission of the PDR to MOE was scheduled for end of March, we are well ahead of the timeline that the MOE provided to the district.

Provincial Budget Approval: The Fiscal Year Budget establishes the Provincial Capital Priorities on a rolling 10-year basis and funding amounts available for TB to allocate towards capital projects, in this case for the 2022-2023 Fiscal Year. Following this TB makes decisions on capital projects and allocates funds based on the final business cases (PDR) that have been submitted. If the proposed Burke Mountain Middle/Secondary School project is approved, the anticipated completion date will be in the year 2026. Notification of project status will be in April/May 2022.

Communications

Regular communication will occur to help support advocacy for this project. Communication will include continued work with the Ministry of Education along with status updates as they become available with our local politicians, municipalities and the public.

- March 1, 2022 – Public Board Meeting – decision on district funding contribution
- On-going communications in the coming months regarding Provincial decisions



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

MEMORANDUM

TO: Board of Education

FROM: Mohammed Azim, Secretary-Treasurer/CFO

DATE: March 1, 2022

SUBJECT: Notice of Motion – Policy 23 – Financial Reserves

COPIED TO: P. Gartland, Superintendent

Recommended Action: That the Board consider and motion to adopt the revisions to Policy 23 – Financial Reserves to align this policy more closely with the Ministry of Education’s *K-12 Public Education Accumulated Operating Surplus Policy*.

Background

The Funding Model review and the resulting implementation of the 22 recommendations has initially focused on accountability and reporting matters. Recommendation #20 related to this matter is as follows:

The Ministry should establish clear provincial policies on reserves to ensure consistent and transparent reporting, while maintaining school districts' ability to establish reserves. Specifically, the Ministry should:

- *Set clear provincial policies on what school districts may save for, directly related to their strategic plans;*
- *Establish an acceptable provincial range for unrestricted reserves, encompassing accumulated operating surpluses and local capital, which should be monitored and reported on (if required);*
- *Ensure that school districts have specific plans attached to each item or initiative when setting reserves, and provide clear reporting on how the funds were spent; and*
- *Work with school districts to transfer any overages beyond the approved threshold into a fund at the school district level, to be accessed only with Ministry approval.*

In May 2021, the Ministry issued a new *K-12 Public Education Accumulated Operating Surplus Policy* in adoption of this recommendation. This Policy acknowledges that it is appropriate for boards to maintain an operating surplus to manage financial risk and that the accumulation and holding of appropriate operating surplus is a component of sound financial and strategic planning. There are no prescribed ranges or limitations in terms of dollars or as a percentage of operating revenues/expenditures.

The Ministry policy requires school boards to:

- Clearly explain the purpose of operating surplus, and how the surplus will be used to support the boards strategic objectives.
- Include guidelines on how inter-fund transfers will be managed; and
- Outline how financial risk will be mitigated by establishing a contingency operating surplus.

Further to the three requirements above, the MOE indicated the following within their surplus policy guidelines:

- The School Act requires boards of education to prepare a balanced budget, and estimated spending must not exceed estimated revenue plus accumulated operating surplus.
- Restricting a portion of the operating surplus for future use including defining when Boards can restrict operating surpluses.
- Transferring available operating surplus to Local Capital.
- Partner group (including FNMI) consultation.
- Board motions.
- Unrestricted operating surplus (contingency).
- Restrictions for future capital cost-sharing and Local Capital.
- Ministry oversight of school districts reserves, including:
 - if required, review school district operating policies, and
 - verification of Board Motion related to district accumulated operating surpluses.

The timeline for implementation is for school boards to be compliant as at June 2022.

Policy 23 – Financial Reserves was adopted by the Board at their June 16, 2020, public board meeting after consultation with partner groups. Prior to formalizing the practice into policy, the Board had for several years, annually passed a motion which adopted the principled approach captured in the existing Policy. The Board approved further amendments to Policy 23 in October 2021. These amendments further aligned the school district to Ministry requirements related to multi-year financial planning.

Currently, Policy 23 currently incorporates the vast majority of the Ministry requirements. Our annual budget information guide, budget assumptions report, and financial discussion and analysis report include extensive reporting on the source and use of surplus funds and its alignment with the school district's strategic plan.

After subsequent review of the current Policy 23, conversations with the Ministry of Education (MOE), review of MOE surplus policy guidelines, and review of other lower main-land school district surplus policies, additional amendments are required in SD43 Policy 23 for further alignment, as described below:

Proposal

A few modifications could be made to Policy 23 – Financial Reserves to align to the Ministry's policy more clearly and ensure that the general public understands the purpose of this policy.

- Change the name of the Policy to Accumulated Operating Surplus Policy:
 - The MOE and other school districts reference Financial Operating Reserves as Accumulated Operating Surplus. The name change was done for consistency and alignment purposes.
- Include key financial definitions related to operating reserves:
 - This section clarifies the community about key financial definitions related to accumulated operating surplus. Other school districts have decided to add a definition section within their accumulated operating surplus policies.

- Principles Section amendments:
 - Further, align Policy 23 with the MOE accumulated operating surplus policy by clarifying when an operating surplus/deficit occurs and mentioning that the School Act prohibits school districts from carrying accumulated operating deficits.
 - Ensure that we include purposes of having accumulated operating surplus, which is to provide consistency in financial planning, including mitigation of short-term volatility protection against future financial risk and unexpected costs.

- Procedures Section amendments to further align with the MOE and other School District's operating Surplus Policies:
 - Primary reasons for utilizing operating reserves including:
 - operations spanning future school years,
 - unusual or unexpected expenses,
 - support of unfunded capital expenditures (e.g., technology, educational initiatives, deferred maintenance of facilities, and other unfunded capital needs as determined by the Board), and
 - for contingency purposes.
 - Referencing times when the Board restricts funds towards the accumulated operating reserves, usually the Preliminary Budget, Amended Budget, and annual financial statements.
 - Ensuring feedback from partner groups prior to changes to Policy 23.

Following the Notice of Motion to the Board on February 8, the proposed amended policy was circulated to SD43 partner groups with a request to provide feedback. A clarifying question was received from the CPVPA, but no other comments were provided.

ACCUMULATED OPERATING SURPLUS

FINANCIAL OPERATING RESERVES

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

~~The guiding principles of this approach are:~~

- ~~• To align financial reserves allocation with Policy 1 — *Learning Without Boundaries* and the school district's strategic plan,~~
- ~~• To support resources that are focused to the greatest extent possible on programs/services to students with a focus on improving student achievement,~~
- ~~• To ensure an alignment with other relevant programs, policies and initiatives including the Framework for Enhancing Student Learning, targeted funding for Indigenous students, etc.~~

1. Definitions:

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

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4-2. Principles

4-1-2.1. An operating surplus represents the extent to which operating revenues in a fiscal year exceed operating expenditures in that year. Conversely, an operating deficit occurs when operating expenditures in a fiscal year exceed operating revenues in the same year. The School Act prohibits school districts from carrying an accumulated operating deficit, so if a deficit occurs in a fiscal year accumulated surplus funds must be used to balance it. If there are insufficient surplus funds to do so, the Board must allocate future revenues to address the shortfall.

2.2. The guiding principles of this approach are:

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

2.3. Procedures

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

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

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

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

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

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

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

3.7 Specifically, to the extent that there is an excess of revenues to expenditures (operating surplus) in any fiscal year the Board will allocate these funds as follows:

3.8 An Education Sustainability Reserve Account is to be established over a five-year period beginning in 2021, at an amount that represents 15% of the average of the preceding three years total International Education revenues and funded through surplus in excess of 2% of total operating revenues until this objective is achieved.

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a. Use of funds from this reserve is subject to Board approval as evidenced through the approval of the Preliminary or Amended Budget process or by specific Board motion.

3.9 25% of the balance of the operating surplus funds be directed and restricted for one-time opportunities primarily associated with technology, educational initiatives, and deferred maintenance of facilities. This amount will not exceed \$1.25 million annually.

3.10 The balance of operating surplus funds will be restricted and allocated equally over the subsequent three fiscal years, not including the immediately following year; the purpose of which is to support student success in alignment with the strategic plan.

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

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

~~4 Nothing in this Policy prevents the Board from restricting operating surpluses for specific initiatives or other purposes as appropriately motioned at a duly constituted Board meeting.~~

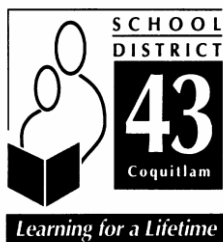
~~5 This Policy will be reviewed annually by the Board.~~

~~6 At least annually, the Board will receive a report on the school district's financial reserves, the purpose for which they have been restricted, and how the reserves have been utilized during the year.~~

Board Minutes

June 25, 2020 Meeting

October 26, 2021 Meeting



SCHOOL DISTRICT NO. 43 (COQUITLAM)

MEMORANDUM

DATE: March 1, 2022

TO: Patricia Gartland, Superintendent of Schools

FROM: Gerald Shong, Assistant Superintendent

SUBJECT: **Approval of the Annual School Calendars for the 2023-2024, 2024-2025 and 2025-2026 School Years**

Recommended Action

The Board of Education approve the Annual School Calendars for the 2023-2024, 2024-2025 and 2025-2026 school years.

Background

School boards must prepare an annual school calendar for each school in its district for each calendar year. A board may submit up to three consecutive annual school calendars. Currently the school district has approval to the end of this current school year. To approve a school calendar, the District must consult with stakeholder groups and provide the public at least one month's notification before submission to the Ministry of Education.

Process and Results

After the February 8th, 2022, Public Board Meeting, the District put out a survey to student, parents, and school district staff for feedback on proposed calendars for the 2023-2024, 2024-2025 and 2025-2026 school years. The proposed calendars were also placed on the district website when the survey began. Approximately 1,600 people responded to the survey. The overwhelming number of respondents were parents/guardians of SD43 students. The results of the survey were compiled, and the District met with partner presidents from CUPE, CTA, CPVPA, DPAC and SLC. The results of the survey were shared, and all questions and concerns were answered. Based on the survey results, two minor changes were made. In the 2023-2024 school year, the February professional development day will be moved from Friday, February 23rd to Friday, February 16th. As well in the 2022-2024 school year, the scheduled school closure day on Friday, February 16th will be moved to Monday, November 13th. The change in the professional development date addresses parent concerns about having a statutory holiday on a Monday and having a professional development day on the Friday of the same week. The change in the closure day to semester one (secondary school level) better balances out the two semesters. There were no changes made to the proposed 2024-2025 and 2025-2026 school years. All partner presidents were satisfied with the results of the survey and are in support of the three proposed calendars.

School District No. 43 (Coquitlam)

Proposed School Calendar 2023-24

Designation	Date(s)
Schools Open	Tuesday, Sept 5
Pro D Day	Friday, Sept 22
Truth and Reconciliation Day	Friday, Sept 29
Thanksgiving Day	Monday, Oct 9
Pro D Day	Friday, Oct 20
Remembrance Day	Friday, Nov 10
School Closure Day	Monday, Nov 13
Schools close for Winter vacation (last day in session)	Friday, Dec 22
Winter vacation period	Monday, Dec 25 – Friday, Jan 5
Schools re-open after Winter vacation	Monday, Jan 8
Pro D Day	Friday, Feb 16
BC Family Day	Monday, Feb 19
Schools close for Spring vacation (last day in session)	Friday, Mar 15
Spring vacation period	Monday, Mar 18 – Thursday, Mar 28
Good Friday	Friday, Mar 29
Easter Monday	Monday, Apr 1
Schools re-open after Spring Break	Tuesday, Apr 2
Pro D Day	Friday, Apr 19
Victoria Day	Monday, May 20
Last day of school for all students	Thursday, Jun 27
Administrative day	Friday, June 28

****Please note: Two additional school-based non-instructional days will be selected by each school**

School District No. 43 (Coquitlam)

Proposed School Calendar 2024-25

Designation	Date(s)
Schools Open	Tuesday, Sept 3
Pro D Day	Friday, Sept 20
Truth and Reconciliation Day	Monday, Sept 30
Thanksgiving Day	Monday, Oct 14
Pro D Day	Friday, Oct 25
Remembrance Day	Monday, Nov 11
Schools close for Winter vacation (last day in session)	Friday, Dec 20
Winter vacation period	Monday, Dec 23 – Friday, Jan 3
Schools re-open after Winter vacation	Monday, Jan 6
BC Family Day	Monday, Feb 17
Pro D Day	Friday, Feb 28
Schools close for Spring vacation (last day in session)	Friday, Mar 14
Spring vacation period	Monday, Mar 17 – Friday, Mar 28
Schools re-open after Spring Break	Monday, Mar 31
Good Friday	Friday, Apr 18
Easter Monday	Monday, Apr 21
Pro D Day	Friday, Apr 25
Victoria Day	Monday, May 19
Last day of school for all students	Thursday, Jun 26
Administrative day	Friday, June 27

****Please note: Two additional school-based non-instructional days will be selected by each school**

School District No. 43 (Coquitlam)

Proposed School Calendar 2025-26

Designation	Date(s)
Schools Open	Tuesday, Sept 2
Pro D Day	Friday, Sept 19
Truth and Reconciliation Day	Tuesday, Sept 30
Thanksgiving Day	Monday, Oct 13
Pro D Day	Friday, Oct 24
Remembrance Day	Tuesday, Nov 11
Schools close for Winter vacation (last day in session)	Friday, Dec 19
Winter vacation period	Monday, Dec 22 – Friday, Jan 2
Schools re-open after Winter vacation	Monday, Jan 5
BC Family Day	Monday, Feb 16
Pro D Day	Friday, Feb 27
Schools close for Spring vacation (last day in session)	Friday, Mar 13
Spring vacation period	Monday, Mar 16 – Friday, Mar 27
Schools re-open after Spring Break	Monday, Mar 30
Good Friday	Friday, Apr 3
Easter Monday	Monday, Apr 6
Pro D Day	Friday, Apr 24
Victoria Day	Monday, May 18
Last day of school for all students	Thursday, Jun 25
Administrative day	Friday, June 26

****Please note: Two additional school-based non-instructional days will be selected by each school**