

## BOARD OF EDUCATION REGULAR PUBLIC MEETING AGENDA

School District No. 43 (Coquitlam)  
Education Learning Centre

May 14, 2024  
7:00 p.m.

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

### **ACKNOWLEDGEMENT OF TERRITORY**

Carol Brodie

*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 April 23, 2024 Regular Board Meeting Minutes
- b) Trustee Calendar Planning Report for Information (*Pages 3-4*)
- c) Trustee Reports for Information (*Pages 5-9*)
- d) Schedule of Board Meetings for 2024-2025 (*Page 10*)

### **F. RESPONSE TO PREVIOUS DELEGATIONS**

### **G. DISTRICT STAFF REPORTS (7:10 pm)**

- a) Superintendent
  - i) News & Events Patricia Gartland  
(*Pages 11-14*) (*10 minutes*)
  - ii) Superintendent's Update Patricia Gartland  
(*Verbal*) (*10 minutes*)
  - iii) Spring Break 2024: China Trip Report Stephen Whiffin  
(*Page 15-19*) (*10 minutes: Presentation/  
5 minutes: Questions*)

iv) Tech Twenty  
(Page 20-25)

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

b) Secretary-Treasurer  
i) 3<sup>rd</sup> Quarter Financial Report  
(Pages 26-28)

Patricia Bigonzi  
(10 minutes)

**H. UNFINISHED BUSINESS**

**I. QUESTION PERIOD** (8:15 pm)  
a) Trustees  
b) Gallery

(10 minutes)

**J. NEW BUSINESS**

**K. NOTICES OF MOTION** (8:25 pm)  
a) Notice of Motion: Policy #17  
- District Code of Conduct for Students  
(Pages 29-32)

Robert Zambrano/Stephen Whiffin  
(5 minutes)

**L. ITEMS OF TRUSTEE BUSINESS**

**M. QUESTION PERIOD** (8:30 pm)  
a) Trustees  
b) Gallery

(10 minutes)

**N. ADJOURNMENT** (8:40 pm)

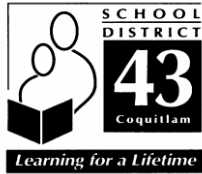
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**ANNOUNCEMENT**

**Next Public Board Meeting: June 18, 2024 – 7:00 p.m.**

Location: Education Learning Centre

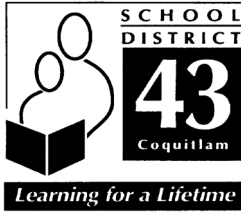
Contacts regarding agenda items: Michael Thomas, Chair – 604-939-9201  
Randy Manhas, Secretary-Treasurer/CFO – 604-939-9201  
Jennifer Toderas, Executive Assistant – 604-939-9201



## BOARD OF EDUCATION Calendar Planning

**May 14, 2024**

MAY 2024			
21	Board Meeting	ELC, Board Room	7:00pm
JUNE 2024			
3	Indigenous Grade 12 Honouring Ceremony	Port Coquitlam Arena	6:00pm
4	SD43 Retirement Event	Westwood Plateau Golf	5:30pm
11	Finance and Audit Committee Meeting	ELC, Board Room	4:00pm
15	Heritage Woods Commencement Ceremony – Trustee Park ONLY	Simon Fraser University	2:00pm
18	Board Meeting	ELC, Board Room	7:00pm
19	Encompass Commencement Ceremony – Trustee Royer ONLY	Vanier School Gym	4:30pm
21	CABE Commencement Ceremony – Trustee Palmer Isaak ONLY	TBD	TBD
22	Port Moody Commencement Ceremony – Trustee Royer ONLY	Orpheum Theatre Vancouver	11:00am
22	Terry Fox Commencement Ceremony – Trustee Blatherwick ONLY	Orpheum Theatre Vancouver	7:00pm
23	Gleneagle Commencement Ceremony – Trustee Pollock ONLY	Orpheum Theatre Vancouver	11:00am
23	Riverside Commencement Ceremony – Trustee Thomas ONLY	Simon Fraser University	11:00am
24	Centennial Commencement Ceremony – Trustee Brodie ONLY	Simon Fraser University	6:00pm
JUNE 2024			
25	Dr. Charles Best Commencement Ceremony – Trustee Denison ONLY	Orpheum Theatre Vancouver	7:00pm
26	Inquiry HUB Commencement Ceremony – Trustee Palmer Isaak ONLY	Inlet Theatre Port Moody	7:00pm
26	Pinetree Commencement Ceremony – Trustee	Orpheum Theatre Vancouver	6:00pm
27	CE, CLC, CLOC Commencement Ceremony – Trustee Palmer Isaak ONLY	Heritage Woods Secondary Theatre	6:30pm



## SCHOOL DISTRICT NO. 43 (COQUITLAM)

### Office of the Secretary-Treasurer

### MEMORANDUM

**TO:** Board of Education

**FROM:** Randy Manhas, Secretary-Treasurer/CFO

**DATE:** May 14, 2024

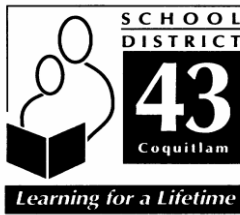
**SUBJECT:** Record of In Camera Meetings

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

In Camera meeting held on April 23, 2024:

1. Finance Matters
2. Other Matters





# BOARD OF EDUCATION

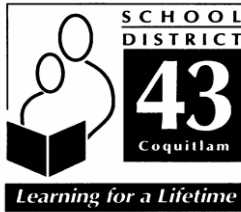
## ITEMS OF TRUSTEE BUSINESS

### DPAC

Trustee Craig Woods presents the following report for information:

#### DPAC General Meeting Wednesday, Apr 24, 2024– 7:00pm Education Learning Centre

- ✧ DPAC President Rosey Manhas chaired the meeting and began by welcoming guests Trustee Woods, Trustee Dennison, and District Principal Wendy Yu
- ✧ DPAC Treasurer provided a review of the finances
- ✧ Wendy Yu, District Principal of Anti-Racism, provided a overview of work conducted which included:
  - Conducting an environmental scan to help determine needs in district
  - Delivering a leadership series to teachers
  - Establishing an Advisory Committee that includes all partner groups
  - Providing a family learning series that included:
    - discussing and defining racism
    - exploring the question: why does anti-racism matter?
    - introduction of Ministry's K-12 Anti Racism plan
  - Questions asked by parents, and responded to by District principal Yu, included:
    - Is there evidence of racism in schools?
    - Where does racism and bullying overlap?
    - What are some ways to get the conversation started with my PAC?
    - Are issues arising in schools being tracked? How are you measuring change?
    - How can parents bring forward biases they're experiencing at school?
    - Is district anti-racism plan addressing racism noted in global conflicts?
    - How can work being done in district be offered to parents to bring back to the home?
- ✧ DPAC Vice President Alkassab provided an overview on proposed changes to the DPAC Constitution and Bylaws, followed by leading the voting on the proposals made
- ✧ The next stand-alone parent education session is from the Neufeld Institute on [May 15th](#)
- ✧ DAPC Executive elections coming up; all positions available at the upcoming AGM on [May 29th](#)
- ✧ BCCPAC AGM is also coming up and there was a call for participation and representation from DPAC Reps
- ✧ Additional questions asked, discussed, and responded to included:
  - An ask for suggestions on how to recruit parents and fill PAC executive positions
  - An ask for how much other PACs in the District contribute towards teacher appreciation

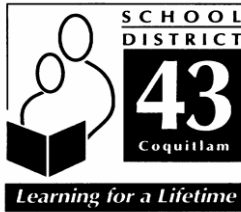


**BOARD OF EDUCATION**  
**TRUSTEE REPORT**  
**May 14, 2024**

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

- January 8 Coquitlam Foundation Board Meeting (Trustee Representative)
- January 11 Metro Branch Executive Business, Secretary for Metro Branch
- January 14 Junior Black Achievement Awards Talk to Me Event
- January 16 In Service Board Meeting
- January 16 In Camera Board Meeting
- January 16 Public Board Meeting
- January 17 Coquitlam Principals and Vice Principals Budget Consultation Meeting
- January 18 BCSTA Metro Branch Zoom Meeting
- January 22 Coquitlam Foundation Board Meeting (Trustee Representative)
- January 25 Coquitlam Teachers Association Budget Consultation Meeting
- January 30 Assistant Superintendent Interviews
- January 30 Finance and Audit Committee Meeting
- January 30 CUPE Partner Group Budget Consultation Meeting
- February 6 In Service Board Meeting
- February 6 In Camera Board Meeting
- February 6 Public Board Meeting
- February 12 City of Port Moody and School District 43 Liaison Meeting
- February 13 Policy Review Committee Meeting
- February 13 In Service Meeting
- February 13 Public Board Meeting
- February 20 Harbour View Elementary Trustee Liaison Visit
- February 21 BC School Trustees Provincial Council Meeting
- February 21 Coast Salish Elementary Lantern Festival
- February 26 Gleneagle ConX Celebration
- February 27 Cape Horn Elementary School Trustee Liaison Visit
- February 27 Heritage Mountain Elementary School Trustee Liaison Visit
- March 2 SHARE Imagine Gala
- March 3 Coquitlam Foundation Neighbourhood Small Grants Celebration
- March 5 Terry Fox Senior Secondary Trustee Liaison Visit
- March 5 SD43 Family and Community Learning Series
- March 9 TriCities Pride AGM
- March 9 Make a Fuss Port Coquitlam Event
- March 12 In Service Board Meeting
- March 12 In Camera Meeting
- March 12 Public Board Meeting

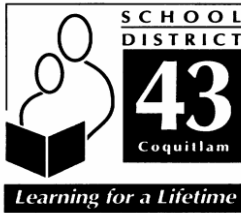
- March 13 Harbour View Elementary Celebration
- April 2 Finance and Audit Committee Meeting
- April 10 Coquitlam Foundation Legacy Planning Event
- April 9 In Service Meeting
- April 9 In Camera Meeting
- April 9 Public Meeting
- April 16 In Services Meeting
- April 16 In Camera Meeting
- April 16 Special Public Board Meeting
- April 18 – 21 BC School Trustees Association Annual General Meeting
- April 23 In Camera Meeting
- April 23 In Service Meeting
- April 23 Public Board Meeting
- April 27 Naloxhome AGM
- April 27 TriCities Chamber of Commerce 2024 Gala (Coquitlam Foundation)
- April 28 New Westminster District Labour Council Day of Mourning
- May 3 Asian Arts and Culture Society Book Launch
- May 3 Imaginings: A Collection of Port Coquitlam Student Artwork
- May 3 30<sup>th</sup> Anniversary Art Focus Artists' Association Show
- May 4 Coquitlam Library Science Expo
- May 5 SD43 Charity Golf Tournament
- May 7 Finance and Audit Committee
- May 8 McHappy Day Fundraiser
- May 10 Ministry of Education and Childcare Announcement



**BOARD OF EDUCATION  
TRUSTEE REPORT  
May 14, 2024**

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

- April 23, 2024 - In Camera Meeting and In Service Board Meeting, ELC, Coquitlam
- April 23, 2024 - Public Board Meeting, ELC, Coquitlam
- May 3, 2024 – Be You Mandu Book Launch, Outpost, Port Moody
- May 7, 2024 – Finance and Audit Committee Meeting, ELC, Coquitlam



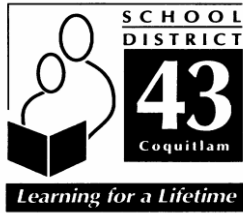
## BOARD OF EDUCATION

### TRUSTEE REPORT

May 14, 2024

Trustee Craig Woods participated in the following activities, events and meetings:

- April 2, 2024 – Finance and Audit Committee meeting
- April 3, 2024 – DPAC General meeting
- April 9, 2024 - In Service Board meeting
- April 9, 2024 - In Camera Board meeting
- April 9, 2024 – Public Board meeting
- April 12, 2024 – Alderson Elementary School Visit
- April 16, 2024 - In Service Board meeting
- April 16, 2024 - In Camera Board meeting
- April 16, 2024 – Special Public Board meeting
- April 17, 2024 – Professional Learning Committee preparatory meeting
- April 18-20, 2024 – BC School Trustee Association Annual General Meeting
- April 21, 2024 – Professional Learning Committee General meeting
- April 22, 2024 – Pinetree Secondary School Visit
- April 23, 2024 – Special In Camera Board meeting
- April 23, 2024 - In Service Board meeting
- April 23, 2024 - In Camera Board meeting
- April 23, 2024 – Public Board meeting
- April 24, 2024 – DPAC General meeting
- April 26, 2024 – Riverview Park Elementary School Visit
- May 3, 2024 – Asian Arts & Culture Society Book Launch
- May 6, 2024 – Nestor Elementary School Visit
- May 7, 2024 – Mountain View Elementary School Visit
- May 7, 2024 – Finance and Audit Committee meeting
- May 10, 2024 – Montgomery Middle School Visit



## BOARD OF EDUCATION Schedule of Board Meetings 2024-25

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
<b>2024</b>	
<b>September</b>	Tuesday, September 24
<b>October</b>	Tuesday, October 22
<b>November</b>	Tuesday, November 26
<b>2025</b>	
<b>January</b>	Tuesday, January 14
<b>February</b>	Tuesday, February 11
	Tuesday, February 18 (Special Public Meeting)
<b>March</b>	Tuesday, March 11
<b>April</b>	Tuesday, April 15
	Tuesday, April 22 (Special Public Meeting)
	Tuesday, April 29
<b>May</b>	Tuesday, May 13
<b>June</b>	Tuesday, June 17

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

- May 5 is recognized as the National Day of Awareness for Missing and Murdered Indigenous Women and Girls and Two-Spirit People. The day is meant to honour and bring awareness to the thousands of Indigenous women, girls, and two-spirit people who have been subjected to disproportionate violence in Canada. Métis artist Jaime Black started the REDress Project and each year some SD43 secondary schools participate by hanging red dresses on campus and organizing displays to educate others.



At Pinetree, learning activities were planned during lunch on Friday, May 3<sup>rd</sup>, ending with a drumming processional. The Red Dress committee hung red dresses around the school and nearby Lafarge Lake, according to Pinetree VP Marina Mehai. SWIS Immigrant Youth Worker James Conedar and Vice Principal Mehai shared some photos, including displays at Pinetree.

Riverside and Best secondary schools also hung red dresses in front of their schools creating a very eye-catching display that demands attention when driving by. SD43 students have recognized Red Dress Day in honour of MMIWG2S people for many years now and their efforts have educated many in our communities.

- The Terry Fox Foundation has expressed their gratitude to Superintendent Patricia Gartland for another successful year of fundraising in SD43 and the superintendent wishes to relay that message to all the students, staff, and families for their outstanding efforts in 2023! The School District 43 community has raised \$140,815.81 in support of cancer research while participating in Terry Fox School runs and other activities. Students, staff, and families should be proud of the tremendous work they have done in honour of former SD43 student and national hero Terry Fox.



3. May is Better Speech & Hearing Month and the SD43 Speech Pathologist Team is sharing resources and highlighting the important work they do in supporting students. In our district over 1200 students with communication needs are being supported by Speech-Language Pathologists this year. Late speech development is one of the most common symptoms of developmental delay in children and occurs in 5-10% of all children. More information and supports may be found on the district website under the Speech and Hearing Month banner on the landing page.



4. Monday, May 6 was the annual SD43 Music Festival in the Park held at the Lafarge Lake bandstand. With cooperative weather and such talented musicians, the event was a great success! Large numbers of spectators were treated to elementary choirs from across the district, as well as ukulele and recorder ensembles. Also, middle and secondary school concert and jazz bands, and string orchestras performed to an appreciative audience. With the lake providing a beautiful backdrop and the availability of park concession ice cream, the musical performances were enjoyed by all.



5. Each year, the BC Liquor Distribution Branch (BCLDB) holds its Dry Grad Campaign and for 2024, SD43 schools will share in a total of \$15,594.92. These funds will be distributed to schools based on the number of graduates this year and be used to fund Dry Grad celebration events that are alcohol free. SD43 was second only to Surrey out of participating districts with the Westwood Centre location in Port Coquitlam raising the most in SD43 with \$8,088.
6. On April 26<sup>th</sup>, the CBC visited École Moody Middle School of the Arts to film a segment regarding the Children of the Street workshop being hosted there. The identities of students were protected aside from some volunteers who had provided previous permissions to appear in interviews. The CBC presented the program as part of a segment on The National about educating kids on the risk of online sexual exploitation. The segment may be viewed [here](#).



# Superintendent's News & Events Report to the Board

Regular Board Meeting of May 14, 2024

Learning for a Lifetime

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



Photo: TriCity News

Heritage Woods is taking trash off the roadside and putting it on the runway! On Saturday, May 11 students in the philanthropy and leadership classes will host a Garbage Fashion Show that featured handmade outfits made from recycled materials. The group raised money for the Child and Youth Therapeutics program at BC Children's Hospital. Group organizer and Heritage grade 11 student Morgan Da Silva-Rolph underwent a spinal fusion surgery last year and suggested the group support this charity. Show coordinators also included Parsa Najafi, Olivia-Hyewon Huang, Saumya Hua, and Kusha Najafi. Pinetree and Gleneagle students also participated in the show with their creations. Students will present their fashionable creations and talk about the creative process. There was also a fundraising raffle, concession, and choir performances at the event.

7. It's Bike to School Week June 3-June 7 and HUB Cycling is hoping many students will participate this year in riding, walking or wheeling to school. It's free to participate and there are prizes to be won. More information may be found on the brochure linked [here](#) or on their website at [www.bikehub.ca/btsw](http://www.bikehub.ca/btsw)





# *Superintendent's News & Events Report to the Board*

Regular Board Meeting of May 14, 2024

**Learning for a Lifetime**

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

8. The Science Competition Club at Port Moody Secondary has placed 5<sup>th</sup> in Canada as a school for the Canadian Association of Physicists exam that was written in mid-April. In addition to the school's great results, student WeiWei Luo placed an impressive 5<sup>th</sup> individually in Canada!
9. SD43 students also excelled at the annual Concours d'art oratoire, held at the Surrey Campus of SFU on Saturday, May 4. Cailyn Sun and Alayna Merchant were both first round winners from a pool of 175 participants. Cailyn participated in the grade 11/12 immersion category and captured third place with her presentation "Les hazards de la procrastination" while Alayna brought home a first-place finish for her speech "L'ègalité centre les hommes and les femmes".

The event is held annually in May and run provincially by the Canadian Parents for French BC & Yukon as the Concours d'art oratoire is held nationwide.

## **Upcoming Events**

May 16, 23, 30 – Tri-Cities Alumni Panels (SD43 alumni share experience in medical school, and undergraduate bachelor's programs in art and business).

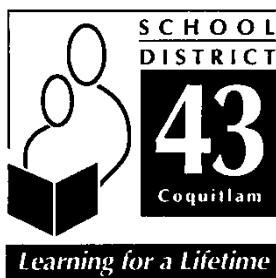
May 20 – Victoria Day

May 23 – Understanding the Teenage Brain 6:30 – 8:00 pm – Family and Community Learning Series Session 7

May 28 – District STEAM Days

May 29 – Port Moody Secondary School 50<sup>th</sup> Anniversary Celebration

May 30 – Eagle Mountain Middle School 10<sup>th</sup> Anniversary Celebration



## School District No. 43 (Coquitlam)

### MEMORANDUM

TO: Patricia Gartland, Superintendent

DATE: May 9, 2024

FROM: Stephen Whiffin  
Assistant Superintendent

SUBJECT: Chinese Cultural Exchange

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**Action:**

Receive information on the spring break educator cultural exchange in China.

**Background:**

This year, for the first time post-Covid 19, SD43 resumed educator cultural exchanges in China. As an educational institution, SD43 is committed to activities which enrich global perspectives, cultural understandings, and language development. The primary role of public education is to develop productive and socially responsible citizens. Developing global perspectives is critical to this mission. Activities such as this have always been important to build the capacity of teachers to bring cultural perspectives to the classroom for the benefit of all students. Furthermore, as SD43 is home to a large number of Chinese families, cultural exchanges of this nature are even more important to develop staff capacity to view their students through a multicultural lens so that they can better support all learners in our community.

Over spring break, an SD43 group that included 11 English as an additional language (EAL) and STEAM teachers along with 8 school and district leaders, traveled to China where they engaged in school visits, collaborative teaching experiences and shared professional development. This presentation is an opportunity for some of those participants to share information about their learning so that the Board and public can fully understand the value these experiences bring to SD43 classrooms.



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**“No culture can live if it  
attempts to be exclusive.”**

- Mahatma Gandhi

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## Cultural Exchange Connections to K-12 Anti-Racism Action Plan

### Cultural awareness

Deeper understanding of customs, traditions and values helps break down stereotypes.

### Professional development

Insight into how and why students learn differently when coming from other places.

### Global perspectives

For teachers to pass on to their students.

### Lived experience

Can be shared with other teachers and students.

Helps **break down barriers, raise awareness, build capacity and bring about collaborative change.**



4

## Kathryn Wasstrom



5

## Elissa Roussanidis



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## Brian Healy

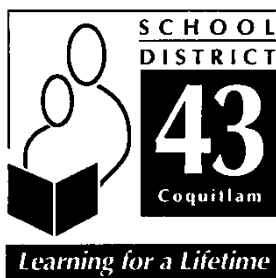


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## Martin Bozic



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## School District No. 43 (Coquitlam)

### MEMORANDUM

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TO: Patricia Gartland, Superintendent

DATE: May 9, 2024

FROM: Stephen Whiffin  
Assistant Superintendent

SUBJECT: Tech Twenty Board Presentation

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**Action:**

Receive information on SD43 technology initiatives

**Background:**

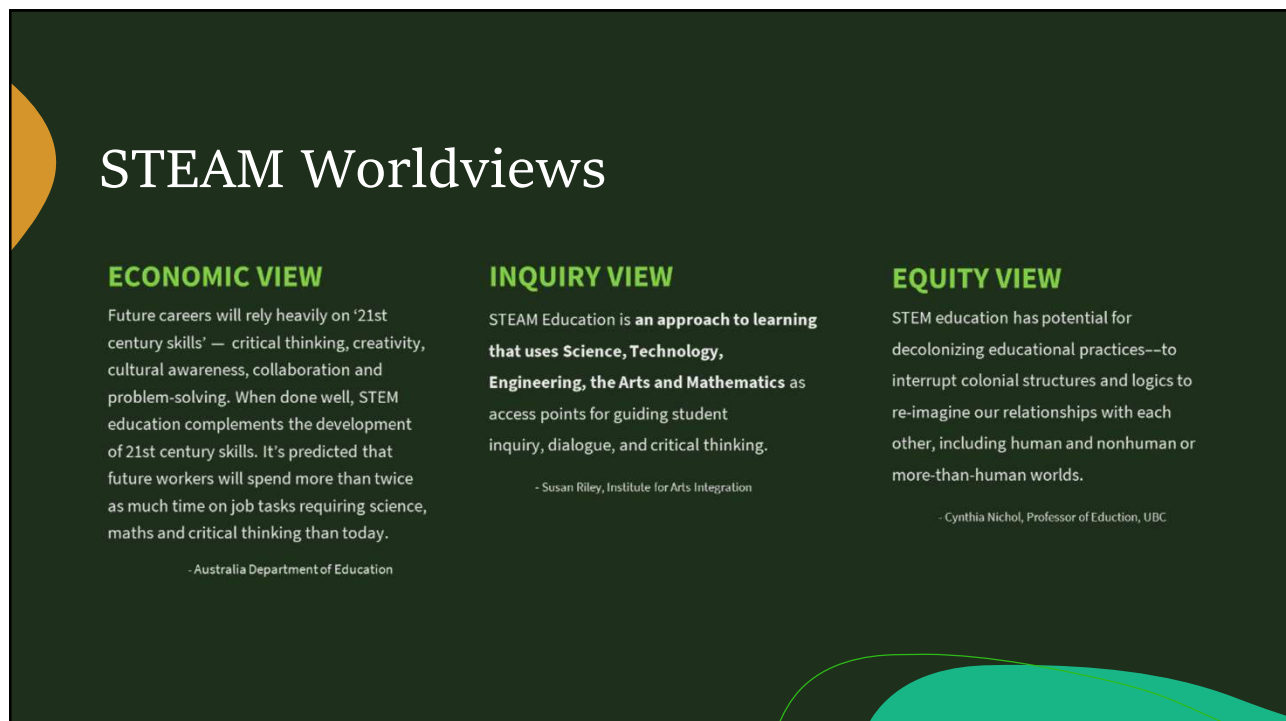
With the introduction of the Directions 2025 document resulting in a refocusing of the role of technology as a cross-cutting theme, technology has an important role supporting goals across the organization. As a result, there are a significant number of technology initiatives to report. Through Tech 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 demonstrate the broad cross-curricular impacts of our technology and STEAM initiatives on all aspects of student learning.





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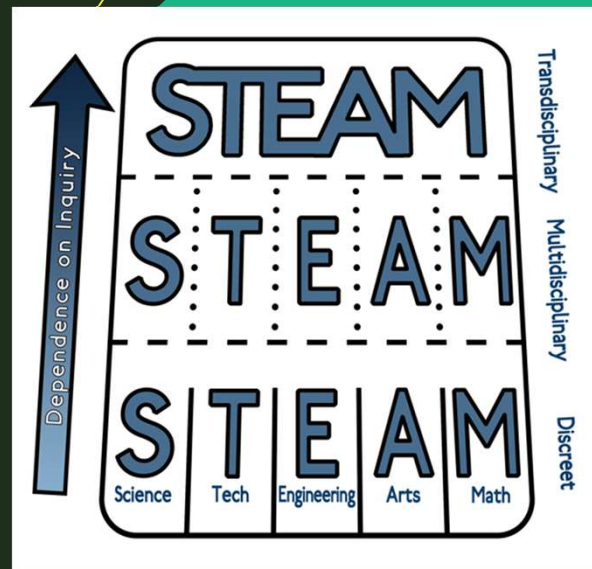
## How are we doing?

Year	STEAM 9-12 Student Enrollments	# of STEAM Course Enrollments
2020-21	6385	9874
2021-22	6984	11396
2022-23	7288	12128
2023-24	7622	15723

3

## Steam Learning

- More than science and tech, it's cross-curricular
- Dependent on inquiry
- Focused on connections
- Emphasis on process and application



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## Learning Connections

- Indigenous Education
- Literacy
- Numeracy
- Social Studies
- Sustainability
- Digital Citizenship
- Inclusive Learning



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## Learning Support

- Supporting Resources
  - Innovative tools across the curriculum
  - Accessibility
- Inclusive Approaches
  - Universal Designs for Learning
  - Differentiated Instruction

6

# Literacy



## Indigenous Storytelling with Spheros

Cruz, Nicole  
TEACHER  
Draft saved 5/1/2024

### Indigenous Worldviews through Indigenous Storytelling and Spheros

We embarked on a captivating storytelling adventure that seamlessly blended Indigenous worldviews, STEAM, literacy and environmental stewardship. Our tool of choice? Spheros – those easy to use tech tools (available at all elementary schools) that can be driven or programmed to move, light up, and tell stories. Nicole Cruz, District STEAM Support Teacher, Danielle Kraichy, District Indigenous Resource Teacher, and Tracy Hartshorn, Alderson Elementary Teacher collaborated on this project and team taught. Grade 3 and 4s at Alderson listened to the Indigenous Story "The Flight of the Hummingbird" used the Spheros breathe life into the characters and retell the story of courage, determination, and the power of small actions.



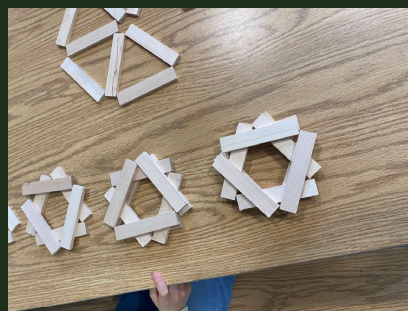
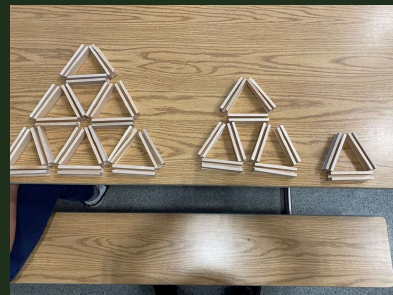
### Bringing the Story to Life

The students took on various roles in the story- from hummingbird to fire, water and other animals. They decorated and drove Spheros to mirror the personality and actions of their characters. As the Spheros glided across the floor, they carried the essence of the story with them.

### Environmental Stewardship



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# Numeracy

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## Sustainability

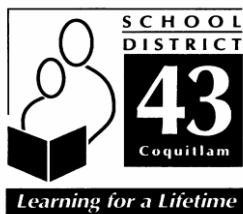


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## Core Competencies

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## SCHOOL DISTRICT NO. 43 (COQUITLAM)

### CORPORATE and FINANCIAL SERVICES DEPARTMENT

## MEMORANDUM

**TO:** Randy Manhas, Secretary-Treasurer/CFO  
**FROM:** Nita Mikl, Assistant Secretary-Treasurer  
**DATE:** May 14, 2024  
**SUBJECT:** 3<sup>rd</sup> Quarter Financial Report 2023/2024  
**COPIED TO:** DLT

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

The 3<sup>rd</sup> Quarter Financial Update and Outlook reports on the school district's financial activities for the nine-month period ending March 31, 2024. From a financial reporting perspective, the 3<sup>rd</sup> quarter report is focused more on the analysis of revenue and expense trends to date, which forms the basis of the year-end outlook.

#### Summary:

Our financial outlook for the 2023/24 school year is consistent with our previous quarter where we are projecting an excess of revenues to expenditures. The influences that give rise to our positive outlook include:

- February enrolment count funding coming in higher than anticipated,
- International Ed enrolment trending higher at an equivalent of 1210 FTE students compared to the amended budget of 1089 FTE,
- Rental revenue trending above budget due to increased rental rates and higher community school rentals than budgeted.
- Investment income trending above budget primarily due to higher interest rates,
- Salaries trending below budget due to slippage resulting from unpaid leaves and ongoing vacancies in specialized positions,
- Supplies, services and utilities expenses trending below budget

## **Operating Fund:**

Grant revenues confirmed in December 2023 are accumulating as expected, and the February count was confirmed at \$972,067 higher than budget. International Education revenues, based upon confirmed 2<sup>nd</sup> semester enrolment are expected to outperform the amended budget by \$5.1 million. Rentals revenue is trending \$200k higher than budget and investment income is expected to be \$2.4 million above amended budget due to the continuation of higher interest rates. Continuing Education tuition-based revenue is trending slightly above budget while grant revenues for Graduated Adults is trending \$211k lower.

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

Service and supply expenses are, in aggregate, trending below budgeted levels on a year-to-date basis and are projected to be slightly underspent for the year. Most of the underspending is in the allocations provided to schools, and lower usage of some services and contingency budgets. Dues and fees are trending over budget primarily due to the increase in costs associated with recruiting new international students. Insurance costs are also above budget due to increases in property insurance premiums and international student insurance. Increases in operating costs associated with the International Education Program are more than offset by increased tuition revenues generated by the regular and summer programs.

Many of the expenditures in the supplies and services accounts tend to materialize towards the last quarter of the year. Financial results for the year will be determined once all expenditure commitments and revenues are fully captured, year end reconciliations completed, and the financial accounts have been audited. Any surplus generated will be allocated and utilized in accordance with the Accumulated Operating Surplus policy and our multi-year financial sustainability approach utilizing *Directions 2025* goals and objectives.

## **Special Purpose Funds:**

All Special Purpose Funds are tracking within the Amended budget.

### *Classroom Enhancement Fund (CEF)*

The CEF budget of \$50.4 million provides for 339.48 FTE teaching staff, related TTOC costs, remedy costs associated with class size or class composition violations, 33 FTE educational assistants, 1 FTE administrator, administration teaching relief time and other overhead costs. Labour settlement funding of \$0.9 million was provided through the operating fund. Based on the nine months to date, we are projecting to fully expend this budget. Remedies are trending higher than budgeted due to increase in enrolment of international funding eligible students arriving after the September 1701 count. Final remedy costs will not be known until the end of June. Any additional cost incurred above the funding provided will be reported to the Ministry for reimbursement.

### *Student Family and Affordability Fund (SFAF)*

In March 2024, the Ministry announced additional funding relating to the Student and Family Affordability Fund. A total of \$861k was allocated to the district to further support parents and guardians of K-12 students with basic school supplies, clothing and footwear for school sports and other school activities, education-related fees for camps, field trips and other extracurricular activities. These funds will be disbursed directly to schools and expected to be fully spent by the Ministry deadline of June 30<sup>th</sup>, 2025.

**Capital Fund:**

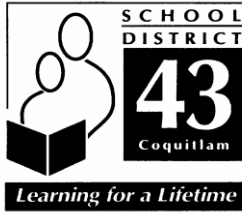
Capital accounts and related facility and capital project activities are trending to expectations. In October, the district identified the need for additional classrooms due to the unexpected enrolment growth, therefore an amount of \$1.0 million was transferred from the operating budget to local capital to purchase 2 portables. An additional \$1.0 million will be transferred from an existing facilities operating budget to local capital to fund portable moving costs. Estimates for transfers to the Capital Fund for assets purchased remains unchanged at \$2.5 million.

**Risks to Outlook:**

There are several risks to our outlook beyond the potential unknown emergent issues with the most significant risks noted below:

- Risk of potential claw back from the Ministry of any unspent special purpose funds or targeted funds if not spent by the end of the fiscal year,
- Potential underfunding of remedy costs incurred over, and above funding provided based on October estimates. Actual costs are not finalized until year end. Request for additional funding is subject to review by the Ministry, which is not confirmed until December of the following school year.
- Year end reconciliations to employee future benefits, vacation liability and other benefit accounts that could result in additional expense adjustments to be recorded.





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

**MEMORANDUM**

**TO:** Board of Education

**FROM:** Robert Zambrano, Assistant Superintendent  
Stephen Whiffin, Assistant Superintendent

**DATE:** May 14, 2024

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

**COPIED TO:** Patricia Gartland, Superintendent

**Recommended Action:** That the Board receive this Notice of Motion and at the May 14, 2024, Public Board meeting, consider and as appropriate adopt changes to Policy 17 – District Code of Conduct for Students.

**Background:**

At the April 9, 2023, Public Board Meeting, the Board of Education passed a motion to accept the recommendations of the Policy Review Committee updating Policy 17 – District Code of Conduct for Students. Subsequent to these updates, the need has arisen for further updates to this policy as per Ministry of Education and Child Care Ministerial Order 89/24.

A redline version of Policy 17 – District Code of Conduct for Students has been provided.

In keeping with usual process, staff are requesting that the Board of Education review the proposed changes and that your input, if any, be provided to Michael Thomas, Chair, by June 4, 2024.

## DISTRICT CODE OF CONDUCT FOR STUDENTS

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

### Specifically

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

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- 2.2 there is a joint effort to learn and a feeling of mutual respect among staff, students and parent/guardian
  - 2.3 appropriate behaviour is consistently encouraged and acknowledged, thereby increasing student self-esteem and reinforcing self-control
  - 2.4 students are disciplined in a timely, fair, judicious and responsible manner, with consequences for unacceptable behaviour that take into account the student's age, maturity and special needs, if any\*\*and
  - 2.5 on-going communication exists between staff and parent/guardians that encourages and provides increased opportunities for active and constructive parental involvement in their children's education.
3. The Superintendent will ensure that each Principal, in consultation with staff, parent/guardians and, when appropriate, students, establishes a code of conduct for their school that is consistent with the District Code of Conduct for Students and which reflects the provincial standards.
  4. The Board believes that schools must not be places where discrimination is practiced or tolerated. To that end, each school code of conduct shall refer to Sections 7 and 8 of the Human Rights Code of British Columbia.
  5. The school's code of conduct and a summary of the district's policies on "Code of Conduct" (Policy 17), "Violence, Intimidation and Possession of Weapons" (Policy 18) and "Suspension of Students" (Administrative Procedure 355) will be sent home annually to be ~~signed~~ acknowledged by parents/guardians and, where appropriate, students. The principal shall ensure that the school code of conduct is reviewed with students at the beginning of the school year and throughout the year as necessary.
  6. Students, while attending school and school sponsored functions and activities, shall be subject to the District Code of Conduct for Students and the school's rules of conduct and deportment established by the Principal. Students may be subject to discipline under the school and/or District Code of Conduct for any conduct which has the effect of negatively impacting the school environment, whether that conduct occurs on or off School District property, at a school sponsored function or activity, or otherwise.
  7. Students registered in School District No. 43 (Coquitlam) shall not attend at schools other than the school in which they are registered, without a legitimate school related purpose. Students who do so may be subject to disciplinary action by their school or the School District.
  8. The Board recognizes the importance of technology for supporting learning and preparing students for an increasingly connected world. Accordingly, schools are required to provide ongoing digital literacy and citizenship programming to ensure students develop the skills to participate safely and productively in modern society. Further, each school's Code of Conduct is required to include the conditions under which personal digital devices may be used during the school day. While the Board recognizes the importance of school context in determining restrictions appropriate to support their local community, it is expected that the code of conduct address the following standards:

1. Access to personal digital devices, such as cell phones and tablets, is expected to be restricted throughout the school day in grades K-8 and during instructional times in grades 9-12.

2. Expectations for behaviour with respect to online activities are communicated

3. Exceptions to restrictions are provided at the discretion of the school principal or designate where the device is:

a. designated as the primary learning device for a student

b. identified as being necessary for medical, accessibility or equity reasons

c. identified as useful for specific instructional activities

~~89.~~ Serious breaches of conduct that threaten the safety and welfare of others ~~will~~ may be referred directly to Level Three of the suspension process for resolution by the Student Suspension Review Committee.

~~9-10~~ Where a student 16 years of age or older repeatedly fails to comply with the code of conduct, rules and policies of the school, or has failed to apply him/herself to his/her studies as set out in Section 85 of the School Act, the Board is empowered to refuse further school service to the student.

~~10-11.~~ Students are prohibited from being in possession of and/or under the influence of alcohol and/or drugs in all schools or at school sponsored functions and activities.

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

\*\* Special considerations may apply to the imposition of consequences on a student with special needs if the student is unable to comply with this Code of Conduct.

References: Section 85, School Act  
Policy 13 (Appeals Regarding Student Matters)  
Administrative Procedure 355 (Suspension of Students)  
BC Human Rights Code (Section 7 & 8)  
BC School Act, Ministerial Order M89/24

#### Board Minutes

October 1990 Volume 32 Page 238-239 Policy II-B-83 School Rules  
June 2005 Volume 47 Page 78 Policy 17 District Code of Conduct for Students  
June 2007 Volume 49 Page 80  
January 2008 Volume 50 Page 6  
June 2015 Volume 57 Page 96  
February 21, 2017 Board Meeting  
April 9, 2024 Board Meeting