

## PUBLIC MEETING AGENDA

### Board of Education

School District No. 43 (Coquitlam)  
District Office, Board Room  
550 Poirier Street  
Coquitlam, B.C.

January 10, 2012

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

7:30 p.m. - Regular Board Meeting

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A. ACCEPTANCE OF AGENDA

B. INTRODUCTION OF PARTNER GROUPS

C. DELEGATIONS/PRESENTATIONS

- ❶ Public Budget Presentations (1<sup>st</sup> opportunity)

D. APPROVAL OF MINUTES

- December 13, 2011 Regular Board Minutes

E. RESPONSE TO PREVIOUS DELEGATIONS

F. DISTRICT STAFF REPORTS

- a) Superintendent
- b) Secretary-Treasurer

G. EDUCATION

- a) Registration Procedures  
Page G-1

(Dan Derpak)

H. UNFINISHED BUSINESS

I. QUESTION PERIOD

**J. NEW BUSINESS**

- a) Policy 1 – Learning Without Boundaries  
Page J-1-0

*(Cheryl Quinton)*

- b) Confucius Institute Announcement  
Page J-2-0

*(Tom Grant / Patricia Gartland)*

**K. NOTICES OF MOTION**

**L. BCSTA ITEMS/BUSINESS**

**M. TRUSTEE CALENDAR PLANNING**

- a) Calendar Planning (January 2012 – June 2012)  
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**N. TRUSTEE REPORTS**

**O. QUESTION PERIOD**

- a) Trustees  
b) Gallery

**P. ADJOURNMENT**

**ANNOUNCEMENTS (Calendar Review)**

**Regular Board Meeting**

**Tuesday, January 31, 2012 – 7:30 p.m.**

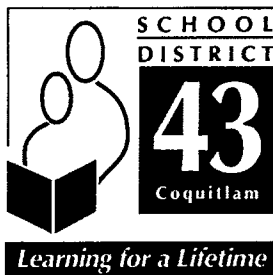
**Location: District Office, Board Room**

**Contact Persons regarding agenda items:**

Melissa Hyndes, Chair – Cell (778) 839-8707

Secretary Treasurer, Rick Humphreys – (604) 939-9201

Executive Assistant, Gail Dowler – (604) 939-9201



## School District No. 43 (Coquitlam)

# MEMORANDUM

TO: Tom Grant, Superintendent

FROM: Dan Derpak  
Assistant Superintendent

DATE: January 6, 2012

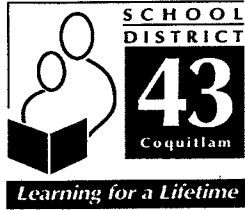
RE: **Student Transition Procedures**

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I am writing to clarify that we have reviewed and updated our student transition procedures with a view to streamlining and automating the process. The review clarified that there were needs in the area of information and communication that needed to be addressed. We have consolidated all of the information and procedures and updated our timeline as follows:

January 12:	Meeting with Principals/Secretaries (elementary)
January 13:	Meeting with Principals/Secretaries (middle/secondary)
January 16:	Pre-Transition training begins
January 19:	Electronic Registration for Fr. Immersion begins
January 25:	Programs of Choice registration deadline (Montessori, Mandarin, French Immersion, Reggio)
January 26:	Gr. 8 Tour Day at all secondary schools
January 27:	Program of Choice Decisions Completed
February 3:	'Closed' schools clarified
February 7-9:	Kindergarten Registration
February 10:	Cross-catchment online registration begins
February 22:	Cross-catchment online registration ends
March 1:	Cross-catchment meetings with elementary/middle/secondary principals
March 5-8:	Information sent to parents re cross-catchment approval/denial
March 8:	Enrolment projections due
April 13:	All data finalized
May 1:	Staffing Released





**SCHOOL DISTRICT NO. 43 (COQUITLAM)**

**Office of the Superintendent**

**MEMORANDUM**

**TO:** Tom Grant, Superintendent

**FROM:** Cheryl Quinton, Manager – Communication & Corporate Services

**DATE:** January 6, 2012

**SUBJECT:** Policy I – Learning Without Boundaries

**COPIED TO:** DLT

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The amendment to Policy 1 incorporating the reference to Board advocacy has been reviewed by partner groups.

**Recommendation:** That the Board approve the revisions to Policy 1 – Learning Without Boundaries.

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## LEARNING WITHOUT BOUNDARIES

### *Increasing Success in Life for All*

#### OUR PURPOSE

The Board of Education accepts its responsibility to provide a quality and equitable public education for the success of all learners, within the limits and resources available.

#### CORE BELIEFS

The Board of Education believes in...

- Public Education and the need to advocate on its behalf
- Instilling a passion for learning
- Learners as the most important focus
- High quality and equitable learning opportunities
- Innovation, creativity, problem solving, critical thinking and sustainability
- The essential value of District/Community/Global Partnerships
- Safe, inclusive and socially responsible learning communities

#### PHILOSOPHY

1. Learning is a lifelong process.
2. Public education, while not the sole responsibility of any one person, group or organization, is particularly the responsibility of the Board of Education.
3. The Board of Education's mandate is to provide an education which is secular in nature and free from biases.
4. The Board of Education will provide all students access to a wide variety of educational activities within the least restrictive environment that is appropriate to the individual student's needs.
5. The Board of Education is committed to its Code of Conduct which requires responsible attitudes and behaviours on the part of the students, their parents/guardians, staff and the community.
6. It is important that all personnel will have due regard for the integrity and well being of students, so that freedom of thought and speech and the right to personal dignity are assured.
7. The Board of Education must make best use of the resources provided to it and seek to cooperate with parents/guardians, partners, community, and government agencies to enhance educational opportunities.
8. The Board of Education is committed to providing all staff and students with safe, caring and enabling physical and learning environments.
9. The Board of Education is committed to the motions of due process, due diligence and due regard for all members of the educational community.
10. The Board of Education realizes the importance of all employees to attainment of its "Purpose" and is therefore committed to staff development.
11. The Board of Education realizes and embraces its connections to our diverse multicultural community.

MEMORANDUM

TO: Board of Trustees

FROM: Patricia Gartland

DATE: January 6, 2012

RE: **Confucius Classroom Re-classification to Confucius Institute**

The International Education Program has been successful in its' application for a re-classification of our Confucius Classroom in School District No. 43 (Coquitlam) to the Confucius Institute in Coquitlam as approved by the Chinese Language Council International (Hanban) in Beijing, China in December 2011.

The new contract, as appended and signed in December 2011, was the culmination of over one year of effort to gain this prestigious classification. It moves the district into an exclusive global group of 232 Confucius Institutes; as well as setting the stage for the district to play a leadership role in province wide initiatives that strengthen educational cooperation between China and Canada, support and promote the development of Chinese language education, and increase mutual understanding among people in China and in Canada. The start-up funding as outlined in the contract is \$150,000.

The Coquitlam Confucius Classroom has been in operation since April 2008. We have moved quickly and agilely to embrace the mandate of Hanban in the teaching of Chinese language, culture and history in the K-12 sector in the communities we serve as School District No. 43 (Coquitlam). Our success was integral to the re-classification.

Since the inception of the Coquitlam Confucius Classroom our accomplishments include;

- We have reached an estimated population of 300,000 people through our libraries and have placed collections of books and multimedia resources in three main branches and 10 school locations,
- We now offer Mandarin language programs for high school graduation requirements in 6 of our 8 secondary schools,
- We have a Mandarin bilingual program – the first in the Province of BC - for Kindergarten and grades 1 & 2 students in one of our new elementary schools; with ongoing expansion by adding a new grade each year and doubling the number of students each year,
- We have one Hanban assigned teacher working on quality assurance for our programs and 32 fully trained Mandarin teachers ,
- We have participated in the Executive Workshop for Directors of Confucius Institutes

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- We have sponsored 32 Board of Education representatives, school principals and teachers to visit China for language and culture events each year,
- We have established 48 Confucius Classrooms in two centers with annual enrollments of over 1000 in grades 1-12,
- We organize and sponsor over 8 cultural events each year,
- We have installed and equipped five China Exploratorium multi-media centers in strategic locations in our communities,
- We have installed and equipped four Explore China reading rooms in our libraries,
- In 2011 we will host the provincial Mandarin Bridge Contest for the first time in Coquitlam,
- We offer the YCT and HSK examination; integrated into our TOEFL test center' the largest testing facility in North America,
- We have delivered presentations and professional development programs at Hanban regional conferences, the international conference in the P.R. China; as well at our partner university South China Normal University,
- We have hosted and sponsored cultural heritage musical touring groups from Guizhou and Nanjing with audiences of over 2000,
- We have made a presentation to international university and high school educators at the BC Council for International Education (BCCIE) provincial conference,
- We have delivered presentations to Metro region school districts, principals and teachers to support the development of Mandarin language teaching in other school districts,
- We continually promote Chinese language and culture through the local, provincial, national, and international media.
- We have secured scholarships for the training of Mandarin language teachers and HSK graduates to continue their studies in short term programs in China.

cc: Tom Grant, Superintendent





**AGREEMENT BETWEEN  
CONFUCIUS INSTITUTE HEADQUARTERS OF CHINA  
AND  
CANADA SCHOOL DISTRICT NO.43 (COQUITLAM)  
ON THE ESTABLISHMENT OF  
CONFUCIUS INSTITUTE AT COQUITLAM**

In order to strengthen educational cooperation between China and Canada, support and promote the development of Chinese language education, and increase mutual understanding among people in China and in Canada, according to the Constitution and By-laws of Confucius Institutes, the Confucius Institute Headquarters of China ("the Headquarters") and School District No. 43 (Coquitlam) of Canada (institution name), for the establishment of Confucius Institute at School District No. 43 (Coquitlam) (the Institute), hereby agree as follows:

**Article 1 Purpose**

The purpose of this agreement is to identify the rights and responsibilities of the Headquarters and School District No. 43 (Coquitlam) in the establishment and management of the Institute.

**Article 2 Character**

The Institute shall be a non-profit educational institution.

### Article 3 Executive Institution

School District No. 43 (Coquitlam) is desirous of collaborating with the South China Normal University. The Headquarters will authorize and appoint the South China Normal University to construct the Confucius Institute with the School District No. 43 (Coquitlam) as the Chinese executive institution. The two parties of cooperation will sign the supplementary agreement on detailed matters of the cooperation.

### Article 4 Scope of Activities

The Institute can serve the following activities according to the Constitution and By-laws, and local instance:

1. Teaching Chinese language and providing Chinese language teaching resources;
2. Training Chinese language instructors;
3. Holding the HSK examination (Chinese Proficiency Test) and tests for the Certification of the Chinese Language Teachers;
4. Providing information and consultative services concerning China's education, culture, and so forth;
5. Conducting language and cultural exchange activities;
6. Other activities with authorization and by appointment of the Headquarters.

### Article 5 Organization

1. The Institute at School District No. 43 (Coquitlam) shall adopt a Director Responsibility System under the leadership of the Board of Directors.
2. The Board of Directors is formed with members nominated from two

parties, and its duties include: formulating and amending the Constitution of the Institute; formulating development plans for the Institute; decision-making on the significant issues including teaching, research and management; fund raising; appointing and dismissing the director of the Institute; examining and approving the budget proposal and final financial accounts of the Institute; reporting to the two parties on the management status and significant issues.

3. Two collaborating parties appoint one director respectively.

4. The institute must accept the assessment of the Headquarters on the teaching quality.

5. The Institute activities must be in accordance with the Constitution and By-laws, and also respect cultural custom, shall not contravene concerning the laws and regulations, both in Canada and China

6. The Institute draws up annual budget proposals and final financial accounts independently. School District No. 43 (Coquitlam) will be in charge of its daily operation and management. It should finally assume the sole responsibility for its profits or losses by charging language course fees and other programs.

## Article 6 Obligations

The obligations of the Headquarters:

1. To authorize the use of the title "Confucius Institute", logos and institute emblems.

2. To provide teaching materials, coursewares and other books according to the necessary, to authorize the use of online courses. To provide 3,000 volumes of Chinese books, teaching materials, and audio-visual materials for the first time.

3. To provide \$150,000 start-up fund, and provide a set amount of annual fund according to needs.
4. To send numbers of Chinese instructors based on the requirements of teaching, and pay for their air fares and salaries.

The obligations of School District No. 43 (Coquitlam)

1. To provide a fixed office place and appropriate sites for teaching and other activities of the Confucius Institute; equipped with office and teaching facilities, and with responsibility for the setting, management and maintenance.
2. To provide necessary administrative personnel (full time or part-time) and provide the related payment; to provide necessary working facilities and life conveniences for the Chinese instructors.
3. To assist the Chinese party on the visa application and residence procedures.
4. To open the special account for the Confucius Institute in the local Bank of China or other bank approved by the Headquarters.
5. To provide a set amount of annual fund, which should not be less than the amount provided by the Headquarters.

#### Article 7 Intellectual Property

The Headquarters exclusively owns the title of "The Confucius Institute", its related logo, and emblem as its exclusive intellectual property. School District No. 43 (Coquitlam) cannot continue applying or transfer the title, logo, and emblem in any form, either directly or indirectly, after this agreement has been terminated.

The provider owns intellectual property of the certain program. The two

parties can consult the owner of the co-operated programs. In the events of any dispute, the two parties should consult with each other friendly or submit to the jurisdictional organ according to the related laws and regulations.

#### Article 8 Revision

With the consent of both parties, this Agreement may be revised during its implementation and any revisions will be made in writing, both in English and Chinese, and will take effect as signed by authorized representatives of the parties.

#### Article 9 Term

The Agreement shall be in effect on the date when the two parties sign below. The Agreement shall have a period of 5-year validity. Either party, if it wishes to terminate the Agreement must notify the other in writing during the 90 days before the end of the Agreement, otherwise it will automatically be extended for another 5 years.

#### Article 10 Force Majeure

Parties hereto will be released from their obligations under this agreement in the event of a national emergency, war, prohibitive government regulation or any other cause beyond the control of the parties hereto that renders the performance of this agreement impossible. In the event of such circumstance, the party under the situation shall inform the other party in writing that the program may be delayed or terminated, and duly take the effective measures to mitigate the loss of the other party.

## Article 11 Termination

This Agreement shall be terminated in one of the following cases:

1. Either party intends to terminate this Agreement upon giving a written notice at least six months in advance of their intention to terminate.
2. The two parties have no aspiration of cooperation at the expiration of the term.
3. The Agreement cannot go through or cannot achieve the anticipated aim because of comedown of the condition.
4. If the act of one party of the Agreement severely harms the image and reputation of the Confucius Institute.
5. The Agreement cannot go through because of force majeure.

The termination of the Agreement cannot affect some other agreement, contract and program between the two parties.

Before the Agreement is terminated, School District No. 43 (Coquitlam) should make appropriate arrangements on the enrolled students and other works.

## Article 12 Dispute Settlement

In the events of any dispute, the two parties should consult each other friendly or submit to the jurisdictional organ of which this Agreement falls within the competence.

## Article 13 Agreement Language

This Agreement is written in Chinese and in English. Each party shall keep one copy in Chinese and one copy in English. of the signed Agreement. The Agreement, in both languages, shall have the same

effectiveness.

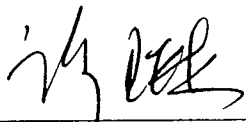
#### Article 14 Other Terms

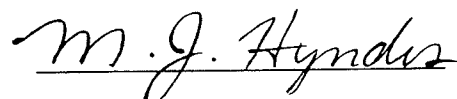
The parties to this Agreement will treat this Agreement as confidential and will not, without prior written consent, publish, release or disclose or permit supplied to, obtained by, or which comes to the knowledge of each parties as a result of this agreement except insofar as such publication, release or disclosure is necessary to enable each party to fulfill their obligations under this Agreement.

Other matters not settled by this Agreement shall be solved through friendly, cooperative negotiations between the two parties.

Confucius Institute  
Headquarters (HANBAN)  
Chief Executive

School District No. 43 (Coquitlam)  
Board of Education  
Chair

  
\_\_\_\_\_  
XU Lin  
Date: 2011.11.14

  
\_\_\_\_\_  
Melissa HYNDES  
Date: 2011/10/26





# BOARD OF EDUCATION - CALENDAR PLANNING

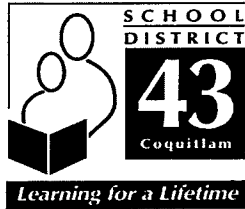
January 10, 2012

DATE	MEETING/EVENT	LOCATION	TIME
JANUARY			
10	Board Meeting (1 <sup>st</sup> opportunity for Public input to 2012-13 Board Budget)	District Office, Board Room	7:30 p.m.
31	Board Meeting (2 <sup>nd</sup> opportunity for Public input to 2012-13 Board Budget)	District Office, Board Room	7:30 p.m.
FEBRUARY			
21	Board Meeting (3 <sup>rd</sup> opportunity for Public input to 2012-13 Board Budget)	District Office, Board Room	7:30 p.m.
MARCH			
6	Board Meeting (4 <sup>th</sup> opportunity for Public input to 2012-13 Board Budget)	District Office, Board Room	7:30 p.m.
12 – 23	SPRING BREAK		
APRIL			
3	Board Meeting (Preliminary Budget)	Winslow Centre, Gallery Room	7:30 p.m.
10	Special Public Meeting (Budget)	Winslow Centre, Gallery Room	7:00 p.m.
17	Special Public Meeting (Budget)	Winslow Centre, Gallery Room	7:00 p.m.
24	Board Meeting (Final Budget)	Winslow Centre, Gallery Room	7:30 p.m.
MAY			
15	Board Meeting (Budget Bylaw)	District Office, Board Room	7:30 p.m.
JUNE			
12	Board Meeting	District Office, Board Room	7:30 p.m.

## BOARD OF EDUCATION UPCOMING EVENTS, CONFERENCES

EVENT	LOCATION	DATE
BCPSEA AGM	Coast Coal Harbour Hotel, Vancouver	January 20-21, 2012
BCSTA 2012 Provincial Council Meetings	Morris J. Wosk Centre, Vancouver	February 24-25, 2012
NSBA 72 <sup>nd</sup> Annual Conference	Boston Convention & Exhibition Centre	April 21-23, 2012


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**SCHOOL DISTRICT NO. 43 (COQUITLAM)**

**Office of the Secretary-Treasurer**

**MEMORANDUM**

**TO:** Board of Education  
**FROM:** Rick Humphreys, Secretary-Treasurer   
**DATE:** January 6, 2012  
**SUBJECT:** **RECORD OF AN IN-CAMERA MEETING –  
November 8, 2011**

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The Board of Education reported that the following item was discussed at an In-Camera Meeting held on November 8, 2011.

1. Approval of Minutes:
  - October 25, 2011 In Camera meeting
2. A Land Matter was dealt with.
3. Personnel Matters were dealt with.
4. Financial Matters were dealt with.
5. Other matters were dealt with.