Accounting

Invoice enquiries – refer to Marie ([marlee@sd43.bc.ca](mailto:marlee@sd43.bc.ca)) and Anita ([acarmichael@sd43.bc.ca](mailto:acarmichael@sd43.bc.ca))

All refund requests – email to instructor requesting instructor to upgrade marks and/or contact the student – for CLOC book cards/book returns, please email Celina – cewong@sd43.bc.ca

For refund questions – Anita or Marie

Invoice inquiries/staff reimbursements – Anita/Marie

BCJS - Business Career Job Skills

Job skills training for students (ie accounting, building services, Admin Asst)

Manager – Danielle Dove (ddove@sd43.bc.ca) (x 320)

Assistant Coordinator – Adrian Cheng ([acheng@sd43.bc.ca](mailto:acheng@sd43.bc.ca)) (x 321)

Career Counsellor/Facilitator - Zeenat Salojee ([zsalojee@sd43.bc.ca](mailto:zsalojee@sd43.bc.ca)) at Vanier

Clerical – Eileen Santos (x 324), Lyne Inhoff/Lara Couto (x 311)

CLC Program (Customized Learning Centre)

Alternate program high school.

Principal: Murray Peters

Counsellor – Will Cullen (x 319)

Teachers - Kelsey Synak, Margarita Asher, Michael Brkik

Youth Worker – Dannielle Naidu (x 318)

SIS – Bonny Gibson (x 302)

PADS dog - Tony

Any parents looking to register or enquiring about program, refer to Murray Peters (Principal CLC). If he is not available, take parent information and email Murray. Anyone coming in for an appointment, please walk them down to CLC – do not just give directions to CLC.

CLOC (Coquitlam Learning Opportunity Centre)

Self-paced/online courses/face-to-face learning center. High school students may take courses with principal permission if not available through Flex Paced.

Vice Principal: Shawn O’Brien

Academic Advisor - Patrick Okada (604 945-4211)

Clerical – Celina Wong, Doreen Lozynyc, Brooke Moore

Flex Paced Courses (COL)

Online courses for high school students for classes not offered at their own school.

Principal: Dave Truss

Contact Domenica Borrelli ([dborrelli@sd43.bc.ca](mailto:dborrelli@sd43.bc.ca) 604.936.4285) at the Millside location for Moodle username/password issues for student accounts – include in the email legal last name, first name, PEN number if available, Date of Birth, phone number and email address.

Clerical - Domenica Borrelli (Scty), Emmie Varley (COL SIS), John Newell (iHub SIS)

Foundations Classes

Program Coordinator: Jo-Ann Dykstra; Head Teacher: Cherie Layne

English language courses (free for Canadian Citizens, Permanent Residents or with work/study permits; International students pay $800, may be pro-rated).

Register students in Lumens for assessment to determine their level of English. Need to show status in Canada and 2 pieces of residency ID (drivers’ license, utility bill, etc.) $35.00 for testing. Further information on the program and assessments [here.](https://ce43.augusoft.net/index.cfm?method=templates.CustomTemplatePreview&ContentID=176)

Questions for foundations waitlists, etc., please email Cindy Erwin. ([cerwin@sd43.bc.ca](mailto:cerwin@sd43.bc.ca)).

If taking a message for Cindy by either email or message, please include student name, contact information (email/phone), and query or message.

Contact Kristine for students having problems with their O365 usernames/passwords.

LINC (Language Instruction for Newcomers to Canada)

Program Coordinator: Jo-Ann Dykstra

Must be a Permanent Resident to participate in this program. For information on registration, waitlists, please take a message and notify Tina Geulen [tgeulen@sd43.bc.ca](mailto:tgeulen@sd43.bc.ca) x 328). LINC office is located across the main hall.

\*\*LINC classes are in Lumens including student profiles/registration, etc.

Further information on the program and assessments [here.](https://ce43.augusoft.net/index.cfm?method=templates.CustomTemplatePreview&ContentID=176)

Contact Kristine for students having problems with their O365 usernames/passwords.

[Summer Learning](https://ce43.augusoft.net/index.cfm?method=templates.CustomTemplatePreview&ContentID=185https://ce43.augusoft.net/index.cfm?method=templates.CustomTemplatePreview&ContentID=185)

Summer learning program for skill building, remedial and fast track courses. Registration begins early May. Classes run for 4 or 6 weeks beginning in July.

Murray Peters - Principal

Lumens <www.ce43.com>

Web-based registration system for classes. You will be provided with a username and password to access Lumens. Any issues or questions, please contact Kristine, Anita or Deb.

Phone Calls

Murray Peters – please email him ([mpeters@sd43.bc.ca](mailto:mpeters@sd43.bc.ca)) if he is not in the office.

Michael McGlenen – please use pink message slip and post beside Michael’s door on blue stick tab or message him in Teams (do not email)

Jo-Ann Dykstra – LINC office, local 329 ([jdykstra@sd43.bc.ca)](mailto:jdykstra@sd43.bc.ca))

Kristine Mathiasen – if not in the office, please email [kmathiasen@sd43.bc.ca](mailto:kmathiasen@sd43.bc.ca)

Anita Carmichael – if not in office, please email [acarmichael@sd43.bc.ca](mailto:acarmichael@sd43.bc.ca)

\*\*\*For phone messages please indicate caller, phone number, issue (if given) and your initials if using pink slip. Do not put calls directly through to Michael, Murray or Kristine – ask for the caller’s name, put on hold and check with Michael, Murray or Kristine.

Transcript question/ministry (face/face classes) – Deb Torgunrud ([dtorgunrud@sd43.bc.ca](mailto:dtorgunrud@sd43.bc.ca)) Monty location. Please include in the email legal last name, first name, PEN number if available, Date of Birth, phone number and email address

Transcript question/ministry (online/self paced) – Emmie Varley ([evarley@sd43.bc.ca](mailto:evarley@sd43.bc.ca)) Millside location except for Tuesday evenings. Please include in the email legal last name, first name, PEN number if available, Date of Birth, phone number and email address