

**MINUTES OF A REGULAR MEETING  
OF THE BOARD OF EDUCATION  
OF SCHOOL DISTRICT NO 38 (RICHMOND)  
7811 GRANVILLE AVENUE, RICHMOND, BC (via ZOOM)  
ON WEDNESDAY, APRIL 28, 2021  
AT 7:00 P.M.**

Present:	Chairperson	S. Nixon
	Trustees	D. Tablotney
		N. Goldstein
		K. Hamaguchi
		H. Larson
		D. Sargent
		R. Lee
	Superintendent of Schools	S. Robinson
	Deputy Superintendent	R. Ryan
	Secretary Treasurer	R. Uyeno
	Assistant Superintendent	L. Archer
	Assistant Superintendent	C. Brautigam
	Executive Director, Facilities Services	F. Geyer
	Executive Director , Learning Services	J. MacMillan
	Executive Director, Learning & Business Technologies	R. Laing
	Director, Communications & Marketing	D. Sadler
	Executive Assistant, Recording Secretary	C. Cleary

The Chairperson called the meeting to order 7:04 pm

***The Richmond Board of Education acknowledged and thanked the First Peoples of the hənq̓əminəm' (hun-ki-meen-um) language group on whose traditional and unceded territories we teach, learn and live.***

**Secretary-Treasurer Uyeno** - A reminder was made for those that joined the meeting to please ensure that video was turned off and microphones muted to eliminate background noise; there will be two question periods at which time, questions sent to the Board meeting email account will be read out. For those who have not already submitted questions, there is an opportunity to via: [boardmeetings@sd38.bc.ca](mailto:boardmeetings@sd38.bc.ca); or through the Q and A feature in Zoom.

For the public joining the meeting, they are able to listen to the meeting but not speak or use chatbox during the meeting; and an audio/video recording of the meeting will be made available for viewing after this meeting.

**1. Recognition of Visitors, Announcements and Updates from Trustees**

**(a) Recognition of Visitors**

The Chairperson welcomed the gallery to the meeting.

**(b) Announcements**

**Trustee Tablotney** – As we announced at last month’s public board meeting, today, April 28<sup>th</sup> is the National Day of Mourning. This is the day we take the time to pause to acknowledge workers killed or injured on the job. Flags are flown at half-mast and ceremonies are held across the country and around the world. While we honour those who have suffered as a result of workplace accidents, it is also a time to renew our commitment to creating safer workplaces for all employees.

**Trustee Lee** – May is Asian Heritage Month which is an opportunity for all Canadians to learn more about the many contributions of Canadians of Asian descent who throughout our history, have done so much to make Canada the amazing country we share today. This month, teachers and students at different grade levels will engage in discussions about the many contributions of Asian Canadians. As a community of learners, it is critical that we embrace our diversity and celebrate what all members of our community bring to our city, our province and our country.

April has been Sikh Heritage Month in Canada and was first officially recognized by the Government of Canada in 2019. Its purpose is to celebrate the contributions and aspirations of all Sikh-Canadians and develop a greater understanding and appreciation of a rich, unique and diverse heritage. Sikhs have been in BC for over 100 years, and this is an opportunity to showcase their contribution to the economic, social, and cultural fabric of the province. This month learners of all ages have been learning about the contributions of Sikh Canadians.

Asian Heritage Month and Sikh Heritage Months opens the door not only to conversations about the significant contributions of Asian and Sikh Canadians, but also to the impacts of racism, and our commitment to ensure the Richmond School District is a safe and respectful place for all members of our community.

**Trustee Larson** – The Richmond School District recognizes the Canadian Mental Health's Association's 70th 'Mental Health Week' taking place May 3rd to 9th. Initiatives in our secondary schools will focus on building awareness, including additional mental health resources for libraries and a student assembly with NHL legend Theo Fleury. These initiatives are complemented by the District's Foundations of a Healthy Workplace, which has an ongoing focus on and include program offerings that support our staff's health and well-being, including mental health and well-being.

**Trustee Nixon** – on behalf of the Board, thanks were extended to the Richmond Mandarin Lions and Michael Chang for the generous donation of 150,000 masks for staff and students.

(c) **Any materials not included in packages available to the public.**

The Secretary Treasurer noted that a Budget Brief from CUPE 716 President Ian Hillman was received on April 26, 2021 and posted on the District Website.

**2. Adoption of Agenda**

*The Chair noted that a Budget Brief from CUPE 716 President Ian Hillman would be presented under Item 3 (c) Briefs.*

**051/2021 MOVED BY H. LARSON AND SECONDED BY D. SARGENT:**

**THAT** the Wednesday, March 31, 2021 Regular agenda of the Board of Education (Richmond) be adopted as amended.

**CARRIED**

### 3. Presentations, Special Recognitions, Briefs and Questions from the Public

#### (a) Presentations

Nil.

#### (b) Special Recognitions

Nil.

#### (c) Briefs

*The Chairperson noted that the Budget Briefs as noted from Richmond Teachers' Association and CUPE 716 would be presented under Item 6 (a) Committee of the Whole*

Budget Brief Response received on April 23, 2021, from Liz Baverstock, President, Richmond Teacher's Association;

Budget Brief Response received on April 26, 2021, from Ian Hillman, President, CUPE 716

#### (d) Questions from the Public

Liz Baverstock, President, Richmond Teachers' Association asked if there will be further advocacy to the Ministry of Education in the area of funding. Ms. Baverstock noted that health & safety protocols in place in schools need to be maintained for the safe return to schools in the Fall. Ms. Baverstock also asked that communication with the District continue to remain open regarding staff, timelines and the *Welcome Back* to students in September.

The Chairperson noted that there were two Advocacy motions for consideration on the agenda. The Superintendent responded that the District is in complete agreement on health and safety protocols to remain in place and that will continue to be a priority. The School District remains committed to working alongside the RTA in being flexible and in regular communications.

### 4. Executive

The Superintendent of Schools presented an update on COVID-19 school exposures with just over 50 by the end of April. While the numbers have increased, the Superintendent noted that the good news is that there is still no evidence that transmission is occurring in schools and the health and safety plans are functioning very well.

Vancouver Coastal Health is providing vaccines to District employees aged 30 and over which is good news. The District is also participating in a partnership with BC Children's Hospital with rapid Test Kits, provided to parents if their child begins to feel ill while at school. Parents will be offered a test kit to take home if they like.

School activities from around the District in April included: 2021 Earth Day Activities; *Thank you Cards to Frontline Workers* from McNair Secondary; an *Inquiry on Bees* with students at Byng Elementary and a bee vocabulary wall; students at Grauer Elementary recently studied the topic of well-being with a focus on children's rights; students at McKinney created art work inspired by the flower blossoms in their neighbourhood; a

*Wellness Challenge* over ten days at MacMath Secondary; *Sikh Heritage Month* at Maple Lane Elementary; an *Outdoor Learning Space* created at Diefenbaker Elementary where students designed garden signs for their community garden, Gilmore Elementary students recently wrote poems around Spring; and students at Richmond Secondary worked with Indigenous artist Christine Mackenzie to create a 16 foot mixed media mural. The theme for the mural is *Connections and Unity: between cultures, community and Mother Earth*.

The Chairperson thanked the Superintendent for his report showcasing what the District students are working on and creating, which is always a highlight of the meeting.

**5. Approval of Minutes**

- (a) Regular meeting of the Board held March 31, 2021

**052/2021 MOVED BY D. SARGENT AND SECONDED BY N. GOLDSTEIN:**

**THAT** the Board of Education (Richmond) approve the Minutes of Wednesday, March 31, 2021 Regular meeting as circulated.

**CARRIED**

- (b) Record of an In-camera meeting of the Board held March 31, 2021 was included for information.

**6. Business Arising**

- (a) **2021-2022 Annual Budget**

*The Chairperson read the following motion:*

**053/2021 MOVED BY H. LARSON AND SECONDED BY K. HAMAGUCHI:**

**THAT** the Board of Education (Richmond) move into a Committee of the Whole to allow for all members of the public in attendance to have the opportunity to participate in the discussion on the 2021-2022 operating budget and that the Superintendent facilitate the discussion.

**CARRIED**

*The Superintendent assumed the Chair and asked that the Secretary Treasurer speak to his report as included with the Board package.*

The Secretary Treasurer provided highlights from the report and background on the budget process and adjustments. Prior to March 12, 2020, the District's three-year base budget projection reflected a structural surplus position resulting from enrolment growth, increased CEF funding, International Education Program registrations and prudent fiscal management. Since then, the Secretary Treasurer reported that COVID-19 has negatively impacted the district resulting in lower revenues, enrolment loss, changes in education program delivery, supports to students, and enhanced health and safety measures. In addition, changes to the Ministry funding have also negatively impacted the District's budget.

The Secretary Treasurer then provided further details on the Projected 2020–2021 Unrestricted Fund Balance where the District will end the year with fund balances of approximately \$9.8 million. These Unrestricted fund balances may be appropriated by the Board to balance the annual budget, restricted by the Board for one-time operating fund budget adjustments, transferred to local capital reserve or remain as unrestricted fund balances.

The Secretary Treasurer noted that staff have developed strategies and budget options for Trustees to consider in balancing the 2021–2022 budget. A draft preliminary working list of budget adjustments to address the budget shortfall was attached with the report and shared with stakeholders and staff. The District’s senior management staff will continue to seek feedback and input from stakeholders and the public on the District budget priorities, and then present a recommended option(s) including potential budget adjustments for the Board’s consideration and approval of the 2021–2022 budget.

*The Superintendent asked stakeholders who had indicated interest in being a panelist, to present their budget briefs:*

1. Liz Baverstock, President, Richmond Teachers’ Association (RTA)

Ms. Baverstock provided an overview to the Budget Brief response and recommendations to the proposed 2021-2022 Budget as follows: Changes to the Proposed Use of Surplus and Reserve by adding \$2 million dollars from the COVID-19 Contingency Reserve as a one-time budget adjustment. Ms. Baverstock requested that Trustee Led Advocacy be engaged jointly with Stakeholders to seek additional funding from the Provincial and Federal government; changes to the Proposed Budget Reductions by adding back \$770,000 to non-enrolling teachers to 2.0 FTE and adding back \$305,000 to District and School Based Administrators to .5 FTE.

Further changes outlined in the Response from RTA, included a \$990,000 addition for 24 FTE to the 8 FTE CUPE for a total of 32 FTE to address health and safety, and \$240,000 2.4 FTE to RTA secondary enrolling to support low enrollment in specific courses.

Ms. Baverstock noted that the RTA continues to recognize the long standing challenges presented to the Board with creating a balanced budget, but that the Provincial Government prove their commitment to public education with additional funding to address long standing and systemic underfunding as well as identified pandemic needs.

2. Ian Hillman, President, CUPE Local 716

Mr. Hillman, President of CUPE Local 716, spoke to his budget reponse letter submitted including suggesting that management positions in departments and their salaries be looked at for reduction before support staff positions. Also noted was International Education staffing reductions due to lower enrollment numbers. Mr. Hillman suggested that the District Administrator position on Emergency Planning and Seismic Liaison, managerial positions in Learning Services and one manager position in Purchasing be eliminated; along with Communications & Marketing, Information Technology and the Human Resources Foundations of a Healthy Workplace program be removed to assist with the budget shortfall.

3. Mark Hoath, President, Richmond Association of School Administrators (RASA)

Mr. Hoath expressed appreciation and gratitude on behalf of RASA colleagues for the exemplary leadership demonstrated during the pandemic, and for the opportunity to be part of the budget advisory process.

Input provided by RASA executive and members included that the 2021-2022 budget allocation for school and District administrators be maintained.

Mr. Hoath then outlined RASA's focus on people – are creating and maintaining strong relationships; are educational leaders, are the "glue" for holding things together, are collaborative problem solvers in our school, and are strong advocates for public education.

Mr. Hoath concluded that RASA is committed to working with senior leadership to implement the five year strategic plan within school communities and appreciated the opportunity to provide input in the Budget process.

4. Andrew Scallion, President, Richmond District Parents' Association (RDPA)

Mr. Scallion thanked the Board for the opportunity to present a brief on proposed budget adjustments for the District budget. Parents' concerns expressed that any cuts happen as far from the classroom as possible, and the focus remain on the learner. Support was expressed for the RTA and the continued daytime custodians in the majority of the District's elementary schools. Mr. Scallion also noted that the RDPA would like to see a reevaluation of management positions throughout the District as highlighted by CUPE 716 and feel the funds would be better allocated to school based expenditures. The RDPA would also like the District Administrator Equity and Inclusion position eliminated at this time. The RDPA welcomes the opportunity to work with stakeholder partners and the Board of Education.

5. Rebeca Avendano, Kelly Gibson, Co-Chairs, Richmond Management and Professional Staff Group (RMAPs)

Ms. Avendano thanked Senior Team for the support and leadership over the past year through challenging times and acknowledging that budget decisions will be difficult. Ms. Avendano provided background on the group that spans all disciplines across the District and supports many different areas of the organization. Over the past year, the group has quickly adapted and shifted to meet demands and ever changing landscape due to the pandemic.

Ms. Avendano and Ms. Gibson shared that while RMAPs is a small group, they are robust in terms of responsibilities, knowledge and experience and of great asset to the Richmond School District

6. A member of the community asked about deferring the increase in salary to upper management and dispersing those funds to help offset the budget shortfall.

7. A member of the community provided background to her role within the School District as an EA consultant that is one of the proposed positions to be cut. A detailed overview of her position, who she supports and works with and the students she impacts was shared.

Trustees thanked the EA consultant for the detailed overview on the position and how the work contributes to the District.

8. Dionne McFie, Past President of the RDPA

Ms. McFie asked about the Diversity and Anti-racism Working Group and the upcoming audit process within the District. Ms. McFie noted that the RDPA does not support the position of Administrator.

The Deputy Superintendent thanked Ms. McFie for her comments and responded with some information on the role as also collaborating with the Indigenous Equity and Action area in focus groups, survey data collection and processes that will identify areas that require attention to policy analysis and the education side as well. A number of school districts in the province have identified a need in this area and have dedicated personnel. The Deputy Superintendent reinforced that this is a much more expansive piece and critical area of priority for the Board in terms of the Strategic plan.

9. A District employee provided background on the work he has done over the past nine years. He noted that having a child on the Autism spectrum presents challenges and RTA and CUPE staff there to help and support his child in school is essential. As a staff member I see how clean the schools are with extra custodial staff and appreciate staff delivering front line end essential services to students. Thank you.
10. A District EA asked for the International Program be suspended for the time being with the pandemic affecting the enrollment.
11. A member of the community asked about the socio-emotional health of students and who are they being supported.

Trustees thanked all the stakeholders, employees and members of the public who came forward with excellent points, noting all are important positions within the District. Every budget cut is a hard decision to make, and staff and the Board will do their best to gather as much feedback and information prior to final budget decisions.

*Following the briefs presentations, there were questions and comments from Trustees. The Superintendent turned the Chair over to Trustee Nixon.*

*Trustee Sandra Nixon assumed the Chair and presented the following motion:*

**054/2021 MOVED BY D. TABLOTNEY AND SECONDED BY D. SARGENT:**

**THAT** the Board of Education (Richmond) rise and report from the committee of the whole discussion on the 2021-2022 operating budget.

**CARRIED**

*Trustee Sandra Nixon thanked participants and presented the following motion:*

**055/2021 MOVED BY H. LARSON AND SECONDED BY K. HAMAGUCHI:**

**THAT** the Board of Education (Richmond) refer all Stakeholder and public input and feedback to the budget process.

**CARRIED**

**7. New Business**

**(a) 2021-2022 Instructional Model Report**

The Superintendent of Schools noted that the report would be presented in sections with Senior staff addressing various components of the proposed program. The Superintendent provided some background to the past year and the Transitional Learning Program (TL) that will conclude at the end of this year. There have been approximately 2,350 students who have returned to in person learning since September but that leaves between 1,600 and 1,900 students who are still in TL. Given the unpredictable nature of the pandemic, it is challenging for the District to anticipate how many of these families will return to in person learning and how many will be looking for an alternative remote option. At this time, the Superintendent noted that the Board does need to consider what program options will be offered to parents for this coming school year. Staff are suggesting that the Board consider offering a one year bridge Distributed Learning Program (DL).

The Superintendent reported on the challenges of the TL program with staffing and costs of a remote program. The TL program was also extremely difficult and challenging for teachers as, in addition to teaching school based kids, they were also responsible in many cases for students in TL. This model was intended to be temporary and not sustainable for another year from a staffing perspective. As well, the Superintendent pointed out that the Ministry of Education funding eligibility implications were that parents were allowed to maintain registration in their child's current school. There has been no indication from the Ministry of Education that this temporary change in rules will continue into the next school year; therefore, parents will be required to make a selection for either in person learning or Distributed Learning. The Superintendent concluded that as the TL program would not be possible to sustain from a staffing budgetary or Ministry funding perspective into the school year, alternatives would need to be considered.

Next, the Executive Director for Learning Services spoke about students with compromised immune systems, as well as students with diverse abilities and disabilities. The Executive Director spoke about how these students might not be able to attend school in person and the District would therefore continue to work with these families to determine the best way to support their child's education program. The majority of students with diverse abilities or disabilities have been attending school in person. However, supplemental support staff and educational assistance resources would be made available as appropriate.

The Superintendent then introduced Assistant Superintendent Brautigam to speak about the elementary instructional model as proposed. The Assistant Superintendent described the DL program for students who would complete their entire instructional program at home. Students will have Learning Plans created by their teacher following the BC curriculum. The program will be distributed through an online management system such as Microsoft Teams or the Portal that is currently used in the District to help deliver course content and to access student work. There would be regular communication with families and students via email, telephone and video conferencing. A sample schedule was shared, and the Assistant Superintendent detailed a typical day for students.

For the Secondary Instructional model portion, the Superintendent introduced the Executive Director of Learning & Business Technologies. The Executive Director shared an overview of the proposed grade 8 & 9 DL program, designed to meet Ministry requirements and give students an educational experience that will keep them on track towards their Dogwood Diploma. Students registered in this one year virtual school program will have eight courses that are standard courses. The District will not be able to offer additional elective courses such as French Immersion or ELL Level one or Level two.

Trustees had questions and comments on whether there would be split classes offered and the response was that yes, there would be.

**056/2021 MOVED BY D. SARGENT AND SECONDED BY N. GOLDSTEIN:**

**THAT** The Board of Education (Richmond) approve the implementation of a one year Distributed Learning Program for students in kindergarten through grade nine for the 2021/2022 school year.

**AND FURTHER THAT** The Richmond Board of Education direct staff to conduct a review of the Distributed Learning program and report back to the Board in the spring of 2022 in order for the Board to determine whether or not the program should continue past the 2021/2022 school year.

**CARRIED**

(b) **Advocacy**

The Chairperson presented background on a report from the B.C. School Trustees Association published in March 2021. The report called on the province to provide post-pandemic funding for priorities such as mental health, vulnerable learners, food security, cleanliness and connectivity.

In on-going conversations with the District's stakeholders, joint advocacy has been discussed to help address these issues and therefore, the following recommendations were presented for consideration.

**057/2021 MOVED BY D. TABLOTNEY AND SECONDED BY H. LARSON:**

**THAT** the Board of Education (Richmond), together with District stakeholders, write a joint letter to the Minister of Education, advocating for post-pandemic recovery funding for the 2021/2022 school year.

**CARRIED**

**058/2021 MOVED BY D. SARGENT AND SECONDED BY D. TABLOTNEY:**

**THAT** the Board of Education (Richmond), together with District stakeholders, request a meeting with Richmond MLAs as soon as possible, regarding post-pandemic recovery and funding issues being faced by the District for the 2021/2022 school year.

**CARRIED**

**8. Questions from the Public: Tonight's Agenda**

There were no questions submitted regarding agenda items.

**9. Standing Committee Reports**

- (a) Audit Committee  
*Chair: Donna Sargent*  
*Vice Chair: Norman Goldstein*

The next meeting is scheduled for Monday, May 3, 2021.

- (b) Education Committee  
*Chair: Heather Larson*  
*Vice Chair: Donna Sargent*

- (i) Minutes of the meeting held February 17, 2021 were attached for information.

A meeting was held on April 21, 2021. The next meeting is scheduled for Wednesday, May 19, 2021 at 6 pm.

- (c) Facilities and Building Committee  
*Chair: Ken Hamaguchi*  
*Vice Chair: Norman Goldstein*

The next meeting is scheduled for Wednesday, May 5, 2021 at 4:30 pm.

- (d) Finance and Legal Committee  
*Chair: Debbie Tablotney*  
*Vice Chair: Ken Hamaguchi*

- (i) Trustee Expenses ending at March 31, 2021

**059/2021 MOVED BY D. TABLOTNEY AND SECONDED BY N. GOLDSTEIN:**

**WHEREAS** the Board of Education of School District No. 38 (Richmond) is paying for expenses incurred by the Trustees in the discharge of their duties,

**BE IT RESOLVED** that in accordance with the School Act, the Board of Education of School District No. 38 (Richmond) approves Trustees' expenses paid during the three-month period ended March 31, 2021, in the amount of \$870.00.

**CARRIED**

- (ii) Minutes of the meeting held February 17, 2021 were attached for information.

A meeting was held on April 21, 2021. The next meeting is scheduled for Wednesday, May 19, 2021 at 11 am.

- (e) Policy Committee  
*Chair: Sandra Nixon*  
*Vice Chair: Debbie Tablotney*

- (i) **NOTICE OF MOTION: Policy Section 600: Finance** was attached.

- (ii) Minutes of the meeting held February 8, 2021 were attached for information.

A meeting was held on April 19, 2021. The next meeting is scheduled for Monday, May 17, 2021 at 11 am.

**10. Correspondence**

Nil.

**11. Board Committee and Representative Reports**

- (a) Council/Board Liaison Committee

The meeting was held on Wednesday, April 14, 2021. The next meeting will be held on Wednesday, June 9, 2021 at 9:30 am via Zoom.

**12. Adjournment**

**060/2021 MOVED BY D. TABLOTNEY AND SECONDED BY K. HAMAGUCHI**

**THAT** the Regular meeting of Wednesday, April 28, 2021 of the Board of Education (Richmond) be adjourned at 10:09 pm.

**CARRIED**

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S. NIXON,  
CHAIRPERSON

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R. UYENO,  
SECRETARY TREASURER