

**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, DECEMBER 15, 2021  
AT 7:00 P.M.**

|          |  |              |
|----------|--|--------------|
| Present: | Chairperson  | S. Nixon     |
|          | Trustees   | H. Larson    |
|          |  | N. Goldstein |
|          |  | R. Lee       |
|          |  | D. Sargent   |
|          |  | D. Tablotney |
|          | Superintendent of Schools                            | S. Robinson  |
|          | Deputy Superintendent                                | R. Ryan      |
|          | Secretary Treasurer                                  | C. Wang      |
|          | 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    |
|          | Manager, Energy & Sustainability                     | J. Ho        |
|          | Executive Assistant, Recording Secretary             | C. Cleary    |

*Regrets: Trustee K. Hamaguchi*

***The Chairperson called the meeting to order 7:06 pm***

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

**Secretary-Treasurer Wang** - A reminder was made for those who joined the meeting to please ensure that video was turned off and microphones muted to eliminate background noise; there will be two question periods as pertain to the agenda, and 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 Larson, Vice Chair** – Effective January 2022, the Board will use a hybrid meeting format for the public and standing committee meetings. Trustees, senior staff, and presenters will have the option of attending in

person, or virtually. Stakeholder representatives and members of the public will participate virtually due to the boardroom capacity limit. The Chairperson noted that there was a new list of Committee assignments attached to the agenda package and those assignments will take effect as of January 1<sup>st</sup> for the coming year.

**Secretary Treasurer** – Briefs regarding the 2022/2023 Annual Budget will be accepted without prior notice at the January 26 2022 regular meeting of the Board, as well as at the February 23 2022, March 30 2022, and April 27 2022 regular meetings of the Board. Please note that budget updates will be made available on the District’s Budget 2022/2023 website. All budget feedback will be considered by the Board as part of the budget process which is anticipated to be completed by May 2022.

**Trustee Nixon, Chairperson** - As we approach the winter break, the Board of Education wishes to extend its warmest wishes to our students, families and staff for a peaceful and joyous winter holiday season. We are all fortunate to live in a part of the world where we are free to celebrate what is most important to us, regardless of our religious faith or spiritual beliefs. It is what makes us diverse and strong as a school district, a community and a nation.

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

The Secretary Treasurer noted that all materials had been made available to the public.

**2. Adoption of Agenda**

**150/2021 MOVED BY H. LARSON AND SECONDED BY D. SARGENT:**

**THAT** the Wednesday, December 15, 2021 Regular agenda of the Board of Education (Richmond) be adopted as circulated.

**CARRIED**

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

(a) **Presentations**

The Executive Director, Learning Services acknowledged Catherine Ludwig, District Administrator for Fine Arts and Principal of Westwind Elementary; and Michael Mikulin, music teacher at Steveston London Secondary School who coordinated the presentation recorded specially for the Public Board meeting.

The recording of the song *Can you Feel It?* was then presented by the Steveston-London Secondary School Choir under the leadership of their teacher, Michael Mikulin.

Following the performance, the Chairperson thanked the Choir and Mr. Mikulin for the wonderful festive music.

(b) **Special Recognitions**

Nil.

(c) **Briefs**

Nil.

(d) **Questions from the Public**

Nil.

**4. Executive**

The Superintendent highlighted events from around the District, featured in a presentation. The presentation will be highlighted on the District website for the next month.

The Superintendent then offered gratitude to the community as the District navigated the many challenges through this past difficult year.

**5. Approval of Minutes**

- (a) Organizational meeting of the Board held November 24, 2021

**151/2021 MOVED BY H. LARSON AND SECONDED BY N. GOLDSTEIN:**

**THAT** the Board of Education (Richmond) approve the Organizational Minutes of Wednesday, November 24, 2021 Regular meeting as circulated.

**CARRIED**

- (b) Regular meeting of the Board held November 24, 2021

**152/2021 MOVED BY D. SARGENT AND SECONDED BY H. LARSON:**

**THAT** the Board of Education (Richmond) approve the Minutes of Wednesday, November 24, 2021 Regular meeting as circulated.

**CARRIED**

- (c) A Record of an In-camera meeting of the Board held November 24, 2021 was included for information.

**6. Business Arising**

(a) **K-9 Distributed Learning Program**

The Superintendent of Schools referred to his report and noted that the Board's approval of the recommendation would be for a continuation of the Distributed Learning (DL) Program for students in kindergarten through grade nine.

Aside from the considerations as noted, the Superintendent stated that students benefit from a variety of programs and continuing the DL Program will meet the diverse needs of the community.

Trustees asked about the timeline for the continuation of the DL Program for 2022/2023 and the Superintendent confirmed that the new program would start in the Fall, 2022. Following some discussion and questions, a Trustee spoke in favour of the program and recommendation noting the positive aspect for learning in providing a variety of diverse options to students.

**153/2021 MOVED BY N. GOLDSTEIN AND SECONDED BY H. LARSON:**

**THAT** The Richmond Board of Education approve a continuing Distributed Learning (DL) Program for students in Kindergarten through grade nine to commence following the 2021-2022 pilot program.

**CARRIED**

**(b) Budget Process Timeline**

The Secretary Treasurer presented her report and key points for the budget process that will provide the opportunity for stakeholders to provide input and feedback into the budget development process from January to April 2022.

The 2022/2023 Budget Process was then outlined by the Secretary Treasurer stating that it will include the following components: Planning of the 2022/2023 Budget and Approval of the 2021/2022 Amended Budget; Budget Consultation and Development for the 2022/2023 Annual Budget that will take place from January to April 2022; Board consideration of Stakeholder and public input and Budget Deliberations in May 2022; and lastly, Board Approval and Submission of the Annual Budget to the Ministry by June 30, 2022.

The Secretary Treasurer reported in conclusion that the District's annual budget serves as an operational plan in financial terms for carrying out the District's goals and strategic priorities for the upcoming fiscal year. The budget process is a streamlined and effective process to engage staff, stakeholders, and the public in a transparent and inclusive manner to seek and receive input and feedback on the 2022/2023 Budget.

**154/2021 MOVED BY D. SARGENT AND SECONDED BY D. TABLOTNEY:**

**THAT** the Board of Education (Board) approve the 2022/2023 Budget process and timeline as presented; and

**FURTHER THAT** the Board direct staff to post the budget process and timeline on the District's website.

**CARRIED**

**(c) District Sustainability & Climate Action Plan**

A Report was provided from the Manager, Energy and Sustainability along with a Recommendation on the District Sustainability & Climate Action Plan (DSCAP) for consideration by the Board. A PowerPoint on key progress updates was then

presented, which included some of the next steps as aligned with the District's *Strategic Plan*.

Key focus areas will be Leadership, Energy Conservation, Grounds, Climate Action, Water Conservation, Purchasing, Learning and Engagement, Waste Reduction, and Sustainable Transportation.

The Manager of Energy and Sustainability concluded the presentation noting that following Board approval, the team will work with Learning Services to incorporate sustainability into the curriculum and implement DSCAP.

Trustees thanked Mr. Ho for the presentation and noted the importance in supporting sustainability and taking positive action as a community.

**155/2021 MOVED BY N. GOLDSTEIN AND SECONDED BY D. TABLOTNEY:**

**That** the Board of Education (Richmond) approve the District Sustainability and Climate Action Plan (DSCAP).

**CARRIED**

(d) **Strategic Plan – Quarterly Update Strategic Priority 1 & 2**

A Report from the Deputy Superintendent, Assistant Superintendent Archer, Assistant Superintendent Brautigam, and the Executive Director, Learning Services was attached to the agenda package.

Assistant Superintendent Brautigam spoke to Inspired Learners in schools and environments where everyone can thrive feeling welcomed, engaged, and inspired.

The Executive Director of Learning Services next highlighted professional learning with a number of opportunities that are underway for administrators, teachers, and other staff. Offerings as presented in the monthly newsletter will feature literacy, numeracy, assessment, inclusive learning, and social emotional learning.

Assistant Superintendent Archer then spoke to how inspiring learners in the BC curriculum is competency focused.

Assistant Superintendent Brautigam talked about creating more opportunities for learner involvement through activities that raise awareness and increase engagement. In Objective 5, global citizenry and environmental stewardship are being implemented. This work further deepens core competency development, particularly in social awareness and responsibility.

Assistant Superintendent Archer reported on innovation that is embedded through Priorities 1 & 2 with innovation grants and working through the school story process.

Honouring and implementing the Truth and Reconciliation Call to Action related to education included a *Truth and Reconciliation Commission* kit distributed to all schools in September along with a poster of the Calls to Action in education.

As well, Resources were developed and shared in September in preparation for Truth and Reconciliation Day.

Trustees had questions and comments. Trustee Larson expressed appreciation for the detailed report.

**7. New Business**

Nil.

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

Liz Baverstock, President, Richmond Teachers' Association asked if the Board could take an integrated approach with the Sustainability Advisory Committee and noted that stakeholders are very interested in being a part of this work.

**9. Standing Committee Reports**

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

The next meeting is scheduled for Monday, January 10, 2022.

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

The next meeting is scheduled for Wednesday, January 19, 2022 at 6 pm.

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

- (i) **For information:** Minutes of meeting held November 3, 2021 were attached for information.

A meeting was held on December 1, 2021. The next meeting is scheduled for Wednesday, January 5, 2022 at 4:30 pm.

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

The next meeting is scheduled for Wednesday, January 19, 2022 at 11 am.

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

- (i) A Notice of Motion for Policy 401: *Recruitment of Personnel* was attached for information.

A meeting was held on December 13, 2021. The next meeting is scheduled for Monday, January 17, 2022 at 11 am.

**10. Correspondence**

Nil.

**11. Board Committee and Representative Reports**

(a) **Council/Board Liaison Committee**

A meeting was held on December 8, 2021

**12. Adjournment**

**156/2021 MOVED BY H. LARSON AND SECONDED BY D. SARGENT:**

**THAT** the Regular meeting of Wednesday, December 15, 2021 of the Board of Education (Richmond) be adjourned at 8:52 pm.

**CARRIED**

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S. NIXON,  
CHAIRPERSON

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C. WANG,  
SECRETARY TREASURER