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**PUBLIC MEETING AGENDA**  
**BOARD OF EDUCATION**

**WEDNESDAY, APRIL 27, 2022 – 7:00 pm**

**Telephone 604 668 6000**

Visit our Web Site @ [www.sd38.bc.ca](http://www.sd38.bc.ca)

The Richmond Board of Education acknowledges and thanks the First Peoples of the hən̓q̓əmiñəm (hun-ki-meen-um) language group on whose traditional and unceded territories we teach, learn and live.

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

- (a) Recognition of Visitors
- (b) Announcements
- (c) Any materials not included in packages available to the public

**2. Adoption of Agenda**

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

(a) **Presentations**

Nil.

(b) **Special Recognitions**

Nil.

(c) **Briefs**

Nil.

(d) **Questions from the Public**

Members of the public are invited to come forward with questions regarding agenda items.

***Communications Break***

**4. Executive**

**5. Approval of Minutes**

- (a) Regular meeting of the Board held Wednesday, March 30, 2022 for approval.
- (b) Record of an In-camera meeting of the Board held Wednesday, March 30, 2022.

**6. Business Arising**

- (a) **2022-2023 Annual Budget**  
Report from the Secretary Treasurer attached.

**RECOMMENDATION 1: 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 2022-2023 operating budget and that the Superintendent facilitate the discussion.

**RECOMMENDATION 2: THAT** the Board of Education (Richmond) **rise and report** from the committee of the whole discussion on the 2022-2023 operating budget.

- (b) **Diversity & Anti-racism Working Group Report. RECOMMENDATION.**  
Report from Assistant Superintendent Brautigam attached.

**7. New Business**

- (a) **Board Advocacy – for Discussion.**

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

Members of the public are invited to come forward with questions regarding agenda items.

**9. Standing Committee Reports**

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

The next meeting will be held on Monday, May 9, 2022.

(b) **Education Committee**

*Chair: Heather Larson*

*Vice Chair: Debbie Tablotney*

- (i) **For information:** Minutes of meeting held February 16, 2022 attached.

A meeting was held on April 20, 2022. The next meeting is scheduled for Wednesday, May 18, 2022 at 6 pm.

(c) **Facilities and Building Committee**

*Chair: Ken Hamaguchi*

*Vice Chair: Debbie Tablotney*

- (i) **For information:** Minutes of meeting held March 2, 2022 attached.

A meeting was held on April 6, 2022. The next meeting is scheduled for Wednesday, May 4, 2022 at 4:30 pm.

(d) **Finance and Legal Committee**

*Chair: Donna Sargent*

*Vice Chair: Ken Hamaguchi*

- (i) **For information:** Minutes of meeting held February 16, 2022 attached.

- (ii) **RECOMMENDATION. Trustee Expenses for the Three Months ending March 31, 2022 attached.**

A meeting was held on April 20, 2022. The next meeting is scheduled for Wednesday, May 18, 2022 at 10 am.

(e) **Policy Committee**

*Chair: Debbie Tablotney*

*Vice Chair: Sandra Nixon*

The next meeting is scheduled for Monday, May 16, 2022 at 11 am.

**10. Correspondence**

- (a) **For Action:**

Nil.

**11. Board Committee and Representative Reports**

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

A meeting was held on April 13, 2022. The next meeting date to be determined.

**12. Adjournment**

## **BOARD OF EDUCATION**

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**Visit our Web Site @ [www.sd38.bc.ca](http://www.sd38.bc.ca)**

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**The next meeting is scheduled for Wednesday, May 25, 2022**

### **Contact Persons regarding agenda items:**

**Superintendent of Schools, Mr. Scott Robinson – 604 668 6081**

**Secretary Treasurer, Ms. Cindy Wang – 604 668 6012**

- Please address any item for an upcoming Agenda to the Chairperson, Board of Education (Richmond) at: 7811 Granville Avenue, Richmond, BC V6Y 3E3.
- Items to include your name and address.
- Items received at the office of the Secretary Treasurer by 9 am the Thursday preceding a meeting of the Board will be included on the Agenda.
- Items arriving after the 9am Agenda deadline will be reserved for the next meeting of the Board.
- For further assistance, please contact the Executive Assistant to the Board at 604 295 4302.

**COMMITTEE APPOINTMENTS 2022**

	<b>AUDIT</b>	<b>EDUCATION</b>	<b>FACILITIES AND BUILDING</b>	<b>FINANCE AND LEGAL</b>	<b>POLICY</b>
<b>Chair</b>	Norman Goldstein	Heather Larson	Ken Hamaguchi	Donna Sargent	Debbie Tablotney
<b>Vice-Chair</b>	Donna Sargent	Debbie Tablotney	Debbie Tablotney	Ken Hamaguchi	Sandra Nixon
<b>Member</b>	Sandra Nixon	Richard Lee	Norman Goldstein	Norman Goldstein	Heather Larson
<b>Alternate</b>	Heather Larson	Sandra Nixon	Richard Lee	Heather Larson	Norman Goldstein
<b>Senior Leader</b>	Cindy Wang	Lynn Archer	Cindy Wang/Rick Ryan	Cindy Wang	Scott Robinson

	<b>Cambie Coordinating</b>	<b>Aboriginal Education Enhancement Agreement Advisory Committee</b>	<b>Child Care Development Advisory Committee</b>	<b>Council/Board Liaison Committee</b>	<b>Richmond Sister City Advisory Committee</b>
<b>Rep(s)</b>	Donna Sargent	Debbie Tablotney	Ken Hamaguchi	Sandra Nixon/ Heather Larson	Ken Hamaguchi
<b>Alternate</b>	Richard Lee	Donna Sargent	Heather Larson	Norman Goldstein	Debbie Tablotney
<b>Senior Leader</b>	Cindy Wang/Christel Brautigam	Jane MacMillan	Frank Geyer	Scott Robinson/Cindy Wang	Jason Higo
<b>Reports To</b>	Finance and Legal Com.	Education Com.	Facilities and Building Com.	Board of Education	Education Com.

	<b>BCPSEA</b>	<b>BCSTA Prov. Council</b>	<b>ELL Consortium</b>	<b>Vancouver Coastal Health Authority</b>
<b>Rep(s)</b>	Debbie Tablotney	Norman Goldstein	Donna Sargent	Heather Larson
<b>Alternate</b>	Donna Sargent	Heather Larson	Richard Lee	Sandra Nixon
<b>Senior Leader</b>	Laura Buchanan	Scott Robinson	Jane MacMillan	Scott Robinson
<b>Reports To</b>	Board of Education	Board of Education	Education Com.	Education Com.

	<b>SOGI Advisory Committee</b>	<b>Anti-Racism Working Group</b>
<b>Rep(s)</b>	Heather Larson	Ken Hamaguchi
<b>Rep(s)</b>	Sandra Nixon	Debbie Tablotney
<b>Senior Leader</b>	Scott Robinson	Christel Brautigam
<b>Reports To</b>	Education Com.	Board of Education

*The Chairperson or Vice Chairperson of the Board is the alternate to all standing committees in the absence of appointed Trustee. All Trustees are encouraged to attend standing committee meetings as they are available.*

**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, MARCH 30, 2022  
AT 7:00 P.M.**

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

*\*Present for a portion of the meeting*

**The Chairperson called the meeting to order 7:04 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 Goldstein** – Earth Day takes place on April 22 each year. Since its start in 1970, Earth Day has become an internationally celebrated event focused on promoting a healthy, sustainable habitat for all. Celebrating Earth Day serves as a conscious reminder of how important it is for individuals and communities to protect our planet.

This year, the theme for Earth Day is “Invest in our Planet”. In Richmond, schools will plan for different individual classroom and school activities to honour Earth Day. Many *Green Teams*, composed of students across grades, will lead the way in designing and supporting environmental initiatives.

Earth Day shares a connection to the district’s Strategic Plan Priority One: Inspired Learners. This strategic priority includes a focus on learner involvement in activities that raise awareness of, and increase engagement in, global citizenry and environmental stewardship. In addition to Earth Day, our schools celebrate and support environmental stewardship in a variety of ways throughout the year. Whether it be through participation in district Eco-Wise grants, district initiatives such as “Lights out Lunch” and Zero Waste campaigns, or through schoolwide and individual actions, Richmond students and staff demonstrate commitment to our environment, today and every day.

**Trustee Tablotney** – Planning is currently underway for Education Week, which will take place in the Richmond School District from April 25<sup>th</sup> to 29<sup>th</sup>. This year’s theme is “Connection”, which highlights the importance of coming together as a community and recognizes the significant role that schools have played in providing a place of connection for students and families during the pandemic.

As with last year, families and community members will be able to visit our district website to see samples of learning over the course of the week. Each day will focus on a particular theme: Connecting to Place, Diversity, Equity and Inclusion, Exploring Healthy Living and Well-Being, Learning Together, and Sharing our Gifts. Students, classrooms, schools, and community partners have been invited to submit photos, videos, and other examples of learning.

Education Week is also an opportunity to highlight many of the priorities in the Board’s strategic plan: inspired learners, equity and inclusion, and a connected learning community. We look forward to highlighting learning as we celebrate Education Week in Richmond.

**Trustee Larson** – Briefs regarding the 2022/2023 Annual Budget will be accepted without prior notice at the April 27, 2022 regular meeting 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** – Starting in April, the Board of Education will conduct its board meetings in person, providing online options for trustees and other members who cannot attend in person, as well as providing online access to the public via Zoom. Standing Committees for April will be held virtually through which the Committee Chairs will engage in conversations with our partner groups to determine what their preferred meeting format is and establish that for May.



(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**

**033/2022 MOVED BY H. LARSON AND SECONDED BY D. SARGENT:**

**THAT** the Wednesday, March 30, 2022 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**

Nil.

(b) **Special Recognitions**

Nil.

(c) **Briefs**

A Budget Brief was presented by Liz Baverstock, President, Richmond Teachers' Association. Ms. Baverstock spoke to the Budget Brief with a request from Richmond Teachers' Association (RTA) for the Board's consideration on additional supports regarding the Indigenous-Focused Graduation Requirement.

The Chairperson thanked Ms. Baverstock for the Brief.

**034/2022 MOVED BY D. SARGENT AND SECONDED BY H. LARSON:**

**THAT** the Board of Education (Richmond) refer the RTA Brief to the Budget Process.

**CARRIED**

(d) **Questions from the Public**

There were no questions from the public.

**4. Executive**

The Superintendent provided an update on the revised health and safety guidelines brought forward prior to Spring Break. The mask mandate for K-12 was lifted and masks are now a personal choice in schools. The Superintendent also added that the District is pleased to be able to move ahead with in person graduation and valedictory events for the first time since 2019.

Deputy Superintendent Ryan updated the Board on secondary organizational structures for the 2022-2023 school year. Background was shared on surveys provided to all secondary students, parent and staff members. Approximately 3,500 students, 2,500 parents and 500 secondary staff, 400 teaching and 100 support staff responded across the district. The purpose of the survey was to gather feedback on various secondary organizational structures implemented over the past two school years. The Deputy Superintendent concluded that over the next month, secondary school staff will be reviewing survey results for all participant groups and each principal will work with senior staff to determine the schedule format for next year based on all feedback received.

Learning Services Executive Director MacMillan provided information on the new Ministry requirement regarding indigenous graduate coursework that will come into effect for the 2023-2024 school year.

Trustees had comments and questions regarding the new requirement. Discussion ensued.

The Superintendent then shared activities and highlighted events from around the District during the month of March, 2022 in a presentation that will be featured on the District website for the next month.

## 5. Approval of Minutes

- (a) Regular meeting of the Board held February 23, 2022

### 035/2022 MOVED BY H. LARSON AND SECONDED BY D. TABLOTNEY:

**THAT** the Board of Education (Richmond) approve the Minutes of Wednesday, February 23, 2022 Regular meeting as circulated.

**CARRIED**

- (b) A Record of an In-camera meeting of the Board held February 23, 2022 was included for information.

## 6. Business Arising

- (a) **2022-2023 Capital Bylaw**

The Executive Director, Facilities Services provided background to the Capital Bylaw Report noting the projects supported by the Ministry. *Major Capital Projects* supported include Seismic Mitigation Program for Dixon and DeBeck Elementary Schools; *Minor Capital Projects* include School Enhancement Program, Carbon Neutral Capital Program, Playground Equipment Program. *The Building Envelope Program* and *Bus Replacements* were also included.

*The Chairperson read the 2022-2023 Capital Bylaw.*

A BYLAW by the Board of Education of School District No. 38 (Richmond) (hereinafter called the "Board") to adopt a Capital Plan of the Board pursuant to sections 143 (2) and 144 (1) of the *School Act*.

WHEREAS in accordance with provisions of the School Act the Minister of Education (hereinafter called the "Minister") has approved the Capital Plan of the Board.

NOW THEREFORE the Board agrees to the following:

- (a) authorize the Secretary-Treasurer to execute Project Agreement(s) related to the expenditures contemplated by the Capital Plan;
- (b) upon approval to proceed, commence the Project(s) and proceed diligently and use its best efforts to complete each Project substantially as directed by the Minister;
- (c) observe and comply with any order, regulation, or policy of the Minister as may be applicable to the Board or the Project(s); and,
- (d) maintain proper books of account, and other information and documents with respect to the affairs of the Project(s), as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

1. The Capital Bylaw of the Board for the 2022/23 Capital Plan as approved by the Minister, to include the supported project(s) specified in the letter addressed to the Secretary-Treasurer and Superintendent dated 15 March 2022 is hereby adopted.
2. This Bylaw may be cited as School District No. 38 (Richmond) Capital Bylaw No. **2022/23-CPSD38-01**.

***There was unanimous consensus to have 3 readings.***

**036/2022 1<sup>st</sup> READING MOVED BY N. GOLDSTEIN AND SECONDED BY K. HAMAGUCHI:**

**THAT** the Board of Education (Richmond) approve CAPITAL BYLAW No. 2022/23-CPSD38-01.

**CARRIED**

**037/2022 2<sup>nd</sup> READING MOVED BY D. SARGENT AND SECONDED BY R. LEE:**

**THAT** the Board of Education (Richmond) approve CAPITAL BYLAW No. 2022/23-CPSD38-01.

**CARRIED**

**038/2022 3<sup>rd</sup> AND FINAL READING MOVED BY H. LARSON AND SECONDED BY D. TABLOTNEY:**

**THAT** the Board of Education (Richmond) approve CAPITAL BYLAW No. 2022/23-CPSD38-01.

**CARRIED**

**CAPITAL BYLAW No. 2022/23-CPSD38-01 IS CARRIED.**

**(b) 2022-2023 School Site Acquisition Charge (SSAC)**

The Executive Director, Facilities Services provided background to the Provincial School Site Acquisition Regulations and the intent of the SSAC to raise revenue to cover 35% of the acquisition costs and school site property expansions required over a 10-year period identified in the school district's eligible school sites proposal.

*The Chairperson read the 2022-2023 SSAC Charge Bylaw:*

WHEREAS School District No. 38 (Richmond) (hereafter called the "Board") is an eligible school district pursuant to Division 10.1 of the Local Government Act for which the Board has indicated an eligible school site requirements in its approved 2022-2023 Five-Year Capital Plan;

AND WHEREAS, the Board submitted its eligible school site requirement pursuant in its capital plan to the Ministry of Education after the Board consulted with and received approval from each local government within the School District pursuant to the Local Government Act;

AND WHEREAS, the site acquisition component of the 2022-2023 Five-Year Capital Plan for School District No. 38 (Richmond) was approved by the Minister of Education on the 15<sup>th</sup> day of March, 2022 with the Minister requiring that the School Site Acquisition Charge Bylaw be adopted by the Board within sixty (60) days;

NOW THEREFORE, the Board enacts as follows:

1. This bylaw may be cited as School District No. 38 (Richmond) Bylaw SSAC 2022-1 to set the 2022-2023 School Site Acquisition Charge.
2. "Eligible Development" means
  - (a) A subdivision of land in School District No. 38 (Richmond); or
  - (b) Any new construction, alteration, or extension in School District No. 38 (Richmond) that increases the number of self-contained units on a parcel.

3. Pursuant to Division 10.1 of the Local Government Act, the Board establishes the charges applicable to the prescribed categories of eligible development for the School District in accordance with the following formula:  
 $SSAC = [(A \times B) / C] \times D$

WHERE SSAC

= the School Site Acquisition Charge applicable to each prescribed category of eligible development

A = \$75,000,000 (the approved value of land required to meet the Board's eligible school site requirements)

B = 35 percent [pursuant to Section 937.5(1)]

C = 16,740 (the number of approved eligible development units); and

D = a factor set by Provincial Regulation for each prescribed category of eligible development.

4. The school site acquisition charges applicable to the categories of eligible development as prescribed by BC Regulation 17/00 for the school district are set out in the table below:

<b>Prescribed Category of Eligible Development (BC Reg 17/00)</b>	<b>D</b> <i>(Factor Set by BC Reg 17/00)</i>	<b>School Site Acquisition Charge</b> <b>SSAC = [(A X B) / C] x D</b> <i>(The SSAC rate is capped at maximum allowed pursuant to Provincial Regulations)</i>
Low Density (< 21 units/ha)	1.25	\$1,000 per unit
Medium Low Density (21-50 units/ha)	1.125	\$900 per unit
Medium Density (51-125 units/ha)	1.000	\$800 per unit
Medium High Density (126-200 units/ha)	0.875	\$700 per unit
High Density (> 200 units/ha)	0.750	\$600 per unit

5. The school site acquisition charge does not come into effect until sixty (60) days after the adoption of the bylaw or as regulated by the Province.

***There was unanimous consensus to have 3 readings.***

**039/2022 1<sup>st</sup> READING MOVED BY D. SARGENT AND SECONDED BY N. GOLDSTEIN:**

**THAT** the Board of Education (Richmond) approve SSAC Bylaw No. 2022-1 to set the 2022-2023 School Site Acquisition Charge.

**CARRIED**

**040/2022 2<sup>nd</sup> READING MOVED BY K. HAMAGUCHI AND SECONDED BY D. TABLOTNEY:**

**THAT** the Board of Education (Richmond) approve SSAC Bylaw No. 2022-1 to set the 2022-2023 School Site Acquisition Charge.

**CARRIED**

**041/2022 3<sup>rd</sup> AND FINAL READING MOVED BY H. LARSON AND SECONDED BY R. LEE:**

**THAT** the Board of Education (Richmond) approve SSAC Bylaw No. 2022-1 to set the 2022-2023 School Site Acquisition Charge.

**CARRIED**

**SSAC BYLAW No. 2022-1 to set the 2022-2023 SCHOOL SITE ACQUISITION CHARGE IS CARRIED.**

**(c) Strategic Plan – Quarterly Update Strategic Priority 4 & 5**

The Executive Director, Human Resources presented on Strategic Priority 4 – a Progressive Workplace. The presentation highlighted that the District attracts and retains effective employees by promoting and supporting health and wellness, and professional development. The Richmond School District is an employer of choice, committed to recruiting a diverse workforce; encouragement for professional learning, leadership, and skill development for all staff; employee health and well-being is valued and supported in a culture of caring; and staffing allocations that are determined equitably, responsibly, and responsively.

Trustee Hamaguchi commented on the positive process and objective data to measure what works well for District staffing. Trustees thanked the Executive Director and her team for all the hard work and supporting employees over the past two years.

The Secretary Treasurer also presented Strategic Priority 4 noting that the District engaged the firm PwC to conduct an Enterprise Risk Management (ERM) Review. The ERM review will formally identify, and document significant risk factors at the enterprise level. The purpose of the review is to identify potential events that may occur or hinder the District's ability to achieve strategic objectives. At the end of the process, the objective will be to build a systematic and proactive approach to manage risks in the system. PwC is currently working on the final report which will be provided to the Board before the end of the school year.

Trustee Goldstein thanked the Secretary Treasurer for the detailed report and work of the team in cooperative collaboration with the consultants.

The Director of Communications then presented on Strategic Priority 5 – a Connected Learning Community. The Director spoke to the first two goal areas regarding external and internal communication practices. The Director outlined the District's practices to develop communication guidelines and the design standards document. The resource outlines best practices and provides clear guidance to staff when creating documents and presentations. Objective two will utilize analytics to improve the District and school websites to enhance the user's

experience. This information will help the District to optimize content, improve navigation and meet the needs of visitors.

The Superintendent of Schools next presented on Goal Three - Student Voice. The goal outlines how students' voices and perspectives will be valued, encouraged, and embedded. The goal involves creating a variety of ongoing opportunities to activate student voice. The first action item was creating a working group with 25 students from grade 7-12, which has been established.

The group has met several times under District Administrator of Student Voice and Leadership, Jim Allison. The group's focus has been on defining student voice and their priorities that will filter out from the District level to each of the schools in the District.

Trustees commented on the inspiring work from the District, its students and leadership.

*The Chairperson called for a recess break at 9:04 pm.*

*The Public Meeting reconvened at 9:13 pm*

**7. New Business**

- (a) Nil.

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

There were no questions from the public.

**9. Standing Committee Reports**

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

The next meeting will be held on Monday, May 9, 2022.

- (b) **Education Committee**  
*Chair: Heather Larson*  
*Vice Chair: Debbie Tablotney*

The next meeting is scheduled for Wednesday, April 20, 2022 at 6 pm.

- (c) **Facilities and Building Committee**  
*Chair: Ken Hamaguchi*  
*Vice Chair: Debbie Tablotney*

- (i) Minutes of meeting held February 2, 2022 were attached for information.

- (ii) **RECOMMENDATION: Classroom Ventilation Program**

The Executive Director, Facilities Services provided background on the Classroom Ventilation Program. COVID-19 pandemic has highlighted the need for appropriate ventilation in schools that do not currently have

mechanical ventilation systems. The proposed solution would address the well-documented need for all schools to have fully functioning ventilation systems moving into the future.

**042/2022 MOVED BY K. HAMAGUCHI AND SECONDED BY N. GOLDSTEIN:**

**THAT** the Richmond Board of Education approve the Facilities & Building Committee recommendation to proceed with the proposed Classroom Ventilation Program as presented to a maximum cost of \$12 Million funded from Local Capital Reserves.

**CARRIED**  
NEGATIVE: D. SARGENT

A meeting was held on March 2, 2022. The next meeting is scheduled for Wednesday, April 6, 2022 at 4:30 pm.

(d) **Finance and Legal Committee**

*Chair: Donna Sargent*  
*Vice Chair: Ken Hamaguchi*

The next meeting is scheduled for Wednesday, April 20, 2022 at 10 am.

(e) **Policy Committee**

*Chair: Debbie Tablotney*  
*Vice Chair: Sandra Nixon*

(i) Minutes of meeting held December 13, 2021 were attached for information.

A meeting was held on March 7, 2022. The next meeting is scheduled for Tuesday, April 19, 2022 at 11 am.

**10. Correspondence**

(a) **For Action:**

Correspondence from CUPE Local 716 dated March 9, 2022 regarding the April 28<sup>th</sup>, National Day of Mourning.

**043/2022 MOVED BY H. LARSON AND SECONDED BY K. HAMAGUCHI:**

**WHEREAS** the Board of Education (Richmond) wishes to express support to CUPE Local 716 for their desire to recognize death and injury of workers on the job;

**BE IT RESOLVED THAT** the Board of Education (Richmond) officially recognize April 28<sup>th</sup> as the National Day of Recognition for Workers Killed or Injured on the Job with a one-minute cessation of work at 11 am on Thursday, April 28, 2022;

**AND FURTHER THAT** flags in the district be lowered to half-mast on that day.

**CARRIED**



**11. Board Committee and Representative Reports**

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

The next meeting is scheduled for Wednesday, April 13, 2022 at 9:30 am.

**12. Adjournment**

**044/2022 MOVED BY H. LARSON AND SECONDED BY D. TABLOTNEY:**

**THAT** the Regular meeting of Wednesday, March 30, 2022 of the Board of Education (Richmond) be adjourned at 9:44 pm.

**CARRIED**

\_\_\_\_\_  
S. NIXON,  
CHAIRPERSON

\_\_\_\_\_  
C. WANG,  
SECRETARY TREASURER

DRAFT

**DATE:** April 27, 2022  
**FROM:** C. Wang, Secretary Treasurer  
**SUBJECT:** Record of an In-Camera Board Meeting held March 30, 2022

The Board of Education School District No. 38 (Richmond) would like to report that the following was discussed at an in-camera meeting of the Board held March 30, 2022.

- |                                       |  |
|---------------------------------------|--|
| (a) Briefs and Presentations:         | Nil.   |
| (b) Business Arising out of Minutes:  | Administrative and personnel items were discussed. |
| (c) New Business:                     | An administrative item was discussed.              |
| (d) Executive:                        | Administrative items were discussed.               |
| (e) Standing Committee Reports:       | Administrative items were discussed.               |
| (f) Board Committee and Rep. Reports: | Nil.   |
| (g) Correspondence:                   | Nil.   |
| (h) Record of Disclosure:             | Nil.   |

Below find an excerpt from Board Policy which outlines those matters that constitute In-Camera material.

**Pursuant to Board Policy 201, unless otherwise determined by the Board, the following matters shall be considered in-camera;**

To protect individual privacy and the Board's own position, in-camera meetings may be conducted to discuss issues such as:

- individual student matters;
- individual employee matters;
- legal concerns;
- negotiating collective agreements;
- negotiating contracts;
- the sale or purchase of land.

Trustees will not disclose to the public or employees the proceedings of an in-camera session unless a resolution has been passed at the closed meeting to allow such disclosure.

## Report to the Board of Education (Richmond) PUBLIC

**DATE:** April 27, 2022  
**FROM:** Cindy Wang, Secretary Treasurer  
**SUBJECT:** 2022/2023 Budget Update

The following report to the Board is for information only. No further action on the part of the Board is required at this time.

### Background

Prior to the COVID-19 Pandemic (March 2020 or 2019/2020 school year), the District's three-year base budget projection reflected a structural surplus position resulting from enrolment growth, increased CEF funding and strong international education revenues. Since March 2020, the District has been negatively impacted by the pandemic due to lower international tuition revenues and higher costs of enhanced health and safety requirements.

Finance staff have completed a three-year base budget for 2022/2023 and the two subsequent school years. The base budget reflects projected student enrolment, operating grants from the Ministry of Education, all known and projected cost pressures and any other changes to revenues and expenditures.

Ministry's operating grant revenue comprises 92% of the District's total revenue. The operating grant funding announced by the Ministry on March 11, 2022 reflects a status quo funding structure with no grant rate increases to cover inflationary cost factors and any other contractual staffing cost increases. The District's other revenue streams, such as international tuition revenue, rental revenue and investment income, are forecast to gradually recover but likely to be below the pre-pandemic levels in 2022/2023.

The three-year base budget reflects an operating shortfall of \$3.9 million for 2022/2023 and smaller shortfalls in each of the next two years. The shortfall positions are prior to any Board approved budget adjustments and do not reflect the appropriation of any reserves to balance the budget. The Board is required to submit a balanced budget to the Ministry of Education on or before June 30, 2022.

### Operating Fund Three-Year Base Budget

The 2022/2023 three-year base budget is estimated based on the above information and shown in the table below:

	<b>Amended</b>			
	<b>2021/2022</b>	<b>2022/2023</b>	<b>2023/2024</b>	<b>2024/2025</b>
<b>Revenue</b>				
Ministry Operating Grant	196,653,847	197,438,134	200,958,258	204,016,989
Other Ministry Grants	3,230,576	2,739,555	2,739,555	2,739,555
Other Fees and Revenue	17,643,615	17,885,876	18,822,871	20,002,023
<b>Total Revenue</b>	<b>217,528,038</b>	<b>218,063,565</b>	<b>222,520,684</b>	<b>226,758,567</b>
<b>Expenses</b>				
Salaries	159,801,932	160,225,507	162,277,977	164,864,396
Benefits	39,868,898	40,170,393	41,101,455	41,973,100
Services and Supplies	19,100,842	19,587,688	20,121,046	20,656,841
<b>Total Expenses</b>	<b>218,771,672</b>	<b>219,983,588</b>	<b>223,500,478</b>	<b>227,494,337</b>
Local Capital	(2,356,500)	(2,000,000)	(2,300,000)	(2,600,000)
<b>Net Surplus (Shortfall)</b>	<b>(3,600,134)</b>	<b>(3,920,023)</b>	<b>(3,279,794)</b>	<b>(3,335,770)</b>
<b>Net Surplus (Shortfall) as a % of Budget</b>		<b>-1.8%</b>	<b>-1.5%</b>	<b>-1.5%</b>

**Projected 2021/2022 Unrestricted Operating Surplus and Reserves**

The current projection for 2021/2022 is that the district will end the year with unrestricted fund balances of approximately \$7.5 million, or over 3.5% of the total operating budget, as follows:

Beginning of the year operating fund balance	\$ 1.3 million
Unrestricted Local Capital Reserve	3.3 million
Contingency Reserve Local Capital	2.0 million
Current year projected additional surplus (shortfall)	<u>1.0 million</u>
	<b>\$ 7.5 million</b>

Unrestricted fund balances are available to be: a) appropriated by the Board to balance the annual operating budget on a one-time basis; b) restricted by the Board for one-time operating expenditures; c) transferred to local capital reserve for future capital projects; or d) remain as unrestricted fund balance to cover future emerging or unforeseen costs.

**Budget Process and Guiding Principles**

The District’s budget process provides an opportunity for staff, stakeholders and the public to provide their input and feedback on the budget in a transparent and inclusive manner. The budget process follows a set of guiding principles:

- The budget will support and align to the Board’s strategic plan and priorities and reflect the Board’s commitment to responsible long term fiscal planning
- Budget processes will be inclusive, transparent and will encourage stakeholder and community input
- All budget decisions will be focussed on creating and maintaining educational programs and services for students which maximize opportunities for learning
- Budget decisions will support a culture of innovation and responsiveness to system change, while maintaining cost effectiveness and long term sustainability
- Business and operational services and systems required to support schools and students will be based on best practices and maintained in an efficient and cost effective manner
- Budget decisions will be based on accurate, relevant data and information

## Options to Balance the Budget and Potential Budget Adjustments

Following the budget guiding principles, a preliminary list of potential budget adjustments to address the budget shortfall has been developed and shared with the Budget Advisory Working Group. In an effort to minimize staffing reductions, management has taken a critical review of all departmental and school services and supplies budgets to find efficiencies and savings. The total identified savings in services and supplies is approximately \$0.9 million.

Unfortunately, the underfunding of operating grants, combined with the negative impact of the pandemic on the international tuition and other revenues, will mean that there will be some unavoidable staffing reductions in 2022/2023. This is also due to the fact that the majority (or 92%) of the total operating budget is in staffing costs including salaries and benefits.

The following table summarizes the proposed budget adjustments for 2022/2023:

	Budget Adjustment Description	Employee Group	FTE	\$ Amount	RTA		CUPE		Management		Services & Supplies
					FTE	\$ Amount	FTE	\$ Amount	FTE	\$ Amount	
1	Supplies and Services		-	(\$906,000)							(\$906,000)
2	Career Information Advisors	CUPE	(5.1)	(\$261,000)			(5.1)	(\$261,000)			
3	District Career Information Advisors	CUPE	2.0	\$104,000			2.0	\$104,000			
4	Library Technicians	CUPE	(5.0)	(\$261,000)			(5.0)	(\$261,000)			
5	Administration Time Allocation	Management	(1.0)	(\$171,000)					(1.0)	(\$171,000)	
6	Energy Specialist Fortis BC - AFG	Management	(0.3)	(\$29,000)					(0.3)	(\$29,000)	
7	Manager Facilities Planning - RPT	Management	(0.4)	(\$56,000)					(0.4)	(\$56,000)	
8	Manager Energy Sustainability - AFG	Management	(0.1)	(\$14,000)					(0.1)	(\$14,000)	
9	Assistant Manager Operations Rental	Management	1.0	\$96,000					1.0	\$96,000	
10	Water Flusher - Unfilled Positions	CUPE	(2.0)	(\$124,000)			(2.0)	(\$124,000)			
11	Administrative Assistant - RPT	CUPE	(0.1)	(\$6,000)			(0.1)	(\$6,000)			
12	Facilities Office Coordinator - Attrition	CUPE	(0.8)	(\$49,000)			(0.8)	(\$49,000)			
13	Operations Foreperson - AFG	CUPE	(1.0)	(\$75,000)			(1.0)	(\$75,000)			
14	Administrative Assistant	CUPE	(1.0)	(\$60,000)			(1.0)	(\$60,000)			
15	Network Data Installer	CUPE	(1.0)	(\$68,000)			(1.0)	(\$68,000)			
16	Teacher Consultant - Fine Arts/Social Studies	RTA	(0.4)	(\$48,000)	(0.4)	(\$48,000)					
17	Teacher Consultant - Science	RTA	(1.0)	(\$120,000)	(1.0)	(\$120,000)					
18	Teacher Consultant - Indigenous Education	RTA	0.4	\$48,000	0.4	\$48,000					
19	School Psychologist	RTA	(1.0)	(\$100,000)	(1.0)	(\$100,000)					
20	Speech Language Pathologist	RTA	(1.0)	(\$91,000)	(1.0)	(\$91,000)					
21	Educational Assistant - Literacy Support	CUPE	(1.0)	(\$56,000)			(1.0)	(\$56,000)			
22	District Administrator	Management	(0.5)	(\$98,000)					(0.5)	(\$98,000)	
23	Director of Instruction	Management	(1.0)	(\$215,000)					(1.0)	(\$215,000)	
<b>Total Net Budget Adjustments</b>			<b>(20.3)</b>	<b>(\$2,560,000)</b>	<b>(3.0)</b>	<b>(\$311,000)</b>	<b>(15.0)</b>	<b>(\$856,000)</b>	<b>(2.3)</b>	<b>(\$487,000)</b>	<b>(\$906,000)</b>

It is also proposed that the District will leverage the unrestricted reserve funds to balance the budget and cover the remaining shortfall of \$1.3 million by using reserves. The combination of using reserves and reducing operating costs to balance the budget will enable the District to align its operations with the new fiscal reality, while softening the impact of the adjustments on schools and classrooms.

## Conclusion

The District will continue to seek feedback and input from stakeholders and the public on budget priorities and present a recommended 2022/2023 budget for the Board's consideration and approval in the May 25 Public Board meeting.

Respectfully submitted,

*Cindy Wang*  
Secretary Treasurer

## Report to the Board of Education (Richmond) PUBLIC

**DATE:** APRIL 27, 2022

**FROM:** Christel Brautigam, Assistant Superintendent

**SUBJECT:** DIVERSITY AND ANTIRACISM WORKING GROUP REPORT

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### RECOMMENDATION

That the Board receive the report of the Diversity and Anti-Racism Working Group, and support the priorities identified through:

1. Establishment of a DEI Advisory Committee to work with staff to move forward on the priorities identified by the Diversity and Antiracism Working Group.
2. Monitoring progress on these priorities through the strategic plan update process, regular reporting from the DEI Advisory Committee through the board standing committee structure, and an annual report to the Board from the DEI Advisory Committee.

### STRATEGIC PLAN REFERENCE

Strategic Priority Two, Goal One: *District learning environments are equitable and inclusive.*

Strategic Priority Two, Goal Two: *The district actively addresses unconscious bias and privilege, systemic discrimination and marginalization based on factors such as ability, colour, cultural identity, gender, gender identity, Indigeneity, political beliefs, race, religious beliefs, sexual orientation, and socio- economic status.*

*Objective 1.2: Conduct an antiracism audit to examine our policies, language used in publications, stakeholder experiences, etc.*

*Objective 1.3: Review, prioritize and develop a workplan to implement recommendations based on antiracism audit (subject to Board approval).*

*Objective 2.4: Review and take action on additional recommendations emerging from antiracism audit and equity scan (subject to Board approval).*

### BACKGROUND

The Diversity and Antiracism Working Group was formed as a result of the following motion made at the June 10, 2020 public meeting of the Board of Education.

**THAT** the Board of Education (Richmond) form a Diversity and Antiracism Working Group in the upcoming school year, comprised of board and district stakeholder representatives, with a mandate which will include:

- consultation with students, staff, and other partner groups regarding their experiences with racism within the school district

- a review of what the district is currently doing with respect to educating students about various forms of racism
- a review of current district policy and practices regarding incidents of racism
- identification of what gaps the district needs to address regarding anti-racism education and practices, including but not limited to, policy, hiring practices, staff professional development, school and district culture and educational initiatives, and advocacy regarding curriculum and other provincial initiatives
- and make recommendations to the Board for further action

## PROCESS

The Diversity and Antiracism Working Group is comprised of two Trustee representatives, as well as members from the following partner groups: CUPE, RASA, RDPA RMAPS, RTA, and Executive. The Diversity and Antiracism Working Group was formed in the Fall of 2020.

To fulfil the Board’s mandate, the Diversity and Antiracism Working Group sought the services of a consulting company to conduct a Diversity, Equity, and Inclusion (DEI) audit.

Proposals for audits were received from eight local consulting companies and were reviewed by the Diversity and Antiracism Working Group. Criteria for selection included:

- A diverse team that could support the scope of our work;
- Previous experience with school districts;
- A willingness to work with the working group to have input into the process and survey design;
- A focus on both qualitative and quantitative data;
- A genuine interest in our mandate;
- Clarity and accountability in the audit process;
- Provision of specific and actionable recommendations; and
- Provision of advice on how to sustain the work going forward.

The Diversity and Antiracism Working Group determined that Bakau Consulting, located in Vancouver, provided the best fit for our mandate and criteria.

The team at Bakau Consulting gathered and analyzed both qualitative and quantitative data in June 2021 from:

- Secondary Student Survey (978 respondents)
- Elementary Student Survey (644 respondents)
- Parent and Alumni Survey (545 respondents)
- Employee Survey (617 respondents)
- 18 focus groups representing all partner groups (420 participants)
- 40 documents inclusive of policies and manuals

There are three reports that form the entire audit package which was received in November 2021:

- Key Terminology, Survey and Focus Group Data and Analysis
  - Survey data in the form of graphs and charts
  - An analysis section that highlights what the data may mean in context
  - Focus group summaries of overall themes and themes specific to the partner groups
  - Some direct quotes from respondents
- Analysis of Policies and Procedures
- Recommendations

The Diversity and Antiracism Working Group is extremely grateful to the students, parents, and staff who contributed to the audit process by filling in the surveys and participating in focus groups. It was of high importance to the working group that all of the data was considered very carefully in order to honour the vulnerability with which people came forward to share their views and experiences.

The data represents the personal experiences and stories of the participants in the surveys and focus groups who are from partner groups in SD38. The audit package highlights areas of need expressed by those who participated and highlights the voices of those who expressed feelings of marginalization. The audit package is designed to identify areas requiring attention. While there are many areas where the district is doing well in relationship to DEI, the intention of this report and the audit package from Bakau Consulting is to draw our attention to potential areas for improvement.

## RECOMMENDED PRIORITIES

The Diversity and Antiracism Working Group engaged in a process of systematically reviewing the audit package from Bakau Consulting. After a thorough analysis, the working group is bringing forward the following recommended priorities for the Board's consideration.

### **Establish a DEI Advisory Committee**

#### **Rationale:**

The Diversity and Antiracism Working Group has identified eight priorities outlined below based on the audit package from Bakau Consulting. These priorities require focused attention from staff and partner groups to ensure these priorities are successfully implemented. A DEI Advisory Committee that includes representatives from partner groups will support the priorities through ongoing engagement and commitment to the identified priorities and reviewing progress on them.

#### **Draft Terms of Reference:**

#### **Mandate:**

A representative school district partner group advisory committee will be established. This committee will act in an advisory capacity for the implementation of the priorities outlined in this report.

#### **Composition:**

- Trustees
- Assistant Superintendent, Executive Director - Human Resources, District Administrator Equity and Inclusion, Teacher Consultant Equity and Inclusion,
- Partner Group Representatives; CUPE, RASA, RDPA, RMAPS, RTA, Students, Community Partners (such as RCMP, City of Richmond, etc as appropriate)

#### **Reporting:**

- Report to Board of Education on a regular basis (on a schedule determined by the Board of Education) regarding progress on implementation of the priorities including operational planning, and establishment of goals and targets in alignment with Strategic Priorities
  - This may be achieved through the Strategic Plan update process, regular reporting through the standing committee structure and an annual report to the board



**Meetings:**

- Meeting frequency to be established once the committee has been formed

**Develop an Employee Focused DEI Implementation Strategy**

**Rationale:**

Through the surveys and focus groups conducted as part of the DEI audit, participants across employee groups expressed a strong desire for learning opportunities related to DEI. The Diversity and Antiracism Working Group feels that fostering a strong connection to why these learning opportunities are important will increase engagement in the learning. Many respondents referenced inappropriate joking and stereotyping as regular occurrences in our schools and district workplaces. It will be important to develop learning opportunities for all employees to make clear the impact of inappropriate behaviour, as well as setting a clear expectation for appropriate behaviours. Ideally, all employees will be provided foundational understandings from which to grow and develop an appreciation of why DEI is a district priority.

**Develop a Student Focused DEI Implementation Strategy**

**Rationale:**

Many student respondents referenced inappropriate joking and stereotyping as regular, frequent occurrences in school. Some students also reported feeling marginalized, unsafe, unheard, and discriminated against. Many students expressed a desire to be involved in the solution, and in supporting their fellow students to understand the impact and harm caused through behaviours that further feelings of marginalization and exclusion. They also expressed the need to feel heard and supported by adults when reporting and discussing issues related to DEI. The development of learning materials and supports for educators to understand the implications and impact of certain behaviours on students, as well as setting a clear expectation that this behaviour is unacceptable in Richmond schools is necessary.

**Support All Schools and Facilities to be Safe and Brave Spaces**

**Rationale:**

Spaces that are inclusive of all, and where all (employees, students, parents, and the community) feel comfortable learning, working, sharing, and growing are considered to be 'safe and brave.' The surveys and focus groups surfaced that many students reported feeling excluded in school settings. Additionally, many students, parents, and staff expressed they feel powerless to share their thoughts and feelings, or to report an incident without fear of repercussion or being marginalized. The opportunities to hear and take action on feedback from our partner groups on an ongoing basis will strengthen the overall commitment to the district's DEI goals and contribute to the growth of safe and brave spaces.

**Ensure That Clear Reporting Guidelines for Incidents Causing Harm, such as Discrimination, Racism, and Sexual Harassment are Implemented, Including Measures to Make Reporting Safer, and to Provide Clarity Regarding All Steps That will be Followed in the Process**

**Rationale:**

Across all partner groups there was considerable feedback about a lack of clarity regarding what to do if harm is caused; how to report it, who to report it to, and what the next steps should be. There was expressed discomfort in reporting to school personnel for fear of how the person reporting may be viewed for bringing an issue forward. There was a general feeling that too often, nothing would come from reporting a concern. Staff, students, and parents require adequate support to understand the accountability process and the impacts of harm.

This includes, through a trauma informed lens, developing clear structures and supports for those whom incidents of discrimination, racism, sexual harassment, and other incidents of harm (such as joking and stereotyping) are reported including what to do after an event is experienced, witnessed or reported so that there are clear expectations for the witness or person to whom an event is reported

### **Update and/or Develop District Policies and Regulations with Clearly Articulated DEI Principles and Consideration of the Intended Reading Audience**

#### **Rationale:**

Policies and regulations are the foundation from where the school district's values and commitment to equity and inclusion are articulated. It was identified that many policies include outdated language that does not reflect today's evolving terminology. Due to the sometimes complex nature of policy language, if individuals are not familiar with reading policy, the sheer volume and complexities of how all these documents interact can pose barriers to understanding. Ensuring that policies are reviewed and developed with DEI principles in mind will help make the commitment to equity and inclusion more visible. Examples of this may include consistent templates for policy documents to make policy more user friendly.

The report from Bakau Consulting includes reference to specific policies that the Policy Committee may wish to analyze in more detail.

### **Increase Student Voice and Leadership in DEI Initiatives**

#### **Rationale:**

A number of students expressed a desire to be directly involved in supporting DEI work in their schools. The students who participated in focus groups were passionate advocates for cultivating a sense of ownership and youth leadership in the area of DEI and expressed that their peers would be more inclined to model behavior they see championed by other students.

Increasing student voice includes seeking ways to include all student voices meaningfully and in safe and supportive ways, to engage in a consistent feedback loop between students and staff, as well as involving students in changing culture to reduce discrimination and harm.

### **Engage in Decolonizing Practices as Part of the Board's Commitment to Truth and Reconciliation**

#### **Rationale:**

As part of the Board's commitment to Truth and Reconciliation as referenced in Strategic Priority 1, Goal 3 and the District's current Aboriginal Enhancement Agreement, active reflection on the impact of systemic structures that many view as colonial is an important aspect of DEI work. There is an expressed

desire for DEI work to be integrated and embedded within the work of the school district. Actions in isolation may be deemed performative because they do not go deeper to combat the underlying inequity. The deeper work of DEI must incorporate ongoing actions, practices, policies, and procedures that ensure the sustainability and growth of the work over time.

**Some examples of decolonizing practices as they may relate to SD38 include but are not limited to;**

- Recognizing the ongoing impacts of colonialism by reflecting on whose knowledge and ways are given priority in policy, procedure and practice, with the question, is there a balance of viewpoints and representation?
- Fostering a connection to place in district spaces including classroom learning, and land acknowledgements
- Honouring the First People's Principles of Learning
- Undergoing continual reflection on policies and existing structures to reveal where there may be embedded bias towards any person or group of people
- Including healing and restorative practices when a harm is caused
- Validating experiences with a focus on resilience and resolution verses a deficit approach
- Focusing on communication strategies that seek to bring more people into the conversation including parents and the community

**Develop Inclusive Supports for the Parent/Caregiver Community Including Parent Advisory Councils**

**Rationale:**

Increasing parental engagement by developing a greater appreciation and celebration of diversity is extremely important to the parent-school relationship. Diversity within our school communities continues to grow, and many parents expressed a desire to learn how to strengthen relationships across diverse communities. A number of parents also expressed a desire to learn more about what is happening in schools so that they can partner in deepening their child's learning related to DEI.

**CONCLUSION:**

The district is very grateful to all the members of the Diversity and Antiracism Working Group who have demonstrated enormous commitment to the mandate set out by the Board in June 2020. As the mandate of the working group comes to a close, and the Board considers the priorities identified in this report, the members of the Diversity and Antiracism Working Group would also like to thank the Board for its ongoing commitment to furthering the work of diversity, equity, and inclusion through the goals of the strategic plan, further supported by the findings of the working group. The Diversity and Antiracism Working Group would also like to express sincere gratitude to the students, parents and staff who shared their voices through the survey and focus group process.

*Respectfully submitted,*

*Christel Brautigam  
Assistant Superintendent*

**School District No. 38 (Richmond)**  
**7811 Granville Avenue, Richmond, BC V6Y 3E3**

## **EDUCATION COMMITTEE PUBLIC MEETING MINUTES**

Minutes of a PUBLIC meeting of Education Committee held virtually via Zoom on Wednesday, February 16, 2022 at 6:00 pm.

Present:

Heather Larson, Chairperson  
Debbie Tablotney, Vice-Chairperson  
Richard Lee, Trustee Member  
Norm Goldstein, Trustee  
Ken Hamaguchi, Trustee  
Sandra Nixon, Trustee  
Lynn Archer, Assistant Superintendent  
Larry Antrim, District Vice-Principals – Learning Services  
Liz Baverstock, President, Richmond Teachers' Association  
JW Cho, Executive Member, Richmond Teachers' Association  
Lester Leung, Member, Richmond Association of School Administrators  
Jane MacMillan, Executive Director – Learning Services  
Dionne McFie, Past President, Richmond District Parents Association  
Marie Ratcliffe, District Administrator – Learning Services  
Andrew Scallion, President, Richmond District Parents Association  
Helen Shen, Executive Assistant (Recording Secretary)

Members of the Public:

The meeting was called to order at 6:02 pm.

### **1. ADOPT AGENDA**

The agenda was adopted as circulated.

### **2. APPROVE MINUTES**

The minutes of the meeting held Wednesday, January 19, 2022 were approved as circulated.

### **3. INCLUSIVE LEARNING**

Staff provided provided an introduction and overview for inclusive learning through the lens of the Board's strategic priority, referencing Strategic Priority 1 – Inspired Learners, and Strategic Priority 2 – Equity and Inclusion. The presentation outlined the evolution of inclusive learning in the District; explained the structures, resources, and partnerships that support inclusive learning; and highlighted areas of professional learning focus areas. In response to questions from the Richmond District Parent Association, staff expanded on the differences of adaptations

and modifications, as well as supplemental and replacement, in the context of individual education plans (IEPs).

**4. EDUCATION WEEK**

Staff provided an overview of themed virtual events during Education Week, April 25 – April 29, 2022 to celebrate the incredible learning happening in our District.

**5. NEXT MEETING DATE – APRIL 20, 2022.**

**6. ADJOURNMENT**

The meeting adjourned at 7:00 pm.

**School District No. 38 (Richmond)**  
**7811 Granville Avenue, Richmond, BC V6Y 3E3**

## **FACILITIES AND BUILDING COMMITTEE MEETING MINUTES**

Minutes of a **PUBLIC** meeting of the Facilities and Building Committee held via Zoom Meeting, on Wednesday, March 2, 2022 at 4:30 p.m.

Present:

Ken Hamaguchi, Committee Chairperson  
Debbie Tablotney, Committee Vice-Chairperson\*  
Norman Goldstein, Trustee Member  
Heather Larson, Trustee  
Sandra Nixon, Trustee  
Donna Sargent, Trustee  
Cindy Wang, Secretary Treasurer  
Frank Geyer, Executive Director, Facilities Services  
Liz Baverstock, President, Richmond Teachers' Association  
Steve Wenglowski, 2nd Vice President, Richmond Teachers' Association  
Jason Leslie, Vice President, Richmond Association of School Administrators  
Joel Canlas, Richmond Management and Professional Staff  
Andrew Scallion, President, Richmond District Parents Association  
Hugo David Madeira, Vice President, Richmond District Parents Association  
Dionne McFie, Past President, Richmond District Parents Association  
Joyce Coronel, Executive Assistant (Recording Secretary)

*\*Present for a portion of the meeting*

The meeting was called to order at 4:33 pm.

**1. APPROVAL OF AGENDA**

The agenda was approved as circulated.

**2. APPROVAL OF MINUTES**

Minutes from the February 2, 2022 meeting was approved as circulated.

**3. FACILITIES PLANNING UPDATE [standing item]**

The Executive Director, Facilities Services spoke to his report as included in the agenda package. He then responded to an inquiry from the President, Richmond Teachers' Association about the location of the Aspen program.

*Trustee Tablotney joined the meeting at 4:37pm.*

**4. RICHMOND PROJECT TEAM UPDATE [standing item]**

The Executive Director, Facilities Services spoke to his report as included in the agenda package with the following highlights:

- Pre-design phase completed for the Blair Elementary and Debeck Elementary Building Envelope Upgrades
- Project work underway at Mitchell Education Centre
- Preliminary design underway for the Rideau Park Resource Centre

The President, Richmond Teachers' Association informed the Committee that RTA is now a stakeholder to the Mitchell Education Centre. The Executive Director, Facilities Services noted this information and offered to send design plans to Richmond Teachers' Association for feedback.

**5. FACILITIES SERVICES UPDATE**

The Executive Director, Facilities Services highlighted that the new schedule for enhanced environmental cleaning at elementary schools as approved by the Board in its January 26, 2022 Public meeting (1 custodian per 3 elementary sites) is now in effect. There were no further questions or comments.

**6. PROPOSED CLASSROOM VENTILATION PROGRAM (Recommendation)**

The Executive Director, Facilities Services spoke briefly about his report. The President, Richmond Teachers' Association expressed her strong support for the program and emphasized the importance of ventilation in the long term to keep learning spaces safe. She also mentioned that the program is a great investment of the District from a generational equity and sustainability perspective. She concluded her statement by thanking the District for helping to find a solution to ventilation issues.

The President, Richmond District Parents Association, shared the same support as ventilation affects the health and safety of students and staff today and in the future. He pointed out that the issue is not about saving the money and hope that this program can be done in the future. He added that the RDPA is strongly behind the ventilation upgrades in the affected schools.

The Executive Director, Facilities Services responded to inquiries from Trustees on the benefits of the ventilation program from an energy and sustainability perspective and the standards that need to be complied with by the District's heating and ventilation systems.

Trustee Larson expressed her appreciation for all the information provided by staff and stakeholders, which gave everyone an opportunity to learn about the ventilation program.

It was agreed that the following **RECOMMENDATION** be forwarded to the Board:

**THAT** the Facilities & Building Committee recommends approval by the Board of Education (Richmond) for staff to proceed with the proposed Classroom Ventilation Program as presented to a maximum cost of \$12 Million funded from Local Capital Reserves.

**7. MINUTES FOR INFORMATION**

**(a) CHILD CARE DEVELOPMENT ADVISORY COMMITTEE MEETING**

Meeting minutes from January 5, 2022 were attached for information.

**8. NEXT MEETING DATE – Wednesday, April 6, 2022 at 4:30pm**

**9. ADJOURNMENT**

The meeting adjourned at 5:12 pm.

Respectfully Submitted,

Ken Hamaguchi, Chairperson  
Facilities and Building Committee



**School District No. 38 (Richmond)**  
**7811 Granville Avenue, Richmond, BC V6Y 3E3**

## **FINANCE & LEGAL COMMITTEE PUBLIC MEETING MINUTES**

Minutes of a **PUBLIC** meeting of the Finance & Legal Committee held via Zoom meeting, on Wednesday, February 16, 2022 at 10:00 a.m.

Present:

Donna Sargent, Chairperson  
Ken Hamaguchi, Vice-Chairperson  
Norman Goldstein, Trustee Member  
Cindy Wang, Secretary Treasurer  
Maria Fu, Assistant Secretary Treasurer  
Laura Buchanan, Executive Director, Human Resources  
Frank Geyer, Executive Director, Facilities Services  
Liz Baverstock, President, Richmond Teachers' Association  
Tim McCracken, 1<sup>st</sup> Vice President, Richmond Teachers' Association  
Ian Hillman, President, Canadian Union of Public Employees 716\*  
Mike Murray, President, Richmond Association of School Administrators  
Roger Corbin, Richmond Management and Professional Staff  
Dionne McFie, Past President, Richmond District Parents Association  
Joyce Coronel, Executive Assistant (Recording Secretary)

*\*Present for a portion of the meeting*

The Chairperson called the meeting to order at 10:01 am.

### **1. APPROVAL OF AGENDA**

The agenda was adopted as circulated.

### **2. APPROVAL OF MINUTES**

The minutes of the January 19, 2022 public meeting was approved as circulated.

### **3. HUMAN RESOURCES UPDATE**

The Executive Director, Human Resources provided some updated information on her report which showed the current employee absence trend across the District. She noted the overall decline in employee absences and TTOC shortage in January and February.

The President, Richmond Teachers' Association commented on the effectiveness of COVID safety measures and expressed their appreciation to the District for providing N95 masks, rapid test kits and air purifiers in the classrooms.

The Chairperson thanked stakeholders and staff for working together to keep schools safe.

*The President, CUPE 716 joined the meeting at 10:06 am.*

**4. 2021/2022 AMENDED ANNUAL BUDGET BYLAW**

The Assistant Secretary Treasurer referred to her report as included in the agenda package and explained that the Amended Budget is based on actual September student enrolment count and the estimated February and May 2022 counts.

She then provided some highlights of her report:

- The 2021/2022 Amended Annual Budget Operating Fund revenue is \$4.6 million more than the 2021/2022 Annual Budget, which was offset by increases in expenditures of the same amount, mainly due to increases in staffing costs
- The 2021/2022 Amended Annual Budget Special Purpose Fund grant revenue received is \$4.7 million higher than the 2021/2022 Annual Budget
- The transfer to Local Capital from the Operating Fund (\$2.4 million) is reflected in the Capital Fund

The Chairperson thanked the Finance team for keeping the District in a good financial position.

It was agreed that a **RECOMMENDATION** be forwarded to the February 23, 2022 meeting of the Board:

**THAT** the Board of Education (Richmond) approve the 2021/2022 Amended Annual Budget Bylaw by way of three readings and that the Board authorizes the Chair of the Board, Superintendent and Secretary Treasurer to sign the 2021/2022 Amended Annual Budget Bylaw and submit the 2021/2022 Amended Annual Budget Bylaw together with the 2021/2022 Amended Annual Budget to the Ministry of Education by February 28, 2022.

**5. MINUTES FOR INFORMATION**

**(a) Cambie Coordinating Committee Meeting**

Meeting minutes from May 19, 2021 were attached for information. Trustee Goldstein pointed out an error in the Minutes where he was referred to as Chairperson. The Executive Assistant offered to request the City to correct this error.

**6. NEXT MEETING DATE – WEDNESDAY APRIL 20, 2022 at 10:00 am**

**7. ADJOURNMENT**

The meeting adjourned at 10:26 am.

Respectfully Submitted,

Donna Sargent, Chairperson  
Finance & Legal Committee

## Report to the Board of Education (Richmond) PUBLIC

**DATE:** April 27, 2022

**FROM:** Donna Sargent, Chair, Finance and Legal Committee

**SUBJECT: Trustees' Expenses for Three Months ending March 31, 2022**

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### RECOMMENDATION

**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, 2022, in the amount of \$4,877.20.

### BACKGROUND

Pursuant to the *School Act*, the board is required to approve by resolution expenses incurred by Trustees.

During the three-month period ended March 31, 2022, expenses totaling \$4,877.20 were paid to the Trustees.

In accordance with the requirements of the *School Act*, would the Finance & Legal Committee please consider the recommendation noted.

### FINANCIAL IMPACT

Charges to the Board for the three-month period ending March 31, 2022, total \$4,877.20.

### CONCLUSION

The Finance & Legal Committee recommends the Board approve Trustees' expenses for the three months ending March 31, 2022.

Respectfully submitted,

*Donna Sargent, Chair*  
*Finance and Legal Committee*

*Attachment: Trustees' Expenses for the 3 months ending March 31, 2022*

**TRUSTEES EXPENSES**

<b>DATE</b>	<b>DESCRIPTION</b>	<b>N. GOLDSTEIN</b>	<b>K. HAMAGUCHI</b>	<b>H. LARSON</b>	<b>R. LEE</b>	<b>S. NIXON</b>	<b>D. SARGENT</b>	<b>D. TABLOTNEY</b>	<b>TOTAL</b>
2022-01-21	BCSTA Academy - Dec 2021 Registration - Conference and Pre-Conference	708.75	577.50	577.50	577.50	708.75			3,150.00
2022-01-21	BCSTA Academy - Dec 2021 Registration - Accommodation	229.44		458.88		458.88			1,147.20
2022-02-02	Cell phone reimbursement - Feb 2022	40.00	50.00	50.00	50.00	50.00		50.00	290.00
2022-03-02	Cell phone reimbursement - March 2022	40.00	50.00	50.00	50.00	50.00		50.00	290.00
	<b>TOTALS PAID: Jan 1 - March 31, 2022</b>	<b>1,018.19</b>	<b>677.50</b>	<b>1,136.38</b>	<b>677.50</b>	<b>1,267.63</b>	<b>0.00</b>	<b>100.00</b>	<b>4,877.20</b>