

**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; 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 25th to 29th. 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 1st 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 2nd 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 3rd 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 15th 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:

Prescribed Category of Eligible Development (BC Reg 17/00)	D <i>(Factor Set by BC Reg 17/00)</i>	School Site Acquisition Charge SSAC = [(A X B) / C] x D <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 1st 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 2nd 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 3rd 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 28th, 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 28th 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