
PUBLIC MEETING AGENDA
BOARD OF EDUCATION

WEDNESDAY, JUNE 29, 2022 – 7:00 pm
Via Zoom Webinar

Telephone 604 668 6000
Visit our Web Site @ www.sd38.bc.ca

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

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, May 25, 2022 for approval.
- (b) Record of an In-camera meeting of the Board held Wednesday, May 25, 2022.

6. Business Arising

- (a) **Strategic Plan Update – Priority 3**
Report from the Executive Director, Facilities Services and Executive Director, Information & Business Technologies attached.
- (b) **SOGI Annual Update**
Report from the Rav Johal, Director of Instruction, Student Services
- (c) **Annual Charitable Donations Report**
Report from the Assistant Secretary Treasurer attached.
- (d) **Childcare and Early Learning Update**
Report from Assistant Superintendent Archer and Executive Director, Facilities Services
- (e) **2023-2024 Five Year Capital Plan. RECOMMENDATION.**
Report from the Executive Director, Facilities Services attached.
- (f) **2022-2023 Eligible School Site Proposal. RECOMMENDATION.**
Report from the Executive Director, Facilities Services attached.

7. New Business

- (a) Nil.

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 is scheduled for Monday, September 12, 2022.

(b) Education Committee

Chair: Heather Larson

Vice Chair: Debbie Tablotney

- (i) **For information:** Minutes of meeting held April 20, 2022 and May 26, 2022 attached.

A meeting was held on May 26, 2022. The next meeting is scheduled for Wednesday, September 14, 2022 at 6 pm.

(c) Facilities and Building Committee

Chair: Ken Hamaguchi

Vice Chair: Debbie Tablotney

- (i) **For information:** Minutes of meeting held May 4, 2022 attached.

A meeting was held on June 1, 2022. The next meeting is scheduled for Wednesday, September 7, 2022 at 4:30 pm.

(d) Finance and Legal Committee

Chair: Donna Sargent

Vice Chair: Ken Hamaguchi

- (i) **For information:** Minutes of meeting held May 18, 2022 attached.

A meeting was held on June 15, 2022. The next meeting is scheduled for Wednesday, September 14, 2022 at 10 am.

(e) Policy Committee

Chair: Debbie Tablotney

Vice Chair: Sandra Nixon

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

A meeting was held on June 20, 2022. The next meeting is scheduled for Monday, September 19, 2022 at 11 am.

10. Correspondence

(a) For Action:

Nil.

11. Board Committee and Representative Reports

(a) Council/Board Liaison Committee

The next meeting date to be determined.

12. Adjournment



Richmond School District
7811 Granville Avenue, Richmond BC V6Y3E3
Phone: (604) 668-6000

BOARD OF EDUCATION

Telephone 604 668 6000
Visit our Web Site @ www.sd38.bc.ca

The next meeting is scheduled for Wednesday, SEPTEMBER 21, 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

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

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

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

	SOGI Advisory Committee	Anti-Racism Working Group
Rep(s)	Heather Larson	Ken Hamaguchi
Rep(s)	Sandra Nixon	Debbie Tablotney
Senior Leader	Scott Robinson	Christel Brautigam
Reports To	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, MAY 25, 2022
AT 7:00 P.M.**

Present: Chairperson
Vice Chairperson
Trustees

Superintendent of Schools
Deputy Superintendent
Secretary Treasurer
Assistant Superintendent
Assistant Superintendent
Executive Director, Facilities Services
Executive Director, Learning Services
Executive Director, Learning & Business Technologies
Director, Communications & Marketing
Executive Assistant, Recording Secretary

S. Nixon
H. Larson
N. Goldstein*
K. Hamaguchi
R. Lee*
D. Sargent
D. Tablotney
S. Robinson
R. Ryan
C. Wang
L. Archer
C. Brautigam
F. Geyer
J. MacMillan
R. Laing
D. Sadler
C. Cleary

**Attended via Zoom*

The Chairperson called the meeting to order 7:03 pm.

The Richmond Board of Education acknowledged and thanked the First Peoples of the hənqəminəm' (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 on Zoom 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 virtually, 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) Trustee Tablotney** – June is National Indigenous History Month so this month, Canadians celebrate National Indigenous History Month to honour the history, heritage, and diversity of Indigenous peoples in Canada. National Indigenous

History Month is a time for learning about, appreciating and acknowledging the contributions First Nations, Inuit and Métis people have made in shaping Canada. On Tuesday, June 21st, aligned with the summer solstice, Canadians from all walks of life are invited to participate in events that will take place to honour Indigenous peoples across the country. Our schools, through their libraries and classrooms, will find unique and creative ways to honour First Nations, Inuit and Métis history and people.

Trustee Larson – Following up from last month's public board meeting, the Board has written a letter to the Minister of Education and the Richmond MLAs. The letter was to advocate for sustainable funding for public education and has been posted on the District Website under Board Advocacy.

The Board has also applied to present to the Select Standing Committee and the letter summarizing the Board and Stakeholder priorities has been written.

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

The Secretary Treasurer noted all materials had been made available.

2. Adoption of Agenda

The Chairperson noted that Item 4 - Executive Report would be moved to follow Item 6 (c) - Business Arising.

062/2022 MOVED BY D. SARGENT AND SECONDED BY H. LARSON:

THAT the Wednesday, May 25, 2022 Regular agenda of the Board of Education (Richmond) be adopted as amended.

CARRIED

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

(a) **Presentations**

The Deputy Superintendent provided background on the collaborative process with the Richmond Teachers' Association with secondary school schedules and organizational structures for the next school year. He then introduced the three principals: Anita Kwon from Richmond Secondary, Mike Jaswal from Cambie Secondary and Doug Ratzlaff from Burnett Secondary who were each accompanied by a student, who talked about their experience during the process of selecting a linear or semester program.

All three principals and students spoke about their positive experience with the process. Ultimately, eight of ten secondary schools have made the decision to move to a semestered schedule moving forward.

Trustees thanked the principals and students for their sharing their experience.

(b) **Special Recognitions**

Nil.

(c) **Briefs**

Nil.

(d) **Questions from the Public**

Ian Hillman, President of Cupe 716, asked a question regarding library technician positions and the impact of cuts to those positions.

Liz Baverstock, President of Richmond Teachers' Association, asked a question regarding the information contained in the Budget Bylaw. The Secretary Treasurer noted Budget Bylaw included in the meeting package was based on the budget proposals; and if there was any amendments to be made, those would be implemented following the Board's decision.

Ingrid Trouw, member of the public, asked a question regarding budget proposals affecting Library Technicians and Career Information Advisor positions.

Destiny Lang, a student, made a brief statement regarding the importance of school libraries to students.

Nancy Williams, 2nd Vice President of CUPE 716, made a brief statement regarding the 2022-2023 budget proposals.

4. Executive

This item followed Item 6 - Business Arising

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

5. Approval of Minutes

- (a) Regular meeting of the Board held April 27, 2022

063/2022 MOVED BY H. LARSON AND SECONDED BY N. GOLDSTEIN:

THAT the Board of Education (Richmond) approve the Minutes of Wednesday, April 27, 2022 Regular meeting as circulated.

CARRIED

- (b) A Record of an In-camera meeting of the Board held April 27, 2022 was included for information.

6. Business Arising

(a) 2022/2023 Annual Budget.

The Secretary Treasurer presented highlights from the Report as attached to the agenda package. She noted that the Annual Budget Bylaw and its supporting financial statements were prepared in accordance with the public sector accounting standards.

The total annual budget bylaw amount is approximately \$293 million comprised of the Operating, Special Purpose and Capital funds. The budget includes a combination of budget adjustments in the amount of \$2.5 million and the use of \$1.4 million in unrestricted accumulated surplus funds.

The Secretary Treasurer thanked the Stakeholder groups and the community for input and feedback during the budget process. She also expressed thanks to the senior team and finance team who did an excellent job to prepare the budget materials and make sure the process was inclusive, transparent and engaging.

The Chairperson read a statement to clarify claims that had been circulated through a District stakeholder letter and on social media regarding senior staff and trustee compensation increases. The Chairperson clarified that CUPE and teaching staff received a 2 per cent general wage increase in 2021. Management and administrative staff also received comparable wage increases with the exception of the current Superintendent and Deputy Superintendent who have not received any salary increases since July 2020. Highlighted was the pay-out of unused vacation days, the largest contributing factor for the apparent year over year increases that were identified in the stakeholder letter and on social media. Many senior staff were unable to take the majority of their vacation days due to the substantial increase in workload during the pandemic. These vacation days are required to be paid out under legislation when not taken.

A claim made in the stakeholder letter regarding trustee stipend increases was also not accurate as stipends are automatically adjusted annually and based on the Vancouver consumer price index. Over the past two years, trustee stipends have adjusted at an average rate of 1.4% which is comparable to those in other school districts. The Chairperson stated that no resolution has been passed during the current Board term to increase trustee stipends in any other way.

The Chairperson then moved to the Budget Bylaw item, and asked if there was unanimous consensus to have 3 readings.

There was unanimous consensus to have 3 readings.

The Chairperson read the Budget Bylaw.

064/2022 FIRST READING MOVED BY N. GOLDSTEIN AND SECONDED BY H. LARSON:

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 38 (RICHMOND) (called the "Board") to adopt the Annual Budget of the Board for the fiscal year 2022/2023 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act")

1. Board has complied with the provisions of the Act respecting the Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 38 (Richmond) Annual Budget Bylaw for fiscal year 2022/2023.
3. The attached Statement 2 showing the estimated revenue and expense for the 2022/2023 fiscal year and the total budget bylaw amount of \$292,897,294 for the 2022/2023 fiscal year was prepared in accordance with the Act.
4. Statement 2, 4 and Schedules 2 to 4 are adopted as the Annual Budget of the Board for the fiscal year 2022/2023.

CARRIED

065/2022 SECOND READING MOVED BY H. LARSON AND SECONDED BY R. LEE:

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 38 (RICHMOND) (called the "Board") to adopt the Annual Budget of the Board for the fiscal year 2022/2023 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act")

1. Board has complied with the provisions of the Act respecting the Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 38 (Richmond) Annual Budget Bylaw for fiscal year 2022/2023.
3. The attached "Statement 2" showing the estimated revenue and expense for the 2022/2023 fiscal year and the total budget bylaw amount of \$292,897,294 for the 2022/2023 fiscal year was prepared in accordance with the Act.
4. Statement 2, 4 and Schedules 2 to 4 are adopted as the Annual Budget of the Board for the fiscal year 2022/2023.

CARRIED

The Chairperson then opened the discussion regarding the principle and content of the bylaw. Trustee Larson moved to amend the 2022-2023 annual budget bylaw by reversing the proposed budget adjustments of Library Technicians, Educational Assistant Literacy Support and Career Information Advisors. She also noted that with the amendment, the District would be able to maintain the unrestricted accumulated operating reserve balance of between 2% and 4% of its annual operating expenditures per Policy 631-R.

A Trustee stated support for the amendment and noted that students need these supports more than ever and that the District will be able to balance the budget utilizing surplus funds and maintain the required percentage. Following further comments, several other trustees stated they would also be voting in support of the motion.

A Trustee asked for clarification on the impact of the amendment on the District's financial position. The Secretary Treasurer clarified that with the amendment the estimated balance of unrestricted reserve funds to the total operating budget would be 2.6% as opposed to the 2.8% originally proposed.

A Trustee expressed appreciation for staff and the community for their contribution in the budget process, as well as the importance of maintaining a healthy level of operating reserves.

A Trustee stated that the District could be faced with similar budget challenges next year as a result of the underfunding of public education.

Following comments from all trustees, the Chairperson acknowledged the importance of all school-based staff who offer direct support to the students. She expressed support for Trustee Larson's proposed amendments to the budget bylaw.

066/2022 MOVED BY H. LARSON AND SECONDED BY D. TABLOTNEY:

THAT the 2022/2023 Annual Budget Bylaw be amended to reverse the proposed budget adjustments of Library Technicians, Educational Assistant Literacy Support and Career Information Advisors.

CARRIED

NEGATIVE: N. GOLDSTEIN/D. SARGENT

*The Chairperson called for a recess at 8:50 pm.
The Public meeting reconvened at 9:14 pm.*

The Chairperson asked the Secretary Treasurer to confirm that the revised 2022/2023 Annual Budget Bylaw had been made publicly available. The Secretary Treasurer noted that the revised 2022/2023 Annual Budget Bylaw was posted on the District Website and hardcopies were available for attendees.

The Chairperson read the third and final reading of the Bylaw as amended.

067/2022 THIRD AND FINAL READING MOVED BY D. TABLOTNEY AND SECONDED BY K. HAMAGUCHI:

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 38 (RICHMOND) (called the "Board") to adopt the Annual Budget of the Board for the fiscal year 2022/2023 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act")

1. Board has complied with the provisions of the Act respecting the Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 38 (Richmond) Annual Budget Bylaw for fiscal year 2022/2023.
3. The attached "Statement 2" showing the estimated revenue and expense for the 2022/2023 fiscal year and the total budget bylaw amount of \$293,371,294 for the 2022/2023 fiscal year was prepared in accordance with the Act.
4. Statement 2, 4 and Schedules 2 to 4 are adopted as the Annual Budget of the Board for the fiscal year 2022/2023.

CARRIED

The Annual Budget Bylaw for the fiscal year 2022/2023 having been read a first, second and third time, was passed and adopted on the 25th day of May 2022.

The Chairperson thanked everyone for the discussion and engagement throughout the process. The Chairperson then read the motion to approve authorized signatories for the 2022/2023 Annual Budget Bylaw.

068/2022 MOVED BY D. SARGENT AND SECONDED BY D. TABLOTNEY:

THAT the Board of Education (Richmond) authorize the Chair of the Board and Secretary Treasurer to sign the 2022/2023 Annual Budget Bylaw and submit the 2022/2023 Annual Budget Bylaw together with the 2022/2023 Annual Budget to the Ministry of Education by June 30, 2022.

CARRIED

(b) Schedule of School Charges 2022-2023

The Deputy Superintendent referred to his report attached to the agenda package. He provided highlights and information to the Recommendation on the Schedule of School Charges for 2022-2023. He noted that all fees charged are in compliance with the School Act and Board policy.

Elementary school fees for the coming school year will include Optional School Supplies; a Kindergarten Cooking and Snack Program; and Student Agendas. Secondary School charges will include a basic fee that covers an agenda, student activities and student council. Additional and optional fees include the Advanced Placement Exams at a cost of \$150.00 per course; the International Baccalaureate (IB) Certificate Program at Richmond Secondary; and at the end of the school year students may participate in an Activity Week Excursion (extended field trip) with additional fees that will depend on the type of trip being offered.

A trustee asked what other districts are charging for similar items. The Superintendent responded that District charges are consistent with those charged by other metro Vancouver school districts.

Trustee Lee asked if the Report could be sent outlining the reasons behind any adjustments. The Deputy Superintendent noted he would forward that to Trustee Lee.

069/2022 MOVED BY D. SARGENT AND SECONDED BY H. LARSON:

THAT the Board of Education (Richmond) approve the 2022-2023 Schedule of School Charges for Elementary and Secondary Schools in accordance with the School Act.

CARRIED

(c) **Board Approved Bus Riders 2022-2023**

The Executive Director, Facilities Services provided background to his report, noting that it is submitted annually in accordance with Board Policy 522/522-R regarding student transportation in the Richmond School District.

The Executive Director noted that 402 students used the District's bus service over the past year. 262 students are considered eligible riders with students in Kindergarten through grade three living beyond 4 km from their catchment school, and students in grades four through twelve living beyond 4.8 km from their catchment school.

Those riders or students with special needs or that require transportation for certain circumstances are not covered by Board regulation and are approved for busing by way of Board resolution. The increase in ridership is attributable to the gradual return to in person learning following the pandemic. The motion is to approve the continuation of bus service for those students served by the District's transportation system for whom traffic safety concerns have been identified for the upcoming school year.

070/2022 MOVED BY D. SARGENT AND SECONDED BY H. LARSON:

THAT bus service for those students at schools served by the District's transportation system, for whom safety concerns have been identified, continue for the 2022/2023 school year;

AND FURTHER THAT the service be reviewed annually to determine whether the safety concerns are still applicable, and that staff report back to the Board on this issue.

CARRIED

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

A meeting was held on Monday, May 9, 2022. The next meeting date to be determined.

(b) **Education Committee**

Chair: Heather Larson
Vice Chair: Debbie Tablotney

The next meeting is scheduled for Thursday, May 26, 2022 at 6 pm.

(c) **Facilities and Building Committee**

Chair: Ken Hamaguchi
Vice Chair: Debbie Tablotney

(i) Minutes of meeting held April 6, 2022 were attached for information.

A meeting was held on May 4, 2022. The next meeting is scheduled for Wednesday, June 1, 2022 at 4:30 pm.

(d) **Finance and Legal Committee**

Chair: Donna Sargent
Vice Chair: Ken Hamaguchi

(i) Minutes of meeting held April 20, 2022 were attached for information.

A meeting was held on May 18, 2022. The next meeting is scheduled for Wednesday, June 15, 2022 at 10 am.

(e) **Policy Committee**

Chair: Debbie Tablotney
Vice Chair: Sandra Nixon

(i) Minutes of meeting held March 7, 2022 were attached for information.

A meeting was held on May 16, 2022. The next meeting is scheduled for Monday, June 20, 2022 at 11 am.

10. Correspondence

(a) **For Action:**

Nil.

11. Board Committee and Representative Reports

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

Nil.

12. Adjournment

071/2022 MOVED BY K. HAMAGUCHI AND SECONDED BY D. TABLOTNEY:

THAT the Regular meeting of Wednesday, May 25, 2022 of the Board of Education (Richmond) be adjourned at 9:39 pm.

CARRIED

S. NIXON,
CHAIRPERSON

C. WANG,
SECRETARY TREASURER

DRAFT

DATE: June 29, 2022
FROM: C. Wang, Secretary Treasurer
SUBJECT: Record of an In-Camera Board Meeting held May 25, 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 May 25, 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: 29 June 2022

FROM: Frank Geyer, Executive Director, Facilities Services

SUBJECT: Strategic Plan Quarterly Update – Strategic Priority 3, Goals 2 and 3

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

STRATEGIC PLAN REFERENCES

Strategic Priority 3: Optimized Facilities & Technology

- ✓ Goal 2: The district's facilities are well-maintained, equitable, safe, and conducive to learning
- ✓ Goal 3: The district fosters energy efficient and environmentally sustainable facilities and practices

BACKGROUND

At its December 2020 Public Meeting, the Board of Education approved the strategic priorities, goals and objectives contained in the 2020-2025 Strategic Plan. Operational plans outlining the annual areas of focus for each strategic priority were then developed by senior staff. As part of the strategic plan reporting cycle, it was agreed that quarterly reports focusing on specific strategic priorities will be provided to the board each December, March and June and an Annual Report summarizing progress on all five strategic priorities will be provided each September.

REVIEW AND ANALYSIS

Attached is a summary of the current status of the goals and objectives under the responsibility of the Facilities Services Branch.

CONCLUSION

Significant progress has been made on all Strategic Priority 3, Goals 2 and 3 objectives scheduled for the current school year. Many of the objectives have components that extend beyond this school year and will remain a priority next year and beyond.

Frank Geyer, PEng, FMA
Executive Director, Facilities Services/Richmond Project Team

STRATEGIC PLAN 2020-2025: SP 3 G2 &3 AREAS OF FOCUS 2021/2022

STRATEGIC PRIORITY THREE – OPTIMIZED FACILITIES & TECHNOLOGY

Goal 2: The district's facilities are well-maintained, equitable, safe, and conducive to learning

Objective 1: Provide equitable learning environments through effective and efficient facilities planning, management and resource allocation

- Establish cross-departmental management teams to ensure that facilities planning, management and resource allocation supports the provision of equitable learning environments
- Work with Educational Leadership Team to ensure that sustainable cohort management is maintained, and comprehensive program and boundary reviews are conducted to help improve equity in learning environments throughout the District
- Develop and pilot a climate risk assessment project at 10 district sites

Established an inter-departmental Facilities Services team to ensure that all facets of the operation support the provision of equitable learning environments; updated the Long Range Facilities Plan Action Plan to reflect starting work on sustainable cohort management by Summer 2022; work underway on the climate risk assessment pilot project - expect completion by October 2022

Objective 2: Provide clean, healthy and safe facilities

- Conduct Operations Department review, including custodial governance, staffing, procedures and practices to improve delivery of cleaning services in schools
- Develop Facilities Renewal Program (FRP) - a multi-year strategy to optimize available Annual Facility Grant, School Enhancement Program funding and local capital funding in the maintenance of our buildings and grounds, thus enhancing health and safety of occupants
- Develop and implement post-COVID-19 facilities operations plan for custodial services and transportation, based on updated Provincial Health & Safety Guidelines

All key actions completed between September 2021 and April 2022, with recommendations already implemented or scheduled to be implemented

Objective 3: Implement the 2020 Maintenance Review recommendations to optimize service delivery and improve the quality and timeliness of maintenance to our facilities

- Consolidate and reorganize maintenance, operations, transportation, planning and development functions into new Facilities Services Branch
- Identify and replace the existing work order system with a new, comprehensive Enterprise Asset Management (EAM) system to improve communications, accountability and overall service to our clients

Implemented all of the recommendations from the 2020 independent review of the Maintenance Department, including consolidating and reorganizing Facilities Services and implementing AssetPlanner, a new, comprehensive EAM system which includes a robust, user-friendly online service request system

Objective 4: Implement strategic recommendations in the Long Range Facilities Plan

- Update September 2019 Long Range Facilities Plan (LRFP) to account for actions already completed, demographic changes and other adjustments as per Board direction
- Complete the Comprehensive Boundary Review: District Choice Programs review, including locations review; report recommending re-starting Phases II and III boundary reviews in 2023
- Develop and update plan for expansion of elementary school capacity, including exploring opportunities for site acquisition, in the North Central Region starting in 2023
- Establish new childcare operations at existing school sites
- In collaboration with Facilities Services management, update Five-Year Capital Plan, including list of capital projects, costing and timing, obtain necessary Board approvals and submit to Ministry by each calendar year's deadline
- Identify opportunities to address space and operational deficiencies of non-school functions; develop business cases for approval and implement projects

Completed the update to the SD38 LRFP, approved by the Board November 2021 and implemented some of the strategies contained therein, including:

- **Establishment of two new childcare facilities at Tait and Tomsett, with two more approved for capital funding at Maple Lane and Steves**
- **Updating the Five-Year Capital Plan, to be presented this evening**
- **Addressing space and operational deficiencies of Adult Education and Learning & Business Technologies with renovations at the former Mitchell Elementary Annex and Rideau Park Resource Centre**

Objective 5: Work collaboratively with the Ministry of Education to accelerate seismic upgrading of our schools

- Identify and develop defensible business cases for, and deliver cost and time effective seismic upgrade projects in Richmond
- Identify opportunities where two or more under-utilized schools in need of seismic upgrading can be replaced with fewer upgraded schools

Ministry supported seismic upgrading of DeBeck Elementary and Dixon Elementary in response to 2022/23 Capital Plan submission ; business case development nearing completion

Objective 6: Create learning environments that are flexible and support inclusive educational practices

- Research and collaborate with Project Managers, Maintenance Managers and Educational Leaders to identify and create flexible learning environments
- Establish space flexibility in schools whereby classrooms and multipurpose rooms share space with childcare operators

Numerous outdoor learning spaces have been created or expanded; several school library renovations to make them a more modular space underway/completed

Goal 3: The district fosters energy efficient and environmentally sustainable facilities and practices

Objective 1: Develop and implement a five-year Sustainability and Climate Action Plan

- Complete baseline research, data collection and stakeholder consultation required to inform and complete the District Sustainability and Climate Action Plan (DSCAP)
- Implement the DSCAP
- Ensure that the DSCAP is integrated with the current LRFP and future updates

Completed the SD38 DSCAP, fully integrated with the LRFP and approved by the Board December 2021, and implemented some of the strategies contained therein, including:

- **Balancing energy efficiency with ventilation recommendations to mitigate against COVID-19**
- **Conducting 6 waste audits at schools**
- **Training of “Green Teams” to maintain outdoor learning spaces**

Objective 2: Improve energy efficiency, climate resiliency and sustainability of all facilities through capital improvements

- Develop and implement standard operating procedures for better incorporating energy efficiency and sustainability improvements into designs of major capital projects (building upgrades, additions, replacements, etc.)
- Integrate sustainability and climate resiliency initiatives in Project Request Fact Sheets, Concept Plans and Project Definition Reports submitted to the Ministry for major capital projects
- Monitor and measure the results of the various initiatives and track improvements

Scheduled to start work in September 2022, as originally planned

Objective 3: Implement sustainable practices and programs to improve waste diversion rates, reduce waste generation, reduce greenhouse gas emissions, conserve water and promote climate action

- Implement Zero Waste Strategy
- Develop and implement plan to reduce greenhouse gas emissions by 50% (buildings) and by 40% (fleet) by 2030 (against a 2007 baseline, per Clean BC)
- Develop and implement water consumption and sewage reduction plan
- Actively promote climate action to district students, staff and stakeholders: part of our Energy Wise obligations and our internal Eco-Wise teams, on behaviour change

Scheduled to start work in September 2022, as originally planned

Objective 4: Increase sustainability education and awareness training and learning opportunities for staff and students

- Work with Assistant Superintendent to provide training to staff and develop programs / initiatives for students
- Develop business case for Teacher-Consultant focused on sustainability for students
- Once Teacher-Consultant in place, synchronize with Energy Wise and Eco Wise for increased sustainability training and awareness

Programs/initiatives implemented in 2021/22 include:

- **Energy Wise Network: Thermal Comfort Campaign at 6 sites**
- **Presented on DSCAP at the District Convention**
- **Monthly presentations with students who participate in the City of Richmond's Green Ambassadors program**
- **Videos of waste audits conducted by Recycling Alternative**

In the absence of a Teacher-Consultant (budget constraints) for sustainability, Energy and Sustainability Team will work with Learning Services at the individual school level to communicate information that can be used to support BC school curriculum

Report to the Board of Education (Richmond) PUBLIC

DATE: June 29, 2022

FROM: Rob Laing, Executive Director Learning and Business Technologies

SUBJECT: Strategic Plan Quarterly Update – Strategic Priority 3, Goal 1

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

INTRODUCTION

The purpose of this report is to provide an update on progress made towards Strategic Priority 3, Goal 1.

BACKGROUND

At its December 2020 Public meeting, the Board of Education approved the strategic priorities, goals and objectives contained in the [2020-2025 Strategic Plan](#). Operational plans outlining the annual areas of focus for each strategic priority were then developed by senior staff. As part of the strategic plan reporting cycle, it was agreed that quarterly reports focusing on specific strategic priorities will be provided to the board each December, March and June and an Annual Report summarizing progress on all five strategic priorities will be provided each September.

STRATEGY PRIORITY 3, GOAL 1 UPDATE

STRATEGIC PLAN: AREAS OF FOCUS 2021-2022

STRATEGIC PRIORITY THREE – OPTIMIZED FACILITIES & TECHNOLOGY

Goal One- *The district's technology infrastructure is stable, secure and relevant to support learning.*

Objective One: Develop and implement a three-year Learning and Business Technology Plan

- ☐ **Develop stakeholder engagement plan to collect input**
- ☐ **Determine goals, objectives, timelines and team leads**
- ☐ **Determine measurable Key Performance Indicators (KPIs)**
- ☐ **Communicate plan**

A series of focus groups have been conducted to engage stakeholders and collect their input. Over 250 students from grades 4-12 and 100 staff actively participated in the focus group discussions, contributing their feedback. The data collected has been collated into common themes. Goals, objectives and key actions are being written and sequenced into the three-year timeline of the plan. Key performance indicators are being identified for each objective. The three-year Learning and Business Technology Plan will be finalized in the fall of 2022.

Objective Two: Increase access to technology hardware and software, and ensure they are reliable and relevant for their intended purpose

- ☐ **Implement strategies to enhance access to technology hardware**

Access to technology hardware has increased. The number of technology devices available for student use in schools has increased from last year, and associated usage has increased. The number of laptops and iPads that make up the district lending carts available for school use has increased from 595 to 850, and all devices have been distributed to schools throughout the entire school year. Additionally, a school-based technology hardware lease model has been implemented which added an additional 337 technology devices into schools. 280 devices that were expiring at the end of the lease term were also bought out by schools at a reduced cost.

- ☐ **Increase awareness and use of district licensed software for students and staff**

Communication was sent directly to all secondary school students as well as their parent/guardian to inform them about the numerous district software applications that are available for their use. They also received links to a variety of instructional documents and resources to help promote these applications. Students can use these applications on any device, including school-based devices and personal/family devices while at home. A data analysis of the use of these applications has provided evidence

of substantial increase in usage throughout this year. A consistent increase in staff use of applications such as Microsoft Teams and OneDrive has also been documented during the school year.

Objective Three: Expand learning opportunities to support the integration of technology

☐ **Develop technology integration framework**

A steadfast commitment to supporting the integration of technology to deepen learning remains of paramount importance. Sound pedagogy remains the driver, with technology being used as an effective resource to enhance and elevate learning. Building upon the distributed leadership model of school-based Ed Tech Mentors, staff in each school/department will have the opportunity to become a Microsoft 365 Teams lead, starting in the fall of 2022. These individuals will receive additional learning opportunities and will become more equipped to support other staff in their work sites with strategies for technology integration.

☐ **Increase professional learning opportunities**

The number and variety of workshops offered during the school year has increased, building greater capacity and digital tool fluency. One on one, small group and large group in-person and virtual workshops have been offered throughout the year, with a focus on accessibility features, coding, digital storytelling, M365, Teams, OneDrive, MyEd BC, e-portfolios, online tools and more. In addition, an increase in the number of instructional documents and video resources to assist staff with using various technology applications has been tracked.

Objective Four: Implement and support the use of a common collaboration platform (Microsoft 365 and Teams) that enhances communication, learning and community

☐ **Onboard staff and students to M365 and Teams**

All staff and students are licensed to use the Microsoft 365 suite of applications. This personalized, online-based license, provides access for staff and students to use software applications such as Microsoft Word, Excel, PowerPoint, Teams, OneDrive, and OneNote while at school, but also on any personal or family device. This transition will provide greater continuity of use for students as they can use common software while at school and home. The overall number of Teams used by staff and students demonstrated increased use throughout the year. Additionally, the number of secondary school teachers using Microsoft Teams as an online classroom learning collaboration space to engage class discussions, share digital files and resources, and post assignments also showed a trend of steadily increase in use.

☐ **Staff are guided and supported to migrate digital files into Microsoft OneDrive**

All staff and students have access to safe and secure cloud-base storage within their Microsoft OneDrive. Over 2000 staff members were guided through the process of setting up and moving all files into their OneDrive. This was done through a series of virtual training sessions, instructional documentation, video resources, and in-person assistance. OneDrive enables staff and students to store files in an online drive and access these same files from any device and any location. Students and staff can also share files and collaborate simultaneously within the same documents.

☐ **Create Staff Teams to promote and encourage collaboration within schools and across the district**

All schools and departments have Staff Teams that have been created to provide a secure, online space for communication, collaboration and sharing. Staff were provided with tutorials on how to use these Teams, and the feedback from users has been very positive. The platform has been stable and has proven to be user-friendly. A further increase in the number of district-wide Teams will be implemented in the fall of 2022 to promote cross-school collaboration.

Objective Five: Strengthen the security of our network data, software, systems, and practices

☐ **Implement district wide password policy and multi-factor authentication**

A district wide password policy has been created that specifies a minimum password length and complexity requirements. Users are required to change their password at least every 180 days. Full implementation will be completed in the fall of 2022.

Multi-factor authentication (MFA) has been enabled and activated for all members of the Executive Team, RASA, and RMAPS. This requires users to confirm their identity through a second authentication process before account access is granted. MFA will continue to be rolled out to more staff during the summer and fall of 2022, providing an enhanced layer of account security.

☐ **Develop incident response plan for breaches**

An incident response plan has been created that outlines the procedures and actions to identify, mitigate impact and respond to phishing emails and/or compromised account credentials. A review of user account security is completed at the start of every day and all cybersecurity breaches are documented within a Cybersecurity Team. Compromised accounts are disabled and affected staff are notified and led through a process to resecure their account.

☐ **Migrate exchange email to the cloud**

All staff email accounts have been successfully migrated to Exchange Online and additional security measures implemented. Geo-blocking restrictions have been enabled to manage specific geographic locations that are approved for account authentication, and Domain-based Message Authentication, Reporting and Conformance (DMARC) has been enabled to determine the authenticity of an email message and block potentially malicious emails before they are delivered to a staff members inbox.

☐ **Refine firewall settings**

Firewall configurations are continually monitored and adjusted to strengthen firewall policies. Network Computer Service Technicians collaborated with a resident engineer from Palo Alto Networks to ensure optimal firewall specifications.

Objective Six: Increase cybersecurity education and training to enhance awareness and proactivity

☐ **Design awareness and training strategy and provide professional learning opportunities**

New and enhanced cybersecurity measures have been implemented. Communication is shared with staff when phishing emails are identified to alert staff to the potential threat and to provide guidance on required actions. Technology bulletins have been created and shared with staff to increase awareness, understanding and capacity to proactively identify phishing emails and fraudulent links. The focus will remain on educating staff about the importance of cybersecurity awareness and training, through sharing instructional documentation and interactive modules. Increasing the capacity of staff to identify and report cyber threats will benefit them personally and professionally, and will help to protect our district network and data.

☐ **Select and license a security awareness tool and initiate phishing awareness campaigns**

Conducted a review of three security awareness and training software applications. Selected the software that best matched the current district needs and licensed this software on a 3-year agreement. The software has been installed and activated. An internal phishing simulation has been completed to establish our baseline analysis. A review of training and awareness modules is being completed in preparation for use next year. A new 'Report Message' button within our email application has been added to the menu bar to encourage staff to flag messages that may be a possible threat. Clicking this 'Report Message' button redirects the message to our cybersecurity team to analyze and take action, if necessary. The next step will be to launch security awareness and training modules for all staff.

Objective Seven: Enhance wireless access and network stability in all district facilities

☐ **Review wireless infrastructure**

A wireless refresh strategy has begun. We are currently working with three vendors to explore how we can enhance our wireless infrastructure to achieve a strong, stable, and secure wireless network throughout all school and district sites. This review will lead to a request for proposal along with an implementation plan and timeline.

STRATEGIC PLAN: AREAS OF FOCUS 2021-2022

CONCLUSION

Significant progress has been made on all Strategic Priority Three objectives scheduled for the current school year. Many of the objectives have components that extend beyond this school year and will remain a priority next year. Additionally, new action items will begin in the 2022-2023 school year that will further advance the district towards achieving the goal of a technology infrastructure that is stable, secure and relevant to support learning.

Respectfully Submitted by:

Rob Laing
Executive Director, Learning and Business Technologies

Report to the Board of Education (Richmond) PUBLIC

DATE: June 23, 2022
FROM: Ravinder Johal – Director of Instruction
Marie Ratcliffe – District Administrator
SUBJECT: Sexual Orientation and Gender Identity (SOGI) Annual Report

This report is provided to the Board for information purposes. No further action on behalf of the Board is required at this time.

INTRODUCTION:

The purpose of this report is to provide an update regarding the implementation of Policy 106: Sexual Orientation and Gender Identity (SOGI).

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*

BACKGROUND:

At the June 27, 2018 public meeting of the Board of Education, the Board approved the final draft of Policy 106, 106-R and 106-G: *Sexual Orientation and Gender Identity*. The policy includes the expectation of an annual report to the Board regarding the implementation of the policy.

POLICY IMPLEMENTATION:

Since the policy was approved, a number of implementation steps have been taken. The approach to implementation has continued to be measured and thoughtful with the overarching goal of continuing to work towards providing a safe environment for all students, staff and families, including those who identify as LGBTQ2S+. The goal has been to create understanding in order to bring our schools and community together in support of all students.

Like many other initiatives within the school district, implementation of Policy 106 continued to be impacted by the COVID-19 pandemic over the past year, however significant work has continued at both the district and school levels.

SOGI Advisory Committee:

Policy 106 includes reference to the formation of a district SOGI Advisory Committee. The primary function of the Advisory Committee is to support the implementation of the policy. The Advisory Committee is comprised of representation from the following:

Students	Richmond District Parents Association	City of Richmond
Richmond Board of Education	Richmond Management and Professionals Staff	Richmond RCMP
Richmond Teachers Association	Richmond Association of School Administrators	District Staff
CUPE Local 716	Vancouver Coastal Health	

Four SOGI Advisory Committee meetings were held during the 2021-2022 school year, with three in-person meetings and one virtual meeting. To continue implementation of the four goals of the Advisory Committee, 'goal sub-committees' met on a regular basis throughout the school year, primarily through virtual meetings. Sub-committee updates were regularly reported back to the Advisory Committee.

Advisory Committee Goals:

The committee continued to work towards fulfilling actions related to specific goals and objectives that have been identified by the Advisory Committee. Similar to the district's strategic plan, specific focus areas are being targeted within the 2020 – 2024 timeframe.

GOAL ONE:

Students and staff who identify as LGBTQ2+ will feel safe, supported, valued and included in their schools and classrooms.

Summary of Progress:

Progress has been made on a number of objectives for this goal area this year. Highlights include:

- *Gender-neutral washrooms:* As noted last year, students continue to report that feeling safe using the washroom regardless of gender identity is very important to them. The committee is able to confirm that all schools have appropriate signage installed to signify to students the availability of a gender-neutral washroom.
 - In some schools, there is dialogue regarding gender neutral washrooms not being in an ideal location for students to access. This is an area of continued focus and discussion for the committee.
 - The committee is currently engaged in a scan of elementary school sites throughout the district to ensure that there are gender neutral washrooms available for staff with appropriate signage installed. This scan will continue into the 2022/23 school year and is anticipated to be followed by a scan of secondary school sites.
- *Opportunities for students to connect:* the District Coordinator, Teacher Consultant, and school-based adult SOGI leads continue to provide opportunities for students to connect. This includes Rainbow Cafés at secondary schools, and Diversity Clubs in elementary schools open to students in Grades 3 – 7. These opportunities are providing safe environments, igniting student voice, and creating leadership opportunities for students. This year, Rainbow Cafés were initially held virtually, culminating with two in-person Rainbow Cafés (the first in two years) hosted in the spring.

- *Leadership opportunities for students:* the SOGI Advisory committee continued to welcome student voice, with two representatives who participated in meetings this year. Supported by the District Coordinator and secondary SOGI leads, a number of students from three secondary schools participate in a national youth forum focused on celebrating LGBTQ2S+ history this past spring, while intermediate and secondary students attended the provincial SOGI Youth Forum. In addition, students have been invited to speak at professional learning opportunities for staff and to present to elementary students about transitioning to high school. Student voice continues to be well received as they speak about experiences with authenticity and care.
- *Rainbow Crosswalks and Walkways:* as Diversity Clubs/GSAs engage community members, there has been expressed interest from schools in requesting Rainbow Crosswalks/Walkway installations. This year, the Advisory Committee developed guidelines to facilitate these installations. Two pilot schools – one elementary and one secondary – that were already engaged in this process were identified to have a Rainbow Crosswalk installed this summer.
- *Rainbow Network:* the first ever district-wide event was hosted virtually this school year. The event was open to any employee that identify as LGBTQ2S+, as an ally, or as wanting to learn more about SOGI. The focus of this session was SOGI 101, providing the basics of terminology, language, and ally-ship.

GOAL TWO:

Staff members in the Richmond School District will have the appropriate knowledge and skills in order to feel confident in effectively supporting LGBTQ2+ students in their classroom and school.

Summary of Progress:

Progress has been made on a number of objectives for this goal area this year. Highlights include:

- *Employee Support and Training:*
 - SOGI Employee Scan – during the Spring, staff at a number of elementary and secondary schools were surveyed to assess their perceptions around the implementation of the SOGI policy. Results from this scan will guide professional learning opportunities that are provided in the upcoming school year to teachers and support staff.
 - Professional Learning – to build capacity and educate through professional development, a SOGI session was held for teacher librarians in the district at the beginning of the school year. In addition, a SOGI workshop for CUPE staff was offered in the fall as well as at the district convention in February, followed by a professional development for elementary area counsellors in April. The Advisory Committee is continuing to develop a SOGI Toolkit for staff across the district to access and share resources.
 - Supporting SOGI Leads – on a monthly basis, webinars and resources were provided to secondary school SOGI leads about how to support LGBTQ2S+ children and youth in an online Resource Hub. The District Coordinator met with SOGI Leads four times during the school year and regularly attended Metro SOGI group meetings, sharing updates to school leads where applicable.

- SOGI Innovation Grants – this year, staff inquiry teams in three elementary schools and one secondary school engaged in the innovation grant process, each with a focus on SOGI-related topics.

GOAL THREE:

The Richmond School District will work alongside parents, family members and members of our community in order to support LGBTQ2+ children and youth.

Summary of Progress:

This has been identified as an area of growth heading into the 2022/23 school year. Highlights include:

- Committee members continue to work with SOGI 1-2-3 and 'Out in Schools' to promote safer and more diverse learning environments with a goal of sharing more broadly with the parent community.
- District staff are exploring the possibility of creating an email dropbox to collect questions from students, teachers, families, and the broader community to develop a Frequently Asked Questions (FAQ) document to share with school communities.

GOAL FOUR:

The Richmond School District will communicate effectively amongst students, staff, families and partner groups about implementation of the policy.

Summary of Progress:

Progress has been made on a number of objectives for this goal area this year. Highlights include:

- *Communication Plan:* the SOGI newsletter entitled 'Ask the Kids', was published four times this year, focusing on a variety of topics designed to support staff in their work through a SOGI lens. The newsletters have provided a summary of the work of the Advisory Committee, and have focused on ensuring all staff had direct access to the policy, regulations and guidelines, describing the history of and rationale for the policy, providing tips from LGBTQ2S+ students, accessing links to resources, and highlighting SOGI-related work at schools around the district.
- *Ongoing initiatives:* there is ongoing subcommittee work with the City of Richmond to create a Youth PRIDE event in the city; in addition, the District Coordinator and Teacher Consultant are liaising with the district's Equity and Inclusion staff to develop a restorative practices framework for schools.

CONCLUSION:

The district extends its gratitude to all members of the SOGI Advisory Committee who continue to demonstrate significant commitment to the work of implementing Policy 106. Through the emphasis of Equity and Inclusion through the Strategic Plan, as well as the continued work around this theme at the district and school levels, supporting students who are part of the LGBTQ2S+ community through an intersectional lens has been highlighted. The district continues to be committed to supporting the expansion of the implementation of the Policy in order to provide a safe learning environment for all students, and in particular, those whom the Policy was designed to protect.

Attachment: Policy 106, 106-R: *Sexual Orientation and Gender Identity*

DISTRICT PHILOSOPHY

Policy 106

Sexual Orientation and Gender Identity

The Richmond Board of Education values the diversity present within the Richmond School District. The District is responsible for ensuring that school cultures are safe, welcoming, inclusive and affirming for all students and members of the district community. The role of educators in the district is critical in creating positive societal change to address difficulties the LGBTQ+ community often faces in schools.

Our District Code of Conduct sets out the expectations by which we all learn and work together. However, we recognize the unique set of challenges experienced by our lesbian, gay, bisexual, transsexual, transgender, two spirit, queer and questioning (LGBTQ+) community. The Board believes that it is our collective responsibility to ensure that every individual is treated with fairness, respect and dignity, and is included fully in the life of the community. The purpose of this Policy is to encourage a climate of welcome, respect, and support for those who identify as LGBTQ+ and the challenges they often encounter in being accepted and fully included in the life of the school community.

The Richmond School District understands and demonstrates that our district culture is strengthened by the rich contributions made by each member. We believe that learning and working environments that are inclusive of diversity and equitable in relation to that diversity are essential in supporting the highest level of personal and collective growth and achievement.

DISTRICT PHILOSOPHY

Policy 106-R

Sexual Orientation and Gender Identity

The Richmond Board of Education believes that an important role of public education is to prepare young people to work and live in an open, supportive and democratic society free of discrimination and violence based on sexual orientation or gender identity and expression.

An educational environment that fosters equity and the principles of inclusion will affirm the identities of individuals and their families and can support the elimination of homophobia and transphobia within our schools and our communities.

It is the overarching responsibility of the Board of Education to ensure that all staff members understand and demonstrate that it is their individual and collective responsibility to identify individual discriminatory attitudes and behaviours. It is expected that all staff will work to eliminate the barriers and inequities to learning for students who identify as LGBTQ+, ensuring that all students are treated with fairness, respect and dignity.

The Board will promote proactive strategies and guidelines so that all members of this diverse community are welcomed, respected, accepted and supported.

The Board is committed to implementing measures that will:

- define appropriate expectations, language, behaviours and actions to prevent discrimination and harassment;
- ensure that complaints of discrimination and harassment based on sexual orientation, gender identity and/or gender expression are taken seriously and dealt with expeditiously and effectively through consistently applied policy and procedures; and
- raise awareness and improve understanding of the unique set of challenges experienced by those who identify as LGBTQ+.

Education and Awareness

- The District will work continuously to educate all members of the school community (including students, staff, parents and guardians) to prevent discrimination based on sexual orientation or gender identity and expression and to promote a safe and inclusive environment.
- The District will support schools with age appropriate, BC Ministry of Education recommended SOGI resources.
- The District will support developmentally appropriate activities and provide resources that enhance knowledge and skills that help develop respect for all sexual orientations, gender identities and expressions.
- The District will support schools and staff in the maintenance of library resources that affirm human diversity as a fundamental component of our society and reflect the diversity within our school communities.

- In order to reflect the multi-cultural diversity of the district, as many of the above resources as practical, should be available in different languages and in formats easily accessible to ELL students and their families.
- The district will support teachers in including positive images and accurate information about history and culture that reflects the accomplishments and contributions of LGBTQ+ people.
- Trustees, management and staff must respect and support the district LGBTQ+ community by participating in in-service workshops on LGBTQ+ issues.

District, School and Staff Responsibilities

- Trustees, management and staff will facilitate safer school environments for the LGBTQ+ community and those who are perceived to be a part of it by:
 - acknowledging that an acceptance of diversity is the starting point of respect;
 - using language that affirms all sexual identities and avoiding disparaging remarks or language that demeans LGBTQ+ identities and families;
 - challenging staff, students and parents who behave in disrespectful ways toward LGBTQ+ people;
 - encouraging teachers to sponsor and support LGBTQ+-positive initiatives, such as SOGI clubs or groups;
 - supporting the rights of LGBTQ+ students to access supportive and affirming counselling.
- The Board and District will provide opportunities for school communities to increase awareness of the impact of harassment and discrimination.
- The Board and District will provide opportunities for staff members to increase their knowledge and skills in promoting respect for human rights, supporting diversity and addressing harassment and discrimination.
- The District will build a greater awareness of and responsiveness to the harmful effects of isolation resulting from harassment and discrimination.
- The District will take action when there is evidence or an actual complaint of harassment or discrimination.
- The District will distribute guidelines for investigating and addressing incidents of harassment or discrimination.
- Schools will inform students, staff and parents on how and when to report incidents of harassment and discrimination and, where appropriate, to intervene.
- Staff will support any individual or group of students who request help and support for any issues involving harassment or discrimination.
- The District will review and report annually to the Richmond Board of Education regarding the work of district and school staff in support of the Sexual Orientation and Gender Identity Policy (SOGI).

Report to the Board of Education (Richmond) PUBLIC

DATE: June 8, 2022

FROM: Maria Fu, Assistant Secretary Treasurer

SUBJECT: 2021 Report in Charitable Donations

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

Please find attached a listing of donations made to the Board for 2021, covering the period January 1, 2021 to December 31, 2021, along with the comparison to 2020.

For 2021, the total amount donated during this period was \$326,458.97. Of this amount, \$306,471.66 comprises cash; the remainder of \$19,987.31 constitutes in-kind donations of tangible goods. The in-kind donations are comprised of \$12,401.31 in whiteboards, \$4,004 in musical instruments and equipment, \$3,382 in vehicles and \$200 in resource materials.

Respectfully submitted,

Maria Fu
Assistant Secretary Treasurer

School District #38 (Richmond) Donations 2020 & 2021 (Comparative)

Site/Initiative Name	CASH		IN-KIND		TOTAL	
	2020	2021	2020	2021	2020	2021
Anderson Elementary	250.00	1,228.00	-	-	250.00	1,228.00
Blair Elementary	2,250.00	1,020.00	-	400.00	2,250.00	1,420.00
Blundell Elementary	1,676.00	166.00	-	-	1,676.00	166.00
Boyd Secondary	350.00	3,380.00	4,797.60	-	5,147.60	3,380.00
Bridge Elementary	5,050.00	352.00	-	-	5,050.00	352.00
Brighthouse Elementary	35,145.00	2,285.00	-	-	35,145.00	2,285.00
Burnett Secondary	5,202.57	7,705.00	-	-	5,202.57	7,705.00
Byng Elementary	100.00		-		100.00	-
Cambie Secondary	540.00	500.00	-	-	540.00	500.00
Cook Elementary	3,220.00	2,495.00	-	200.00	3,220.00	2,695.00
DeBeck Elementary	15,369.00	28,330.00	-	-	15,369.00	28,330.00
Diefenbaker Elementary	100.00	45.00	-	-	100.00	45.00
District Donations	500.00	260.00	39,480.76	12,401.31	39,980.76	12,661.31
District Scholarship Fund	115,858.00	131,515.00	-	-	115,858.00	131,515.00
Dixon Elementary	2,730.00	20.00	-	-	2,730.00	20.00
Errington Elementary		70.00		-	-	70.00
FEED-U-CATE 38	62,339.85	5,921.90	-	-	62,339.85	5,921.90
Ferris Elementary	250.00	6,855.00	-	-	250.00	6,855.00
Garden City Elementary	1,200.00	255.00	-	-	1,200.00	255.00
General Currie Elementary		100.00		-	-	100.00
Gilmore Elementary	1,900.00	3,500.00	-	-	1,900.00	3,500.00
Grauer Elementary	450.00	5,250.00	-	-	450.00	5,250.00
Hamilton Elementary	1,240.00	1,438.75	3,996.80	-	5,236.80	1,438.75
Homma Elementary	2,249.12	55.00	-	-	2,249.12	55.00
Horizons		150.00		-	-	150.00
Kidd Elementary	255.00	4,822.00	-	-	255.00	4,822.00
Kingswood Elementary	360.00		-		360.00	-
Lee Elementary	915.00	5,989.00	-	-	915.00	5,989.00
MacNeill Secondary	13,419.00	4,145.00	-	-	13,419.00	4,145.00
Maple Lane Elementary	-	6,540.00	-	-	-	6,540.00
McKay Elementary	5,220.00	2,400.00	-	-	5,220.00	2,400.00
McKinney Elementary		50.00		-	-	50.00
McMath Secondary	3,350.00	2,595.00	-	-	3,350.00	2,595.00
McNair Secondary	4,775.00	395.00	-	4,032.00	4,775.00	4,427.00
McNeely Elementary	500.00	1,800.00	-	-	500.00	1,800.00
McRoberts Secondary	4,000.00	11,849.00	-	-	4,000.00	11,849.00
Mitchell Elementary	573.30	50.00	1,100.00	-	1,673.30	50.00
Palmer Secondary	1,880.00	3,520.01	-	-	1,880.00	3,520.01
Quilchena Elementary	770.00	34,930.00	-	-	770.00	34,930.00
Richmond Secondary	11,170.00	6,450.00	-	200.00	11,170.00	6,650.00
Richmond Virtual School	100.00	-	-	500.00	100.00	500.00
Spul'u'kwuks Elementary	350.00	550.00	-	-	350.00	550.00
Steves Elementary		108.00		-	-	108.00
Steveston-London Secondary	7,730.00	11,605.00	-	2,254.00	7,730.00	13,859.00
Tait Elementary	1,000.00	25.00	-	-	1,000.00	25.00
Talmey Elementary	30.00		-		30.00	-
The Blundell Center Scholarships	2,100.00		-		2,100.00	-
Thompson Elementary	4,320.00	3,115.00	-	-	4,320.00	3,115.00
Tomsett Elementary	-	480.00	3,998.80	-	3,998.80	480.00
Westwind Elementary	20.00	100.00	-	-	20.00	100.00
Whiteside Elementary	2,030.00	785.00	-	-	2,030.00	785.00
Woodward Elementary	1,150.00	1,000.00	-	-	1,150.00	1,000.00
Wowk Elementary	4,830.00	272.00	-	-	4,830.00	272.00
Grand Total	328,816.84	306,471.66	53,373.96	19,987.31	382,190.80	326,458.97

School District #38 (Richmond) Donations In Kind 2020 & 2021 (Comparative)

Detail by Site

Site/Initiative Name	Amount	Item Listing
District In-Kind Donation	6,000.00	Face Masks
Tomsett Elementary	3,998.80	PPE Masks
Boyd Secondary	4,797.60	PPE Masks
Hamilton Elementary	3,996.80	PPE Masks
District In-Kind Donation	8,285.76	Face Masks
District In-Kind Donation	3,750.00	Face Shields
Mitchell Elementary	1,100.00	Breakfast Club-sanitizers and food packages
District In-Kind Donation	21,445.00	Books
	53,373.96	TOTAL (2020)

Site/Initiative Name	Amount	Item Listing
Richmond Virtual School	500.00	Industrial Sewing Machine
Cook Elementary	200.00	Piano
Steveston-London Secondary	50.00	Violin
District In-Kind Donation	12,401.31	863 whiteboards
McNair Secondary	1,500.00	2003 Honda Civic 4-door Sedan
Richmond Secondary	200.00	Geographic Magazines
Blair Elementary	400.00	Flute
Steveston-London Secondary	2,204.00	Bass Clarinet
McNair Secondary	650.00	Henry Herbert Vintage Piano
McNair Secondary	1,882.00	Vehicle
	19,987.31	TOTAL (2021)

Report to the Board of Education (Richmond) PUBLIC

DATE: 29 June 2022

FROM: Lynn Archer, Assistant Superintendent
Frank Geyer, Executive Director, Facilities Services

SUBJECT: Early Learning and Childcare Update

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

STRATEGIC PLAN REFERENCES

- *Strategic Priority 1: Inspired Learners*
 - *Goal 1: Learners have increased capacity to adapt and thrive in an ever-changing world.*
 - *Goal 3: Indigenous Peoples' history, perspectives, and learning approaches are embedded within district planning and practices.*
- *Strategic Priority 2: Equity and Inclusion*
 - *Goal 2: 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.*
- *Strategic Priority 5: A Connected Learning Community*
 - *Goal 4: The district is an engaged and collaborative community partner.*

INTRODUCTION

The purpose of this update on early learning and childcare is to provide the Board of Education with information on following areas:

- Overview of early learning and childcare in BC
- Early Learning Programs and Just B4 Pilot Program
- Update and Revision of Policy 804.1
- Childcare programs operating on school property

OVERVIEW OF EARLY LEARNING AND CHILDCARE IN BC

In 2017, British Columbia, along with all provinces and territories, signed the Multilateral Early Learning and Child Care Framework which described the vision and principles for early learning and childcare, as well as commitments to resources, by the federal government. In the same year, BC signed the first

three-year (2017-2020) Canada-BC ELCC Agreement. This agreement provided funding used to begin building a universal early learning and childcare system. New initiatives included:

- \$10aDay Prototype Sites
- Expansion of Aboriginal Head Start
- Child Care Fee Reduction Initiative
- Affordable Child Care Benefit
- New Spaces Fund
- ECE Wage Enhancement

In 2018, Indigenous governments worked alongside Canada to develop the Indigenous Early Learning and Child Care Framework. Then in 2020, the Minister mandated demonstrated a shared mandate across the Minister of Education, Minister of Children and Family Development, and the Minister of State for Child Care:

- work to integrate childcare into the broader learning environment by developing a strategy to move delivery of childcare into the Ministry of Education by 2023; and
- work toward providing universal access to before and after school care, prioritizing care on school grounds so parents know their children are safe at one place for the full workday.

In 2021, BC signed a five-year agreement with the federal government as part of a federal plan to build a Canada-Wide early learning and childcare system. The Canada-Wide ELCC Agreement invests significantly to support system growth via non-profit and public sector.

Effective April 1, 2022, the BC government announced that responsibility for childcare transitioned to the Ministry of Education. The transition is a key step in the Childcare BC plan to build a system that integrates childcare into the broader learning environment.

EARLY LEARNING PROGRAMS AND JUST B4 PILOT PROGRAM

Richmond has a variety of Early Learning Programs. The main early learning program is StrongStart. There are five StrongStart locations in the district located at Grauer Elementary, Lee Elementary, McNeely Elementary, Thompson Elementary, and Woodward Elementary. The district also collaborates with United Way, Touchstone Family Services, and Decoda Literacy Solutions to offer Early Learning Programming. Other Early Learning Programs include Changing Results for Young Children (CR4YC), Ipals, and a new project called Strengthening Early Years to Kindergarten Transitions (SEY2KT). The SEY2KT project is intended to be collaborative and will include a variety of schools and community agencies. It will function mainly out of McNeely Elementary.

Over the past few years, the Ministry of Education has been providing some pilot transition programs to learn more about supporting early learning and childcare in our schools. The pilot programs are intended to develop our understanding of governance and operations of childcare within the education system. Some districts have been piloting a program called “Seamless Day K” which involves before and after school care operating within an existing kindergarten classroom.

Just B4 is another pilot program that has grown from one district in 2020-21 to 27 districts for the 2022-23 school year. Just B4 is an early learning pilot that provides a pre-school program specifically for children who are four years old or in the year just before entering kindergarten. Because pre-school is considered a form of childcare, the pilot programs are required to get a childcare license and have qualified early childhood educators providing the pre-school programming. Richmond opened its first Just B4 site on April 1, 2022 at Lee Elementary. In its short time of operation, it has been a positive experience for the children, parents, and staff. Next year there will be two Just B4 sites – one at Lee Elementary and one at Grauer Elementary.

UPDATE AND REVISION OF POLICY 804.1 – COMMUNITY USE OF DISTRICT FACILITIES

Connected to Ministerial Order 326/20 which came into effect in September 2020, the District has revised Policy 804.1: Community Use of District Facilities, which was adopted by the Board in February 2022 along with Regulation 804.1-R and Administrative Guideline 804.1-G. One central change to the policy highlights the potential use of District facilities for licensed childcare. The revised policy statement now includes:

“In particular, the Board supports using District facilities to enhance access to licensed childcare that practices the guiding principles of early learning, equity, inclusivity, Indigenous reconciliation, and advances a more holistic system of education.”

CHILDCARE PROGRAMS OPERATING ON SCHOOL PROPERTY

There are currently 38 privately run childcares operating in 30 Richmond School District facilities (refer to Appendix A for the list of locations and operators):

- 5 daycares
- 3 preschools
- 3 daycare/preschool/before & after school care
- 4 daycare/before & after school care
- 23 before & after school care

These businesses are on year-to-year licenses to occupy room(s) within district facilities. There are currently seven elementary schools with no childcare operations, and there are no existing spaces available at these sites to place such.

Starting September 2022, YMCA of Greater Vancouver is set to open a daycare program in the new purpose-built Tomsett Childcare Centre, and the District has received government approval under the Childcare BC New Spaces Fund to construct new facilities at Manohar Steves Elementary and at Maple Lane Elementary.

Lynn Archer
Assistant Superintendent

Frank Geyer
Executive Director, Facilities Services/Richmond Project Team

Attachments

- Appendix 'A' – List of Private Childcare Operators

APPENDIX A - LIST OF PRIVATE CHILDCARE OPERATIONS

Facility	Operator	Program Type (as stated in License)	Room, Hours of Operation and Maximum Capacity
Henry Anderson Elementary	YMCA	Before & After School Care	Multi: (max capacity: 25) 7:30-8:30am, 2:45-6:00pm Kitchen: 2:45-3:45pm
Archibald Blair Elementary	N/A		
Blundell Elementary	Connections Community Services (Richmond Youth Service Agency)	Before & After School Care	Rm 7: (max capacity: 20) 8:00-9:00am, 2:30-6:00pm
William Bridge Elementary	N/A		
Samuel Brighthouse Elementary	Brighthouse YMCA Kids Club	Before & After School Care	Room 318: (max capacity: 20) 7:00-9:00am, 2:30-6:00pm
Lord Byng Elementary	Byng YMCA Kids Club	Before & After School Care	Multi: (max capacity: 35) 7:00-8:45am, 2:45-6:00pm Kitchen: 3:00-4:00pm
William Cook Elementary	Connections Community Services (Richmond Youth Service Agency)	Before & After School Care	Multi: (max capacity: 24) 8:00-9:00am, 2:30-6:00pm
General Currie Elementary	Richmond Out of School Care	Before & After School Care	Multi: (max capacity: 19) 8:00-9:00am, 2:45-6:00pm Rm 204: (max capacity: 16) 2:45-6:00pm
Howard DeBeck Elementary	Hatch Kids Learning Center Ltd.	Group Daycare	MLC #2: (max capacity: 18) 8:00-8:45am, 2:45-6:00pm MLC #3: (max capacity: 20) 8:30am-3:00pm
John G. Diefenbaker Elementary	Tomorrow's Topkids	Before & After School Care	Multi: (max capacity: 24) 7:00-8:45am, 2:30-6:00pm
Alfred B. Dixon Elementary	N/A		
John T. Errington Elementary	Tomorrow's Topkids	Before & After School Care	Rm 117: (max capacity: 25) 7:00-8:45am, 2:30-6:00pm
W.D. Ferris Elementary	Tomorrow's Topkids	Before & After School Care	Multi: (max capacity: 25) 7:00-8:45am, 2:30-6:00pm Rm 39: (max capacity: 19) 3:00-5:00pm
Garden City Elementary	N/A		

Facility	Operator	Program Type (as stated in License)	Room, Hours of Operation and Maximum Capacity
James Gilmore Elementary	Nest Early Learning	Group Daycare	Rm 20: (max capacity: 24) 8:00am-5:45pm
	West Richmond Community Association	Before & After School Care	Multi: (max capacity: 63) 7:00-9:00am, 2:15-6:00pm Rm 24: 3:30-5:00pm Kitchen: 7:00-9:00am, 2:00-4:00pm Gym: 4:00-5:00pm
R.M. Grauer Elementary	Cherry Blossom Montessori	Preschool	Rm 116: (max capacity: 16) 9:00am-1:00pm
	Tomorrow's Topkids	Before & After School Care	Multi: 7:00-8:45am, 2:30-6:00pm
Hamilton Elementary	N/A		
Tomekichi Homma Elementary	N/A		
Thomas Kidd Elementary	Spice of Life	Before & After School Care	Rm 101: (max capacity: 19) 7:30-8:30am, 2:30-5:30pm Rm 102: (max capacity: 20) 7:30am-5:30pm Gym: 4:00-4:30pm
Kingswood Elementary	Creative Adventures Daycare	Preschool, Group Daycare and Before & After School Care	Pod D-3: 7:00am-5:30pm (max capacity: 17) Pod D-4: 12:30-3:00pm (max capacity: 14) Multi: (max capacity: 24) 7:30-8:45am, 2:45-5:00pm
Walter Lee Elementary	Morning Glory Montessori	Group Daycare and Before & After School Care	Rm 2: 8:15am-5:30pm (max capacity: 39) Rm 4: 8:45am-1:15pm Rm 20: (max capacity: 20) 8:00-8:30am, 2:45-6:00pm Gym: 4:30-6:00pm
Maple Lane Elementary	Little Maples Preschool	Preschool, Group Daycare and Before & After School Care	Rm 11: (max capacity: 20) 8:30am-6:00pm
Donald E. McKay Elementary	Butterfly Progressive Montessori Preschool Ltd.	Preschool	Rm 113: 8:15-3:30pm (max capacity: 20) Gym: 10:00-10:30am, 12:35-1:00pm (F)
	Learning Garden Academy	Before & After School Care	Rm 116: (max capacity: 15) 2:45-6:00pm
James McKinney Elementary	Tomorrow's Topkids	Before & After School Care	Multi: (max capacity: 24) 7:00-8:45am, 2:30-6:00pm Gym: 3:00-4:45pm

Facility	Operator	Program Type (as stated in License)	Room, Hours of Operation and Maximum Capacity
Kathleen McNeely Elementary	Kiddyland Multiple Intelligence Childcare Centre	Group Daycare	Rm 10: (max capacity: 19) 8:30am-5:30pm
	Golden Apple Daycare	Group Daycare	Rm 6: (max capacity: 20) 8:00-5:30pm
Mitchell Elementary	Childfirst Childcare	Before & After School Care	Rm 10110/10105: (max capacity: 18) 7:00-9:00am, 2:15-6:00pm Rm 10107: (max capacity: 18) 2:45-5:15pm
	Boys and Girls Club	Before & After School Care	Multi (Room 118): 2:45-5:30pm (M-W), 2:45-8:00pm (Th) Gym: 4:00-5:00pm (M-W), 4:00-7:30pm (Th)
Quilchena Elementary	Creatively Crafted Childcare	Before and After School Care	Rm 12: (max capacity: 26) 8:00-8:30am, 2:45-5:30pm
Sea Island Annex	Creative Childcare Centre	Group Daycare	Rm 6: (max capacity: 22) 8:00am-6:00pm
	Butterfly Progressive Montessori Preschool Ltd.	Group Daycare	Rm 3: (max capacity: 19) 9:00am-5:30pm
Spul'u'kwuks Elementary	Tomorrow's Topkids	Before & After School Care	Multi: (max capacity: 50) 7:00-8:45am, 2:30-6:00pm Rm 115: 3:15-4:30pm
Manoah Steves Elementary	Royal Blue Heron Montessori Academy	Preschool	Rm 11: (max capacity: 20) 8:00-4:00pm
	Manoah YMCA Kid's Club	Before & After School Care	Rm 6: (max capacity: 16) 7:00-9:00am, 2:15-6:00pm
Robert J. Tait Elementary	Connections Community Services (Richmond Youth Service Agency)	Before & After School Care	Rm 12: (max capacity: 18) 8:00-9:00am, 2:30-6:00pm
	Steveston Society of Children's Centres (Alderwood House)	Preschool and Group Child Care	Rm 11: (max capacity: 18) 8:00am-6:00pm
R.C. Talmey Elementary	Country Care Childcare	Before & After School Care	Multi: (max capacity: 18) 2:45-5:00pm Gym: 5:00-6:00pm

Facility	Operator	Program Type (as stated in License)	Room, Hours of Operation and Maximum Capacity
James Thompson Elementary	Discovery Montessori School	Group Daycare, Before & After School Care	Rm 16: (max capacity: 20) 2:45-4:30pm Rm 17: (max capacity: 19) 8:30am-11:15pm Rm 19: (max capacity: 19) 8:00-4:30pm Gym: 4:30-5:30pm
F. A. Tomsett Elementary	YMCA	Group Daycare, Before & After School Care	Coming September 2022
Westwind Elementary	Tomorrow's Topkids	Before & After School Care	Multi: (max capacity: 50) 7:00-8:45am, 2:30-6:00pm MLC: 3:00-4:30pm
James Whiteside Elementary	N/A		
Daniel Woodward Elementary	Woodward Out of School Care	Before & After School Care	Multi: (max capacity: 24) 7:30-8:30am, 2:40-6:00pm
Jessie Wowk Elementary	Tomorrow's Topkids	Before & After School Care	Multi: 7:00-8:45am, 2:45-6:00pm

Report to the Board of Education (Richmond) PUBLIC

DATE: 29 June 2022

FROM: Frank Geyer, Executive Director, Facilities Services

SUBJECT: 2023-2024 Five-Year Capital Plan

RECOMMENDATION

THAT the Board of Education of School District No. 38 (Richmond) approves the 2023-2024 Five-Year Capital Plan.

STRATEGIC PLAN REFERENCES

Strategic Priority 3: Optimized Facilities & Technology

✓ Goal 2: The district's facilities are well-maintained, equitable, safe, and conducive to learning.

POLICY CONSIDERATIONS

Submitted in accordance with Board Policy 701 and Regulation 701-R - Facilities Planning and Development.

BACKGROUND

Annual Five-Year Capital Plan submissions from Boards of Education are used by the Ministry of Education (MOE) to determine which priority capital projects may be approved in the Ministry's Capital Plan for the following fiscal year. The capital plan submissions also provide the Ministry with important insight into future year capital priorities, which can be used for longer term government planning and the determination of potential future capital funding requirements for the public education system.

The 2023-2024 Five-Year Capital Plan Instructions (CPI) were issued by the Ministry of Education in April 2022, with the Board-approved Major Capital Programs and Building Envelope Program plans to be submitted, complete with separate Board Resolutions, by 30 June 2022. The Minor Capital Programs plan, complete with separate Board Resolution, is due by 30 September 2022 but we are including the plan and resolution in this report for approval.

The Ministry is seeking capital project requests under the following capital programs:

- A. Major Capital Programs:
- Seismic Mitigation Program (SMP)
 - School Expansion Program (EXP)
 - School Replacement Program (REP)
 - Rural Districts Program (RDP)

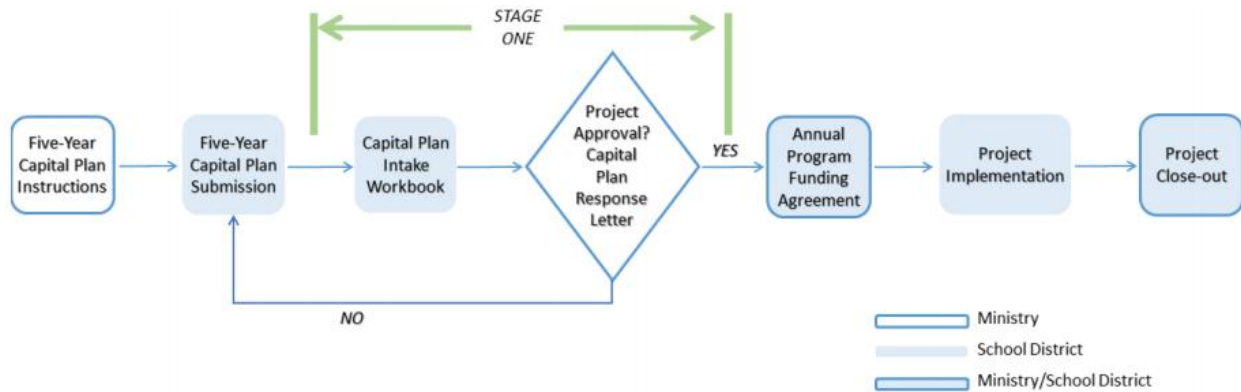
B. Minor Capital Funding Programs:

- School Enhancement Program (SEP)
- Carbon Neutral Capital Program (CNCP)
- Bus Acquisition Program (BUS)
- Playground Equipment Program (PEP)

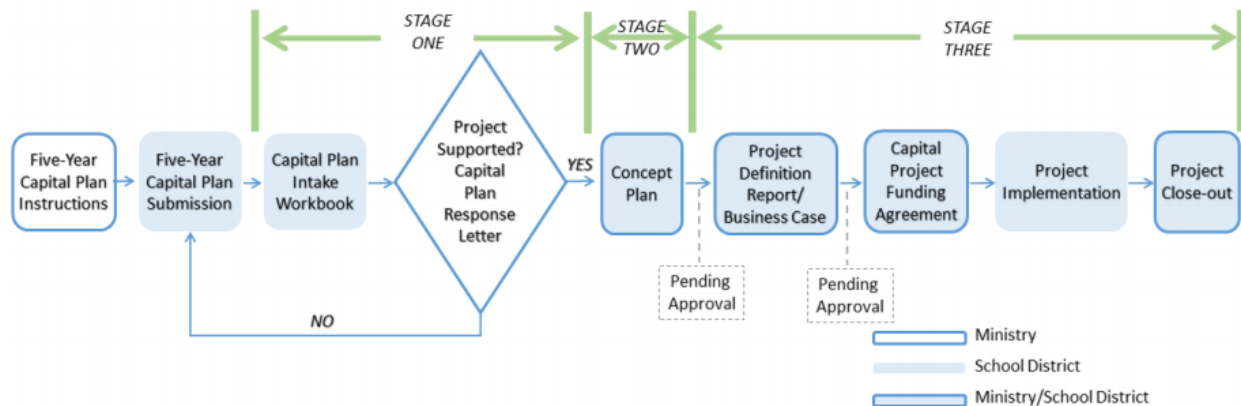
C. Building Envelope Program (BEP)

Project requests will follow either a one-stage or a three-stage approval process as part of the annual Five-Year Capital Plan submission process set out by the Ministry.

All requests made for a Minor Capital Program project (SEP, CNCP, BUS or PEP) will undergo a one-stage approval process:



By contrast, all requests for a Major Capital Program project (SMP, EXP, REP or RDP) or Building Envelope Program (BEP) project will undergo a more extensive three-stage process:



The 2023-2024 Five-Year Capital Plan submission by School District No. 38 (Richmond) totals over \$625 Million and consists of the following:

A. Major Capital Programs

1. Seismic Mitigation Program (SMP)

In keeping with the Richmond Project Team's accelerated project delivery mandate, a total of 22 projects have been included in the SMP. The projects listed have been prioritized in accordance with the formula established in the District Long Range Facilities Plan, as well as the latest guidance from the Ministry.

2. School Expansion Program (EXP)

The latest enrolment projections, completed as part of the LRFP process, indicate for the Richmond City Centre Area and Hamilton Area indicate that, by 2025 and 2028 respectively, additional space will be required to accommodate the growth of the elementary student base. As such, five projects are proposed in the EXP, including four school capacity additions and one new school (Dover Park).

3. School Replacement Program (REP)

There are no schools in the District inventory which have reached or are forecast to reach the end of their useful life, or where major structural issues or accumulation of maintenance needs exceed the cost of building replacement. Thus, we are not including any school replacements in the Capital Plan.

4. Rural Districts Program (RDP)

RDP funding is only available for communities with a population of less than 15,000 inhabitants in those school districts located outside of the Lower Mainland, Greater Victoria, and Kelowna, where Major Capital or Minor Capital projects would otherwise not be considered.

B. Minor Capital Funding Programs

1. School Enhancement Program (SEP)

SEP projects are investments that will contribute to the safety and function of a school and will extend the life of the existing asset. Current eligible SEP projects include electrical, energy, health and safety, mechanical, and roofing upgrades exceeding \$100,000 and not exceeding \$3 Million.

Up to five projects may be submitted annually, and for 2023/2024, one multi-site lab ventilation safety upgrade, one major re-roofing upgrade, and three dust extraction system upgrades are included.

2. Carbon Neutral Capital Program (CNCP)

The CNCP is a \$5 Million annual program that is available to provide specific energy efficiency projects that lower school districts' carbon emissions. Available funds are based on the bank of carbon offsets collected annually by the Province from the District. One multi-site lighting upgrade, one multi-site mechanical system upgrade, and one low temperature heating retrofit/hot water heater replacement is included for 2023/2024.

3. Bus Acquisition Program (BUS)

School buses are considered capital assets and any new or replacement buses are funded as part of the school district's annual Capital Plan submission. For 2023/2024, we have no busses eligible for replacement.

4. Playground Equipment Program (PEP)

The PEP is an annual program that is available to provide specific funding to purchase and install new or replacement playground equipment. Up to three projects may be submitted annually, and for 2023/2024, three locations are included.

C. Building Envelope Program (BEP)

There are currently four Richmond schools remaining in the Provincial Building Envelope Program, and all are included in the Capital Plan and prioritized based on prior years' assessments, provincial prioritization and synergies with District SMP and EXP projects.

A summary of recommended projects is attached. All of the projects recommended for submission are consistent with the District's Long Range Facilities Plan.

Frank Geyer, PEng, FMA

Executive Director, Facilities Services/Richmond Project Team

Attachments

- Board Resolution and Summary - 2023-2024 Five-Year Capital Plan (Major Capital)
- Board Resolution and Summary - 2023-2024 Minor Capital Plan
- Board Resolution and Summary - 2023-2024 Building Envelope Program Capital Plan

June 29, 2022

Board Resolution

In accordance with provisions under section 142 (4) of the School Act, the Board of Education of School District No. 38 (Richmond) hereby approves the proposed Five-Year Capital Plan (Major Capital) for 2023-2024 as provided on the Five-Year Capital Plan Summary (Major Capital) for 2023-2024 submitted to the Ministry of Education.

I hereby certify this to be a true copy of the resolution for approval of the proposed Five-Year Capital Plan (Major Capital) for 2023-2024 adopted by the Board of Education on this the 29th day of June, 2022.

Cindy Wang, MSc, CPA, CA
Secretary-Treasurer

2023-2024 Five-Year Capital Plan Summary (Major Capital)

SEISMIC MITIGATION PROGRAM (SMP) PROJECTS						
Priority	Facility Name	Project Description	Risk Rating	Year (Planning)	Total	Annual Total
1	John G. Diefenbaker Elementary	Structural Seismic Upgrade - Block 1 (H1)	H1	2023	\$13,439,000	\$99,923,000
2	Blundell Elementary	Structural Seismic Upgrade - Block 2 (H1) & Block 3 (H3), Substructure Upgrade - All 3 Blocks	H1	2023	\$18,518,000	
3	Matthew McNair Secondary	Structural Seismic Upgrade - Block 2 (H2) & Block 3 (H1)	H1	2023	\$28,048,000	
4	Westwind Elementary	Structural Seismic Upgrade - Blocks 1, 2, 3 & 4 (H1), Substructure Upgrade - All 5 Blocks	H1	2023	\$33,138,000	
5	Hugh McRoberts Secondary	Structural Seismic Upgrade - Block 1 (H1)	H1	2023	\$6,780,000	
6	Steveston-London Secondary	Structural Seismic Upgrade - Block 1 (H1) & Block 3 (H3)	H2	2024	\$49,522,000	\$106,531,000
7 *1	R.C. Talmey Elementary	Structural Seismic Upgrade - Block 1 (H1) & Block 2 (H3), Substructure Upgrade - Both Blocks	H1	2024	\$25,539,000	
8	John T. Errington Elementary	Structural Seismic Upgrade - Blocks 1 & 2 (H1), Substructure Upgrade - All 3 Blocks	H1	2024	\$31,470,000	
9 *2	James Gilmore Elementary	Structural Seismic Replacement - All 4 Blocks	H1	2025	\$37,912,656	\$81,369,656
	R.M. Grauer Elementary	Structural Seismic Upgrade - Block 2 (H1) & Block 3 (H3), Substructure Upgrade - All 3 Blocks	H1	2025	\$31,870,000	
	Quilchena Elementary	Structural Seismic Upgrade - Blocks 1 & 2 (H1)	H1	2025	\$11,587,000	
12	Jessie Wowk Elementary	Structural Seismic Upgrade (H3) & Substructure Upgrade	H1	2025	\$21,805,000	\$83,408,000
13	Donald E. McKay Elementary	Structural Seismic Upgrade - Blocks 1 & 2 (H1)	H1	2026	\$12,015,000	
14	Walter Lee Elementary	Structural Seismic Upgrade - Blocks 1 & 3 (H1) & Block 2 (H3)	H1	2026	\$16,653,000	
15	James Thompson Elementary	Structural Seismic Upgrade - Blocks 1, 3, 6, 7 & 8 (H1), Block 2 (H3) & Blocks 4 & 5 (H2), Substructure Upgrade - All 9 Blocks	H1	2026	\$32,935,000	
16	R.C. Palmer Secondary	Structural Seismic Upgrade - Block 2 (H1)	H1	2026	\$7,977,000	\$75,624,000
17 *2	Thomas Kidd Elementary	Structural Seismic Upgrade - Block 1 (H1), Substructure Upgrade - Both Blocks	H1	2027	\$24,000,000	
	Daniel Woodward Elementary	Structural Seismic Upgrade - Blocks 1 & 2 (H1), Substructure Upgrade - All 3 Blocks	H1	2027	\$28,267,000	
	Kingswood Elementary	Structural Seismic Upgrade - Blocks 1 & 3 (H3)	H3	2027	\$15,380,000	
20	Ecole des Navigateurs (CSF)	Structural Seismic Upgrade - Block 1 (H1) & Block 4 (H2)	H1	2028	\$9,379,000	\$74,154,000
21	Tomekichi Homma Elementary	Structural Seismic Upgrade - Block 1 (H2), Substructure Upgrade - Both Blocks	H2	2028	\$35,366,000	
22	Kathleen McNeely Elementary	Structural Seismic Upgrade - Block 1 (H3), Substructure Upgrade - Both Blocks	H3	2028	\$29,409,000	

*1 - moved to align with proposed EXP project

*2 - business case to be developed packaging three schools in accordance with LRFP possible consolidation strategy

EXPANSION PROGRAM (EXP) PROJECTS					
Priority	Facility Name	Project Description	Year (Planning)	Total (Capital Plan)	Program Total
New Schools/Additions to Schools					
1	Samuel Brighthouse Elementary	0K/150E Addition (100K/575E total) - City Centre Area population growth	2023	\$12,787,601	\$91,241,765
2	R.C. Talmey Elementary	20K/75E Addition (60K/300E total) - City Centre Area population growth.	2024	\$8,037,164	
3	William Cook Elementary	20K/100E Addition (100K/575E total) - City Centre Area population growth	2025	\$10,512,000	
4	Dover Park Elementary	New 40K/300E Elementary School - City Centre Area population growth	2026	\$48,140,000	
5	Hamilton Elementary	0K/100E Addition (80K/450E total) - Hamilton Area population growth	2027	\$11,765,000	
Site Acquisitions					
1	City Centre Elementary Site	2.0 Hectare Parcel - City Centre Area	2026	Refer to ESSP	

June 29, 2022

Board Resolution

In accordance with provisions under section 142 (4) of the School Act, the Board of Education of School District No. 38 (Richmond) hereby approves the proposed Minor Capital Plan for 2023-2024 as provided on the Minor Capital Plan Summary for 2023-2024 submitted to the Ministry of Education.

I hereby certify this to be a true copy of the resolution for approval of the proposed Minor Capital Plan for 2023-2024 adopted by the Board of Education on this the 29th day of June, 2022.

Cindy Wang, MSc, CPA, CA
Secretary-Treasurer

2023-2024 Minor Capital Plan Summary

SCHOOL ENHANCEMENT PROGRAM (SEP) PROJECTS				
Priority	Facility Name	Project Description	Total (Capital Plan)	Program Total
1	Six Secondary Schools	Lab Ventilation Safety Upgrade Phase 2 (Hugh Boyd, Hugh McRoberts, J.N. Burnett, R.A. McMath, R.C. Palmer and Richmond)	\$709,000	\$3,582,000
2	Richmond Secondary	Dust Extraction System Replacement	\$495,000	
3	R.A. McMath Secondary	Dust Extraction System Replacement	\$768,000	
4	Steveston-London Secondary	Dust Extraction System Replacement	\$702,000	
5	H.J. Cambie Secondary	Major Roofing Replacement - Phase 1 of 5 (Sloped Metal Panels)	\$908,000	

CARBON NEUTRAL CAPITAL PROGRAM (CNCP) PROJECTS				
Priority	Facility Name	Project Description	Total (Capital Plan)	Program Total
1	Two Schools	LED Lighting Upgrade (McMath Secondary, W.D. Ferris Elementary)	\$636,000	\$1,155,000
2	Three Schools	Direct Digital Control System Upgrades (McMath Secondary, Brighthouse Elementary, Hamilton Elementary)	\$455,000	
3	Archibald Blair Elementary	Low Temperature Heating and Hot Water Heater Replacement	\$64,000	

PLAYGROUND EQUIPMENT PROGRAM (PEP) PROJECTS				
Priority	Facility Name	Project Description	Total (Capital Plan)	Program Total
1	James Thompson Elementary	Complete Replacement of Playground Equipment	\$165,000	\$495,000
2	Kingswood Elementary	Complete Replacement of Playground Equipment	\$165,000	
3	W.D. Ferris Elementary	Complete Replacement of Playground Equipment	\$165,000	

June 29, 2022

Board Resolution

In accordance with provisions under section 142 (4) of the School Act, the Board of Education of School District No. 38 (Richmond) hereby approves the proposed Building Envelope Program Capital Plan for 2023-2024 as provided on the Building Envelope Program Capital Plan Summary for 2023-2024 submitted to the Ministry of Education.

I hereby certify this to be a true copy of the resolution for approval of the proposed Building Envelope Program Capital Plan for 2023-2024 adopted by the Board of Education on this the 29th day of June, 2022.

Cindy Wang, MSc, CPA, CA
Secretary-Treasurer

2023-2024 Building Envelope Program Capital Plan Summary

BUILDING ENVELOPE PROGRAM (BEP) PROJECTS					
Priority	Facility Name	Project Description	Year (Planning)	Total (Capital Plan)	Program Total
1	John G. Diefenbaker Elementary	Building Envelope Upgrade (1985 & 1988 Blocks)	2023	\$1,379,000	\$8,369,000
2	Jessie Wowk Elementary	Building Envelope Upgrade	2023	\$1,673,000	
3	Steveston-London Secondary	Building Envelope Upgrade (1975 Block)	2024	\$4,155,000	
4	James Thompson Elementary	Building Envelope Upgrade	2024	\$1,162,000	

Report to the Board of Education (Richmond) PUBLIC

DATE: 29 June 2022

FROM: Frank Geyer, Executive Director, Facilities Services
Umur Olcay, Manager, Facilities Planning

SUBJECT: 2022-23 Eligible School Site Proposal (ESSP)

RECOMMENDATION

THAT the Board of Education of School District No. 38 (Richmond) approve the 2022-23 Eligible School Site Proposal (ESSP) through adoption of the 2022-23 ESSP Resolution.

STRATEGIC PLAN REFERENCES

Strategic Priority 3: Optimized Facilities & Technology

✓ Goal 2: The district's facilities are well-maintained, equitable, safe, and conducive to learning.

POLICY CONSIDERATIONS

Provincial Legislation requires that an ESSP resolution must be passed annually if the school district plans to acquire future school sites. The purpose of the ESSP is to identify the eligible school site requirements for the District that will be incorporated into its Five-Year Capital Plan.

BACKGROUND

Pursuant to the School Site Acquisition provisions of the Local Government Act, a 2022-23 Eligible School Site Proposal (ESSP) has been drafted in consultation with local government and developer stakeholders. The District's 10-year residential unit projections are based on information provided by City of Richmond. Also, District planning staff continually consult with development stakeholders to estimate potential timing of planned residential development and impact on the enrolment projections for schools.

The ESSP is required to be passed by the Board of Education annually to identify proposed new school site requirements in the District, including long term future acquisitions. Once adopted by the Board, a certified copy of the Board's ESSP resolution and report will be provided to the City of Richmond and Metro Vancouver Regional District for acceptance pursuant to the School Site Acquisition Provisions of the Local Government Act. The eligible school site requirements must also be included in the District's Five-Year Capital Plan.

There are no changes to the future school site requirements included in the proposed 2022-23 ESSP from the previous year's ESSP resolution and Capital Plan submission.

REVIEW AND ANALYSIS

Pursuant to the Local Government Act, District planning staff have estimated the student growth from new housing units within ten years, based on estimated student yield from different forms of housing in Schedule 'A'. The general location, size and cost of proposed school sites is identified in Schedule 'B'.

The projected growth of new housing and impact on enrolment growth at schools has been included in the District's Long Range Facilities Plan (LRFP), which provides a facilities expansion strategy to address the growth in the City Centre Area and Hamilton Area, including additions to existing schools and construction of a new school at Dover Park Eligible School Site (previously acquired by the District). The LRFP also recognizes the need for a future school site in the City Centre to serve long term growth beyond 2035.

The 2022-23 ESSP report only proposes one new elementary school site, located in the City Centre in the vicinity of Lansdowne Centre Shopping Centre. District planning staff have consulted extensively with the City of Richmond and Vanprop Investments Ltd (proponent for residential development of Lansdowne Centre Shopping Centre). The timing of the planned residential redevelopment of Lansdowne is estimated to be phased in over the next 15 to 20 years, resulting in enrolment growth estimated to support a new school with a nominal capacity of 40K + 300E by 2034. Schedule 'B' to this report estimates the cost of a new school site with a standard size of 1.9 hectares (4.7 acres) would cost approximately \$75 million in the vicinity of Lansdowne Shopping Centre.

CONCLUSION

This report recommends the 2022-23 Eligible School Site Proposal (ESSP) be approved by the Board of Education through adoption of the attached resolution, pursuant to the requirements of the Local Government Act.

Following the approval of the 2022-23 ESSP, a certified copy of the Board's resolution will be submitted to the City of Richmond and Metro Vancouver Regional District for acceptance pursuant to the Act, and the eligible school site values will be included in the 2023-24 Five-Year Capital Plan

Umur Olcay, RPP, MCIP, ALEP
Manager, Facilities Planning

Frank Geyer, PEng, FMA
Executive Director, Facilities Services/Richmond Project Team

Attachments

- Board Resolution
- Schedule 'A' - 2022-2031 Projections: Eligible Development and Student Yield (School Age Children)
- Schedule 'B' - 2022-23 Eligible School Site Proposal (ESSP)

29 June 2022

Board Resolution – 2022-23 Eligible School Site Proposal

WHEREAS Section 142 of the School Act requires that a Board of Education of School District No. 38 (Richmond) submit a capital plan to the Minister of Education; and

WHEREAS Local Government Act Section 574.2 requires that before a school board submits the capital plan required under School Act Section 142 it consult with each local government in the school district and, that the school board and local government make all reasonable efforts to reach agreement on the following:

- a projection of the number of eligible development units to be authorized over the 10 year period that has been specified by the Minister of Education;
- the projection of the number of school age children (as defined in the School Act) that will be added to the school district as the result of the eligible development units;
- the approximate size and number of school sites required to accommodate the number of school age children projected as a result of the addition of eligible development units;
- the approximate location and value of the school sites; and,

WHEREAS the Board of Education of School District No. 38 (Richmond) has consulted with representatives of the development industry and the City of Richmond on these matters;

IT IS RESOLVED THAT:

- 1) Based on information received from City of Richmond, the Board of Education of School District 38 (Richmond) estimates that there will be 16,710 new development units constructed in the School District over the next 10 years (Schedule 'A');
- 2) These 16,710 new development units will be home to an estimated 1,644 school age children (Schedule 'A');
- 3) The Board of Education expects one (1) new school site will be required in the vicinity of Lansdowne Centre in the City Centre Area as well as planned expansions to a number of schools over the next 10 year period to accommodate student growth resulting from new residential development within the School District;
- 4) According to Ministry of Education site standards presented in Schedule 'B', the eligible school site will require approximately two (2) hectares in the City Centre Area. The site is expected to be purchased within 10 years and at current serviced land cost, the land would cost approximately \$75,000,000; and
- 5) The Eligible School Site Proposal be incorporated into the 2023-24 Five-Year Capital Plan and submitted to the Ministry of Education.

I hereby certify this to be a true copy of the resolution for approval of the 2022-23 Eligible School Site Proposal adopted by the Board of Education the 29th day of June, 2022.

Cindy Wang, MSc, CPA, CA
Secretary-Treasurer

SCHEDULE 'A' – 2022-2031 PROJECTIONS – ELIGIBLE DEVELOPMENT AND STUDENT YIELD (School-age Children)

Table 1 - SCHOOL DISTRICT 38 - ELIGIBLE DEVELOPMENT UNITS (Annual estimate of new units by housing type (10 Year Estimates 2022-2031 based on growth forecasts by City of Richmond)												
Form of Housing \ Year	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	10 Year Total	
Single Detached	88	88	88	88	88	88	88	88	88	88	880	
Row Houses	181	181	181	181	181	181	181	181	181	181	1,810	
Low Rise Apartments	163	163	163	163	163	163	163	163	163	163	1,630	
High Rise Apartments	1,239	1,239	1,239	1,239	1,239	1,239	1,239	1,239	1,239	1,239	12,390	
Total Units	1,671	1,671	1,671	1,671	1,671	1,671	1,671	1,671	1,671	1,671	16,710	

Table 2 - PROJECTED SCHOOL AGE YIELD (Age 5-17 population yield estimated from projected Eligible Development Units (EDU students by housing type 2022-2031)												
Form of Housing \ Year	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	10 Year Total	
Single Detached	57	57	57	57	57	57	57	57	57	57	572	
Row Houses	62	62	62	62	62	62	62	62	62	62	615	
Low Rise Apartments	15	15	15	15	15	15	15	15	15	15	147	
High Rise Apartments	31	31	31	31	31	31	31	31	31	31	310	
Total EDU Students	164	164	164	164	164	164	164	164	164	164	1,644	

Table 3 - ESTIMATED AVERAGE NEW K-12 STUDENT YIELD RATE FROM NEW HOUSING												
Form of Housing \ Year	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	Average Yield	
Single Detached	0.65	0.65	0.65	0.65	0.65	0.65	0.65	0.65	0.65	0.65	0.65	
Row Houses	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	
Low Rise Apartments	0.09	0.09	0.09	0.09	0.09	0.09	0.09	0.09	0.09	0.09	0.09	
High Rise Apartments	0.025	0.025	0.025	0.025	0.025	0.025	0.025	0.025	0.025	0.025	0.025	

SCHEDULE 'B' – 2022-23 ELIGIBLE SCHOOL SITE PROPOSAL (ESSP)
Proposed new school site to be included in the 2023-24 Five-Year Capital Plan

SITE - General Location	City Centre (Lansdowne Area)
Basis of Cost	Estimate
Type of Expansion	New Elementary School
Existing Capacity	0
Long Term Capacity	340 Nominal / 311 Operating
Standard Site Area (Ha)	1.9
Approximate Acres	4.7
Existing Site Area	0
Estimated Cost of Land	\$75,000,000

Notes:

- The site area and cost estimates are based on area standards and current market values.
- There is a potential being explored for a site within the Lansdowne development property which may accommodate a multi level school building in urban air space located on a significantly smaller than standard site area, provided there is shared use of future public open space accommodated adjacent to the proposed school with City of Richmond Parks.
- Eligible School sites which already received capital site acquisition project approval from the Ministry of Education after the original ESSP was submitted in September 2000 to the present are not included in the above table.
- Eligible school site acquisition completions since the inception of the original ESSP include a new elementary site at Dover Park (currently a vacant future school site owned by the school district) and the site acquisition for MacNeill Secondary which opened as a new school in 2003.

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, April 20, 2022 at 6:01 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
Jane MacMillan, Executive Director – Learning Services
Briana Adams, Teacher Consultant – Literacy K-7
Carrie Bourne, Teacher Consultant – French Programs
Baren Tsui, Teacher Consultant – Equity and Inclusion
Liz Baverstock, President, Richmond Teachers' Association
JW Cho, Executive Member, Richmond Teachers' Association
Lester Leung, Member, Richmond Association of School Administrators
April Pikkarainen, Member, Richmond Association of School Administrators
Dionne McFie, Past President, Richmond District Parents Association
Andrew Scallion, President, Richmond District Parents Association
Taffy Jackson, Executive Member, Richmond Management And Professional Staff

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. INNOVATION INQUIRY GRANTS

Staff provided reported the successes of the innovation inquiry grants throughout the current school year and in previous years. Educators throughout the district appreciate the opportunity these grants provide to engage in learning together, employ new pedagogical practices, and

deppen implementation of the K-9 and 10-12 curriculum and assessment practices. This year, over half of the District's educators have participated in inquiry projects supported by the grants. Teacher Consultants highlighted a number of inquiry projects in a variety of focus areas including Intermediate Science, Literacy, and First People's Principles of Learning. Staff announced that the year-end Innovation Celebration will be on May 18, 2022.

4. NEXT MEETING DATE – May 18, 2022.

5. ADJOURNMENT

The meeting adjourned at 7:15 pm.

Respectfully submitted,

Heather Larson
Chairperson, Education Committee

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 Thursday, May 26, 2022 at 6:00 pm.

Present:

Heather Larson, Chairperson
Debbie Tablotney, Vice-Chairperson
Richard Lee, Trustee Member
Sandra Nixon, Trustee
Norm Goldstein, Trustee
Lynn Archer, Assistant Superintendent
Rav Johal, Director of Instruction, Learning Services
Gillian Lock, Teacher Consultant for Mentoring
Marie Thom, Early Learning Teacher Consultant
Brandy Lekakis, Teacher Consultant
Rebeca Rubio, Coordinator for Libraries and Information Services
Lester Leung, Member, Richmond Association of School Administrators
April Pikkariainen, Member, Richmond Association of School Administrators
Andrew Scallion, President, Richmond District Parents Association
Dionne McFie, Past President, Richmond District Parents Association
Taffy Jackson, Executive Member, Richmond Management And Professional Staff*
Joyce Coronel, Executive Assistant (Recording Secretary)

**Present for a portion of the meeting*

The meeting was called to order at 6:01 pm.

1. ADOPT AGENDA

The agenda was adopted as circulated.

2. APPROVE MINUTES

The minutes of the meeting held Wednesday, April 20, 2022 were approved as circulated.

3. LEARNING ENVIRONMENTS & SPACES PILOT GRANTS AND OUTDOOR LEARNING

Teacher Consultants presented on learning spaces that were created through learning environment grants and the process that they worked through in making decisions around these learning spaces. The Coordinator for Libraries and Information Services then presented on LES and LLC Grants 2021/2022 and how these grants have significantly changed the overall appearance and purpose of libraries in some schools.

Trustees thanked staff for their presentation and expressed their appreciation for their hard work.

Taffy Jackson joined the meeting at 6:11pm and left the meeting at 6:45pm.

4. NEXT MEETING DATE – June 22, 2022

5. ADJOURNMENT

The meeting adjourned at 7:23 pm.

Respectfully submitted,

Heather Larson
Chairperson, Education Committee

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, May 4, 2022 at 4:30 p.m.

Present:

Ken Hamaguchi, Committee Chairperson
Debbie Tablotney, Committee Vice-Chairperson
Norman Goldstein, Trustee Member
Heather Larson, Trustee
Donna Sargent, Trustee
Rick Ryan, Deputy Superintendent
Cindy Wang, Secretary Treasurer
Frank Geyer, Executive Director, Facilities Services
Kris Wilkins, Manager, Maintenance Planning and Improvements
Jonathan Ho, Manager, Energy and Sustainability
Tim Bakker, Landscape Horticulturalist
Ian Hillman, President, Canadian Union of Public Employees 716
Liz Baverstock, President, Richmond Teachers' Association
Mike Murray, President, Richmond Association of School Administrators
Joel Canlas, Richmond Management and Professional Staff
Hugo David Madeira, Vice President, Richmond District Parents Association
Dionne McFie, Past President, Richmond District Parents Association
Catherine Cleary, Executive Assistant (Recording Secretary)

Regrets:

Joyce Coronel, Executive Assistant

The meeting was called to order at 4:31 pm.

1. APPROVAL OF AGENDA

The agenda was approved as circulated.

2. APPROVAL OF MINUTES

Minutes from the April 6, 2022 meeting was approved as circulated.

3. FACILITIES PLANNING UPDATE [standing item]

The Executive Director, Facilities Services referred to his report as included in the agenda package. He then responded to questions from Trustee Tablotney and the President, CUPE 716 on the Aspen program.

4. RICHMOND PROJECT TEAM UPDATE [standing item]

The Executive Director, Facilities Services referred to his report as included in the agenda package. There were no further questions or comments.

5. 2022/2023 FACILITIES RENEWAL PROGRAM

The Manager, Maintenance Planning and Improvements provided some highlights on his report as included in the agenda package. There were no further questions or comments.

6. GROUNDS SUSTAINABILITY

Tim Bakker, Landscape Horticulturalist, presented on how the district can provide mentoring support to students and educators in schools with outdoor learning spaces by teaching them the concept of permaculture. He then responded to an inquiry from the Past President, Richmond District Parents Association on how the gardens will be maintained through the summer months.

The Past President, Richmond District Parents Association expressed her full support for Mr. Bakker's proposal and offered RDPA's help in communicating with parents. The President, Richmond Teachers' Association expressed her appreciation for Mr. Bakker's experience and knowledge which is vital to make permaculture sustainable in the schools.

Following inquiry from the Chairperson, Mr. Bakker explained his plans on how to implement the permaculture project in our schools. Trustees thanked Mr. Bakker for his presentation.

7. MINUTES FOR INFORMATION

(a) CHILD CARE DEVELOPMENT ADVISORY COMMITTEE MEETING

Meeting minutes from February 2, 2022 and March 2, 2022 were attached for information.

8. NEXT MEETING DATE – Wednesday, June 1, 2022 at 4:30 pm

9. ADJOURNMENT

The meeting adjourned at 5:07 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, May 18, 2022 at 10:00 a.m.

Present:

Donna Sargent, Chairperson
Ken Hamaguchi, Vice-Chairperson
Norman Goldstein, Trustee Member
Cindy Wang, Secretary Treasurer
Laura Buchanan, Executive Director, Human Resources
Rav Johal, Director of Instruction, Learning Services
Ian Hillman, President, Canadian Union of Public Employees 716
Mike Murray, President, Richmond Association of School Administrators
Jason Leslie, Vice 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)

Regrets:

Maria Fu, Assistant Secretary Treasurer
Lynne Farquharson, Richmond Retired Teachers' Association

The Chairperson called the meeting to order at 10:03 am.

1. APPROVAL OF AGENDA

The agenda was adopted as circulated.

2. APPROVAL OF MINUTES

The minutes of the April 20, 2022 public meeting was approved as circulated.

3. BUDGET UPDATE

The Secretary Treasurer informed the Committee that the Finance team is currently preparing the 2022/2023 Budget Bylaw and its supporting documents for the public Board meeting on May 25. She thanked Trustees, stakeholders, and staff for their budget feedback. The Chairperson also thanked the Secretary Treasurer and staff for their hard work.

4. SELECT STANDING COMMITTEES BUDGET 2023 PROCESS

The Secretary Treasurer spoke to her report as included in the agenda package. She noted that the district has yet to receive confirmation from the Parliamentary Committee's

office if the district will be presenting before the Select Standing Committee. There were no questions or comments.

5. FOOD SECURITY INITIATIVES

The Director of Instruction, Learning Services presented on the following:

- Current model of the district's food security initiatives
- The impact of COVID on the current model
- Feed-U-Cate program
- Community partnerships
- Potential gaps

He then responded to Trustee Goldstein's inquiry on how other school districts address food security issues. The Chairperson proposed that a report on Food Security Initiatives be presented to a future Council Board meeting to have a bigger discussion on this topic.

6. NEXT MEETING DATE – WEDNESDAY JUNE 15, 2022 at 10:00 am

7. ADJOURNMENT

The meeting adjourned at 10:27 am.

Respectfully Submitted,

Donna Sargent, Chairperson
Finance & Legal Committee

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

MINUTES OF PUBLIC MEETING OF POLICY COMMITTEE

Date: Monday, May 16, 2022 at 11 am
Via Zoom Webinar

Present: Sandra Nixon, Vice Chair
Heather Larson, Member
Norman Goldstein, Alternate member
Scott Robinson, Superintendent
Christel Brautigam, Assistant Superintendent
Tim McCracken, Richmond Teachers' Association
Jw Cho, Richmond Teacher's Association
Mike Murray, Richmond Association of School Administrators
Jason Leslie, Richmond Association of School Administrators
Rebeca Avendano, Richmond Management Professionals Staff
Catherine Cleary, Executive Assistant (Recording Secretary)

Regrets: D. Tablotney, Chairperson

The Vice Chair called the meeting to order at 11:02 am.

1. ADOPT AGENDA

The agenda was adopted as circulated.

2. APPROVE MINUTES

The Minutes of the meeting held March 7, 2022 were approved as circulated.

3. DIVERSITY, EQUITY, INCLUSION POLICY PROCESS

Assistant Superintendent Brautigam provided an update on the recommendations brought to the Board and approved at the end of April. The recommendation to update and develop District policies and regulations was outlined with clearly articulated Diversity, Equity, and Inclusion (DEI) principles. There was general feedback on the District's policies overall, where some updates and improvements might be considered as well as direct reference to 22 policies with specific recommendations. The report identified that many District policies contain outdated language that does not reflect the evolving terminology of today. She noted that as policy language can have a tendency towards the complex and pose barriers, suggestions on how to make policies more accessible to readers be part of the process.

It was also suggested that when policies are brought forward, there is a commitment to equity and inclusion being more visible throughout as policy is foundational to the District's operations.

Assistant Superintendent Brautigam spoke about the new DEI Advisory Committee, and the work that will include: language being accessible; a glossary of terms; a consistent template for policy documents – *policy structure, policy name and number, purpose and implementation procedures*; and use of text features such as flow charts or tables to provide a visual structure to the complexity of policy and the interactions within. As well, some policies will include links that refer to other policies or regulations to assist the reader to have further access and context, along with a site map on the policy page to see how policies interact. This initial work will take place and then the Advisory Group will refer back to the Policy Committee for further development.

ACTION: It was **AGREED** to refer the policy work to the DEI Advisory Group that will then bring back a recommendation to Policy Committee to work together in collaboration and prioritization.

4. MEETING FORMAT

The Policy Committee was canvassed on continuing with a virtual meeting format or move to in person meetings. Committee members stated they preferred a virtual meeting format, and the Vice Chair noted she would update the Chairperson on meeting preference going forward to the end of the school year.

5. STATUS OF CURRENT AND ANTICIPATED ITEMS

An Update was provided to the Committee. The Vice Chair noted that Policy 102 was on hold waiting for a report from the Working Group. Facilities Section 700: Phase 2 is also in progress. These policies will be coming back for review to a future Policy Committee meeting.

6. ADJOURNMENT

The meeting adjourned at 11:19 am.

Respectfully Submitted,

*Deborah Tablotney, Chairperson
Policy Committee*