

**Board of Education**  
**Public Meeting Agenda**

**Wednesday, April 26, 2023 – 7:00 pm**  
**1st Floor Boardroom and via Zoom**

[https://sd38.zoom.us/webinar/register/WN\\_90Ngth3CRFiuJnc4Dd3QCA](https://sd38.zoom.us/webinar/register/WN_90Ngth3CRFiuJnc4Dd3QCA)

*After registering, you will receive a confirmation email containing information about joining the webinar.*

The Richmond Board of Education acknowledges and thanks the First Peoples of the hən̓q̓əmiñəṇ̓ language group on whose traditional and unceded territories we teach, learn and live.

---

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

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

**2. Adoption of Agenda**

**3. Presentations, Briefs, Special Recognition**

- (a) Presentations  
Youth Mental Health Advisory Committee
- (b) Briefs  
Nil.
- (c) Special Recognition  
Nil.

**4. Questions from the Public**

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

**5. Executive**

**6. Approval of Minutes of Prior Meetings**

- (a) Record of an in-camera meeting of the board held Wednesday, March 29, 2023.
- (b) Regular meeting of the board held Wednesday, March 29, 2023 for approval.

**7. Business Arising from Prior Minutes**

- (a) **2023/2024 Annual Budget**  
Report from the Secretary Treasurer attached.

**RECOMMENDATION 1: THAT** the Board of Education (Richmond) move into a committee of the whole to allow for all members of the public in attendance to have the opportunity to participate in the discussion on the 2023/2024 operating budget and that the Acting Superintendent facilitate the discussion.

**RECOMMENDATION 2: THAT** the Board of Education (Richmond) rise and report from the committee of the whole discussion on the 2023/2024 operating budget.

- (b) **Board Approved Bus Riders 2023/2024**  
Report from the Executive Director, Facilities Services/Richmond Project Team and Manager, Transportation, Assets and Safety attached.

**8. New Business**

- (a) **2023/2024 Eligible School Site Proposal**  
Report from the Executive Director, Facilities Services/Richmond Project Team attached.

**9. Questions from the Public**

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

**10. Standing Committee Reports**

- (a) **Audit Committee**  
*Chairperson: David Yang*  
*Vice Chairperson: Ken Hamaguchi*

- (b) **Education Committee**  
*Chairperson: Heather Larson*  
*Vice Chairperson: David Yang*

- (i) Minutes of the meeting held on February 15, 2023, are attached for information.

A meeting was held on Wednesday, April 19, 2023. The next meeting is scheduled for Wednesday, May 17, at 6:00 pm.

(c) **Facilities and Building Committee**

*Chairperson: Ken Hamaguchi*

*Vice Chairperson: Debbie Tablotney*

- (i) Minutes of the meeting held on March 1, 2023, are attached for information.

A meeting was held on Wednesday, April 5, 2023. The next meeting is scheduled for Wednesday, May 3, 2023, at 4:30 pm.

(d) **Finance and Legal Committee**

*Chairperson: Donna Sargent*

*Vice Chairperson: Rod Belleza*

- (i) **RECOMMENDATION:** Trustees Expenses for the Three Months ending March 31, 2023 attached.

- (ii) Minutes of the meeting held on February 15, 2023, are attached for information.

A meeting was held on Wednesday, April 19, 2023. The next meeting is scheduled for Wednesday May 17, 2023, at 10:00 am.

(e) **Policy Committee**

*Chairperson: Debbie Tablotney*

*Vice Chairperson: Heather Larson*

- (i) **NOTICE OF MOTION:** Policy 101/101-R: Strategic Planning attached.

- (ii) Minutes of the meeting held on February 13, 2023, are attached for information.

A meeting was held on Monday, April 17, 2023. The next meeting is scheduled for Monday May 15, 2023, at 11:00 am.

**11. Board Committee and Representative Reports**

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

A meeting was held on Wednesday, April 5, 2023.

(b) **BCSTA**

BCSTA Annual General Meeting is scheduled for April 27-30, 2023 at Westin Bayshore, Vancouver. Trustees have been registered.

(c) **BCPSEA**

Nil.

**12. Correspondence**

(a) For action:

Nil.

(b) For information:

Nil.

**13. Adjournment**

**Board of Education**

**Telephone 604 668 6000**

[www.sd38.bc.ca](http://www.sd38.bc.ca)

---

**The next meeting is scheduled for Wednesday, May 24, 2023**

**Contact Persons regarding agenda items:**

**Acting Superintendent, Mr. Rick Ryan – 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 9:00 a.m. the Thursday preceding a meeting of the Board will be included on the Agenda.
- Items arriving after the 9:00 a.m. 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 2022/2023**

	<b>Audit</b>	<b>Education</b>	<b>Facilities and Building</b>	<b>Finance and Legal</b>	<b>Policy</b>
<b>Chairperson</b>	David Yang	Heather Larson	Ken Hamaguchi	Donna Sargent	Debbie Tablotney
<b>Vice Chairperson</b>	Ken Hamaguchi	David Yang	Debbie Tablotney	Rod Belleza	Heather Larson
<b>Member</b>	Rod Belleza	Alice Wong	Heather Larson	Ken Hamaguchi	David Yang
<b>Alternate</b>	Debbie Tablotney	Rod Belleza	Alice Wong	Debbie Tablotney	Rod Belleza
<b>Senior Leader</b>	Cindy Wang	Jane MacMillan	Cindy Wang/Rick Ryan	Cindy Wang	Rick Ryan
	<b>Cambie Coordinating</b>	<b>Child Care Development Advisory Committee</b>	<b>Council/Board Liaison Committee</b>	<b>Richmond Sister City Advisory Committee</b>	
<b>Representative(s)</b>	Alice Wong	Heather Larson	Debbie Tablotney/Heather Larson	David Yang	
<b>Alternate</b>	Rod Belleza	Alice Wong	Donna Sargent	Alice Wong	
<b>Senior Leader</b>	Cindy Wang/Christel Brautigam	Frank Geyer	Rick Ryan /Cindy Wang	Jason Higo	
<b>Reports To</b>	Finance and Legal Committee	Facilities and Building Committee	Board of Education	Education Committee	
	<b>BCPSEA</b>	<b>BCSTA Provincial Council</b>	<b>ELL Consortium</b>	<b>Vancouver Coastal Health Authority</b>	
<b>Representative(s)</b>	Donna Sargent	Heather Larson	David Yang	Debbie Tablotney	
<b>Alternate</b>	Debbie Tablotney	David Yang	Alice Wong	Heather Larson	
<b>Senior Leader</b>	Laura Buchanan	Rick Ryan	Jane MacMillan	Rick Ryan	
<b>Reports to</b>	Board of Education	Board of Education	Education Committee	Education Committee	
	<b>SOGI Advisory Committee</b>	<b>DEI Advisory Committee</b>	<b>Richmond Sustainability Action Committee</b>		
<b>Representative(s)</b>	Debbie Tablotney	Heather Larson	Ken Hamaguchi		
<b>Representative(s)</b>	Ken Hamaguchi	Donna Sargent	Heather Larson		
<b>Senior Leader</b>	Rick Ryan	Christel Brautigam	Frank Geyer		
<b>Reports To</b>	Education Committee	Board of Education	Facilities and Building Committee		

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

**Date:** April 26, 2023

**From:** Cindy Wang, Secretary Treasurer

**Subject:** Record of an In-camera Board Meeting held March 29, 2023

---

The Board of Education School District No. 38 (Richmond) would like to report that the following was discussed at an in-camera meeting of the Board held March 29, 2023.

(a)	Briefs and Presentations:	Nil.
(b)	Executive:	Administrative items were discussed.
(c)	Business Arising out of Minutes:	Administrative items were discussed.
(d)	New Business:	Administrative items were discussed.
(e)	Standing Committee Reports:	Administrative items were discussed.
(f)	Board Committee and Representative Reports:	Administrative items were discussed.
(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.

**Board of Education**  
**Public Meeting Minutes**

**Wednesday, March 29, 2023 – 7:00 pm**  
**1<sup>st</sup> Floor Boardroom and via Zoom**

**Present:**

Chairperson  
Vice Chairperson  
Trustee  
Trustee  
Trustee  
Trustee  
Trustee  
Acting Superintendent of Schools  
Secretary Treasurer  
Acting Deputy Superintendent  
Assistant Superintendent  
Assistant Superintendent  
Executive Director, Human Resources  
Executive Director, Facilities Services & Richmond Project Office  
Executive Director, Learning and Business Technologies  
Director, Communications and Marketing  
Executive Assistant (Recording Secretary)

D. Tablotney  
H. Larson  
R. Belleza  
K. Hamaguchi  
D. Sargent  
A. Wong  
D. Yang  
R. Ryan  
C. Wang  
C. Brautigam  
J. MacMillan  
C. Stanger  
L. Buchanan  
F. Geyer  
R. Laing  
D. Sadler  
T. Lee

The Chairperson called the meeting to order at 7:05 pm.

The Richmond Board of Education acknowledged and thanked the First Peoples of the hən̓q̓əmiṇəm language group on whose traditional and unceded territories we teach, learn and live.

**1. Recognition of Visitors, Announcements, Trustees' Updates**

**(a) Recognition of Visitors**

The Chairperson welcomed the gallery to the meeting.

**(b) Announcements**

**Trustee Hamaguchi:** Briefs regarding the 2023/2024 Annual Budget will be accepted without prior notice at the April 26, 2023 regular meeting of the Board. Please note that budget updates will be made available on the District's Budget website. All budget feedback will be considered by the Board as part of the budget process which is anticipated to be completed by May 2023.



**Trustee Wong:** Earth Day is an annual event on April 22 to demonstrate support for environmental protection. First held on April 22, 1970, it now includes a wide range of events focused on promoting a healthy, sustainable habitat for all. The official theme for 2023 is Invest In Our Planet, which highlights the importance of dedicating our time, resources, and energy to solving climate change and other environmental issues. In Richmond, schools will plan for different individual classroom and school activities to honour Earth Day. Many Green Teams, composed of students across grades, will lead the way in designing and supporting environmental initiatives. Earth Day shares a connection to the district's Strategic Plan Priority One: Inspired Learners. This strategic priority includes a focus on learner involvement in activities that raise awareness of, and increase engagement in, global citizenry and environmental stewardship. In addition to Earth Day, our schools celebrate and support environmental stewardship in a variety of ways throughout the year. Whether it be through participation in district Eco-Wise grants, district initiatives such as "Lights out Lunch" and Zero Waste campaigns, or through schoolwide and individual actions, Richmond students and staff demonstrate commitment to our environment, today and every day.

**Trustee Belleza:** Education Week will take place in the Richmond School District from April 24 to 28. As with last year, families and community members will be able to visit our district website to see samples of learning over the course of the week. Each day will focus on a particular theme: Connecting to Place, Diversity, Equity and Inclusion, Exploring Healthy Living and Well-Being, Learning Together, and Sharing our Gifts.

Education Week is also an opportunity to highlight many of the priorities in the board's strategic plan: Inspired Learners, Equity and Inclusion, and A Connected Learning Community. We look forward to highlighting learning as we celebrate Education Week in Richmond.

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

The Secretary Treasurer noted a budget brief was received from the Richmond Teachers' Association (RTA) and has been distributed to trustees and uploaded to the district website. All other materials had been made available to the public on our website.

**2. Adoption of Agenda**

**039/2023 MOVED BY H. LARSON AND SECONDED BY K. HAMAGUICHI:**

**THAT** the Wednesday, March 29, 2023 regular agenda of the Board of Education (Richmond) be adopted as circulated.

**CARRIED**

**3. Presentations, Briefs, Special Recognition**

**(a) Presentations**

Nil.

(b) **Special Recognitions**

Nil.

(c) **Briefs**

A budget brief was presented by Liz Baverstock, President, Richmond Teachers' Association. Ms. Baverstock highlighted the themes in her Budget Brief including recruitment and retention, teacher and staff workload, and support for professional development.

The Chairperson thanked Ms. Baverstock for the brief.

**040/2023 MOVED BY D. SARGENT AND SECONDED BY H. LARSON:**

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

**CARRIED**

**4. Questions from the Public**

There were no questions from the public.

**5. Executive**

The Secretary Treasurer provided an update on the Superintendent search process. The process is underway and the planned timeline to decide on a new Superintendent is prior to early May. There will also be opportunities for stakeholders to be involved in the process.

The Acting Superintendent shared a slideshow presentation on events around the district, including Mitchell Elementary's STEM engineering and dance art show that was hosted by iLumi, Dixon Elementary's Primary Running Club, McRoberts Library Learning Commons workshops exploring First Peoples' oral traditions and protocols, Hugh Boyd's Social Justice class initiatives including distributing 500 flowers to seniors and establishing the Fearless Girl Award, and the O'Poésie French-language poetry contest. Trustees thanked the Acting Superintendent for his report.

**6. Approval of Minutes of Prior Meetings**

- (a) A record of an in-camera meeting of the board held Wednesday, February 22, 2023 was included for information.
- (b) Regular meeting of the board held Wednesday, February 22, 2023

**041/2023 MOVED BY D. YANG AND SECONDED BY A. WONG:**

**THAT** the Board of Education approve the Minutes of Wednesday, February 22, 2023, regular meeting as circulated.

**CARRIED**

**7. Business Arising from Prior Minutes**

**(a) 2023/2024 Capital Bylaw – Three Readings**

The Executive Director, Facilities Services & Richmond Project Office provided background to the Capital Bylaw Report noting the projects supported by the Ministry. Major capital projects supported include Seismic Mitigation Program for John G. Diefenbaker Elementary; minor capital projects supported include School Enhancement Program and Carbon Neutral Capital Program.

Trustees provided feedback noting there are many more seismic sites that need to be addressed and there is a need to continue advocating for these projects.

**There was unanimous consensus that three readings of the 2023/2024 Capital Bylaw take place.**

The Chairperson then read the first reading of the 2023/2024 Capital Bylaw in full:

**Capital Bylaw No. 2023/24-CPSD38-01**

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

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

NOW THEREFORE the Board agrees to the following:

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

NOW THEREFORE the Board enacts as follows:

1. The Capital Bylaw of the Board for the 2023/2024 Capital Plan as approved by the Minister, to include the supported project(s) specified in the letter addressed to the Secretary-Treasurer and Superintendent dated 09 March 2023 is hereby adopted.
2. This Bylaw may be cited as **School District No. 38 (Richmond) Capital Bylaw No. 2023/24-CPSD38-01.**

**042/2023 FIRST READING MOVED BY R. BELLEZA AND SECONDED BY D. YANG:**

**CARRIED**

The Chairperson then read the second reading of the bylaw in summary:

**THAT** the Board of Education (Richmond) approve CAPITAL BYLAW No. 2023/24-CPSD38-01. Through the Bylaw, the Board agrees to authorize the Secretary Treasurer to execute the project agreement, and commence and proceed the approved projects diligently and comply with all applicable laws, regulations and Ministry policies.

**043/2023 SECOND READING MOVED BY H. LARSON AND SECONDED BY D. SARGENT:**

**CARRIED**

The Chairperson then read the third reading of the bylaw in summary:

**THAT** the Board of Education (Richmond) approve CAPITAL BYLAW No. 2023/24-CPSD38-01. Through the Bylaw, the Board agrees to authorize the Secretary Treasurer to execute the project agreement, and commence and proceed the approved projects diligently and comply with all applicable laws, regulations and Ministry policies.

**044/2023 THIRD AND FINAL READING MOVED BY D. YANG AND SECONDED BY A. WONG:**

**CARRIED**

**The CAPITAL PROJECT BYLAW NO. 2023/24-CPSD38-01 IS THEREFORE APPROVED.**

**(b) Strategic Plan – Quarterly Update Strategic Priority 4 and 5**

The Executive Director, Human Resources presented on Strategic Priority 4 – A Progressive Workplace. She spoke to goals 1 through 5 and highlighted the following:

- Goal 1 – 21 hours equity, diversity, inclusion (EDI) training was held, providing access to a resource toolkit;
- Goal 2 – the multi-year learning plan is in its final draft and will be distributed to strategic plan leads next month, draft of a Leadership Development Framework is completed;
- Goal 3 – obtained employee feedback on offerings and expand offerings available, new partnerships include Canadian Blood Services partnership “Partners for Life”;

- Goal 4 – conducted surveys for new hires to obtain understanding of applicant experience, implementing new HR module to improve employee access; and
- Goal 5 – developed measures and criteria and data collection regarding noon-hour supervisor and clerical staffing allocations to support their needs.

The Secretary Treasurer then presented on Strategic Priority 4, Goal 6, noting the district is in the process of establishing a formal Enterprise Risk Management (ERM) policy. The next step is to implement the policy, which will involve the district's management staff and communication of risk management strategies to stakeholders as needed.

Trustees thanked the Executive Director, Human Resources and the Secretary Treasurer for their reports and the Executive Director, Human Resources responded to a trustee's question regarding staff mental health.

The Director of Communications then presented on Strategic Priority 5 – A Connected Learning Community. He spoke to goals 1, 2, and 4 and highlighted the following:

- Goal 1 – implementing an internal brand guideline and training, accessibility scans on the district website to ensure equitable access;
- Goal 2 – development of a new intranet that effectively delivers communication while promoting collaboration; and
- Goal 4 – developed a Framework for Engagement document that provides community engagement guidelines for senior staff.

**(c) Update on Student and Family Affordability Fund**

Assistant Superintendent MacMillan presented highlights from the report as included in the agenda package. She noted expenditures and commitments totaling \$1.18 million have been allocated as of March 2023. The one-time special purpose fund has enabled the district to provide significant enhanced support to students and families facing affordability concerns.

The Secretary treasurer responded to trustees' questions regarding support for next year as this is a one-time fund and explained any remaining amount will be carried forward to the next year. Assistant Superintendent MacMillan responded to a trustee's question regarding support for coming years and noted that the district will continue and enhance its support for the students with the new School Food Program funding.

**8. New Business**

**(a) Student Voice Update**

The Acting Superintendent introduced District Administrator, Inclusive Learning and shared a presentation on Student Voice Update, with regards to Strategic Priority 5 Goal 3. The District Administrator highlighted the following initiatives:

- TABLE38 President's Council
- TABLE38 Secondary Student Leadership
- Student Voice Working Group

- Scanning Schools
- District Committee Representation
- School-based Opportunities
- Student Voice Forum
- Activating Student Voice Board Event
- Small Group Trustee and Student Discussions

Trustees commented on the inspiring work within the district in providing leadership opportunities for the students.

## 9. Questions from the Public

There were no questions from the public.

## 10. Standing Committee Reports

### (a) Audit Committee

*Chairperson: David Yang*

*Vice Chairperson: Ken Hamaguchi*

### (b) Education Committee

*Chairperson: Heather Larson*

*Vice Chairperson: David Yang*

The next meeting is scheduled for Wednesday, April 19, 2023 at 6:00 pm.

### (c) Facilities and Building Committee

*Chairperson: Ken Hamaguchi*

*Vice Chairperson: Debbie Tablotney*

- (i) Minutes of the meeting held on February 1, 2023, were attached for information.

A meeting was held on Wednesday, March 1, 2023. The next meeting is scheduled for Wednesday, April 5, 2023 at 4:30 pm.

### (d) Finance and Legal Committee

*Chairperson: Donna Sargent*

*Vice Chairperson: Rod Belleza*

The next meeting is scheduled for Wednesday, April 19, 2023 at 10:00 am.

### (e) Policy Committee

*Chairperson: Debbie Tablotney*

*Vice Chairperson: Heather Larson*

- (i) **RECOMMENDATION:** Policy 641/641-R: Enterprise Risk Management

**045/2023    MOVED BY D. TABLOTNEY AND SECONDED BY D. YANG:**

**THAT** the Board of Education approve attached Policy 641 and 641R Enterprise Risk Management, in accordance with Board Policy 204: *Creation and Revision of Policy and Regulations*.

**CARRIED**

The next meeting is scheduled for Monday, April 17, 2023 at 11:00 am.

**11. Board Committee and Representative Reports**

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

The next meeting is scheduled for Wednesday, April 5, 2023 at 9:30 am.

**12. Correspondence**

**(a) For action:**

Correspondence from CUPE Local 716 dated March 7, 2023 regarding National Day of Mourning on April 28, 2023.

**046/2023    MOVED BY D. YANG AND SECONDED BY D. SARGENT:**

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

**BE IT RESOLVED THAT** the Board of Education (Richmond) officially recognize April 28<sup>th</sup> as the National Day of Recognition for Workers Killed or Injured on the Job with a one-minute cessation of work at 11 am on Friday, April 28, 2023;

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

**CARRIED**

**(b) For information:**

Nil.

**13. Adjournment**

**047/2023    MOVED BY D. YANG AND SECONDED BY H. LARSON:**

**THAT** the regular meeting of Wednesday, March 29, 2023 of the Board of Education be adjourned at 9:20 pm.

**CARRIED**

---

D. TABLOTNEY  
Chairperson

---

C. WANG  
Secretary Treasurer

DRAFT



## Report to the Board of Education (Public)

**Date:** April 26, 2023  
**From:** Cindy Wang, Secretary Treasurer  
**Subject:** **2023/2024 Annual Budget Update**

---

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

### BACKGROUND

#### 2023/2024 Ministry Operating Grant

On March 15, 2023, the Ministry of Education and Child Care announced the preliminary Operating Grant allocations to school districts for the 2023/2024 school year. The Ministry is increasing the basic per-student allocation for standard, alternate and continuing education school students by 9.4 per cent for the next school year. Other operating grant rate increases for students with unique needs include a 12.7 per cent increase for Students with Special Needs, a 9.6 per cent increase for Indigenous Education Targeted Funding, and a 12.8 per cent increase for English Language Learners (ELL).

The grant rate increases are primarily driven by salary increases for unionized employees that are being included in the operating grant funding formula. The total estimated operating grant revenue for Richmond School District for the 2023/2024 school year is \$228,570,622, based on the enrolment projected at the time of the annual budget development. The grant revenue is subject to change due to the actual enrolment on September 30<sup>th</sup>. The impact on the district's budget will be updated and approved by the Board of Education during the district's amended budget process.

#### Feeding Futures Funding

As part of the 2023/2024 education funding, a new grant titled "Feeding Futures Funding" has been introduced to support school food programs. The district has been allocated \$2,372,391 in this grant, and the program will receive stable and consistent funding for the next three years. The 2023/2024 school year will serve as a foundational year during which school districts will implement and build capacity for the program. The Ministry has also allowed for up to 1.0 FTE (full-time equivalent) to coordinate the delivery of the program. Additionally, funding will be available within the annual facilities grant for one-time purchase of kitchen equipment and small appliances that are required for the program's implementation.

#### Classroom Enhancement Fund (CEF)

The Ministry has announced preliminary CEF funding of \$39,826,407 for the 2023/2024 school year. This funding is intended to cover the cost of 338.1 teacher FTEs, with an additional \$5,298,621 in funding for

overhead costs. As in prior years, remedy funding will be announced in December. The CEF funding announced includes provisions for salary increases for unionized employees. The Ministry will make funding adjustments in the fall after the school district submits the actual staffing FTEs and costs associated with the CEF funding envelope.

### **Learning Improvement Fund (LIF) and Annual Facility Grant (AFG)**

The special purpose funds for the 2023/2024 school year also include \$865,171 in Learning Improvement Fund (LIF), an increase of \$168,007 compared to the 2022/2023 school year, mainly due to staff salary increases. Additionally, the Annual Facility Grant (AFG) for the 2023/2024 school year is \$5,190,995, an increase of \$938,685 compared to the 2022/2023 school year.

### **Projected 2022/2023 Fund Balance**

Based on the current projection, it is anticipated that the district will end the 2022/2023 school year with unrestricted fund balances of approximately \$9.2 million or 4.0 per cent of the total operating budget. This fund balance represents a healthy financial position that will be supporting the district to deal with any unforeseen or unplanned costs in the upcoming school years.

Prior year Operating fund balance carryforward	\$ 1.7 million
Unrestricted Local Capital Reserve	3.6 million
Contingency Reserve Local Capital	2.0 million
Unrestricted Operating Fund Surplus projected 2022/2023	<u>1.9 million</u>
	\$ 9.2 million

Unrestricted fund balances are available to be a) appropriated by the Board to balance the annual budget; b) restricted by the Board for one-time operating fund budget adjustments; c) transferred to local capital reserve for restricted or unrestricted purposes; or d) remain as unrestricted fund balances.

### **Preliminary Three-Year Base Budget**

For the last two fiscal years, the district experienced structural operating budget shortfall mainly due to the negative impact of the pandemic on enrolment related revenues, investment income and rental revenues. The Board of Education took a balanced approach over the last two budgets by reducing costs as well as using reserves to balance the budget shortfall.

The district's budget is developed based on a number of key assumptions for revenues and expenses. The driver of the provincial operating grants is domestic student enrolment, which is projected to grow by 1.96 per cent based on grade progression and housing development in Richmond. This is equivalent to approximately 400 additional students attending Richmond schools. The number of students requiring additional support is also projected to grow at a slightly faster pace compared to the general enrolment growth. Other revenue streams are projected to remain stable or strong, including international education revenue, investment income and rental revenue.

The majority of the revenue increase will be used to cover staffing costs, including enrolling teacher positions according to the collective agreement and educational assistants to accommodate the growing student population with special needs. There will be significant increases in teacher and support staff settlement costs. Substitute and benefit costs are projected to increase as well. Uncertainty remains

with the exempt staff compensation increases and whether provincial funding will be provided to cover the costs.

Expenses in supplies and services will continue to rise across the departments and schools due to inflationary pressure of the economy. The overall costs to maintain current service levels and programs will be higher over the next school year. The district also needs to ensure sufficient funds being transferred to local capital to meet the financing requirement of capital leases and asset replacement.

At this time, we are projecting a small operating surplus of \$1.5 million based on the budget assumptions and available information. Staff are finalizing the budget proposals for trustees to consider for approval.

	<b>Amended 2022/2023</b>	<b>2023/2024</b>	<b>2024/2025</b>	<b>2025/2026</b>
Revenue				
Ministry Operating Grant	204,948,739	228,570,622	239,743,735	245,025,621
Other Ministry Grants	9,121,896	3,696,559	3,696,559	3,696,559
Other Fees and Revenue	22,153,796	23,275,882	24,492,757	24,712,640
<b>Total Revenue</b>	<b>236,224,431</b>	<b>255,543,063</b>	<b>267,933,051</b>	<b>273,434,820</b>
Expenses				
Salaries	167,810,806	182,526,959	190,278,144	192,413,480
Benefits	42,306,571	46,261,848	48,711,204	49,642,677
Services and Supplies	21,281,758	22,254,269	22,982,290	23,686,662
<b>Total Expenses</b>	<b>231,399,135</b>	<b>251,043,076</b>	<b>261,971,638</b>	<b>265,742,819</b>
Local Capital	(4,825,296)	(3,000,000)	(4,400,000)	(6,000,000)
<b>Net Surplus (Shortfall)</b>	<b>0</b>	<b>1,499,987</b>	<b>1,561,413</b>	<b>1,692,001</b>
Net Surplus (Shortfall) as a % of Budget		0.60%	0.60%	0.64%

## Budget Process and Guiding Principles

The District's budget process provides an opportunity for staff, stakeholders and the public to provide their input and feedback on the budget in a transparent and inclusive manner. The budget process follows a set of guiding principles that were developed by the Board in consultation with stakeholders:

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

## Budget Proposals

In addition to increasing the number of enrolling teacher FTE positions and educational assistant positions based on the enrolment projections in the base budget, the following proposals are provided to the board for their consideration of approval. The proposals aim to address the following areas of focus:

- **Continue to provide high-quality education to students and meet diverse students (\$0.9 million):**
  - Implementation of indigenous focused graduation requirement teacher allocation and resource materials (one-time)
  - Non-enrolling RTA positions moved from CEF to operating fund, including Teacher Consultant Science, School Psychologist, and Speech Language Pathologist
  - Cultural Interpreter
  - Homestay Assistant Manager
- **Provide critical support to the system (\$0.4 million):**
  - Administration time allocation for large elementary schools
  - Custodial services positions
  - Computer Systems Technician
  - Succession plan for the Richmond Project Team and Facilities Services Department
- **Align resource allocation with priorities and goals of Strategic Plan (\$0.2 million):**
  - Diversity equity and inclusion training
  - Enterprise Risk Management implementation/Budget Analyst

The above proposals will lead to an operating budget increase of \$1.5 million, and they will have varying increases on different employee groups as outlined below:

- RTA FTE increases: 6.0 (in addition to 16 enrolling teacher positions estimated due to enrolment growth projections included in the base budget)
- CUPE FTE increases: 3.8 (in addition to 17 educational assistant positions estimated due to enrolment growth projections in the base budget)
- RASA: 1.0 (equivalent to 1.0 teacher FTE for administrator release time)
- RMAPS and Management: 2.5 (0.5 is funded by Capital Fund)
- Services and supplies: \$90,000

## CONCLUSION

The budget process of the district presents a transparent and inclusive opportunity for staff, stakeholders and the public to provide their input and feedback. After the consultation period, staff will gather and evaluate the received feedback along with strategies and options for the Trustees' consideration to approve the 2023/2024 Annual Budget.

Respectfully submitted,

*Cindy Wang*  
*Secretary Treasurer*

## Report to the Board of Education (Public)

**Date:** April 26, 2023

**From:** Frank Geyer, Executive Director, Facilities Services/Richmond Project Team  
Joel Canlas, Manager, Transportation, Assets and Safety

**Subject:** **Board Approved Bus Riders 2023/2024**

---

### RECOMMENDATION

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 2023/2024 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.

### POLICY CONSIDERATIONS

Board Policy 522 and Regulation 522-R provide guidelines for the transportation of students to and from school. The regulation outlines the criteria used to determine eligibility for bus service:

1. Eligible Riders

School bus transportation will normally be provided free of charge to:

- (a) A primary (K-3) student residing more than 4.0 km from his/her catchment area school; or
- (b) A student in Grades 4 - 12 residing more than 4.8 km from his/her catchment area school.

These distances shall be measured by the nearest passable road from a public school in which there is a grade and placement for the student(s).

2. Inclusive Learning Riders

A student with a physical or mental disability that prevents them from travelling to and from school safely by personal or public transportation may qualify for bus transportation or transportation assistance. The Superintendent or designate will determine when such arrangements are to be made under the advice of the student's physician and/or the district medical health officer. Whenever it is reasonable to do so, making the student independent of this special assistance will be an element of the Individual Education Plan.

3. Board Approved Riders

The Board may, by resolution, provide transportation or transportation assistance to students from a particular area under exceptional circumstances beyond the control of the students and their

families that are not covered by this regulation.

#### 4. Courtesy Riders

A courtesy rider is a student registered in the Richmond School District who is granted transportation to and from school despite being neither eligible as defined above nor subject to a Board resolution. Courtesy riders are approved, upon application, by the Superintendent or designate and must renew their application annually.

Courtesy rides may be terminated at any time. In this case, the Transportation Department will provide written notice as early as possible, and no less than two weeks before the ride is terminated.

Courtesy rider seats may be provided on buses traveling established routes if those seats are not required for eligible or board approved riders. Established bus routes and schedules will not be altered to accommodate courtesy riders.

No changes to the current policy or regulations are being proposed at this time.

#### **BACKGROUND**

Of the 382 students (402 in 2021/2022) who use the District's bus service in 2022/2023, there are 255 students (262 in 2021/2022) who are eligible riders, 62 students (79 in 2021/2022) who are riders with special needs, 38 students (44 in 2021/2022) who are Board approved riders and 27 students (17 in 2021/2022) who are courtesy riders. The decrease in riders in 2022/2023 may be attributed to our students graduating from their school programs.

There are 19 sites the District provides bus service to. The details for each site are listed below:

Site	Eligible Riders	Inclusive Learning Riders	Board Approved Riders	Courtesy Riders	Totals
Blundell Learning Centre		12			12
Boyd		8		1	9
Bridge		1			1
Brighthouse <sup>1</sup>			38		38
Burnett <sup>2</sup>		1		8	9
Cambie	6	6		1	13
Dixon		2			2
Errington Learning Centre		5			5
Garden City		2		2	4
Kidd		1			1
Kingswood	13				13

---

<sup>1</sup> Currently 38 students receive bus service to Brighthouse from the Burkeville neighbourhood. These students live within the walk distance, however, due to the nature of the traffic volumes along the walk route to Brighthouse, it was deemed that a safety issue existed and that the students should receive bus service.

<sup>2</sup> 8 students from the Exploration program receives bus service in the morning to Burnett.

Site	Eligible Riders	Inclusive Learning Riders	Board Approved Riders	Courtesy Riders	Totals
MacNeill + Aspen		6		1	7
McMath		4			4
McNair <sup>3</sup>	220	10		12	242
McNeely	13			2	15
McRoberts		1			1
Palmer		2			2
Steveston-London		1			1
Woodward	3				3
<b>Total Riders</b>	<b>255</b>	<b>62</b>	<b>38</b>	<b>27</b>	<b>382</b>

### AREA REQUIRING FURTHER ATTENTION

The District Transportation Department has identified a challenge related to bus route scheduling. At issue is that a small number of students with inclusive education needs who are eligible riders are arriving late for school and/or departing from school prior to the regular dismissal time. To address this concern, the Transportation Department in coordination with School Services staff have contracted an independent consultant to review the matter and make recommendation by the end of the current school year that will address the concern moving forward.

### CONCLUSION

The continuation of service for those students whose walk to school would be subject to safety concerns would be desirable. An annual review should be undertaken by staff to determine whether the safety issues have been addressed or not, and Board approval should be sought annually for these students.

For those students who are within the walk limits and for whom no safety concerns exist, service could be continued if space permits and if no route changes are required. The Manager responsible for Transportation, as the designate of the Superintendent, would be authorized to approve the application of those courtesy riders that meet the conditions set out in Regulation 522-R.

*Joel Canlas*  
*Manager, Transportation, Assets and Safety*

*Frank Geyer, PEng, FMA*  
*Executive Director, Facilities Services*

---

<sup>3</sup> Currently 8 courtesy riders residing in New Westminster receive bus service to McNair from Hamilton daily. This is an arrangement made by the previous Superintendent to maintain cohorts of elementary students through their secondary school years.

## Report to the Board of Education (Public)

**Date:** April 26, 2023

**From:** Frank Geyer, Executive Director, Facilities Services/Richmond Project Team

**Subject:** 2023/2024 Eligible School Site Proposal (ESSP)

---

### RECOMMENDATION

THAT the Board of Education of School District No. 38 (Richmond) approves the 2023/2024 Eligible School Site Proposal (ESSP) through adoption of the 2023/2024 ESSP Resolution.

### 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.

### STRATEGIC PLAN REFERENCE

- *Strategic Priority 3: Optimized Facilities & Technology*
- *Goal 2: The district's facilities are well-maintained, equitable, safe, and conducive to learning*

### BACKGROUND

Pursuant to the School Site Acquisition provisions of the Local Government Act, a 2023/2024 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 the 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.



## 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 2023/2024 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.

## SUMMARY

This report recommends the 2023/2024 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 2023/2024 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 2024/2025 Five-Year Capital Plan.

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

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

### Attachments

- Board Resolution
- Schedule 'A' - 2023-2032 Projections: Eligible Development and Student Yield (School Age Children)
- Schedule 'B' - 2023/2024 Eligible School Site Proposal (ESSP)

26 April 2023

**Board Resolution – 2023/2024 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 17,900 new development units constructed in the School District over the next 10 years (Schedule 'A');
- 2) These 17,900 new development units will be home to an estimated 1,732 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 2024/2025 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 2023/2024 Eligible School Site Proposal adopted by the Board of Education the 26<sup>th</sup> day of April, 2023.

Cindy Wang, MSc, CPA, CA  
Secretary-Treasurer

## SCHEDULE 'A' 2023-2032 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 2023-2032 based on growth forecasts by City of Richmond)**

Form of Housing \ Year	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	10 Year Total
Single Detached	90	90	90	90	90	90	90	90	90	90	900
Row Houses	190	190	190	190	190	190	190	190	190	190	1,900
Low Rise Apartments	190	190	190	190	190	190	190	190	190	190	1,900
High Rise Apartments	1,320	1,320	1,320	1,320	1,320	1,320	1,320	1,320	1,320	1,320	13,200
<b>Total Units</b>	<b>1,790</b>	<b>1,790</b>	<b>1,790</b>	<b>1,790</b>	<b>1,790</b>	<b>1,790</b>	<b>1,790</b>	<b>1,790</b>	<b>1,790</b>	<b>1,790</b>	<b>17,900</b>

**Table 2 - PROJECTED SCHOOL AGE YIELD (Age 5-17 population yield estimated from projected Eligible Development Units (EDU students by housing type 2023-2032)**

Form of Housing \ Year	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	10 Year Total
Single Detached	59	59	59	59	59	59	59	59	59	59	585
Row Houses	65	65	65	65	65	65	65	65	65	65	646
Low Rise Apartments	17	17	17	17	17	17	17	17	17	17	171
High Rise Apartments	33	33	33	33	33	33	33	33	33	33	330
<b>Total EDU Students</b>	<b>173</b>	<b>173</b>	<b>173</b>	<b>173</b>	<b>173</b>	<b>173</b>	<b>173</b>	<b>173</b>	<b>173</b>	<b>173</b>	<b>1,732</b>

**Table 3 - ESTIMATED AVERAGE NEW K-12 STUDENT YIELD RATE FROM NEW HOUSING 2023-2032**

Form of Housing \ Year	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	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' 2023/2024 Eligible School Site Proposal (ESSP)**

Proposed new school site to be included in the 2024/2025 Five-Year Capital Plan

<b>SITE - General Location</b>	<b>City Centre (Lansdowne Area)</b>
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
<b>Estimated Cost of Land</b>	<b>\$75,000,000</b>

### **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.

## Education Committee Public Meeting Minutes

Wednesday, February 15, 2023 – 6:00 pm  
Via Zoom

---

**Present:**

Chairperson	H. Larson
Vice Chairperson	D. Yang
Trustee Member	A. Wong
Alternate Member	R. Belleza
Trustee	D. Tablotney
Assistant Superintendent	J. MacMillan
Director of Instruction	R. Johal
President, Richmond Teachers' Association	L. Baverstock
Past President, Richmond District Parents' Association	D. McFie*
Member, Richmond Association of School Administrators	A. Pikkarainen
Member, Richmond Association of School Administrators	L. Leung
Richmond Management and Professional Staff	T. Jackson
President, CUPE716	I. Hillman*
Executive Assistant (Recording Secretary)	S. Khan

\*Present for a portion of the meeting

The meeting was called to order at 6:00 pm.

The Richmond Board of Education acknowledged and thanked the First Peoples of the hən̓q̓əmin̓əŋ language group on whose traditional and unceded territories we teach, learn and live.

### 1. Adopt Agenda

The agenda was adopted as circulated.

### 2. Approve Minutes

The minutes of the public Education Committee meeting held Wednesday, January 18, 2023, were approved.

### 3. Indigenous Focused Graduation Requirement

Assistant Superintendent, J. MacMillan referred to the report titled *Indigenous Focused Graduation Requirement*, which is included in the agenda package, and informed the committee that the requirement will come into effect in the 2023-2024 school year. She introduced Director of

Instruction for Learning Services, R. Johal. Together they provided a PowerPoint presentation with an in-depth look into the background around the declaration act, the district's strategic plan, and how the Indigenous-focused graduation requirement was formed. Further, they discussed the benefits to students, the requirements involved, the process of implementing the Indigenous-focused graduation requirement, and the courses that will be offered in the district. Staff responded to questions, from trustees and stakeholders, pertaining to course descriptions and requirements, training administrators, and the availability of resources.

**4. Next Meeting Date – Wednesday, April 19, 2023 at 6:00 pm.**

Chairperson Larson informed the committee that future meetings will continue to take place on the virtual platform Zoom, and this will be revisited later.

**5. Adjournment**

The meeting adjourned at 6:54 pm.

*Respectfully Submitted,*

*Heather Larson, Chairperson  
Education Committee*

**Facilities and Building Committee**  
**Public Meeting Minutes**

**Wednesday, March 1, 2023 - 4:30 pm**  
**Via Zoom**

---

**Present:**

Vice-Chairperson  
Trustee Member  
Trustee Alternate  
Trustee  
Trustee  
Deputy Superintendent  
Secretary Treasurer  
Executive Director, Facilities Services/Richmond Project Team  
President, Richmond Teachers' Association  
2nd Vice-President, Richmond Teachers' Association  
Representative, Richmond Management and Professional Staff  
Past President, Richmond District Parents Association  
Executive Assistant (Recording Secretary)

D. Tablotney  
H. Larson  
A. Wong\*  
R. Belleza  
D. Yang  
R. Ryan  
C. Wang  
F. Geyer  
L. Baverstock  
S. Wenglowksi  
J. Canlas  
D. McFie  
J. Coronel

**Regrets:**

Chairperson  
President, Richmond Association of School Administrators

K. Hamaguchi  
M. Murray

\*Present for a portion of the meeting

The meeting was called to order at 4:32 pm.

The Richmond Board of Education acknowledged and thanked the First Peoples of the hən̓q̓əmiñəm language group on whose traditional and unceded territories we teach, learn and live.

**1. Approval of Agenda**

The agenda was adopted as circulated.

**2. Approval of Minutes**

Minutes from the February 1, 2023 meeting was approved as circulated.

**3. Facilities Planning Update (standing item)**

The Executive Director, Facilities Services/Richmond Project Team spoke to his report as included in the agenda package. He then responded to trustees' questions on portables and City Centre growth planning.

The President of Richmond Teachers' Association commented that use of portables is the reality but not an ideal solution to enrolment growth. She suggested that the board consider using secondary school facilities in a different way in the implementation of the Long Range Facilities Plan.

*Trustee Wong joined the meeting at 4:38 pm.*

**4. Capital Projects Update (standing item)**

The Executive Director, Facilities Services/ Richmond Project Team spoke to his report as included in the agenda package. There were no further questions or comments.

**5. Facilities Services Update (standing item)**

The Executive Director, Facilities Services/Richmond Project Team spoke to his report as included in the agenda package. He then responded to trustees' questions on Energy and Sustainability and student representation in the Richmond Sustainability Advisory Committee.

**6. Minutes for Information**

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

Nil.

**7. Next Meeting Date – Wednesday, April 5, 2023 at 4:30 pm**

**8. Adjournment**

The meeting adjourned at 5:13 pm.

*Respectfully Submitted,*

*Debbie Tablotney*

*Vice Chairperson, Facilities and Building Committee*



## Report to the Board of Education (Public)

**Date:** April 26, 2023  
**From:** Donna Sargent, Chair, Finance and Legal Committee  
**Subject:** Trustees' Expenses for the Three Months Ending March 31, 2023

---

### RECOMMENDATION

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

**BE IT RESOLVED** that in accordance with the *School Act*, the Board of Education of School District No. 38 (Richmond) approves Trustees' expenses paid during the three-month period ended March 31, 2023, in the amount of \$4,185.42.

### BACKGROUND

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

During the three-month period ended March 31, 2023, expenses totaling \$4,185.42 were paid to the Trustees.

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

### FINANCIAL IMPACT

Charges to the Board for the three-month period ending March 31, 2023, total \$4,185.42.

### CONCLUSION

The Finance & Legal Committee recommends the Board approve Trustees' expenses for the three months ending March 31, 2023.

Respectfully submitted,

*Donna Sargent, Chair  
Finance and Legal Committee*

*Attachment: Trustees' Expenses for the 3 months ending March 31, 2023*

# TRUSTEES EXPENSES

DATE	DESCRIPTION	R. BELLEZA	K. HAMAGUCHI	H. LARSON	D. SARGENT	D. TABLOTNEY	A. WONG	D. YANG	TOTAL
2023-01-05	Cell phone reimbursement - Jan 2023		50.00	50.00		50.00		50.00	200.00
2023-01-18	Cell phone reimbursement - Nov 2022 to Jan 2023						33.60		33.60
2023-02-01	Cell phone reimbursement - Feb 2023		50.00	50.00		50.00	11.20	50.00	211.20
2023-03-01	Cell phone reimbursement - Mar 2023		50.00	50.00		50.00	11.20	50.00	211.20
2023-02-10	BCSTA 2022 Academy - Dec 1-3 - accommodation, parking		537.36	425.36	425.36	525.36	425.36	525.36	2,864.16
2023-02-10	BCSTA 2022 Academy - Dec 1-3 - dinner			86.81	86.81	86.81	86.81	86.81	434.05
2023-02-10	Richmond Secondary Annual Community Christmas Luncheon			25.00	25.00	25.00	25.00	25.00	125.00
2023-02-17	Headphones						39.93		39.93
2023-02-22	USB						14.55		14.55
2023-02-22	Earpods						28.73		28.73
2023-03-30	2023 Provincial Counsel - Feb 24-25, 2023 - meals			23.00					23.00
	<b>TOTALS PAID: Jan 1 - March 31, 2023</b>	<b>0.00</b>	<b>687.36</b>	<b>710.17</b>	<b>537.17</b>	<b>787.17</b>	<b>676.38</b>	<b>787.17</b>	<b>4,185.42</b>

## Finance and Legal Committee

### Public Meeting Minutes

**Wednesday, February 15, 2023 – 10:00 am**  
**Via Zoom**

---

**Present:**

Vice Chairperson  
Trustee Member  
Trustee Alternate  
Trustee  
Secretary Treasurer  
Assistant Secretary Treasurer  
Executive Director, Facilities Services/Richmond Project Team  
President, Richmond Teachers' Association  
1<sup>st</sup> Vice President, Richmond Teachers' Association  
President, CUPE 716  
1<sup>st</sup> Vice President, CUPE 716  
Representative, Richmond Management and Professional Staff  
Past President, Richmond District Parents Association  
Executive Assistant (Recording Secretary)

R. Belleza  
K. Hamaguchi  
D. Tablotney  
A. Wong  
C. Wang  
M. Fu  
F. Geyer  
L. Baverstock  
T. McCracken  
I. Hillman  
S. Robinson\*  
R. Corbin  
D. McFie  
J. Coronel

**Regrets:**

Chairperson

D. Sargent

\*Present for a portion of the meeting

The meeting was called to order at 10:02 am.

The Richmond Board of Education acknowledged and thanked the First Peoples of the hən̓q̓əmiñəm language group on whose traditional and unceded territories we teach, learn and live.

**1. Adopt Agenda**

The agenda was adopted as circulated.

**2. Approve Minutes**

The minutes of the public meeting held Wednesday, January 18, 2023, were approved as circulated.

### 3. 2022/2023 Annual Amended Budget Bylaw (Recommendation)

The Assistant Secretary Treasurer provided information on the 2022/2023 Amended Annual Budget which consists of the Operating, Special Purpose, and Capital Funds. She also explained significant changes in the 2022/2023 Amended Annual Budget, as compared to the 2022/2023 Annual Budget.

The President of Richmond Teachers' Association clarified that the additional expense item on indigenous teachers on call refers to Teachers Teaching On-Call who provide relief to support the indigenous focused graduation requirement. The Assistant Secretary Treasurer noted this comment and will rephrase this item in the 2022/2023 Amended Annual Budget.

The President of Richmond Teachers' Association also expressed her concern on funds potentially unspent due to current challenges on teacher recruitment. She urged the Committee to follow up on this to ensure that positions are filled to avoid further delay of service to students.

In response to a question from the Vice Chairperson if the district's budget is stable, sufficient, and sustainable, the Secretary Treasurer explained that based on current information, the district is in a better position compared to the past two years due to an increase in revenue from international students and a projected increase in enrolment. She also noted that more budget information will be shared with stakeholders when they are available in the coming months.

The President of Richmond Teachers' Association agreed with the Secretary Treasurer that the district is in a better financial position primarily due to an unexpected increase in enrolment this school year and the series of budget reductions over the past few years. Without these factors, the district will be in a different financial position because of lack of funding from the provincial government. Trustee Tablotney echoed the statement of the President of Richmond Teachers' Association.

The Secretary Treasurer and Assistant Secretary Treasurer responded to questions from the President of CUPE 716 with regard to percentage salary increase for exempt staff, reporting of labour settlement funding for support staff, as well as potential operating surplus due to unfilled trades positions.

The Committee then agreed to forward the following **RECOMMENDATION** to the Board:

**THAT** the Board of Education (Richmond) approve the 2022/2023 Amended Annual Budget Bylaw by way of three readings and that the Board authorizes the Chair of the Board, Superintendent and Secretary Treasurer to sign the 2022/2023 Amended Annual Budget Bylaw and submit the 2022/2023 Amended Annual Budget Bylaw together with the 2022/2023 Amended Annual Budget to the Ministry of Education and Child Care by February 28, 2023.

### 4. 2023/2024 Facility Rental Rates (Recommendation)

The Executive Director, Facilities Services/Richmond Project Team spoke to his report as included in the agenda package.

The Committee agreed to forward the following **RECOMMENDATION** to the Board:

**THAT** the Board of Education approves a five per cent (5%) increase to both non-commercial (not-for-profit) and commercial (for profit) facility rental rates for the 2023/2024 fiscal year as presented herein.

**5. Next Meeting Date – Wednesday, April 19, 2023 at 10:00 am.**

The Vice Chairperson noted that future meetings will be on zoom based on survey results.

**6. Adjournment**

The meeting adjourned at 11:02 am.

*Respectfully Submitted,*

*Rod Belleza  
Vice Chairperson, Finance and Legal Committee*

## Report to the Board of Education (Public)

**DATE:** April 26, 2023

**FROM:** Debbie Tablotney, Chairperson, Policy Committee

**SUBJECT:** Policy 101/101-R - *Strategic Planning (formerly referred to as Goals and Objectives)*

### NOTICE OF MOTION TO MAY 24, 2023 MEETING OF THE BOARD OF EDUCATION

In accordance with Board Policy 204: *Creation and Revision of Policy and Regulations*, this is a Notice of Motion that a RECOMMENDATION will be presented to the May 24, 2023 Public meeting of the Board of Education (Richmond) to approve revised **Policy 101/101-R: Strategic Planning**.

#### BACKGROUND:

At the January 25th public meeting of the Board of Education, the Board approved Policy 101/101-R for entry into the stakeholder review process. The stakeholder review process took place from January 26th to March 6th and no additional feedback was received from stakeholder groups. It should be noted that stakeholder input was received and incorporated into the draft revised policy prior to it being entered into the formal stakeholder review process.

As indicated below, the policy has been in discussion at Policy Committee since June 2022 and has benefitted from significant discussion and revision since then. The final version of the revised policy reflects that discussion.

#### TIMELINE:

June 2022	In-camera Policy Committee meeting	Initial discussion by members of Policy Committee including feedback on proposed timeline and potential scope of revisions.
October 2022	Public Policy Committee meeting	Initial public report outlining rationale for policy revision and timeline. Opportunity for preliminary feedback from trustee and stakeholder representatives.
December 2022	Public Policy Committee meeting	Draft revised policy to be shared for preliminary feedback from trustee and stakeholder representatives.
January 2023	Public Policy Committee meeting	Revised policy reflecting preliminary feedback shared with committee. Possible referral to Board for entry into stakeholder review process.
January 2023	Public Board meeting	Potential Board approval for entry into stakeholder review process
February-March 2023	Stakeholder Review Process	
April 2023	Public Policy	Final revisions based on stakeholder review process.

	Committee	Possible notice of motion to April Board meeting for final approval at May board meeting.
April 2023	Public Board meeting	Possible notice of motion for approval at May board meeting.
May 2023	Public Board meeting	Possible final approval of revised policy.

## CONCLUSION:

Policy 101 currently reflects an outdated Board planning process and required significant revision in order to accurately reflect the Board's new strategic planning process. The process and timeline described in this report has provided the necessary opportunities for trustee members of the committee and stakeholder representatives to fully engage in the revision process and the result is a proposed revised policy that reflects current district practice and Ministry of Education and Child Care expectations.

*Respectfully Submitted,*

*Debbie Tablotney  
Chairperson, Policy Committee*

## *Attachments:*

*Policy 101: Strategic Planning- revised and renamed*

*Policy 101-R: Strategic Planning-proposed new regulation (renamed)*

## **EXCERPT from Policy 204: Creation and Revision of Policy and Regulations**

*... Notice of Motion for any adoption, amendment, or suspension of a policy or regulation shall be submitted at the regular public Board Meeting prior to the meeting at which the change will be considered ...*

## *Definitions:*

**Policies** define guiding values, overall purposes and specific goals. They indicate, as directly and concisely as possible, what the Board wants and why.

**Regulations** define required actions. They indicate how and by whom the Board requires things to be done.

**Administrative guidelines** are developed and maintained by the Superintendent to complement policies and regulations developed by the Board by providing additional or more detailed procedures and expectations when that is deemed necessary by either the Superintendent or the Board.

## DISTRICT PHILOSOPHY

## Policy 101

### Strategic Planning

#### Foundational Statement

The Board of Education is committed to supporting the educational journey of every student in the Richmond School District. We recognize that the world is in a state of continual change, and we must therefore adapt our learning environments to ensure that every student can thrive and be successful.

Equity and inclusion are foundational to learning and leading, and are critical to success, well-being, and fulfillment. It is our mission to ensure that all our students, families, and staff feel welcomed, are treated respectfully, and have a sense of belonging. We acknowledge our responsibility to support all learners so they may successfully complete their education with a sense of dignity, purpose, and options.

The Board also recognizes the critical importance of taking a central and active role in Truth and Reconciliation and is fully committed to ensuring that Indigenous Peoples' history, perspectives, and learning approaches are embedded within district planning and practices.

Through thoughtful planning and deliberate action, we believe that we can inspire and support everyone in our educational community to be lifelong learners who understand their role as global citizens. Every aspect of the strategic planning process is designed to support these foundational principles. The Board of Education believes that alignment amongst provincial, district and school level planning is crucial in order to ensure the continuous improvement of educational outcomes for all students.

#### Legislative Requirement

In accordance with the British Columbia Framework for Enhancing Student Learning (FESL) Policy, Boards of Education are required to set, create and maintain a strategic plan, annually reporting on student outcomes. The strategic planning process provides the Board of Education and the District with a clear and evidence-based path forward that sets a plan in place to support student achievement. Effective planning ensures public resources entrusted to the Board of Education are used for optimal results in terms of student achievement.



## DISTRICT PHILOSOPHY

## Policy 101-R

### Strategic Planning:

#### Strategic Plan Development:

The Board of Education shall, on a five-year cycle, develop and implement a strategic plan that identifies the higher-level strategic priorities of the district as well as more specific goals and objectives that support each strategic priority.

#### Communication:

Upon completion of the strategic plan, the Superintendent shall develop and implement a communications strategy advertising the strategic plan with members of the school district and the community. Part of that strategy shall include making provisions for the distribution of the strategic plan and its placement on the District website.

#### Consultation and Review

During the term of the strategic plan, the Board shall periodically consult with stakeholders to seek their input into adjustments to the plan that may need to be considered for the following school year. In the final year of the existing strategic plan, the Board shall engage in a comprehensive review and consultation process with students, stakeholders and community partners. Results of this process shall form the basis of the next strategic plan.

#### Operational Plans

Under the direction of the Superintendent, staff will create operational plans that reflect the five-year term of the strategic plan. Operational plans for each objective will include:

- a clear indication of the senior staff person responsible
- key actions to be taken to achieve each objective
- clear timelines for the achievement of each objective
- success indicators

Operational plans will reflect the fact that the objectives contained in the strategic plan are intended to be achieved over the five-year cycle of the plan.

#### Alignment of Planning

District level strategic planning will incorporate and be aligned with the Provincial Framework for Enhancing Student Learning (FESL) Policy and school level planning.

The District shall have an annual planning cycle that links the FESL to the District Strategic Plan. The Strategic Plan is then linked to school stories. Areas of focus contained in school stories will be considered as part of the evidence gathered to inform the development and monitoring of the District Plan. District operational plans and the distribution of resources (human, financial and technological) will be aligned with the outcomes set out in the Strategic Plan.

## Provincial Level Planning

The provincial Framework for Enhancing Student Learning (FESL) combines accountability with evidence-based decision making to support a system wide program of continuous improvement. It brings a formalized approach to the planning and reporting expectations for all school districts with a focus on improving student learning and enhancing the intellectual, social and career development of all students in the K-12 public system.

## District Level Planning

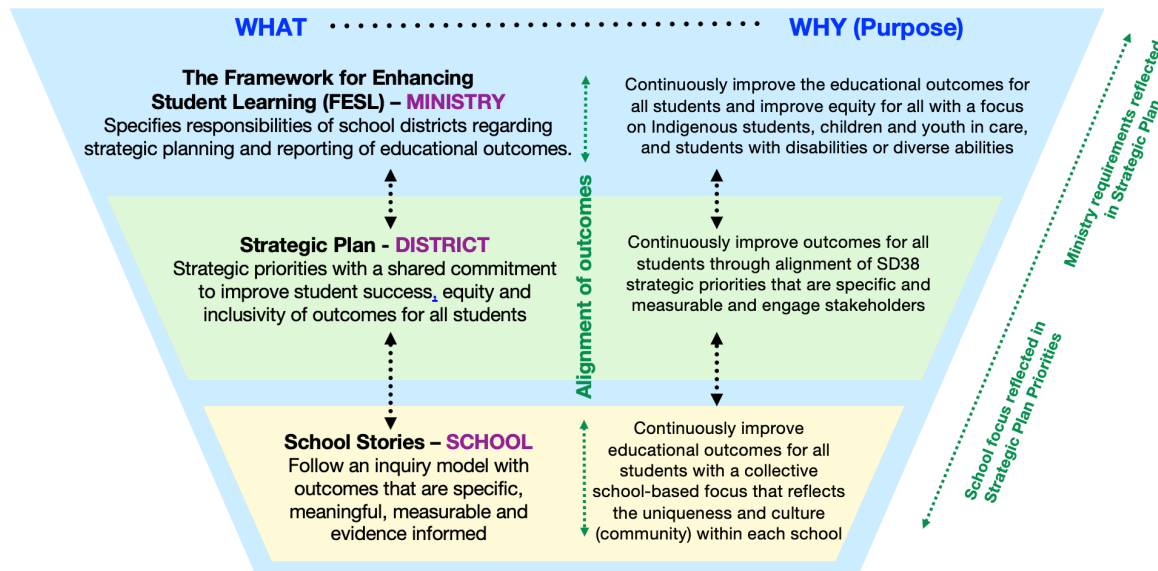
The Board of Education shall, on a five-year cycle, develop and implement a strategic plan that identifies the higher-level strategic priorities of the district as well as more specific goals and objectives that support each strategic priority. The plan will be based on feedback obtained from students, stakeholders, and community partners.

## School Level Planning

Under the direction of the Superintendent or designate, school principals shall, on an annual basis, update the school story for their school. The school story will follow an enquiry model with outcomes that are specific, meaningful, measurable, and evidence informed. Throughout the year, each school will engage in a process to continuously monitor and revise its school story to demonstrate how the school community is working on improving learning outcomes for students by setting a focus to improve student achievement based on a continual cycle of inquiry.

### Strategic Alignment - Connecting the Dots

*How are we working to put systems in place that continuously improve the educational outcomes for all students?*



Board Adoption:

## **Annual Reporting Cycle**

Staff will report to the Board and stakeholders using a variety of methods over the course of each school year:

### Annual Report to the Board:

Each September, staff will provide the Board with an annual report that includes two components:

1. Progress made on items scheduled for focus *in the previous 12 months*.
  - a. This will contain specific reference to the actions, outputs and success indicators relating to objectives scheduled to be focused on during the previous year:
2. Areas of focus *for the upcoming year*:
  - a. This will contain upcoming areas of focus identified by the Board within the existing Strategic Priorities and goals.

### Quarterly Reports:

In addition to the Annual Report to the Board in September, staff will provide progress updates to the Board three times each year. Each strategic priority will be reported on once during each school year. These reports will be provided in public.

### Standing Committee Updates:

As part of the usual workflow of standing committees, staff will provide reports and updates on a variety of topics. This will provide a venue for discussion and input amongst trustees, and where appropriate, stakeholders.

### Annual Framework for Enhancing Student Learning (FESL) Report to the Minister of Education:

In accordance with requirements contained in the Enhancing Student Learning Reporting Order, districts are required to submit an annual report to the Minister of Education which outlines progress made in relation to a number of predetermined student outcomes. This report must be submitted by September 30<sup>th</sup> of each year. The report will be shared with the Board prior to submission, and trustees and stakeholders will have the opportunity to engage in discussion about the contents of the report at a public meeting of the Education Committee.

**Policy Committee**  
**Public Meeting Minutes**

**Monday, February 13, 2023 – 11:00 am**  
**Via Zoom**

---

**Present:**

Chairperson	D. Tablotney
Vice Chairperson	H. Larson
Trustee Member	D. Yang
Trustee Alternate	R. Belleza*
Trustee	D. Sargent
Trustee	A. Wong
Superintendent	S. Robinson
Secretary Treasurer	C. Wang
President, Richmond Teachers' Association	L. Baverstock
1 <sup>st</sup> Vice President, Richmond Teachers' Association	T. McCracken
Pro-D officer, Richmond Teacher's Association	J. Cho
President, Richmond Association of School Administrators	M. Murray
Chairperson, Richmond Management and Professional Staff	K. Gibson
Executive Assistant (Recording Secretary)	J. Coronel

\*Present for a portion of the meeting

The Chairperson called the meeting to order at 11:01 am.

The Richmond Board of Education acknowledged and thanked the First Peoples of the hən̓qəmin̓əm̓ language group on whose traditional and unceded territories we teach, learn and live.

**1. Adopt Agenda**

The agenda was adopted as circulated.

**2. Approve Minutes**

Minutes of the meeting held January 23, 2023 were approved as circulated.

**3. Policy 201: Bylaw Board Operations**

The Superintendent spoke to his report as included in the agenda package. The Committee discussed and agreed on the following:

- Include a 12-hour time format for times in 24-hour format

- Consider using “shall” instead of “may” in Section 3.3.2 (last sentence): *Supporting documents for the meeting **may** be posted on the district website and available at the district office no later than 30 minutes prior to the Friday office closing.*
- Consider using a broader term for “chairpersons of employee groups” under Section 3.3.2
- Consider adding language on Section 3.6 to clarify that public minutes will be posted on the district’s website
- Consider adding language in Section 5.2.5 to indicate that the Board will not **formally** respond to a brief at the meeting where it is presented
- Mirror the language in Section 13.3 to Section 14.4 with respect to appointing stakeholder representatives in advisory committees
- Consider providing language to clarify definition of “pecuniary interest” in Section 12

The Committee then agreed to forward the following **RECOMMENDATION** to the Board:

**THAT** the Chairperson of the Policy Committee bring forward a recommendation to the February 22<sup>nd</sup> public meeting of the Board of Education to approve the attached proposed revisions to Policy 201 and 201 Bylaw: *Board Operations* for entry into stakeholder review process from February 23<sup>rd</sup> to April 28<sup>th</sup>, 2023.

*Trustee Belleza joined the meeting at 11:08 am.*

#### **4. Policy 641/641-R: Enterprise Risk Management**

The Secretary Treasurer spoke to her report as included in the agenda package. The President of Richmond Teachers’ Association inquired about next steps following the approval of the Enterprise Risk Management policy and whether the implementation of the new policy will entail additional responsibilities for staff.

The Secretary Treasurer then explained that the reporting procedure and risk assessment has been done at the Audit Committee, but periodic updates may be given to stakeholder representatives through their regular meetings with senior team. She also noted that the Enterprise Risk Management policy is intended to formalize a culture of awareness of the risks in various areas of the district. The Superintendent also mentioned that implication on staff’s current responsibilities will relatively be minor, and staff will work with stakeholder groups to develop a solid communication plan for the implementation of the policy.

In response to questions from Trustee Belleza on major risks in the district, the Secretary Treasurer offered to share the district’s Enterprise Risk Management report and to spend some time with newer trustees to discuss the report.

Following discussion, the Committee agreed to forward the following **RECOMMENDATION** to the Board:

**THAT** the Chairperson of the Policy Committee bring forward a Notice of Motion to the Board of Education at its February 22, 2023 public meeting that a recommendation for the board’s consideration will be presented at the March 29,

2023 public meeting to approve Policy 641 and 641-R Enterprise Risk Management.

**5. Status of Current and Anticipated Items**

An updated status document was provided with the agenda package.

**6. Next Meeting Date – Monday April 17, 2023 at 11:00 am.**

**7. Adjournment**

The meeting adjourned at 11:41 am.

*Respectfully Submitted,*

*Debbie Tablotney  
Chairperson, Policy Committee*