

## Board of Education Public Meeting Minutes

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

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**Present:**

Chairperson	D. Tablotney
Vice Chairperson	H. Larson
Trustee	R. Belleza
Trustee	K. Hamaguchi
Trustee	D. Sargent
Trustee	A. Wong
Trustee	D. Yang
Acting Superintendent of Schools	R. Ryan
Secretary Treasurer	C. Wang
Acting Deputy Superintendent	C. Brautigam
Assistant Superintendent	J. MacMillan
Assistant Superintendent	C. Stanger
Executive Director, Human Resources	L. Buchanan
Executive Director, Facilities Services & Richmond Project Office	F. Geyer
Executive Director, Learning and Business Technologies	R. Laing
Director, Communications and Marketing	D. Sadler
Executive Assistant (Recording Secretary)	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 hən̓q̓əmiñəm 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**

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D. TABLOTNEY  
Chairperson

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C. WANG  
Secretary Treasurer