

Board of Education
Public Meeting Agenda

Wednesday, October 25, 2023 – 7:00 pm
1st Floor Boardroom

https://sd38.zoom.us/webinar/register/WN_2joMDnHBQQuE1GBCADOpZg

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 hən̓q̓əmiñəṁ 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
Nil.
- (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, September 27, 2023.
- (b) Regular meeting of the board held Wednesday, September 27, 2023 for approval.

7. Business Arising from Prior Minutes

- (a) **Enrolment Update**
Report from the Deputy Superintendent attached.
- (b) **Richmond International Education Update**
Report from the Director, Richmond International Education attached.

8. New Business

- (a) **Capital Bylaw**
Report from the Secretary Treasurer attached.
- (b) **Public Consultation Regarding Land Disposal to the City of Richmond**
Update from the Secretary Treasurer.

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

- (i) The next meeting is scheduled for Tuesday, January 9, 2024.

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

- (i) Minutes of the meeting held on September 20, 2023, are attached for information.

A meeting was held on Wednesday, October 18, 2023. The next meeting is scheduled for Wednesday, November 15, 2023, at 6:00 pm.

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

- (i) Minutes of the meeting held on September 6, 2023, are attached for information.

A meeting was held on Wednesday, October 4, 2023. The next meeting is scheduled for Wednesday, November 1, 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 ended September 30, 2023.

Report from the Committee Chairperson attached.

(ii) Minutes of the meeting held on September 20, 2023, are attached for information.

A meeting was held on Wednesday, October 18, 2023. The next meeting is scheduled for Wednesday, November 15, 2023, at 10:00 am.

(e) **Policy Committee**

Chairperson: Debbie Tablotney

Vice Chairperson: Heather Larson

(i) Minutes of the meeting held on September 18, 2023, are attached for information.

A meeting was held on Monday, October 16, 2023. The next meeting is scheduled for Tuesday, November 14, 2023, at 11:00 am.

11. Board Committee and Representative Reports

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

The next meeting is scheduled for November 15, 2023.

(b) **BCSTA**

(i) Provincial Council

(ii) Advocacy Day

(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

The next meeting is scheduled for Wednesday, November 22, 2023

Contact Persons regarding agenda items:

Superintendent, Mr. Chris Usih – 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 2023/2024

	Audit	Education	Facilities and Building	Finance and Legal	Policy
Chairperson	David Yang	Heather Larson	Ken Hamaguchi	Donna Sargent	Debbie Tablotney
Vice Chairperson	Ken Hamaguchi	David Yang	Debbie Tablotney	Rod Belleza	Heather Larson
Member	Rod Belleza	Alice Wong	Heather Larson	Ken Hamaguchi	David Yang
Alternate	Debbie Tablotney	Rod Belleza	Alice Wong	Debbie Tablotney	Rod Belleza
Senior Leader	Cindy Wang	Jane MacMillan	Cindy Wang/Rick Ryan	Cindy Wang	Chris Usih
	Cambie Coordinating	Child Care Development Advisory Committee	Council/Board Liaison Committee	Richmond Sister City Advisory Committee	
Representative(s)	Alice Wong	Heather Larson	Debbie Tablotney/Heather Larson	David Yang	
Alternate	Rod Belleza	Alice Wong	Donna Sargent	Alice Wong	
Senior Leader	Cindy Wang/Christel Brautigam	Cindy Wang	Chris Usih/Cindy Wang	Jason Higo	
Reports To	Finance and Legal Committee	Facilities and Building Committee	Board of Education	Education Committee	
	BCPSEA	BCSTA Provincial Council	ELL Consortium	Vancouver Coastal Health Authority	
Representative(s)	Debbie Tablotney	Heather Larson	David Yang	Debbie Tablotney	
Alternate		David Yang	Alice Wong	Heather Larson	
Senior Leader	Chris Stanger	Chris Usih	Jane MacMillan	Chris Usih	
Reports to	Board of Education	Board of Education	Education Committee	Education Committee	
	SOGI Advisory Committee	DEI Advisory Committee	Richmond Sustainability Action Committee		
Representative(s)	Debbie Tablotney	Heather Larson	Ken Hamaguchi		
Representative(s)	Ken Hamaguchi	Donna Sargent	Heather Larson		
Senior Leader	Chris Usih	Christel Brautigam	Cindy Wang/Jane MacMillan		
Reports To	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: October 25, 2023
From: Cindy Wang, Secretary Treasurer
Subject: **Record of an In-camera Board Meeting held September 27, 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 September 27, 2023.

(a) Briefs and Presentations:	Administrative items were discussed.
(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, September 27, 2023 – 7:00 pm
1st Floor Boardroom and via Zoom

Present:

Chairperson	D. Tablotney
Vice Chairperson	H. Larson
Trustee	R. Belleza
Trustee	D. Sargent
Trustee	A. Wong
Trustee	D. Yang
Superintendent of Schools	C. Usih
Deputy Superintendent	R. Ryan
Secretary Treasurer	C. Wang
Assistant Superintendent	C. Brautigam
Assistant Superintendent	J. MacMillan
Assistant Superintendent	C. Stanger
Executive Director, Learning and Business Technologies	R. Laing
Director, Communications and Marketing	D. Sadler
District Administrator, Continuing Education	J. Higo
Executive Assistant (Recording Secretary)	T. Lee

Regrets:

Trustee	K. Hamaguchi
---------	--------------

The Chairperson called the meeting to order at 7:03 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 and introduced the Superintendent to his first Board meeting.

(b) Announcements

Trustee Wong: World Teachers' Day is held annually on October 5 to celebrate all teachers around the globe.

The theme for World Teachers' Day 2023 is "The teachers we need for the education we want: The global imperative to reverse the teacher shortage".

The 2023 celebrations will aim to put the importance of stopping the decline in the number of teachers and then starting to increase that number at the top of the global agenda.

The Richmond Board of Education would like to express their gratitude to all teachers who contribute to making the Richmond School District the best place to learn and lead.

Trustee Yang: October is Foster Family Month in BC, which marks the 33rd year of celebrating the individuals and families who open their homes to children and youth in care in BC. These caregivers work hard to ensure that the young people in their care are provided with a safe and healthy home and are cared for and nurtured through some of the most difficult and formative years of their lives. Right now, more than 1000 children and youth around BC need temporary foster families so anyone who is interested in becoming a foster parent is encouraged to go to the website at fosteringconnections.ca for more information. A big thank you to all Richmond Foster Families.

Trustee Sargent: Literacy Month, celebrated in September in BC, increases awareness of the importance of literacy, and raises funds to support community-based literacy programs and initiatives across British Columbia. Literacy provides opportunities for all of us to make a substantial contribution to the education, growth and prosperity of Canada.

Beyond reading and writing, literacy allows us to understand, critically analyze, and create a variety of forms of communication. As a foundation of our society, it is crucial to thriving as individual and communities.

The 2023 theme for Literacy Month is "Literacy Connects Us!" Literacy, in its many forms connects us to self, community and opportunity. We encourage everyone to connect and celebrate literacy each and every day in their school, home and community.

Trustee Larson: September 30th is the National Day for Truth and Reconciliation. This statutory holiday allows us the opportunity to reflect on the Truth and Reconciliation Commission's findings and resulting Calls to Action. We encourage all in our community to reflect on the findings of the Commission, and to read the 94 calls to action.

Orange Shirt is acknowledged in our schools on September 29, began in Williams Lake BC in 2013, honouring the Indigenous children who were sent away to residential schools in Canada. It has become a national movement to recognize the survivors of residential schools, honour them and show a collective commitment to ensure that every child matters. Acknowledged every year at the end of September, Orange Shirt Day opens the door to conversations on all aspects of residential schools and is an opportunity to create meaningful discussion about the effects of residential schools and the legacy they have left behind.

The Richmond Board of Education is committed to reconciliation and invites all members of our school communities to participate in Orange Shirt Day and take time to reflect on The National Day for Truth and Reconciliation on September 30.

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

The Secretary Treasurer noted all materials had been made available to the public on the district website.

2. Adoption of Agenda

099/2023 MOVED BY D. YANG AND SECONDED BY R. BELLEZA:

THAT the Wednesday, September 27, 2023 regular agenda of the Board of Education be adopted as circulated.

CARRIED

3. Presentations, Briefs, Special Recognition

(a) **Presentations**

Nil.

(b) **Special Recognitions**

Nil.

(c) **Briefs**

RTA Briefs

Presented by Liz Baverstock, President, Richmond Teachers' Association

(i) **Richmond SOGI Statement of Support**

The President, Richmond Teachers' Association thanked the Board and stakeholder groups who joined in support of the statement. The Chairperson also thanked all stakeholder groups and the Board for their joint statement.

(ii) **Foundation Skills Assessment (FSA)**

The President, Richmond Teachers' Association provided the following highlights from RTA's brief:

- Concerns around the timing of the FSA;
- Parents' requests to withdraw their children from writing the FSA; and
- Restricting access to FSA data.

She then requested the Board to join the RTA campaign and responded to trustee's questions. Trustees thanked the President, Richmond Teachers' Association for the brief.

100/2023 MOVED BY D. YANG AND SECONDED BY H. LARSON:

THAT the Board of Education refer the Richmond Teachers' Association Brief to staff.

CARRIED

4. Questions from the Public

There were no questions from the public.

5. Executive

The Superintendent shared the following highlights:

- Thanked students, staff and families for their efforts to the start of the new school year;
- Visited 30 schools as well as the Facilities Services Centre, District Resources Centre, Adult Education Centre, and district alternative programs centre;
- Emphasized the components of the strategic plan;
- National Day for Truth and Reconciliation on September 30; and
- Non-Instructional Day on September 22, where staff engaged in a day of professional learning with Dr. Dustin Louie.

6. Approval of Minutes of Prior Meetings

- (a) A record of an in-camera meeting of the board held Wednesday, June 21, 2023 was included for information.
- (b) Regular meeting of the board held Wednesday, June 21, 2023

101/2023 MOVED BY D. SARGENT AND SECONDED BY A. WONG:

THAT the Board of Education approve the Minutes of Wednesday, June 21, 2023, regular meeting as circulated.

CARRIED

7. Business Arising from Prior Minutes

(a) **Board Advocacy**

The Chairperson highlighted the Board presentation to the Select Standing Committee in June which emphasized the significant challenge posed by space pressure in the City Centre schools. She noted the Government's Budget Consultation Report is included the agenda package. She thanked the Board and stakeholder groups for participating in the joint report and presentation.

The Chairperson also noted she will be attending the BCSTA provincial Advocacy Day on Oct 19 to continue the advocacy work for the district.

(b) **Annual Strategic Plan Report to the Board**

The Deputy Superintendent provided an update on the achievements related to the 2022/23 school year's objectives and outlined the priorities for the upcoming school year.

Trustees noted their appreciation for the report and commended the achievements in executing the Strategic Plan. The Executive Director, Learning and Business Technologies then responded to a trustee's question regarding the progress and scope of the video surveillance installation project. A comment was also made by a trustee regarding the connection between technology infrastructure and enterprise risk management.

8. New Business

(a) **Summer Learning 2023 Highlights**

Assistant Superintendent Brautigam provided background on Richmond Continuing Education and Summer Learning programs.

The District Administrator, Continuing Education shared a slideshow presentation on the programs offered this summer. He then responded to trustees' questions regarding numeracy program offerings, the application process for Summer Learning, incorporating social emotional learning into program offerings, and volunteering within the Inquiry to Leadership program. Trustees thanked staff for their work in putting together diverse program offerings for students.

(b) **Capital Bylaw No. 2023/24-CPSD38-02**

The Secretary Treasurer referred to her report as included in the agenda package.

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-CPSD38-02

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-CPSD38-02.**

102/2023 FIRST READING MOVED BY R. BELLEZA AND SECONDED BY H. LARSON:

CARRIED

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

THAT the Board of Education approve CAPITAL BYLAW No. 2023/2024-CPSD38-02. Through the Bylaw, the Board agrees to authorize the Secretary Treasurer to execute the project agreement, and commence and proceed the approved projects and comply with all applicable laws, regulations and Ministry policies.

The Secretary Treasurer then responded to a question from a trustee regarding the expected project completion date.

103/2023 SECOND READING MOVED BY D. SARGENT AND SECONDED BY A. WONG:

CARRIED

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

THAT the Board of Education approve CAPITAL BYLAW No. 2023/2024-CPSD38-02. Through the Bylaw, the Board agrees to authorize the Secretary Treasurer to execute the project agreement, and commence and proceed the approved projects and comply with all applicable laws, regulations and Ministry policies.

104/2023 THIRD AND FINAL READING MOVED BY D. YANG AND SECONDED BY H. LARSON:

CARRIED

The Capital Bylaw No. 2023/24-CPSD38-02 is therefore approved.

(c) **Approval of Additional Minor Capital Programs – Food Infrastructure Program**

The Secretary Treasurer referred to her report as included in the agenda package. She then responded to a trustee’s question regarding the scope of work for the sites and the determination of elementary schools for upgrades. A trustee then requested for a report on the School Food Infrastructure Program.

105/2023 MOVED BY D. SARGENT AND SECONDED BY A. WONG:

THAT the Board of Education approve the inclusion of additional Minor Capital Programs – Food Infrastructure Program in the 2024/25 Five-Year Capital Plan.

CARRIED

9. Questions from the Public

The President, Richmond Teachers’ Association inquired about the following:

1. Advocacy for Classroom Enhancement Funding (CEF) and the potential negative impact of the change of the funding model on CEF; and
2. Teacher recruitment and retention update.

The Chairperson thanked the President, Richmond Teachers’ Association for her comments.

10. Standing Committee Reports

(a) **Audit Committee**

Chairperson: David Yang

Vice Chairperson: Ken Hamaguchi

- (i) **RECOMMENDATION:** Audited Financial Statements for the Fiscal Year Ended June 30, 2023.

The Committee Chairperson provided brief background, noting the clean audit and thanked the Finance staff and the KPMG auditors for their work. The Secretary Treasurer then provided further information on the funding model, cost of expansion of the City Center schools, inflationary cost pressures, and cost pressures for portables following a question from a trustee.

106/2023 MOVED BY D. YANG AND SECONDED BY R. BELLEZA:

THAT the Board of Education approve the Audited Financial Statements for the fiscal year ended June 30, 2023, as presented;

AND FURTHER THAT the Chair of the Board, the Superintendent of Schools, and the Secretary Treasurer be authorized to sign the audited financial statements.

CARRIED

(ii) A meeting was held on September 19, 2023. The next meeting is scheduled for Tuesday, January 9, 2024.

(b) **Education Committee**

Chairperson: Heather Larson

Vice Chairperson: David Yang

(i) Minutes of the meeting held on June 14, 2023, are attached for information.

A meeting was held on Wednesday, September 20, 2023. The next meeting is scheduled for Wednesday, October 18, 2023, at 6:00 pm.

(c) **Facilities and Building Committee**

Chairperson: Ken Hamaguchi

Vice Chairperson: Debbie Tablotney

(i) Minutes of the meeting held on June 7, 2023, are attached for information.

A meeting was held on Wednesday, September 6, 2023. The next meeting is scheduled for Wednesday, October 4, 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 ended June 30, 2023.

The Committee Chairperson noted the main expenses were from the BCSTA AGM.

107/2023 MOVED BY D. SARGENT AND SECONDED BY A. WONG:

WHEREAS the Board of Education 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 approve Trustees' expenses paid during the three-month period ended June 30, 2023, in the amount of \$11,539.98.

CARRIED

(ii) Minutes of the meeting held on May 17, 2023, are attached for information.

A meeting was held on Wednesday, September 20, 2023. The next meeting is scheduled for Wednesday, October 18, 2023, at 10:00 am.

(e) **Policy Committee**

Chairperson: Debbie Tablotney

Vice Chairperson: Heather Larson

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

A meeting was held on Monday, September 18, 2023. The next meeting is scheduled for Monday, October 16, 2023, at 11:00 am.

11. Board Committee and Representative Reports

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

A meeting was held on Wednesday, September 13, 2023. The next meeting is scheduled for Wednesday, November 15, 2023.

(b) **BCSTA**

The Chairperson highlighted the Metro Branch meeting and the presentation from BCPSEA.

(c) **BCPSEA**

Nil.

12. Correspondence

Nil.

13. Adjournment

108/2023 MOVED BY A. WONG AND SECONDED BY D. YANG:

THAT the regular meeting of Wednesday, September 27, 2023 of the Board of Education be adjourned at 8:45 pm.

CARRIED

D. TABLOTNEY
Chairperson

C. WANG
Secretary Treasurer

Report to the Board of Education (Public)

Date: October 25, 2023
From: Rick Ryan, Deputy Superintendent
Subject: **Fall 2023 Enrolment Update**

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

INTRODUCTION

The purpose of this report is to provide an update on the total full-time equivalent (FTE) enrolment for K-12 students and their funding implications by comparing actual data to the projections included in the 2023-2024 spring budget.

DISCUSSION

The numbers in the charts below represent full-time equivalent (FTE) student enrolment, not student headcounts. Most areas in the district have seen a net increase in funded enrolment (FTE) compared to the projection included in the 2023-2024 Annual Budget.

2023-2024 Enrolment FTE	Projected	Actual	Change from Projection to Actual	Budget Implications
Elementary	12,708	12,953	245	\$2,113,125
RVS K - 9	20	14	(6)	(\$41,760)
Elementary Total FTE	12,728	12,967	239	\$2,071,365
Secondary	8,539	8,770	231	\$1,991,297
RVS 10 - 12	130	179	49	\$337,560
Secondary Total FTE	8,669	8,949	280	\$2,328,857
Total FTE Increase	21,397	21,916	519	\$4,400,222
Other Unique Student Needs:				
Special Ed. Level 1	10	13	3	\$147,210
Special Ed. Level 2	970	1,013	43	\$1,001,040
Special Ed. Level 3	138	152	14	\$164,640
Indigenous Education	260	255	(5)	(\$8,550)
English Language Learner	6,974	7,418	444	\$770,340
Total Estimated Operating Grant Increase				\$6,474,902

Other Student Enrolment Budget Impacts:

Budget Impacts	2023-24 Projected	2023-24 Actual	2023-24 Projection to Actual	Budget Implications
International Education	800	897	97	\$1,455,000
Continuing Education	15	17	2	\$10,060

CONCLUSION:

The final enrolment FTE as of September 30, 2023, will be considered in the Ministry of Education and Child Care operating grant recalculation, which is anticipated to be announced in mid-December. This recalculation is expected to generate approximately \$6.5 million in additional operational funding revenue due to enrolment growth. In addition, the unanticipated increase in the number of International fee paying students will generate approximately \$1.45 million in additional operating revenue.

The expected operating revenue increase will be fully utilized to create additional teaching positions in line with the collective agreement to support enrolment growth, as well as additional support staff positions to provide classroom support to students with unique needs. This funding increase will also address inflation-related cost increases, including employee benefit expenses, supplies and services, as well as increased costs in the international education program. Final adjustments to revenues and expenses will be reflected in the 2023-2024 Amended Annual Budget.

Respectfully Submitted,

Rick Ryan

Rick Ryan
Deputy Superintendent

Report to the Board of Education (Public)

Date: October 25, 2023
From: Shaun Sephton, Director, Richmond International Education
Subject: **International Education: Successes and Challenges**

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

Strategic Plan Priority 1: Goal 1 (Objective 3) - Establish and implement a plan to grow and develop Richmond International Education.

INTRODUCTION

Richmond International Education (RIE) is a program of choice that has been providing significant and measurable benefits to the district for the past 25 years. This report is intended to focus on the recent successes and challenges of the program and our plans to facilitate the growth and development of the program into the future.

RIE typically consists of short-term and long-term study options; an after-school program (Connections); a parent program (Welcome to English); group programs; summer camps; as well as professional learning programs (administrators & teachers) that are delivered on-shore (Richmond) and off-shore.

ENROLMENT DATA

Since the last report submitted to the Board on December 14, 2022, International Education has continued to experience pressures and challenges due to the COVID-19 global pandemic and geopolitics. For September 2023, RIE student FTE was reported at **897**, which is **97** FTE above projections and a **29%** increase year-over-year and is expected to hold steady throughout the remainder of this school year.

RIE STUDENT PROFILE

Overall, our international student population remains diversified. The increased diversity of our student profile during the global pandemic has sustained into the current school year. We have seen a rebound in student participants from Mainland China, Vietnam, and South Korea approaching pre-pandemic levels. Meanwhile, the program is experiencing an increase in program participation from other parts of Asia and Europe.

RIE PROGRAM SUCCESSES

The most significant factors that positively impacted our program were Board and Senior Team support, collaboration with our school-based and district level colleagues, and RIE staff ability to enhance an already vibrant international education program.

Other successes include the continued positive perception of Canada, British Columbia, and the Richmond School District, a return to regular international business travel, and enhanced communication and engagement with students and their responsible adults, staff, and schools.

Engagement strategies included hybrid new student orientations, offering parent English program, international parent information sessions, database and program payment platform enhancements, homestay program growth, homestay support, a reduced environmental footprint, and a growth in short-term programming.

RIE PROGRAM CHALLENGES

The most significant challenges faced as it pertains to International Education are Immigration, Refugees and Citizenship Canada (IRCC) entry priorities and document processing times, geopolitical considerations, homestay availability and cost pressures, inflation, flight availability and cost, and school space availability.

PROGRAM DEVELOPMENT

While our long-term study program remains our most popular program and primary focus, we continue to work on augmenting program options and developing new opportunities beyond our long-term study program to supplement revenue, increase global diversity, and support the sustainability of the program overall. We continue to enhance our professional learning services, short-term and group program offerings, and provide additional supports for students, schools, and families.

The RIE program will continue to reflect the internal and external opportunities and pressures within and beyond the district. We continue to manage our growth in a measured and thoughtful fashion to maintain program quality and accessibility for our students and schools. COVID-19 had a singular impact on our program. The impact of the global pandemic will likely continue to have an influence on our program for the next two years.

CONCLUSION

The Richmond International Education (RIE) team is dedicated and works diligently to offer a vibrant, diverse, and comprehensive program. This program involves an increasingly wide variety of participants, ranging from students, parents, government, professional staff, and our broader community, which in turn serves to foster greater international understanding and connections.

RIE is also important for the support it provides for the various initiatives of the Board and senior administration. Regular communication and dialogue with the Board, our school communities, and the public is not only valued, but necessary to meet the needs of our district and our international students and their families. The guidance and support of the Board is greatly appreciated and essential to program success as the program continues to evolve.

Shaun Sephton
Director, Richmond International Education

Report to the Board of Education (Public)

Date: October 25, 2023
From: Cindy Wang, Secretary Treasurer
Subject: **Capital Bylaw No. 2023/24-CPSD38-03**

RECOMMENDATION

THAT the Capital Project Bylaw No. 2023/24-CPSD38-03 be approved by way of three readings and adopted.

STRATEGIC PLAN REFERENCES

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

POLICY CONSIDERATIONS

Policy 701 and Regulation 701-R: Facilities Planning and Development

BACKGROUND

On September 27, 2023, the Ministry of Education and Child Care (MECC) amended its capital response letter regarding the Board's 2023/2024 Five-Year Capital Plan. As per the attached letter from the Executive Director, Capital Management Branch, the following additional projects were supported by the Ministry:

- Samuel Brighthouse Elementary School: six-classroom prefabricated modular addition
- William Cook Elementary School: five-classroom prefabricated modular addition

CONCLUSION

In accordance with Section 143 of the *School Act*, Boards of Education are required to adopt a single Capital Bylaw for its approved 2023/24 Five-year Capital Plan as identified in the Capital Plan Response Letter. The approved Capital Bylaw must be signed and dated by the Board Chair and Secretary Treasurer and returned to the Capital Management Branch as soon as possible. The Capital Bylaw also authorizes the Secretary Treasurer to execute the Annual Programs Funding Agreement supporting the above projects.

Cindy Wang, CPA-CA
Secretary Treasurer

Attachments:

- Capital Project Bylaw No. 2023/24-CPSD38-03
- Ministry Response to the Annual Five-Year Capital Plan Submission for 2023/24

CAPITAL BYLAW NO. 2023/24-CPSD38-03
CAPITAL PLAN 2023/2024

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 letters addressed to the Secretary-Treasurer and Superintendent dated March 9, 2023, September 15, 2023 and September 27, 2023 is hereby adopted.
- 2. This Bylaw may be cited as **School District No. 38 (Richmond) Capital Bylaw No. 2023/24-CPSD38-03**.

READ A FIRST TIME THE 25th DAY OF OCTOBER, 2023;

READ A SECOND TIME THE 25th DAY OF OCTOBER, 2023;

READ A THIRD TIME, PASSED AND ADOPTED THE 25th DAY OF OCTOBER, 2023.

Board Chair

Secretary Treasurer

I HEREBY CERTIFY this to be a true and original School District No. 38 (Richmond) Capital Bylaw No. 2023/24-CPSD38-03 adopted by the Board the 25th day of October, 2023.

Secretary Treasurer



September 27, 2023

Ref: 293335

To: Secretary-Treasurer and Superintendent
School District No. 38 (Richmond)

Capital Plan Bylaw No. 2023/24-CPSD38-03

Re: Ministry Response to the Annual Five-Year Capital Plan Submission for 2023/24

This letter is in response to your School District's 2023/24 Annual Five-Year Capital Plan submissions for Major Capital Programs and Minor Capital Programs and provides direction for advancing supported and approved capital projects. **Please see all bolded sections below for information.**

The Ministry has reviewed all 60 school districts' Annual Five-Year Capital Plan submissions for Major Capital Programs and Minor Capital Programs to determine priorities for available capital funding in the following programs:

- Seismic Mitigation Program (SMP)
- Expansion Program (EXP)
- Replacement Program (REP)
- Site Acquisition Program (SAP)
- Rural District Program (RDP)
- School Enhancement Program (SEP)
- School Food Infrastructure Program (FIP)
- Carbon Neutral Capital Program (CNCP)
- Building Envelope Program (BEP)
- Playground Equipment Program (PEP)
- Bus Acquisition Program (BUS)

The following tables identify major capital projects that are supported to proceed to the next stage, if applicable, as well as minor capital projects that are approved for funding and can proceed to procurement.

MAJOR CAPITAL PROJECTS (SMP, EXP, REP, SAP, RDP)

New Projects

Project #	Project Name	Project Type	Comments
150384	John G Diefenbaker Elementary	Seismic	Project has been supported for planning (business case). Please submit Project Development Report (PDR) to Ministry as soon as possible
150111	Samuel Brighthouse Elementary	Addition	Project has been approved for a 6-classroom prefabricated modular addition. Your Regional Director will contact you regarding next steps.
150138	William Cook Elementary	Addition	Project has been approved for a 5-classroom prefabricated modular addition. Your Regional Director will contact you regarding next steps.

Follow-up meetings will be scheduled by your respective Regional Director or Planning Officer regarding next steps. Also, note that Capital Project Funding Agreements (CPFA) are not issued for Major Capital Projects until after the Business Case and all other required supporting documentation is received, reviewed, and approved for funding by the Ministry.

MINOR CAPITAL PROJECTS (SEP, CNCP, BEP, PEP, BUS)

Below are tables for the minor capital projects that are approved. The table identifies School Enhancement Program (SEP), Carbon Neutral Capital Program (CNCP), Building Envelope Program (BEP), Playground Equipment Program (PEP), as well as the Bus Acquisition Program (BUS), if applicable.

New projects for SEP, CNCP, BEP, PEP

Facility Name	Program Project Description	Amount Funded by Ministry	Next Steps & Timing
Richmond Secondary	SEP - HVAC Upgrades	\$495,000	Proceed to design, tender & construction. To be completed by March 31, 2024.
Robert Alexander Mcmath Secondary	SEP - HVAC Upgrades	\$768,000	Proceed to design, tender & construction. To be completed by March 31, 2024.
Hugh Boyd Secondary, Hugh McRoberts Secondary, J N	SEP - HVAC Upgrades	\$734,808	Proceed to design, tender & construction. To be completed by December 31, 2023.

Burnett Secondary, R C Palmer, Richmond Secondary, Rober Alexander Mcmath Secondary*			
Hugh McRoberts Secondary, W D Ferris Elementary	CNCP - Electrical Upgrades	\$636,000	Proceed to design, tender & construction. To be completed by March 31, 2024.
Hamilton Elementary, Robert Alexander Mcmath Secondary, Samuel Brighthouse Elementary*	CNCP - HVAC Upgrades	\$471,562	Proceed to design, tender & construction. To be completed by December 31, 2023.
Archibald Blair Elementary	CNCP - HVAC Upgrades	\$64,000	Proceed to design, tender & construction. To be completed by March 31, 2024.
Hugh Boyd Secondary, Matthew McNair Secondary, R C Palmer Secondary	FIP – Kitchen Upgrade	\$94,000	Proceed to design, tender & construction. To be completed by March 31, 2024.

*Funded in part by Canada through the Ventilation Improvement Fund (VIF). Please see accompanying APFA for details

In accordance with Section 143 of the *School Act*, Boards of Education are required to adopt a single Capital Bylaw (using the Capital Bylaw Number provided at the beginning of this document) for its approved 2023/24 Five-Year Capital Plan as identified in this Capital Plan Response Letter. For additional information, please visit the Capital Bylaw website at:

<https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/capital/planning/capital-bylaws>

The Capital Bylaw must be emailed to Ministry Planning Officer Nathan Whipp at Nathan.Whipp@gov.bc.ca as soon as possible.

As the 2023/24 Capital Plan process is now complete, the Capital Plan Instructions for the upcoming 2024/25 Annual Five-Year Capital Plan submission process (using the Ministry's Capital Asset Planning System (CAPS) online platform) will be available on the Ministry's Capital Planning webpage by April 1st, 2023.

NOTE: School districts' Capital Plan submission deadlines for the 2024/25 fiscal year, using the CAPS online platform, will be as follows:

- **June 30, 2023** – Major Capital Programs (SMP, EXP, REP, RDP, SAP, BEP); Minor Capital Programs (FIP).
- **September 30, 2023** – Minor Capital Programs (SEP, CNCP, PEP, BUS).

The staggered deadlines are intended to provide the Ministry with input required to initiate planning for the next budget cycle, while enabling school districts additional time and flexibility to plan over the summer. School districts may wish to provide Major and Minor Capital submissions by the June 30, 2023 deadline.

Additionally, the Annual Facility Grant (AFG) project requests for the 2023/24 fiscal year are to be submitted using the CAPS online platform, on or before May 31, 2023.

As a school district with a School Site Acquisition Charge (SSAC) scheme in place, please also be advised that the eligible school site requirement set out in the final resolution of the Board of Education in accordance with s. 574(5) of the Local Government Act, is duly accepted by the Ministry as part of the Board's approved capital plan for 2022/23.

The Board should forthwith adopt a bylaw setting the School Site Acquisition Charges for the School District, as s. 575(3) of the Local Government Act prescribes that a SSAC may only come into effect 60 days (inclusive of weekends and holidays) after that bylaw is adopted by a board of education. At that point, local government may commence the collection of an applicable per dwelling unit charge from residential developers on behalf of a board.

Please contact your respective Regional Director or Planning Officer as per the [Capital Management Branch Contact List](#) with any questions regarding this Capital Plan Response Letter or the Ministry's capital plan process. Specific questions about SSAC should be directed to Travis Tormala, Regional Director.

Sincerely,



Damien Crowell, A/Executive Director
Capital Management Branch

pc: Geoff Croshaw, A/Director, Major Capital Projects, Capital Management Branch
Michael Nyikes, Director, Minor Capital Programs and Finance Unit, Capital Management Branch

Education Committee
Public Meeting Minutes

Wednesday, September 20, 2023 – 6:00 pm
Via Zoom

Present:

Chairperson	H. Larson
Vice Chairperson	D. Yang
Trustee Member	A. Wong
Trustee Alternate	R. Belleza
Trustee	D. Tablotney
Assistant Superintendent	J. MacMillan
Superintendent	C. Usih
Director of Instruction	R. Johal
District Administrator	L. McColl
Coordinator	C. Easton
President, Richmond Teachers' Association	L. Baverstock
Pro-D Officer, Richmond Teachers' Association	J. Cho
Member, Richmond Association of School Administrators	A. Pikkarainen
Canadian Union of Public Employees 716	S. Robinson
Executive Assistant (Recording Secretary)	S. Khan

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

The Richmond Board of Education acknowledged and thanked the First Peoples of the hən̓q̓əmi̓nəm̓ 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 in-camera meeting held Wednesday, September 20, 2023, were approved as circulated.

3. Mental Health and Student Wellness in SD 38

Assistant Superintendent MacMillan introduced Director of Instruction Johal, District Administrator McColl, and Coordinator Easton. They presented a PowerPoint which went into detail about the district initiatives around mental health and wellness that are supported across the district for all of the students within our system. They discussed the connection to our strategic plan, district initiatives, highlighted student voice, and community schools and community wellness projects, and next steps. Trustees' questions around student populations, wellness program supports and accessibility, and family supports were answered by staff.

4. Next Meeting Date – Wednesday, October 18, 2023 at 5:00 pm.

5. Adjournment

The meeting adjourned at 7:04 pm.

*Respectfully Submitted,
Heather Larson
Chairperson, Education Committee*

Facilities and Building Committee Public Meeting Minutes

Wednesday, September 6, 2023 - 4:30 pm
Via Zoom

Present:

Chairperson	K. Hamaguchi
Vice-Chairperson	D. Tablotney
Trustee Member	H. Larson
Trustee Alternate	A. Wong
Trustee	R. Belleza
Superintendent	C. Usih
Secretary Treasurer	C. Wang
Deputy Superintendent	R. Ryan
Executive Director, Learning and Business Technologies	R. Laing
Director, Richmond Project Team	S. Ahluwalia
Director, Facilities Services	K. Wilkins
President, Richmond Teachers' Association	L. Baverstock
2nd Vice President, Richmond Teachers' Association	F. Marsic
3rd Vice President/Pro-D Chair, Richmond Teachers' Association	J. Cho
President, CUPE 716	S. Robinson
Representative, Richmond Management and Professional Staff	J. Canlas
President, Richmond Association of School Administrators	G. Fitt
Executive Assistant (Recording Secretary)	T. Lee

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

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

The Chairperson facilitated introductions among trustees, staff, and stakeholder representatives before moving to the agenda items.

1. Approval of Agenda

The agenda was adopted as circulated.

2. Approval of Minutes

Minutes from the June 7, 2023 meeting was approved as circulated.

3. Facilities Planning Update (standing item)

The Director, Richmond Project Team referred to his report as included in the agenda package.

The President of Richmond Teachers' Association inquired about stakeholder consultations and possible next phase of the implementation of the Long Range Facilities Plan (LRFP) and the progress of the new Indigenous Gathering Spaces (IGS). The Superintendent noted the implementation of LRFP is currently ongoing and there may be adjustments to the timelines following the updated enrolment projections. The Director, Richmond Project Team noted the team is working with the Learning Services to identify the locations of the two additional IGS. Further discussion ensued regarding the IGS.

The Director, Richmond Project Team then responded to Trustee Larson's question regarding the timing of short to medium term projects for City Centre Growth Planning.

4. Capital Projects Update (standing item)

The Director, Richmond Project Team spoke to his report as included in the agenda package. He highlighted ongoing and completed capital projects in the district and thanked the Board for their approval and support on the Board funded capital projects.

The Director, Richmond Project Team then responded to trustees' questions regarding:

- Classroom Ventilation Program on portables;
- Funding for Dixon Elementary's seismic upgrade project;
- Location of the childcare facility at the Adult Education Centre;
- Challenges the projects may be facing; and
- Upcoming seismic projects.

The President of Richmond Teachers' Association noted her appreciation of portables being included in the Classroom Ventilation Program.

The Director, Richmond Project Team then responded to a question from the President of CUPE 716, regarding expected completion dates of projects and noted the timelines will be met in 2024.

5. Facilities Services Update (standing item)

The Director, Facilities Services spoke to his report as included in the agenda package. He highlighted the focus of roof, flooring, and boiler replacements, and the exterior re-painting of McRoberts. He thanked staff for their hard work over the summer to prepare for school opening.

He then responded to trustees' questions regarding:

- Energy savings and costs of LED lighting;
- Security upgrades for sensor and system replacements;
- Completion date for the Sea Island daycare playground;
- Joint use agreement between the City of Richmond the Richmond School District; and
- 2024 Continuous Optimization, an overall review of programming for direct digital controls of the HVAC system.

Trustees thanked the Facilities team for all their work over the summer.

The Director, Facilities Services then provided further details on the vandalization and security of the rainbow crosswalk installations following questions from the President of CUPE 716 and the Chairperson.

6. Minutes for Information

(a) Child Care Development Advisory Committee Meeting

Minutes of Meeting held May 3, 2023 were attached for information.

7. Next Meeting Date – October 4, 2023 at 4:30 pm

The Chairperson noted the meeting format of future Committee meetings will continue via Zoom.

8. Adjournment

The meeting adjourned at 5:07 pm.

Respectfully Submitted,

*Ken Hamaguchi
Chairperson, Facilities and Building Committee*

Report to the Board of Education (Public)

Date: October 25, 2023
From: Donna Sargent, Chairperson, Finance and Legal Committee
Subject: Trustees' Expenses for the Three Months Ended September 30, 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 September 30, 2023, in the amount of \$3,919.70.

BACKGROUND

In accordance with the provisions outlined in the *School Act*, the board is required to approve trustee expenses through a formal board resolution. This requirement ensures transparency and accountability of the use of funds.

During the three-month period ended September 30, 2023, the Trustees incurred a total of \$3,919.70 in expenses associated with their roles and responsibilities. These expenses were reimbursed to trustees to carry out their duties and responsibilities.

CONCLUSION

In compliance with the provisions of the *School Act*, Finance and Legal Committee recommends the Board's approval of Trustees' expenses for the three months ended September 30, 2023.

Respectfully submitted,

Donna Sargent, Chairperson
Finance and Legal Committee

Attachment: Trustees' Expenses for the Three Months Ended September 30, 2023

TRUSTEES EXPENSES

DATE	DESCRIPTION	R. BELLEZA	K. HAMAGUCHI	H. LARSON	D. SARGENT	D. TABLOTNEY	A. WONG	D. YANG	TOTAL
2023-07-06	Cell phone reimbursement - July 2023		50.00	50.00		50.00	11.20	50.00	211.20
2023-08-02	Cell phone reimbursement - Aug 2023		50.00	50.00		50.00	11.20	50.00	211.20
2023-09-13	Cell phone reimbursement - Sept 2023		50.00	50.00		50.00	11.20	50.00	211.20
2023-07-01	2023 CSBA Congress and National Trustee Gathering on Indigenous Education-July 3-5-Registration				1,027.60				1,027.60
2023-07-19	BCSTA-Education Partner and Partner Liaison Meeting-Feb 9-Accommodation					305.93			305.93
2023-09-27	2023 CSBA Congress and National Trustee Gathering on Indigenous Education-July 3-5-Airfare and Accommodation				1,952.57				1,952.57
	TOTALS PAID: July 1 to Sept 30, 2023	0.00	150.00	150.00	2,980.17	455.93	33.60	150.00	3,919.70

Finance and Legal Committee

Public Meeting Minutes

Wednesday, September 20, 2023 – 10:00 am
Via Zoom

Present:

Chairperson	D. Sargent
Vice Chairperson	R. Belleza
Trustee	A. Wong
Superintendent	C. Usih
Secretary Treasurer	C. Wang
Assistant Secretary Treasurer	M. Fu
Assistant Superintendent, Human Resources	C. Stanger
President, Richmond Teachers' Association	L. Baverstock
1st Vice President, Richmond Teachers' Association	S. Wenglowski
2nd Vice President, Richmond Teachers' Association	F. Marsic
President, Richmond Association of School Administrators	G. Fitt
President, CUPE 716	S. Robinson
Executive Assistant (Recording Secretary)	T. Lee

The meeting was called to order at 10:00 am.

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

Prior to adoption of the agenda, the Chairperson initiated introductions in the Committee.

1. Adopt Agenda

The agenda was adopted as circulated.

2. Approve Minutes

The minutes of the public meeting held Wednesday, May 17, 2023, were approved as circulated.

3. Human Resources Update

The Assistant Superintendent, Human Resources referred to his report as included in the agenda package. The President, Richmond Teachers' Association expressed her appreciation for the discussions with the Human Resources department and thanked retired staff for taking on Teacher Teaching On Call (TTOC) positions. Trustees then requested for an overall view of staff shortages, a wellness survey for parents, students and staff, and information regarding students who are not

attending schools in their catchment. Trustees also expressed appreciation for the Human Resources team for their work.

The Assistant Superintendent, Human Resources continued his presentation and highlighted employee wellness offerings. The President, Richmond Teachers' Association then commented that it may be too early in the school year to conduct a wellness survey as challenges will appear later in the school year. President, CUPE 716 then highlighted the concern of mental health issues due to staff shortages. The Superintendent also emphasized the importance of employee wellness and mental health in the organization and the Chairperson then noted the possibility of a district-wide appreciation strategy.

4. Trustees' Expenses for the 3 Months Ending June 30, 2023

The Assistant Secretary Treasurer referred to her report as included in the agenda package. The Committee agreed to forward the following recommendation to the Board:

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 June 30, 2023, in the amount of \$11,539.98.

5. Next Meeting Date – Wednesday, October 18, 2023 at 10:00 am.

6. Adjournment

The meeting adjourned at 10:31 am.

Respectfully Submitted,

*Donna Sargent
Chairperson, Finance and Legal Committee*

Policy Committee
Public Meeting Minutes

Monday, September 18, 2023 – 11:00 am
Via Zoom

Present:

Chairperson	D. Tablotney
Vice Chairperson	H. Larson
Trustee Member	D. Yang
Trustee Alternate	R. Belleza
Trustee	A. Wong
Superintendent	C. Usih
Deputy Superintendent	R. Ryan
Secretary Treasurer	C. Wang
1 st Vice President, Richmond Teachers' Association	S. Wenglowski
2 nd Vice President, Richmond Teachers' Association	F. Marsic
3 rd Vice President, Richmond Teacher's Association	J. Cho
President, Richmond Association of School Administrators	G. Fitt
Chairperson, Richmond Management and Professional Staff	K. Gibson*
Executive Assistant (Recording Secretary)	J. Coronel

*Present for a portion of the meeting

Regrets:

President, Canadian Union of Public Employees 716	S. Robinson
---	-------------

The Chairperson called the meeting to order at 11:00 am.

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

The Chairperson started the meeting with an introduction of attendees.

1. Adopt Agenda

The agenda was adopted as circulated.

2. Approve Minutes

Minutes of the meeting held May 15, 2023 were approved as circulated.

3. Status of Current and Anticipated Items

An updated status document was provided with the agenda package.

A trustee suggested to add the year on the approval date of policies for clarity. The Deputy Superintendent then explained that the review of the policy on student behavior and discipline and other related policies have been deferred to align with current practices and the ongoing work of the DEI Advisory Committee.

K. Gibson joined the meeting at 11:12 am.

4. Next Meeting Date – Monday October 16, 2023 at 11:00 am.

5. Adjournment

The meeting adjourned at 11:14 am.

Respectfully Submitted,

*Debbie Tablotney
Chairperson, Policy Committee*