

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

**Wednesday, December 20, 2023 – 7:00 pm**  
**1st Floor Boardroom**

[https://sd38.zoom.us/webinar/register/WN\\_4Frz9tf\\_S8ipLtFT39nOfQ](https://sd38.zoom.us/webinar/register/WN_4Frz9tf_S8ipLtFT39nOfQ)

*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 hən̓q̓əmi̓n̓əḥ̓ language group on whose traditional and unceded territories we teach, learn and live.

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**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
  - (i) Enrollment Growth and Elementary Space and Facilities  
Presented by Liz Baverstock, President, Richmond Teachers' Association
- (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, November 22, 2023.
- (b) Organizational meeting of the board held Wednesday, November 22, 2023 for approval.
- (c) Regular meeting of the board held Wednesday, November 22, 2023 for approval.

**7. Business Arising from Prior Minutes**

- (a) **Strategic Plan – Quarterly Update Strategic Priority 1 & 2**  
Report from Assistant Superintendents Brautigam and MacMillan attached.
- (b) **MOTION – Trustee Yang:** THAT the Richmond Community Protocol be referred to the Diversity, Equity and Inclusion Advisory Committee for further study and recommendations.

**8. New Business**

- (a) **MOTION – Trustee Tablotney:** THAT the Board of Education direct Superintendent to conduct a feasibility study regarding the introduction and use of automated external defibrillators and naloxone kits in public school buildings and report back to the Board of Education in a timely manner.

**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: Alice Wong*

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 November 15, 2023, are attached for information.

A meeting was held on Wednesday, December 13, 2023. The next meeting is scheduled for Wednesday, January 17, 2024, at 6:00 pm.

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

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

A meeting was held on Wednesday, December 6, 2023. The next meeting is scheduled for Wednesday, January 10, 2024, at 4:30 pm.

(d) **Finance and Legal Committee**

*Chairperson: Donna Sargent*

*Vice Chairperson: Ken Hamaguchi*

The next meeting is scheduled for Wednesday, January 17, 2024, at 10:00 am.

(e) **Policy Committee**

*Chairperson: Debbie Tablotney*

*Vice Chairperson: David Yang*

- (i) **RECOMMENDATION:** Policy 402/402-R: Public Interest Disclosure Policy.  
Report from the Committee Chairperson attached.

- (ii) The next meeting is scheduled for Monday, January 15, 2024, at 11:00 am.

**11. Board Committee and Representative Reports**

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

A meeting was held on November 15, 2023.

(b) **BCSTA**

Trustee Academy was held on November 23-25, 2023 at the Westin Bayshore, Vancouver.

(c) **BCPSEA**

Annual General Meeting is scheduled for January 25, 2024 – Trustee representative has been registered.

**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)

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**The next meeting is scheduled for Wednesday, January 24, 2024**

**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	Alice Wong	David Yang	Debbie Tablotney	Ken Hamaguchi	David Yang	
Member	Rod Belleza	Alice Wong	Heather Larson	Rod Belleza	Rod Belleza	
Alternate	Donna Sargent	Debbie Tablotney	Donna Sargent	Alice Wong	Heather Larson	
District Staff Rep	Cindy Wang	Jane MacMillan	Cindy Wang/Rick Ryan	Cindy Wang	Chris Usih	
	DEI Advisory	Indigenous Ed. Advisory	SOGI Advisory			
Representative	David Yang	Donna Sargent	Heather Larson			
Representative	Donna Sargent	Debbie Tablotney	Debbie Tablotney			
District Staff Rep	Christel Brautigam	Rav Johal	Rav Johal			
Reports To	Board of Education	Board of Education	Board of Education			
	Council/Board Liaison	BCPSEA Provincial Rep	BCSTA Provincial Council			
Representative	Heather Larson/ Donna Sargent	Debbie Tablotney	David Yang			
Alternate	Ken Hamaguchi	Rod Belleza	Alice Wong			
District Staff Rep	Chris Usih/Cindy Wang	Chris Stanger	Chris Usih			
Reports To	Board of Education	Board of Education	Board of Education			
	Cambie Coordinating	Child Care Development Advisory	ELL Consortium	Richmond Sister City Advisory	Richmond Sustainability Action	Vancouver Coastal Health Authority
Representative	Alice Wong	Heather Larson	David Yang	Ken Hamaguchi	Ken Hamaguchi	Rod Belleza
Alternate	Rod Belleza	Rod Belleza	Heather Larson	Alice Wong	Debbie Tablotney	Heather Larson
District Staff Rep	Cindy Wang/Jane MacMillan	Cindy Wang	Braunwyn Thompson	Shaun Sephton	Cindy Wang/Jane MacMillan	Chris Usih
Reports To	Finance and Legal Committee	Facilities and Building Committee	Education Committee	Education Committee	Facilities and Building Committee	Education Committee

**Note:**

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.



## Richmond Teachers' Association

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Richmond, BC

V6X 1A1

Tel: 604-278-2539

Fax: 604-278-4320

[www.richmondteachersassociation.ca](http://www.richmondteachersassociation.ca)

December 1, 2023

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

Dear Heather,

### **Re: RTA Brief – Enrollment Growth and Elementary Space and Facilities**

On behalf of the Richmond Teachers' Association, we thank you for the opportunity to submit a brief to the Board to outline the challenges facing elementary schools as enrollment increases and schools greatly exceed their capacity.

The RTA recognizes and appreciates the advocacy and decisions made by Trustees to prioritize Richmond school facilities. Recently, this has included a \$12 million investment into ventilation upgrades for all elementary schools and portables that lacked mechanical ventilation. This investment draws in more fresh air, which is then filtered to provide healthier schools for learners and staff. The Board has consistently advocated for seismic upgrades using a variety of avenues available, including joint meetings with MLAs and submissions to the Select Standing Committee of Finance and Government Services. Each year, Richmond's needs are recognized in recommendations for the Provincial Budget. The Report on Budget 2024 Consultation released in August 2023 includes:

“School districts along with parent and teachers’ associations advocated for additional capital funding for the seismic mitigation program. School District No. 38 (Richmond) noted that currently 16 elementary schools and four secondary schools in the district remain unsupported for mitigation.”

“Regarding funding for new schools, recommendations addressed issues of population growth and capacity. School District No. 38 (Richmond) noted that a 15.2 percent growth in total enrolment across elementary schools in Richmond City Centre led to the deployment of eight portable classrooms and that investment will be needed for two new elementary schools, 23 additional classrooms, and additions to existing schools to accommodate the projected population growth.”

In 2018, your advocacy, with the support of district management, brought us the Richmond Project Team, which has been invaluable to moving forward with and completing seismic projects. Each project that has been completed has addressed seismic mitigation and has provided additional upgrades, including new flooring, upgraded electrical and exterior finishes that make schools more welcoming to staff, learners, and the community.

As part of your advocacy for Richmond schools, you continue to make City Center enrollment a priority. This has included working with the City of Richmond and the Ministry of Education and Childcare to secure land and funding for a much-needed elementary school. We acknowledge and appreciate your continued commitment to this long-term goal for the Richmond School District. We also recognize there are many Boards of Education across BC that are demanding new schools to accommodate their enrollment growth. Within this context you have also explored medium and short-term solutions to address enrollment growth in City Center.

The RTA congratulates the Board on securing provincial funding for modular classrooms at Brighthouse and Cook. This recent announcement provides a medium-term solution to help address enrollment growth in City Center, and will be in place for the 2024/2025 school year. It is our understanding these modular classrooms will come complete with plumbing, which will help alleviate the challenges of limited bathroom space for both students and staff. We recognize this as a medium-term solution, but one that will endure for the lifetime of these two school communities. Moreover, it is good news that funding for modular classrooms will be provided by the province rather than from local capital because enrollment growth should never be downloaded onto school districts. Unfortunately, that has been our experience when the province will not fund the cost of portables.

Despite these much-needed modular additions, this will not address the wider stress on physical space at our large elementary schools. Currently, at least five elementary schools are now larger in population than Cambie Secondary School. None of these elementary schools were built for the population that now exists in their buildings, which is creating significant challenges, including insufficient:

- Washrooms to accommodate the number of staff and students; this creates large line ups in hallways and staffrooms.
- Access to gym time as most elementary schools only have one gym. This results in students only having access to a maximum of one block (40 minutes) of gym time per week and schools are unable to have whole school assemblies. Requiring two school assemblies does impact costs when a school is bringing external groups and may lead to less opportunities for some schools.
- Library space, which also results in students only having access to a maximum of one block (40 minutes) of library time per week. Elementary libraries are too small to accommodate more than one division of students at a time. At the same time, students are accessing resources in greater numbers, and yet these schools are not provided a Library Technician to help Teacher-Librarians manage resources.

- Space for Learning Resource Teachers and ELL Teachers to work. This means there is little or no space for small group learning or for students who need time and quiet space for self-regulation. This also impacts the ability for ELL teachers to work with small groups of ELL learners to support their language learning. Schools require pull out space to support the diverse abilities of learners.
- Meeting space for district itinerant staff to meet with students or teachers during the school day. District staff often have overlapping schedules and require private space for their confidential work with students and families. In many cases, Area Counsellors, SLPs, SWIS workers, Inclusion Support teachers and School Psychologists are sharing space with Learning Resource and ELL teachers, working in storage/small spaces, or using Principal/Vice-Principal offices.
- Staffroom space to accommodate large numbers of staff to eat together and to connect. This impacts the school community and reduces informal opportunities to collaborate and mentor others.
- Playground space, as they are not built to support the growing numbers of students. Loss of outdoor learning or play spaces as they are required for portables.
- Multi-purpose space that is too small for the size of the school and is often used as a prep or band spaces, additional classrooms or to support before and after school care. It is important to note that not all elementary schools have multi-purpose spaces.
- No daytime custodians despite being as large as some secondary schools.
- Hallways that are narrow, making it difficult for students and staff to move through the school or to use the hallway for small group activities or support.

As you continue your advocacy to secure land and funding for a new city center school, the RTA requests additional attention is given to the whole school facility and, where possible, solutions are put in place to address these space pressures.

We also request Trustees prioritize visiting each of our large elementary schools during the school day, ensuring your time overlaps with recess. We also recommend increased communication to staff at these sites to acknowledge the physical space challenges and your plans to address these concerns in the short, medium, and long term. Teachers often ask:

- “Do trustees understand what we are experiencing in schools?”
- “What are trustees doing to help address enrollment growth?”
- “Do trustees know that we only have one gym for 625 students?”
- “Do trustees know that we have no space to support small group instruction?”
- “Do trustees know that we only have 5 toilets for over 75 staff?”

These are not questions for the RTA to answer, as we don’t speak for the Board of Education. However, RTA Members working in these elementary schools want to know their concerns are being seen and heard by Trustees.



The RTA appreciates this opportunity to provide our feedback and to advocate for Richmond schools and the pressures facing Richmond teachers. We recognize the value you place on stakeholder relationships, and we welcome any chance to work with the Board to support our joint commitment to Public Education and the Richmond School District.

Once again, we thank you for your continued advocacy and commitments to prioritize Richmond school facilities.

Sincerely,

A handwritten signature in black ink, appearing to read 'Liz Baverstock', followed by a long horizontal flourish.

Liz Baverstock  
President, RTA

cc: Christopher Usih, Superintendent of Schools  
Cindy Wang, Secretary-Treasurer  
Steve Wenglowksi, 1<sup>st</sup> Vice President, RTA

**Date:** December 20, 2023  
**From:** Cindy Wang, Secretary Treasurer  
**Subject:** **Record of an In-camera Board Meeting held November 22, 2023**

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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 November 22, 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:	Nil.
(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**  
**Organizational Meeting Minutes**

**Wednesday, November 22, 2023 – 7:00 pm**  
**1<sup>st</sup> Floor Boardroom and via Zoom**

**Present:**

Chairperson  
Vice Chairperson

Trustee

Trustee

Trustee

Trustee

Trustee

Superintendent of Schools

Deputy Superintendent

Secretary Treasurer

Assistant Superintendent

Assistant Superintendent

Assistant Superintendent

Executive Director, Learning and Business Technologies

Executive Assistant (Recording Secretary)

D. Tablotney

H. Larson

R. Belleza

K. Hamaguchi

D. Sargent

A. Wong

D. Yang

C. Usih

R. Ryan

C. Wang

C. Brautigam

J. MacMillan

C. Stanger

R. Laing

T. Lee

In accordance with Board Policy the first meeting in November is the Annual Organizational meeting of the Board. The Chairperson called the meeting to order at 7:03 pm and the gallery was welcomed to the meeting.

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

The Indigenous Success Teacher, Linda Macholm, then introduced four indigenous students, Galisha, Teoni, Elizabeth, and Augustine, who extended a traditional welcome and land acknowledgement.

**1. Adoption of Agenda**

**123/2023 MOVED BY D. YANG AND SECONDED BY K. HAMAGUCHI:**

**THAT** the Wednesday, November 22, 2023 Organizational Meeting agenda of the Board of Education be adopted as circulated.

**CARRIED**

## 2. The Year in Review

The Chairperson reported on highlights of the past year.

This current board of trustees began their term with the swearing in last November after a very busy municipal election period that saw Heather Larson, Ken Hamaguchi, David Yang, Donna Sargent, Rod Belleza and Alice Wong elected for a term of four years. We were honored to receive a blessing and words of encouragement from Musqueam Elder Shane Pointe, who performed a blanketing ceremony for the seven of us. The ceremony served to energize and inspire us to look forward to the governance work ahead.

In early December 2023, trustees attended the British Columbia School Trustees Association (BCSTA) Trustee Academy, which provides professional development to boards of education. Also in December, the board received news that Superintendent Scott Robinson had made the difficult decision to leave our district to take up a position with the BC Principals' and Vice-Principals' Association in Victoria. This meant that the board was immediately tasked with deciding on a process to find a replacement, which was no small task. Superintendent Robinson had big shoes to fill. In January, the board appointed PFM Executive Search Firm to conduct the recruitment of the new Superintendent of Schools.

From January to the March spring break in 2023, trustees were provided with orientation sessions and workshops conducted by staff to familiarize themselves with the Strategic Plan and its goals and objectives, including the many initiatives that were already in place from the previous board.

The board also began its governance work by making the following decisions:

- Ratifying the 2022-2025 CUPE 716 Collective Agreement;
- Directing staff to proceed with the recommendations contained in the Equity in Action Project as well as the Aspen Learning Center Program Report;
- Approval of the 2022/23 Amended Budget Bylaw;
- Revisions to Policy Section 700 Facilities;
- Approval of the Capital Bylaw submission to the Ministry for 2023/24;
- The Board also approved a significant new policy 641 and 641R on Enterprise Risk Management; and
- Construction during this time was focused on completing new daycare facilities for James Whiteside, James McKinney, William Bridge and the Mitchell Adult Education Center.

Post spring break, the board met with our MLAs on April 12, 2023. Many of the district's needs were communicated and the MLAs in attendance reinforced their commitment to advocating for our district. The board and senior staff also met with members of the Richmond Poverty Reduction Coalition to discuss the need for food security, school lunch and breakfast programs that maintain the well-being of students in Richmond. We agreed to advocate to our local MLAs and MPs for ongoing funding for these programs across the province and nationally.

On April 24, 2023, trustees voted to approve the hiring of Mr. Chris Usih, who was a highly qualified and experienced candidate for the position of Superintendent as the positive outcome of the search process.

A renewed Richmond Project Team agreement was signed and work on the mechanical ventilation project approved by the previous board moved forward toward completion in December 2023. The Board also attended a funding announcement by the Ministry of Education for DeBeck Elementary School.

From April 27 to 29, 2023, trustees attended the BCSTA Annual General Meeting, where motions for future advocacy were approved for the coming year.

In May 2023, a successful Student Voice Forum was held. Trustees attended an Education Partner Group strategic planning meeting and dinner; we celebrated the annual 25 years of service with a get together for our staff as well as the annual Indigenous achievement ceremony that recognized the successes of our Indigenous students graduating from elementary and secondary schools.

The Board met over breakfast with Richmond Mayor and Councillors to discuss common areas of interest and concern. We discussed how we can effectively work together in the best interest of the community. The board also shared one of our greatest concerns, which was the need for a city center school site.

After consultation and careful planning by our Secretary Treasurer and her Financial team, the annual budget was approved on May 24, 2023. Policy 101 and 101R Strategic Planning was also approved on the same day.

Decisions made in June 2023 included directing staff to proceed with the recommendations contained in the Alternate Program Review Report, approval of Policy 201 and 201 Bylaw, Board operations as well as 621/621R Financial Planning and Reporting and 631R Accumulated Operating Surplus which our Secretary Treasurer worked diligently to produce.

A meeting was held with local MPs Parm Bains and Wilson Miao to discuss federal programs such as Settlement Workers in Schools as well as universal school food programs and staffing and classroom space challenges. MP Bains and Miao agreed to take our concerns back to share with Cabinet Ministers and other members of parliament.

Also, in June 2023 the Board and its Education Partners made a joint presentation to the Provincial Government's Select Standing Committee on Finance. The presentation contained requests for capital funding to ease city centre enrollment pressures and the Seismic Mitigation Program, as well as sustainable funding for Ministry initiatives such as school food programs, childcare and early learning programs.

In September 2023, with students back in classrooms, the board approved the addition of Minor Capital Projects under the Food Infrastructure Program in the 2024/25 Capital Plan.

Construction of James Whiteside was completed in September 2023, as well as the Rideau Park Resource Center and William Bridge construction was targeted to complete by October 2023. On November 6, 2023, the Minister of Education announced the modular classroom additions for Brighthouse and Cook Elementary Schools to meet the vital need for space in city centre schools.

On behalf of the Board, I would like to thank Superintendent Usih and the senior administrative team for your leadership and support, especially Deputy Superintendent Rick Ryan for leading the

district with his vast knowledge and integrity from March to September 2023 while we awaited the arrival of the new Superintendent.

To my fellow trustees – I want to thank you for allowing me to serve as your Chair for the past year and I am grateful for the opportunity to learn and grow in my role. As trustees, we each bring unique skills and experiences to the table, and I have appreciated the rich discussions and debates we have had.

A special thank you goes to Vice Chair Heather Larson for her wisdom, support and encouragement through this year. I could not have done it without you. Thanks to our executive assistants, for their invaluable support to trustees throughout the year. You never cease to amaze us with your professionalism, organizational skills and kindness.

Looking to the coming year, the Richmond Board of Education and staff are committed to the goals and initiatives embedded in the Strategic Plan. We also remain steadfast in providing quality education and safe, welcoming spaces for all students and staff in the face of budget constraints, staffing shortages and unforeseen events.

Along with our partners in education RASA, RTA, CUPE, RMAPS, and RDPA – we will continue to face the challenges ahead with the same collaborative spirit that has helped us through many obstacles in the past.

*Thank you,  
Debbie Tablotney, Board Chair*

### **3. Appointment of Returning Officer and Scrutineer**

At this point, Chairperson Tablotney turned the Chair over to the Superintendent of Schools. The Superintendent assumed the Chair and recommended the Secretary Treasurer be appointed Returning Officer and the Deputy Superintendent be appointed Scrutineer for the election of the four positions.

**124/2023 MOVED BY D. YANG AND SECONDED BY H. LARSON:**

**THAT** Secretary Treasurer Wang be appointed Returning Officer and Deputy Superintendent Ryan be appointed as Scrutineer for the election of the Board Chairperson, Board Vice Chairperson, BCSTA Representative and BCPSEA Representative.

**CARRIED**

### **4. Election of Officers**

#### **(a) Board Chairperson**

The Superintendent called for nominations, by ballot, for the Office of Chairperson of the Board.

Ballot forms were distributed. The Scrutineer collected the ballots, and he and the Returning Officer left the Boardroom to examine the ballots.

Upon their return, the Returning Officer announced that Trustee Larson and Trustee Tablotney were nominated for the position of Chairperson. Trustee Larson accepted the nomination and Trustee Tablotney rejected the nomination. The Returning Officer then declared Trustee Larson as Chairperson of the Board by acclamation for a one-year term.

Trustee Larson then assumed the Chair and thanked fellow trustees for their trust and support to serve the Board as Chairperson.

**(b) Board Vice Chairperson**

The Chairperson called for nominations, by ballot, for the office of Vice-Chairperson of the Board.

Ballot forms were distributed. The Scrutineer collected the ballots, and he and the Returning Officer left the Boardroom to examine the ballots.

Upon their return, the Returning Officer announced that Trustees Hamaguchi and Sargent had been nominated for the office of Vice-Chairperson of the Board. Trustees Hamaguchi and Sargent accepted the nomination.

Election ballot forms were distributed. The Scrutineer collected the ballots, and he and the Returning Officer left the Boardroom to examine the ballots.

Upon their return, the Returning Officer declared Trustee Hamaguchi received majority of the votes and was elected as Vice-Chairperson of the Board for a one-year term.

**5. Election – BC School Trustees Association Provincial Council Representative (BCSTA Provincial Council Representative)**

The Chairperson called for a show of interest for the positions of BCSTA representative to the Provincial Council as well as the alternate representative. Trustee Yang and Wong expressed interest in the position of BCSTA Provincial Council representative.

Election ballot forms were distributed. The Scrutineer collected the ballots, and he and the Returning Officer left the Boardroom to examine the ballots. Upon their return, the Returning Officer declared Trustee Yang received majority of the votes and was elected as BCSTA Provincial Council representative for a one-year term. Trustee Wong will serve as the alternate representative.

**6. Election – BC Public Schools Employers' Association Representative (BCPSEA Representative)**

The Chairperson called for a show of interest for the positions of BCPSEA representative as well as the alternate representative. Trustee Tablotney expressed interest in the position of BCPSEA representative. There was no show of interest in the position of alternate representative. Trustee Tablotney was declared as BCPSEA representative for a one-year term.

**7. Destruction of Ballots**

**125/2023 MOVED BY K. HAMAGUCHI AND SECONDED BY A. WONG:**

**THAT** the ballots for the offices of Chairperson of the Board, Vice-Chairperson of the Board, BCSTA Provincial Representative and BCPSEA Representative be destroyed.

**CARRIED**

**8. Committee Appointments**

Trustees were asked to indicate to the Chairperson by November 30, 2023 as to which committees they would be willing to serve on. The appointments will be announced in December 2023, and the committee members will assume their duties for one year.

**9. Authorized Signatories**

**126/2023 MOVED BY R. BELLEZA AND SECONDED BY D. SARGENT:**

**THAT** the Board of Education of School District No. 38 (Richmond) approve the following signing authorities effective immediately and until they are so changed, shall be the Board Chairperson and Secretary Treasurer except for the issuance of cheques when the required signatures shall be:

**Any** one of:

Board Chairperson  
Board Vice-Chairperson  
Superintendent

**And** any one of:

Secretary Treasurer  
Assistant Secretary Treasurer  
Manager Financial Services

Such signatures may be affixed by hand, or by cheque-writing facsimile machine in accordance with established Board policy.

**CARRIED**

**10. School Liaison Trustee Assignments**

The Chairperson will assign each trustee a group of secondary and elementary schools at the first meeting in December. The assignment shall be one year's duration unless otherwise determined by the Board. Discussion then ensued regarding the duration of trustee assignments.

**11. Adjournment**

**127/2023 MOVED BY D. TABLOTNEY AND SECONDED BY A. WONG:**



**THAT** the Wednesday, November 22, 2023 Organizational Meeting of the Board of Education be adjourned at 7:42 pm.

**CARRIED**

Following adjournment, the choir from James Thompson Elementary School performed the song “Share the Land”.

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H. LARSON  
Chairperson

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C. WANG  
Secretary Treasurer

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## **Board of Education**

### **Public Meeting Minutes**

**Wednesday, November 22, 2023 – 7:00 pm**  
**1<sup>st</sup> Floor Boardroom and via Zoom**

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**Present:**

Chairperson  
Vice Chairperson  
Trustee  
Trustee  
Trustee  
Trustee  
Trustee  
Superintendent of Schools  
Deputy Superintendent  
Secretary Treasurer  
Assistant Superintendent  
Assistant Superintendent  
Assistant Superintendent  
Executive Director, Learning and Business Technologies  
Executive Assistant (Recording Secretary)

H. Larson  
K. Hamaguchi  
R. Belleza  
D. Sargent  
D. Tablotney  
A. Wong  
D. Yang  
C. Usih  
R. Ryan  
C. Wang  
C. Brautigam  
J. MacMillan  
C. Stanger  
R. Laing  
T. Lee

The Chairperson called the meeting to order at 8:02 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 2024/25 Annual Budget will be accepted without prior notice at the December 20, 2023 regular meeting of the Board, as well as at the January 24, 2024, February 21, 2024, and March 13, 2024 regular meetings 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 April 24, 2024.

**Trustee Wong:** On December 5, 2023, the Richmond School District recognizes the efforts and contributions made by our leadership and management staff. Their exceptional contributions and unwavering commitment are instrumental in shaping the success of the Richmond School District.

On behalf of the Board of Education, I would like to express my gratitude to all of our leadership and management staff who help to make the Richmond School District the best place to learn and lead.

**(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**

The Chairperson noted the addition of “Notice of Motion – Richmond Community Protocol” as item 8.

**128/2023 MOVED BY D. TABLOTNEY AND SECONDED BY K. HAMACUCHI:**

**THAT** the Wednesday, November 22, 2023 regular agenda of the Board of Education be adopted as amended.

**CARRIED**

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

**(a) Presentations**

Nil.

**(b) Briefs**

Nil.

**(c) Special Recognition**

Michael Taylor, Teacher, Hugh Boyd Secondary

The Superintendent of Schools recognized Michael Taylor as the 2023 award recipient of the Premier's Awards for Excellence in Education for Social Equity & Diversity and congratulated Mr. Taylor for his accomplishments.

Trustees congratulated Mr. Taylor for his achievements. Mr. Taylor then responded to trustees' questions regarding his projects.

#### **4. Questions from the Public**

There were no questions from the public.

#### **5. Executive**

The Superintendent highlighted the following activities at individual schools:

- The choir from Thompson Elementary School;
- Professional development day at Brighthouse Elementary School;
- Innovation Inquiry Grant at MacNeill Secondary School; and
- Strategic Priority 3: Optimized Facilities and Technology.

The Executive Director, Learning and Business Technologies then shared a video, “Unlocking Potential: Bridging Technology and Learning,” on the Palmer Secondary School Library Learning Commons, which offers students access to a diverse range of digital tools and showcases the inclusive nature of the space.

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

- (a) A record of an in-camera meeting of the board held Wednesday, October 25, 2023 was included for information.
- (b) Regular meeting of the board held Wednesday, October 25, 2023

**129/2023 MOVED BY A. WONG AND SECONDED BY K. HAMAGUCHI:**

**THAT** the Board of Education approve the Minutes of Wednesday, October 25, 2023, regular meeting as circulated.

**CARRIED**

#### **7. Business Arising from Prior Minutes**

Nil.

#### **8. New Business**

Notice of Motion – Richmond Community Protocol

Trustee Yang provided background regarding the Richmond Community Protocol document. He noted previous terms of the Board had participated in discussions with the community group and the document should be provided to the DEI Advisory Committee and staff for review.

#### **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*

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 October 18, 2023, were attached for information.

A meeting was held on Wednesday, November 15, 2023. The next meeting is scheduled for Wednesday, December 13, 2023, at 6:00 pm.

### (c) Facilities and Building Committee

*Chairperson: Ken Hamaguchi*

*Vice Chairperson: Debbie Tablotney*

- (i) Minutes of the meeting held on October 4, 2023, were attached for information.

A meeting was held on Wednesday, November 1, 2023. The next meeting is scheduled for Wednesday, December 6, 2023, at 4:30 pm.

### (d) Finance and Legal Committee

*Chairperson: Donna Sargent*

*Vice Chairperson: Rod Belleza*

- (i) **RECOMMENDATION:** 2024/25 Annual Budget Process and Timeline.

The Chairperson spoke to the report included in the agenda package.

**130/2023      MOVED BY D. SARGENT AND SECONDED BY R. BELLEZA:**

**THAT** the Board of Education approve the 2024/25 Annual Budget process and timeline as presented; and

**FURTHER THAT** the Board direct staff to publish the 2024/25 budget process and timeline on the district's website

**CARRIED**

- (ii) Minutes of the meeting held on October 18, 2023, were attached for information.

A meeting was held on Wednesday, November 15, 2023. The next meeting is scheduled for Wednesday, December 13, 2023, at 10:00 am.

(e) **Policy Committee**

*Chairperson: Debbie Tablotney*

*Vice Chairperson: Heather Larson*

(i) A Notice of Motion for the December 20, 2023 Public Board Meeting regarding Policy 402/402-R: Public Interest Disclosure Policy was attached for information.

(ii) Minutes of the meeting held on October 16, 2023, were attached for information.

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

**11. Board Committee and Representative Reports**

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

A meeting was held on November 15, 2023. Trustee Tablotney highlighted items discussed during the meeting, including enrolment update, SOGI update, and the need for a City Centre school site.

(b) **BCSTA**

Trustee Academy is scheduled for November 23-25, 2023 at the Westin Bayshore, Vancouver.

(c) **BCPSEA**

BCPSEA Symposium 2023 was held on November 2-3, 2023. Trustee Sargent highlighted the learning for trustees on the topics of human resources and upcoming bargaining.

**12. Correspondence**

Nil.

**13. Adjournment**

**131/2023 MOVED BY D. YANG AND SECONDED BY R. BELLEZA:**

**THAT** the regular meeting of Wednesday, November 22, 2023 of the Board of Education be adjourned at 8:40 pm.

**CARRIED**

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H. LARSON  
Chairperson

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C. WANG  
Secretary Treasurer

## Report to the Board of Education (Public)

**Date:** December 20, 2023

**From:** Christel Brautigam, Assistant Superintendent  
Jane MacMillan, Assistant Superintendent

**Subject:** **Strategic Plan- Quarterly Update Strategic Priority 1 and 2**

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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 progress made towards the goals of Strategic Priority 1 and 2 by highlighting examples of actions in progress.

### **BACKGROUND:**

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

## STRATEGIC PLAN – UPDATE ON AREAS OF FOCUS DECEMBER 2022 – DECEMBER 2023

### STRATEGIC PRIORITY ONE - INSPIRED LEARNERS

**Goal One:** Learners have increased capacity to adapt and thrive in an ever-changing world

**Examples of Actions that Support Goal 1:**

Inquiry Grants are offered again in the 2023-24 School year.

- This year there are 114 grants in 12 areas that support Strategic Priorities 1 and 2 and include approximately 200 educators

Professional learning

- District-wide opportunities offered through mini conferences on November 20<sup>th</sup> and December 1<sup>st</sup> attended by a total of approximately 600 elementary and 250 secondary teachers; topics included literacy, numeracy, universal design for learning, social-emotional learning and technology, with separate venues for primary, intermediate and secondary teachers; October 20<sup>th</sup> conference for education assistants attended by 170 staff and included sessions on augmentative communication and behavior supports
- Ongoing professional learning opportunities for staff promoted through the new district events site throughout the year; 112 offerings have been shared since September 2023
- Teacher consultants support caseloads of schools in a model introduced last year for school-based, in context support for educators

Assessment

- Guidelines and implementation supports for the new Ministry of Education and Child Care's Learning Update Order are ongoing; guideline documentation has been shared with elementary and secondary educators with follow up supports through school Lunch and Learns and other meeting opportunities; parent webinar held October attended by approximately 70 individuals

Environmental Stewardship

- 18 elementary and secondary schools have been awarded Ecowise grants for the 2023-2024 school year, participating in a variety of district options such as Zero Waste projects as well as school-based initiatives

Continuing Education

- External review underway will include recommendations for programming adjustments to meet the needs of students and ensure fiscal viability of programs offered

School Stories

- Individual and small group work with principals and vice principals to support the School Story process to set goals based on available quantitative and qualitative data, and with alignment to Strategic Plan and inquiry grants



**Goal Two:** The district fosters resilient and healthy life-long learners

**Examples of Actions that Support Goal 2:**

Student Voice

- Table 38, comprised of student leaders across secondary schools, is focusing on connections to Leadership, Social Awareness and Advocacy and is looking to broaden perspectives in bringing a greater diversity of student voices this year

Mental and Physical Health Awareness

- Professional learning opportunities are ongoing and have included Everyday Anxiety for Educators (EASE) for primary teachers
- As part of the Ministry's mandate around consent education, all secondary schools will host an "All About Consent" presentation over the course of the 2023/24 school year

Data Analysis

- Development of a districtwide data dashboard is underway to provide administrators with easily accessed school-specific data including Student Learning Surveys, Early Developmental Index and other sources for analysis to guide decision making

Promotion of Community Events, Programs and Services

- Ongoing opportunities in collaboration with City of Richmond shared through district communication channels
- Community Pop up Services: Early Learning Programs will be represented at Richmond's Community Services Pop Up at Brighthouse Library three times over the year to share info about offerings for families with children aged 0 to 5
- Integrated Child and Youth Team attended community pop-ups at Brighthouse Library in October and November 2023 to share information about team services to community members

**Goal Three:** Indigenous People's history, perspectives, and learning approaches are embedded within district planning and practices

**Examples of Actions that Support Goal 3:**

Professional Learning

- Districtwide Non-Instructional Day on September 22<sup>nd</sup> involved all education and noneducation staff in focused learning with Dr. Dustin Louie on "Decolonizing education by integrating Indigenous world views and perspectives into our learning organization", as well as TRC Calls to Action and engaging in Indigenous learning across departments
- Ongoing professional learning includes sessions offered on building Indigenous resource collections and support for implementation of the Indigenous Focused Graduation Requirement
- 9 schools are participating in Inquiry Grants this year focused on Truth and Reconciliation
- Indigenous resource selection criteria developed and shared with all schools

#### Equity In Action

- Equity in Action Scan recommendations implementation plan underway; first meeting of the Indigenous Education Advisory Committee December 2023
- Focused conversations at each secondary school Fall 2023 with school and district staff to discuss supports specific to Indigenous students attending each school

#### Indigenous Focused Graduation Requirement

- All secondary schools are currently offering English First Peoples 12 and BC First Peoples 12
- Ongoing teacher consultant support and sharing of resources through a dedicated MS Team for staff

#### Indigenous Gathering Spaces

- Two additional Indigenous Gathering Spaces currently being developed at Kidd Elementary and Boyd Secondary Schools intended to be fully operational in Spring 2024

**Goal Four:** The district builds literacy, numeracy, and digital literacy through innovation and a commonly held vision

**Examples of Actions that Support Goal 4:**

**Literacy**

- The Pillars of Literacy grades 4-7 resource is complete in French and English
- Lunch and Learns on how to use the Pillars of Literacy have been offered to all elementary schools
- The Nov 20th and Dec 1<sup>st</sup> Pro-D Days included sessions on reading and writing, Universal Design for Learning (UDL) practices in literacy instruction, building literacy centers, instructional routines for literacy learning and building proficiency indicators for literacy instruction
- Grade 8 teams at secondary schools are being developed to consider common literacy language and strategies to deepen students' understanding of their own learning.

**Numeracy**

- A numeracy resource for middle years has been created including an assessment tool as well as examples of cross-curricular applications of numeracy
- Grade 8 teams at secondary schools are being developed to consider common numeracy language and strategies to deepen students' understanding of their own learning
- All components of the math foundations and numeracy sections of the grade 8-9 Numeracy Framework completed with a Grade 8-9 working group in June 2023. Some members of the working group will engage in a Numeracy Foundations inquiry grant to trial aspects and gather data about impact
- Plan in development for supporting numeracy in grades 10-12 and a corresponding framework (to be completed by June 2024)
- Professional learning sessions at the November 20<sup>th</sup> and December 1<sup>st</sup> Pro-D Days included Exploring Instructional Strategies for Growing Explaining and Justifying Competencies and Exploring Numeracy to Deepen Learning in ALL Areas of Learning

**Digital Literacy**

- Over 80 classrooms have been supported this term by teacher consultants in areas such as using digital portfolios, coding, Artificial Intelligence (AI), classroom apps, apple id, various Ipad apps, and Microsoft tools
- Professional learning sessions included those for Teacher Librarians as technology leaders on AI, digital literacy and library databases; additional opportunities for educators have included sessions on AI and classroom use, the digital portfolios, classroom apps and coding at both Lunch and Learns and on Pro-D days

## STRATEGIC PRIORITY TWO - EQUITY AND INCLUSION

**Goal One:** District learning environments are equitable and inclusive

**Examples of actions to support Goal 1:**

Developing Connection, Belonging, Positive Personal and Cultural Identity

- The percentage of students overall who indicate on the Student Learning Survey that they feel welcome, safe and a strong sense of belonging is slightly above that of the provincial average, however it continues to remain at around 60%, requiring additional attention from school and district staff
- This is and will continue to occur by working with schools to further examine school specific data and identify students who indicate they do not feel a sense of belonging, with a particular focus on Indigenous students and how school personnel and the Indigenous Success Team can make a difference for Indigenous students. For example, the Indigenous Success Team, District Administrator for Equity, Inclusion and Indigenous Success and school-based teams are meeting together to discuss the specific needs of each Indigenous secondary student and implement a plan of action specific to each Indigenous student
- Continue staff learning opportunities for RTA, RASA, RMAPS and CUPE. 10 separate opportunities have been offered this fall

Program Review Implementation

- Aspen Review recommendation implementation has included staff visioning sessions, establish review of entry/exit criteria for students and the addition of a Behaviour Specialist role
- Action plan for alternate program review recommendations approved June 2023 in development including short term and long term goals; current actions include quarterly meetings with secondary alternate program staff, focusing on growth and progressive change and sharing ideas across programs; expanding opportunities for students to participate in work experience, career and trades programs, and dual credit programs; beginning work on program articulation to develop consistency in clarity regarding programs and entry and exit criteria

Inclusive Learning

- Learning Services inclusive learning staff engage in ongoing review of caseloads, school assignments and methods for cross team collaboration
- Elementary and secondary administrators engage in monthly inclusive learning network meetings to deepen capacity and alignment in inclusive learning practices; recent topics have included IEP processes, inclusive reporting, an introduction to autism spectrum disorder (elementary) and service delivery models (secondary)
- Professional learning opportunities have included the elementary and secondary Learning Resource/ELL teacher conference (180 participants); school-based team training (110 participants) and IEP development (85 participants)

#### Technology

- Professional learning opportunities are being hosted throughout the year to build greater staff capacity and skills with various hardware tools and software applications
- Schools have purchase and lease options to acquire additional technology, and actions are being implemented to provide greater access to technology

**Goal Two:** The district actively addresses unconscious bias and privilege, systemic discrimination and marginalization based on factors such as ability, colour, cultural identity, gender, gender identity, Indigeneity, political beliefs, race, religious beliefs, sexual orientation and socio-economic status

**Examples of actions that support Goal 2:**

- The DEI Advisory Committee met regularly in 2022/2023 and will continue to do so in 2023/2024 to review actions underway in relation to the priorities of the DEI advisory
- In November a DEI survey for employees and students was administered to determine how we are doing so far with regards to the Objectives in Strategic Priority 2, Goal 2. 644 employees responded to the survey. The following is a summary of the employee data in relation to each objective of Goal 2:
  - *Objective 1:* Identifying and developing a plan to respond to current district challenges related to systemic discrimination and marginalization.
    - 62% agree or strongly agree that they have become more accepting of difference in the last three years
    - 85% agree or strongly agree that they have noticed kinder treatment towards others in their school/department
    - 83% feel more comfortable sharing their culture at work
    - 62% would know what to do if they saw someone being discriminated against, but feel less confident (52%) doing that for themselves
    - 52% feel that what they report would be taken seriously which is an improvement from June 2020 when the external DEI audit was conducted
    - The reporting process for discrimination issues requires more clarity, particularly seeing a 28-35% neutral response to the survey questions related to reporting issues of discrimination, even though the survey indicates an improvement of just over 20% of people feeling like they don't know what to do or who to tell, as evidenced in the June, 2020 external DEI audit data
  - *Objectives 2 and 3:* Enhancing awareness and understanding of unconscious bias and privilege and how they influence interactions throughout our learning community, and supporting students and staff to develop a deeper understanding of the history and impacts of systemic discrimination.
    - 93% have engaged in learning related to DEI
    - 52% of that was offered by the school district
    - 80% of those who have not engaged in learning so far, would like to do so
    - Employees have engaged in learning in a variety of ways including lunch and learns, book clubs and professional learning workshops
    - Employees have engaged with learning about a wide variety of topics related to DEI such as; anti-oppression, antiracism, decolonization, First People's Principles of Learning, gender equity, historical roots of racism, how to address discrimination, intersectionality, privilege, SOGI, Truth and Reconciliation, resource selection, unconscious bias and more

- *Objective 4:* Ensuring students and staff have access to current and relevant learning resources that reflect the diversity of, and the challenges faced by our community and the world.
  - There is an expressed need for more professional learning on Neurodivergence, Ableism, Ageism
  - There is an expressed need for more SOGI education for teachers and parents.
  - Employees indicated the learning helped them improve their understanding of DEI topics, build their compassion and empathy and inspired them to learn more. Many expressed gratitude for this focus and the learning opportunities provided by the district.
  - School-based members of CUPE would like more opportunities to be included in learning that is provided for teachers
- In June 2020, the school district participated in an external DEI audit. Initial analysis of this current survey demonstrates a 20-30% improvement in employees knowing what to do if they experience or witness discrimination and in feeling that it will be taken seriously. There was also an improvement from 80-85% expressing noticing kinder treatment of others. The survey data requires further in-depth analysis which will be undertaken by the DEI Advisory Committee, supported by district staff, in January 2024, in order to determine where greater focus is needed in each objective, and by which employee groups.
- 782 students in Grades 8-12 responded to the survey. The following is a summary of the student data in relation to each objective:
  - *Objective 1:* Identifying and developing a plan to respond to current district challenges related to systemic discrimination and marginalization
    - If a student sees another student being mistreated or discriminated against;
      - 33% said they felt comfortable stepping in to peacefully support that student
      - 37% said they would know who to go to for help
      - 9% said they were not sure what to do
      - 12% said they probably wouldn't do anything
      - 12% said they were not sure how they would react
    - When students go to adults for help at school with an issue related to inequity or discrimination;
      - 37% feel confident it will be taken seriously
      - 46% hope it will be taken seriously, but are not too sure if it will be
      - 17% have no confidence it will be taken seriously or dealt with
    - In the June, 2020 external DEI audit 15% of students said they would know who to go to for help, and 15% of students said they were not sure what to do about it demonstrating some improvement in these areas
    - Although there are improvements in students feeling that reported incidents will be taken seriously, there is still room for improvement in this area
  - *Objectives 2 and 3:* Enhancing awareness and understanding of unconscious bias and privilege and how they influence interactions throughout our learning community, and supporting students and staff to develop a deeper understanding of the history and impacts of systemic discrimination

- 92% have in engaged in learning related to DEI at their school
- 69% pursued learning on their own or in clubs
- Students expressed that they learned about a variety of topics including, anti-oppression, anti-racism, Truth and Reconciliation, identity, historic roots of racism, among others.
- *Objective 4:* Ensuring students and staff have access to current and relevant learning resources that reflect the diversity of, and the challenges faced by our community and the world
  - Students engaged in their learning in a variety of different ways including from their teachers, from guest speakers, in focus groups, at assemblies and by reading/viewing materials provided to them at school
- The survey data requires further in-depth analysis which will be undertaken by the DEI Advisory Committee, supported by district staff, in January 2024, to determine where greater focus is needed in each objective, and by which grade levels in which schools.



**Education Committee**  
**Public Meeting Minutes**

**Wednesday, November 15, 2023 – 6:00 pm**  
**Via Zoom**

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**Present:**

Chairperson	H. Larson
Vice Chairperson	D. Yang
Trustee Member	A. Wong
Trustee Alternate	R. Belleza
Trustee	D. Tablotney
Assistant Superintendent	J. MacMillan
Director of Instruction	R. Johal
District Coordinator – Career Programs	T. Lockhart
District Facilitator – Career Programs	P. Thackwray
3 <sup>rd</sup> Vice President, Richmond Teachers' Association	J. Cho
Representative, Richmond Association of School Administrators	A. Pikkarainen
Representative, Richmond Association of School Administrators	L. Leung
President, Canadian Union of Public Employees 716	S. Robinson
Executive Assistant (Recording Secretary)	J. Coronel

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

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**

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

**3. Programs and Opportunities in SD38**

Assistant Superintendent MacMillan introduced Director of Instruction Rav Johal, District Coordinator Terri Lockhart and District Facilitator Peter Thackwray, who shared a presentation on Career Programs and Opportunities in SD38. A trustee suggested to have a translated version of career programs information that can be shared to non-English speaking families. Terri and Peter then responded to trustees' questions on specific career programs, barriers that students have encountered in their career program, and support available for students in need.

Trustees expressed their appreciation for staff for an excellent presentation and for the wonderful work they do in providing various career opportunities for students.

**4. Next Meeting Date – Wednesday, December 13, 2023 at 6:00 pm.**

**5. Adjournment**

The meeting adjourned at 7:05 pm.

*Respectfully Submitted,*

*Heather Larson*

*Chairperson, Education Committee*

## **Facilities and Building Committee**

### **Public Meeting Minutes**

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

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**Present:**

Chairperson  
Vice Chairperson  
Trustee Member  
Trustee Alternate  
Trustee  
Trustee  
Superintendent of Schools  
Secretary Treasurer  
Deputy Superintendent  
Executive Director, Learning and Business Technologies  
Director, Richmond Project Team  
Director, Facilities Services  
President, Richmond Teachers' Association  
2nd Vice President, Richmond Teachers' Association  
3rd Vice President /Pro-D Chair, Richmond Teachers' Association  
Vice President, CUPE 716  
Representative, Richmond Management and Professional Staff  
President, Richmond Association of School Administrators  
Executive Assistant (Recording Secretary)

K. Hamaguchi  
D. Tablotney  
H. Larson  
A. Wong  
R. Belleza  
D. Yang\*  
C. Usih  
C. Wang  
R. Ryan  
R. Laing  
S. Ahluwalia  
K. Wilkins  
L. Baverstock  
F. Marsic  
J. Cho  
N. Williams\*  
J. Canlas  
G. Fitt  
T. Lee

The meeting was called to order at 4:30 pm.

The Richmond Board of Education acknowledged and thanked the First Peoples of the hə́nqə́miñəm 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 October 4, 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. He then responded to a question from a trustee regarding the communication with the City of Richmond on City Centre growth planning. The Secretary Treasurer then provided further details on

collaboration and communication with the City about current and future developments. Discussion then ensued regarding a potential opportunity for city centre site.

The Director, Richmond Project Team then responded to a question from a trustee regarding the progress of the Classroom Ventilation Program.

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

The Director, Richmond Project Team referred to his report as included in the agenda package. There were no further questions or comments.

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

The Director, Facilities Services spoke to his report as included in the agenda package. He then provided an update about increased security measures utilized for the night of Halloween, noting there was minimal property damage and thanked staff who worked during the night to protect the district assets.

**6. Minutes for Information**

**(a) Child Care Development Advisory Committee Meeting**

Minutes of Meeting held September 6, 2023 were attached for information.

**7. Next Meeting Date – December 6, 2023 at 4:30 pm**

**8. Adjournment**

The meeting adjourned at 5:00 pm.

*Respectfully Submitted,*

*Ken Hamaguchi*

*Chairperson, Facilities and Building Committee*

## Report to the Board of Education (Public)

**DATE:** December 20, 2023

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

**SUBJECT:** Policy 402, 402-R, 402-G: Public Interest Disclosure

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### RECOMMENDATION:

**THAT** the Board of Education approve the attached **Policy 402, 402-R, 402-G: Public Interest Disclosure**, in accordance with Board Policy 204: *Creation and Revision of Policy and Regulations*.

### BACKGROUND:

The *Public Interest Disclosure Act* (the *Act*) came into effect on December 1, 2019. The *Act* was established to protect whistleblowers in the public sector entities, was initially applied to provincial government ministries and independent offices of the legislature. In September 2020, the Ministry of Attorney General informed the British Columbia Public School Employers' Association (BCPSEA) of the government's commitment to extending the coverage of the *Act* to school districts by 2024.

### DISCUSSIONS:

There are currently 31 school districts that have a policy on public interest disclosure or whistleblower protection. Out of these 31 school districts, 12 have updated their PIDA policies to align with the requirements provided by the provincial government and BCPSEA.

This report presents the draft Policy, including the Regulation, Administrative Guidelines and Public Interest Disclosure Form, which align with BCPSEA's requirements provided to school districts during summer 2023. Please refer to the attachments of this report for the draft policies and related documents.

### PROPOSED TIMELINE:

The table below is the proposed timeline for the Board of Education to adopt and implement the Public Interest Disclosure Policy.

September 2023	In-camera Policy Committee meeting	Initial discussion by members of Policy Committee regarding the background and proposed timeline and process to establish the PIDA policy.
October 2023	In-camera Policy Committee meeting	Draft policy shared for feedback from trustees.
November 2023	Public Policy Committee meeting	Draft policy reflecting trustee feedback to be shared with the Committee. Referral to the Board for notice of motion.

November 2023	Public Board meeting	Notice of motion for approval at December Board meeting.
December 2023	Public Board meeting	Possible final approval of the new policy.

### **CONCLUSION:**

The Board's policy framework does not currently have a policy addressing public interest disclosure protection or whistleblower protection. It is recommended that the PIDA policy be included in the 400 Human Resources section of the policy framework, as the nature of this policy directly relates to personnel matters within the organization.

According to Board Policy 204-R, it is recommended not to include this policy in the stakeholder review process, since it is a legislatively mandated requirement for a Board of Education to adopt such a policy.

Following the establishment of this Policy, the district will provide training for all employees using the materials provided by BCPSEA. Additionally, the district is also required to align their annual PIDA report with the school year, with the first report covering December 1, 2023 to June 30, 2024, and be finalized by December 31, 2024.

*Respectfully Submitted,*

*Debbie Tablotney  
Chairperson, Policy Committee*

### **Attachments:**

1. *Draft Policy 402: Public Interest Disclosure*
2. *Draft Policy 402-R: Public Interest Disclosure*
3. *Draft Policy 402-G: Public Interest Disclosure – Administrative Guidelines*
  - a. *Appendix 1: PIDA Disclosure Form*

## HUMAN RESOURCES

## Policy 402

### PUBLIC INTEREST DISCLOSURE

The Board is committed to honesty, integrity and accountability in its operations, programs and services, and to promoting a culture of openness and transparency. The School District encourages and supports all employees and trustees in bringing forward reports of unlawful acts and acts of wrongdoing in a manner consistent with the provisions of the British Columbia *Public Interest Disclosure Act* ("PIDA").

The purpose of this Policy and related Guidelines is to establish a process, in compliance with PIDA, for employees and trustees to report, in good faith, wrongful or unlawful conduct without fear of retaliation or reprisal.

Reference: [Public Interest Disclosure Act](#)

## HUMAN RESOURCES

## Policy 402-R

### PUBLIC INTEREST DISCLOSURE

#### 1. Scope of Policy

This Policy applies to alleged wrongdoing related to the School District's operations or personnel. This Policy does not displace other mechanisms set out in School District Policy for addressing and enforcing standards of conduct, disputes, complaints, or grievances, including issues of discrimination, bullying and harassment, occupational health and safety, or disputes over employment matters or under collective agreements.

#### 2. Definitions

In this Policy and the Guidelines, the following capitalized terms are defined as indicated:

- 2.1 "**Advice**" means advice that may be requested in respect of making a Disclosure or a complaint about a Reprisal under this Policy or PIDA;
- 2.2 "**Discloser**" means an Employee or Trustee who makes a Disclosure or seeks Advice or makes a complaint about a Reprisal;
- 2.3 "**Disclosure**" means a report of Wrongdoing made under this Policy and includes allegations of Wrongdoing received by the School District from the Ombudsperson or another government institution for investigation in accordance with PIDA;
- 2.4 "**Employee**" refers to a past and present employee of the School District;
- 2.5 "**FIPPA**" means the *Freedom of Information and Protection of Privacy Act*, and all regulations thereto;
- 2.6 "**Guidelines**" means the School District's Administrative Guidelines associated with this Policy;
- 2.7 "**Investigation**" means an investigation undertaken by the School District under this Policy or by the Ombudsperson under PIDA;
- 2.8 "**Ombudsperson**" means the Ombudsperson of British Columbia;
- 2.9 "**Personal Information**" has the same meaning set out in FIPPA, namely "recorded information about an identifiable individual", and includes any information from which



the identity of the Discloser or any person who is accused of Wrongdoing or participates in an Investigation can be deduced or inferred;

2.10 “**PIDA**” means the *Public Interest Disclosure Act* of British Columbia, and all regulations thereto;

2.11 “**Policy**” means the School District’s Public Interest Disclosure Policy;

2.12 “**Reprisal**” means the imposition of, and any threat to impose, discipline, demotion, termination or any other act that adversely affects employment or working condition of an Employee or Trustee because they made a Disclosure, sought Advice, made a complaint about a Reprisal or participated in an Investigation;

2.13 “**Trustee**” means a past or present member of the School District’s Board of Education; and

2.14 “**Wrongdoing**” refers to:

2.14.1 a serious act or omission that, if proven, would constitute an offence under an enactment of British Columbia or Canada;

2.14.2 an act or omission that creates a substantial and specific danger to the life, health or safety of persons, or to the environment, other than a danger that is inherent in the performance of an employee’s duties or functions;

2.14.3 a serious misuse of public funds or public assets;

2.14.4 gross or systematic mismanagement;

2.14.5 knowingly directing or counselling a person to commit any act or omission described in paragraphs 2.14.1 and 2.14.4 above.

### **3. Statement of Principles**

3.1 The School District is committed to supporting ethical conduct in its operations, and seeks to foster a culture in which Employees and Trustees are encouraged to disclose Wrongdoing, including by receiving, investigating and responding to Disclosures and by providing information and training about PIDA, this Policy and the Guidelines.

3.2 The School District will investigate Disclosures that it receives under this Policy. Investigations under this Policy will be carried out in accordance with the principles of procedural fairness and natural justice.

3.3 The School District will not commit or tolerate Reprisals against any Employee or Trustee who, in good faith, makes a request for Advice, makes a Disclosure, participates in an Investigation or makes a complaint under this Policy.

- 3.4 The School District is committed to protecting the privacy of Disclosers, persons accused of Wrongdoing and those who participate in Investigations in a manner that is consistent with its obligations under PIDA and FIPPA.

## **4. Privacy and Confidentiality**

All Personal Information that the School District collects, uses or shares in the course of receiving or responding to a Disclosure, a request for Advice, a complaint of a Reprisal, or conducting an Investigation will be treated as confidential and will be used and disclosed as described in this Policy, the Guidelines, PIDA or as otherwise permitted or required under FIPPA and other applicable laws.

## **5. Reporting**

Each year, the Superintendent shall prepare, in accordance with the requirements of PIDA, and make available, a report concerning any Disclosures received, Investigations undertaken and findings of Wrongdoing. All reporting under this Policy will be in compliance with the requirements of FIPPA.

## **6. Responsibility**

The Superintendent is responsible for the administration of this Policy, and shall ensure that training and instruction is available to all Employees and Trustees concerning this Policy, the Guidelines and PIDA.

In the event that the Superintendent is unable or unavailable to perform their duties under this Policy, the Superintendent may delegate their authority in writing to the Secretary-Treasurer or other senior members of the School District.

### References:

[Public Interest Disclosure Act](#)

[BC Freedom of Information and Protection of Privacy Act](#)

## HUMAN RESOURCES

## Policy 402-G

### Public Interest Disclosure Policy

#### 1. Definitions

In this Guidelines and the Policy, the following capitalized terms are defined as indicated:

- 1.1 **"Advice"** means advice that may be requested in respect of making a Disclosure or a complaint about a Reprisal under this Policy of PIDA;
- 1.2 **"Designated Officer"** means the Superintendent and any other senior member of the School District designated by the Superintendent from time to time, which includes, in accordance with section 5 of this Guidelines, the Secretary Treasurer, and the Chairperson of the Board of Education;
- 1.3 **"Discloser"** means an Employee or Trustee who makes a Disclosure or seeks Advice or makes a complaint about a Reprisal;
- 1.4 **"Disclosure"** means a report of Wrongdoing made under this Policy and includes allegations of Wrongdoing received by the School District from the Ombudsperson or another government institution for investigation in accordance with PIDA;
- 1.5 **"Disclosure Form"** means the form attached to this Guidelines as Appendix 1.
- 1.6 **"Employee"** refers to a past and present employee of the School District;
- 1.7 **"FIPPA"** means the *Freedom of Information and Protection of Privacy Act*, and all regulations thereto;
- 1.8 **"Guidelines"** means the School District's Administrative Guidelines associated with this Policy;
- 1.9 **"Investigation"** means an investigation undertaken by the School District under this Policy or by the Ombudsperson under PIDA;
- 1.10 **"Ombudsperson"** means the Ombudsperson of British Columbia;
- 1.11 **"Personal Information"** has the same meaning set out in FIPPA, namely "recorded information about an identifiable individual", and includes any information from which the identity of the Discloser or any person who is accused of Wrongdoing or participates in an Investigation can be deduced or inferred;
- 1.12 **"PIDA"** means the *Public Interest Disclosure Act* of British Columbia, and all regulations thereto;
- 1.13 **"Policy"** means the School District's Public Interest Disclosure Policy;

1.14 “**Protection Official**” means:

- 1.14.1 in respect of a health-related matter, the provincial health officer,
- 1.14.2 in respect of an environmental matter, the agency responsible for the *Emergency Program Act*, or
- 1.14.3 in any other case, a police force in British Columbia.

1.15 “**Reprisal**” means the imposition of, and any threat to impose, discipline, demotion, termination or any other act that adversely affects employment or working condition of an Employee or Trustee because they made a Disclosure, sought Advice, made a complaint about a Reprisal or participated in an Investigation;

1.16 “**Respondent**” means a person against whom allegations of Wrongdoing or a complaint of reprisal is made;

1.17 “**School**” means:

- 1.17.1 a body of students that is organized as a unit for educational purposes under the supervision of a principal or vice principal;
  - 1.17.2 the teachers and other staff members associated with the unit, and
  - 1.17.3 the facilities associated with the unit,
- and includes a Provincial resource program and a distributed learning school operated by a board;

1.18 “**Supervisor**” includes:

- 1.18.1 an Employee’s direct management supervisor;
- 1.18.2 for School-based Employees, the Principal or any Vice-Principal at the School where the Employee is assigned; and
- 1.18.3 for Trustees, the Board Chairperson or the Superintendent of Schools;

1.19 “**Trustee**” means a past or present member of the School District’s Board of Education;

1.20 “**Urgent Risk**” arises there is a reasonable belief that a matter constitutes an imminent risk of a substantial and specific danger to the life, health or safety of persons or to the environment.

1.21 “**Wrongdoing**” refers to:

- 1.21.1 a serious act or omission that, if proven, would constitute an offence under an enactment of British Columbia or Canada;
- 1.21.2 an act or omission that creates a substantial and specific danger to the life, health or safety of persons, or to the environment, other than a danger that is inherent in the performance of an employee’s duties or functions;
- 1.21.3 a serious misuse of public funds or public assets;

# Administrative Guidelines

1.21.4 gross or systematic mismanagement;

1.21.5 knowingly directing or counselling a person to commit any act or omission described in paragraphs 1.21.1 to 1.21.4 above.

## **2. Who may Make a Disclosure**

2.1 Any Employee may report Wrongdoing under this Policy if the alleged Wrongdoing occurred or was discovered while the Employee was employed or engaged by the School District.

2.2 Any Trustee may report Wrongdoing under this Policy if the alleged Wrongdoing occurred or was discovered while the Trustee was holding office.

2.3 Reports received from members of the public or from Employees or Trustees who were not employed by or held office with the School District at the time that the alleged Wrongdoing occurred or was discovered are outside the scope of the Policy and this Guidelines.

## **3. How to Make a Disclosure**

3.1 An Employee or Trustee who reasonably believes that a Wrongdoing has been committed or is about to be committed may make a Disclosure to any of the following:

3.1.1 that person's Supervisor;

3.1.2 the Superintendent;

3.1.3 a Designated Officer other than the Superintendent; or

3.1.4 The Ombudsperson.

3.2 A Disclosure should be submitted in writing using the Disclosure Form or in other written form, and include the following information if known:

3.2.1 a description of the Wrongdoing;

3.2.2 the name of the person(s) alleged to be responsible for or to have participated in the Wrongdoing;

3.2.3 the date or expected date of the Wrongdoing;

3.2.4 if the Wrongdoing relates to an obligation under a statute or enactment, the name of that statute or enactment; and

3.2.5 whether the Wrongdoing has already been reported, and if so, to whom and a description of the response received.

3.3 A Disclosure may be submitted to the School District on an anonymous basis, but must contain sufficient information to permit the School District to conduct a full and fair investigation into the alleged Wrongdoing. If a Disclosure does not contain sufficient detail to permit investigation, the School District may take no action with respect to the Disclosure. Any notices required to be given to a Discloser under this Policy or PIDA will

not be provided to an anonymous Discloser, except at the discretion of the Designated Officer and where the Disclosure has provided contact information.

- 3.4 A Discloser who is considering making a Disclosure may request Advice from any of their union representative or employee association representative, a lawyer, their Supervisor, a Designated Officer, or the Ombudsperson.
- 3.5 A Discloser should not make a Disclosure to a person if the allegations relate, in whole or in part, to alleged Wrongdoing by that person, and any person who receives a Disclosure and reasonably believes that the allegations of Wrongdoing relate to their own acts or omissions must refer the allegations of Wrongdoing to another person under this Policy with responsibility for receiving a Disclosure.

#### **4. How to Make a Disclosure About Urgent Risk**

- 4.1 PIDA permits Employees and Trustees to make public disclosures if the Employee or Trustee reasonably believes that a matter poses an Urgent Risk. An Urgent Risk only arises if there is reasonable and credible evidence of an imminent risk of a substantial and specific danger to the life, health or safety of persons or to the environment.
- 4.2 Before making a public disclosure of an Urgent Risk the Employee or Trustee must:
  - 4.2.1 consult with the relevant Protection Official (public health officer, Emergency Management BC, or police),
  - 4.2.2 receive and follow the direction of that Protection Official, including if the Protection Official directs the Employee not to make the public disclosure,
  - 4.2.3 refrain from disclosing, publishing or otherwise sharing Personal Information except as necessary to address the Urgent Risk;
  - 4.2.4 refrain from disclosing any information that is privileged or subject to a restriction on disclosure under PIDA or any other enactment of British Columbia or Canada, including legal advice privilege, litigation privilege or another ground of common law privilege, and
  - 4.2.5 seek appropriate advice if uncertain about what Personal Information, privileged or other information may be disclosed as part of a public disclosure.
- 4.3 An Employee or Trustee who makes a public disclosure in relation to an Urgent Risk is expected to provide timely notification to their Supervisor or the Superintendent about the public disclosure or submit a Disclosure in accordance with section 3 above.
- 4.4 If the Employee or Trustee decides not to make a public disclosure or is directed by a Protection Official not to do so, the Employee or Trustee is nevertheless expected to report Urgent Risks without delay to the Superintendent or a Designated Officer.

## **5. Referral to Designated Officer**

5.1 Each Supervisor and any other Employee or Trustee who receives a Disclosure under this Policy must promptly refer it, including all Disclosures Forms and other materials supplied, to the appropriate Designated Officer as follows:

5.1.1 Unless the allegations concern alleged Wrongdoing by the Superintendent, the Disclosure shall first be referred to the Superintendent who may delegate their duties under the Policy and this Guidelines to any other Designated Officer;

5.1.2 If the allegations concern alleged Wrongdoing by the Superintendent, then the Disclosure should be referred to Office of the Ombudsperson.

## **6. Responsibilities of the Designated Officer**

The Designated Officer is responsible to:

6.1 Receive and respond to any Disclosure;

6.2 Receive and respond to reports made about Urgent Risks;

6.3 If the Designated Officer reasonably believes that an Urgent Risk exists, the Designated Officer may make a report to the relevant Protection Official;

6.4 Review allegations of Wrongdoing in a Disclosure and determine if they fall within the scope of PIDA or the Policy;

6.5 Refer disclosures or allegations falling outside the scope of PIDA or this Policy to the appropriate authority or dispute resolution process, as applicable;

6.6 If a Disclosure relates to Wrongdoing at another government body that is subject to PIDA, refer the Disclosure to that institution;

6.7 Seek clarification of the allegations of Wrongdoing from the Discloser or referring institution as needed;

6.8 If appropriate, initiate an Investigation into allegations of Wrongdoing in accordance with section 8 below;

6.9 Assess the risk of any Reprisal to the Discloser, and take appropriate action, if any, to mitigate that risk;

6.10 Manage communications with the Discloser and Respondent;

6.11 Notify the Discloser and the Respondent of the outcome of the Investigation in accordance with section 8.7; and

6.12 Ensure that, in accordance with section 9 of this Guidelines, all Personal Information received by the School District related to the Disclosure, request for Advice or any Investigation is appropriately protected against such risks as unauthorized access, collection, use, disclosure, theft or loss in accordance with FIPPA and PIDA.

## **7. Responsibilities of Employees and Trustees**

All Employees and Trustees are responsible to:

- 7.1 Make any Disclosures in good faith and on the basis of a reasonable belief that Wrongdoing has or is expected to occur;
- 7.2 Refrain from engaging in Reprisals and report all Reprisals in accordance with this Guidelines and PIDA;
- 7.3 Maintain the confidentiality of Personal Information received in connection with a Disclosure, request for Advice or Investigation in accordance with the Policy, this Guidelines, and PIDA;
- 7.4 Provide their reasonable cooperation with investigations by the School District or the Ombudsperson;
- 7.5 Seek appropriate advice if uncertain about whether to make a Disclosure or a public disclosure of an Urgent Risk; and
- 7.6 Comply with the requirements of this Guidelines and PIDA concerning Urgent Risks.

## **8. Investigations**

- 8.1 Every person involved in receiving, reviewing and investigating Disclosures must carry out those function in an expeditious, fair and proportionate manner as appropriate in the circumstances and as required under PIDA.
- 8.2 The School District shall seek to complete all Investigations within 90 calendar days of receipt of a Disclosure, but the Designated Officer may shorten or extend this time period depending on the nature and complexity of the allegations.
- 8.3 The Designated Officer may expand the scope of any Investigation beyond the allegations set out in the Disclosure to ensure that any potential Wrongdoing discovered during an Investigation is investigated.
- 8.4 All Investigations shall be conducted by an internal or external investigator with sufficient qualifications and experience to carry out the Investigation, though overall responsibility and accountability for the Investigation remains with the Designated Officer.
- 8.5 The Designated Officer may consult with the Ombudsperson regarding a Disclosure or refer allegations of Wrongdoing in whole or in part to the Ombudsperson, provided that notice of the referral is provided to the applicable Discloser.
- 8.6 The Designated Officer may refuse to investigate or postpone or stop an Investigation if the Designated Officer reasonably believes that:
  - 8.6.1 the Disclosure does not provide adequate particulars of the Wrongdoing;
  - 8.6.2 the Disclosure is frivolous or vexatious, has not been made in good faith, has not been made by a person entitled to make a Disclosure under the Policy or PIDA, or does not deal with Wrongdoing;



# Administrative Guidelines

- 8.6.3 the Investigation would serve no useful purpose or could not reasonably be conducted due to the passage or length of time between the date of the alleged Wrongdoing and the date of the Disclosure;
  - 8.6.4 the investigation of the disclosure would serve no useful purpose because the subject matter of the disclosure is being, or has been, appropriately dealt with;
  - 8.6.5 the Disclosure relates solely to a public policy decision;
  - 8.6.6 the allegations are already being or have been appropriately investigated by the Ombudsperson, the School District or other appropriate authority;
  - 8.6.7 the Investigation may compromise another investigation; or
  - 8.6.8 PIDA otherwise requires or permits the School District to suspend or stop the Investigation.
- 8.7 Subject to the School District's obligations under FIPPA and section 3.3 above, the Discloser and the Respondent(s) will be provided with a summary of the School District's findings, including:
- 8.7.1 notice of any finding of Wrongdoing;
  - 8.7.2 a summary of the reasons supporting any finding of Wrongdoing;
  - 8.7.3 any recommendations to address findings of Wrongdoing.

## **9. Privacy and Confidentiality**

- 9.1 All Personal Information that the School District collects, uses or shares in connection with a Disclosure, request for Advice, or an Investigation shall be treated as confidential and shall be used and disclosed by the School District only as described in the Policy, the Guidelines and PIDA unless otherwise permitted or required under FIPPA or other applicable laws.
- 9.2 Personal Information that is collected, used or shared by the School District in the course of receiving, responding to or investigating a Disclosure or a request for Advice Reprisal shall be limited to the Personal Information that is reasonably required for these purposes.
- 9.3 Any person who, in their capacity as an Employee or Trustee, receives information about the identity of a Discloser shall maintain the identity of the Discloser in confidence, and may only use or share that information for the purposes described in this Policy or PIDA, except with the consent of the Discloser or as authorized or required by PIDA or other applicable laws.
- 9.4 The School District shall ensure there are reasonable security measures in place to protect all Personal Information that the School District collects or uses in the course of receiving or responding to a Disclosure, a request for Advice, or conducting an Investigation, including by ensuring that such information is subject to appropriate controls to ensure that it is only shared by its employees and trustees internally on a need to know basis.

## **10. Reprisals**

- 10.1 The School District will not tolerate Reprisals against Employees or Trustees.
- 10.2 Any Employee or Trustee who believes that they have been the subject of a Reprisal may make a complaint to the Ombudsperson, who may investigate in accordance with the procedures set out in PIDA.
- 10.3 Any person who engages in any Reprisals shall be subject to disciplinary action up to and including, for an Employee, dismissal for cause.

### References:

[Public Interest Disclosure Act](#)

[BC Freedom of Information and Protection of Privacy Act](#)

## DISCLOSURE FORM

### INSTRUCTIONS

Before filling out this Public Interest Disclosure Form, please review the School District's Public Interest Disclosure Policy and Guidelines [<insert link>](#). Please also ensure that you provide all required details and attach copies of any documents you wish to submit as part of your report. The completed form (together with all attachments) may be submitted by email to PIDA@sd38.bc.ca or by mail to the Office of the Secretary Treasurer, 7811 Granville Ave, Richmond, BC V6Y 3E3 or (604) 668-6008.

### PRIVACY STATEMENT

The personal information submitted in this Public Interest Disclosure Form is collected by the School District under sections 26(a) and (c) of the Freedom of Information and Protection of Privacy Act, and will be used to assess, review, investigate and respond to allegations of wrongdoing made under the Public Interest Disclosure Act. If you have any questions about the collection, use or disclosure of your personal information in connection with your disclosure, please contact the Privacy Officer at [privacy@sd38.bc.ca](mailto:privacy@sd38.bc.ca), 7811 Granville Ave, Richmond, BC V6Y 3E3 or (604) 668-6008.

### CONFIDENTIALITY

Reports made under the Public Interest Disclosure Act are received and held in confidence by the School District. The reports and information received will be used and shared only to the extent reasonable and necessary to assess, investigate and respond to your disclosure and will not be used or disclosed for other purposes except as permitted or required under the Freedom of Information and Protection of Privacy Act and the Public Interest Disclosure Act or other applicable laws.

### COMPLETING THE DISCLOSURE FORM

The purpose of this Public Interest Disclosure Form is to assist you in making a disclosure under the Public Interest Disclosure Act. The requested information is to ensure we have sufficient information to carefully review, investigate and respond to your disclosure. If you are unable to provide all requested details at the time you make your initial disclosure, you may ask to submit additional details at a later time.

### DISCLOSURE REPORT

1. Are you a current employee of the School District?

☐ Yes ☐ No

2. Were you an employee of the School District when the alleged wrongdoing occurred or was discovered?

☐ Yes ☐ No

3. Please enter your contact information below so that we can communicate with you about your disclosure. Your identity and contact information may be shared with investigators to allow them to communicate with you.

While anonymous disclosures may be accepted under the Public Interest Disclosure Act, we may not be able to investigate if we are unable to contact you to confirm you are a current or former employee or to obtain further details, evidence or clarification about your disclosure.

NAME	ADDRESS
EMAIL	PHONE
ADDITIONAL INSTRUCTIONS e.g. How would you prefer to be contacted? May we leave messages for you?	

4. A report may be made under the Public Interest Disclosure Act for any of the following categories of wrongdoing. Please check any that apply:

- ☐ serious act or omission that, if proven, would constitute an offence under an enactment of British Columbia or Canada;
- ☐ an act or omission that creates a substantial and specific danger to the life, health or safety of persons, or to the environment, other than a danger that is inherent in the performance of an employee's duties or functions;
- ☐ a serious misuse of public funds or public assets;
- ☐ gross or systemic mismanagement;
- ☐ knowingly directing or counselling a person to commit a wrongdoing described above.

If your report does not fall within one of these categories, you may wish to consider whether your report falls under another policy or guidelines of the School District.

[<Insert Link to District Policies>](#).

5. In the space below, please describe the alleged wrongdoing and the person(s) alleged to have committed the wrongdoing. Please provide as much detail as you are able, including:

- A description of the wrongdoing and any relevant background,
- The names of those responsible,
- When and where the wrongdoing occurred,
- Names of people who witnessed the wrongdoing, if available,
- Any law or legislation that has been breached.

DESCRIPTION OF ALLEGED WRONGDOING

6. Have you previously reported the wrongdoing to the School District?

☐ Yes                      ☐ No

If yes, please indicate who the report was made to and any actions taken.

REPORT DATE AND PERSON REPORTED TO

7. Please describe any other steps or action that you or others have taken to address, report or prevent the reported wrongdoing.

OTHER ACTION TAKEN

8. Do you know of any other organizations that are investigating the reported wrongdoing or whether other complaints or claims about the wrongdoing have been filed (e.g. court filings, grievance, human rights complaint, privacy complaint, police investigation, etc.). Please explain.

OTHER INVESTIGATIONS