

## Board of Education Public Meeting Minutes

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

---

**Present:**

Chairperson	H. Larson
Vice Chairperson	K. Hamaguchi
Trustee	R. Belleza
Trustee	D. Sargent
Trustee	D. Tablotney
Trustee	A. Wong
Trustee	D. Yang
Superintendent of Schools	C. Usih
Deputy Superintendent	R. Ryan
Secretary Treasurer	C. Wang
Assistant Superintendent	C. Brautigam
Assistant Superintendent	J. MacMillan
Assistant Superintendent	C. Stanger
Executive Director, Learning and Business Technologies	R. Laing
Executive Assistant (Recording Secretary)	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**

---

H. LARSON  
Chairperson

---

C. WANG  
Secretary Treasurer