

Board of Education
Public Meeting Agenda

Wednesday, January 24, 2024 – 7:00 pm
1st Floor Boardroom

https://sd38.zoom.us/webinar/register/WN_Q4lGh61yRSWOASZFy70csg

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

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

1. Recognition of Visitors, Announcements and Trustees' Updates

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

2. Adoption of Agenda

3. Presentations, Briefs, Special Recognition

- (a) Presentations
Nil.
- (b) Briefs
Nil.
- (c) Special Recognition
Nil.

4. Questions from the Public

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

5. Executive

6. Approval of Minutes of Prior Meetings

- (a) Record of an in-camera meeting of the board held Wednesday, December 20, 2023.
- (b) Regular meeting of the board held Wednesday, December 20, 2023 for approval.

7. Business Arising from Prior Minutes

Nil.

8. New Business

- (a) **Budget Process**
Report from the Secretary Treasurer attached.
- (b) **Careers Program**
Presentation from Ravinder Johal, Director of Instruction, Student Services & Data Analytics, Terri Lockhart, District Coordinator, and Peter Thackwray, District Facilitator

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

A meeting was held on Tuesday, January 9, 2024. The next meeting is scheduled for Tuesday, March 5, 2024.

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

The next meeting is scheduled for Wednesday, February 14, 2024, at 6:00 pm.

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

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

A meeting was held on Wednesday, January 10, 2024. The next meeting is scheduled for Wednesday, February 7, 2024, at 4:30 pm.

- (d) **Finance and Legal Committee**
Chairperson: Donna Sargent
Vice Chairperson: Ken Hamaguchi

The next meeting is scheduled for Wednesday, February 14, 2024, at 10:00 am.

- (e) **Policy Committee**
Chairperson: Debbie Tablotney
Vice Chairperson: David Yang

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

A meeting was held on Monday January 15, 2024. The next meeting is scheduled for Monday, February 12, 2024, at 11:00 am.

11. Board Committee and Representative Reports

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

The next meeting is scheduled for January 31, 2024.

- (b) **BCSTA**

BCSTA Provincial Council is scheduled for February 24, 2024.

- (c) **BCPSEA**

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

12. Correspondence

- (a) For action:

Nil.

- (b) For information:

Letter from the Mayor in response to the Board's advocacy letter regarding City Centre school sites.

13. Adjournment

Board of Education

Telephone 604 668 6000

www.sd38.bc.ca

The next meeting is scheduled for Wednesday, February 21, 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 Advisory	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.

Date: January 24, 2024
From: Cindy Wang, Secretary Treasurer
Subject: **Record of an In-camera Board Meeting held December 20, 2023**

The Board of Education School District No. 38 (Richmond) would like to report that the following was discussed at an in-camera meeting of the Board held December 20, 2023.

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

Below find an excerpt from Board Policy which outlines those matters that constitute In-Camera material.

Pursuant to Board Policy 201, unless otherwise determined by the Board, the following matters shall be considered in-camera;

To protect individual privacy and the Board's own position, in-camera meetings may be conducted to discuss issues such as:

- individual student matters;
- individual employee matters;
- legal concerns;
- negotiating collective agreements;
- negotiating contracts;
- the sale or purchase of land.

Trustees will not disclose to the public or employees the proceedings of an in-camera session unless a resolution has been passed at the closed meeting to allow such disclosure.

Board of Education
Public Meeting Minutes

Wednesday, December 20, 2023 – 7:00 pm
1st 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
Director, Communications & Marketing	D. Sadler
Executive Assistant (Recording Secretary)	T. Lee

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

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

1. Recognition of Visitors, Announcements, Trustees' Updates

(a) Recognition of Visitors

The Chairperson welcomed the gallery to the meeting.

(b) Announcements

Trustee Tablotney: Briefs regarding the 2024/25 Annual Budget will be accepted without prior notice at the January 24, 2024 regular meeting of the Board, as well as at the 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 Belleza: As we approach the winter break, the Board of Education wishes to extend its warmest wishes to our students, families and staff for a peaceful and joyous winter holiday season. We are deeply fortunate to have such dedicated and passionate students, supportive families, and exceptional staff who contribute to the vibrancy of our educational community. May this holiday season bring you all the joy, relaxation, and quality time spent with loved ones that you deserve.

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

The Secretary Treasurer noted the Richmond Community Protocol Report under agenda item 7 (b) has been uploaded to the district website. All materials had been made available to the public on our website.

2. Adoption of Agenda

The Chairperson proposed to add the following item to the agenda under New Business, item 8 (b) – “Board Chair Report.”

135/2023 MOVED BY D. YANG AND SECONDED BY A. WONG:

THAT the Wednesday, December 20, 2023 regular agenda of the Board of Education be adopted as amended.

CARRIED

3. Presentations, Briefs, Special Recognition

(a) **Presentations**

The Chairperson introduced the Steveston London Choir, led by music teacher Michael Mikulin, who performed three songs.

Trustees thanked the choir for their performance.

(b) **Briefs**

- (i) Enrollment Growth and Elementary Space and Facilities
Presented by Liz Baverstock, President, Richmond Teachers’ Association

The President, Richmond Teachers’ Association spoke to her brief as included in the agenda package. She noted the appreciation of the City Centre board advocacy letter sent to the Mayor and Councillors.

Trustees thanked the President, Richmond Teachers’ Association for her brief.

(c) **Special Recognition**

Nil.

4. Questions from the Public

There were no questions from the public.

5. Executive

The Superintendent acknowledged that being the final board meeting before winter break, he expressed his gratitude and appreciation to all staff in the district. He then introduced Assistant Superintendent Brautigam to highlight a video presentation on Strategic Priority 4: A Progressive Workplace. The video titled "Compassionate Leadership: Enhancing Professional Growth in Our District," explored the district's commitment to professional learning, leadership, and skill development.

6. Approval of Minutes of Prior Meetings

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

(b) Organizational meeting of the board held Wednesday, November 22, 2023

136/2023 MOVED BY D. TABLOTNEY AND SECONDED BY K. HAMAGUCHI:

THAT the Board of Education approve the Minutes of Wednesday, November 22, 2023, Organizational Meeting as circulated.

CARRIED

(c) Regular meeting of the board held Wednesday, November 22, 2023

137/2023 MOVED BY D. YANG AND SECONDED BY D. SARGENT:

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

CARRIED

7. Business Arising from Prior Minutes

(a) **Strategic Plan – Quarterly Update Strategic Priority 1 & 2**

Assistant Superintendent MacMillan and Brautigam spoke to their report as included in the agenda package. Assistant Superintendent MacMillan highlighted Strategic Priority 1 – Inspired Learners and Assistant Superintendent Brautigam highlighted Strategic Priority 2 – Equity and Inclusion. Trustees thanked staff for their work and the Assistant Superintendents then responded to trustees' questions regarding the two strategic priorities.

(b) **MOTION – Trustee Yang**

138/2023 MOVED BY D. YANG AND SECONDED BY D. TABLOTNEY:

THAT the Richmond Community Protocol be referred to the Diversity, Equity and Inclusion Advisory Committee for further study and recommendations.

Trustee Yang provided rationale for the motion. Following discussion, trustees voted on the motion.

CARRIED

8. New Business

(a) **MOTION – Trustee Tablotney**

139/2023 MOVED BY D. TABLOTNEY AND SECONDED BY D. YANG:

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.

Trustee Tablotney provided rationale for the motion. Following discussion, trustees voted on the motion.

CARRIED

(b) **Board Chair Update**

The Chairperson highlighted the board's advocacy work relating to City Centre including the meeting held with MLA Greene and Yao on December 7, 2023 and the board advocacy letter sent to the Mayor and Councillors on December 12, 2023. Trustees then reiterated the need for securing a new city centre school site.

The Chairperson then noted the 2023/24 Committee Appointments and School Liaison Trustee Assignments have been updated on the district website.

9. Questions from the Public

A member of the public addressed the topic of naloxone kits.

The Secretary Treasurer noted an additional question regarding naloxone kits was received through the board meeting email account from a member of the public and will be forwarded to staff for response.

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, were 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, were 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.

The Chairperson of the Committee spoke to the report as included in the agenda package.

140/2023 MOVED BY D. TABLOTNEY AND SECONDED BY D. YANG:

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

CARRIED

(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. The Chairperson noted the City of Richmond will be hosting the meetings in 2024 and the proposed meeting dates are under review.

(b) **BCSTA**

Trustee Academy was held on November 23-25, 2023 at the Westin Bayshore, Vancouver. Trustee Yang highlighted the opportunity for education partners and trustees to connect.

(c) **BCPSEA**

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

12. Correspondence

Nil.

13. Adjournment

As this marked the final board meeting of the year, the Chairperson expressed gratitude to everyone for their hard work throughout the year and extended warm holiday wishes to all.

141/2023 MOVED BY K. HAMAGUCHI AND SECONDED BY D. TABLOTNEY:

THAT the regular meeting of Wednesday, December 20, 2023 of the Board of Education be adjourned at 9:31 pm.

CARRIED

H. LARSON
Chairperson

C. WANG
Secretary Treasurer

Report to the Board of Education (Public)

Date: January 24, 2024
From: Cindy Wang, Secretary Treasurer
Subject: **2024/25 Budget Consultation**

This report to the Board of Education (the Board) is for information only. No further action on the part of the Board is required at this time.

BACKGROUND

The District operates under the authority of the *School Act* and the Board is required to approve a balanced budget for the upcoming school year, submitting it to the Ministry of Education and Childcare before June 30.

The Board approved the 2024/25 budget process and timeline in its November 22, 2023 public board meeting. The budget cycle involves preparing an annual budget in spring based on enrolment projections and adjusting the amended budget in fall once actual enrolments are confirmed.

BUDGET CONSULTATION

The District places priority on aligning fiscal plan with the strategic priorities and goals outlined in the Strategic Plan. The ongoing annual budget consultation provides opportunities for the education partner groups and public to actively participate in shaping the budget plan for the upcoming school year. Members of the community are encouraged to submit feedback and ask questions via email to sd38budgetfeedback@sd38.bc.ca.

The Budget Advisory Working Group Meeting (BAWG) is an important forum for education partners to contribute input during the budgeting process. The BAWG is comprised of the Board of Education and representatives from key education partner groups, including Richmond Teachers' Association, Canadian Union of Public Employees Local 716, Richmond Association of School Administrators, Richmond District Parents Association, and Richmond Management and Professional Staff. Meetings have been scheduled for January 15 and March 7, 2024 to provide budget updates and gather feedback and input from partner groups.

CONCLUSION

The District adopts a collaborative approach in the budget development process, actively seeking feedback and input from the education partner groups and public.

Respectfully submitted,

Cindy Wang, MSc, CPA-CA
Secretary Treasurer

Facilities and Building Committee
Public Meeting Minutes

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

Present:

Chairperson	K. Hamaguchi
Vice Chairperson	D. Tablotney*
Trustee Member	H. Larson
Trustee	R. Belleza
Trustee	A. Wong
Secretary Treasurer	C. Wang
Executive Director, Learning and Business Technologies	R. Laing
Director, Richmond Project Team	S. Ahluwalia
Director, Facilities Services	K. Wilkins
President, Richmond Teachers' Association	L. Baverstock
1st Vice President, Richmond Teachers' Association	S. Wenglowski
3rd Vice President/Pro-D Chair, Richmond Teachers' Association	J. Cho
Representative, Richmond Management and Professional Staff	J. Canlas
Executive Assistant (Recording Secretary)	T. Lee

Regrets:

President, Canadian Union of Public Employees 716	S. Robinson
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*Present for a portion of the meeting

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

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

1. Approval of Agenda

The agenda was adopted as circulated.

2. Approval of Minutes

Minutes from the November 1, 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 an inquiry from the President of Richmond Teachers' Association about the involvement of Indigenous Gathering Spaces users in the design and resourcing process. The

Secretary Treasurer then noted the question will be passed on to the Learning Services Department for a more detailed response.

Following another question from the President of Richmond Teachers' Association, the Director, Richmond Project Team provided further details on the design process of modular buildings.

4. Capital Projects Update (standing item)

The Director, Richmond Project Team referred to his report as included in the agenda package. He then responded to questions from trustees regarding projects completed on budget and the demand of child care facilities in the district. Discussion then ensued regarding child care facilities.

5. Facilities Services Update (standing item)

The Director, Facilities Services referred to his report as included in the agenda package. He then responded to questions from the President of Richmond Teachers' Association regarding rodents in schools and the custodial workload committee.

Following questions from trustees, the Director, Facilities Services provided further information regarding the timeline of the Feeding Futures program of installing kitchen equipment in schools and the progress of the District's Sustainability and Climate Action Plan goals. Discussion then ensued regarding the sustainability program.

6. Next Meeting Date – January 10, 2024 at 4:30 pm

7. Adjournment

The meeting adjourned at 4:55 pm.

Respectfully Submitted,

*Ken Hamaguchi
Chairperson, Facilities and Building Committee*

Policy Committee
Public Meeting Minutes

Tuesday, November 14, 2023 – 11:00 am
Via Zoom

Present:

Chairperson	D. Tablotney
Vice Chairperson	H. Larson
Trustee Member	D. Yang
Trustee Alternate	R. Belleza
Trustee	A. Wong
Superintendent	C. Usih
Deputy Superintendent	R. Ryan
Secretary Treasurer	C. Wang
Assistant Superintendent	C. Brautigam
President, Richmond Association of School Administrators	G. Fitt
President, Canadian Union of Public Employees 716	S. Robinson
Chairperson, Richmond Management and Professional Staff	K. Gibson
Executive Assistant (Recording Secretary)	J. Coronel

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

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

1. Adopt Agenda

The agenda was adopted as circulated.

2. Approve Minutes

Minutes of the meeting held October 16, 2023 were approved as circulated.

3. Policy 102: Diversity and Inclusion

Assistant Superintendent Brautigam shared an update on the revision process for Policy 102. There were no further questions or comments.

4. Policy 402/402-R: Public Interest Disclosure Policy

The Secretary Treasurer provided a summary of Policy 402/402-R and 402-G. She then responded to a question from the CUPE President on details of the proposed employee training on Public Interest Disclosure.

The Secretary Treasurer also responded to a trustee's question on post-investigation process if the discloser is not satisfied with the investigation. Discussion also ensued on legal protection for the discloser against reprisals and for the respondent against potential defamation.

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

THAT the Chairperson of the Policy Committee bring forward a Notice of Motion to the Board of Education at its November 22, 2023 public meeting that a recommendation for the board's consideration will be presented at the December 20, 2023 public meeting to approve Policy 402/402-R: Public Interest Disclosure.

5. Status of Current and Anticipated Items

An updated status document was provided with the agenda package.

6. Next Meeting Date – Monday, December 11, 2023 at 11:00 am.

7. Adjournment

The meeting adjourned at 11:27 am.

Respectfully Submitted,

*Debbie Tablotney
Chairperson, Policy Committee*



City of Richmond

Malcolm D. Brodie
Mayor

6911 No. 3 Road
Richmond, BC V6Y 2C1
Telephone: 604-276-4123
Fax No: 604-276-4332
www.richmond.ca

December 21, 2023

Confidential

Attention: Heather Larson, Chairperson

Richmond Board of Education
7811 Granville Avenue
Richmond, BC V6Y 3E3

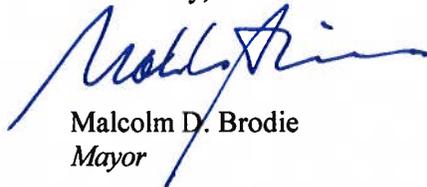
Dear Ms. Larson:

Thank you for your letter of December 12, 2023 regarding the School District's continued need for a new school site in the City Centre Area. There are ongoing discussions between City and School District staff on this issue and we understand that there was a meeting on November 28, 2023 where land acquisitions and exchanges were discussed. In follow-up city staff have proposed an agenda and a further meeting for early in the New Year to continue these discussions.

With respect to the City's review and update of the Official Community Plan, stakeholder consultation will be commencing early in 2024, and again, staff have already been in discussion regarding the School District's participation in that process. This may be affected by the recent legislation passed by the Provincial Government on housing.

As staff are actively engaged in discussions, the process needs to progress further before any meeting suggested would be productive. Let us update this matter in the New Year.

Yours truly,


Malcolm D. Brodie
Mayor