

## Board of Education Public Meeting Minutes

Wednesday, December 20, 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
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