

Board of Education Public Meeting Minutes

Wednesday, April 24, 2024 – 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	M. Naser
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 7:04 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 noted there were no visitors to be recognized.

(b) Announcements

Trustee Hamaguchi: The Richmond School District is proud to celebrate Education Week each year. This special week shines a spotlight on the exceptional achievements and efforts unfolding across school districts province-wide, including our own.

During Education Week, we showcase the priorities of our board's strategic plan, including inspired learners, equity and inclusion, and a connected learning community. Education Week is a time to acknowledge our commitment to these values and the positive impact they have on our students' educational journeys.

We invite our community members to explore our district website, where we are featuring some of the remarkable learning experiences happening within our schools.

Trustee Sargent: April is Sikh Heritage month in Canada. Sikh Heritage Month was officially recognized by the Government of Canada in 2019. In our district, Sikh Heritage Month is celebrated through shared learning of the rich cultural and spiritual legacy of Sikhism. These learning opportunities include a series of Sikh Heritage posters displayed at each school site which provide a platform to celebrate and learn about the contributions of Sikh individuals to society, promote understanding of Sikh values, and foster unity and inclusivity within diverse communities. This learning not only honors Sikh history and tradition but also encourages dialogue, education, and appreciation of the Sikh community's enduring impact locally and globally.

May serves as a special opportunity to celebrate both Asian and Jewish heritage month. Schools recognize the rich contributions and cultural diversity of these communities in our schools and district by incorporating diverse curricula and resources as students build pride in their varied identities, and strength from our collective diversity. Our goal is to foster a deeper understanding, respect and appreciation for the histories, traditions, and experiences of Asian and Jewish members of our community by creating inclusive environments that honor the richness of our diverse society for all.

Trustee Tablotney: The Richmond School District recognizes Mental Health Week in Canada, taking place this year between May 6th and 12th. As noted by the Canadian Mental Health Association, this year's theme is A Call To Be Kind, recognizing the healing power of compassion, where kindness connects us all.

The goal of this week is to continue to create awareness about tools and strategies to support mental health in our communities. We recognize staff throughout the district in a range of roles who are supporting student mental health and well-being.

The district remains committed to mental health literacy, which is the knowledge and understanding of how to develop and maintain mental well-being, as well as identify risk factors and signs of mental health challenges. Mental health literacy is about providing tools to access help when needed and reduce stigma around the topic of mental health.

In keeping with the Board's Strategic Plan goal to foster resilient and healthy life-long learners, ongoing supports, as well as events throughout the year such as Mental Health Week, mark the ongoing, district-wide commitment to supporting mental health in our school communities.

Trustee Yang: April 28th is the National Day of Mourning, a day to remember and honour those who have lost their lives or have been injured due to workplace accidents. As a mark of

respect, flags are flown at half-mast, and ceremonies are held across the country and around the world.

This day also serves as a reminder for us to renew our commitment to creating safer workplaces for all employees. Let's continue to work together to ensure that every worker returns home safely at the end of their workday.

(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

062/2024 MOVED BY R. BELLEZA AND SECONDED BY K. HAMAGUCHI:

THAT the Wednesday, April 24, 2024 regular agenda of the Board of Education be adopted as circulated.

CARRIED

3. Presentations, Briefs, Special Recognition

(a) Presentations

Nil.

(b) Briefs

Nil.

(c) Special Recognition

Nil.

4. Questions from the Public

Liz Baverstock, President, Richmond Teachers' Association presented a question regarding the Fiscal Plan and whether it is a requirement mandated by the Ministry or specific to Richmond. In response, the Secretary Treasurer clarified that it is a new requirement implemented by the Ministry since last year, aimed at enhancing transparency. The President, Richmond Teachers' Association expressed her gratitude for the work done by staff, with a particular emphasis on acknowledging the significance of discussions outlined in the Fiscal Plan. These discussions include staff recruitment and retention, as well as the stability of education funding, among other things.

5. Executive

The Superintendent recognized today as Administrative Professionals Day and expressed gratitude to the administrative staff for their hard work and dedication.

He then highlighted the monthly opportunity to showcase the good work within the district, aligning with the district's strategic plan through video presentations. He noted all videos are accessible for viewing on the district website and extended gratitude to the communications team and the Director of Communications & Marketing for their contributions.

He then invited the Secretary Treasurer to present a video, "Transforming School Spaces – Creating Safe and Inspiring Learning Environments." The Secretary Treasurer highlighted the video would showcase the recent seismic upgrade and building addition to Tomsett Elementary.

Trustees thanked staff for their efforts in creating the video.

6. Approval of Minutes of Prior Meetings

- (a) A record of an in-camera meeting of the board held Wednesday, March 13, 2024 was included for information.
- (b) Regular meeting of the board held Wednesday, March 13, 2024

063/2024 MOVED BY R. BELLEZA AND SECONDED BY D. YANG:

THAT the Board of Education approve the Minutes of Wednesday, March 13, 2024, regular meeting as circulated.

CARRIED

7. Business Arising from Prior Minutes

- (a) **2024/25 Annual Budget Bylaw – Three Readings**

The Secretary Treasurer spoke to her report as included in the agenda package. She noted that the Annual Budget Bylaw and its supporting financial statements were prepared in accordance with the public sector accounting standards. She then thanked the Finance Team for their work in completing the budget documents and education partner groups for their input and feedback throughout the budget process.

There was unanimous consensus that three readings of the 2024/25 Annual Budget Bylaw take place.

The Chairperson then read the first reading of the 2024/25 Annual Budget Bylaw in full:

ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 38 (RICHMOND) (called the "Board") to adopt the Annual Budget of the Board for the fiscal year 2024/2025 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. The Board has complied with the provisions of the *Act*, Ministerial Orders, and Ministry of Education and Child Care Policies respecting the Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 38 (Richmond) Annual Budget Bylaw for fiscal year 2024/2025.
3. The attached Statement 2 showing the estimated revenue and expense for the 2024/2025 fiscal year and the total budget bylaw amount of \$365,292,289 for the 2024/2025 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 2 to 4 are adopted as the Annual Budget of the Board for the fiscal year 2024/2025.

064/2024 FIRST READING MOVED BY D. YANG AND SECONDED BY D. TABLOTNEY:

CARRIED

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

The Annual Budget Bylaw has been prepared in accordance with the School Act, Ministerial Orders, and Ministry policies. The total budget for the 2024/2025 fiscal year amounts to \$365,292,289. Statement 2, 4 and Schedules 2 to 4 are adopted as the Annual Budget of the Board for the fiscal year 2024/2025.

065/2024 SECOND READING MOVED BY D. SARGENT AND SECONDED BY R. BELLEZA:

CARRIED

Trustees then provided their views and feedback regarding the annual budget and thanked the Secretary Treasurer and the Finance team for their work and thanked education partner groups for their collaboration. The Secretary Treasurer then provided further details regarding mental health initiatives within the district and other questions on funding following inquiries from trustees.

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

The Annual Budget Bylaw has been prepared in accordance with the School Act, Ministerial Orders, and Ministry policies. The total budget for the 2024/2025 fiscal year amounts to \$365,292,289. Statement 2, 4 and Schedules 2 to 4 are adopted as the Annual Budget of the Board for the fiscal year 2024/2025.

066/2024 THIRD AND FINAL READING MOVED BY K. HAMAGUCHI AND SECONDED BY A. WONG:

CARRIED

The 2024/25 Annual Budget Bylaw having been read a first, second and third time, is passed and adopted this 24th day of April 2024.

The Chairperson then read the motion to approve authorized signatories for the 2024/25 Annual Budget Bylaw.

067/2024 MOVED BY D. YANG AND SECONDED BY D. SARGENT:

FURTHER THAT the Board authorize the Chairperson of the Board, Superintendent and Secretary Treasurer to sign the 2024/25 Annual Budget Bylaw and submit the bylaw together with the 2024/25 Annual Budget to the Ministry of Education and Child Care before June 30, 2024.

CARRIED

The Chairperson thanked everyone for their work and contribution during the annual budget process.

(b) **2024/25 Capital Bylaw – Three Readings**

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

There was unanimous consensus that three readings of the 2024/25 Capital Bylaw take place.

The Chairperson then read the first reading of the 2024/25 Capital Bylaw in full:

CAPITAL BYLAW NO. 2024/25-CPSD38-01
CAPITAL PLAN 2024/25

WHEREAS in accordance with section 142 of the *School Act*, the Board of Education of School District No. 38 (*Richmond*) (hereinafter called the "Board") has submitted a capital plan to the Minister of Education (hereinafter called the "Minister") and the Minister has approved the capital plan or has approved a capital plan with modifications,

NOW THEREFORE in accordance with section 143 of the *School Act*, the Board has prepared this Capital Bylaw and agrees to do the following:

- (a) Authorize the Secretary-Treasurer to execute a capital project funding agreement(s) related to the capital project(s) contemplated by the capital plan or the capital plan with modifications;

- (b) Upon ministerial approval to proceed, commence the capital project(s) and proceed diligently and use its best efforts to complete each capital project substantially as directed by the Minister;
- (c) Observe and comply with any order, regulation, or policy of the Minister as may be applicable to the Board or the capital project(s); and,
- (d) Maintain proper books of account, and other information and documents with respect to the affairs of the capital project(s), as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

1. The Capital Bylaw of the Board for the 2024/25 Capital Plan as approved by the Minister, to include the supported capital project(s) specified in the letter addressed to the Secretary-Treasurer and Superintendent, dated *April 09, 2024*, is hereby adopted.
2. This Capital Bylaw may be cited as ***School District No. 38 (Richmond) Capital Bylaw No. 2024/25-CPSD38-01.***

068/2024 FIRST READING MOVED BY R. BELLEZA AND SECONDED BY D. YANG:

CARRIED

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

THAT the Board of Education (Richmond) approve CAPITAL BYLAW No. 2024/25-CPSD38-01. Through the Bylaw, the Board agrees to authorize the Secretary Treasurer to execute the Annual Program Funding Agreement, and to proceed the approved projects diligently according to all applicable laws, regulations and Ministry policies.

069/2024 SECOND READING MOVED BY D. SARGENT AND SECONDED BY K.HAMAGUCHI:

CARRIED

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

THAT the Board of Education (Richmond) approve CAPITAL BYLAW No. 2024/25-CPSD38-01. Through the Bylaw, the Board agrees to authorize the Secretary Treasurer to execute the Annual Program Funding Agreement, and to proceed the approved projects diligently according to all applicable laws, regulations and Ministry policies.

070/2024 THIRD AND FINAL READING MOVED BY D. TABLOTNEY AND SECONDED BY A. WONG:

CARRIED

The 2024/25 Capital Bylaw having been read a first, second and third time, is passed and adopted this 24th day of April 2024.

(c) **Board Approved Bus Riders 2024/25**

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

071/2024 MOVED BY D. SARGENT AND SECONDED BY K. HAMAGUCHI:

THAT bus service for those students at schools served by the District's transportation system, for whom safety concerns have been identified, continue for the 2024/25 school year;

AND FURTHER THAT bus service will be reviewed and reported to the Board for approval annually in accordance with Policy 522 and 522-R.

CARRIED

8. New Business

(a) **2024/25 School Site Acquisition Charge Bylaw – Three Readings**

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

There was unanimous consensus that three readings of the 2024/25 School Site Acquisition Charge (SSAC) Bylaw take place.

The Chairperson then read the first reading of the 2024/25 SSAC Bylaw in full:

SSAC BYLAW NO. 2024-1 TO SET THE SCHOOL SITE ACQUISITION CHARGE

WHEREAS, School District No. 38 (Richmond) (hereafter called the "Board") is an eligible school district pursuant to Division 10.1 of the Local Government Act for which the Board has indicated an eligible school site requirements in its approved 2024/2025 capital plan;

AND WHEREAS, the Board submitted its eligible school site requirement pursuant in its capital plan to the Ministry of Education after the Board consulted with and received approval from each local government within the School District pursuant to the Local Government Act;

AND WHEREAS, the site acquisition component of the 2024/2025 Five-Year Capital Plan for School District No. 38 (Richmond) was approved by the Minister of Education and Child Care on the 9th day of April, 2024 with the Minister requiring that the School Site Acquisition Charge Capital Bylaw be adopted by the Board within 60 days;

NOW THEREFORE, the Board enacts as follows:

1. This bylaw may be cited as School District No. 38 (Richmond) Capital Bylaw to set the 2024/2025 School Site Acquisition Charge.
2. “Eligible Development” means
 - (a) A subdivision of land in School District No. 38 (Richmond); or
 - (b) Any new construction, alteration, or extension in School District No. 38 that increases the number of self-contained units on a parcel.
3. Pursuant to Division 10.1 of the Local Government Act, the Board establishes the charges applicable to the prescribed categories of eligible development for the School District in accordance with the following formula:

$$SSAC = [(A \times B) / C] \times D$$

Where SSAC = the school site acquisition charge applicable to each prescribed category of eligible development

A = \$75,000,000 (the approved value of land required to meet the Boards eligible school site requirements)

B = 35 percent [pursuant to Section 937.5(1)]

C = 16,740 (the number of approved eligible development units); and

D = a factor set by provincial regulation for each prescribed category of eligible development.

4. The school site acquisition charges applicable to the categories of eligible development as prescribed by BC Regulation 17/00 for the School District are set out in the table below:

Prescribed Category of Eligible Development (BC Reg 17/00)	D (Factor set by BC Reg 17/00)	School Site Acquisition Charge SSAC = [(A x B) / C] x D <i>(The SSAC rate is capped at maximum allowed pursuant to Provincial Regulations)</i>
Low Density (< 21 units/ha)	1.25	\$1,000 per unit
Medium Low Density (21-50 units/ha)	1.125	\$900 per unit
Medium Density (51-125 units/ha)	1.000	\$800 per unit
Medium High Density (126-200 units/ha)	0.875	\$700 per unit
High Density (> 200 units/ha)	0.750	\$600 per unit

5. The school site acquisition charge does not come into effect until 60 days after the adoption of the bylaw or as regulated by the Province.

072/2024 FIRST READING MOVED BY D. YANG AND SECONDED BY R. BELLEZA:

CARRIED

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

The SSAC Bylaw No. 2024-1 to set the School Site Acquisition Charge for 2024/25 are adopted to approve the annual Eligible School Site Proposal in accordance with the Local Government Act.

073/2024 SECOND READING MOVED BY A. WONG AND SECONDED BY K. HAMAGUCHI:

CARRIED

Trustees provided comment and feedback regarding the SSAC amount. Discussion regarding additional funding and advocacy efforts then ensued.

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

The SSAC Bylaw No. 2024-1 to set the School Site Acquisition Charge for 2024/25 are adopted to approve the annual Eligible School Site Proposal in accordance with the Local Government Act.

074/2024 THIRD AND FINAL READING MOVED BY R. BELLEZA AND SECONDED BY D. SARGENT:

CARRIED

The 2024/25 SSAC Bylaw having been read a first, second and third time, is passed and adopted this 24th day of April 2024.

9. Questions from the Public

There were no questions from the public.

10. Standing Committee Reports

(a) Audit Committee

Chairperson: David Yang

Vice Chairperson: Alice Wong

The next meeting is scheduled for Tuesday, May 14, 2024.

(b) Education Committee

Chairperson: Heather Larson

Vice Chairperson: David Yang

(i) Minutes of the meeting held on February 14, 2024, were attached for information.

A meeting was held on Wednesday, April 17, 2024. The next meeting is scheduled for Wednesday, May 15, 2024, at 6:00 pm.

(c) **Facilities and Building Committee**

Chairperson: Ken Hamaguchi

Vice Chairperson: Debbie Tablotney

- (i) Minutes of the meeting held on March 6, 2024, were attached for information.

A meeting was held on Wednesday, April 3, 2024. The next meeting is scheduled for Wednesday, May 1, 2024, at 4:30 pm.

(d) **Finance and Legal Committee**

Chairperson: Donna Sargent

Vice Chairperson: Ken Hamaguchi

- (i) **RECOMMENDATION:** Trustee Expenses for the Three Months Ended March 31, 2024.

075/2024 MOVED BY D. SARGENT AND SECONDED BY R. BELLEZA:

WHEREAS the Board of is paying for expenses incurred by the Trustees in the discharge of their duties,

BE IT RESOLVED that in accordance with the School Act, the Board of Education of School District No. 38 (Richmond) approves Trustees' expenses paid during the three-month period ended March 31, 2024, in the amount of \$5,729.94.

CARRIED

- (ii) Minutes of the meeting held on February 14, 2024, were attached for information.

A meeting was held on Wednesday, April 17, 2024. The next meeting is scheduled for Wednesday, May 15, 2024, at 10:00 am.

(e) **Policy Committee**

Chairperson: Debbie Tablotney

Vice Chairperson: David Yang

- (i) A Notice of Motion for the May 22, 2024 Public Board Meeting regarding Policy 200: Trustee Role Responsibilities and Code of Ethics was attached for information.
- (ii) A Notice of Motion for the May 22, 2024 Public Board Meeting regarding Policy 204-R: Creation and Revision of Policy and Regulations was attached for information.
- (iii) Minutes of the meeting held on February 12, 2024, were attached for information.

A meeting was held on Wednesday, April 15, 2024. The next meeting is scheduled for Wednesday, May 13, 2024, at 11:00 am.

11. Board Committee and Representative Reports

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

A meeting was held on April 3, 2024. The next meeting is scheduled for September 2024.

(b) **BCSTA**

Trustee yang highlighted a BCSTA Annual General Meeting was held on April 18-21, 2024 and noting its productivity and the passing of advocacy motions.

(c) **BCPSEA**

Trustee Tablotney highlighted the BCPSEA by-election for the Trustee Director position representing the Thompson-Okanagan region on the BCPSEA Board of Directors was held virtually on April 15, 2024.

12. Correspondence

(a) For action:

Correspondence from CUPE Local 716 dated April 8, 2024 regarding National Day of Mourning on April 28, 2024.

076/2024 MOVED BY A. WONG AND SECONDED BY K. HAMAGUCHI:

WHEREAS the Board of Education wishes to express support to CUPE Local 716 for their desire to recognize death and injury of workers on the job;

BE IT RESOLVED THAT the Board of Education officially recognize April 28th as the National Day of Recognition for Workers Killed or Injured on the Job with a one-minute cessation of work at 11 am on Friday, April 26, 2024;

AND FURTHER THAT flags in the district be lowered to half-mast on that day.

CARRIED

(b) For information:

Nil.

13. Adjournment

077/2024 MOVED BY D. YANG AND SECONDED BY A. WONG:

THAT the regular meeting of Wednesday, April 24, 2024 of the Board of Education be adjourned at 8:27 pm.

CARRIED

H. LARSON
Chairperson

C. WANG
Secretary Treasurer