

Board of Education Public Meeting Minutes

Wednesday, June 19, 2024 – 7:00 pm
1st Floor Boardroom and via Zoom

Present:

Chairperson	H. Larson
Vice Chairperson	K. Hamaguchi
Trustee	R. Belleza
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
Assistant Secretary Treasurer	M. Fu
Executive Director, Learning and Business Technologies	R. Laing
Director, Communications & Marketing	D. Sadler
District Administrator, Human Resources	T. Major
Director of Instruction, Student Services & Data Analytics	R. Johal
Director of Instruction, Inclusive Learning, Learning Services	B. Thompson
Manager, Energy and Sustainability	J. Ho
Executive Assistant (Recording Secretary)	T. Lee

Regrets:

Trustee	D. Sargent
---------	------------

The Chairperson called the meeting to order at 6:57 pm.

The Richmond Board of Education acknowledged and thanked the First Peoples of the hən̓q̓əmi̓n̓əm 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: June 21 is National Indigenous Peoples Day. The purpose of this day is to celebrate the vibrant Indigenous culture and contributions of Indigenous people to our country and community. This day is also a celebration of resiliency, history and stewardship. Our Richmond Schools are planning on participating in commemorating and learning about Indigenous Peoples including First Nations, Inuit, and Métis in a variety of events, including inviting Elders to speak, Pow Wow Dance presentations and varied Indigenous Cultural activity exploration activities.

Trustee Larson: I would like to take a moment to reflect on the remarkable journey we've had over the past school year. As we look back, let's celebrate our successes, learn from our experiences, and set the stage for an even more promising future. Working with our partners, these accomplishments are the collective efforts that have driven us forward.

This year, we made significant strides in governance by approving several key policies. One notable achievement is the Trustee Code of Conduct Policy, which provides clear direction and reinforces our commitment to serving our students. Additionally, we established a Public Interest Disclosure policy which ensures transparency and accountability in our operations.

In terms of financial oversight, we took important steps by approving the 2024/25 Annual Budget and approved school acquisition charges based on the 2024/25 Capital Plan. We also ensured that bus services for students with identified safety concerns will continue for the upcoming 2024/25 school year.

Our advocacy and community engagement efforts have also been significant this year. We actively advocated with the City of Richmond, local MLAs, and the provincial government to ensure our district has adequate resources. A key focus of our advocacy was addressing enrolment pressures in the city centre. We also conducted a successful budget engagement with partners in our community, ensuring their voices were heard and their input considered.

Trustee professional development has also remained a priority throughout the year. We continued our workshops, focusing on essential areas such as budget oversight, facilities planning, and reinforcing the Trustee Code of Conduct. Additionally, we met with Ministry staff to prepare for our strategic plan review, which culminated in comprehensive strategic planning activities.

At the BC School Trustees Association Annual General Meeting, along with the other boards of education across the province, we carried several significant motions. We worked to eliminate barriers of employment for early childhood educators and education assistants, secure targeted funding for children in care, and advocated for neurodiverse training in public education. We also advocated for an increase in the annual facilities grant to address deferred maintenance.

These significant achievements set a strong foundation for our future, reflecting our commitment to effective governance and strong community partnerships. On behalf of the Richmond Board of Education, I would like to thank our partner groups including the RTA, CUPE, RASA, RMAPS, and RDPA. I also wish to thank staff, students, parents, and the greater

Richmond community. Together, we will continue to build on our successes and strive for even greater accomplishments in the coming school year.

(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

097/2024 MOVED BY K. HAMAGUCHI AND SECONDED BY D. YANG:

THAT the Wednesday, June 19, 2024 regular agenda of the Board of Education be adopted as circulated.

CARRIED

3. Presentations, Briefs, Special Recognition

(a) **Presentations**

- (i) The Chairperson introduced the Richmond Secondary School Vocal Jazz Choir, led by music teacher Tony Shepard, who performed five songs.

Trustees thanked the choir for their performance.

- (ii) Student Presentation

Students from McNair, Ali, Erin, and Emily gave a presentation on the Richmond High School First Responders (HSFR) program, automated external defibrillator (AEDs), and naloxone kits.

Trustees thanked the students for their presentation. The students then responded to various questions from trustees regarding the program and its training.

(b) **Briefs**

Nil.

(c) **Special Recognition**

Nil.

4. Questions from the Public

Various questions and comments were raised during the public question period pertaining to the following:

- Incidents of drug use in Richmond schools;

- Naloxone kits;
- Legal liability concerning the first responders' team; and
- Placement of first aid kits.

5. Executive

The Superintendent remarked that this is the last board meeting for the school year and shared reflections on his year in the district. He expressed gratitude to staff, education partners, families, and the community for their collaboration in supporting students. Additionally, he acknowledged three members of the senior team who were attending their last board meeting:

- Assistant Superintendent MacMillan, who is transitioning to the Delta School District
- Assistant Superintendent, Human Resources, who is retiring; and
- Deputy Superintendent, who is also retiring.

He concluded by thanking the board for their dedication and commitment, and then shared a video reflecting on the school year.

6. Approval of Minutes of Prior Meetings

- (a) A record of an in-camera meeting of the board held Wednesday, May 22, 2024 was included for information.
- (b) Regular meeting of the board held Wednesday, May 22, 2024

098/2024 MOVED BY A. WONG AND SECONDED BY D. TABLOTNEY:

THAT the Board of Education approve the Minutes of Wednesday, May 22, 2024, regular meeting as circulated.

CARRIED

7. Business Arising from Prior Minutes

- (a) **Feasibility Study – Naloxone and Automated External Defibrillator**

The Assistant Superintendent, Human Resources spoke to his report as included in the agenda package, providing clarification regarding naloxone kits and automated external defibrillator (AEDs).

Discussion followed regarding naloxone kits and AEDs and a motion was then presented.

Motion #1

099/2024 MOVED BY K. HAMAGUCHI AND SECONDED BY D. TABLOTNEY:

THAT the Board of Education approve first aid kits be augmented to include naloxone kits, and the installation of Automated External Defibrillators (AEDs) in schools and district facilities.

Further discussion continued regarding naloxone kits and AEDs. Following discussion, trustees voted on the motion.

CARRIED
NEGATIVE: R. BELLEZA, A. WONG

Motion #2

100/2024 MOVED BY D. TABLOTNEY AND SECONDED BY D. YANG:

THAT the Board of Education directs staff to prepare an implementation plan report for the September 2024 Public Meeting of the board. The report will include, but is not limited to, associated costs, timelines, training requirements, and engagement processes with partner groups.

The Assistant Superintendent, Human Resources, responded to questions seeking clarification on the implementation plan report. Following discussion, trustees voted on the motion.

CARRIED
NEGATIVE: R. BELLEZA, A. WONG

(b) Strategic Plan Update – Priority 3

The Executive Director, Information & Business Technologies and the Secretary Treasurer presented on Strategic Priority 3 – Optimized Facilities & Technology. The Executive Director, Information & Business Technologies spoke to Goal 1 and the Secretary Treasurer spoke to Goals 2 and 3. Staff then responded to various questions from trustees regarding the strategic priority.

(c) Sexual Orientation and Gender Identity (SOGI) Advisory Committee Annual Update

The Director of Instruction, Student Services & Data Analytics spoke to his report as included in the agenda package. Trustees thanked him for his presentation. He then responded to trustees' questions regarding student representation and feedback received from staff and parents on the committee.

(d) 2023 Charitable Donations Report

The Assistant Secretary Treasurer spoke to her report as included in the agenda package. She concluded her presentation by thanking the donors in the school district. She then responded to questions from trustees' regarding in-kind donations, donation amounts for Feed-U-Cate and scholarships funds. The Secretary Treasurer then responded to a trustee's question regarding the distribution of scholarship funds in schools.

(e) **Capital 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 Capital Bylaw take place.

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

**CAPITAL BYLAW NO. 2024/25-CPSD38-03
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 Superintendent and Secretary-Treasurer, dated *May 30, 2024*, is hereby adopted.
- 2. This Capital Bylaw may be cited as **School District No. 38 (Richmond) Capital Bylaw No. 2024/25-CPSD38-03.**

101/2024 FIRST READING MOVED BY D. YANG AND SECONDED BY D. TABLOTNEY:

CARRIED

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

THAT the Board of Education (Richmond) approve CAPITAL BYLAW No. 2024/25-CPSD38-03. Through the Bylaw, the Board agrees to authorize the Secretary Treasurer to execute an Annual Program Funding Agreement, and to proceed the approved capital projects diligently according to all applicable laws, regulations and Ministry policies.

The Secretary Treasurer then responded to a trustee's question regarding the accessibility of the buses.

102/2024 SECOND READING MOVED BY K. HAMAGUCHI AND SECONDED BY A. WONG:

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-CPSD38-03. Through the Bylaw, the Board agrees to authorize the Secretary Treasurer to execute an Annual Program Funding Agreement, and to proceed the approved capital projects diligently according to all applicable laws, regulations and Ministry policies.

103/2024 THIRD AND FINAL READING MOVED BY D. YANG AND SECONDED BY R. BELLEZA:

CARRIED

The Capital Bylaw 2024/25-CPSD– 03 has been read a first, second and third time, is passed and adopted this 19th day of June 2024.

(f) **2025/26 Five Year Capital Plan**

The Secretary Treasurer provided information on the proposed project requests under the Major Capital Programs, Minor Capital Programs and Building Envelope Program that are included in the 2025/26 Five Year Capital Plan submission to the Ministry of Education.

104/2024 MOVED BY A. WONG AND SECONDED BY D. TABLOTNEY:

THAT the Board of Education of School District No. 38 approve the 2025/2026 Five-Year Capital Plan through the adoption of the board resolutions for submission to the Ministry of Education and Child Care.

CARRIED

(g) **2024/25 Eligible School Site Proposal**

The Secretary Treasurer referred to her report as included in the agenda package. She then responded to a trustee's question regarding the identification and acquisition of a second city centre school site.

105/2024 MOVED BY D. TABLOTNEY AND SECONDED BY K. HAMAGUCHI:

THAT the Board of Education of School District No. 38 (Richmond) approves the 2024/2025 Eligible School Site Proposal (ESSP) through adoption of the 2024/2025 ESSP Resolution.

CARRIED

8. New Business

(a) **2023 District Sustainability and Climate Action Report**

The Secretary Treasurer introduced the Manager, Energy and Sustainability to present on the report as included in the agenda package. The Manager, Energy and Sustainability highlighted the District Sustainability and Climate Action Plan (DSCAP) and emission trends in the district. Trustees thanked the Manager, Energy and Sustainability for his presentation. He then responded to a trustee's question regarding Continuous Optimization programs.

9. Questions from the Public

Various questions and comments were received during the public question period pertaining to the following:

- Requests for provincial funding to implement AEDs and naloxone kits;
- Identification of school personnel who will receive training to administer these kits; and
- Anticipated updates from the Minister of Education in the fall concerning naloxone kits in schools.

10. Standing Committee Reports

(a) **Audit Committee**

Chairperson: David Yang

Vice Chairperson: Alice Wong

The next meeting is scheduled for September 2024.

(b) **Education Committee**

Chairperson: Heather Larson

Vice Chairperson: David Yang

- (i) Minutes of the meeting held on May 15, 2024, were attached for information.

A meeting was held on Wednesday, June 12, 2024. The next meeting is scheduled for September 2024.

(c) **Facilities and Building Committee**

Chairperson: Ken Hamaguchi

Vice Chairperson: Debbie Tablotney

- (i) Minutes of the meeting held on May 1, 2024, were attached for information.

A meeting was held on Wednesday, June 5, 2024. The next meeting is scheduled for September 2024.

(d) **Finance and Legal Committee**

Chairperson: Donna Sargent

Vice Chairperson: Ken Hamaguchi

- (i) Minutes of the meeting held on May 15, 2024, were attached for information.

A meeting was held on Wednesday, June 12, 2024. The next meeting is scheduled for September 2024.

(e) **Policy Committee**

Chairperson: Debbie Tablotney

Vice Chairperson: David Yang

- (i) **RECOMMENDATION:** Policy 105: District Code of Conduct.

The Committee Chairperson provided background information on the policy. Discussion then ensued regarding the policy and guideline.

106/2024 MOVED BY D. TABLOTNEY AND SECONDED BY D. YANG:

THAT the Board of Education approve the attached minor revisions to **Policy 105: District Code of Conduct** at the June 19th, 2024, Public Meeting.

CARRIED

- (ii) Minutes of the meeting held on May 13, 2024, were attached for information.

A meeting was held on Monday, June 10, 2024. The next meeting is scheduled for September 2024.

11. Board Committee and Representative Reports

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

The next meeting is scheduled for September 11, 2024.

(b) **BCSTA**

Nil.

(c) **BCPSEA**

Nil.

12. Correspondence

(a) For action:

Nil.

(b) For information:

Nil.

13. Adjournment

The Chairperson expressed gratitude to everyone for attending the final board meeting of the school year.

107/2024 MOVED BY A. WONG AND SECONDED BY D. YANG:

THAT the regular meeting of Wednesday, June 19, 2024 of the Board of Education be adjourned at 11:08 pm.

CARRIED

H. LARSON
Chairperson

C. WANG
Secretary Treasurer