RICHMOND
SCHOOL DISTRICT NO.38

Richmond School District
7811 Granville Avenue, Richmond BC V6Y3E3
604-668-6000 I sd38.bc.ca

Board of Education

Public Meeting Agenda

Wednesday, October 23, 2024 – 7:00 pm
1st Floor Boardroom

https://sd38.zoom.us/webinar/register/WN_DNLsI-p3TqicxxBb5VsbYA

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 hən̓q̓əmin̓əm̓ language group on whose traditional and unceded territories we teach, learn and live.

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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, September 25, 2024.

(b) Regular meeting of the board held Wednesday, September 25, 2024 for approval.

7. Business Arising from Prior Minutes

(a) **Fall 2024 Enrolment Update**
Report from the Secretary Treasurer attached.

(b) **Richmond International Education Annual Update**
Report from the Director, Richmond International Education attached.

8. New Business

Nil.

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

The next meeting is scheduled for Tuesday, January 7, 2025.

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

(i) Minutes of the meeting held on September 18, 2024, are attached for information.

A meeting was held on Wednesday, October 16, 2024. The next meeting is scheduled for Wednesday, November 13, 2024, at 6:00 pm.

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

(i) Minutes of the meeting held on September 4, 2024, are attached for information.

A meeting was held on Wednesday, October 2, 2024. The next meeting is scheduled for Wednesday, November 6, 2024, at 4:30 pm.

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

(i) **RECOMMENDATION**: Trustees Expenses for the Three Months ended September 30, 2024.
Report from the Committee Chairperson attached.

(ii) Minutes of the meeting held on September 18, 2024, are attached for information.

A meeting was held on Wednesday, October 16, 2024. The next meeting is scheduled for Wednesday, November 13, 2024, at 10:00 am.

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

(i) **RECOMMENDATION**: Policy 203-R and 203-G: Trustee Stipend and Expenses.
Report from the Committee Chairperson attached.

(ii) **RECOMMENDATION**: Policy 400-R5: Smoking and Alcohol Consumption, and Policy 804.1-R: Community Use of District Facilities.
Report from the Committee Chairperson attached.

(iii) Minutes of the meeting held on September 16, 2024, are attached for information.

A meeting was held on Tuesday, October 15, 2024. The next meeting is scheduled for Tuesday, November 12, 2024, at 11:00 am.

11. Board Committee and Representative Reports

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

The next meeting is scheduled for Wednesdsay, November 6, 2024 at 9:30 am.

(b) **BCSTA**

Nil.

(c) **BCPSEA**

Nil.

12. Correspondence

(a) For action:

Nil.

(b) For information:

Nil.

13. Adjournment

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604-668-6000 I sd38.bc.ca

Board of Education

Telephone 604 668 6000
www.sd38.bc.ca

The next meeting is scheduled for Wednesday, November 20, 2024

Contact Persons regarding agenda items:

Superintendent, Mr. Christopher 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.

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Committee Appointments 2024-2025

	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	Maryam Naser	Cindy Wang	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	Liz Hayes-Brown	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	Tanya Major	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 Action	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/Maryam Naser	Cindy Wang	Liz Hayes-Brown	Shaun Sephton	Cindy Wang/Maryam Naser	Chris Usih/Braunwyn Thompson/Christel Brautigam
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.

RICHMOND
SCHOOL DISTRICT NO.38

Richmond School District
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Date: October 23, 2024

From: Cindy Wang, Secretary Treasurer

Subject: **Record of an In-camera Board Meeting held September 25, 2024**

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 September 25, 2024.

(a)	Briefs and Presentations:	Nil.
(b)	Executive:	Nil.
(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.

Richmond School District
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Board of Education

Public Meeting Minutes

Wednesday, September 25, 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
Secretary Treasurer	C. Wang
Assistant Superintendent	C. Brautigam
Assistant Superintendent	R. Laing
Assistant Superintendent	B. Thompson
Director, Communications & Marketing	D. Sadler
District Administrator, Continuing Education	J. Higo*
Executive Assistant (Recording Secretary)	T. Lee

DRAFT

The Chairperson called the meeting to order at 7:02 pm.

The Richmond Board of Education acknowledged and thanked the First Peoples of the hən̓q̓əmin̓əm̓ 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 Sargent: October is Foster Family Month in BC, which marks the 34th year of celebrating the individuals and families who open their homes to children and youth in care in BC. These caregivers work hard to ensure that the young people in their care are provided with a safe and healthy home and are cared for and nurtured through some of the most difficult and formative years of their lives. There is an urgent need for foster caregivers for children and youth throughout BC. Anyone who is interested in becoming a foster parent is

encouraged to visit bcfosterparents.ca for more information. A big thank you to all Richmond Foster Families.

Trustee Yang: Literacy Month, celebrated in September in BC, increases awareness of the importance of literacy, and raises funds to support community-based literacy programs and initiatives across British Columbia. Literacy provides opportunities for all of us to make a substantial contribution to the education, growth and prosperity of Canada.

Beyond reading and writing, literacy allows us to understand, critically analyze, and create a variety of forms of communication. As a foundation of our society, it is crucial to thriving as individual and communities.

The 2024 theme for Literacy Month is “Literacy: The Ripple Effect” which highlights that improved literacy skills have a ripple effect, helping to improve quality of life at home, at work and in the community. We encourage everyone to connect and celebrate literacy each and every day in their school, home and community.

Trustee Belleza: World Teachers’ Day is held annually on October 5 to celebrate and recognize the vital role teachers around the globe play in nurturing and educating students.

The theme for World Teachers' Day 2024 is "Empowering Educators: Strengthening Resilience, Building Sustainability".

The 2024 celebrations will, in these challenging times, recognize how teachers have emerged as beacons of resilience, adapting and innovating for their students.

Trustee Hamaguchi: September 30 is the National Day for Truth and Reconciliation. This statutory holiday allows us the opportunity to reflect on the Truth and Reconciliation Commission’s findings and resulting Calls to Action. We encourage all in our community to reflect on the findings of the Commission, and to read the 94 calls to action.

Orange Shirt Day began in Williams Lake BC in 2013, honouring the Indigenous children who were sent away to residential schools in Canada. It has become a national movement to recognize the survivors of residential schools, honour them and show a collective commitment to ensure that every child matters. Acknowledged every year at the end of September, Orange Shirt Day opens the door to conversations on all aspects of residential schools and is an opportunity to create meaningful discussion about the effects of residential schools and the legacy they have left behind.

The Richmond Board of Education is committed to reconciliation and invites all members of our school communities to participate in Orange Shirt Day and take time to reflect on The National Day for Truth and Reconciliation on September 30.

(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.

DRAFT

2. Adoption of Agenda

Trustee Sargent proposed to add "BCSTA Advocacy Press Release" to the agenda. The Chairperson noted the addition as Item 8 (b) under New Business.

131/2024 MOVED BY D. YANG AND SECONDED BY A. WONG:

THAT the Wednesday, September 25, 2024 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**

Nil.

DRAFT

4. Questions from the Public

The President, Richmond Teachers' Association thanked staff for their work on the financial statements. The Secretary Treasurer then responded to her question regarding Classroom Enhancement Fund– Staffing in the Special Purpose Funds and the number of FTE teachers. The President, Richmond Teachers' Association noted the significance of this funding in supporting inclusion and smaller class sizes, and acknowledged the past efforts of teachers and leaders in securing these resources.

5. Executive

The Superintendent shared the following highlights:

- Expressed gratitude to staff, students, and families for a successful start to the new school year;
- Welcomed over 20,000 students and new families to the district;
- Shared plans to engage in the development process for the next iteration of the district's strategic plan;
- Announced that starting in October, each public board meeting will include student voices sharing how we are meeting our strategic plan goals; and
- Thanked the board and staff for their commitment to students in schools.

6. Approval of Minutes of Prior Meetings

(a) A record of an in-camera meeting of the board held Wednesday, June 19, 2024 was included for information.

(b) Regular meeting of the board held Wednesday, June 19, 2024

132/2024 MOVED BY D. YANG AND SECONDED BY K. HAMAGUCHI:

THAT the Board of Education approve the Minutes of Wednesday, June 19, 2024, regular meeting as circulated.

CARRIED

(c) A record of a special in-camera meeting of the board held Monday, July 8, 2024 was included for information.

(d) A record of a special in-camera meeting of the board held Wednesday, August 7, 2024 was included for information.

(e) Special meeting of the board held Wednesday, August 7, 2024

133/2024 MOVED BY K. HAMAGUCHI AND SECONDED BY D. YANG:

THAT the Board of Education approve the Minutes of Wednesday, August 7, 2024, special meeting as circulated.

CARRIED

(f) A record of a special in-camera meeting of the board held Monday, August 26, 2024 was included for information.

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7. Business Arising from Prior Minutes

(a) **Naloxone and Automated External Defibrillator (AED)**

The Superintendent of Schools provided opening remarks prior to introducing the Executive Director, Human Resources to present the report included in the agenda package.

Trustees thanked the Superintendent and the Executive Director, Human Resources, and staff for the comprehensive report.

Staff then responded to various trustees' questions regarding:

- Highschool first responders;
- Sources of funding for implementation and supplies;
- Ensuring the safety of all students and staff; and
- Policies and guidelines on the use of AEDs and naloxone kits.

Discussions then followed on drug prevention and the importance of reviewing supplies annually.

(b) **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-CPSD38-04
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 and Child Care (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 *September 10, 2024*, is hereby adopted.

2. This Capital Bylaw may be cited as *Richmond* School District No. 38 Capital Bylaw No. 2024/25-CPSD38-04.

134/2024 FIRST READING MOVED BY D. YANG AND SECONDED BY K. HAMAGUCHI:

DRAFT

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-CPSD38-04. 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.

A discussion then took place regarding modular classrooms as a temporary solution and the ongoing need to advocate for the two new schools in the city centre.

The Secretary Treasurer then responded to a trustee's question, noting that even with the modular addition, two new schools in the city centre are still needed according to long-range projections.

135/2024 SECOND READING MOVED BY A. WONG AND SECONDED BY D. YANG:

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-CPSD38-04. 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.

136/2024 THIRD AND FINAL READING MOVED BY D. YANG AND SECONDED BY D. TABLOTNEY:

CARRIED

The Capital Bylaw 2024/25-CPSD-04 has been read a first, second and third time, is passed and adopted this 25th day of September 2024.

(c) **Approval of Additional Minor Capital Programs – Food Infrastructure Program**

The Secretary Treasurer spoke to her report as included in the agenda package. She then responded to a trustee's question, clarifying that the funding comes from the Provincial Government's Feeding Futures Minor Capital program.

137/2024 MOVED BY A. WONG AND SECONDED BY D. YANG:

THAT the Board of Education of School District No. 38 approve the inclusion of additional Minor Capital Programs – Food Infrastructure Program in the 2025/26 Five-Year Capital Plan.

DRAFT

CARRIED

(d) **Annual Strategic Plan Report to the Board**

The Superintendent of Schools provided an update on the achievements related to the objectives for the 2023/24 school year and outlined the priorities for the upcoming year. He emphasized the ongoing collaboration among educational partner groups and the community as the district prepares for the 2025-2030 Strategic Plan. The Superintendent concluded by thanking staff for their hard work and leadership.

(e) **Diversity, Equity, and Inclusion Advisory Committee Annual Update**

Assistant Superintendent Brautigam referred to her report as included in the agenda package. Trustees thanked staff for the report and praised the commitment, knowledge, and efforts of the committee. Assistant Superintendent Brautigam then responded to a trustee's question regarding the school district's inclusionary practices.

8. New Business

(a) **Summer Learning 2024 Highlights**

Assistant Superintendent Brautigam spoke on behalf of Assistant Superintendent Naser, who was not present at the meeting, and introduced the District Administrator of Richmond Continuing Education to present his report.

The District Administrator, Continuing Education shared a slideshow presentation on the programs offered this summer. He then responded to trustees' questions regarding academic completion courses, student and parent feedback, and fee-paying courses.

Trustees thanked the District Administrator, Richmond Continuing Education for his report and thanked the staff for providing summer programs to students.

(b) **BCSTA Advocacy Press Release**

Trustee Sargent highlighted that the British Columbia School Trustees Association has released a media statement on "Advancing Advocacy Efforts Ahead of 2024 Election with Key Issues Addressed to Government Officials." She emphasized the importance of engaging with candidates to ensure they are aware of pressing educational matters.

Trustee Yang urged everyone to take advantage of this opportunity to advocate for public education and the specific issues facing Richmond, including the need for two new city centre schools and efforts to recruit and retain more staff.

Following discussion, trustees voted on the motion.

138/2024 MOVED BY D. YANG AND SECONDED BY D. SARGENT:

DRAFT

THAT the Board of Education, in consultation and collaboration with education partner groups, write an advocacy letter outlining public education priorities in Richmond.

CARRIED

9. Questions from the Public

The President of the Richmond District Parents Association asked questions regarding drug prevention and counseling, as well as the Feeding Futures program.

10. Standing Committee Reports

(a) **Audit Committee**
Chairperson: David Yang
Vice Chairperson: Alice Wong

(i) **RECOMMENDATION**: Audited Financial Statements for the Fiscal Year Ended June 30, 2024.

Trustee Yang provided background regarding the financial statements and thanked the auditors and staff for their work over the summer.

139/2024 **MOVED BY D. YANG AND SECONDED BY R. BELLEZA:**

THAT the Board of Education approve the Audited Financial Statements for the fiscal year ended June 30, 2024, as presented;

AND FURTHER THAT the Chair of the Board, the Superintendent of Schools, and the Secretary Treasurer be authorized to sign the audited financial statements.

CARRIED

(ii) A meeting was held on Tuesday, September 17, 2024. The next meeting is scheduled for Tuesday, January 7, 2025.

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

(i) Minutes of the meeting held on June 12, 2024, were attached for information.

A meeting was held on Wednesday, September 18, 2024. The next meeting is scheduled for Wednesday, October 16, 2024, at 6:00 pm.

DRAFT

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

(i) Minutes of the meeting held on June 5, 2024, were attached for information.

A meeting was held on Wednesday, September 4, 2024. The next meeting is scheduled for Wednesday, October 2, 2024, at 4:30 pm.

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

(i) **RECOMMENDATION**: Trustees Expenses for the Three Months ended June 30, 2024.

140/2024 **MOVED BY D. SARGENT AND SECONDED BY A. WONG:**

WHEREAS the Board of Education of School District No. 38 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 approves Trustees' expenses paid during the three-month period ended June 30, 2024, in the amount of $7,328.32.

CARRIED

(ii) Minutes of the meeting held on June 12, 2024, were attached for information.

A meeting was held on Wednesday, September 18, 2024. The next meeting is scheduled for Wednesday, October 16, 2024, at 10:00 am.

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

(i) A Notice of Motion for the October 23, 2024 Public Board Meeting regarding Policy 203-R/203-G: Trustee Stipend and Expenses was attached for information.

(ii) A Notice of Motion for the October 23, 2024 Public Board Meeting regarding Policy 400-R5: Smoking and Alcohol Consumption and Policy 804.1-R: Community Use of District Facilities was attached for information.

(iii) Minutes of the meeting held on June 10, 2024, were attached for information.

A meeting was held on Monday, September 16, 2024. The next meeting is scheduled for Tuesday, October 15, 2024, at 11:00 am.

DRAFT

11. Board Committee and Representative Reports

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

A meeting was held on September 11, 2024. The next meeting is scheduled for Wednesday, November 6, 2024, at 9:30 am.

(b) **BCSTA**

Trustee Yang noted that the Provincial Council meeting is scheduled for October 25-26, 2024.

(c) **BCPSEA**

Trustee Tablotney noted that she is registered to attend the BCPSEA Symposium 2024, scheduled for November 7-8, 2024.

12. Correspondence

(a) For action:

Nil.

(b) For information:

Nil.

13. Adjournment

141/2024 MOVED BY K. HAMAGUCHI AND SECONDED BY A. WONG:

THAT the regular meeting of Wednesday, September 25, 2024 of the Board of Education be adjourned at 9:17 pm.

CARRIED

DRAFT

_____
H. LARSON
Chairperson

_____
C. WANG
Secretary Treasurer

RICHMOND
SCHOOL DISTRICT NO.38

Richmond School District
7811 Granville Avenue, Richmond BC V6Y3E3
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Report to the Board of Education (Public)

Date: October 23, 2024

From: Cindy Wang, Secretary Treasurer

Subject: **Fall 2024 Enrolment Update**

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

INTRODUCTION

As of September 30, 2024, the total full-time equivalent (FTE) student enrolment in the District has reached 23,388, including 22,584 domestic student FTEs and 804 international students. This reflects an increase of 688 FTE students (or 3%) compared to the previous year. This report provides an update on current enrolment and its funding implications, comparing actual figures to the projections used in the district's 2024/25 spring budget.

DISCUSSION

The table below outlines the full-time equivalent (FTE) student enrolment numbers, as opposed to headcounts. Most areas within the district have experienced a net increase in funded enrolment FTEs compared to the projections included in the 2024/25 Annual Budget.

Actual enrolment data for 2024/25 show a net increase of 185 FTE students across the district compared to the original projections, resulting in an estimated funding increase of approximately $1.6 million. Actual enrolment for students with unique needs in 2024/25 shows an increase of 240 students, resulting in an estimated additional funding of $1.8 million. Total operating grant increase is estimated to be $3.4 million.

	2024/25 Projection	2024/25 September 30 Actual	Change from Projection to Actual	Funding Implications Projection to Actual
Elementary	13,262	13,392	130	$1,158,950
Secondary	8,890	8,928	38	$335,984
Alternate Program	82	73	(9)	($80,235)
Richmond Virtual School	165	191	26	$189,450
Total K-12 School Age Funded Student FTEs	**22,399**	**22,584**	**185**	**$1,604,149**
Unique Student Needs:				
Students-disabilities and diverse abilities Level 1	13	15	2	$101,460
Students-disabilities and diverse abilities Level 2	1,055	1,115	60	$1,444,200
Students-disabilities and diverse abilities Level 3	155	140	(15)	($182,400)
English Language Learning	7,576	7,747	171	$306,945
Indigenous Education	255	242	(13)	($23,010)
Adult Education	15	47	32	$182,791
Total Unique Student Needs	**9,069**	**9,306**	**237**	**$1,829,986**
			Total Estimated Operating Grant Impact:	**$3,434,135**

The Richmond International Education (RIE) program continues to significantly contribute to the district's revenue streams. According to September 30, 1701 Report, the total enrolment for the RIE program is 804 students, generating approximately $12.9 million in gross revenue. During the spring budget process, enrolment was projected to reach 875 students; however, actual enrolment fell short by 71 students. This variance resulted in $1.1 million less than projected gross revenue compared to the budget.

It is important to note that while gross revenue from the program is lower than projected, related expenditures, such as homestay fees and other associated costs, will also decrease proportionally due to the reduced student intake. The net income is estimated to be impacted by $330,000, which will not affect the district's ability to deliver educational programs under the board's mandate.

It is also important to understand that the September 30 enrolment is a snapshot of the program intake as of the end of the month. However, international student registration will continue throughout the academic year, with staff registering students for the second semester, as well as for the short-term programs. As a result, the total revenue from the program by the end of the school year is projected to be comparable to that of the previous year.

	2023/24 September 30 Actual	2024/25 Projection	2024/25 September 30 Actual	Change from Projection to Actual	Variance Projection to Actual – Gross Revenue
International Education	800	875	804	(71)	($1,136,000)

CONCLUSION

The final FTE enrolment as of September 30, 2024, will be factored into the Ministry of Education and Child Care's operating grant calculation, expected to be announced in December 2024. This recalculation is projected to generate approximately $3.4 million in additional operating grants due to enrolment growth. However, the increase in revenue will be partially offset by lower-than-projected international student enrolment, resulting in a net additional revenue increase of $2.3 million for the 2024/25 school year.

The anticipated increase in operating revenue will be allocated to enhance classroom support, including the hiring of additional teaching staff to meet the requirements of the collective agreement and to address the needs of students with disabilities and diverse abilities.

Furthermore, the additional revenue will help mitigate inflationary cost pressures, including rising employment benefit costs, insurance premiums, and higher expenses for supplies and services. Expenditures related to the international program are also expected to decrease in proportion to the lower-than-projected student enrolment as well. These adjustments in both revenues and expenses will be reflected in the 2024/25 Amended Budget, which will be scheduled for the board's approval in February 2025.

Respectfully Submitted,

Cindy Wang, MSc, CPA-CA
Secretary Treasurer

RICHMOND
SCHOOL DISTRICT NO.38

Richmond School District
7811 Granville Avenue, Richmond BC V6Y3E3
604-668-6000 I sd38.bc.ca

Report to the Board of Education (Public)

Date: October 23, 2024

From: Shaun Sephton, Director, Richmond International Education

Subject: **Richmond International Education Annual Update**

The following report is for information only. No further action on the part of the Board is required at this time.

INTRODUCTION

Richmond International Education (RIE) is a program of choice that has been providing significant and measurable benefits to the district for the past 26 years. This report is intended to focus on the recent successes of the program and our plans to facilitate the growth and development of the program into the future.

RIE consists of short-term and long-term study options; an after-school program (Connections); a parent program (Welcome to English); customized group programs; summer camps; as well as professional learning programs (administrators & teachers) that are delivered on-shore (Richmond) and off-shore.

ENROLMENT DATA

Since the last report submitted to the Board on October 25, 2023, International Education has continued to welcome over 800 long-term students from 18 countries around the world, despite facing pressures stemming from the lingering effect of the COVID-19 pandemic and ever-changing geopolitics. As of September 30, 2024, RIE student FTE was reported at 804, a slight decrease compared to the previous school year. However, the number of students enrolled in the short-term programs have exceeded the previous year's total and are expected to continue to grow.

RIE STUDENT PROFILE

Overall, our international student population remains diversified. The increased diversity of our student profile during the global pandemic has sustained into the current school year. We have seen a growth in student participants from Northeast Asia, in particular Mainland China and Japan, typical participation levels from Europe (Italy and Germany) and South America (Brazil), and moderate growth in student numbers from Vietnam and South Korea which are still below pre-pandemic levels. Meanwhile, the program is experiencing an increase in program participation from other parts of Asia (Thailand), Europe (France, Belgium, and Spain), and Oceania (New Zealand).

RIE PROGRAM SUCCESSES

The most significant factors that positively impacted our program were Board and Senior Team support, collaboration with our district level and school-based colleagues, and dedicated and experienced RIE staff ability to enhance an already vibrant international education program.

Other successes include the continued diversification of program, enhanced communication and engagement with students and their responsible adults, staff, schools, and overseas partners, and

student achievement. Engagement strategies included hybrid new student orientations, offering parent English program, international parent information sessions, database and program payment platform enhancements, homestay program recruitment, retention, support and engagement, and a growth in short-term programming. Database, payment platform, ELL assessment tool, and medical insurance enhancements have increased efficiency, reduced our environmental footprint, and improved communication and support for students, parents, and schools.

RIE PROGRAM CHALLENGES

The most relevant challenges faced as it pertains to International Education are federal government initiatives and policies changes, Immigration, Refugees and Citizenship Canada (IRCC) entry priorities and document processing times, geopolitical considerations, homestay availability, flight availability and cost, school space availability, and increased competition.

PROGRAM DEVELOPMENT

While our long-term study program remains our most popular program and primary focus, we continue to work on augmenting program options and developing new opportunities beyond our long-term study program to supplement revenue, increase global diversity, and support the sustainability of the program overall. We continue to enhance our professional learning services, short-term and group program offerings, and provide additional supports for students, schools, and families.

The RIE program will continue to reflect the internal and external opportunities and pressures within and beyond the district. We continue to manage our growth in a measured and thoughtful fashion to maintain program quality and accessibility for our students and schools. COVID-19 had a singular impact on our program. The impact of the global pandemic will likely continue to have an influence on our program for the next year.

CONCLUSION

The Richmond International Education (RIE) team is dedicated and works diligently to offer a vibrant, diverse, and comprehensive program. This program involves an increasingly wide variety of participants, ranging from students, parents, government, professional staff, and our broader community, which in turn serves to foster greater international understanding and connections.

RIE is also important for the support it provides for the various initiatives of the Board and senior administration. Regular communication and dialogue with the Board, our school communities, and the public is not only valued, but necessary to meet the needs of our district and our international students and their families. The guidance and support of the Board is greatly appreciated and essential to program success as the program continues to evolve.

Respectfully submitted,

Shaun Sephton
Director, Richmond International Education

RICHMOND
SCHOOL DISTRICT NO.38

Richmond School District
7811 Granville Avenue, Richmond BC V6Y3E3
604-668-6000 I sd38.bc.ca

Education Committee

Public Meeting Minutes

Wednesday, September 18, 2024 – 6:00 pm
Via Zoom

Present:

Chairperson	H. Larson
Vice Chairperson	D. Yang
Trustee Member	A. Wong
Superintendent	C. Usih
Assistant Superintendent	M. Naser
Assistant Superintendent	R. Laing
Director of Instruction	W. Walker
District Administrator	L. Chau
Teacher Consultant	A. Ridley
Teacher Consultant	K. Gamble
Teacher Consultant	K. Johnson
President, CUPE716	S. Robinson
1st Vice President, CUPE716	N. Williams
Representative, Richmond Association of School Administrators	A. Pikkarainen
3rd Vice President, Richmond Teachers' Association	J. Cho
Representative, Richmond Association of School Administrators	L. Leung
President, Richmond District Parents' Association	C. Huang
Representative, Richmond Management and Professional Staff	S. Glanzmann
Executive Assistant (Recording Secretary)	S. Khan

The meeting was called to order at 6:00 pm.

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

1. Adopt Agenda

Chairperson Heather Larson informed the committee that the order of the agenda items will be revised. Indigenous Education will be presented first, followed by Personal Digital Devices.

The agenda was adopted as revised.

2. Approve Minutes

The minutes of the public meeting held Wednesday, June 12, 2024, were approved as circulated.

3. Indigenous Education

Assistant Superintendent Maryam Naser acknowledged September 30 will be the National Day for Truth and Reconciliation. She introduced District Administrator Linda Chau and teacher consultants Allie Ridley, Kelly Johnson and Karla Gamble. They delivered a presentation which around Indigenous Education. Allie highlighted land-based pedagogy in early learning and the focus around place consciousness. Kelly discussed Indigenous perspectives through resources accessible in the library commons and the district resources centre, and ensuring the alignment with the districts strategic plan and the Truth and Reconciliation Calls to Action. Karla discussed the Indigenous-focused graduation requirements for all students, the coursework included, and the alignment with the Truth and Reconciliation Calls to Action.

Trustees asked questions regarding expanding the accessibility of learning resources within schools and between schools. Stakeholders asked questions regarding wait time and funding for the resource kits. Trustees and stakeholders expressed gratitude to staff for their work.

4. Personal Digital Devices – Policy and Guidelines

Assistant Superintendent Maryam Naser introduced Assistant Superintendent Rob Laing and Director of Instruction Wennie Walker. They provided an overview of the recent mandate from the Ministry of Education to include restrictions on students' personal digital devices. They referred to the attached report on Personal Digital Devices – Policy and Guidelines and delivered a presentation which informs on the district's process in updating the Codes of Conduct to include restrictions on students' personal digital devices, the creation of the policy guidelines, and the implementation of the policy and guidelines. Policy 105 and 104-G, which can be found on the districts website, was passed at the Board meeting on June 19, 2024.

Trustees asked questions regarding challenges students might face with the policy, and accommodations for students. Stakeholders asked questions on the use of personal digital devices on school-site with regards to restrictions to school WIFI accessibility and websites. Trustees and stakeholders expressed their gratitude to staff for their work.

5. Next Meeting Date – October 16, 2024

6. Adjournment

The meeting adjourned at 6:56 pm.

Respectfully Submitted,

Heather Larson
Chairperson, Education Committee

Richmond School District
7811 Granville Avenue, Richmond BC V6Y3E3
604-668-6000 I sd38.bc.ca

Facilities and Building Committee

Public Meeting Minutes

Wednesday, September 4, 2024 - 4:30 pm
Via Zoom

Present:

Vice Chairperson	D. Tablotney
Trustee Member	H. Larson
Trustee Alternate	D. Sargent
Trustee	A. Wong
Secretary Treasurer	C. Wang
Director, Richmond Project Team	S. Ahluwalia
Director, Facilities Services	K. Wilkins
Director of Instruction, Learning and Business Technologies	W. Walker
President, Richmond Teachers' Association	L. Baverstock
2nd Vice President, Richmond Teachers' Association	F. Marsic
3rd Vice President/Pro-D Chair, Richmond Teachers' Association	J. Cho
President, Richmond District Parents Association	C. Huang
Vice President, Richmond Association of School Administrators	A. Goulas
President, Canadian Union of Public Employees Local 716	S. Robinson
Executive Assistant (Recording Secretary)	T. Lee

Regrets:

Chairperson	K. Hamaguchi

The meeting was called to order at 4:31 pm.

The Richmond Board of Education acknowledged and thanked the First Peoples of the hən̓q̓əmin̓əm̓ 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 June 5, 2024 meeting was approved as circulated.

3. Facilities Planning Update (standing item)

The Director, Richmond Project Team spoke to his report, which is included in the agenda package.

The Vice Chairperson then introduced the Committee members as this is the first meeting of the new school year.

A trustee then thanked staff for monitoring the Local Government Act amendments and requested the Board's involvement in the City of Richmond Official Community Plan.

4. Capital Projects Update (standing item)

The Director, Richmond Project Team highlighted the ongoing and completed capital projects, which is included in the report in the agenda package.

Trustees then commented on the great work that's been done in the district. The Director, Richmond Project Team then responded to a trustee's question about replacing the wood shop dust extraction systems and, in response to a question from the 2nd Vice President, Richmond Teachers' Association, also provided details on training for the new systems.

Staff then responded to a trustee's question regarding the childcare facilities program and its operations.

5. Facilities Services Update (standing item)

The Director, Facilities Services spoke to his report as included in the agenda package, highlighting summer maintenance and operations work, and presented a slideshow on the 2024 summer projects. Trustees thanked the Director, Facilities Services for the report and the slideshow. He then responded to various trustees' questions including facilities services staffing and exterior line painting.

The 2nd Vice President, Richmond Teachers' Association thanked the Director, Facilities Services for the detailed update and acknowledged teachers' appreciation for the improvements made to the buildings. The Director, Facilities Services and the Director of Instruction, Learning and Business Technologies then responded to his questions about security upgrades and video surveillance in schools.

The President, Richmond District Parents Association (RDPA) thanked the Director, Facilities Services and facilities services staff for all their work. The Director, Facilities Services then responded to various questions from the President, RDPA regarding funding for rainbow crosswalks, signage for the Burnett parking lot, and smoke alarms in bathrooms. The Director of Instruction, Learning and Business Technologies then provided additional details on the phases of installing video surveillance in schools following a question from the President, RDPA.

6. Minutes for Information

(a) **Child Care Development Advisory Committee Meeting**

Minutes of Meeting held May 1, 2024 were attached for information.

7. Next Meeting Date – October 2, 2024 at 4:30 pm

8. Adjournment

The meeting adjourned at 5:26 pm.

Respectfully Submitted,

Debbie Tablotney
Vice Chairperson, Facilities and Building Committee

Richmond School District
7811 Granville Avenue, Richmond BC V6Y3E3
604-668-6000 I sd38.bc.ca

Report to the Board of Education (Public)

Date: October 23, 2024

From: Donna Sargent, Trustee, Chairperson of Finance and Legal Committee

Subject: **Trustees' Expenses for the Three Months Ending September 30, 2024**

RECOMMENDATION

WHEREAS the Board of Education of School District No. 38 (Richmond) 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 September 30, 2024, in the amount of $1,263.60.

BACKGROUND

In accordance with the provisions outlined in the *School Act*, the board is required to approve trustee expenses through a formal board resolution. This requirement ensures transparency and accountability of the use of funds.

During the three-month period ended September 30, 2024, the Trustees incurred a total of $1,263.60 in expenses associated with their roles and responsibilities. These expenses were reimbursed to trustees to carry out their duties and responsibilities.

CONCLUSION

In compliance with the provisions of the School Act, Finance and Legal Committee recommends the Board's approval of Trustees' expenses for the three months ended September 30, 2024.

Respectfully submitted,

Donna Sargent
Trustee, Chairperson of Finance and Legal Committee

Attachment: Trustees' Expenses for the Three Months Ended September 30, 2024

TRUSTEES EXPENSES

DATE	DESCRIPTION	R. BELLEZA	K. HAMAGUCHI	H. LARSON	D. SARGENT	D. TABLOTNEY	A. WONG	D. YANG	TOTAL
2024-07-04	Cell phone reimbursement - July 2024		50.00	50.00		50.00	11.20	50.00	211.20
2024-08-14	Cell phone reimbursement - Aug 2024		50.00	50.00		50.00	11.20	50.00	211.20
2024-09-11	Cell phone reimbursement - Sept 2024		50.00	50.00		50.00	11.20	50.00	211.20
2024-08-27	2024 Symposium: Insight and Opportunities:HR in Education-Nov 7-8, 2024-Registration *					630.00			630.00
	TOTALS PAID: July 1 to Sept 30, 2024	**0.00**	**150.00**	**150.00**	**0.00**	**780.00**	**33.60**	**150.00**	**1,263.60**

* The registration was cancelled on October 3, 2024 and the reversal will be reflected in the following report once it has been refunded.

Richmond School District
7811 Granville Avenue, Richmond BC V6Y3E3
604-668-6000 I sd38.bc.ca

Finance and Legal Committee

Public Meeting Minutes

Wednesday, September 18, 2024 – 10:00 am
Via Zoom

Present:

Chairperson	D. Sargent
Vice Chairperson	K. Hamaguchi
Trustee Member	R. Belleza
Trustee Alternate	A. Wong
Superintendent of Schools	C. Usih
Secretary Treasurer	C. Wang
Assistant Secretary Treasurer	M. Fu
Executive Director, Human Resources	T. Major
Director of Instruction, Learning and Business Technologies	W. Walker
President, Richmond Teachers' Association	L. Baverstock
1st Vice President, Richmond Teachers' Association	S. Wenglowski
Representative, Richmond Management and Professional Staff	R. Corbin
President, Richmond District Parents Association	C. Huang
President, Richmond Association of School Administrators	N. Widdess
Vice President, Richmond Association of School Administrators	A. Goulas
President, Canadian Union of Public Employees Local 716	S. Robinson
Executive Assistant (Recording Secretary)	T. Lee

The meeting was called to order at 10:00 am.

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

As this was the first meeting of the new school year, the Chairperson initiated introductions among the Committee members.

1. Adopt Agenda

The agenda was adopted as circulated.

2. Approve Minutes

The minutes of the public meeting held Wednesday, June 12, 2024, were approved as circulated.

3. Human Resources Update

The Executive Director, Human Resources referred to her report as included in the agenda package, highlighting the recruitment process for the new school year.

The President, Richmond Teachers' Association (RTA) expressed appreciation for the Human Resources team's efforts and collaboration with the RTA in staffing. She then noted the need for better support for public education to address recruitment challenges.

The President, Canadian Union of Public Employees Local 716 also noted the recruitment challenges and staffing shortages in schools and acknowledged their collaboration with HR to develop strategies to incentivize individuals to join the district.

Discussion followed regarding pensionable service and staffing challenges in the province.

In response to a trustee's question, the Executive Director of Human Resources addressed the number of classrooms without assigned teachers.

Following a question from the President, Richmond District Parents Association, the Superintendent of Schools noted that school specific issues and concerns should be directed to the principal of the school for appropriate context and guidance. The Executive Director, Human Resources then provided additional details on the recruitment process for counselors.

4. Trustees' Expenses for the Three Months Ending June 30, 2024

The report was included in the agenda package. The Committee agreed to forward the following recommendation to the Board:

> **WHEREAS** the Board of Education of School District No. 38 (Richmond) 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 June 30, 2024, in the amount of $7,328.32.

5. Next Meeting Date – Wednesday, October 16, 2024 at 10:00 am

6. Adjournment

The meeting adjourned at 10:34 am.

Respectfully Submitted,

Donna Sargent
Chairperson, Finance and Legal Committee

RICHMOND
SCHOOL DISTRICT NO.38

Richmond School District
7811 Granville Avenue, Richmond BC V6Y3E3
04-668-6000 I sd38.bc.ca

Report to the Board of Education (Public)

Date: October 23, 2024

From: Debbie Tablotney, Trustee, Chairperson of Policy Committee

Subject: **Policy 203-R and 203-G: Trustee Stipend and Expenses**

RECOMMENDATION:

THAT the Board of Education approve revised **Policy 203-R and 203-G: Trustee Stipend and Expenses**, in accordance with Board Policy 204: *Creation and Revision of Policy and Regulations.*

BACKGROUND:

During the in-camera board meeting held on September 27, 2023, a discussion took place concerning Policy 203-G, which pertains to trustees' expenses with regard to community relations and fundraising activities. After deliberation, it was agreed that trustees should be provided the discretion to select events they wish to attend, with an annual allotment of up to $500 for such events. Additionally, the current policy will be forwarded to the Policy Committee for review.

With the approval of the revised Trustee Code of Conduct in the May 22, 2024 Public Board Meeting, the proposed revisions to Policy 203-R and 203-G may proceed to Policy Committee for review and feedback.

Research conducted on a number of BC school board policies are silent on governing trustees' involvement in community relations and fundraising activities. The same policy scan did however reveal in the context of attending conferences, meetings or other events, that some school boards require board approval, whereas others grant individual trustees the discretion to exercise judgement when choosing activities they wish to attend. Several of the policies reviewed provided guidance that such activities should enhance a trustee's effectiveness and align with their roles and responsibilities.

The proposed revisions are detailed in the attached Policy 203-R and 203-G documents. The revisions aim to empower trustees to exercise their professional judgement in selecting community functions to attend, thereby supporting them in fulfilling their roles and responsibilities. The intent of trustee representation in these events is to foster community engagement and connection with the Richmond learning communities, while ensuring alignment with Trustee Roles, Responsibilities and Code of Ethics outlined in Policy 200.

Each trustee will be provided an annual budget allotment to cover the costs associated with their representation and/or financial contributions to fund raising at the community relations functions they choose to attend. In the current budget, this allotment is $500 per trustee per year.

PROPOSED TIMELINE:

June 2024	In-camera Policy Committee meeting	Revised Policy 203-R and 203-G to be shared for feedback from trustees.
September 2024	Public Policy Committee meeting	Draft revised policy reflecting trustee feedback shared with the Committee. Referral to the Board for notice of motion.
September 2024	Public Board meeting	Possible notice of motion for approval at October Board meeting.
October 2024	Public Board meeting	Possible final approval of revised policy.

CONCLUSION

The Board's current policy requires a resolution from the board delegating one or more trustees to attend community relations and fundraising activities. Proposed revisions to Policy 203-R and 203-G provides individual trustees the discretion to exercise their professional judgement when selecting activities they wish to attend that are consistent with Policy 200 Trustee Roles, Responsibilities and Code of Ethics.

As per Board Policy 204-R, it is recommended not to include this revised policy in the partner group review process, since the revisions pertain to board governance matters.

Respectfully submitted,

Debbie Tablotney
Trustee, Chairperson of Policy Committee

Attachments:

1. *Draft Revised Policy 203-R: Trustee Stipend and Expenses*
2. *Draft Revised Policy 203-G: Trustee Stipend and Expenses*

Trustee Stipend and Expenses

Trustee Stipend

Trustees act as an interface between their community and the education system, establishing policies to govern the district. Such oversight requires of trustees considerable knowledge, time and effort.

This work of school trustees in exercising their duties is recognized by payment of an annual stipend.

In recognition of the additional responsibilities of their roles, the Chairperson and Vice Chairperson of the Board will be allotted a sum in addition to the trustee stipend.

Trustee Expenses

The Board believes all trustees require resources to effectively assist them in carrying out their duties and will provide such resources to trustees during their term in office.

The Board may also direct trustees to engage in activities on its behalf or trustees may, on their own initiative, engage in activities wherein individual trustees incur personal expenses not covered by the expense allowance of their annual stipend. These expenses and activities may take the form of the following:

- *Hosting*
  - Individual trustees may, from time to time, host a meal or refreshments for individuals engaged with them in School Board business.
  - The goals and outcomes of the meeting as well as a list of attendees shall be reported to the Board.
  - The Board will not fund such meetings if held for political advantage.
  - Further, spontaneously held functions hosted by individual or groups of individual trustees from June to December in a normal civic election year will not be considered for reimbursement.

- *Community Relations and Fundraising*
  - Trustees have discretion to attend functions that foster District or school relations or that have significant benefit for students, in accordance with the Administrative Guidelines established to support this regulation.

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Adopted: 02 June 2008
Revised: 17 October 2011; 21 November 2016

GOVERNANCE Policy 203-G

Trustee Stipend and Expenses

Trustee Stipend

Trustee stipend levels will be approved annually as a separate line item in conjunction with the district operational budget.

Trustee stipends will be adjusted annually according to the rate change in the Vancouver Consumer Price Index (CPI) for the previous year.

Before the end of the trustees' term, the trustee stipend will be reviewed to ensure the current value is comparable with school districts in the region whose stipend similarly includes an undocumented allowance for expenses incurred within the district.

Trustees will not be reimbursed for travel expenses within Richmond, or for other expenses associated with fulfilling their duties in Richmond at meetings, district events and liaison schools. Such expenses are covered by the stipend. Travel expenses outside of Richmond are reimbursable, as set out in "Expenses Claims" section below.

In accordance with the provincial Financial Information Act-Regulation, Trustee stipend levels and expenses reimbursed are reported each fiscal year in the district's Statement of Financial Information. This information is made available on the district's website.

Trustee Expenses

As required, trustees will be provided with resources deemed necessary by the Board.

Upon termination of their role as trustee, equipment provided by the District may be required to be returned to the District.

Expense Claims

- Claims for reimbursement should be submitted within a month of occurrence (and must be submitted by the end of the fiscal year) to the Secretary Treasurer for acceptance and will be paid upon Board approval.
- Expenses claims submitted after the end of the fiscal year in which they were incurred will not be honored.
- Original itemized receipts are required for all expenses with the exception of the per diems.
- Credit card statements and credit card receipts should be accompanied by original itemized receipts.
- In instances where an original receipt is not issued or has been lost, a copy of the credit card statement or credit card slip together with an explanatory note signed by the claimant must accompany all travel and expense claims.
- Trustees are discouraged from using personal credit cards for material expenditures related to Board business, as the rewards accrued can attract a taxable benefit under Canada Revenue Agency regulations. Material expenditures include, but are not limited to capital items such as computers, meeting room bookings, etc. However, it is recognized

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that for incidental and travel expenses credit cards are an acceptable and appropriate medium for payment.
- Token gifts, not exceeding $100.00 will be reimbursed with original receipts.
- The following documented travel expenses outside the Lower Mainland will be reimbursed: economy return airfare, bus, ferry, train, or vehicle kilometerage and parking, whichever is the lesser. Vehicle kilometerage and meals will be compensated at the BCSTA (BC School Trustees Association) per diem rates.
- Expenses incurred outside Canada will be reimbursed in the Canadian equivalent value at the time the expense was incurred.

Ineligible Expenses

Expenses which are ineligible for reimbursement are inclusive of, but not restricted to:

- Any expenses related to accompanying travel companions, except where a spouse or companion has received a written invitation to the event
- Pet care expenses
- Non-business or personal related expenses (hairdressers, toiletry articles)
- Parking and other traffic fines
- Personal travel insurance for non-Board activities
- Insurance coverage for privately owned vehicles
- Expenses for the repairs and cleaning of privately owned vehicles
- Expenses related to damages to privately owned vehicles or to uninsured rental cars
- Interest charges levied on overdue invoices or credit card statements
- Unnecessary stopovers
- Lost or stolen items
- In room entertainment
- Medical bills, prescriptions, etc., except for immunization costs incurred for foreign business travel as required by Public Health Canada
- Alcoholic beverages
- Tobacco

Hosting

Claims for expenses paid by a trustee to host individuals for refreshments or meals in the course of District business require submission of receipts, names of attendees and purpose of the meeting. Reimbursed costs will not exceed the current BCSTA per diem rates for meals.

Community Relations and Fundraising

- Each trustee is provided an annual budget allocation for costs associated with their representation and/or financial contribution to fund raising at community—relations functions.
- Trustees have discretion to determine the events they choose to attend in a manner that ensures their choices enhance trustee effectiveness and align with the established policies, with consideration for Trustee Roles, Responsibilities and Code of Ethics as outlined in Policy 200.
- Trustees who attend such functions and who incur expenses as a result will be reimbursed in accordance with these Administrative Guidelines.
- Travel expenses within the District will not be reimbursed.
- The Board will pay for trustee and/or delegated staff attendance only. Attendance will be shared equitably among trustees.

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RICHMOND
SCHOOL DISTRICT NO.38

Richmond School District
7811 Granville Avenue, Richmond BC V6Y3E3
604-668-6000 I sd38.bc.ca

Report to the Board of Education (Public)

Date: October 23, 2024

From: Debbie Tablotney, Trustee, Chairperson of Policy Committee

Subject: **Policy 400-R5: Smoking and Alcohol Consumption, and Policy 804.1-R: Community Use of District Facilities**

RECOMMENDATION:

THAT the Board of Education approve revised **Policy 400-R5: Smoking and Alcohol Consumption, and Policy 804.1-R: Community Use of District Facilities**, in accordance with Board Policy 204: *Creation and Revision of Policy and Regulations.*

BACKGROUND:

From time to time, Policy Committee will bring forward revisions to existing policies and/or regulations for the Board's consideration. Ultimately, all revisions supported by Policy Committee will require approval at a public meeting of the Board of Education.

POLICY CONSIDERATIONS:

The proposed revisions to Policy 400-R5 and 804.1-R are guided by an identified vulnerability contained in two board policies which can allow for the consumption of alcohol on district property. Staff have received guidance from the district insurance provider and legal counsel regarding the proposed changes.

At the Board of Education In-camera Meeting held on January 24, 2024, the following motion was passed:

***THAT** until such a time that the Board of Education (the Board) has reviewed the policies, that the Board suspend the current language in Policy 804.1-R and Policy 400-R5 with respect to the Superintendent's ability to approve requests for consumption of alcoholic beverages on district property.*

At a special meeting of the Board of Education (In-camera) held on February 2, 2024, the following motion was passed:

***THAT** the Board of Education authorize the Superintendent of Schools to communicate the Board's decision regarding alcohol consumption on school property with staff and public as appropriate.*

Subsequent to the April 15th Policy Committee In-camera Meeting, and at the request of Policy Committee, staff consulted with the legal counsel regarding proposed changes to Policy 400-R5. Counsel input has been incorporated in Policy 400-R5 and 804.1-R draft revised documents.

At the public meeting of the Board of Education held on May 22, 2024, the Board approved revised Policy 400-R5 and 804.1-R for entry into the partner group review process from May 23 to July 23, 2024. Partner group input was received and incorporated into the draft revised policies.

LEGISLATIVE CONSIDERATIONS:

School Act - Section 85: Power and Capacity
For the purposes of carrying out its powers, functions, and duties under the School Act, a board has the power and capacity to determine local policy.

PROPOSED TIMELINE:

Dates	Meeting	Comments
February 12, 2024	Policy Committee (In-camera)	Initial discussion with Policy Committee for trustee guidance and input.
April 15, 2024	Policy Committee (In-camera)	Report submitted to Policy Committee (In-camera) with draft policy revisions attached. Opportunity for trustee review and feedback.
May 13, 2024	Policy Committee (Public)	Draft revised policy incorporating trustee feedback submitted to Policy Committee (Public). Recommendation to place into Partner Group Review Process from May 23, 2024, to July 23, 2024.
May 22, 2024	Board of Education (Public)	Possible Board approval for entry into Partner Group Review process from May 23, 2024, to July 23, 2024.
May 23, 2024, to July 23, 2024		Partner Group Review process
September 16, 2024	Policy Committee (Public)	Final revisions based on results of Partner Group Review process. Possible Notice of Motion for approval at September board meeting.
September 25, 2024	Board of Education (Public)	Possible Notice of Motion to September board meeting for final approval at October board meeting
October 23, 2024	Board of Education (Public)	Recommendation for board approval of revised policy.

Respectfully submitted,

Debbie Tablotney
Trustee, Chairperson of Policy Committee

Attachments:

1. *Draft Revised Policy 400-R5: Smoking and Alcohol Consumption*
2. *Draft Revised Policy 804.1-R: Community Use of District Facilities*

RICHMOND SCHOOL DISTRICT NO.38

Regulation

HUMAN RESOURCES — Policy 400-R5

Smoking, Vaping, Alcohol and Drug Consumption/Misuse on Board-Owned and Leased Property and in Board Vehicles

It is the Board's duty to take reasonable measures to ensure the safety and health of employees, students, guests and visitors while they are on Board-owned and leased property, or in Board vehicles.

Smoking and Vaping

The Board prohibits smoking and vaping on Board-owned and leased property and in Board vehicles.

Alcohol and Drug Consumption/Misuse

The Board prohibits the consuming of alcohol, cannabis, or purchasing, transferring, using, or possessing illegal drugs as defined in the Government of Canada Controlled Substances Act Section 4(1), and the misuse of prescription drugs on Board-owned or leased property, and while conducting school district business.

While conducting school district business includes persons engaged in supervision of students on field trips of all varieties.

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Adopted: April 22, 2014

RICHMOND SCHOOL DISTRICT NO.38

Regulation

COMMUNITY RELATIONS — Policy 804.1-R

Community Use of District Facilities

Richmond School District facilities may be used by individuals, groups, or organizations within the community according to the following guidelines:

Priority for the Use of District Facilities

The following order of priority will be adhered to in the use of school facilities:

1. District educational activities including early learning programs and extra-curricular programs.
2. Childcare programs (both operated privately, or Board operated).
3. Richmond Continuing Education classes.
4. School community groups.
5. Groups booked through the City of Richmond.
6. Others.

Once a reservation is accepted through the Facility Rentals, cancellation will only occur if the facility reserved is required by the school, by Richmond Continuing Education, or for some special function such as an election. A minimum of seven (7) days' notice will normally be given in the event that cancellation is necessary.

Priority for the Use of Neighbourhood Learning Centres

In the case of a Neighbourhood Learning Centre (NLC), priority for usage will be given to community groups and/or organizations which:

1. Serve the Richmond community.
2. Encompass the broad spectrum of literacy.
3. Are of mutual benefit to both the school and the community at large.
4. Are non-profit.
5. Provide an array of services, support, and resources for individuals from infants to seniors.

Liability

Individuals, groups, or organizations using District property are responsible for securing liability insurance protection and must provide the District with evidence of coverage. The Board carries liability insurance to indemnify it against its liability as the owner of the school and facility, and the negligence of its employees in carrying out their employment duties. Thus, the Board will only be liable when negligence on the part of the Board or an employee is proven by the individual(s) suffering the injury or damage.

Equipment

District equipment may be used only with the permission of the school principal.

Alcohol, Smoking, Vaping, and Drug Consumption/Misuse on Board-Owned and Leased Property

The Board prohibits smoking, vaping, the consuming of alcohol, cannabis, or purchasing, transferring, using, or possessing illegal drugs as defined in the Government of Canada Controlled Substances Act Section 4(1), and the misuse of prescription drugs on Board-owned and leased property.

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Damage, Loss, or Theft

Groups using school district facilities accept responsibility for the cost of repairing any damage occurring during community use, and/or of replacing any equipment lost or stolen during such use; and pay any resultant costs. Any group failing to pay charges associated with the use of the school will forfeit future privileges. In addition, the Board reserves the right to take appropriate action to recover such costs and charges.

Reservation and Cancellation

A minimum of one week's notice is required for a reservation and for cancellation.

Rental Charges

The Board, in accordance with District Policy 804.4 – Fees for Use of District Facilities, sets and annually reviews a Schedule of Charges for the use of District facilities. The Schedule of Charges will be available on the District website and from the Facility Rentals Office.

Special requests for access to District facilities which are not covered by the normal regulations and the established schedule of charges may be submitted, in writing, to the Secretary-Treasurer for approval. Charges for such special rental situations will be set on an individual basis by the Secretary-Treasurer.

For a request to be considered for a no-cost rental of NLC space, all of the following criteria must be met:

- All organizations must be non-profit community groups.

  The non-profit organization must provide evidence to the Richmond School District that it is operating on a non-profit basis, and its program must provide a definitive community service for residents of Richmond in one, or more, of the following areas:

  1. Promoting and enhancing the broad spectrum of literacy.
  2. Enhancing the provision of childcare programs that practice the shared principles of early learning, Indigenous reconciliation, and inclusivity.
  3. Improving learning for those who are economically disadvantaged.

  In its request for the use of the NLC, the non-profit organization must submit an outline of their program to the District that includes:

  1. The objectives of the program.
  2. A profile of the clientele being served.
  3. A schedule of dates and times for the use of the NLC.
  4. The space, furniture and other infrastructural needs of the program.
  5. The estimated number of clients and staff involved in the program.
  6. The processes involved in assessing the success of the program in meeting its objectives.

- The rental should be for a short term period only.
- The request, when considered in conjunction with other approved no-cost rentals of NLC space, must result in a mix of users, programs and agencies that represents the broad spectrum of Richmond community services.

The intent of the criteria in this step is to ensure that the no-cost option is available to as broad a spectrum of non-profit user groups as possible, so that the many segments of the Richmond community that require support can benefit without any group dominating the use of the space at the expense of others.

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Capacity

Occupancy/seating capacity of each facility will be limited, as determined by Fire Marshall regulations.

Forfeiture of Use

In the event of violation of any of the provisions outline above, the Board reserves the right to cancel the use of any school facility and/or equipment.

Childcares

Licensed childcare programs are permitted to license space that is not required for K-12 educational programs, early learning programs or extra-curricular activities in school facilities or on school grounds and/or to locate a portable building on school grounds, provided that their program will not unfavourably impact student safety, affect District programs and meet requirements of local government. Use of any school facility by a childcare operator requires a written agreement through a **License to Occupy**. Applicants must meet all District, municipal and childcare licensing requirements.

Should a relocation of an existing licensed childcare operator or termination of an existing childcare license be necessitated, the Board must, without delay, provide the Minister of Education and Child Care with written notification of the decision in a form and with the information specified by the Ministry of Education and Child Care.

DRAFT

Board Concurrence: 05 March 1990
Board Concurrence with Revision: 28 August 1995
Board Concurrence with Revision: 18 September 1995
Board Concurrence with Revision: 22 April 2014
Adopted Revisions: 23 February 2022

RICHMOND
SCHOOL DISTRICT NO.38

Richmond School District
7811 Granville Avenue, Richmond BC V6Y3E3
604-668-6000 I sd38.bc.ca

Policy Committee

Public Meeting Minutes

Monday, September 16, 2024 – 11:00 am
Via Zoom

Present:

Chairperson	D. Tablotney*
Vice Chairperson	D. Yang
Trustee Member	R. Belleza
Trustee	A. Wong
Superintendent	C. Usih
Secretary Treasurer	C. Wang
President, Richmond Teachers' Association	L. Baverstock
1st Vice President, Richmond Teachers' Association	S. Wenglowski
2nd Vice President, Richmond Teachers' Association	F. Marsic
3rd Vice President, Richmond Teachers' Association	J. Cho
President, Richmond Association of School Administrators	N. Widdess
Vice President, Richmond Association of School Administrators	A. Goulas
President, Canadian Union of Public Employees 716	S. Robinson
Chair, Richmond Management and Professional Staff	K. Gibson
President, Richmond District Parents Association	C. Huang
Vice President, Richmond District Parents Association	A. Gong
Executive Assistant (Recording Secretary)	S. Khan

*Present for a portion of the meeting

The Vice Chairperson called the meeting to order at 11:02 am.

The Richmond Board of Education acknowledged and thanked the First Peoples of the hən̓q̓əmin̓əm̓ 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 June 10, 2024 were approved as circulated.

A trustee requested preliminary feedback on the implementation of the Guidelines on the Acceptable Use of Student and Personal Digital Devices. The Superintendent shared that, in the early days of the school year, there have been no issues with the implementation of the Guidelines.

3. Policy 203-R/203-G: Trustee Stipend and Expenses

The Secretary Treasurer presented her report and responded to a trustee's questions regarding private donations to the school district and processes to address trustees potential violations of policy 203-R/203-G.

Following discussion, the Committee then 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 the September 25, 2024, public meeting that a recommendation for the board's consideration will be presented at the October 23, 2024, public meeting to approve revisions to Policy 203-R and 203-G Trustee Stipend and Expenses.

The Chairperson joined the meeting at 11:11 am.

4. Policy 400-R5: Smoking and Alcohol Consumption
Policy 804.1-R: Community Use of District Facilities

The Superintendent acknowledged the work done by former Deputy Superintendent Rick Ryan in the review of Policy 400-R5 and 804.1-R. He then spoke to his report as included in the agenda package. A trustee suggested to revise language in Policy 804.1-R to require liability insurance instead of accident insurance, to ensure a more comprehensive insurance coverage for groups using district facilities.

The Superintendent then responded to questions from the Vice President of Richmond District Parents Association on the district's measures to prevent vaping and drug use in schools, and how such violations are handled. In addition, the President of Richmond Teachers Association mentioned that there has been no evidence of teachers smoking or vaping in schools.

In response to a question from the Vice President of Richmond District Parents Association, the Superintendent advised that parents who observe inappropriate behaviour on school property should report it to the school administrator, rather than approaching the student directly.

Following discussion, the Committee then 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 the September 25, 2024, public meeting that a recommendation for the board's consideration will be presented at the October 23, 2024, public meeting to approve revisions to Policy 400-R5: Smoking and Alcohol Consumption and Policy 804.1-R: Community Use of District Facilities.

5. Verbal Update: Policy Refresh to align with DEI checklist (standing item)

The Superintendent informed the Committee that former Deputy Superintendent Rick Ryan will assist in reviewing all district policies to ensure alignment with the DEI policy checklist. A number of these refreshed policies will be presented in each meeting starting in October.

The Superintendent also noted a suggestion from the President of Richmond Teachers Association for a more user-friendly and accessible manner for finding policies on the district website.

6. Status of Current and Anticipated Items

A Status of Current and Anticipated Items was attached to the agenda package. The Superintendent shared that revisions to Policy 102: Diversity and Inclusion will be presented in the Committee meeting in November.

7. Next Meeting Date – Tuesday, October 15, 2024 at 11:00 am.

8. Adjournment

The meeting adjourned at 11:42 am.

Respectfully Submitted,

David Yang
Vice Chairperson, Policy Committee