

## Board of Education Public Meeting Minutes

Wednesday, September 25, 2024 – 7:00 pm  
1<sup>st</sup> Floor Boardroom and via Zoom

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**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

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

The Richmond Board of Education acknowledged and thanked the First Peoples of the hən̓q̓əmi̓nəm̓ 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](http://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.

## 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.

## 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.

## 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:**

**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 25<sup>th</sup> 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.

(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:**

**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.



(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.

**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**

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H. LARSON  
Chairperson

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C. WANG  
Secretary Treasurer