

Board of Education
Public Meeting Agenda

Wednesday, October 22, 2025 – 7:00 pm
1st Floor Boardroom

https://sd38.zoom.us/webinar/register/WN_2tSltwbcTxOSkNGJVYcInA

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

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

2025 Prime Minister's Award for Regional Certificate of Achievement

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 24, 2025.
- (b) Regular meeting of the board held Wednesday, September 24, 2025 for approval.

7. Business Arising from Prior Minutes

- (a) **2025/26 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

- (a) **MOTION – Substance Use Awareness and Prevention Week**

Presented by Trustee Belleza That the Board direct staff to identify opportunities to expand district-wide substance use awareness and prevention initiatives, including student education on healthy choices, prevention, parent and caregiver engagement, community partnerships, and to report back to the board on proposed next steps.

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: Rod Belleza

- (i) The next meeting is scheduled for Tuesday, January 6, 2026, at 3:30 pm.

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

- (i) Minutes of the meeting held on September 17, 2025, are attached for information.

A meeting was held on Wednesday, October 15, 2025. The next meeting is scheduled for Wednesday, November 12, 2025, at 6:00 pm.

- (c) **Facilities and Building Committee**
Chairperson: Ken Hamaguchi
Vice Chairperson: Heather Larson

- (i) Minutes of the meeting held on September 3, 2025, are attached for information.

A meeting was held on Wednesday, October 1, 2025. The next meeting is scheduled for Wednesday, November 5, 2025, at 4:30 pm.

(d) **Finance and Legal Committee**

Chairperson: Donna Sargent

Vice Chairperson: Debbie Tablotney

- (i) **RECOMMENDATION:** Trustees Expenses for the Three Months ended September 30, 2025.

Report from the Committee Chairperson attached.

- (ii) Minutes of the meeting held on September 17, 2025, are attached for information.

A meeting was held on Wednesday, October 15, 2025. The next meeting is scheduled for Wednesday, November 12, 2025, at 10:00 am.

(e) **Policy Committee**

Chairperson: Debbie Tablotney

Vice Chairperson: David Yang

- (i) Minutes of the meeting held on September 15, 2025, are attached for information.

A meeting was held on Tuesday, October 14, 2025. The next meeting is scheduled for Monday, November 10, 2025, at 11:00 am.

11. Board Committee and Representative Reports

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

The next meeting is scheduled for Wednesday, November 5, 2025, at 9:30 am.

(b) **BCSTA**

Trustee Academy is scheduled for November 27-29, 2025 at the Westin Bayshore, Vancouver.

(c) **BCPSEA**

Nil.

12. Correspondence

(a) For action:

Nil.

(b) For information:

Nil.

13. Adjournment

Board of Education

Telephone 604 668 6000

www.sd38.bc.ca

The next meeting is scheduled for Wednesday, November 19, 2025

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.

Committee Appointments 2025-2026

	Audit	Education	Facilities and Building	Finance and Legal	Policy	
Chairperson	David Yang	Heather Larson	Ken Hamaguchi	Donna Sargent	Debbie Tablotney	
Vice Chairperson	Rod Belleza	David Yang	Heather Larson	Debbie Tablotney	David Yang	
Member	Alice Wong	Donna Sargent	Rod Belleza	Ken Hamaguchi	Alice Wong	
Alternate	Donna Sargent	Alice Wong	David Yang	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	Donna Sargent/David Yang	Ken Hamaguchi/Debbie Tablotney	Heather Larson/Donna Sargent			
Alternate	Alice Wong	Alice Wong	Ken Hamaguchi			
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	Heather Larson			
Alternate	Debbie Tablotney	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	Alice Wong	Rod Belleza	Debbie Tablotney
Alternate	Rod Belleza	Rod Belleza	Donna Sargent	Ken Hamaguchi	David Yang	David Yang
District Staff Rep	Cindy Wang/Maryam Naser	Maryam Naser	Liz Hayes-Brown	Shaun Sephton	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.

Date: October 22, 2025

From: Cindy Wang, Secretary Treasurer

Subject: **Record of an In-camera Special Board Meeting held September 24, 2025**

The Board of Education School District No. 38 (Richmond) would like to report that the following was discussed at an in-camera special meeting of the Board held September 24, 2025.

(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:	Nil.
(f)	Board Committee and Representative Reports:	Nil.
(g)	Correspondence:	Administrative items were discussed.
(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.

Board of Education

Public Meeting Minutes

Wednesday, September 24, 2025 – 7:00 pm
1st Floor Boardroom and via Zoom

Present:

Chairperson
Vice Chairperson
Trustee
Trustee
Trustee
Trustee
Trustee
Superintendent of Schools
Secretary Treasurer
Assistant Superintendent
Assistant Superintendent
Assistant Superintendent
Executive Director, Human Resources
Director, Communications & Marketing
District Administrator, Continuing Education
Executive Assistant (Recording Secretary)

K. Hamaguchi
D. Yang
R. Belleza
H. Larson
D. Sargent
D. Tablotney
A. Wong
C. Usih
C. Wang
C. Brautigam
R. Laing
M. Naser
T. Major
D. Sadler
J. Higo*
T. Lee

*Present for a portion of the meeting

The Chairperson called the meeting to order at 7:00 pm.

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

1. Recognition of Visitors, Announcements, Trustees' Updates

(a) Recognition of Visitors

Nil.

(b) Announcements

Trustee Wong: Literacy Month, celebrated each year 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 2025 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 Tablotney: World Teachers’ Day is held annually on October 5 to celebrate and honor the incredible contributions of our teachers who tirelessly work to shape the minds and futures of our students. Their dedication, passion, and commitment to education are the cornerstones of our district's success.

This year, the theme for World Teacher's Day is "Empowering Educators for a Sustainable Future." We recognize that teachers play a pivotal role in fostering a sustainable and inclusive world. Through innovative teaching methods, they inspire students to think critically, act responsibly, and contribute positively to society. Our teachers foster a positive and inclusive environment where every student can thrive, and their impact extends far beyond the classroom.

We invite all members of the community to join us in celebrating this important day. The Richmond Board of Education would like to express their gratitude to all teachers who contribute to making the Richmond School District the best place to learn and lead.

Trustee Larson: 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.

Trustee Belleza: October is Foster Family Month in BC, which marks the 35th year of celebrating the individuals and families who open their homes to children and youth in care in BC. The province first proclaimed this month in 1990, creating an annual opportunity to recognize foster families for their commitment and the positive impact they have on the lives of children and their families. 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.

(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

149/2025 MOVED BY D. YANG AND SECONDED D. SARGENT:

THAT the Wednesday, September 24, 2025 regular agenda of the Board of Education be adopted as circulated.

CARRIED

3. Presentations, Briefs, Special Recognition

(a) Presentations

Nil.

(b) Briefs

Nil.

(c) Special Recognition

Nil.

4. Questions from the Public

The President, Richmond Teachers' Association (RTA), asked about the impact of the provincial literacy assessment on teacher workload and instructional time, and how the board will advocate for support and consider timing to ensure meaningful student learning.

5. Executive

The Superintendent expressed appreciation for the dedication of teachers, support staff, students, and families, noting their contributions to student success and the district's high performance. He highlighted the start of the school year, visits to schools, and the significance of Orange Shirt Day as part of the district's commitment to truth and reconciliation.

6. Approval of Minutes of Prior Meetings

- (a) A record of an in-camera meeting of the board held Wednesday, June 18, 2025 was included for information.
- (b) Regular meeting of the board held Wednesday, June 18, 2025

150/2025 MOVED BY H. LARSON AND SECONDED BY D. YANG:

THAT the Board of Education approve the Minutes of Wednesday, June 18, 2025 regular meeting as circulated.

CARRIED

- (c) A record of an in-camera special meeting of the board held Tuesday, June 24, 2025 was included for information.
- (d) Special meeting of the board held Tuesday, June 24, 2025

151/2025 MOVED BY A. WONG AND SECONDED BY D. TABLOTNEY:

THAT the Board of Education approve the Minutes of Tuesday, June 24, 2025 special meeting as circulated.

CARRIED

- (e) A record of an in-camera special meeting of the board held Tuesday, September 2, 2025 was included for information.
- (f) Special meeting of the board held Tuesday, September 2, 2025

152/2025 MOVED BY A. WONG AND SECONDED BY D. YANG:

THAT the Board of Education approve the Minutes of Tuesday, September 2, 2025 special meeting as circulated.

CARRIED

7. Business Arising from Prior Minutes

- (a) **Strategic Plan: Annual Report to the Board 2025**

The Superintendent provided an overview of 2024–25 Strategic Plan progress and highlighted areas of focus for the 2026–2030 plan. He noted that most actions under the 2020–25 plan were achieved, highlighted key accomplishments, and emphasized that these achievements reflect the commitment of all district staff and align with recommended focus areas for the next strategic plan.

Trustees thanked staff for the report and provided comments highlighting district achievements, areas for continued focus, and support for recommended priorities in the 2026–2030 Strategic Plan.

(b) RECOMMENDATION – 2026/27 Capital Plan Capital Programs

The Secretary Treasurer spoke to her report as included in the agenda package. She then responded to a question from a trustee regarding the priority ranking of the Playground Equipment Program.

153/2025 MOVED BY D. SARGENT AND SECONDED BY R. BELLEZA:

THAT the Board of Education of School District No. 38 (Richmond) approve the 2026/27 Capital Plan Minor Capital Programs through the adoption of the board resolution for submission to the Ministry of Infrastructure.

CARRIED

(c) RECOMMENDATION – Enhanced Student Learning Report (ESLR)

Assistant Superintendent Brautigam spoke to her report as included in the agenda package. Discussion followed on the implementation of the Screener for Phonemic Awareness in Richmond Kindergarten (SPARK), support for priority student populations, and strategies for students requiring additional assistance. Questions were raised regarding staffing for the Children and Youth in Care program, declining literacy and numeracy trends, and ELL data reporting. Trustees expressed appreciation for the report and emphasized the importance of using the data to inform planning and support student success.

154/2025 MOVED BY D. YANG AND SECONDED BY D. SARGENT:

THAT the Board of Education approve the ESLR for submission to the Ministry of Education and Child Care for the October 1, 2025 submission deadline.

CARRIED

8. New Business

(a) Summer Learning 2025 Highlights

The District Administrator, Continuing Education presented an overview of the district's continuing education programs, with a focus on summer offerings. He responded to trustees' questions regarding program fees, participant feedback, planning for future courses, language offerings, program length, and availability to students outside the district. Trustees thanked him for the presentation and acknowledged staff for providing summer programs to students.

The District Administrator, Continuing Education left the meeting at 8:17 pm.

(b) **RECOMMENDATION – New City Centre School Naming Process**

Trustee Tablotney, School Naming Committee Chairperson, spoke to her report as included in the agenda package. Discussion followed regarding the process for community submissions for the school naming. Staff noted that a communications plan, including social media, the district website, and newspapers, will ensure broad community awareness.

155/2025 MOVED BY D. TABLOTNEY AND SECONDED BY D. YANG:

THAT the Board of Education approve School Naming Committee Terms of Reference, school naming selection criteria, and new city center school naming process as presented in this report.

CARRIED

(c) **MOTION – School Traffic Safety**

Trustee Yang provided background on school traffic safety in the district and presented a motion. Discussion followed regarding the motion.

Main Motion:

156/2025 MOVED BY D. YANG AND SECONDED BY H. LARSON:

THAT the Richmond Board of Education recognize the importance of traffic safety in school zones and on board-owned school properties;

AND THAT the Board write to Richmond City Council requesting a comprehensive, city-wide review of school zones to identify additional traffic safety measures, which may include but not limited to the following:

- Expansion of school zone hours
- Increased traffic calming
- Upgrades to pedestrian walkways and crosswalks
- Additional measures on arterials roads adjacent to existing schools;

AND FURTHER THAT the Board direct staff to:

- (a) Investigate potential traffic safety enhancements on board-owned school properties, including but not limited to the following considerations:
 - Signage
 - Speed bumps;
- (b) Report back to the board with findings and recommendations no later than February 2026.

Trustee Yang provided rationale for the motion. Further discussion ensued and an amendment motion was presented.

Amendment:

157/2025 MOVED BY D. SARGENT AND SECONDED BY A. WONG:

THAT the Richmond Board of Education recognize the importance of traffic safety in school zones and on board-owned school properties;

AND THAT the Board send a topic a comprehensive, city-wide review of school zones to Traffic Safety Advisory Committee to identify additional traffic safety measures, which may include but not limited to the following:

- Expansion of school zone hours
- Increased traffic calming
- Upgrades to pedestrian walkways and crosswalks
- Additional measures on arterials roads adjacent to existing schools.

Trustee Sargent provided rationale for the amendment, followed by discussion. Trustees then voted on the amendment.

DEFEATED

NEGATIVE: K. HAMAGUCHI, H. LARSON, D. TABLOTNEY

Main Motion:

Trustees returned to the main motion and voted.

CARRIED

NEGATIVE: R. BELLEZA, D. SARGENT, A. WONG

9. Questions from the Public

The President, RTA, asked for clarification regarding the new line item in the audited financial statements for municipal grants spent on sites and its impact on the district's operating surplus. She also provided comments on the Classroom Enhancement Fund and ongoing pressures on public education funding.

10. Standing Committee Reports

(a) Audit Committee

Chairperson: David Yang

Vice Chairperson: Rod Belleza

- (i) **RECOMMENDATION:** Audited Financial Statements for the Fiscal Year Ended June 30, 2025.

The Committee Chairperson spoke to the report as included in the agenda package.

158/2025 MOVED BY D. YANG AND SECONDED BY R. BELLEZA:

THAT the Board of Education (Richmond) approve the Audited Financial Statements for the fiscal year ended June 30, 2025, 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 September 16, 2025. The next meeting is scheduled for Tuesday, January 6, 2026, at 3:30 pm.

(b) Education Committee

Chairperson: Heather Larson

Vice Chairperson: David Yang

- (i) Minutes of the meeting held on June 11, 2025, were attached for information.

A meeting was held on Wednesday, September 17, 2025. The next meeting is scheduled for Wednesday, October 15, 2025, at 6:00 pm.

(c) Facilities and Building Committee

Chairperson: Ken Hamaguchi

Vice Chairperson: Heather Larson

- (i) Minutes of the meeting held on June 4, 2025, were attached for information.

A meeting was held on Wednesday, September 3, 2025. The next meeting is scheduled for Wednesday, October 1, 2025, at 4:30 pm.

(d) Finance and Legal Committee

Chairperson: Donna Sargent

Vice Chairperson: Debbie Tablotney

- (i) **RECOMMENDATION:** Trustees Expenses for the Three Months ended June 30, 2025. Report from the Committee Chairperson attached.

The Committee Chairperson spoke to the report as included in the agenda package.

159/2025 MOVED BY D. SARGENT AND SECONDED BY A. WONG:

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, 2025, in the amount of \$12,784.56.

CARRIED

- (ii) Minutes of the meeting held on June 11, 2025, were attached for information.

A meeting was held on Wednesday, September 17, 2025. The next meeting is scheduled for Wednesday, October 15, 2025, at 10:00 am.

(e) **Policy Committee**

Chairperson: Debbie Tablotney

Vice Chairperson: David Yang

- (i) **RECOMMENDATION:** Policy 311/311-R: Freedom of Information and Protection of Privacy.

The Committee Chairperson spoke to the report as included in the agenda package.

Discussion ensued on handling Freedom of Information and privacy requests, including compliance with legislation, board policy, and legal counsel.

160/2025 MOVED BY D. TABLOTNEY AND SECONDED BY D. YANG:

THAT the Board of Education approve revised ***Policy 311/311-R: Freedom of Information and Protection of Privacy***, in accordance with Board Policy 204: *Creation and Revision of Policy and Regulations*.

CARRIED

- (ii) Minutes of the meeting held on June 9, 2025, were attached for information.

A meeting was held on Monday, September 15, 2025. The next meeting is scheduled for Tuesday, October 14, 2025, at 11:00 am.

11. Board Committee and Representative Reports

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

A meeting was held on September 10, 2025. The next meeting is scheduled for Wednesday, November 5, 2025, at 9:30 am.

(b) **BCSTA**

Provincial Council meeting will be held on October 24, 2025 and Trustee Wong will be attending.

(c) **BCPSEA**

Nil.

12. Correspondence

(a) For action:

Nil.

(b) For information:

Report on the Budget 2026 Consultation from the Select Standing Committee on Finance and Government Services. (pages 1-10 and 58-63 attached)

13. Adjournment

161/2025 MOVED BY H. LARSON AND SECONDED BY R. BELLEZA:

THAT the regular meeting of Wednesday, September 24, 2025 of the Board of Education be adjourned at 9:19 pm.

CARRIED

K. HAMAGUCHI
Chairperson

C. WANG
Secretary Treasurer

Report to the Board of Education (Public)

Date: October 22, 2025
From: Cindy Wang, Secretary Treasurer
Subject: 2025/26 Enrolment Update

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

DISCUSSION

- The student enrolment figures in this report represent the eligible full-time equivalent (FTE) student counts reported to the Ministry of Education and Child Care (the Ministry) each September for funding purposes.
- Student FTE enrolment, rather than headcounts, reflects students enrolled in part-time programs or other unique learning arrangements. Minor adjustments of student FTEs may occur through October as data is being reviewed and finalized.

Regular Funded K-12 Student FTEs

- As of September 30, 2025, the district reported a total of 22,402 eligible FTE students to the Ministry. This represents a decrease of 160 FTEs (or -0.7%) compared to the previous school year.
- The actual enrolment data shows a total of 335 FTEs below projection, representing a -1.5% variance from the preliminary enrolment projection presented in the spring budget report.
- Richmond Virtual School (RVS) shows a notable increase in student FTEs, primarily due to Career Life Connection (CLC) courses being offered to students through RVS.

Actual to Actual Comparison for Regular K-12 Student FTEs:				
	2024/25 Actual Student FTE	2025/26 Actual Student FTE	Year over Year Change	% Year over Year Change
Elementary	13,383	13,089	(294)	(2.2%)
Secondary	8,920	8,849	(71)	(0.8%)
Alternate Program	71	78	7	9.9%
Continuing Ed – School Age	2	2	-	-
Richmond Virtual School	186	384	198	106.5%
Total	22,562	22,402	(160)	(0.7%)
Actual to Projection Comparison for Regular K-12 Student FTEs:				
	2025/26 Projected Student FTE	2025/26 Actual Student FTE	Actual to Projection	% Actual to Projection
Elementary	13,400	13,089	(311)	(2.3%)
Secondary	9,080	8,849	(231)	(2.5%)

Alternate Program	73	78	5	6.8%
Continuing Ed – School Age	2	2	-	-
Richmond Virtual School	182	384	202	111.0%
Total	22,737	22,402	(335)	(1.5%)

- The enrolment decline is primarily attributed to external demographic and policy factors beyond the district's control, including:
 - Interprovincial migration patterns: During the first quarter of 2025, British Columbia experienced a net interprovincial outflow and marked slowdown in overall population growth, with the largest net loss to Alberta. This contributed to reduced local school age population.
 - Federal immigration policy changes: The introduction of caps on work and study permits has led to fewer school age children of temporary residents. For the first quarter of 2025, BC recorded its second consecutive quarter of net outflows of non-permanent residents, a sharp contrast to the significant inflows observed between 2022 and 2024.
- Provincial enrolment trend: The moderation in overall population has affected school districts across the province, many of which are reporting similar student enrolment declines.

Funded Students Requiring Additional Support

- Funded students with disability and diverse abilities: Actual enrolment data shows an increase of 3 students with level 1 designations, 123 students with level 2 designations, offset by a decrease of 13 students with level 3 designations, compared to the previous year.
- Funded English language learning students: Actual enrolment data reflects a decrease of 245 students from the previous year and 372 students below the spring budget projection.
- Funded Indigenous learners: Actual enrolment shows a decrease of 20 students compared to the previous year and is 20 students below projection.
- Adult students: Actual enrolment shows a decrease of 6 from the previous year and 6 students below projection.

Actual to Actual Comparison for Funded Students Requiring Additional Support:				
	2024/25 Actual Student FTE	2025/26 Actual Student FTE	Year over Year Change	% Year over Year Change
Disability & diverse abilities Level 1	15	18	3	20.0%
Disability & diverse abilities Level 2	1,114	1,237	123	11.0%
Disability & diverse abilities Level 3	140	127	(13)	(9.3%)
English Language Learning	7,762	7,517	(245)	(3.2%)
Indigenous Learners	242	222	(20)	(8.3%)
Adult Education	21	15	(6)	(28.6%)
Total	9,294	9,136	(158)	(1.7%)
Actual to Projection Comparison for Funded Students Requiring Additional Support:				
	2025/26 Projected Student FTE	2025/26 Actual Student FTE	Actual to Projection	% Actual to Projection
Disability & diverse abilities Level 1	15	18	3	20.0%
Disability & diverse abilities Level 2	1,150	1,237	87	7.6%
Disability & diverse abilities Level 3	140	127	(13)	(9.3%)

English Language Learning	7,889	7,517	(372)	(4.7%)
Indigenous Learners	242	222	(20)	(8.3%)
Adult Education	21	15	(6)	(28.6%)
Total	9,457	9,136	(321)	(3.4%)

Richmond International Education (RIE)

As of September 30, total long-term fee-paying student enrolment is projected to be approximately 560 student FTEs, representing a decrease of over 170 student FTEs compared to the previous school year and approximately 160 student FTEs below the spring budget projection. The decline in international enrolment is primarily attributed to geopolitical factors in key source countries and associated impact on the demand for international study in Canada.

It is important to note that the September 30 RIE enrolment is a point-in-time snapshot of the program intake. International student registration continues throughout the academic year, as staff enroll students for second semester and short-term programs. As the district continues to process new registrations and verify data, total RIE enrolment figures may be subject to minor adjustments.

CONCLUSION

The funded student FTE figures as of September 30, 2025 will be incorporated into the Ministry's operating grant calculation, anticipated to be announced in December 2025. This recalculation is projected to result in a reduction of approximately \$2.0 million in operating grants, reflecting the lower-than-anticipated enrolment growth. In addition, the decrease in international fee-paying student FTEs is expected to lead to a net revenue shortfall of approximately \$1.6 million for the 2025/26 school year, as the total revenue impact will be partially offset by corresponding reductions in program expenditures.

District staffing levels remain aligned with the class size requirements outlined in the collective agreement and continue to meet the needs of students requiring additional support. The anticipated reduction in operating revenues is not expected to affect classroom learning or classroom support during the 2025/26 school year.

In accordance with the Ministry's requirement for all school districts to maintain a balanced budget, any necessary adjustments will be reviewed at the district non-school department level, with a focus on services and supplies and other non-essential or discretionary initiatives outside the district's core mandate. Potential adjustments to both revenues and expenditures will be incorporated into the 2025/26 Amended Budget, scheduled for board approval in February 2026.

Respectfully Submitted,

*Cindy Wang, MSc, CPA-CA
Secretary Treasurer*

Report to the Board of Education (Public)

Date: October 22, 2025

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 27 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 23, 2024, International Education has continued to welcome over 950 long-term and short-term study students from 25 countries around the world, despite facing pressures stemming from the lingering effect of the COVID-19 pandemic, geopolitical dynamics, and an overall decline in Canada as preferred study destination. As of June 30, 2025, RIE student FTE decreased compared to the previous school year. However, the number of students enrolled in short-term programs student numbers have remained strong 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 lower number of student participants from Northeast Asia, particular from China and Sout Korea, stable participation levels from Europe (Italy and Germany) and South America (Brazil), and moderate decline in student number from Vietnam which are still below pre-pandemic participation 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 will welcome back to the district first group of students from the Nanshan Education Bureau, Shenzhen, PRC since 2013. The relationship with Nanshan Education Bureau represents a rebirth of our “Shenzhen Program” that was established in 2005 and will include winter and summer groups as well as professional learning programmes for educators.

We have also established new long-term programming partnerships with schools and education bureaus in Taiwan and Brazil. RIE is working with the City of Richmond’s Sister City Advisory Committee and Intergovernmental Relations department to welcome a group of high school students from Wakayama City, Japan to three district schools in November.

RIE PROGRAM CHALLENGES

The most relevant challenges faced as it pertains to International Education continue to be federal government initiatives and policies changes, Immigration, Refugees and Citizenship Canada (IRCC) entry priorities and document processing times, geopolitical considerations, homestay availability, Canada’s position as a destination of choice, 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 couple of years.

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

Education Committee
Public Meeting Minutes

Wednesday, September 17, 2025 – 6:00 pm
Via Zoom

Present:

Chairperson	H. Larson
Vice-Chairperson	D. Yang
Alternate Member	A. Wong
Trustee	K. Hamaguchi
Superintendent	C. Usih
Assistant Superintendent	M. Naser
District Administrator	L. Chau
District Administrator	C. Jule
Administrator	L. Scharf
Teacher	B. Milks
Teacher	K. Naso
Student	Elena
Student	Ayden
Alumni Student	Lucie
Representative, Richmond Association of School Administrators	A. Pikkarainen
Representative, Richmond Association of School Administrators	L. Leung
President, Richmond Teachers' Association	L. Baverstock
Vice-President, CUPE716	N. Williams
President, Richmond District Parents' Association	C. Huang
Executive Assistant (Recording Secretary)	S. Khan

Absent:

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

Chairperson Larson acknowledged that September 30th marks Orange Shirt Day, a time for us to reflect on the experiences of Indigenous children in residential schools, to commit to reconciliation and creating learning environments that honor all students. She stated that September is also Literacy Month in British Columbia. This initiative raises awareness about the importance of literacy and supports community-based literacy programs across the province. Throughout the month, funds are raised to strengthen opportunities for individuals and families to access literacy supports and resources.

The Richmond Board of Education acknowledged and thanked the First Peoples of the hən̓q̓əmin̓əm 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

The minutes of the public meeting held Wednesday, June 11, 2025, were approved as circulated.

3. Learning Services - Curriculum and Assessment

Assistant Superintendent Maryam Naser introduced District Administrator Linda Chau, who provided a presentation regarding curriculum updates and informed the committee that the Ministry of Education has made some recent additions to the curriculum. The District Administrator provided an overview of literacy screening assessments, information on how the Learning Services Department will be supporting the schools this year with curriculum and assessment, along with new Ministry additions and directives.

Trustees inquired about the change to the Socials-10 curriculum and inquiry grants, and they expressed their gratitude to staff for their support and work.

Partner groups expressed appreciation to the on-going work of staff in the district.

4. Overview of Arts Education in Richmond School District

Assistant Superintendent Maryam Naser introduced District Administrator Catherine Jule. She was joined by Vice-Principal Leah Scharf of Brighthouse Elementary, Teacher Bryan Milks of DRC, Teacher Kristian Naso and students from McRoberts Secondary School; together they presented an overview of Arts Education the Richmond school district.

District Administrator Catherine Jule provided an overview of the BC Fine Arts Education Curriculum and showcased some of the art projects throughout the district.

Band Teacher Bryan Milks, from DRC, provided highlights of the elementary band program and band instrument lending program in the Richmond School District. He also provided the positive impact of the program by sharing a student experience.

Music Teacher Kristian Naso, students and alumni, from McRoberts Secondary shared some of the experiences and successes of the music program, the opportunities provided within the district and the opportunities the music program has provided students in post-secondary.

Vice-Principal Scharf, of Brighthouse Elementary, presented highlights of student accomplishments, including the Cargo to Canva project, and the lasting impact these experiences have on children.

Trustees expressed appreciation to staff and students on their presentation and work in the arts education department. Questions regarding instrument collection – elaboration on the process of instrument replacement were addressed.

Partner groups expressed their appreciation to staff and students for the presentation and their on-going work with arts, music and learning.

5. Next Meeting Date – October 15, 2025 at 6:00pm.

6. Adjournment

The meeting adjourned at 7:03 pm.

Respectfully Submitted,
Heather Larson
Chairperson, Education Committee

Facilities and Building Committee
Public Meeting Minutes

Wednesday, September 3, 2025 - 4:30 pm
Via Zoom

Present:

Chairperson	K. Hamaguchi
Trustee Member	R. Belleza
Trustee Alternate	D. Yang*
Trustee	A. Wong
Secretary Treasurer	C. Wang
Director, Richmond Project Team	J. Ho
Director, Facilities Services	K. Wilkins
President, Richmond Teachers' Association	L. Baverstock
2nd Vice President, Richmond Teachers' Association	F. Marsic
President, Richmond District Parents Association	C. Huang
President, Richmond Association of School Administrators	N. Widdess
Representative, Richmond Management and Professional Staff	J. Canlas
Executive Assistant (Recording Secretary)	T. Lee

Regrets:

Vice Chairperson	H. Larson
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*Present for a portion of the meeting

The meeting was called to order at 4:30 pm.

The Richmond Board of Education acknowledged and thanked the First Peoples of the hən̓q̓əmiñəṇ 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 4, 2025 meeting was approved as circulated.

3. Facilities Planning Update (standing item)

The Director, Richmond Project Team noted that the report was included in the agenda package. He then responded to a trustee's question about future secondary school capacity in relation to City Centre growth, noting that the Planning Department will continue to monitor secondary school enrolment and capacity in the city centre area.

In response to a question from the President, Richmond Teachers' Association (RTA) regarding the Spul'u'kwuks child care facility, he confirmed that occupancy is pending Vancouver Coastal Health licensing.

4. Capital Projects Update (standing item)

Trustee Yang joined the meeting at 4:36 pm.

The Director, Richmond Project Team spoke to the report as included in the agenda package and noted a correction to the Alfred Dixon Elementary Seismic Upgrade, clarifying that Phase 5 administrative area construction will begin in January 2026 rather than January 2025.

He then responded to a trustee's question on child care needs, confirming that the Garden City and Spul'u'kwuks projects address community demand and that the district continues to monitor needs through its planning team and child care working group.

The Director, Richmond Project Team, then presented a slideshow of the Summer 2025 Project Update, highlighting seismic projects, modular additions, and modular child care facilities.

Discussion followed on updates to modular and child care projects, playground plans for the new City Centre elementary school, and gym use at Dixon. The Director, Richmond Project Team confirmed that the modulars meet seismic standards.

5. Facilities Services Update (standing item)

The Director, Facilities Services referred to the report as included in the agenda package and presented a slideshow of the Summer 2025 Projects.

He then responded to questions on building systems and district sustainability, confirming the new rooftop units at Kingswood provide heating and cooling, and outlining early plans for the 2026–2031 Sustainability and Climate Action Plan.

Appreciation was expressed to facilities staff for their summer work.

6. Minutes for Information

(a) Child Care Development Advisory Committee Meeting

Minutes of Meeting held May 7, 2025 were attached for information.

7. Next Meeting Date – October 1, 2025 at 4:30 pm

8. Adjournment

The meeting adjourned at 5:07 pm.

Respectfully Submitted,

Ken Hamaguchi

Chairperson, Facilities and Building Committee

Report to the Board of Education (Public)

Date: October 22, 2025

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

Subject: Trustees' Expenses for the Three Months Ending September 30, 2025

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, 2025, in the amount of \$1,683.60.

BACKGROUND

Pursuant to the *School Act*, the board is required to approve, by resolution, expenses incurred by Trustees.

During the three-month period ended September 30, 2025, expenses totaling \$1,683.60 were paid to the Trustees.

In accordance with the requirements of the *School Act*, would the Board of Education please consider the recommendation noted.

FINANCIAL IMPACT

Charges to the Board for the three-month period ending September 30, 2025, total \$1,683.60.

CONCLUSION

The Finance & Legal Committee recommends the Board approve Trustees' expenses for the three months ending September 30, 2025.

Respectfully submitted,

Donna Sargent
Trustee, Chairperson of Finance and Legal Committee

Attachment: Trustees' Expenses for 3 months ending September 30, 2025

TRUSTEES EXPENSES

DATE	DESCRIPTION	R. BELLEZA	K. HAMAGUCHI	H. LARSON	D. SARGENT	D. TABLOTNEY	A. WONG	D. YANG	TOTAL
2025-07-03	Cell phone reimbursement - July 2025		50.00	50.00		50.00	11.20	50.00	211.20
2025-08-13	Cell phone reimbursement - Aug 2025		50.00	50.00		50.00	11.20	50.00	211.20
2025-09-11	Cell phone reimbursement - Sept 2025		50.00	50.00		50.00	11.20	50.00	211.20
2025-07-03	CSBA Congress-July 2-5-event admission fee							1,050.00	1,050.00
	TOTALS PAID: July 1 to Sept 30, 2025	0.00	150.00	150.00	0.00	150.00	33.60	1,200.00	1,683.60

Finance and Legal Committee

Public Meeting Minutes

Wednesday, September 17, 2025 – 10:00 am
Via Zoom

Present:

Vice Chairperson	D. Tablotney
Trustee Member	K. Hamaguchi
Trustee Alternate	A. Wong
Superintendent of Schools	C. Usih
Secretary Treasurer	C. Wang
Assistant Secretary Treasurer	M. Fu
Executive Director, Human Resources	T. Major
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	D. Sargent
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The meeting was called to order at 10:00 am.

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

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 11, 2025, were approved as circulated.

3. Human Resources Update

The Executive Director, Human Resources (HR) referred to her report as included in the agenda package, highlighted that most teaching and EA positions have been successfully filled through spring and summer recruitment, with a few remaining postings expected to be filled shortly.

She then responded to various trustees' questions regarding the softening of enrollment, noting updated figures will be provided after the September 30, 2025 report to the Ministry of Education and Child Care, and addressed secondary counselor and French Immersion teacher recruitment.

The Executive Director, HR, also responded to a question from the President of the Richmond District Parents Association regarding staffing amid provincial budget pressures.

4. Trustees' Expenses for the Three Months Ending June 30, 2025

The report was included in the agenda package. Following a trustee's question, the Assistant Secretary Treasurer noted that the rounding error in the spreadsheet will be corrected to match the report. 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, 2025, in the amount of \$12,784.56.

5. Minutes for Information

(a) Cambie Coordinating Committee Meeting

Minutes of Meeting held May 7, 2025 were attached for information. The next meeting is scheduled on May 6, 2026 to be hosted by the School District.

6. Next Meeting Date – Wednesday, October 15, 2025 at 10:00 am

7. Adjournment

The meeting adjourned at 10:16 am.

Respectfully Submitted,

*Debbie Tablotney
Vice Chairperson, Finance and Legal Committee*

Policy Committee
Public Meeting Minutes

Monday, September 15, 2025 – 11:00 am
Via Zoom

Present:

Chairperson	D. Tablotney
Vice Chairperson	D. Yang
Trustee Member	A. Wong
Superintendent	C. Usih
Executive Director, Human Resources	T. Major
President, Richmond Teachers' Association	L. Baverstock
1 st Vice President, Richmond Teachers' Association	S. Wenglowksi
Vice President, Richmond Teachers' Association	S. Boljuncic
President, Canadian Union of Public Employees 716	S. Robinson
Chair, Richmond Management and Administrative Professionals	K. Gibson
President, Richmond Association of School Administrators	N. Widdess
President, Richmond District Parents Association	C. Huang
Vice President, Richmond District Parents Association	A. Gong
Representative, Richmond District Parents Association	K. Ching
Executive Assistant (Recording Secretary)	J. Coronel

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 hə́n̓qə́m̓iṇ̓əṇ̓ 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 9, 2025 were approved as circulated.

3. Proposed Timeline – Policy on Renaming District Facilities (schools)

The Superintendent spoke to his report as included in the agenda package. In response to a question from the President of Richmond Teachers' Association, he clarified that consideration is being given to whether the policy on renaming district facilities will be developed as a new policy, an update to the existing naming policy, or as an administrative procedure.

The Chairperson resumed as Chair of the meeting.

Trustees expressed appreciation for the thoughtful approach to the policy review process, noting that the renaming of schools is a matter of significant importance to the community.

4. Proposed Administrative Guidelines on Response to Unexpected Health Emergencies (AED and Naloxone)

The Executive Director, Human Resources provided background information and a timeline for the development of proposed administrative guidelines on AEDs and Naloxone. In response to questions from the RDPA representative, the Executive Director, Human Resources explained that staff training on the use of AEDs and Naloxone kits will be provided by the district, and that district funds were used to purchase AEDs and Naloxone kits and have also been allocated for their replacement and/or maintenance.

The President of Richmond Teachers' Association noted that this initiative could be a good advocacy opportunity for the Ministry to provide additional funding to districts for the purchase of AEDs and Naloxone kits. In response to a further question from the President of Richmond Teachers' Association, the Executive Director, Human Resources clarified that the district is working with other metro districts to gather information that will support the development of the proposed administrative guidelines.

5. Status of Current and Anticipated Items

A Status of Current and Anticipated Items was attached to the agenda package.

6. Next Meeting Date – October 14, 2025 at 11:00 am.

7. Adjournment

The meeting adjourned at 11:21 am.

Respectfully Submitted,

*Debbie Tablotney
Chairperson, Policy Committee*