

Board of Education
Public Meeting Agenda

Wednesday, December 10, 2025 – 7:00 pm
1st Floor Boardroom

https://sd38.zoom.us/webinar/register/WN_6APQhd3TTaezOAeH14fM5A

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
Steveston London Secondary School Choir
- (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, November 19, 2025.
- (b) Organizational meeting of the board held Wednesday, November 19, 2025 for approval.
- (c) Regular meeting of the board held Wednesday, November 19, 2025 for approval.

7. Business Arising from Prior Minutes

- (a) **Strategic Plan Update – Shaping Our Future Together**
Report from the Superintendent of Schools attached.
- (b) **Response to Unexpected Health Emergencies – Administrative Guidelines**
Report from the Executive Director, Human Resources attached.
- (c) **Committee Appointments 2025/26**
Update from the Board Chairperson.

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: Rod Belleza
Vice Chairperson: David Yang

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

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

The next meeting is scheduled for Wednesday, January 14, 2026, at 6:00 pm.

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

- (i) Minutes of the meeting held on November 5, 2025, are attached for information.

A meeting was held on Wednesday, December 3, 2025. The next meeting is scheduled for Wednesday, January 7, 2026, at 4:30 pm.

- (d) **Finance and Legal Committee**
Chairperson: Alice Wong
Vice Chairperson: Donna Sargent

The next meeting is scheduled for Wednesday, January 14, 2026, at 10:00 am.

- (e) **Policy Committee**
Chairperson: Debbie Tablotney
Vice Chairperson: Heather Larson

The next meeting is scheduled for Monday, January 12, 2026, at 11:00 am.

11. Board Committee and Representative Reports

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

The next meeting will be held on January 28, 2026 at 9:30 am.

- (b) **BCSTA**

Trustee Academy was held on November 27-29, 2025 at the Westin Bayshore, Vancouver.

- (c) **BCPSEA**

BCPSEA Annual General Meeting is scheduled for January 29, 2026.

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, January 21, 2026

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	Rod Belleza	David Yang	Ken Hamaguchi	Alice Wong	Debbie Tablotney	
Vice Chairperson	David Yang	Heather Larson	Debbie Tablotney	Donna Sargent	Heather Larson	
Member	Donna Sargent	Rod Belleza	Alice Wong	Ken Hamaguchi	David Yang	
Alternate	Alice Wong	Alice Wong	Donna Sargent	Rod Belleza	Rod Belleza	
District Staff Rep	Cindy Wang	Maryam Naser	Cindy Wang	Cindy Wang	Chris Usih	
	DEI Advisory	Indigenous Ed. Advisory	SOGI Advisory			
Representative	Debbie Tablotney/ David Yang	Ken Hamaguchi/ Heather Larson	Rod Belleza/ Donna Sargent			
Alternate	Heather Larson	Rod Belleza	David Yang			
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	Alice Wong			
Alternate	Ken Hamaguchi	Alice Wong	Donna Sargent			
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	Rod Belleza	David Yang	Ken Hamaguchi	Heather Larson	Debbie Tablotney
Alternate	Donna Sargent	Debbie Tablotney	Alice Wong	Rod Belleza	Donna Sargent	Ken Hamaguchi
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: December 10, 2025

From: Cindy Wang, Secretary Treasurer

Subject: **Record of an In-camera Board Meeting held November 19, 2025**

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 November 19, 2025.

(a)	Briefs and Presentations:	Nil.
(b)	Executive:	Administrative items were discussed.
(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:	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.

Board of Education
Organizational Meeting Minutes

Wednesday, November 19, 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
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
T. Lee

In accordance with Board Policy the first meeting in November is the Annual Organizational meeting of the Board. The Chairperson called the meeting to order at 7:03 pm and the gallery was welcomed to the meeting.

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. Adoption of Agenda

175/2025 MOVED BY H. LARSON AND SECONDED BY D. YANG:

THAT the Wednesday, November 19, 2025 Organizational Meeting agenda of the Board of Education be adopted as circulated.

CARRIED

2. The Year in Review

The Chairperson highlighted accomplishments from the past year, noting that the report would be presented in sections throughout the organizational meeting.

2024-2025 Richmond School Board Year in Review

The 2024–2025 school year was an active and productive time for the Richmond School District. Below is a summary of the year’s key highlights and updates.

Enrollment

Richmond School District (SD38) reported approximately 23,300 full-time students in 2024–2025, based on the BC Ministry of Education’s official September 30 count. For 2025–2026, current enrollment stands at about 23,000 students, reflecting a modest decline of roughly 300 learners. This decrease is not attributed to a single factor but rather to a complex mix of demographics, economics, and system capacity. Families are weighing affordability and perceived levels of support when making schooling decisions, while the district continues to face rising costs and constrained resources.

Seismic Remediation Program

The Richmond School District has made significant progress on its seismic remediation program. Of the 35 schools identified as needing upgrades, 14 have completed seismic improvements, ranging from partial replacements to full upgrades. Currently, three schools are under construction. Howard DeBeck Elementary is undergoing a full seismic upgrade scheduled for completion in Winter 2026. Alfred B. Dixon Elementary’s upgrade is expected by May 2025. The largest project is John G. Diefenbaker Elementary, a \$50 million full replacement, projected to finish by August 2028. Looking ahead, the District’s Five-Year Capital Plan identifies the next schools prioritized for upgrades. This includes secondary schools like Matthew McNair, Hugh McRoberts, and R.C. Palmer, along with elementary schools such as Blundell, Westwind, Quilchena, and Kathleen McNeely. Additional work is also planned for Steveston London Secondary. The Ministry of Education has confirmed that all schools currently open are safe for students and staff. The District continues to balance risk, enrolment, and funding to ensure every school community benefits from modern, seismically secure facilities.

Child Care

In 2024, Richmond expanded childcare capacity with 220 new licensed spaces, supported by \$8.2 million in provincial and federal funding. The District now operates seven purpose-built childcare centres at Tomsett, Maple Lane, Manoah Steves, Whiteside, McKinney, William Bridge, and the Mitchell Adult Education Centre. These centres provide families with accessible, high-quality childcare integrated into school communities. To meet growing demand, two additional centres have been built: Spul’u’kwuks Elementary on Blanshard Drive and Garden City Elementary on Garden City Road. Together, these initiatives demonstrate a strong commitment to supporting families by expanding affordable childcare options across Richmond.

AED and Naloxone

Between 2024 and 2026, the Richmond School District (SD38) implemented a proactive rollout of Automated External Defibrillators (AEDs) and naloxone kits to strengthen emergency preparedness. Approved by the Board on June 19, 2024, the initiative installed 116 AEDs and 113 naloxone kits (nasal spray format) across schools and district sites. Elementary schools received

one AED and one to two kits, secondary schools three of each, and district offices one to two units. Devices are stored securely and accessible only to trained staff. The \$192,700 project was funded from surplus operating budgets. This rollout aligns with provincial mandates requiring all BC schools to be equipped by December 2025 (secondary) and September 2026 (elementary/middle). Richmond completed installations ahead of schedule, ensuring compliance and community confidence.

Long Range Facility Plan

The Richmond School District's Long Range Facilities Plan (LRFP) is a board-approved framework that sets a 10–15 year roadmap for managing schools. First adopted in 2019 and updated in 2021, the March 2025 revision reflects new priorities and community input. The plan guides capital project requests to the Ministry of Education, catchment adjustments, and long-term planning for enrolment, demographics, and facility conditions. Key updates include expanded early learning programs such as StrongStart centres, kindergarten readiness, and pre-K offerings. Enrolment projections have been revised to account for housing growth and demographic shifts, while catchment analysis has been refined to balance school use and reduce overcrowding. Facilities planning emphasizes seismic upgrades, modernization, and portable classroom reviews.

Strategic Plan

The Richmond School District (SD38) is developing its 2025–2030 Strategic Plan, a five-year roadmap to guide priorities in student success, equity, facilities, workforce, and community collaboration. Created every cycle in alignment with district policy, the plan serves as a framework for decision-making, resource allocation, and long-term planning. Extensive public engagement throughout 2025 ensures that students, families, staff, and partners all contribute to shaping the district's direction. The process launched January 27, 2025, with surveys, open houses, and virtual meetings continuing through June. The final plan will be presented to the Board of Education in December 2025.

The plan identifies four core priorities: success for all learners, diversity, equity and inclusion, organizational effectiveness, and community and partnership. These priorities emphasize inclusive learning opportunities, strong and efficient systems, attracting and supporting staff, and building meaningful connections with families and community partners. Together, they provide a clear, community-driven framework for the district's future.

New School Purchase

In June 2025, Richmond School District (SD38) purchased the former Pythagoras Academy site at 8671 Odlin Crescent for \$60 million to create a new K–7 public elementary school. The 6.25-acre property, built in 2015, offered a modern facility that could be converted more quickly than constructing a new school. Funding came from \$6 million provided by the BC provincial government and \$54 million from district capital reserves (including \$41 million from the 2013 sale of Steveston Secondary). The school is scheduled to open in September 2026 to relieve significant enrollment pressures in Richmond's City Centre. Over the past four years, enrollment in the area has grown by 42%, adding more than 600 students to four schools already serving over 2,000—well above their 1,641-student design capacity. Centrally located and with scarce land

options in City Centre, the site represents a rare opportunity to expand public education efficiently and strategically.

Board Advocacy

Trustees were very active this year in advocating for the district:

- December 6, 2024 – sent a letter to the Mayor and Council asking to expand school site acquisition charges to include small multi-unit housing projects;
- December 6, 2024 – sent a letter to our local MLAs requesting capital funding for 2 new city centre school, more funding for our seismic mitigation project, and helping us with our recruitment and retention of staff;
- January 16, 2025 + Jan 22, 2025 – met with our MLAs to share our concerns and requests;
- March 3, 2025 – Trustee Hamaguchi, Trustee Yang and Secretary Treasurer Wang travelled to Victoria to meet with Minister of Infrastructure, (Bowen Ma) to ask for funding for 2 city centre schools;
- April 10, 2025 – sent letter to the BC School Trustee Association asking for their support in asking the Ministry of Municipal Affairs to review the School Site Acquisition Charge;
- May 14, 2025 – sent letter to Federal Minister Lina Meteige Diab requesting that the Federal government reinstate the Language Instruction for Newcomers to Canada program; and
- September 22, 2025 – had a Zoom meeting with Education Minister Lisa Beare to update her with what's going on in our district.

In Closing

As you can see, it was a very busy year – and we achieved a great deal. I want to sincerely thank our Superintendent and staff for their hard work, support and leadership. To my fellow trustees, I am grateful for your hard work, commitment, and for ensuring that our guiding principle remains: “Our focus is on the learner.”

*Thank you,
Ken Hamaguchi, Board Chair*

3. Appointment of Returning Officer and Scrutineer

At this point, Chairperson Hamaguchi turned the Chair over to the Superintendent of Schools. The Superintendent assumed the Chair and recommended the Secretary Treasurer be appointed Returning Officer and Assistant Superintendent Laing be appointed Scrutineer for the election of the four positions.

176/2025 MOVED BY D. YANG AND SECONDED BY D. TABLOTNEY:

THAT Secretary Treasurer Wang be appointed Returning Officer and Assistant Superintendent Laing be appointed as Scrutineer for the election of the Board Chairperson, Board Vice Chairperson, BCSTA Provincial Representative and BCPSEA Provincial Representative.

CARRIED

4. Election of Officers

(a) Board Chairperson

The Superintendent called for nominations, by ballot, for the Office of Chairperson of the Board.

Ballot forms were distributed. The Scrutineer collected the ballots, and he and the Returning Officer left the Boardroom to examine the ballots.

Upon their return, the Returning Officer announced that Trustee Belleza and Trustee Hamaguchi were nominated for the position of Chairperson. Trustee Hamaguchi accepted the nomination and Trustee Belleza rejected the nomination. The Returning Officer then declared Trustee Hamaguchi as Chairperson of the Board by acclamation for a one-year term.

Trustee Hamaguchi then assumed the Chair and thanked fellow trustees for their trust and support to serve the Board as Chairperson.

(b) Board Vice Chairperson

The Chairperson called for nominations, by ballot, for the office of Vice-Chairperson of the Board. Ballot forms were distributed. The Scrutineer collected the ballots, and he and the Returning Officer left the Boardroom to examine the ballots.

The Returning Officer announced that Trustees Larson, Wong, and Yang had been nominated for the office of Vice Chairperson, and all nominees accepted. Election ballot forms were distributed. The Scrutineer collected the ballots, and he and the Returning Officer left the Boardroom to examine the ballots.

The Returning Officer reported that no candidate received a clear majority on the first two ballots. As per Policy 201 Bylaw 1.3, further ballots were conducted. On the third ballot, Trustee Larson received a majority of votes and was elected Vice Chairperson for a one-year term.

5. Election – BC School Trustees Association Provincial Council Representative (BCSTA Provincial Council Representative)

The Chairperson called for expressions of interest for the positions of BCSTA Provincial Council representative and alternate. Trustee Alice expressed interest and was declared BCSTA Provincial Council representative for a one-year term, with Trustee Sargent serving as the alternate representative.

6. Election – BC Public Schools Employers' Association Representative (BCPSEA Representative)

The Chairperson called for expressions of interest for the positions of BCPSEA representative and alternate. Trustee Tablotney expressed interest and was declared BCPSEA representative for a one-year term, with Trustee Wong serving as the alternate representative.

7. Destruction of Ballots

177/2025 MOVED BY D. YANG AND SECONDED BY D. SARGENT:

THAT the ballots for the offices of Chairperson of the Board, Vice-Chairperson of the Board, BCSTA Provincial Representative and BCPSEA Representative be destroyed.

CARRIED

8. Committee Appointments

Trustees were asked to indicate to the Chairperson by November 30, 2025 as to which committees they would be willing to serve on. The appointments will be announced in December 2025, and the committee members will assume their duties for one year.

9. Authorized Signatories

178/2025 MOVED BY D. TABLOTNEY AND SECONDED BY H. LARSON:

THAT the Board of Education of School District No. 38 (Richmond) approve the following signing authorities effective immediately and until they are so changed, shall be the Board Chairperson and Secretary Treasurer except for the issuance of cheques when the required signatures shall be:

Any one of:
Board Chairperson
Board Vice-Chairperson
Superintendent

And any one of:
Secretary Treasurer
Assistant Secretary Treasurer
Manager Financial Services

Such signatures may be affixed by hand, or by cheque-writing facsimile machine in accordance with established Board policy.

CARRIED

10. Adjournment

179/2025 MOVED BY D. YANG AND SECONDED BY D. SARGENT:

THAT the Wednesday, November 19, 2025 Organizational Meeting of the Board of Education be adjourned at 7:34 pm.

CARRIED

K. HAMAGUCHI
Chairperson

C. WANG
Secretary Treasurer

DRAFT

Board of Education

Public Meeting Minutes

Wednesday, November 19, 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
Executive Assistant (Recording Secretary)

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

The Chairperson called the meeting to order at 7:35 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 Larson: As we reflect on the past year, we are reminded of countless moments where our school and district leaders have made a difference.

December 5 is dedicated to celebrating the outstanding contributions of our leadership and management staff. We extend our heartfelt gratitude to each of you for your unwavering commitment to our school district and the well-being of our students.

Each day you navigate our educational system with resilience and vision. Your leadership continues to shape the future of our schools and positively impact the lives of students, employees, and families across our community. The positive and inclusive environment you foster is a testament to your dedication.

Thank you for your tireless efforts, innovative thinking, and the countless hours you invest to make our district a better place. Your leadership remains the cornerstone of our collective success, and we are truly fortunate to have such a talented and passionate team guiding us forward.

(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

180/2025 MOVED BY D. SARGENT AND SECONDED A. WONG:

THAT the Wednesday, November 19, 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

A representative from the Richmond District Parents' Association asked about the rationale for references to Indigenous spiritual concepts in the draft Digital Literacy for an AI-Enabled World curriculum, and the Superintendent noted that staff will follow up with a response.

5. Executive

The Superintendent highlighted ongoing celebrations of "Moments of Excellence" on the district website and thanked staff and the Communications team for showcasing student learning. He also

reported on the return of the sister city exchange program with Wakayama, Japan, noting that 29 visiting students are participating in activities at several secondary schools and in the community, strengthening cultural understanding and global citizenship.

6. Approval of Minutes of Prior Meetings

(a) A record of an in-camera meeting of the board held Wednesday, October 22, 2025 was included for information.

(b) Regular meeting of the board held Wednesday, October 22, 2025

Trustee Wong noted an amendment regarding the point of order recorded in the minutes and clarified her position with D.A.R.E. BC.

181/2025 MOVED BY H. LARSON AND SECONDED BY D. TABLOTNEY:

THAT the Board of Education approve the Minutes of Wednesday, October 22, 2025 regular meeting as amended.

CARRIED

7. Business Arising from Prior Minutes

Nil.

8. New Business

(a) **RECOMMENDATION – Revision to the Date for Approval of New City Centre School Catchment**

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

Trustees expressed support for revising the approval date for the new City Centre school catchment boundaries from November 19, 2025 to January 21, 2026, noting the importance of allowing additional time for staff work, information gathering, and ensuring the Board is fully informed before making a decision.

182/2025 MOVED BY D. SARGENT AND SECONDED BY H. LARSON:

THAT the Board of Education revise the date for approval of the new city centre school catchment boundaries from November 19, 2025 to January 21, 2026.

CARRIED

(b) **NOTICE OF MOTION – Establishment of a District Student Council (DSC)**

Trustee Belleza gave a notice of motion that the following motion will be presented at the January 21, 2026 public board meeting:

Be it resolved that the Board of Education of School District No. 38 (Richmond) approve the establishment of a District Student Council (DSC) to enhance student voice, leadership, and engagement at the district level.

Be it further resolved that:

1. Each secondary school elect one or two student representatives to serve on the DSC. (Grade 11 and Grade12 recommended);
2. A District Staff Liaison and Trustee Representative be appointed to support the DSC;
3. The DSC meet regularly and report to the Board through an annual presentation or written report; and
4. The DSC will be launched for the 2026-2027 school year, with planning and coordination beginning in 2026.

9. Questions from the Public

Liz Baverstock, President, Richmond Teachers' Association inquired whether Policy 501 and its regulations will undergo a broader review and suggested updating residency definitions to ensure all students are recognized and supported.

10. Standing Committee Reports

(a) Audit Committee

Chairperson: David Yang

Vice Chairperson: Rod Belleza

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) **RECOMMENDATION:** Board Authority Authorized (BAA) Course – Digital Literacy for an AI Enabled World.

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

In response to trustee questions, staff noted the course was developed based on student interest and will incorporate student input. If approved, it could be offered at other district secondary schools, with scheduling adjustments as needed. Trustees expressed appreciation for the teachers' work in developing the course.

183/2025 MOVED BY H. LARSON AND SECONDED BY D. TABLOTNEY:

THAT the Board of Education approve the newly developed Board Authority Authorized Course: Digital Literacy for an AI Enabled World for implementation in the 2026/27 school year.

CARRIED

- (ii) Minutes of the meeting held on October 15, 2025, were attached for information.

A meeting was held on Wednesday, November 12, 2025. The next meeting is scheduled for Wednesday, January 14, 2026, at 6:00 pm.

(c) **Facilities and Building Committee**

Chairperson: Ken Hamaguchi

Vice Chairperson: Heather Larson

- (i) Minutes of the meeting held on October 1, 2025, were attached for information.

A meeting was held on Wednesday, November 5, 2025. The next meeting is scheduled for Wednesday, December 3, 2025, at 4:30 pm.

(d) **Finance and Legal Committee**

Chairperson: Donna Sargent

Vice Chairperson: Debbie Tablotney

- (i) **RECOMMENDATION:** 2026/27 Annual Budget Process and Timeline.

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

Trustees expressed support for the revised budget approval timeline, noting it provides additional time for public input, allows for greater certainty from the province, and supports informed decision-making. Trustees emphasized the importance of transparency and the opportunity for meaningful consultation.

184/2025 MOVED BY D. SARGENT AND SECONDED BY H. LARSON:

THAT the Board of Education approve the 2026/27 Annual Budget process and timeline as presented in this report.

CARRIED

- (ii) Minutes of the meeting held on October 15, 2025, were attached for information.

A meeting was held on Wednesday, November 12, 2025. The next meeting is scheduled for Wednesday, January 14, 2026, at 10:00 am.

(e) **Policy Committee**

Chairperson: Debbie Tablotney

Vice Chairperson: David Yang

- (i) **RECOMMENDATION:** Policy 501.8-R/501.8-G: Student Admission, Registration, Placement and Transfer.

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

Discussion ensued on the recommendation. Trustees acknowledged the importance of partner and public consultation, policy updates, and transparency, with some supporting and others expressing concerns.

185/2025 MOVED BY D. TABLOTNEY AND SECONDED BY D. YANG:

THAT the Policy Committee recommends to the Board of Education that revised ***Policy 501.8-R/501.8-G: Student Admission, Registration, Placement and Transfer*** be referred to Partner Group Review Process for the period of November 20, 2025 to January 9, 2026.

CARRIED
NEGATIVE: D. SARGENT

(ii) Minutes of the meeting held on October 14, 2025, were attached for information.

A meeting was held on Monday, November 10, 2025. The next meeting is scheduled for Monday, January 12, 2026, at 11:00 am.

11. Board Committee and Representative Reports

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

A meeting was held on Wednesday, November 5, 2025, at 9:30 am. Trustee Sargent highlighted the Traffic Safety Advisory Committee's report, noting the development of a brochure in collaboration with ICBC to support school traffic safety.

(b) **BCSTA**

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

(c) **BCPSEA**

BCPSEA Annual General Meeting is scheduled for January 29, 2026. Trustee Tablotney noted she is registered to attend and added that she and Trustee Sargent attended the Symposium and will share information from the workshops with trustees.

12. Correspondence

(a) For action:

Nil.

(b) For information:

(i) Board Advocacy Letter to the Mayor and Councillors of the City of Richmond on School Traffic Safety dated October 28, 2025.

- (ii) Response Letter from the Mayor on School Traffic Safety dated November 5, 2025.

Trustee Yang acknowledged the Mayor's response regarding school traffic safety and emphasized the need for further action beyond informational brochures. He encouraged community members to share their views with municipal leaders and noted that district staff are investigating opportunities for additional enhancements on school properties.

13. Adjournment

186/2025 MOVED BY A. WONG AND SECONDED BY H. LARSON:

THAT the regular meeting of Wednesday, November 19, 2025 of the Board of Education be adjourned at 8:29 pm.

CARRIED

K. HAMAGUCHI
Chairperson

C. WANG
Secretary Treasurer

Report to the Board of Education (Public)

Date: December 10, 2025

From: Christopher Usih, Superintendent of Schools

Subject: **Strategic Plan Update – Shaping Our Future Together**

The purpose of this report is to inform the Board about the progress made in developing the new strategic plan for the district. This update is presented for information only, and no decisions or actions are required from the Board at this time.

BACKGROUND

In accordance with Policy 101, the Board of Education is dedicated to supporting the educational growth of every student in the Richmond School District. Our shared commitment to excellence is what makes the Richmond School District the best place to lead and learn.

Looking ahead to 2026, it is important to reflect on the remarkable achievements that have defined our district over the past five years. The district has demonstrated outstanding academic progress and cultivates a culture of belonging for all students and staff. Excellent teaching practices in our schools, dedicated staff, and active participation from students and families have led to increases in high school completion, higher graduation rates, and successful transitions to post-secondary education.

We recognize that the world is always changing, and we must adjust our learning environments to support every learner in achieving their highest potential. Equity and inclusion are central to learning and leadership and crucial to student success. As a diverse community, our mission is to make sure all students, families, and staff feel welcome, are treated with respect, and experience a sense of belonging. We will continue to support all learners so they can complete their education with dignity, purpose, and many opportunities. At the same time, we recognize the importance of honouring Truth and Reconciliation and integrating Indigenous peoples' history, perspectives, and learning approaches into district planning and practices. These guiding principles shape our strategic plan.

Since February of this year, the district has actively engaged with partners and the community to create a new strategic plan. This effort is more than just an administrative task; it is an opportunity to listen to the voices of our students, staff, partner groups, and the broader community. During engagement sessions, it was encouraging to hear families share their children's successes. These successes reflect the unwavering dedication of our educators and staff, the resilience and creativity of our students, and the support of our families.

From the start of the strategic planning process, the board committed to involving the community in meaningful consultation. Our priorities and goals needed to be understood and supported by students, staff, parents, and partner groups. Significant time and effort have been invested in developing the new plan, and the feedback received was thoughtful, engaging, respectful, and meaningful. These diverse perspectives have expanded our understanding and shaped the priorities of our planning process. We

appreciate the time and effort of our partner groups and community members who helped create the new plan.

The 2026-2030 Strategic Plan, which will be presented to the Board for approval in the new year, will guide our decisions for the years ahead. Building on our past achievements, the new strategic plan will present a bold vision for our district's future. Guided by the principles of equity, excellence, and engagement, our plan will focus on learning, well-being, and developing critical skills essential for lifelong success in a constantly evolving world driven by new technologies, including artificial intelligence.

The journey ahead is one we undertake together. By honouring past achievements, listening to all voices, and embracing a spirit of optimism and collaboration, we endeavour to support every learner in reaching their highest potential. The plan is more than just a document; it is a commitment to continuous improvement, shared purpose, and the pursuit of excellence.

We are thankful for the trust and partnership of our students, staff, families, partner groups, and community members. Together, we will continue to create a district where every learner is inspired, supported, and empowered to reach their full potential. The future looks promising, and I eagerly anticipate everything we will achieve as a caring community.

Respectfully Submitted,

*Christopher Usih
Superintendent of Schools*

Report to the Board of Education (Public)

Date: December 10, 2025

From: Tanya Major, Executive Director, Human Resources

Subject: **Response to Unexpected Health Emergencies – Administrative Guidelines**

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.

INTRODUCTION

The purpose of this report is to provide the Response to Unexpected Health Emergencies - Administrative Guidelines.

BACKGROUND

On June 30, 2025, The Ministry of Education and Childcare amended the [Support Services for Schools Ministerial Order](#) to include the new Response to Unexpected Health Emergencies Policy. (Board approved guidelines or administrative procedures will be accepted).

Boards of education must establish, maintain, and make publicly available guidelines for responding to unexpected health emergencies at schools in the district. This policy must ensure that life-saving first aid tools, including Automated External Defibrillators (AEDs) and naloxone kits are readily accessible and maintained in every school.

RATIONALE

The Ministry of Education and Childcare recognize “timely and effective response to unexpected health emergencies is essential to ensuring a safe school environment. Unexpected health emergency incidents can occur without warning and require immediate action to improve survival outcomes by providing critical intervention before emergency responders arrive. Ensuring that schools are equipped and prepared to respond supports student and staff safety at school, enabling school communities to focus on learning and well-being while increasing confidence and security.”

PROCESS

The Richmond School District has developed administrative guidelines that will ensure both Automated External Defibrillators (AEDs) and naloxone kits are readily accessible and maintained in every school. These guidelines will be submitted to the Ministry of Education and Childcare on December 11, 2025, in advance of the December 31, 2025, submission deadline.

TIMELINE

Date	Meeting	Comments
September 15, 2025	Policy Committee (Public)	Report with background information and timeline shared with the committee.
September 24, 2025	Board Meeting (In-camera)	Report with background information and timeline shared with the Board (In-camera).
October 14, 2025	Policy Committee (In-camera)	Draft guidelines shared with the committee (In-camera).
November 10, 2025	Policy Committee (Public)	Final Administrative Guidelines shared with the public.
November 19, 2025	Board Meeting (In-camera)	Guidelines shared with the Board (In-camera).
December 10, 2025	Board Meeting (Public)	Final Guidelines shared for information prior to submission to the Ministry of Education and Childcare.
December 11, 2025		Submission to Ministry of Education and Childcare.

Respectfully submitted,

Tanya Major,
Executive Director, Human Resources

Administrative Guidelines

Responding to Unexpected Health Emergencies

The Richmond Board of Education has as its highest priority the safety of students, staff, and the entire school community. The board upholds the duty of care that is expected from our school communities, in part by ensuring, in accordance with the Ministry of Education and Child Care legislative requirements, that lifesaving first aid tools, including Automated External Defibrillators (AEDs) and naloxone kits are readily accessible and maintained in every school and district facility.

Definitions

Automated External Defibrillator (AED) is a portable, user-friendly medical device that delivers an electric shock to a person in cardiac arrest to restart their heart.

Naloxone (pronounced na-LOX-own) is a fast-acting medication used to temporarily reverse the effects of opioid overdoses, also called an opioid poisoning.

Rationale

Timely and effective response to unexpected health emergencies is essential to ensuring a safe school and facilities environments. Unexpected health emergency incidents can occur without warning and require immediate action to improve survival outcomes by providing critical intervention prior to the arrival of emergency responders on site.

Annual Review

Principals in schools will review this administrative procedure with students, staff, and parent(s)/guardian(s) in September of each school year, presenting the importance of implementing the tools in a non-stigmatizing manner. Principals should emphasize:

- The district's broader focus remains on substance use education and prevention efforts.
- Substance use is illegal on school grounds; however, the Ministry of Education and Child Care and the board recognize that unexpected health emergencies occur and that AEDs and naloxone are important lifesaving first-aid tools.
- Supporting the appropriate use of naloxone as a lifesaving first-aid tool does not condone drug use but rather prepares individuals to respond to medical emergencies.

Guidelines

Contextual Factors

Responding to unexpected health emergencies complies with WorkSafeBC requirements and considers the specific needs and context of each school and district facility.

When addressing contextual factors, the district, in compliance with WorkSafeBC ensures that each school and district facility has installed a minimum of one (1) and maximum of three (3) AED(s) based on the size (i.e., square footage) of each school and district facility.

The appropriate number of AED cabinets will be installed in each school and district facility, with the readily accessible cabinet location identified by the district Health and Safety Department. AED cabinets will securely store the naloxone units (nasal spray i.e., Narcan).

Accessibility

To allow for barrier-free access to accommodate diverse user needs (e.g., wheelchairs) to the AED cabinets, the installation height will be placed at 48" from the ground to the bottom of the AED cabinet handle. The area around the cabinet will remain obstruction free (no shelving above or below) with a clearance of 18 inches on either side from the centre line of the cabinet to allow for clear access and visibility.

AED Cabinets will be clearly marked with standardized signage to support ease of identification and use.

Training

Training for the use of AEDs and naloxone will be provided annually to all designated first aid attendants and administrators/supervisors in each school and district facility. Training will be coordinated by the district Health and Safety Department.

Maintenance

AED maintenance will be contracted by the school district. The contracted service provider is responsible for all aspects of routine inspections and maintenance. If a question or concern arises related to an AED unit, contact the district Health and Safety Department.

Maintenance of AED cabinets will be the responsibility of the district Facilities Department.

Naloxone nasal spray is purchased through the district Health and Safety Department. The Health and Safety Department is responsible for monitoring expiration dates and will replace units prior to expiration. Naloxone spray has a typical shelf life of three to four years.

Site administrators/supervisors are expected to assist with reporting to the appropriate department should a question or concern arise related to AEDs or naloxone.

Facilities and Building Committee
Public Meeting Minutes

Wednesday, November 5, 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
Manager, Facilities Planning	R. Dollinger
Manager, Facilities Planning	U. Olcay
President, Richmond Teachers' Association	L. Baverstock
President, Richmond District Parents Association	C. Huang
Vice President, Richmond Association of School Administrators	A. Goulas
Representative, Richmond Management and Professional Staff	J. Canlas
Executive Assistant (Recording Secretary)	T. Lee

Regrets:

Vice Chairperson	H. Larson
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The meeting was called to order at 4:32 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. Approval of Agenda

The agenda was adopted as circulated.

2. Approval of Minutes

Minutes from the October 1, 2025 meeting was approved as circulated.

3. Facilities Planning Update (standing item)

The Director, Richmond Project Team announced that Manager of Facilities Planning, Umur Olcay, will retire on December 31, 2025. He also introduced Ruth Dollinger as the incoming Manager of Facilities Planning. The Committee extended congratulations to Mr. Olcay on his retirement and welcomed Ms. Dollinger to the district.

Staff then responded to various questions regarding the City of Richmond's Official Community Plan and enrollment projections and trends.

The Director, Richmond Project Team also provided an update on the boundary review, with approval now anticipated for January to align with staffing timelines.

4. Capital Projects Update (standing item)

The Director, Richmond Project Team spoke to the report as included in the agenda package and provided an update on the Diefenbaker Elementary project, noting ongoing neighbour engagement and monitoring, with preload installation now delayed to January due to additional geotechnical testing.

Discussion then ensued regarding Dixon Elementary seismic upgrades and childcare facilities.

Following a question from the President, Richmond District Parents Association regarding the secondary school camera program, staff noted the program is managed by Technology Services and that an update would be requested from that team.

5. Facilities Services Update (standing item)

The Director, Facilities Services noted the report was included in the agenda package.

Trustees thanked staff for their efforts over Halloween, noting well-managed school grounds and a positive community experience.

Following a question from the President, RTA, the Director, Facilities Services reported that school pest control is operating normally, supported by two full-time technicians, with preventative reminders issued to administrators.

The Director, Facilities Services then responded to a trustee's question regarding facility rentals.

6. Minutes for Information

(a) Child Care Development Advisory Committee Meeting

Minutes of Meetings held June 4 and September 10, 2025 were attached for information.

7. Next Meeting Date – December 3, 2025 at 4:30 pm

8. Adjournment

The meeting adjourned at 5:02 pm.

Respectfully Submitted,

*Ken Hamaguchi
Chairperson, Facilities and Building Committee*