

## Board of Education Public Meeting Minutes

**Wednesday, December 10, 2025 – 7:00 pm**  
**1<sup>st</sup> Floor Boardroom and via Zoom**

---

**Present:**

|   |              |
|---|--------------|
| Chairperson                               | K. Hamaguchi |
| Vice Chairperson                          | H. Larson    |
| Trustee                                   | D. Sargent   |
| Trustee                                   | D. Tablotney |
| Trustee                                   | A. Wong      |
| Trustee                                   | D. Yang      |
| Superintendent of Schools                 | C. Usih      |
| Secretary Treasurer                       | C. Wang      |
| Assistant Superintendent                  | C. Brautigam |
| Assistant Superintendent                  | R. Laing     |
| Assistant Superintendent                  | M. Naser     |
| Assistant Superintendent                  | B. Thompson  |
| Executive Director, Human Resources       | T. Major     |
| Director, Communications & Marketing      | D. Sadler    |
| Executive Assistant (Recording Secretary) | T. Lee       |

**Regrets:**

|         |            |
|---------|------------|
| Trustee | R. Belleza |
|---------|------------|

The Chairperson called the meeting to order at 7:08 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 Yang:** As we approach the winter break, the Board of Education wishes to extend its warmest wishes to our students, families and staff for a peaceful and joyous winter holiday season.

We are deeply fortunate to have such dedicated and passionate students, supportive families, and exceptional staff who contribute to the vibrancy of our educational community. May this holiday season bring you all the joy, relaxation, and quality time spent with loved ones that you deserve.

**Trustee Sargent:** The Steveston London Choir comprises students in Grades 8-12, and meets as a club 3 times a week. Steveston-London also offers a daily choir class in second semester every year. The group has performed at numerous community and district events, including Jazz Nite, The Retired Teacher's Association and the Olympic Oval. In February, the Choir will be performing in a special concert with the Richmond Orchestra! The choir recently completed a series of concerts at Lansdowne and Aberdeen Malls on behalf Crohn's Canada, which raised close to a thousand dollars in support of Crohn's Disease. They are pleased to be here tonight to sing for you!

(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**

**192/2025 MOVED BY D. YANG AND SECONDED D. SARGENT:**

**THAT** the Wednesday, December 10, 2025 regular agenda of the Board of Education be adopted as circulated.

**CARRIED**

**3. Presentations, Briefs, Special Recognition**

(a) **Presentations**

Steveston London Secondary School Choir (SLSS)

Assistant Superintendent Brautigam introduced the SLSS Choir, led by teacher Michael Mikulin, which performed two songs – “Golden” and “Footloose.” Trustees expressed their appreciation to the students for their performance and to the staff for organizing the performance.

(b) **Briefs**

Nil.

(c) **Special Recognition**

Nil.

#### **4. Questions from the Public**

There were no questions from the public.

#### **5. Executive**

The Superintendent acknowledged the approaching holiday season and the final week of school, expressing appreciation for students, families, and staff. He highlighted the sense of community observed during recent school visits, including a pancake breakfast at Grauer Elementary School, and extended gratitude to all staff and volunteers for their contributions to the school district's success. He also thanked the Board for their ongoing support of staff and schools.

#### **6. Approval of Minutes of Prior Meetings**

- (a) A record of an in-camera meeting of the board held Wednesday, November 19, 2025 was included for information.

- (b) Organizational meeting of the board held Wednesday, November 19, 2025

**193/2025 MOVED BY D. SARGENT AND SECONDED BY H. LARSON:**

**THAT** the Board of Education approve the Minutes of Wednesday, November 19, 2025 Organizational Meeting as circulated.

**CARRIED**

- (c) Regular meeting of the board held Wednesday, November 19, 2025

**194/2025 MOVED BY A. WONG AND SECONDED BY D. SARGENT:**

**THAT** the Board of Education approve the Minutes of Wednesday, November 19, 2025 regular meeting as circulated.

**CARRIED**

#### **7. Business Arising from Prior Minutes**

- (a) **Strategic Plan Update – Shaping Our Future Together**

The Superintendent spoke to the report as included in the agenda package and thanked everyone involved for their contributions to developing the new Strategic Plan. Trustees expressed appreciation for the engagement and input provided.

- (b) **Response to Unexpected Health Emergencies – Administrative Guidelines**

The Executive Director, Human Resources spoke to the report as included in the agenda package.

She then responded to trustees' questions regarding the location of devices, on-site orientation for substitute staff, documentation of device use, and advocacy for funding.

Trustees thanked staff for their work in preparing and presenting the guidelines.

(c) **Committee Appointments 2025/26**

The Chairperson noted that the updated committee appointments are included in the agenda package.

**8. New Business**

Nil.

**9. Questions from the Public**

There were no questions from the public.

**10. Standing Committee Reports**

(a) **Audit Committee**

*Chairperson: Rod Belleza*

*Vice Chairperson: David Yang*

The next meeting is scheduled for Tuesday, February 10, 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, were 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.

- (b) **BCSTA**

Trustee Wong reported that the Trustee Academy was held on November 27-29, 2025 at the Westin Bayshore, Vancouver, and provided a valuable learning opportunity for trustees. Trustee Sargent also noted sessions on Indigenous issues, community engagement, and the BC Lions bystander program, emphasizing the professional development and learning opportunities gained.

- (c) **BCPSEA**

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

## **12. Correspondence**

- (a) For action:

Nil.

- (b) For information:

Nil.

## **13. Adjournment**

The Chairperson thanked everyone for their contributions over the year and extended best wishes for a happy winter break.

**195/2025 MOVED BY D. YANG AND SECONDED BY D. SARGENT:**

**THAT** the regular meeting of Wednesday, December 10, 2025 of the Board of Education be adjourned at 7:51 pm.

**CARRIED**

---

K. HAMAGUCHI  
Chairperson

---

C. WANG  
Secretary Treasurer