

Board of Education
Public Meeting Agenda

Wednesday, April 22, 2026 – 7:00 pm
1st Floor Boardroom

https://sd38.zoom.us/webinar/register/WN_K77mJTrdRI2tCwjew7RoCg

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 hən̓q̓əmiñəṁ 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
 - (i) **New City Centre School Name**
Update from the Board Chairperson.
- (c) Any materials not included in packages available to the public

2. Adoption of Agenda

3. Presentations, Briefs, Special Recognition

- (a) Presentations
Welcome to Kindergarten Resource
- (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, March 11, 2026.
- (b) Regular meeting of the board held Wednesday, March 11, 2026 for approval.

7. Business Arising from Prior Minutes

- (a) **2026/27 Annual Budget Update**
Report from the Superintendent of Schools and the Secretary Treasurer attached.

RECOMMENDATION 1: THAT the Board of Education (Richmond) move into a committee of the whole to allow for all members of the public in attendance to have the opportunity to participate in the discussion on the 2026/27 annual budget and that the Superintendent facilitate the discussion.

RECOMMENDATION 2: THAT the Board of Education (Richmond) rise and report from the committee of the whole discussion on the 2026/27 annual budget.

- (b) **2026/27 Capital Plan Bylaw – Three Readings**
Report from the Secretary Treasurer and Director, Facilities Services attached.
- (c) **RECOMMENDATION – Board Approved Bus Riders for 2026/27 School Year**
Report from the Secretary Treasurer, Director, Facilities Services, and Manager, Transportation, Assets and Safety attached.

8. New Business

- (a) **2025/26 School Site Acquisition Charge Bylaw – Three Readings**
Report from the Secretary Treasurer attached.

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, May 5, 2026.

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

- (i) Minutes of the meeting held on February 11, 2026, are attached for information.

A meeting was held on Wednesday, April 15, 2026. The next meeting is scheduled for Wednesday, May 13, 2026, at 6:00 pm.

(c) **Facilities and Building Committee**

Chairperson: Ken Hamaguchi

Vice Chairperson: Debbie Tabolotney

- (i) Minutes of the meeting held on March 4, 2026, are attached for information.

A meeting was held on Wednesday, April 1, 2026. The next meeting is scheduled for Wednesday, May 6, 2026, at 4:30 pm.

(d) **Finance and Legal Committee**

Chairperson: Alice Wong

Vice Chairperson: Donna Sargent

- (i) **RECOMMENDATION:** Trustee Expenses for the Three Months Ended March 31, 2026. Report from the Committee Chairperson attached.

- (ii) Minutes of the meeting held on February 11, 2026, are attached for information.

A meeting was held on Wednesday, April 15, 2026. The next meeting is scheduled for Wednesday, May 13, 2026, at 10:00 am.

(e) **Policy Committee**

Chairperson: Debbie Tabolotney

Vice Chairperson: Heather Larson

- (i) **Policy 701.12-G: School Opening Ceremony**
Report from the Superintendent of Schools attached.

- (ii) Minutes of the meeting held on February 9, 2026, are attached for information.

A meeting was held on Monday, April 13, 2026. The next meeting is scheduled for Monday, May 11, 2026, at 11:00 am.

11. Board Committee and Representative Reports

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

The next meeting is scheduled for April 29, 2026 at 9:30 am.

(b) **BCSTA**

BCSTA AGM was held on April 9-11, 2026.

(c) **BCPSEA**

Nil.

12. Correspondence

(a) For action:

Correspondence from CUPE Local 716 dated April 2, 2026 regarding National Day of Mourning on April 28, 2026.

(b) For information:

Nil.

13. Adjournment

Board of Education

Telephone 604 668 6000

www.sd38.bc.ca

The next meeting is scheduled for Wednesday, May 20, 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 Tabolotney	
Vice Chairperson	David Yang	Heather Larson	Debbie Tabolotney	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 Tabolotney/ 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 Tabolotney	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 Tabolotney
Alternate	Donna Sargent	Debbie Tabolotney	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: April 22, 2026
From: Cindy Wang, Secretary Treasurer
Subject: Record of an In-camera Board Meeting held March 11, 2026

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 March 11, 2026.

(a)	Briefs and Presentations:	Nil.
(b)	Executive:	Nil.
(c)	Business Arising out of Minutes:	Administrative items were discussed.
(d)	New Business:	Administrative items were discussed.
(e)	Standing Committee Reports:	Administrative items were discussed.
(f)	Board Committee and Representative Reports:	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
Public Meeting Minutes

Wednesday, March 11, 2026 – 7:00 pm
1st Floor Boardroom and via Zoom

Present:

Chairperson	K. Hamaguchi
Vice Chairperson	H. Larson
Trustee	D. Sargent
Trustee	D. Tabolotney
Trustee	A. Wong
Trustee	D. Yang
Superintendent of Schools	C. Usih
Secretary Treasurer	C. Wang
Assistant Superintendent	R. Laing
Assistant Superintendent	M. Naser
Assistant Superintendent	B. Thompson
Executive Director, Human Resources	T. Major
Director of Instruction, Student Services	R. Johal*
Manager, Feeding Futures	I. Lai*
Executive Assistant (Recording Secretary)	T. Lee

Regrets:

Trustee	R. Belleza
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*Present for a portion of the meeting

The Chairperson called the meeting to order at 7:06 pm.

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

Prior to the items on the agenda, the Chairperson shared a message with the community of Tumbler Ridge and led a moment of silence.

1. Recognition of Visitors, Announcements, Trustees' Updates

(a) Recognition of Visitors

Nil.

(b) **Announcements**

Trustee Larson: Earth Day, observed annually on April 22, is a global event dedicated to environmental protection. Since its inception in 1970, it has grown into a worldwide movement advocating for a healthier, more sustainable planet. The 2026 theme, “Our Power, Our Planet,” highlights the strength of collective action to defend and sustain the environment.

Across the district, schools will participate in a variety of classroom and school-wide activities to recognize Earth Day. Environmental learning is embedded in many classrooms, with students engaging in projects and initiatives that promote sustainable practices within their school communities. These experiences provide meaningful opportunities for students to explore their role in caring for the environment and contributing to positive change.

Earth Day aligns with Strategic Plan Priority One: Success for All Learners, supporting our commitment to ensuring students develop the skills and global competencies needed for lifelong learning. Beyond April 22, our schools continue to foster environmental awareness and action throughout the year, demonstrating our commitment to a sustainable future - today and every day.

Trustee Wong: Briefs regarding the 2026/27 Annual Budget will be accepted without prior notice at the April 22, 2026 regular meetings of the Board.

Please note that budget updates will be made available on the District’s Budget website. All budget feedback will be considered by the Board as part of the budget process which is anticipated to be completed by May 20, 2026.

Trustee Yang: April is Sikh Heritage Month in Canada, an opportunity to recognize and celebrate the rich history, vibrant contributions, and leadership of Sikh Canadians in our schools and communities. First established in Ontario in 2013 and recognized nationally in 2019, Sikh Heritage Month invites us to learn more about Sikh histories, traditions, and values rooted in seva (SAY-vuh) (selfless service), equality, and justice. We honour the meaningful contributions and guidance of Sikh students, staff, families, and Elders within our district and beyond. May this month be a time of learning, appreciation, and celebration of the Sikh community that continues to enrich our schools and society.

(c) **Any materials not included in packages available to the public**

The Secretary Treasurer noted all materials had been made available to the public on the district website.

2. **Adoption of Agenda**

Trustee Wong noted the next Council Board meeting will be held on April 29, 2026 at 9:30 am.

045/2026 MOVED BY H. LARSON AND SECONDED D. YANG:

THAT the Wednesday, March 11, 2026 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 Superintendent responded to a question from Mr. Billings, a representative of the Richmond District Parents Association (RDPA) regarding the Feeding Futures program, noting that it supports vulnerable students, including through the provision of grocery cards during school breaks, and is administered at the school level. PACs were encouraged to connect with school principals regarding questions or concerns, and staff offered to provide further information if required.

The Superintendent and Assistant Superintendent Thompson responded to a question from the President, RDPA regarding the Grade 10 Physical and Health Education curriculum, noting that CPR and AED are part of the curriculum and that parents may contact school staff for information on its delivery.

5. Executive

The Superintendent wished students, families, and staff a restful and enjoyable spring break, and acknowledged the dedication of district staff and their contributions to student success.

6. Approval of Minutes of Prior Meetings

(a) A record of an in-camera meeting of the board held Wednesday, February 18, 2026 was included for information.

(b) Regular meeting of the board held Wednesday, February 18, 2026

046/2026 MOVED BY D. TABOLOTNEY AND SECONDED BY A. WONG:

THAT the Board of Education approve the Minutes of Wednesday, February 18, 2026 regular meeting as circulated.

CARRIED

- (c) A record of an in-camera special meeting of the board held Monday, February 23, 2026 was included for information.

7. Business Arising from Prior Minutes

(a) Feeding Futures and National School Food Program Update

The Director of Instruction, Student Services and Manager, Feeding Futures spoke to the report as included in the agenda package.

Trustees expressed support for the Feeding Futures program, highlighting its impact on student well-being and the importance of food security. Discussion ensued on program delivery, supports for students outside of school, and the need for continued advocacy to sustain funding.

The Manager, Feeding Futures left the meeting at 7:41 pm.

(b) Substance-Use Awareness and Prevention in Physical and Health Education K-12

Assistant Superintendent Thompson and the Director of Instruction, Student Services spoke to the report as included in the agenda package. Trustees thanked staff for their work and support for students. Discussion ensued regarding the K-12 substance use curriculum, highlighting its age-appropriate, skill-based approach, community partnerships, strong engagement, and lower-than-average student substance use.

The Director of Instruction, Student Services left the meeting at 8:18 pm.

(c) RECOMMENDATION – Proposed District Calendars 2026/27 and 2027/28

Assistant Superintendent Naser spoke to the report as included in the agenda package. She then responded to trustees' questions regarding the Richmond Virtual School calendar, noting that "other days in session" are non-instructional and that balanced calendars at certain schools are valued by some families and staff.

047/2026 MOVED BY D. SARGENT AND SECONDED BY D. YANG:

THAT the Board of Education approve the proposed school calendars for the 2026/27 and 2027/28 school years as presented.

CARRIED

8. New Business

Nil.

9. Questions from the Public

The Superintendent responded to a question regarding food programs in schools from a parent from Anderson Elementary school and noted that they can contact the school principal for more information.

A representative of the RDPA, Mr. Billings, inquired about substance use data, gift card programs, and district reporting, and raised questions on trends and funding comparisons.

10. Standing Committee Reports

(a) Audit Committee

Chairperson: Rod Belleza

Vice Chairperson: David Yang

The next meeting is scheduled for Tuesday, March 3, 2026.

(b) Education Committee

Chairperson: David Yang

Vice Chairperson: Heather Larson

The next meeting is scheduled for Wednesday, April 15, 2026, at 6:00 pm.

(c) Facilities and Building Committee

Chairperson: Ken Hamaguchi

Vice Chairperson: Debbie Tabolotney

(i) Minutes of the meeting held on February 4, 2026, were attached for information.

A meeting was held on Wednesday, March 4, 2026. The next meeting is scheduled for Wednesday, April 1, 2026, at 4:30 pm.

(d) Finance and Legal Committee

Chairperson: Alice Wong

Vice Chairperson: Donna Sargent

The next meeting is scheduled for Wednesday, April 15, 2026, at 10:00 am.

(e) Policy Committee

Chairperson: Debbie Tabolotney

Vice Chairperson: Heather Larson

The next meeting is scheduled for Monday, April 13, 2026, at 11:00 am.

11. Board Committee and Representative Reports

(a) Council/Board Liaison Committee

The next meeting will be held on April 29, 2026 at 9:30 am.

(b) **BCSTA**

BCSTA 2026 Spring Provincial Council meeting was held on February 20, 2026. BCSTA AGM 2026 will be held on April 9-11, 2026 – Trustees have been registered.

(c) **BCPSEA**

Trustee Tabolotney noted members voted in favour of ratifying the provincial collective agreement.

12. Correspondence

(a) For action:

Nil.

(b) For information:

Nil.

13. Adjournment

048/2026 MOVED BY H. LARSON AND SECONDED BY A. WONG:

THAT the regular meeting of Wednesday, March 11, 2026 of the Board of Education be adjourned at 8:37 pm.

CARRIED

K. HAMAGUCHI
Chairperson

C. WANG
Secretary Treasurer

Report to the Board of Education (Public)

Date: April 22, 2026

From: Christopher Usih, Superintendent of Schools
Cindy Wang, Secretary Treasurer

Subject: **2026/27 Annual Budget Update**

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

2026/27 Annual Budget Strategic Focuses

Under the *School Act*, boards of education are required to prepare and submit a balanced annual budget to the Minister of Education and Child Care by June 30 each year. The budget must adhere to *Accounting Practices Order*, *Financial Planning and Reporting Policy*, and *Public Sector Accounting Board (PSAB) Standards*.

The Richmond School District is committed to a transparent and inclusive budget process that incorporates input from education partners and aligns with the district's strategic priorities. The district considers input gathered from our education partner groups when making budget decisions. With a decline in student enrolment, staffing adjustments are necessary to align with enrolment changes. The 2026/27 operating budget strategies presented in this report align with the Board's core mandate and Strategic Plan:

1. Focus on the Learners – continue providing high quality public education for all learners by implementing the board's Strategic Plan 2026-2030.
2. Strengthening organizational effectiveness – promote long-term sustainability and demonstrate fiscal responsibility and accountability.

Budget Summary

The projected base operating budget for 2026/27 is approximately \$292 million, with an anticipated shortfall of \$4.2 million. The base budget is built on key assumptions related to revenues and expenditures that are known to the school district at the time of the budget development. Actual financial results may vary and will be updated during the budget process, including through the amended budget in the fall, when more updated information on student enrolment, associated funding and expenditure information becomes available. Financial statements will be prepared in accordance with ministry and board policies and public sector accounting standards.

Budget Strategies

1. Focus on the Learners – continue providing high-quality public education for all students

- Ensure staffing allocation and support in the classrooms, including:
 - Teacher allocation to support student learning and align with Collective Agreement requirements
 - Education Assistant allocation to support students with disabilities and diverse abilities and align with student enrolment projections
 - Allocation for custodial services

- Close student achievement gap for all learners in the graduation years
- Literacy and numeracy support for elementary and secondary teachers
- Support student mental health and well-being

2. Strengthening organizational effectiveness – promote long-term sustainability while ensuring fiscal accountability and aligned with student enrolment changes

- Review supplies and services budget for schools and non-school departments:
 - School supplies budget reduction (\$432K)
 - Remove inflation factors in the budget assumptions (\$187K)
- Review central department positions and system administration to align with enrolment changes, service requirements and fiscal constraint, including vacant positions and term contracts. Total proposed staffing adjustments represent 0.6 per cent of the district’s workforce, which is lower than the projected one per cent (1%) enrolment decline.
 - Superintendent Office – Administrative Assistant (1.0 FTE)
 - Facilities Services – Administrative Assistant (1.0 FTE)
 - Technology Services – Computer Service Technician (1.0 FTE) and Helpdesk Analyst (2.0 FTEs)
 - Communication Department – Communication Analyst (1.0 FTE)
 - International Education – Administrative Assistant (1.0 FTE) and Exempt Position (1.0 FTE)
 - Central Registration – Cultural Interpreter (0.5 FTE)
 - Continuing Education – RVS Coordinator (1.0 FTE)
 - District Administrator (1.0 FTE)
 - Education Services:
 - Teacher Consultants (3.0 FTEs)
 - Hearing Resource Teacher (1.0 FTE)
 - Educational Assistant OG (1.0 FTE)
 - Blended Learning per Board Decision (0.5 FTE)
 - School Psychologist (0.2 FTE)
- Refer to Attachment of this report for details relating to the above budget strategies and adjustments.

CONCLUSION

The Richmond School District continues to be a vibrant, diverse, and high-performing learning community, with student achievement among the strongest in the province. The district remains committed to aligning resources with student enrolment and evolving service needs, ensuring that high quality public education is sustained in each classroom through thoughtful and responsible financial stewardship.

The budget process is designed to be transparent, inclusive and responsive, providing meaningful opportunities for staff, education partners, and broader community to share input. The feedback plays an important role in informing district resource allocation. Following the consultation period, all input will be carefully reviewed and presented to the board for final consideration.

Respectfully submitted,

Christopher Usih, Superintendent of Schools

Cindy Wang MSc, CPA-CA Secretary Treasurer

Attachment: 2026/27 Annual Budget Strategies and Multi-year Fiscal Plan

2026/27 ANNUAL BUDGET STRATEGIES

INTRODUCTION

The Richmond School District is a thriving and inclusive learning community dedicated to fostering student success, well-being, and engagement. Situated on the traditional and unceded territories of the hən̓qəmin̓əŋ speaking peoples, the district serves a richly diverse and globally connected population.

The district includes 49 schools, 39 elementary and 10 secondary, supporting the educational journey of more than 22,000 students. A wide range of programs, services, and supports are offered to meet the needs of learners.

The annual budget is developed within a multi-year financial planning framework designed to:

- Sustain the board’s core mandate while adapting to financial pressures
- Enhance stability and predictability in resource planning
- Anticipate emerging challenges and opportunities

This document provides an overview of the operating context of the school district, key assumptions incorporated into Budget 2026/27, and strategic actions to focus on priorities while addressing the financial pressure as a result of the projected gap between operating revenues and expenses.

ORGANIZATIONAL SUMMARY

Vision

The Richmond School District is best place to learn and lead.

Mission

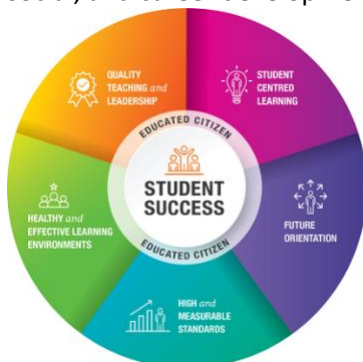
The Richmond School District’s mission is to cultivate a safe, accepting and engaging community that inspires a passion for lifelong learning.

Values

The Richmond School District’s values that will guide our work together to achieve our vision and mission are collaboration, creativity, curiosity, resilience, respect and equity, for all.

Strategic Plan Alignment

The district’s Multi-Year Fiscal Plan aligns with the Ministry’s core mandate, which is to foster an inclusive, high-quality education system that develops "educated citizens" through intellectual, human, social, and career development.



The fiscal plan also aligns with the district's 2026-2030 Strategic Plan, ensuring financial sustainability while supporting the board's priorities for kindergarten to Grade 12 education. The district's four strategic priorities are:

- Success for All Learners
- Diversity, Equity and Inclusion
- Organizational Effectiveness
- Community and Partnerships

Policy Alignment

The *School Act* and the *Ministry's K-12 Public School Financial Reporting Policy* require boards of education to adopt a balanced annual budget that reflects sound financial stewardship, supports long-term planning, and manages financial risks while maintaining stable services for students. A balanced budget ensures that total revenues, together with available operating surpluses, are sufficient to fund operating costs, local capital asset acquisitions, and any planned reductions of prior-year deficits.

Consistent with these requirements, *Board Policy 631 and 631-R* guide the management of accumulated operating surplus and capital reserves to protect the district's financial position against forecasting uncertainties and unexpected pressures. Maintaining unrestricted operating surplus and local capital reserves within a range of 2-4% of the annual operating budget provides necessary flexibility to respond to unforeseen situations while supporting ongoing financial sustainability.

2026/27 OPERATING BUDGET

Budget Projections

Approximately 94% of the district's operating revenue is provided by the Ministry of Education and Child Care through the provincial K-12 education funding framework, which is largely enrolment driven. The 2026/27 operating grant model remains consistent with the prior year.

For 2026/27, operating grant revenue is projected to be \$256 million, based on projected student enrolment. Actual funding will be adjusted following confirmation of actual enrolment in September 2026. The current funding formula does not incorporate provincial labour settlement costs, which are expected to be distributed separately to school districts through targeted special grants.

The lion's share of the operating budget, approximately 85%, is directed toward instructional programs, ensuring that resources are primarily focused on supporting student learning in classrooms. The remainder is allocated to facilities and technology operations and maintenance (11%), central administration (3%), and student transportation (1%).

From an expenditure perspective, staffing costs also represent the lion's share of total spending, accounting for approximately 92% of expenses, including salaries and employee benefits. The balance supports supplies, services and other operating requirements.

For the 2026/27 school year, the district is projecting an operating budget shortfall of \$4.2 million. This gap is driven primarily by a projected decline in student enrolment, combined with rising operating costs. Tuition revenue for Richmond International Education is expected to decrease due to lower enrolment projection, although partially offset by increased tuition rates. The budget also reflects ongoing unfunded cost pressures, including teacher salary step increments, rising employee benefit costs, and inflationary increases in supplies and services.

Budget Strategies

The 2026/27 annual budget strategies are centered around the board’s core mandate, student success, and the continued delivery of strong high-quality learning in our classrooms, while maintaining a stable and sustainable long-term fiscal environment for the district. These strategies are designed to prioritize investments in student learning, alongside a clear commitment to responsible financial stewardship and long-term financial health.

In response to the operating budget shortfall, the district will continue to assess and enhance organizational effectiveness, making thoughtful adjustments to programs and operations as needed, always with a focus on supporting student learning as the core priority.

1. Focus on core mandate – continue providing high quality public education for all learners

The district will focus its operations on the board’s core mandate by implementing the Strategic Plan 2026-2030, including:

- Success for All Learners
 - Continue focusing on literacy and numeracy in elementary and secondary schools
 - Continue the support for student mental and physical well-being
- Diversity, Equity and Inclusion
 - Close student achievement gaps
 - Projected increase in Education Assistant allocations to support students with disabilities and diverse abilities

Budget Strategy	Current Context	Impact Assessment
Teacher Allocation	Support student learning and align with collective agreement.	Continue providing staffing allocations based on collective agreement ratios, and the needs of the schools (estimated decrease of positions due to projected enrolment decline; actual may vary pending September 2026 actual enrolment).
Educational Assistant Allocation	Continue to support students with disabilities and diverse abilities.	Continue providing required services to student needs and align with the student enrolment projections (estimated increase of positions based on projected increase in Level Two student enrolment; actual may vary pending September 2026 actual enrolment).
Support Services	Continue to support safe, healthy and welcoming learning environment in schools.	Continue providing required custodial services to schools (estimated increase of custodial services (1.0 FTE) and administrative assistant (1.0 FTE) for new school opening).
Close Student Achievement Gap	Indigenous Learners are considered a priority population by the Ministry of Education and Child Care. In Richmond, graduation rates in 2023/24 were 95% for the total population and 76% for Indigenous students.	Continue with the FTE equivalent of 10 blocks of inclusive learning district staffing to secondary schools to support a block of Indigenous graduation coaching in each secondary school. This block of support in each school aims to support narrowing the graduation rate gap by providing targeted graduation coaching support directly in secondary schools for Indigenous learners.
Literacy and Numeracy Support for Teachers	Literacy and numeracy are foundational to full participation in school and life beyond the classroom.	Maintain teacher consultant positions for the upcoming school year to support district priorities in literacy and numeracy. Extend the literacy and numeracy consultant positions coming to the end of term.

		In 2026/27, all contracts will conclude and a department review will be undertaken.
Support Student Mental health and Well-being	Supporting students' mental health and well-being is foundational for learning and growth.	Continue allocations for school based and district based mental health support positions. Adjust the portfolio of one FTE of district-based consultant role to provide K-12 implementation support for the Physical and Health Education (PHE) Curriculum. The PHE curriculum includes learning objectives connected to mental health and well-being, substance abuse, decision-making, and sexual health education.

2. Strengthening organizational effectiveness – promote long-term sustainability while ensuring fiscal accountability and aligned with student enrolment changes

- Review supplies and services budget for schools and non-school departments:

Budget Strategy	Current Context	Impact Assessment
Reduce school supplies budget (\$432K; supplies and services, 5% elementary, 15% secondary)	- Schools collectively have unused unrestricted school funds from previous years at varying levels for individual schools - Schools have not had reductions in supplies budget over the 2025/26 budget cycle, whereas non-school department supplies and services budgets has been reduced by 20% during the same time period	- Encourage schools to expend the unrestricted school level funds - Ongoing communication with RASA and school administrators - Support will be provided to schools where any financial pressure or hardship situation arises
Budget assumption to remove CPI indexing for non-school department supplies and services budgets (\$187K)	- Non-school department supplies and services budget has been receiving increases based on Vancouver Consumer Price Index each year over the last three years	- No increases or indexing will be provided to supplies and services budgets - Support will be provided to non-school departments where financial pressure or unforeseen costs arise

- Review central department positions and system administration to align with enrolment changes, service requirements and fiscal constraint, including vacant positions and term contracts:

Budget Strategy	Current Context	Impact Assessment
Superintendent Office: administrative assistant (1.0 FTE reduction)	- Align with the student enrolment changes and fiscal constraint - Student registration relating to temporary residents is projected to continue decline, due to federal government immigration policy change	- Remaining administrative duties will be redistributed to existing staff to ensure continuity of support for assistant superintendent portfolio and central registration
International Education: administrative assistant (1.0 FTE reduction) and exempt staff (1.0 FTE reduction)	- Align with the student enrolment changes and fiscal constraint - International education enrolment is projected to have further decline, following the actual decline in 2025/26, due to changing global geo-political environment	- Transition support to ensure operational continuity and services required for international students

Central Registration: Cultural Interpreter, French and Arabic (0.5 FTE reduction)	- Align with the student enrolment changes, service level required, and fiscal constraint	- Continue the support and interpretation services for Mandarin and Cantonese at schools and Welcome Centre - Support will be provided to schools, where emergent needs arise
Facilities Services: Administrative Assistant (1.0 FTE reduction)	- Currently vacant position	- Duties have been redistributed to ensure operational continuity - Maintain support and services to schools and departments
Technology Services: Computer Service Technician and Helpdesk Analyst (3.0 FTE reduction)	- Currently two vacant positions and one further review	- Duties to be redistributed to ensure operational continuity - Maintain support and services to schools and departments
Communication Department: Communication Analyst (1.0 FTE reduction)	- Align with the student enrolment changes and fiscal constraint	- Duties will be redistributed where possible to maintain operational continuity and ongoing support to schools and departments, with some functions no longer continuing and a reduction in overall service capacity and production output
District Administrator (1.0 FTE reduction)	- Term contract ending on June 30, 2026	- Duties will be redistributed to ensure continuity of DEI initiatives, supervision of Indigenous Success Team, and Student Voice
Educational Services: Teacher Consultant (3.0 FTE reduction)	- One position is currently vacant - Two positions will end contract term as of June 30, 2026	- Services will be redesigned through direct student service and support models, such as Integrated Child and Youth Program (ICY), Area Counsellors, and In-school Indigenous Grad Coach Model
Educational Services: School Psychologist (0.2 FTE reduction)	- Currently vacant position	- Will maintain support and services
Educational Services: Educational Assistant OG (1.0 FTE reduction)	- Current model support limited number of students in one specific area without continuity	- Services will be redesigned through providing direct support to students in schools
Educational Services: Hearing Resource Teacher (1.0 FTE reduction)	- Currently vacant position	- Duties redistributed among the team to ensure services and continuity
Continuing Education: RVS Coordinator (1.0 FTE reduction)	- Based on a review of the department's programming, priorities, and budget status	- Administrative duties will be assumed by department administrators - Currently two coordinators in place
Blended Learning: (0.5 teacher FTE reduction)	- Based on Board Decision	- Transition support is being provided to students currently in the program

- Summary:** The budget strategies represent a measured and responsible adjustment to align resources with a modest projected enrolment decline of approximately 1%. The staffing adjustments to support this alignment represent less than 1% of the district's total workforce. These changes are being contemplated thoughtfully and responsibly, consistent with collective agreement requirements, and are carefully designed to maintain supports for students while reflecting evolving enrolment patterns.

BUDGET ASSUMPTIONS AND DISCUSSIONS

General Assumptions

- Compliance with Ministry budget and financial reporting policies and requirements.
- Compliance with board policies on financial management and budgeting processes.
- Budget is built in consultation with education partners.
- Consistent education funding model from the Ministry of Education and Child Care.

Revenue Assumptions

- Ministry operating grant revenue reflects projected enrolment.
- Projected enrolment declines in both domestic and international student population, with slight increase in the number of students requiring level two additional support.
- International tuition revenue decreases due to enrolment decline partially offset by tuition rate increase.
- Facility rental revenue remain stable and rental rates cover direct costs.
- Budget assumptions do not include information related to revenues associated with unionized support staff salary increases, with exempt potential salary adjustment unfunded cost pressure. Financial impacts will be incorporated when information is provided by the Ministry.

Expense Assumptions – Staffing Costs

- Teacher salary increases due to step increments – unfunded cost pressure.
- Benefit increases due to rate increases and projected salary increases.
- New city centre school staffing cost increase: administrator, administrative assistant, and custodial services.
- Teaching positions align with collective agreement requirements.
- Educational Assistant position increase to align with students needs.
- Budget assumptions do not include information related to potential unionized support staff salary increases, with exempt potential salary adjustment unfunded cost pressure. Expenditure impacts will be incorporated when information is provided by the Ministry.

Expense Assumptions – Supplies and Service Costs

- General inflationary cost increases.
- Utilities rate increases (electricity, natural gas, water/sewage) .
- Cost increase in services and contracts (e.g. insurance, software and licensing fees, cost of services).
- Regular local capital transfer to cover the cost of asset replacement and update. Estimate of \$3.0M capital transfer for school- and district-funded capital purchases to maintain learning and operational equipment and spaces.

Financial Reserve Projections

- The district anticipates closing the 2025/26 school year with an estimated fund balance of approximately \$5.7 million, which includes emergency reserves, unrestricted capital and operating reserves.
- This level aligns with the board policy target of maintaining unrestricted reserves at 2-4% of the total operating budget.

Operational & Financial Risks

- Potential decline in international student enrolment due to global geo-political uncertainty.

- Continued increase in unfunded cost pressures, including exempt staff compensation, teacher pay grid step increment costs, and employee benefit cost increases.
- Continued increase in supplies and services due to tariffs and general inflation.

SPECIAL PURPOSE FUND

- The special purpose fund consists of dedicated funding streams used to support programs with specific objectives defined by funding providers. For 2026/27, total special purpose fund is projected to be approximately \$69 million.
- Examples of key special purpose funds included in the 2026/27 annual budget are:
 - Classroom Enhancement Fund (CEF): provides critical funding source for the district to meet classroom staffing requirements as outlined in the restored language of the collective agreement. Total CEF is projected at approximately \$52 million for the 2026/27 school year.
 - Annual Facilities Grant (AFG): provides funding for Ministry approved minor capital projects and facilities maintenance projects.
 - Feeding Futures Fund: supports expenses specifically designated for the Feeding Futures Program.

CAPITAL FUND

- The capital fund supports capital expenditures in facilities, technology, vehicles and equipment, financed through a combination of capital grants, local capital reserves, operating fund and special purposes funds.
- The capital fund budget is projected to be approximately \$25 million in the 2026/27 school year.

CONCLUSION

Richmond School District is a vibrant and diverse learning community, recognized for consistently achieving high levels of student success. In an environment influenced by changing student population, broader policies and fiscal constraint, the district remains dedicated to supporting all students by directing resources where they have the greatest impact, the core mandate, while working collaboratively with all staff and education partners to ensure long-term financial sustainability.

Report to the Board of Education (Public)

Date: April 22, 2026

From: Cindy Wang, Secretary Treasurer
Kristopher Wilkins, Director, Facilities Services

Subject: **2026/27 Capital Plan Bylaw**

RECOMMENDATION

THAT the Board of Education adopt Capital Plan Bylaw No. 2026/27-CPSD38-01 by way of three readings.

BACKGROUND

On March 27, 2026, the Ministry of Infrastructure responded to the school district's 2026/27 Capital Plan Submission and provided direction for advancing supported capital projects. As per the Appendix A of the attached letter from the Deputy Minister, the following minor projects were approved for funding and can proceed to procurement:

- School Enhancement Program (SEP)
 - HVAC Upgrades – Boiler replacement (Matthew McNair Secondary) \$648,000
 - HVAC Upgrades – Dust collector replacement (R C Palmer Secondary) \$968,000
 - Interior Construction Upgrades – Elevator upgrade (J N Burnett Secondary) \$302,000
- Carbon Neutral Capital Program (CNCP)
 - Electrical Upgrades – LED lighting upgrade (James Gilmore Elementary) \$511,000
- Food Infrastructure Program (FIP)
 - Kitchen Equipment and Infrastructure Upgrades (New School at Odlin Crescent) \$15,100
 - Kitchen Equipment Upgrades (F A Tomsett, Hugh Boyd, R C Palmer) \$12,000
- Playground Equipment Program (PEP)
 - Universally Accessible Playground (W D Ferris Elementary) \$200,000
- Bus Replacement Program (BUS)
 - Replacement of Type C bus A1381 (#153) TBD

The Ministry also provided the Annual Program Funding Agreement (APFA) which outlines the ministry and board obligations associated with the approved minor capital projects for the 2026/27 fiscal year as listed above.

CONCLUSION

In accordance with Section 143 of the *School Act*, boards of education are required to adopt a capital bylaw for the approved 2026/27 Capital Plan. The capital bylaw identifies the board's acknowledgement

of the approved projects and its responsibility to meet capital project scope, schedule, and budget. The bylaw authorizes the Secretary Treasurer to execute the Annual Programs Funding Agreement supporting the above projects. The Capital Bylaw and Annual Program Funding Agreement must be signed, dated and submitted to the Ministry's Capital Management Branch as soon as possible in order for the Ministry to issue certificate of approvals as defined in the APFA.

Cindy Wang
Secretary Treasurer, MSc, CPA-CA

Kristopher Wilkins, BEng
Director, Facilities Services

Attachments:

- Capital Plan Bylaw No. 2026/27-CPSD38-01
- Capital Budget Outcomes and Next Steps Letter, dated March 27, 2026

CAPITAL BYLAW NO. 2026/27-CPSD38-01
CAPITAL PLAN 2026/27

WHEREAS in accordance with section 142 of the *School Act*, the Board of Education of School District No. 38 (*Richmond*) (hereinafter called the "Board") has submitted a capital plan to the Minister of Infrastructure (hereinafter called the "Minister") and the Minister has approved the capital plan,

NOW THEREFORE in accordance with section 143 of the *School Act*, the Board has prepared this Capital Bylaw and agrees to do the following:

- (a) Authorize the Secretary-Treasurer to execute a capital project funding agreement related to the capital projects contemplated by the capital plan;
- (b) Upon ministerial approval to proceed, commence the capital projects and proceed diligently and use its best efforts to complete each capital project substantially as directed by the Minister;
- (c) Observe and comply with any order, regulation, or policy of the Minister as may be applicable to the Board or the capital projects; and,
- (d) Maintain proper books of account, and other information and documents with respect to the affairs of the capital projects, as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

- 1. The Capital Bylaw of the Board for the 2026/27 Capital Plan as approved by the Minister, to include the supported capital projects specified in the letter addressed to the Secretary-Treasurer and Superintendent, dated *March 27, 2026*, is hereby adopted.
- 2. This Capital Bylaw may be cited as ***School District No. 38 (Richmond) Capital Bylaw No. 2026/27-CPSD38-01.***

READ A FIRST TIME THE 22nd DAY OF *APRIL 2026*;
READ A SECOND TIME THE 22nd DAY OF *APRIL 2026*;
READ A THIRD TIME, PASSED THE 22nd DAY OF *APRIL 2026*.

Board Chair

Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original *School District No. 38 (Richmond) Capital Bylaw No. 2026/27-CPSD38-01* adopted by the Board the 22nd day of *April 2026*.

Secretary-Treasurer



March 27, 2026
Our Ref. 27148

Christopher Usih
Superintendent
Richmond School District (SD38)

Email Address: cusih@sd38.bc.ca

Dear Christopher Usih:

Thank you for your organization's Capital Plan Submission, which was provided last year to the Ministry of Infrastructure.

This letter provides:

- 1) Direction for advancing supported capital projects in your submission (Appendix A).
- 2) Important information regarding your upcoming Capital Planning submission (Appendix B).

If you have questions about the information provided, please reach out to me or the contacts provided in the attached materials.

Sincerely,

A handwritten signature in black ink, appearing to read "Bobbi Plecas".

Bobbi Plecas
Deputy Minister

pc: Cindy Wang, Secretary-Treasurer, Richmond School District (SD38)

Education and Child Care Capital Branch

Ministry of Infrastructure

Office of the
Deputy Minister

Mailing Address:
PO Box 9192 Stn Prov Govt
Victoria BC V8W 9E6

Appendix A: Direction for advancing supported capital projects

Capital Bylaw No.: 2026/27-CPSD38-01

Projects in Business Case Development

New Projects

There are no new projects identified at this time to proceed to business case development.

Existing projects

The following table provides an update on projects approved in previous years that are still in business case development.

Project #	Project Name	Project Type	Direction or Update
171654	New City Centre East School (Odlin Crescent)	Renovation	Final concept plan is with Ministry for decision.

Minor Capital Projects

The table below reflects minor capital projects that are approved for funding and can proceed to procurement in the following program areas:

- School Enhancement Program (SEP)
- Food Infrastructure Program (FIP)
- Carbon Neutral Capital Program (CNCP)
- Building Envelope Program (BEP)
- Playground Equipment Program (PEP)
- Bus Acquisition Program (BUS)

Funding allocation for minor capital projects

Facility Name	Program Project Description	Amount funded by Ministry
Matthew Mcnair Secondary	SEP - HVAC Upgrades	\$648,000
R C Palmer Secondary	SEP - HVAC Upgrades	\$968,000
J N Burnett Secondary	SEP - Interior Construction Upgrades	\$302,000
James Gilmore Elementary	CNCP - Electrical Upgrades	\$511,000
Odlin Crescent	FIP - Kitchen Equipment and Infrastructure Upgrades	\$15,100

Facility Name	Program Project Description	Amount funded by Ministry
F A Tomsett Elementary, Hugh Boyd Secondary, R C Palmer Secondary	FIP - Kitchen Equipment Upgrades	\$12,000
W D Ferris Elementary	PEP - Universally Accessible Playground	\$200,000
A1381 (#153)	INTERNAL COMBUSTION ENGINE - Type C with 0 wheelchair space(s)	TBD

These projects are now to proceed to design, tender and construction and to be completed by March 31, 2027.

School bus purchase approvals will have funding amounts confirmed after school districts place their order(s) with bus vendors through the upcoming Bus Standing Offer process.

Note the Ministry will provide funding for Type A2 and Type C buses, however, will not provide funding towards new or replacement Type D buses. School districts that wish to purchase a Type D bus may do so, however will be required to pay the difference in cost between the Type D bus and the Type C funding provided by the Ministry.

Bus funding amounts will be as identified in the Bus Standing Offer for the base cost of the chosen Type A2 or Type C bus, plus up to \$20,000 per bus in options, plus cost of wheelchair spaces (if applicable), plus cost of seat belted seats (if applicable), plus GST and PST.

The Ministry will not provide additional funding or compensation for any costs or fees associated with the Bus Standing Offer.

Please refer to the attached 2026/27 School Bus Purchasing Letter for additional details.

An Annual Programs Funding Agreement (APFA) accompanies this Letter which outlines specific Ministry and Board-related obligations associated with the approved Minor Capital projects for the 2026/27 fiscal year. Please email a signed/dated copy of the Annual Programs Funding Agreement to the Ministry at CMB@gov.bc.ca.

In accordance with Section 143 of the *School Act*, Boards of Education are required to adopt a single Capital Bylaw. A Capital Bylaw identifies the Board's acknowledgement of the approved project and its responsibility to meet capital projects scope, schedule, and budget. The template for the Capital Bylaw can be found on the Ministry's website in the [Publications and Resources](#) section. Please use the Capital Bylaw Number provided at the top of Appendix A for the supported and/or approved 2026/27 Five-Year Capital Plan

projects as identified in this letter. The Capital Bylaw must be adopted by your Board and uploaded onto your School District's online MyCAPS portal in order for the Ministry to issue Certificates of Approval. A step-by-step guide of this process is attached for your reference.

Note on Public Announcements

Prior to any public announcements pertaining to any of the projects identified in this document, please have your communications staff contact the Ministry of Infrastructure's communications lead - Preet Grewal, Communications Director, Ministry of Infrastructure Government Communications and Public Engagement, at preet.grewal@gov.bc.ca.

Project Signage

Projects proceeding to construction require a BC Government '[StrongerBC](#)' construction [sign](#). Signs should be affixed once fencing is up. Please connect with your Ministry of Infrastructure contact when you are ready to begin design work on the construction sign for the project.

Terms on Management of Capital Projects

Existing terms and conditions for capital projects remain in effect. For more information and resources, please visit the [Capital Management Site](#).

Capital Procurement

Please ensure that all procurement is undertaken in accordance with the [Capital Asset Management Framework \(CAMF\)](#) for public sector bodies. Specifically, procurement must be fair, open, competitive, transparent, and must effectively manage budget and schedule risk. This includes conducting conflict of interest checks to identify any business or professional relationships between members of the capital project procurement team (and their advisors) and the proponents.

All priority investment projects require a procurement options analysis and may be audited to confirm that all procurement activities have been undertaken in accordance with CAMF.

School Site Acquisition Charge

As part of the Board's 2026/27 approved capital plan, the eligible school site requirement set out in the final resolution of the Board of Education in accordance with s. 574(5) of the *Local Government Act*, is accepted by the Ministry.

The local government may commence the collection of an applicable per dwelling unit charge from residential developers on behalf of a Board after the Board's adoption of a bylaw setting the School Site Acquisition Charges for the School District as s. 575(3) of the *Local Government Act* prescribes. The School Site Acquisition Charge may only come

into effect 60 days (including weekends and holidays) after that bylaw is adopted by a Board of Education.

Please contact CMB@gov.bc.ca with any questions regarding School Site Acquisition Charges.

Appendix B: Information for Annual Five-Year Capital Planning submissions

Updated Capital Plan Instructions for the Annual Five-Year Capital Plan submission process will be available on the Ministry's [Capital Management Site](#) in early April 2026.

School districts' capital plan submission deadlines are:

- **May 15, 2026**
 - 2026/27 Child Care Capital Program (SASG)
- **May 15, 2026**
 - 2026/27 Minor Capital Programs (AFG)
- **June 30, 2026**
 - 2027/28 Major Capital Programs (SMP, EXP, REP, RDP)
- **September 29, 2026**
 - 2027/28 Minor Capital Programs (SEP, CNCP, PEP, BUS, FIP, BEP)

For school district project planning purposes, the Annual Facility Grant (AFG) Allocation Table will be available on the Ministry's website in the [K-12 Capital Planning Resources](#) section in early April 2026.

The Ministry recommends school districts discuss draft versions of their intended capital projects requests with Child Care, Minor and Major [Capital Branch Staff](#) well in advance of the submission deadlines noted above.

The staggered deadlines are intended to provide the Ministry with input required to initiate planning for the current and next budget cycle, while enabling school districts additional time and flexibility to plan over the summer.

Report to the Board of Education (Public)

Date: April 22, 2026

From: Cindy Wang, Secretary Treasurer
Kristopher Wilkins, Director, Facilities Services
Joel Canlas, Manager, Transportation, Assets and Safety

Subject: Board Approved Bus Riders for 2026/27 School Year

RECOMMENDATION

THAT bus service for those students at schools served by the District's transportation system, for whom safety concerns for travel to and from school have been identified, continue for the 2026/27 school year;

AND FURTHER THAT the Superintendent and designate review transportation service in accordance with Policy 522 and 522-R.

POLICY CONSIDERATIONS

Board Policy 522 and Regulation 522-R provide guidelines for the transportation of students to and from school. The regulation outlines the following criteria used to determine eligibility for bus service:

1. Eligible Riders

School bus transportation will normally be provided free of charge to:

- (a) A primary (K-3) student residing more than 4.0 km from their catchment area school; or
- (b) A student in Grades 4 - 12 residing more than 4.8 km from their catchment area school.

These distances shall be measured by the nearest passable road from a public school in which there is a grade and placement for the student(s).

2. Inclusive Learning Riders

A student with a disability that prevents them from travelling to and from school safely by personal or public transportation may qualify for bus transportation or transportation assistance. The Superintendent or designate will determine when such arrangements are to be made under the advice of the student's physician and/or the district medical health officer. Whenever it is reasonable to do so, making the student independent of this special assistance will be an element of the Individual Education Plan.

3. Board Approved Riders

The Board may, by resolution, provide transportation or transportation assistance to students from a particular area under exceptional circumstances beyond the control of the students and their families that are not covered by this regulation.

4. Courtesy Riders

A courtesy rider is a student registered in the Richmond School District who is granted transportation to and from school despite being neither eligible as defined above nor subject to a Board resolution. Courtesy riders are approved, upon application, by the Superintendent or designate and must renew their application annually.

Courtesy rides may be terminated at any time. In this case, the Transportation Department will provide written notice as early as possible, and no less than two weeks before the ride is terminated.

Courtesy rider seats may be provided on buses travelling on established routes if those seats are not required for eligible or board approved riders. Established bus routes and schedules will not be altered to accommodate courtesy riders.

2025/2026 BACKGROUND

Of the **336 students** (378 in 2024/2025) who use the District’s bus service in **2025/26**, there are 258 students (276 in 2024/2025) who are eligible riders, 51 students (66 in 2024/2025) who are inclusive learning riders, 13 students (23 in 2024/2025) who are Board approved riders, and 14 students (13 in 2024/2025) who are courtesy riders. In general, bus ridership has slightly decreased across all routes, comparable to the overall student enrollment decrease in 2025/2026 and because of student graduations.

There were 19 sites the District provides bus service to in 2025/26 (22 sites in 2024/2025). The details for each site are listed below:

Site	Eligible Riders	Inclusive Learning Riders	Board Approved Riders	Courtesy Riders	Total
Blundell Learning Centre		10			10
Boyd		4		5	9
Brighthouse ¹			13		13
Burnett		3			3
Cambie	5	2		1	8
Cook		1			1
Diefenbaker		2			2
Errington Learning Centre		5			5
Garden City		1		1	2
Kidd	1	1			2
Kingswood	7				7

MacNeill + Aspen		10		1	11
McNair	223	3		4	230
McNeely	22			2	24
McRoberts		3			3
Palmer		2			2
Quilchena		1			1
Richmond		1			1
Steveston-London		2			2
Total Riders	258	51	13	14	336

¹ Currently 13 students receive bus service to Brighthouse from the Burkeville neighbourhood. These students live within the walk distance, however, due to the nature of the traffic volumes along the walk route to Brighthouse, it was deemed that a safety issue existed and that the students should receive bus service.

With the community growth in the Hamilton area, demand for bus services for secondary school students to the catchment school (McNair) is expected to continue to increase. We are expecting to be at or very near capacity in 2026/27 for the Hamilton area routes to McNair. Additional bus capacity and a review of bus routes in the Hamilton area was completed for the 2025/2026 school year and will continue into the next school year (based on ridership applications) to maximize the service.

CONCLUSION

It is recommended that continuation of bus service for students who meet the criteria outlined in Policy 522-R. An annual review will be undertaken by staff to determine whether the safety concerns have been addressed and Board approval should be sought annually for these students. For those students who are within the walk limits and for whom no safety concerns exist, service could be continued if space permits and if no route changes are required. The Manager Transportation, Assets and Safety, as the designate of the Superintendent, is authorized to approve the application of those courtesy riders that meet the conditions set out in Policy 522-R.

Cindy Wang
Secretary Treasurer

Kristopher Wilkins
Director, Facilities Services

Joel Canlas
Manager, Transportation, Assets and Safety

Report to the Board of Education (Public)

Date: April 22, 2026
From: Cindy Wang, Secretary Treasurer
Subject: **2026/27 School Site Acquisition Charge Bylaw**

RECOMMENDATION

THAT the Board of Education adopt the SSAC Bylaw No. 2026-1 to set the 2026/27 School Site Acquisition Charge by way of three readings.

BACKGROUND

The School Site Acquisition Charge (SSAC) is established through the authority of Sections 571 to 581 of the *Local Government Act* (LGA). The SSAC is a charge per dwelling unit to be paid by residential developers. The charge collected by local government is transferred to school districts to help them fund new school site acquisition as a result of the new residential development.

The LGA requires the Board of Education to adopt a bylaw to set the rates of SSAC charges applicable to the chargeable development for the school district in accordance with the formula prescribed by the LGA and the School Site Acquisition Charge Regulation.

The School Site Acquisition Charge Regulation (SSAC Regulation) prescribes maximum rates and formulas to determine the per unit SSAC rates to be paid by developers for new residential development. The intent of the SSAC is to raise revenue to cover up to 35 per cent of the school site acquisition costs required to accommodate the student growth from new residential development over a 10-year period as estimated in the Eligible School Site Proposal (ESSP).

ANALYSIS

The projected growth of new housing and impact on enrolment growth at schools has been included in the District Long Range Facilities Plan (LRFP), which provides a facilities expansion strategy to address the growth in the City Centre Area and Hamilton Area, including a combination of expansions to existing schools, and the acquisition of a new site in the City Centre Area.

SSAC rates are based on the total value of the land required to meet the eligible school sites proposal (ESSP). The Board of Education expects one (1) additional new school site in the City Centre Area to accommodate student growth resulting from new residential development in the area. According to Ministry of Education and Child Care site standards and consultation with the City of Richmond the eligible school sites expected to be purchased within 10 years will require a combined total of approximately 0.9 hectares and are estimated to cost a total of \$30 million.

CONSULTATION

According to the School Site Acquisition provisions of the LGA, the ESSP was prepared in consultation with local government and developer stakeholders and approved through resolution by the Board of Education. The ESSP resolution has been accepted by local government, including City of Richmond and Metro Vancouver, pursuant to the Act.

The District’s 10-year residential unit projections are based on information provided by the City of Richmond. District planning staff continually consult with development stakeholders to estimate potential timing of planned residential development and impact on the enrolment projections.

FINANCIAL IMPACT

The funds are collected by the City of Richmond on behalf of the school district and remitted quarterly. The funds can only be used for school site acquisitions and are intended to supplement capital funding provided by the Ministry for approved site acquisitions. The charges are based on the value of the land required and the density category for residential development applications received by the City and the charge is calculated on a per-dwelling unit basis pursuant to Provincial regulation.

The SSAC charges are currently set at the maximum allowable rate according to Provincial School Site Acquisition Regulations. SSAC Bylaw 2026-1 will result in no changes to current SSAC rates:

Residential Density	Current SSAC rate	2026/2027 SSAC rate
Low Density (< 21 units per hectare)	\$1,000	\$1,000
Medium Low Density (21 - 50 units per hectare)	\$900	\$900
Medium Density (51 - 125 units per hectare)	\$800	\$800
Medium High Density (126 - 200 units per hectare)	\$700	\$700
High Density (> 200 units per hectare)	\$600	\$600

CONCLUSION

It is recommended that the Board of Education adopt SSAC Bylaw 2026-1 to set the School Site Acquisition Charge for 2026/27.

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

Attachment:

- School Site Acquisition Charge (SSAC) Bylaw No. 2026-1

SCHOOL DISTRICT NO. 38 (RICHMOND)
7811 GRANVILLE AVENUE, RICHMOND, B.C. V6Y 3E3

SSAC BYLAW NO. 2026-1 TO SET THE 2026/27 SCHOOL SITE ACQUISITION CHARGE

WHEREAS, School District No. 38 (Richmond) (hereafter called the “Board”) is an eligible school district pursuant to Division 20 of the Local Government Act for which the Board has indicated an eligible school site requirements in its approved 2026/27 Five-Year Capital Plan;

AND WHEREAS, the Board submitted its eligible school site requirement pursuant in its capital plan to the Ministry of Infrastructure after the Board consulted with and received approval from each local government within the School District pursuant to the Local Government Act;

AND WHEREAS, the site acquisition component of the 2026/27 Five-Year Capital Plan for School District No. 38 (Richmond) was approved by the Minister of Infrastructure on the 27th day of March, 2026 with the Minister requiring that the School Site Acquisition Charge Capital Bylaw be adopted by the Board within 60 days;

NOW THEREFORE, the Board enacts as follows:

1. This bylaw may be cited as School District No. 38 (Richmond) Capital Bylaw to set the 2026/27 School Site Acquisition Charge.
2. “Eligible Development” means
 - (a) A subdivision of land in School District No. 38 (Richmond); or
 - (b) Any new construction, alteration, or extension in School District No. 38 that increases the number of self-contained units on a parcel.
3. Pursuant to Division 10.1 of the Local Government Act, the Board establishes the charges applicable to the prescribed categories of eligible development for the School District in accordance with the following formula:

$$SSAC = [(A \times B) / C] \times D$$

Where

SSAC = the school site acquisition charge applicable to each prescribed category of eligible development

A = \$30,000,000 (the approved value of land required to meet the Boards eligible school site requirements)

B = 35 percent [pursuant to Section 937.5(1)]

C = 15,700 (the number of approved eligible development units); and

D = a factor set by provincial regulation for each prescribed category of eligible development.

4. The school site acquisition charges applicable to the categories of eligible development as prescribed by BC Regulation 17/00 for the School District are set out in the table below:

Prescribed Category of Eligible Development (BC Reg 17/00)	D (Factor set by BC Reg 17/00)	School Site Acquisition Charge SSAC = [(A x B) / C] x D <i>(The SSAC rate is capped at maximum allowed pursuant to Provincial Regulations)</i>
Low Density (< 21 units/ha)	1.25	\$1,000 per unit
Medium Low Density (21-50 units/ha)	1.125	\$900 per unit
Medium Density (51-125 units/ha)	1.000	\$800 per unit
Medium High Density (126-200 units/ha)	0.875	\$700 per unit
High Density (> 200 units/ha)	0.750	\$600 per unit

5. The school site acquisition charge does not come into effect until 60 days after the adoption of the bylaw or as regulated by the Province.

READ A FIRST TIME THE 22nd DAY OF APRIL 2026

READ A SECOND TIME THE 22nd DAY OF APRIL 2026

READ A THIRD AND FINAL TIME THE 22nd DAY OF APRIL 2026

K. HAMAGUCHI, Board Chairperson

C. WANG, Secretary Treasurer

I HEREBY CERTIFY this to be a true and original School District No. 38 SSAC Bylaw No. 2026-1 adopted by the Board the 22nd DAY OF April, 2026.

C. WANG, Secretary Treasurer

Education Committee
Public Meeting Minutes

Wednesday, February 11, 2026 – 6:00 pm
Via Zoom

Present:

Chairperson	D. Yang
Trustee Member	R. Belleza
Alternate Member	A. Wong
Superintendent	C. Usih
Assistant Superintendent	M. Naser
Director of Instruction	B. Douglas
District Administrator	L. Chau
President, Richmond Teachers' Association	L. Baverstock
Vice President, Richmond Teachers' Association	S. Boljuncic
Representative, Richmond Association of School Administrators	L. Leung
Representative, Richmond Association of School Administrators	A. Pikkarainen
1 st Vice President, Canadian Union of Public Employees 716	N. Williams
President, Richmond District Parents' Association	C. Huang
Executive Assistant (Recording Secretary)	J. Coronel

Regrets:

Vice-Chairperson	H. Larson
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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.

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

1. Adopt Agenda

The agenda was adopted as circulated.

2. Approve Minutes

The minutes of the public meeting held Wednesday, January 14, 2026, were approved as circulated.

3. Staff Presentation

Literacy: Supporting Data Informed Instructional Practice

Assistant Superintendent Naser provided an overview of the presentation and introduced Director of Instruction Douglas and District Administrator Chau, who presented on the following:

- Literacy Initiatives from the Ministry of Education and Child Care
- Data Informed Instructional Practices
- Literacy Support Across the District

In response to a trustee's questions, Director of Instruction Douglas explained how the district ensures consistency in instructional practice, and how instructional data is aligned with the district's strategic goals. She also noted that ministry funding is allocated to support in-service training and professional development for teachers.

The President of Richmond District Parents Association inquired on how parents can access information about their child's literacy development. Director of Instruction Douglas advised that information about their child's literacy skills can be found on their FSA and GLA results, and for locally developed tools, she encouraged parents to speak with the teacher regarding their child's literacy assessment.

The President of Richmond Teachers' Association expressed her appreciation for the district's work on literacy and highlighted the importance of Curriculum and Assessment, as well as the role of teacher consultants in supporting the district's strategic plan.

4. Next Meeting Date – Wednesday April 15, 2026 at 6:00 pm

5. Adjournment

The meeting adjourned at 7:00 pm.

Respectfully Submitted,

*David Yang
Chairperson, Education Committee*

Facilities and Building Committee
Public Meeting Minutes

Wednesday, March 4, 2026 - 4:30 pm
Via Zoom

Present:

Chairperson	K. Hamaguchi
Vice Chairperson	D. Tabolotney*
Trustee Member	A. Wong
Trustee	H. Larson*
Secretary Treasurer	C. Wang
Director, Richmond Project Team	J. Ho
Director, Facilities Services	K. Wilkins
President, Richmond District Parents Association	C. Huang
Vice President, Richmond District Parents Association	A. Gong
President, Richmond Association of School Administrators	N. Widdess
Representative, Richmond Management and Professional Staff	J. Canlas
Executive Assistant (Recording Secretary)	T. Lee

*Present for a portion of the meeting

The meeting was called to order at 4:33 pm.

The Richmond Board of Education acknowledged and thanked the First Peoples of the hən̓q̓əmiñəḥḥ 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 February 4, 2026 meeting was approved as circulated.

3. Facilities Planning Update (standing item)

The Director, Richmond Project Team noted the report was included in the agenda package. He then responded to a question from the President, Richmond District Parents Association regarding the Secondary School Boundary Review process and timeline.

Trustee Tabolotney joined the meeting at 4:36 pm.

4. Capital Projects Update (standing item)

The Director, Richmond Project Team, spoke to the report as included in the agenda package.

The Chairperson commented on the recent opening of modular classrooms at Tomsett Elementary School and acknowledged the work of staff on the completed project.

5. Facilities Services Update (standing item)

Trustee Larson joined the meeting at 4:39 pm.

The Director, Facilities Services noted the report was included in the agenda package. He then responded to a trustee's question regarding electrical capacity in older elementary schools and noted that electrical upgrades are addressed through major capital projects where feasible.

6. Minutes for Information

(a) Child Care Development Advisory Committee Meeting

Minutes of Meetings held November 5 and December 3, 2025 were attached for information.

7. Next Meeting Date – April 1, 2026 at 4:30 pm

8. Adjournment

The meeting adjourned at 4:44 pm.

Respectfully Submitted,

*Ken Hamaguchi
Chairperson, Facilities and Building Committee*

Report to the Board of Education (Public)

Date: April 22, 2026
From: Alice Wong, Trustee, Chairperson of Finance and Legal Committee
Subject: Trustees' Expenses for the Three Months Ended March 31, 2026

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 March 31, 2026, in the amount of \$7,177.92.

BACKGROUND

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

During the three-month period ended March 31, 2026, the Trustees incurred a total of \$7,177.92 in expenses associated with their roles and responsibilities. These expenses were reimbursed to trustees to carry out their duties and responsibilities.

CONCLUSION

In compliance with the provisions of the *School Act*, Finance and Legal Committee recommends the Board's approval of Trustees' expenses for the three months ended March 31, 2026.

Respectfully submitted,

Alice Wong
Trustee, Chairperson of Finance and Legal Committee

Attachment: Trustees' Expenses for the Three Months Ended March 31, 2026

TRUSTEES EXPENSES

DATE	DESCRIPTION	R. BELLEZA	K. HAMAGUCHI	H. LARSON	D. SARGENT	D. TABLOTNEY	A. WONG	D. YANG	TOTAL
2026-01-14	Cell phone reimbursement - Jan 2026		50.00	50.00		50.00	11.20	50.00	211.20
2026-02-11	Cell phone reimbursement - Feb 2026		50.00	50.00		50.00	11.20	50.00	211.20
2026-03-11	Cell phone reimbursement - Mar 2026		50.00	50.00		50.00	11.20	50.00	211.20
									0.00
2026-01-28	Division on Autism and Developmental Disabilities Conference-Jan 14-17-airfare/accommodation/registration/transportation		2,437.61						2,437.61
2026-02-17	BCSTA Trustee Academy-Nov 27-29-accommodation	581.60	581.60	581.60	581.60	581.60	581.60	290.80	3,780.40
2026-02-17	BCSTA Trustee Academy-Nov 27-29-parking					56.00			56.00
2026-02-17	Richmond Secondary Christmas Luncheon-Dec 11						25.00	25.00	50.00
2026-02-17	Richmond Chamber of Commerce-Feb 10-Lunar New Year dinner						99.75		99.75
2026-03-25	RWRC International Women's Day Celebration-Mar 7							70.56	70.56
2026-03-25	Rotary Richmond Sunset Fundraiser-Mar 12							50.00	50.00
	TOTALS PAID: Jan 1 to March 31, 2026	581.60	3,169.21	731.60	581.60	787.60	739.95	586.36	7,177.92

Finance and Legal Committee

Public Meeting Minutes

Wednesday, February 11, 2026 – 10:00 am
Via Zoom

Present:

Chairperson	A. Wong
Vice Chairperson	D. Sargent
Trustee Member	K. Hamaguchi
Superintendent of Schools	C. Usih
Secretary Treasurer	C. Wang
Assistant Secretary Treasurer	M. Fu
Executive Director, Human Resources	T. Major
President, Richmond Teachers' Association	L. Baverstock
1 st Vice President, Richmond Teachers' Association	S. Wengłowski
President, Richmond District Parents Association	C. Huang
Vice President, Richmond District Parents Association	A. Gong
1 st Vice President, Canadian Union of Public Employees Local 716	N. Williams
President, Richmond Association of School Administrators	N. Widdess
Executive Assistant (Recording Secretary)	J. Coronel

The meeting was called to order at 10:01 am.

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

1. Adopt Agenda

The agenda was adopted as circulated.

2. Approve Minutes

The minutes of the public meeting held Wednesday, January 14, 2026, were approved as circulated.

3. Human Resources Update

The Executive Director, Human Resources (HR) spoke to her report as included in the agenda package. The President, Richmond Teachers' Association (RTA) acknowledged the recent tragedy in Tumbler Ridge and noted that the available supports are appreciated by employees.

4. 2025/26 Amended Annual Budget Bylaw

The Assistant Secretary Treasurer provided an overview of the 2025/26 Amended Annual Budget, including the Operating, Special Purpose, and Capital Funds, and outlined the strategies used to balance the budget.

Staff then responded to questions from the Committee regarding increases in Classroom Enhancement Fund staffing and remedy funding, ELL program funding and delivery, and support for international students.

5. Next Meeting Date – Wednesday, April 15, 2026 at 10:00 am

6. Adjournment

The meeting adjourned at 10:50 am.

Respectfully Submitted,

Alice Wong

Chairperson, Finance and Legal Committee

Report to the Board of Education (Public)

Date: April 22, 2026
From: Christopher Usih, Superintendent of Schools
Subject: **Policy 701.12-G: School Opening Ceremony**

INTRODUCTION:

The purpose of this report is to provide background information and draft rewrite of Administrative Guidelines that address an identified need to rewrite Policy 701.12-G. For ease of public understanding, staff recommend that the draft rewrite of the Administrative Guidelines be titled School Opening Ceremony.

BACKGROUND:

[701.12-G](#) provides procedural guidance for planning official school opening ceremonies. The Administrative Guidelines have not been comprehensively reviewed since its original adoption in 2005 and contain language, protocols, and practices that are no longer relevant and do not align with current board values.

Rewriting the Administrative Guidelines will modernize language to reflect board values and inclusive practices. The draft guidelines also emphasize the establishment of a School Opening Ceremony Committee, ensuring that official school opening ceremonies meaningfully highlight student participation and community partnership.

PROPOSED TIMELINE:

Dates	Meeting	Comments
January 12, 2026	Policy Committee (In-Camera)	Draft rewrite of Administrative Guidelines shared with the committee for information.
February 9, 2026	Policy Committee (Public)	Draft Administrative Guidelines shared with partner groups for information.
February 18, 2026	Board of Education (In-Camera)	Draft Administrative Guidelines shared with the board for information.
April 22, 2026	Board of Education	Final Administrative Guidelines shared with the board for information.

Respectfully Submitted,

*Christopher Usih
Superintendent of Schools*

Attachments:

- 1. Final version of Policy 701.12-G*
- 2. Current version of Policy 701.12-G*

FACILITIES

Policy 701.12-G

School Opening Ceremony

1. Introduction

The School Opening Ceremony Committee is essential in organizing and delivering a memorable event that embodies the district's vision, mission, and values. These comprehensive guidelines are designed to help the committee ensure the ceremony is inclusive, well-coordinated, and representative of the broader school community. The committee will hold consistent meetings to plan, monitor progress, address challenges, and maintain open communication.

2. Membership

- Principal (Chairperson)
- School Staff
- Communications Lead
- Parent Advisory Council (PAC) Representative
- Trustee School Liaison
- Assistant Superintendent
- Student Representative
- Other

3. Responsibilities

- Develop a comprehensive project plan with clear timelines for invitations, logistics, rehearsals, and final agenda confirmation.
- Coordinate all aspects of the event, including venue setup, decorations, refreshments, guests, and speakers.
- Assign roles and responsibilities to committee members to ensure all tasks are covered and executed efficiently.
- Hold regular planning meetings, provide timely progress updates, and promptly address any challenges or changes.
- Foster collaboration with school and district leaders, staff, families, and community partners to ensure the event's success and broad participation.
- Prepare contingency plans for potential disruptions (such as inclement weather or technical difficulties) and assign clear responsibilities for implementing these measures to ensure a seamless event experience.

4. Key Considerations

The following information is designed to assist with the planning of the official opening of schools:

- **Timing**

The date and time for the event should provide sufficient time for the Committee to plan and coordinate all aspects. It is not necessary that the school opening ceremony occur prior to students starting at the school but ideally should occur in a timely manner within 6-8 weeks after students begin attending the building.

- **Attendees and Suggested Speakers**

Invitations should be sent to the following six to eight weeks before the planned event date:

- a. Board of Education
- b. Elder (representing Indigenous rights holders)
- c. Minister of Education and Child Care
- d. Members of Parliament (MP)
- e. Members of Legislative Assembly (MLA)
- f. Mayor and City Council

- **Dedication Plaque**

A dedication plaque will need to be ordered through Facilities Services at least five to six weeks before the opening event. See Board policy [701.11-R Naming of Board-Owned Facilities or Parts of Board-Owned Facilities](#) for inscription guidelines.

- **Media**

Event invitations should be sent to local media outlets and distributed using the appropriate district communication channels to ensure broad coverage and community awareness.

- **Agenda**

The agenda for the event should clearly outline the sequence of activities, including speeches and presentations. It is recommended to feature a variety of entertainment and promotional segments such as choir and band performances, drama and dance routines, as well as slide or video presentations. Student-led tours of the new school facility prior to the official start of the ceremony offer an excellent opportunity to showcase the school to guests. When planning the order of speakers, be sure to follow proper protocol by having the most senior dignitary speak last. The ceremony should open with a land acknowledgment and a welcome to all attendees.

- **Decorations**

When planning decorations, strive to showcase the diversity within the school and ensure they reflect the board's mission and values. Selecting a cohesive theme for the event can help guide decoration choices and create a unified approach. Incorporating student work throughout the venue adds a personal and meaningful touch—consider ways to represent every student in the decor to foster a sense of inclusivity and pride during the opening ceremony.

FACILITIES

Policy 701.12-G (previously Policy 901.12-G)

Official School Openings

The following information is designed to assist with the planning of the official opening of schools. Samples of invitations, correspondence etc. from schools which have officially opened in the past few years are available at the office of the Secretary-Treasurer. Please call to view this information, or if any assistance is required.

1. Speakers

There are seven elected School Trustees in Richmond, including the Chairperson of the Board; three Members of the Legislative Assembly; one Member of Parliament; plus a Mayor and eight City Councillors within the Richmond School District. Invitations should be sent a minimum of six to eight weeks before the planned event date under the official signature of the Board Chairperson, with a follow-up phone call to confirm closer to the date. The following should be invited to speak at the official opening:

- Minister of Education (also officially opens)
- Chairperson of the Board of Education (Richmond)
- Superintendent of Schools (Master of Ceremonies)
- Member of Parliament
- Member of Legislative Assembly (for the area)
- Mayor
- School Namesake or Relative (where appropriate)
- Dedicatory Official
- Architect
- Contractor
- Principal

The Minister of Education or designate is to be invited to officially open the school. Please see Appendix "B" Invited Speakers and Guests, for a complete listing of invitees to the ceremony. In addition, others of special involvement in the building of the new school can be invited. All official invitations are to be under the signature of the Chairperson of the Board.

Where a joint facility is being opened, the school opening should be arranged in consultation and in conjunction with the other partners. (e.g. school/community center)

2. Organization

A planning committee including representatives from staff, students and the Parent Advisory Council should be formed as soon as possible after the selection of the opening date.

3. Dedication Plaque and Ceremonial Key

A dedication plaque will need to be ordered through the Manager of Facilities at least five to six weeks before the opening event.

See Board policy 701.11-R Acceptance & Naming of New Facilities for inscription guidelines. The Master of Ceremonies calls upon individuals to participate in the unveiling of the plaque. An engraved ceremonial key is ordered from a local trophy manufacturer.

Please contact the Secretary-Treasurer's office to facilitate. The key is passed from the contractor to the architect to the principal to symbolize the process of completing the facility. Each is asked to say a few words - the contractor to the architect indicating he has completed the plans provided by the architect; the architect to the principal indicating the project is complete according to the design of the school district; the principal accepts the key on behalf of the school district in recognition of receiving ownership of the building.

4. Press Coverage

Invitations to the event will be sent to the local media to be included in "upcoming events" announcements under the Chairperson's signature. Although reporters/photographers seldom attend such events, a special theme or "twist" sometimes attracts media attention.

Press releases and pictures may be sent to the local papers and local cable television before and/or after the event by the school so that coverage may be achieved without attendance by the media.

5. Community Participation

Secondary schools may wish to invite elementary feeder schools and include them, perhaps, in their entertainment program. Consideration should also be given to local community centers and businesses. Elementary schools may wish to consider inviting local pre-schools/daycares.

6. Invitations and Programs

A variety of invitations and programs are available for viewing at the office of the Secretary-Treasurer. Examples range from formal letters to computer-designed or student-made cards. Event programs may also be made in a variety of styles often including student artwork. A school may want to have students draw a picture on each one to personalize the paper.

7. Agenda

The agenda for the event will be dominated by the speeches but this is also an opportunity to show off student achievement. Choirs, bands, drama, dance and slide or video presentations are all effective entertainment and promotion. Student-led tours of the facility prior to the commencement of the ceremony provide an opportunity to exhibit the new school.

8. Decorations

A theme for the entire event often helps determine appropriate decorations, although student work is always a popular sight. It is a nice touch when every student is represented in the decorations for the opening.

9. Refreshments

A cake and coffee/tea/juice provided after the ceremony is usually sufficient. A special treat and/or certificate for the students, provided in their classrooms, can also be added to the evening's events.

10. Photos/Video

A person may be assigned by the school to be the "official photographer" for the opening. However, it is a good idea to have several people contribute to the taking of pictures.

11. Budget

Don't be shy to stretch the budget with contributions from the business community. A local nursery may loan greenery for the decorations; the local bakery may provide a cake for the reception. As well, the dedicatory family, the architect and the contractor may be interested in contributing to the event. Please contact the Secretary-Treasurer's office regarding budget.

12. School Dedication

The following dedication is to be used at official school openings: -

Dear God, you who are the beginning and the end of all we are and all we see, we thank you for the opportunity to continually learn with and from each other. We pray for all who will be part of this school that they will be inspired by the knowledge available to them. We pray that the Principal and staff of this school will provide excellent and sensitive leadership, and be creative in their methods of teaching our children and youth. May they be good role models for the students to follow.

May this be a safe and secure place for our students to learn. We are thankful for those who work hard to continually provide good facilities and a good education for all in our community. We pray for protection for all the staff and students in the many activities and field trips in which they will be involved. May all those who pass through this school be better prepared and able to be a positive member of our community, as well as in society, wherever they will be.

The school is invited to suggest a ministerial representative from any religious denomination within the Richmond community.

The following Action Check List may be helpful as a guideline for preparations for the opening. The list is a suggestion only - some action items may not apply to a school or situation.

Enjoy the event!

Appendix "A"

Action Check List - School Openings

3 Months Prior

- Form Planning Committee
- Contact Secretary-Treasurer's office
- Determine budget
- Determine theme
- Determine location for ceremony and guest assembly

10 Weeks Prior

- Confirm guest list
- Begin planning program
- Begin planning decorations
- Begin planning of refreshments
- Arrange for chairs
- Arrange for podium and staging
- Arrange for plaque stand
- Cancel rentals
- Make initial contacts re: donations

8 Weeks Prior

- Send invitations to speakers and guests from Chairperson
- Order plaque through Manager of Facilities
- Order ceremonial key through Secretary-Treasurer's office

6 Weeks Prior

- Arrange and check sound system
- Designate hosts for parking, welcome, ushering and tours
- Create decorations
- Send invitations to community centers/feeder schools, etc.
- Letter of invitation for inclusion in school newsletters

4 Weeks Prior

- Arrange for volunteers for reception
- Order flowers and corsages (for namesake/relative)
- Order dishes and silverware

2 Weeks Prior

- Confirm plaque, and key
- Write Principal's Welcome
- Arrange for official photographer
- Plan parking strategy if required
- Confirm agenda/program with Board Chairperson

1 Week Prior

- Print programs
- Determine guest list from RSVP's

- Obtain platform seating arrangements from Secretary-Treasurer's office
- Check sound system
- Decorate gym
- Have podium, stage risers and plaque stand delivered from Maintenance Dept.
- Create name tags for invited guests
- Confirm refreshments
- Confirm dishes and silverware

2 Days Prior

- Hold dress rehearsal
- Evaluate and make necessary revisions to schedule
- Put up signs directing guests to the main entrance of the school
- Have students ensure that classrooms and hallways are clean and tidy

Day Before

- Set up gymnasium
- Check decorations
- Set up plaque and stand
- Pick up/have delivered dishes, napkins, silverware

Day of the Event

- Check sound system
- Pick up flowers and corsages
- Assemble refreshments
- Set out name tags

- Assemble event hosts
- Assemble and brief platform party

After the Event

- Thank you letters to speakers and platform guests from the Chairperson
- Write thank you letters to volunteers and contributors
- Send write-up and pictures to local press (optional)
- Write follow-up article for inclusion in school newsletter

Appendix "B"

Invited Speakers and Guests - School Openings

1. Podium Seating

1. Minister of Education
2. Chairperson of the Board of Education (Richmond)
3. Mayor
4. Member of Parliament
5. Member of Legislative Assembly
6. Namesake/family member
7. School Trustees
8. City Councillors
9. Other elected officials
10. Dedicatory Official
11. Superintendent of Schools and Senior Staff
12. Principal
13. Contractor
14. Architect
15. Manager of Facilities
16. Project Manager

Reserved Seating/Podium (as applicable)

17. Student Council President or student representative
18. Parent Advisory Council Chairperson
19. RTA President
20. CUPE President
21. RASA President
22. RDPA President
23. Other invited guests

In some cases, space is limited on the stage. The above list may be limited/restricted to speakers and Trustees. In the case of a joint opening, the guest list would be expanded in consultation with the other party.

Seating according to protocol will be arranged by the Secretary-Treasurer's office once the attendees have responded.

Policy Committee
Public Meeting Minutes

Monday, February 9, 2026 – 11:00 am
Via Zoom

Present:

Chairperson	D. Tabolotney
Vice Chairperson	H. Larson
Trustee Member	D. Yang
Trustee	A. Wong
Superintendent	C. Usih
President, Richmond Teachers' Association	L. Baverstock
1 st Vice President, Richmond Teachers' Association	S. Wenglowski
Vice President, Richmond Teachers' Association	F. Marsic
Vice President, Richmond Teachers' Association	S. Boljuncic
President, Richmond Association of School Administrators	N. Widdess
Chair, Richmond Management and Administrative Professionals	K. Gibson
Member at Large, Richmond District Parents Association	K. Ching
Executive Assistant (Recording Secretary)	J. Coronel

The Chairperson called the meeting to order at 11:00 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.

1. Adopt Agenda

The agenda was adopted as circulated.

2. Approve Minutes

Minutes of the meeting held November 10, 2025 were approved as circulated.

3. Proposed Policy on Renaming District Facilities (schools)

The Superintendent spoke to his report as included in the agenda package and responded to suggestions from the President of the Richmond Teachers' Association to add a column to the research summary attached to the report reflecting the district's proposed language in the renaming policy, and to include in the proposed policy a requirement that a renaming proposal should specify how it aligns with the definition of an exceptional circumstance.

In response to trustees' comments and suggestions, the Superintendent explained that the determination of whether a proposal to rename a school falls within an exceptional circumstance under the proposed policy is subject to the final decision of the board, and that the board will be

informed whether or not a proposal qualifies as an exceptional circumstance. He also noted a trustee's suggestion to name the proposed policy as *Naming and Renaming of Schools and District Facilities* for clarity.

The President of Richmond Teachers' Association further noted that Indigenous rights holders should be invited to participate as members of the Renaming Committee.

Following discussion, the committee agreed to forward the following **RECOMMENDATION** to the board:

THAT the Policy Committee recommend to the Board of Education that revised Policy 701.11-R: Naming and Renaming of Schools and District Facilities be referred to Partner Group Review Process for the period of February 19, 2026, to April 10, 2026.

4. Policy 701.12-G: School Opening Ceremony

The Superintendent shared a draft rewrite of the Administrative Guidelines on School Opening Ceremony. The President of Richmond Teachers' Association emphasized that Indigenous rights holders should be consulted in the event planning and invited to participate as speaker.

Trustees expressed appreciation for the timely revision of Policy 701.12-G which had not been updated since its approval in 2005.

5. Status of Current and Anticipated Items

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

6. Next Meeting Date – Monday, April 13, 2026 at 11:00 am.

7. Adjournment

The meeting adjourned at 11:14 am.

Respectfully Submitted,

*Debbie Tabolotney
Chairperson, Policy Committee*

Sea Island Elementary Office
8-1891 Wellington Crescent
Richmond, BC V7B1G6
Tel. 604-273-1651 cupe716.ca

April 2nd, 2026

Cindy Wang
Secretary-Treasurer &
Ken Hamaguchi
School Trustee
School District No. 38 (Richmond)
7811 Granville Avenue
Richmond, BC. V6Y 3E3

Dear Cindy and Ken:

Re: April 28th, 2026 Day of Mourning

Tuesday, April 28th, 2026 is the National Day of Mourning in Canada. This is a day dedicated to remembering those who have lost their lives, suffered injury or illness on the job, or experienced a work-related tragedy.

As President of CUPE Local 716, I am requesting that the Richmond School Board recognize this day by encouraging our schools and work sites in honouring workers with a moment of silence at 11:00am on Tuesday, April 28th, 2026. We are also requesting that flags be lowered to half-mast at all worksites on this day.

As always, we thank the District and Board for their consideration and attention to this memorable day.

In Solidarity,



President,
CUPE Local 716