

## Board of Education Public Meeting Minutes

**Wednesday, April 22, 2026 – 7:00 pm**  
**1<sup>st</sup> Floor Boardroom and via Zoom**

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**Present:**

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

The Chairperson called the meeting to order at 6:58 pm.

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

### **1. Recognition of Visitors, Announcements, Trustees' Updates**

#### **(a) Recognition of Visitors**

Nil.

#### **(b) Announcements**

**Trustee Wong:** Tonight we will be providing partner group representatives and members of the public an opportunity to speak directly to Trustees on their budget priorities. We will be using a portion of tonight's Board meeting for a Budget Committee of the Whole. During the Committee of the Whole, we will receive presentations and briefs on the budget or if you have comments or questions, you can email them to [boardmeetings@sd38.bc.ca](mailto:boardmeetings@sd38.bc.ca)

I would also encourage you to visit our Budget Process webpage to access information on our budget as well as submit your budget feedback.

**Trustee Larson:** April 28 is the National Day of Mourning, a day to remember and honour those who have lost their lives or have been injured due to workplace accidents. As a mark of respect, flags are flown at half-mast, and ceremonies are held across the country and around the world.

This day also serves as a reminder for us to renew our commitment to creating safer workplaces for all employees. Let's continue to work together to ensure that every worker returns home safely at the end of their workday.

**Trustee Yang:** Mental Health Week in Canada takes place from May 4 to 10, 2026. This year's theme, "Come Together, Canada," focuses on the importance of social connection in supporting mental health. Led by the Canadian Mental Health Association, the week also aims to reduce stigma and encourage open conversations.

In Richmond, schools support mental health by helping students and staff understand how to take care of their well-being, recognize when something may be wrong, and know where to go for support. Mental Health Week is one way this work is highlighted and supported for students and staff.

**Trustee Sargent:** May is an opportunity to recognize both Asian and Jewish heritage months. Our schools acknowledge the contributions and cultures of these communities through learning activities that help students better understand different histories and perspectives. This work helps build respect and awareness across the school community, while creating environments where all students feel a sense of belonging and connection.

**(i) New City Centre School Name**

The Chairperson announced that the new elementary school located at 8671 Odlin Crescent will be named City Centre Elementary School. He noted that the name reflects the school's location within Richmond's City Centre and was selected through a formal naming process involving a School Naming Committee and a public consultation period held from September to December 2025.

He thanked students, families, staff, and community members for their participation and input, and expressed appreciation for their contributions to the process.

He then invited Trustee Tabolotney, Chairperson of the School Naming Committee, along with other Committee members, to comment on the naming process and thanked the Committee for its work.

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

The Secretary Treasurer noted that all materials had been made available to the public on the District website, with the exception of two budget briefs received after the submission deadline, and advised that they would be posted following the Board meeting.

## **2. Adoption of Agenda**

**052/2026 MOVED BY H. LARSON AND SECONDED D. YANG:**

**THAT** the Wednesday, April 22, 2026 regular agenda of the Board of Education be adopted as circulated.

**CARRIED**

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

### **(a) Presentations**

Welcome to Kindergarten Resource

The Assistant Superintendent Naser introduced staff and student collaborators involved in the “Welcome to Kindergarten” project. The presentation included two Grade 12 students from Steveston-London Secondary, who contributed as cover and Heron artists, along with district staff including the Early Learning & Outdoor Learning Teacher Consultant, a school principal, and District Administration staff in Early Learning and the Arts.

Trustees thanked the presenters for their work. The staff and student artists responded to trustees’ questions regarding the artwork creation process.

### **(b) Briefs**

Nil.

### **(c) Special Recognition**

Nil.

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

The Secretary Treasurer responded to a question from Mr. Billings, a representative of the Richmond District Parents Association (RDPA), regarding the capital projects approved by the Ministry of Infrastructure.

## **5. Executive**

The Superintendent highlighted that the District continues to be a high-performing public education system, and outlined the 2026/27 budget context, including financial pressures and declining enrollment.

He noted that staffing adjustments are required to balance the budget in accordance with provincial requirements and District budget processes, with recommendations to be considered by the Board in May.

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

- (a) A record of an in-camera meeting of the board held Wednesday, March 11, 2026 was included for information.
- (b) Regular meeting of the board held Wednesday, March 11, 2026

**053/2026 MOVED BY D. SARGENT AND SECONDED BY R. BELLEZA:**

**THAT** the Board of Education approve the Minutes of Wednesday, March 11, 2026 regular meeting as circulated.

**CARRIED**

**7. Business Arising from Prior Minutes**

- (a) **2026/27 Annual Budget Update**

**054/2026 MOVED BY A. WONG AND SECONDED BY D. YANG:**

**THAT** the Board of Education 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.

**CARRIED**

*The Superintendent assumed the role of Chair and asked the Secretary Treasurer to speak to her Budget Report as attached to the agenda package.*

The Secretary Treasurer presented her report, highlighting the 2026/27 Budget process and noting that the budget strategies are included in the agenda package.

*The Superintendent then called on Partner Group Representatives to present their budget briefs to the Board:*

1. Liz Baverstock, President, Richmond Teachers' Association (RTA)

Ms. Baverstock highlighted budget challenges facing the District, including declining enrollment and ongoing underfunding. She emphasized concerns with proposed cuts to education services, particularly reductions to specialized roles supporting vulnerable and priority students.

She emphasized the mismatch between decreasing enrollment and increasing student needs, and the potential impacts on student learning, inclusion, and staff workload and well-being. She noted concerns regarding program changes and school-based budget pressures, and expressed concern regarding the proposed cuts.

She then responded to questions from trustees regarding the role of the mental health consultant and changes to the ELL delivery model, and their impact on service delivery and student support.

2. Stacey Robinson, President, Canadian Union of Public Employees (CUPE) Local 716

Ms. Robinson presented on the proposed elimination of the Help Desk Analyst position. She emphasized the importance of IT support services in maintaining district operations and supporting students, staff, and families, and expressed concern regarding the potential impact of the proposed cut. She was joined by Tech Services staff representatives, Ms. Faridkot and Ms. Devitt, who provided further details regarding the Help Desk Analyst role and its functions.

They then responded to questions from trustees regarding the role and functions of the Help Desk Analyst.

3. Mr. Billings, RDPA Representative

Mr. Billings commented on the District's fundraising policy and suggested the District consider a more coordinated or updated approach to fundraising, referencing practices in other districts, while acknowledging constraints related to core funding responsibilities.

4. Mr. Chow, Tech Services Staff Member

Mr. Chow provided information regarding the role of the Help Desk Analyst and broader IT support functions. He emphasized the importance of the help desk as a front-line service for resolving technology issues and supporting timely service delivery across the District. He noted concerns that the proposed reduction in staffing could negatively impact response times and service capacity.

*The Superintendent turned the Chair over to Trustee Hamaguchi. Trustee Hamaguchi assumed the Chair.*

Trustee Yang commented on the budget process, noting concerns regarding the budget, requested further information on operational reserves, and committed to continued engagement in the process.

**055/2026    MOVED BY R. BELLEZA AND SECONDED BY D. SARGENT:**

**THAT** the Board of Education rise and report from the committee of the whole discussion on the 2026/27 annual budget.

**CARRIED**

Trustees thanked everyone for attending and participating in tonight's discussions. The Secretary Treasurer responded to a trustee's question regarding the budget process, outlining the District's engagement with education partner groups through the Budget Advisory Working Group. She noted that it includes review of budget assumptions,

enrollment, and financial projections, and emphasized that it is comprehensive and inclusive.

**056/2026 MOVED BY D. SARGENT AND SECONDED BY H. LARSON:**

**THAT** the Board of Education refer all partner groups' input and feedback to the budget process.

**CARRIED**

(b) **2026/27 Capital Bylaw – Three Readings**

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

**There was unanimous consensus that three readings of the 2026/27 Capital Bylaw take place.**

The Chairperson then read the first reading of the 2026/27 Capital Bylaw in full:

**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.***

**057/2026 FIRST READING MOVED BY A. WONG AND SECONDED BY H. LARSON:**

**CARRIED**

The Chairperson then read the second reading of the bylaw in summary:

THAT the Board of Education (Richmond) approve CAPITAL BYLAW No. 2026/27-CPSD38-01. Through the Bylaw, the Board agrees to authorize the Secretary Treasurer to execute the Annual Program Funding Agreement, and to proceed the approved projects diligently according to all applicable laws, regulations and Ministry policies.

A trustee expressed concern regarding the change from an electric bus to a conventional replacement and broader sustainability implications, and the Secretary Treasurer noted that it is a Ministry-approved Type C replacement currently being procured, with cost to be determined.

**058/2026 SECOND READING MOVED BY D. SARGENT AND SECONDED BY D. YANG:**

**CARRIED**

The Chairperson then read the third reading of the bylaw in summary:

THAT the Board of Education (Richmond) approve CAPITAL BYLAW No. 2026/27-CPSD38-01. Through the Bylaw, the Board agrees to authorize the Secretary Treasurer to execute the Annual Program Funding Agreement, and to proceed the approved projects diligently according to all applicable laws, regulations and Ministry policies.

**059/2026 THIRD AND FINAL READING MOVED BY R. BELLEZA AND SECONDED BY D. TABOLOTNEY:**

**CARRIED**

The 2026/27 Capital Bylaw having been read a first, second and third time, is passed and adopted this 22<sup>nd</sup> day of April 2026.

(c) **RECOMMENDATION – Board Approved Bus Riders for 2026/27 School Year**

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

**060/2026 MOVED BY D. YANG AND SECONDED BY A. WONG:**

**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.

**CARRIED**

**8. New Business**

(a) **2026/27 School Site Acquisition Charge Bylaw**

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

**There was unanimous consensus that three readings of the 2026/27 School Site Acquisition Charge (SSAC) Bylaw take place.**

The Chairperson then read the first reading of the 2026/27 SSAC Bylaw in full:

**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 27<sup>th</sup> 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:

<b>Prescribed Category of Eligible Development (BC Reg 17/00)</b>	<b>D (Factor set by BC Reg 17/00)</b>	<b>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></b>
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.

**061/2026 FIRST READING MOVED BY A. WONG AND SECONDED BY H. LARSON:**

**CARRIED**

The Chairperson then read the second reading of the bylaw in summary:

The SSAC Bylaw No. 2026-1 to set the School Site Acquisition Charge for 2026/27 are adopted to approve the annual Eligible School Site Proposal in accordance with the Local Government Act.

Discussion then ensued regarding the Site Acquisition Charge (SAC) process, including its annual rate-setting and legislative framework. Trustees sought clarification on the current rate and timing of review, and the Secretary Treasurer confirmed the annual process and agreed to bring forward further information in a future report.

**062/2026 SECOND READING MOVED BY D. YANG AND SECONDED BY D. SARGENT:**

**CARRIED**

The Chairperson then read the third reading of the bylaw in summary:

The SSAC Bylaw No. 2026-1 to set the School Site Acquisition Charge for 2026/27 are adopted to approve the annual Eligible School Site Proposal in accordance with the Local Government Act.

**063/2026 THIRD AND FINAL READING MOVED BY R. BELLEZA AND SECONDED BY D. TABOLOTNEY:**

**CARRIED**

The 2026/27 SSAC Bylaw having been read a first, second and third time, is passed and adopted this 22<sup>nd</sup> day of April 2026.

**9. Questions from the Public**

Liz Baverstock, President of the RTA, commented on the budget process and requested consideration be given to extending the length of the final Budget Advisory Working Group meeting. She expressed concern regarding the short timelines between budget information sharing and decision-making, and the impact on meaningful engagement.

**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, were attached for information.

A meeting was held on Wednesday, April 15, 2026. 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*

(ii) Minutes of the meeting held on March 4, 2026, were 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.

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

**064/2026      MOVED BY A. WONG AND SECONDED BY H. LARSON:**

**WHEREAS** the Board of 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.

**CARRIED**

NEGATIVE: D. YANG

(ii) Minutes of the meeting held on February 11, 2026, were 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**

The Committee Chairperson spoke to the report as included in the agenda package and highlighted the Administrative Guidelines for School Opening Ceremony.

(ii) Minutes of the meeting held on February 9, 2026, were 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 will be held on April 29, 2026 at 9:30 am.

(b) **BCSTA**

Trustee Wong noted the BCSTA AGM 2026 was held on April 9-11, 2026.

Trustee Yang thanked trustees for supporting the motion submitted to the BCSTA AGM requesting that the Province address the ELL 5-year funding gap. He noted that the motion was adopted by the membership and indicated that advocacy on the issue will continue.

Trustee Sargent provided highlights from the AGM, including the Indigenous-focused pre-conference and keynote speakers, and noted that 32 motions were debated and passed. She emphasized the value of the discussions and encouraged the public to review the motions on the BCSTA website.

(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.

**065/2026 MOVED BY H. LARSON AND SECONDED BY D. YANG:**

**WHEREAS** the Board of Education wishes to express support to CUPE Local 716 for their desire to recognize death and injury of workers on the job;

**BE IT RESOLVED THAT** the Board of Education officially recognize April 28<sup>th</sup> as the National Day of Recognition for Workers Killed or Injured on the Job with a one-minute cessation of work at 11 am on Tuesday, April 28, 2026;

**AND FURTHER THAT** flags in the district be lowered to half-mast on that day.

**CARRIED**

(b) For information:

Nil.

**13. Adjournment**

**066/2026 MOVED BY D. YANG AND SECONDED BY R. BELLEZA:**

**THAT** the regular meeting of Wednesday, April 22, 2026 of the Board of Education be adjourned at 9:36 pm.

**CARRIED**

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K. HAMAGUCHI  
Chairperson

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C. WANG  
Secretary Treasurer