The Richmond Board of Education acknowledges and thanks the First Peoples of the hən̓q̓əmin̓əm̓ (hun-ki-meen-um) language group on whose traditional and unceded territories we teach, learn and live.

1. Recognition of Visitors, Announcements and Updates from Trustees
   (a) Recognition of Visitors
   (b) Announcements
   (c) Updates from Trustees
   (d) Any materials not included in packages available to the public

2. Adoption of Agenda

3. Presentations, Special Recognitions, Briefs and Questions from the Public
   (a) Presentations
      Nil.
   (b) Special Recognitions
      Nil.
   (c) Briefs
      Karina Reid, a Richmond parent, will present a brief on emergency supplies. Brief attached.
   (d) Questions from the Public
      Members of the public are invited to come forward with questions regarding agenda items.
Briefs regarding the 2018/19 Operating Budget will be accepted without prior notice at this meeting of the Board, as well as at the January 24, February 14 and February 28, 2018 regular meetings of the Board. Please note that a budget information document will be made available in March 2018. All feedback will be considered at the Board’s deliberations in April 2018.

4. Executive

Superintendent’s Report

Communications Break

5. Approval of Minutes

   (a) Regular meeting of the Board held Wednesday, December 13, 2017 for approval.
   (b) Organizational meeting of the Board held Wednesday, December 13, 2017 for approval.
   (c) Record of an in-camera meeting of the Board held Wednesday, December 13, 2017 attached for information.

6. Business Arising

   (a) Secretary Treasurer Search

       Memorandum from the Superintendent attached.

   (b) Trustee Committee Appointments - 2018

       Assignment schedule attached.

   (c) MLA/Board/Stakeholder Meeting – Monday, January 29, 2018

       Verbal update.

7. New Business

   (a) Item For Information

       Timing For Board Meetings - Original memorandum and motion from Trustee Hamaguchi dated June 15, 2017 attached.

8. Questions from the Public: Tonight’s Agenda

   Members of the public are invited to come forward with questions regarding agenda items.

9. Standing Committee Reports

   (a) Education Committee

       Chair: TBD
       Vice Chair: TBD

       The next meeting is scheduled for Monday, January 29, 2018 at 7pm in the library at Steveston-London secondary school.
(b) Personnel & Finance Committee  
Chair: TBD  
Vice Chair: TBD  

(i) Recommendation: Trustee Expenses to September 30, 2017  
(ii) Minutes of meeting held December 20, 2017 will be provided to the next meeting.

The next meeting date has yet to be determined.

(c) Policy Committee  
Chair: TBA  
Vice Chair: TBA  

The next meeting is scheduled for Monday, January 15, 2018 at 10:30am at the school district offices.

(d) Audit Committee  
Chair: TBD  
Vice Chair: TBD  

The next meeting date has yet to be determined.

10. Correspondence
See correspondence agenda.

11. Board Committee and Representative Reports

(a) Council/Board Liaison Committee
The next meeting is scheduled for Wednesday, January 17, 2018. Agenda items include Traffic Safety Concerns at Homma Elementary. In 2018 the City of Richmond will chair these meetings.

(b) BCSTA
Provincial Council is scheduled for February 17 and 18, 2018. Motions due by Friday, January 12, 2018. Trustee Wong will attend.

(c) BCPSEA
The Annual General Meeting is scheduled for Thursday, January 25 and Friday, January 26, 2018. Trustee Hamaguchi will attend.

12. Adjournment
FOR ACTION:
(a) Nil.

FOR INFORMATION:
(b) Letter dated December 29, 2017 from the Assistant Deputy Minister responding to the Board’s November 20, 2017 letter regarding Foundation Skills Assessment attached. Also attached is the Board’s November 20, 2017 letter.

Up-Coming Board meetings have been scheduled for:

Wednesday, January 24, 2018
Wednesday, February 14 and February 28, 2018
Wednesday, March 14, 2018
Wednesday, April 11 and April 25, 2018
Wednesday, May 9 and May 23, 2018
Wednesday, June 13 and June 27, 2018
Wednesday, July 11, 2018 (TENTATIVE)

Contact Persons regarding agenda items:

Superintendent of Schools/
Interim Secretary Treasurer, Ms. Sherry Elwood – 604 668 6081
Assistant Superintendent, Ms. Wendy Lim – 604 668 6087
Assistant Superintendent, Ms. Lynn Archer – 604 668 6087
Assistant Superintendent, Ms. Kathryn D’Angelo – 604 668 6087

- Please address any item for an upcoming Agenda to the Chairperson, Board of Education (Richmond) at 7811 Granville Avenue, Richmond, BC V6Y 3E3.
- Items are to include your name and address.
- Items received at the office of the Secretary Treasurer by 9am the Thursday preceding a meeting of the Board will be included on the Agenda.
- Items arriving after the 9am. Agenda deadline will be reserved for the next meeting of the Board.
- For further assistance, please contact the office of the Secretary Treasurer at 604-668-6012.
I am writing you on behalf of concerned Parents in Richmond School district 38. Our wish is to ensure the safety of all students in school district 38 Richmond, the school district has a duty to provide adequate equipment and resources for school staff to carry out their role in the school’s emergency plan, and when following emergency procedures.

As we know the Lower Mainland is in one of the most seismically active regions of Canada. Richmond is a high-risk area in an event of an earthquake due to fact that Richmond is an island and the type of soil Richmond has. This puts us in a place to make sure we are one the best prepared districts in BC.

The current practice of fundraising for emergency supplies is not working and that must change. Some PAC’s are fundraising for supplies and some are not choosing this as a priority. Parents have a responsibility and want to support their school emergency plan; however, parents should not be asked to take on the financial burden of acquiring all the supplies for their school. Emergency preparedness is everyone’s responsibility. Parents are not asked to pay for the school's fire extinguishers, nor should they be asked to pay for the school emergency supplies.

We need one-time district funded procurement of emergency equipment and resources for all schools. This would be the most effective, efficient, and equitable way to mitigate for disasters, and prepare school and district staff for any emergency. Standard equipment, procedures are needed. Suggestions are listed below in the three phases:

PHASE ONE – Immediate Response
1. Classroom Emergency Backpacks will provide resources to evacuate students to a safe area, or to care for students if trapped in the classroom, or locked down. One backpack is required for each classroom. Approximate cost: $207 a classroom

2. The Crisis Response Box contains critical information to assist school administrators when accessing the risk of an emergency, or disaster situation. One box is needed for each school. The approx. cost is $50 a school

PHASE TWO – Recovery
1. Basic emergency supplies to be used for damage control to manage any fire, live wire, gas, earthquakes, and other hazards, until first responders arrive at the school site. One set of supplies is required for each school. Approximate cost $206 a school

2. Reunification supplies that are easily accessible are required for staff to account for students and conduct a safe and quick controlled student release. One set of supplies is required for each school. The approx.

PHASE THREE – Duty of Care (72 Hours min)
1. Emergency supplies such as: first aid, sanitation, hygiene, shelter, light, heat, food, and water will be required to care for students until they can be safely reunited with family. One set of supplies is required for each school

2. An adequate storage container (E-Can) will be required to store the school’s emergency supplies, and the food and water acquired by the PAC. One container is required for each school. Approximate cost $5600 per container.

Thank you,

Karina Reid
MINUTES OF A REGULAR MEETING
OF THE BOARD OF EDUCATION
OF SCHOOL DISTRICT NO 38 (RICHMOND)
7811 GRANVILLE AVENUE, RICHMOND, BC
ON WEDNESDAY, DECEMBER 13, 2017
AT 8 P.M.

Present: Chairperson E. Yung
          Trustees S. Nixon
                   K. Hamaguchi
                   J. Ho
                   D. Sargent
                   D. Tablotney
                   A. Wong

Superintendent of Schools/Interim Secretary Treasurer S. Elwood
Assistant Superintendent L. Archer
Assistant Superintendent W. Lim
Executive Assistant W. Plante
Executive Assistant (Recording Secretary) G. Hackenbruch

The Richmond Board of Education acknowledged and thanked the First Peoples of the hən̓ q̓ əmin̓ əm̓ (hun-ki-meen-um) language group on whose traditional and unceded territories we teach, learn and live.

The Chairperson called the meeting to order at 8:11pm.

1. Recognition of Visitors, Announcements and Updates from Trustees

   (a) Recognition of Visitors

       The Chairperson welcomed the gallery to the meeting.

   (b) Announcements

       Trustee Ho – For most schools the winter vacation begins on Friday, December 22 and staff and students will return to school on Monday, January 8, 2018.
       Trustee Wong – The Holiday season will soon be upon us and many schools have planned events such as band nights, winter concerts and Christmas caroling to celebrate this festive time of the year. Check with your local school for details.
       Trustee Yung – this is the last regularly scheduled meeting of the Board for 2017 and the next meeting is for Wednesday, January 10, 2018.

   (c) Updates from Trustees

       Trustees updated on their attendance at various school and community events.

   (d) The Secretary Treasurer advised that all materials had been made available to the public.

2. Adoption of Agenda

   235/2017 MOVED BY J. HO AND SECONDED BY A. WONG:

       THAT the Wednesday, December 13, 2017 regular agenda of the Board of Education (Richmond) be adopted as circulated.
3. **Presentations, Special Recognitions, Briefs and Questions from the Public**

   (a) Presentations  
   Nil.

   (b) Special Recognitions  
   Nil.

   (c) Briefs

   (d) Questions from the Public  
   Elder Roberta Price had comments on the reinstatement of class size and composition.

4. **Executive**

   Richard Steward, District Administrator, Learning Services, spoke to the social emotional learning & mental health initiatives in our district. A Trustee suggested that this topic is presented to a future meeting of either Education Committee or the Board.

5. **Approval of Minutes**

   (a) Public meeting of the Board held Wednesday, November 22, 2017 for approval.

   236/2017 MOVED BY A. WONG AND SECONDED BY D. TABLOTNEY:

   **THAT** the Board of Education (Richmond) approve the Wednesday, November 22, 2017 regular minutes of the Board of Education (Richmond) as circulated.

   CARRIED

   (b) Record of an in-camera meeting of the Board held Wednesday, November 22, 2017 was included with the agenda package for information.

6. **Business Arising**

   Nil.

7. **New Business**

   (a) MLA/Board/Stakeholder Meeting  
   The Chair advised on a recent meeting with the 4 Richmond MLAs. Discussion included planning a meeting with MLAs, members of the Board and stakeholder groups before mid February 2018. An email will be sent to stakeholder presidents inviting them to join the Board at this meeting.

8. **Questions from the Public: Tonight’s Agenda**
Tim McCracken, 1st Vice President, Richmond Teachers’ Association, had comments on the BCTF mental health and wellness tool that is designed specifically for teachers and their families.

9. **Standing Committee Reports**
   (a) **Education Committee**
       (i) For information: Minutes of meeting held Monday, November 27, 2017 were included with the agenda package.

The next meeting is scheduled for Monday, January 29, 2018 at 7pm in the library at Steveston-London secondary school.

(b) **Personnel & Finance Committee**

The next meeting is scheduled for Wednesday, December 20, 2017 at 10am at the school district offices.

(c) **Policy Committee**

   (i) For information: Minutes of the meeting held Monday, November 20, 2017 were included with the agenda package.

The next meeting is scheduled for Monday, January 15, 2018 at 10:30am at the school district offices.

(d) **Audit Committee**

The next meeting has been scheduled for January 24, 2018 at 3pm at the school district offices.

10. **Correspondence**

    **FOR ACTION:**
    (a) Nil.

    **FOR INFORMATION:**
    (b) Letter dated November 29, 2017 from Mayor Brodie to the Minister of Municipal Affairs and Housing regarding Amendment to Local election campaign financing legislation was included with the agenda package.

11. **Board Committee and Representative Reports**

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

Minutes from meeting held November 8, 2017 were included with the agenda package. The next meeting is scheduled for Wednesday, January 17, 2018. Please provide agenda items to the Office of the Secretary Treasurer by Wednesday, January 3, 2018. In 2018 the City of Richmond will chair these meetings.

12. **Adjournment**
The next meeting of the Board has been scheduled for Wednesday, January 10, 2018.

237/2017 MOVED BY S. NIXON AND SECONDED BY J. HO:

THAT the regular meeting of Wednesday, December 13, 2017 of the Board of Education (Richmond) be adjourned at 8:58pm.

CARRIED

E. YUNG
CHAIRPERSON

S. ELWOOD, SUPERINTENDENT/
INTERIM SECRETARY TREASURER
A Choir from Byng elementary school, under the leadership of Deb Green and Laura Elliott, entertained the gallery prior to the meeting.

The Richmond Board of Education acknowledged and thanked the First Peoples of the hən̓ q̓ əmin̓ əm̓ (hun-ki-meen-um) language group on whose traditional and unceded territories we teach, learn and live.

In accordance with Board Policy the first meeting in December is the annual organizational meeting of the Board. The meeting was called to order at 7:20pm and the gallery was welcomed to the meeting.

1. The Year in Review

Trustee Tablotney noted this was the last meeting for 2017, and took time to reflect on the work of the Board over the past year.

As this is the last meeting for 2017, I wanted to take a few minutes to reflect on this past year.

In the first quarter of the year the Board:

- Stayed abreast of the almost daily updates from our Human resources Director and her team in regards to the restoration of Class size and composition to 2002 levels for our district in response to the Supreme Court Ruling in November of 2016.
- Endorsed the Richmond Food Charter.
- Approved the development of a sexual orientation and gender diversity policy and a working group involving district stakeholders including students. This was in response to a brief brought forward from concerned students as well as to several letters of request to the Board from community members and organizations.
- Engaged architectural firms to provide consulting services on a rotational basis for a period of three years for the various capital projects the district is required to complete by 2025.

In the second quarter of this year the Board:

- The Board received long awaited funding for the seismic upgrade project at Cook Elementary School and authorized a simplified planning and consultation process.
- Struck an Advocacy Task Force comprised trustees and stakeholders during the spring provincial election, to highlight the importance of public education and the challenges our
district among others across the province face. The Task Force hosted a successful candidates meeting for those seeking the office of MLA in Richmond.

- The Board also met with MLAs in March to discuss concerns about the timing and approval of seismic remediation projects for our remaining 24 high risk sites.

- In response to the success of collaboration time in our Secondary Schools the Board approved a change to the reporting process by requesting the Superintendent provide an annual report to the Board on collaboration time for all schools.

- After a great deal of committee work and consultation the Board approved revisions to the District Code of Conduct to align with changes to Canada and BC's Human Rights Code.

- To create efficiencies for both our staff and Trustees the Board changed its meeting schedule, on a 1 year trial basis. Meetings now take place on the 2nd and 4th Wednesday of each month.

In this **third quarter** of this year the Board:

- Participated once again, with members of our district stakeholder groups, in the annual July 1st Steveston Salmon Festival Parade to promote public education as well as environmental sustainability in our community.

- Signed a license agreement with the City of Richmond who committed to installing a new playground to be sited on school district property. This new playground replaces the former school playground that had to be taken down due to safety reasons and will be enjoyed by the community in the Rideau Park neighbourhood.

- The Board and Senior Staff hosted the (new) Minister of Education at Blundell elementary school at which a presentation was made about some of our district initiatives with the new curriculum.

- We also discussed our seismic projects and the need for an expedited process to complete such a large number of sites.

In the last **quarter** of this year the Board:

- received an announcement of $10.7 million funding from the Ministry of Education to seismically upgrade and partially replace Boyd Secondary School.

Trustee Advocacy this year included:

- Urging the Premier to ban pill pressing machines due to the fentanyl drug crisis.

- Requesting the Ministers of Education and Finance to confirm full funding for the Classroom Enhancement Fund for the 2017/18 school year.

- Requesting the (new) Minister of Education to meet to discuss the challenges our district faces with regard to seismic upgrades and repairs for our schools along with funding shortfalls for the CEF, operating budget and Exempt staff salary increases.

- Presented alongside our Stakeholder partners to the Select Standing Committee on Finance. We provided input to next year’s provincial budget including recommendations to increase funding for student instruction and support, reform the provincial funding formula for allocation to school districts, increase capital funding for facilities and fully fund exempt staff salary increases.

- Wrote to the Minister of Justice and Attorney General of Canada, as well as Members of Parliament for Richmond, with suggestions regarding restrictions on the sale of, as well opposition to, the legalization of non-medical use of marijuana.

On behalf of the Board, I would like to express my sincere gratitude to Superintendent Elwood and the members of our senior administrative team – Kathyrn, Lynn and Wendy as well as our entire management team as they work tirelessly to provide leadership and support.

I would also like to acknowledge and thank our School District’s administrators, our teachers and those who support learning in the classroom, management staff, education assistants, bus drivers, clerical staff, custodians, IT, grounds and maintenance staff. Everyone makes a significant contribution to the quality of education in Richmond.
It has been my privilege to visit schools throughout the year, as have my fellow colleagues, for events and activities that remind us that Trusteeship is about holding the trust for ensuring a quality public education for all of the children and youth in our district.

I know that in 2018 all our educational partners – RASA, RTA, CUPE, RMAPS, and RDPA – will face issues together as we always do and we will continue to work with the best interests of our students’ learning in mind. Our focus is and will remain on the learner.

To my fellow trustees – I want to thank you for allowing me to serve as your chair for the past 2 years and Vice for the 2 years before that. I am truly grateful for the opportunity I have had to learn and grow and I have very much enjoyed it as well.

I have decided not to seek another term as Chair as I believe it is time for someone else to steer the ship. As Trustees we each bring unique skills and experiences to the table and I have appreciated the rich discussions. Thank you for sharing your time, energy and passion for public education in Richmond – it is a privilege to serve with you.

A special thank you goes to my Vice Chair Sandra Nixon for her invaluable support through this year. Also, thanks to our assistants Helen, Lisa, Wanda and Gail for their support to trustees throughout the year. You never cease to amaze us with your professionalism, organizational skills and kindness. I would be remiss if I did not thank my family who supported and encouraged me throughout the past 2 years.

Finally, to parents thank you for taking the time out of your busy lives to engage with us on important issues in our public education system in Richmond and in the Province. Your input, opinions and advocacy are welcome and highly valued. Together we will create a framework for continued success and enriched learning for the students of Richmond.

2. Appointment of Returning Officer and Scrutineer

The Superintendent of Schools assumed the Chair for the appointment of a Returning Officer and Scrutineer and the election of a Chairperson for the coming year.

231/2017 MOVED BY A. WONG AND SECONDED BY J. HO:

THAT Assistant Superintendent Archer be appointed Returning Officer and Assistant Superintendent Lim be appointed as Scrutineer for the election of the Board Chairperson, Board Vice Chairperson, BCSTA Representative and BCPSEA Representative and alternates

CARRIED

3. Election of Officers

(a) Board Chairperson

Nominations for the Chairperson of the Board for 2018 proceeded. The Returning Officer distributed and collected the nomination ballots. The Returning Officer and Scrutineer left the room.

During the times that the Returning Officer and Scrutineer were out of the room, the Superintendent of Schools spoke to the accelerated framework for seismic and capital projects.
The Returning Officer and Scrutineer re-entered the room and the Returning Officer announced that Trustee Yung had been unanimously nominated for the position of Chairperson. Trustee Yung accepted the nomination and was declared by acclamation as Chairperson of the Board for 2018.

Trustee Yung assumed the Chair for the election of the Board Vice Chairperson.

(b) Board Vice Chairperson

Nominations for the Vice Chairperson of the Board for 2018 proceeded. The Returning Officer distributed and collected the nomination ballots. The Returning Officer and Scrutineer left the room.

The Superintendent continued her update on the accelerated framework for seismic and capital projects.

The Returning Officer and Scrutineer re-entered the room and announced that Trustees Nixon and Tablotney had been nominated for the position of Vice Chairperson. Trustee Tablotney declined the nomination. Trustee Nixon accepted the nomination and was declared by acclamation Vice Chairperson of the Board for 2018.

4. Election - BC School Trustees Association

The election of a BCSTA provincial council representative and appointment of an alternate proceeded. The Returning Officer distributed and collected the nomination ballots. The Returning Officer and Scrutineer left the room.

The Superintendent continued her update on the accelerated framework for seismic and capital projects.

The Returning Officer and Scrutineer re-entered the room and announced that Trustee Wong had been nominated. Trustee Wong accepted the nomination and was declared by acclamation as BCSTA provincial council representative for 2018. Trustee Sargent nominated Trustee Ho as the alternate and he declined the nomination. Trustee Sargent then nominated Trustee Tablotney. Trustee Tablotney accepted and will serve as the alternate.

5. Election - BC Public Schools Employers’ Association

The election of a BCPSEA representative and appointment of an alternate proceeded. The Returning Officer distributed and collected the nomination ballots. The Returning Officer and Scrutineer left the room.

The Superintendent continued her update on the accelerated framework for seismic and capital projects.

TheReturning Officer and Scrutineer re-entered the room and announced that Trustees Hamaguchi and Ho had been nominated. Trustee Hamaguchi accepted the nomination and was declared by acclamation as BCPSEA representative for 2018. Trustee Ho agreed to serve as the alternate.

6. Blessing by Elder Roberta Price

Elder Roberta Price gave a blessing for trustees.

7. Destruction of Ballots
232/2017 MOVED BY K. HAMAGUCHI AND SECONDED BY D. SARGENT:

THAT the ballots of the December 13, 2017 organizational meeting be destroyed.  

CARRIED

8. Authorized Signatories

The following recommendation is an annual requirement for signing authority.

233/2017 MOVED BY D. TABLOTNEY AND SECONDED BY A. WONG:

THAT the approved signing authorities of the Board of Education (Richmond) effective immediately and until they are so changed, shall be the Board Chairperson, Eric Yung, and the Interim Secretary Treasurer, Sherry Elwood, except for the issuance of cheques when the required signatures shall be: 

Any one of:  
Board Chairperson: Eric Yung  
Board Vice-Chairperson: Sandra Nixon  
Superintendent: Sherry Elwood  

And any one of:  
Interim Secretary-Treasurer: Sherry Elwood  
Director of Financial Services: Maria Fu  
Senior Financial Analyst – Pramod Chauhan  

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

CARRIED

9. Committee Appointments

A list of Committee Appointments was included with the organizational meeting agenda package for Trustees to consider and return their requests for specific committees to the Chairperson by Monday, January 1, 2018. These appointments will be provided to the January 10, 2018 meeting of the Board.

10. School Liaison Trustee Assignments

The current Trustee liaison assignment list was included with the agenda package. These assignments will remain in place until the end of this Board’s current term of office.

11. Adjournment

234/2017 MOVED BY A. WONG AND SECONDED BY S. NIXON:

THAT the Wednesday, December 13, 2017 organizational meeting of the Board of Education (Richmond) be adjourned at 8:11pm.  

CARRIED

__________________________ _________________________  
E. YUNG, S. ELWOOD,  
CHAIRPERSON INTERIM SECRETARY TREASURER/  
SUPERINTENDENT
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 December 13, 2017.

(a) Briefs and Presentations: Nil.
(b) Business Arising out of Minutes: Personnel and administrative items were discussed.
(c) New Business: Administrative item were discussed.
(d) Executive: Administrative item were discussed.
(e) Standing Committee Reports:
   - Education Committee: Special Recognitions were discussed; Minutes of Meeting held November 27, 2017 were presented.
   - Policy Committee: Minutes of meeting held November 20, 2017 were presented.
   - Audit Committee: Minutes of meeting held November 8, 2017 were presented.
(f) Board Committee and Rep. Reports: Administrative items were discussed.
(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.
SUBJECT: Secretary Treasurer Search
DATE: January 2, 2018
PREPARED BY: Sherry Elwood, Superintendent of Schools

For the past number of weeks, the District has been involved in the search and competition for the position of Secretary Treasurer. A posting for the position went out on Make-A-Future on October 27, 2017 and the posting closed on November 27, 2017. Interviews were held in the week of December 18 and the District is finalizing the information that will be brought to the Board in January 2018.

Respectfully,

[Signature]

Sherry Elwood
Superintendent of Schools
### COMMITTEE APPOINTMENTS 2018

<table>
<thead>
<tr>
<th>STANDING BOARD COMMITTEE</th>
<th>CHAIR</th>
<th>VICE CHAIR</th>
<th>MEMBER *</th>
<th>ALTERNATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education (meets 4th Monday/7:00pm)</td>
<td>Ken Hamaguchi</td>
<td>Donna Sargent</td>
<td>Jonathan Ho</td>
<td>Sandra Nixon</td>
</tr>
<tr>
<td>Personnel &amp; Finance (meets monthly/am)</td>
<td>Debbie Tablotney</td>
<td>Ken Hamaguchi</td>
<td>Alice Wong</td>
<td>Donna Sargent</td>
</tr>
<tr>
<td>Policy Committee (meets as determined)</td>
<td>Sandra Nixon</td>
<td>Donna Sargent</td>
<td>Alice Wong</td>
<td>Debbie Tablotney</td>
</tr>
<tr>
<td>Audit Committee (meets as determined)</td>
<td>Jonathan Ho</td>
<td>Ken Hamaguchi</td>
<td>Alice Wong</td>
<td>Eric Yung</td>
</tr>
<tr>
<td>Facilities &amp; Building Committee TENTATIVE (meets as determined)</td>
<td>Debbie Tablotney</td>
<td>Eric Yung</td>
<td>Sandra Nixon</td>
<td>TBD</td>
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</tbody>
</table>

NOTE: The Chairperson of the Board is the alternate to all standing committees in the absence of appointed Trustee. All Trustees are encouraged to attend standing committee meetings as they are available.

### INTERNAL COMMITTEES

<table>
<thead>
<tr>
<th>REPORTS TO</th>
<th>CHAIRPERSON</th>
<th>CO- REPRESENTATIVE(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cambie Coordinating (meets once per year)</td>
<td>Personnel &amp; Finance Committee</td>
<td>Secretary Treasurer</td>
</tr>
<tr>
<td>Communications Committee (meets approx. 7 times per year on first/second Thursday of the month at 3:30-5 pm)</td>
<td>Personnel &amp; Finance Committee</td>
<td>Dir. of Instruction Technology &amp; Communication Svcs. R. Jung</td>
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<tr>
<td>Aboriginal Education Enhancement Agreement Advisory Committee</td>
<td>Education Committee</td>
<td>To be advised</td>
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### EXTERNAL COMMITTEES

<table>
<thead>
<tr>
<th>REPORTS TO</th>
<th>REPRESENTATIVE</th>
<th>ALTERNATE</th>
<th>CO-REPRESENTATIVE</th>
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<tbody>
<tr>
<td>BC Public Schools Employers' Association</td>
<td>Personnel &amp; Finance Committee</td>
<td>Ken Hamaguchi</td>
<td>Jonathan Ho</td>
</tr>
<tr>
<td>BCSTA Provincial Council</td>
<td>Personnel &amp; Finance Committee</td>
<td>Alice Wong</td>
<td>Debbie Tablotney</td>
</tr>
<tr>
<td>Child Care Development Advisory Committee (City Committee)</td>
<td>Personnel &amp; Finance Committee</td>
<td>TBD</td>
<td>-</td>
</tr>
<tr>
<td>Council/Board Liaison (City Committee) *</td>
<td>Board of Education (Richmond)</td>
<td>Donna Sargent</td>
<td>Debbie Tablotney, Alice Wong</td>
</tr>
<tr>
<td>ELL Consortium (Metro Boards) (meets 6 x per year – 9:30am)</td>
<td>Education Committee</td>
<td>Donna Sargent</td>
<td>Debbie Tablotney</td>
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<tr>
<td>Richmond Sister City Advisory Committee (City Committee)</td>
<td>Education Committee</td>
<td>Donna Sargent</td>
<td>Alice Wong</td>
</tr>
<tr>
<td>Vancouver Coastal Health Authority</td>
<td>Personnel &amp; Finance Committee</td>
<td>Sandra Nixon</td>
<td>Debbie Tablotney</td>
</tr>
</tbody>
</table>

* The Chairperson alternates annually between the City of Richmond and the Richmond School District. In 2018, the City of Richmond will Chair these meetings. January 4, 2018
Report to the Board of Education (Richmond)
Public

From: Trustee Ken Hamaguchi
Date: June 15, 2017

Subject: MOTION – Changing Day of Week for Board Meetings

OBJECTIVES:
1) To explore the benefits of moving our current Board of Education (BOE) meeting night from Mondays to either Tuesday/Wednesday/Thursday night

2) To explore the benefits of moving the current BOE meeting rotation from every 1st and 3rd week to every 2nd and 4th week

RATIONALE:
1) Reasons for moving current BOE meeting from Monday night to either Tuesday/ Wednesday/Thursday night:
   a) Given that trustees receive their BOE meeting package on Friday, trustees have less than 24 hrs to review the package and/or make requests to staff for information/clarification/action prior to the current Monday night meeting (note - weekends are suppose to be “family time” thus trustees and staff should not be expected to work during this time)
   b) Given (a), there is even less time for staff to act on trustees request for information/clarification/action prior to the current Monday night meeting. If this follow-up requires being in touch with other district staff or people outside the district, this can be very difficult over the weekend.
   c) Some stat holidays fall on the first Monday of the month, resulting in the re-scheduling of our meeting. Although infrequent, these changes can be disruptive to everyone’s busy schedule. It would also be better for the public to have board meetings on a consistent day of the week.

2) Reasons for moving the current BOE meeting rotation from every 1st and 3rd week to every 2nd and 4th week:
   a) In some months (i.e. September and January) we are sometimes "hard pressed" to find enough agenda items to justify having a meeting in the first week of the month. By moving our meeting dates back a week, enough time will have passed to ensure that we have a sufficient number of agenda items.
   b) In some situations, "the end of the month" is used as a common time frame for reporting on action items (i.e. "We will send you the information by the end of the month" or "please send us your information by the end of the month"). By moving our meetings from the 3rd to the 4th week, we allow others/us the maximum amount of time for these tasks to be completed.
   c) In the case of Spring Break, the cancelled meeting would be the first meeting of March. Since funding announcements are often received in the middle of the month, this would give staff plenty of time to process the information before the board would meet in the 4th week of March.
CONCLUSION:
Whereas:
a) Trustees need more time to review the BOE meeting info package
b) Staff need more time to respond to the trustees’ request for clarification/information/action
c) the public would be better served if we could choose a BOE meeting date that was consistent and predictable
d) Wednesday is seen as the best date for holding our BOE meeting, in consideration of various committee meeting times, trustee availability, and staff workflow (two "work" days to prep before the meeting and two for follow up on action items after the meeting);
e) Moving the meeting rotation from every 1st and 3rd week to every 2nd and 4th week, will improve the efficiency of the board’s work and allow more flexibility in our reporting procedures
f) Agenda planning would continue to be held on Mondays and agenda packages would still be available for trustees on the Friday preceding a board meeting

We make the following motion:

MOTION:
Not withstanding Policy 201: Board Operations, that the Board of Education (Richmond) meetings be scheduled for the 2nd and 4th Wednesday of each month effective September 2017 and continuing to June 2018.

Note: It was felt that the Board needed a full Sept-June period to test this change to see how it works through the annual rhythm of the board’s work and activity, and also for scheduling purposes. We recommend the Board do a review in the spring of 2018 to determine whether to continue with the new format.

Respectfully Submitted,

Ken Hamaguchi
DATE: October 30, 2017  
FROM: Sherry Elwood, Interim Secretary Treasurer  
SUBJECT: Trustees’ Expenses for the Three Months Ending Sept 30, 2017

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 Sept 30, 2017, in the amount of $16,671.76.

BACKGROUND

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

During the three-month period ended Sept 30, 2017 expenses totaling $16,671.76 were paid to the Trustees.

In accordance with the requirements of the School Act, would the Personnel & Finance Committee please consider the recommendation noted.

FINANCIAL IMPACT

Charges to the Board for the three-month period ending Sept 30, 2017, total $16,671.76.

CONCLUSION

The Personnel & Finance Committee recommends the Board approve Trustees’ expenses for the three months ending Sept 30, 2017.

Sherry Elwood  
Interim Secretary Treasurer
## TRUSTEES EXPENSES

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<thead>
<tr>
<th>DATE</th>
<th>DESCRIPTION</th>
<th>J. HO</th>
<th>S. NIXON</th>
<th>D. TABLOTNEY</th>
<th>A. WONG</th>
<th>D. SARGENT</th>
<th>E. YUNG</th>
<th>K. HAMAGUCHI</th>
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December 29, 2017

Debbie Tablotney, Chairperson
Board of Education
School District No. 38 (Richmond)
Email: dtablotney@sd38.bc.ca

Dear Mrs. Tablotney,

Thank you for the email of November 20, 2017, addressed to the Honourable Rob Fleming, regarding the public release of Foundation Skills Assessment (FSA) results, on behalf of the Richmond Board of Education. As Acting Deputy Minister, I am pleased to respond and apologize for the delay.

I have received similar correspondence from other boards, partner groups and individuals. I assure you the Ministry of Education is taking this issue seriously, and we are committed to working with all of British Columbia’s education partner groups to address them.

Our approach to finding a shared solution to the concerns about the collection, use and release of FSA results must be proactive and well-informed. As a first step, the ministry is conducting a thorough analysis of the current applicable legal framework (e.g. the Freedom of Information and Protection of Privacy Act), in addition to reviewing policy, technical and program design considerations. A comprehensive identification of the existing constraints and opportunities in this matter will enable a more meaningful approach moving forward.

Although this initial step is taking some time, I assure you these concerns remain top priority. If you have any questions or require further information, please contact Chelsea Chalifour, A/Executive Director, Education Analytics Branch, by phone at (250) 387-8037, or by email at Chelsea.Chalifour@gov.bc.ca.

Sincerely,

Keith Godin
A/Deputy Minister
November 20, 2017

The Honourable Rob Fleming
Minister of Education
PO Box 9045, Stn. Prov. Govt.
Victoria, BC
V8W 9E2

Dear Minister Fleming,

FOUNDATION SKILLS ASSESSMENT 2017

At a public meeting of the Board of Education (Richmond) held October 11, 2017, the following motion was passed:

190/2017 THAT the Board of Education (Richmond) write an open letter to our community and to the Minister of Education stating that we support the BCSTA position of developing a process that prevents the ranking of individual schools based on student outcomes and that school Foundation Skills Assessment results not be published. CARRIED

In support of a public education system that fosters learning and expects equity for our students, the Board of Education fully endorses the October 3, 2017 BCSTA letter addressed to you in support of the Foundation Skills Assessment. Our Board of Education shares the BCSTA concern regarding the use of FSA results being used inappropriately to rank districts, schools or individual classrooms.

We urge the Ministry of Education to work towards a goal in which the effectiveness of the FSA data is more reasonably seen as a snapshot of student learning that teachers and parents can value for planning and purposeful decision making.

Your continued leadership on this matter would be appreciated.

Sincerely,

Mrs. Debbie Tablotney, Chairperson
On Behalf of the Board of Education (Richmond)

CC Trustees
Richmond MLAs
Superintendent of Schools
Stakeholder Presidents
Editor, Richmond News
Managing Editor, Richmond Sentinel

Board of Education:
Debbie Tablotney - Chairperson
Sandra Nixon – Vice Chairperson
Ken Hamaguchi  Jonathan Ho  Donna Sargent
Alice Wong  Eric Yung

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