

**MINUTES OF A REGULAR MEETING
OF THE BOARD OF EDUCATION
OF SCHOOL DISTRICT NO 38 (RICHMOND)
7811 GRANVILLE AVENUE, RICHMOND, BC
ON WEDNESDAY, APRIL 22, 2020
AT 7:00 P.M.**

Present: Chairperson
Trustees

K. Hamaguchi
S. Nixon
N. Goldstein
H. Larson
D. Sargent
R. Lee
D. Tablotney
S. Robinson
R. Ryan
R. Uyeno
L. Archer
W. Lim
F. Geyer
R. Laing
D. Sadler
Christel Brautigam
Jane MacMillan
C. Cleary

Superintendent of Schools
Deputy Superintendent
Secretary Treasurer
Assistant Superintendent
Assistant Superintendent
Executive Director, Planning & Development
Executive Director, Learning & Business Technology
Director, Communications & Marketing
Director of Instruction – Curriculum & Technology
District Administrator - Learning Services
Recording Secretary

The Richmond Board of Education acknowledged and thanked the First Peoples of the hən̓q̓əmi̓nəm̓ (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 7:02 pm.

The Secretary Treasurer provided Housekeeping notes for meeting procedures as follows:

- A reminder was made for those that joined the meeting to please ensure that video was off and microphones muted to eliminate background noise;
- For Trustees, video turned on for the entire meeting and microphones muted unless speaking;
- There will be two question periods at which time, questions sent to the Board meeting email account will be read out. For those who have not already submitted questions, there is an opportunity to via: boardmeetings@sd38.bc.ca;
- Trustees and stakeholder participants were advised to use the 'raise hand' feature by tapping on the participant icon at the bottom of the Zoom screen and prior to asking a question or making a comment, state their name.
- For the public joining the meeting, they are able to listen to the meeting but not speak or use chatbox during the meeting; and
- audio/video recording of the meeting will be made available for viewing after this meeting.

1. Recognition of Visitors, Announcements and Updates from Trustees

(a) Recognition of Visitors

The Chairperson welcomed the gallery to the meeting.

(b) **Announcements**

Trustee Hamaguchi - On behalf of the Richmond Board of Education, I would like to extend our condolences to the people of Nova Scotia. We have been deeply saddened by the unimaginable tragedy that occurred there this past weekend and our thoughts and prayers are with the families and others who have been impacted.

Trustee Hamaguchi - On behalf of the Richmond Board of Education, I would like to express our deepest gratitude to the front-line healthcare workers and first responders who have been working so tirelessly on our behalf for many weeks now. Every evening at 7:00 pm, many of us head outside to our yards or balconies to join together to say thank you to these people for their efforts and dedication to keeping us all healthy and safe. I encourage everyone listening this evening to take the time to express thanks in a way that makes sense to you.

Trustee Hamaguchi - The Richmond Board of Education wishes to announce that the strategic planning process which was launched in the fall of 2019 has been paused during the COVID-19 pandemic. Plans are being made for stakeholders and members of the community to provide input into the preliminary strategic directions and goals through alternate means such as virtual meetings and electronic surveys. Further details on this alternative consultation process will be provided in May.

Secretary Treasurer Uyeno - In spite of the current COVID-19 Pandemic, the school district continues to forge ahead with its budget process for the 2020/2021 school year. We continue to seek input and feedback from our stakeholders and the public on budget priorities for the coming year.

Information on our budget and budget process for 2020/2021 is available on the District website. On April 9, 2020 there was a Budget Advisory Working Group Presentation to Stakeholders. A copy of the presentation is posted on the budget website that provides details on the recent Ministry funding announcement and the impact of COVID-19 on projected budget revenues and expenditures for budget 2020/2021.

The budget picture for 2020/2021 has been negatively impacted by the COVID-19 situation as well as the recent Ministry funding announcement resulting in a projected shortfall for 2020/2021 of approximately \$6.4 million (3% of our total budget). Staff will be developing options to address this shortfall for the Board's consideration.

At the May 13, 2020 Public Board meeting, there will be a Committee of the Whole Public Budget Meeting for budget priorities and input from stakeholders and public.

Trustee Nixon - Until further notice, all Public Board meetings for the Richmond School District will be held and be available for public to access via the webinar platform **Zoom**. Details on how to access the Public Board meetings will be available on our District Website calendar and listed with the upcoming Board Agenda meeting package.

Trustee Nixon - Standing Committees exist to provide an opportunity to deliberate on issues of ongoing importance to the District in an open, prolonged, inclusive and informal manner. A standing committee will consider matters referred to it by the Board, and may consider items suggested by staff, committee representatives or members of the community.

The Board has established an Audit Committee, Education Committee, Facilities and Building Committee, Finance and Legal Committee and a Policy Committee. Meetings may be public or, where warranted, in camera.

Due to the current COVID-19 situation, all standing committees have been cancelled for the month of April, 2020. Future standing committee meetings will be reviewed on a month to month and meeting to meeting basis to determine how and if meetings will be held. We will keep everyone updated through our district website.

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

The Secretary noted that the Richmond Teachers' Association and CUPE budget briefs were not included in the agenda package – these would be made available after this meeting.

2. Adoption of Agenda

050/2020 MOVED BY S. NIXON AND SECONDED BY D. TABLOTNEY:

THAT the Wednesday, April 22, 2020 Regular agenda of the Board of Education (Richmond) be adopted as circulated.

CARRIED

3. Presentations, Special Recognitions, Briefs and Questions from the Public

(a) **Presentations**

- (i) Sean Zachary Uy from Burnett Secondary School - COVID-19 Healthcare Initiative

The Superintendent of Schools introduced Sean Uy, grade 12 student at Burnett Secondary School, who has created protective face shields for health care workers around the world.

Sean Uy shared a presentation that demonstrated his design and production of the face shields he has created at home. After hearing from his uncle, a doctor in the US about shortages of personal protective equipment, Sean Uy wanted to help and created his design. To date, he has made approximately 200 face shields with his 3D printer and can produce 20 to 22 per day.

With more supplies needed, a Facebook group chat called "Open Source COVID-19 Medical Supplies" was created to share ideas on how to help or donate. The Superintendent noted that he would reach out to obtain specific details directly on how the District can help further support the initiative.

(b) **Special Recognitions**

Nil.

(c) **Briefs**

2020-2021 Budget Brief

Liz Baverstock, President, Richmond Teachers' Association.

Liz Baverstock, President, Richmond Teachers' Association, presented a second brief following one made at the March 11, 2020 Public Board meeting, regarding the District's 2020-2021 budget.

Ms. Baverstock noted that circumstances have changed with the COVID-19 situation and thanked all those in the District who have been working countless hours to change mid-stream how we operate, how students are learning, and how we are supporting. Ms. Baverstock requested the additional consideration of the following: Concerns over the Ministry Operating Grant and potential funding model changes; Classroom Enhancement Fund and COVID-19; and a request for the Board's support to ensure that a collaborative structure is designed regarding funding so that student support is not impacted.

Trustees thanked Ms. Baverstock for the brief, and noted they looked forward to receiving a copy.

051/2020 MOVED BY D. SARGENT AND SECONDED BY H. LARSON:

THAT the Board of Education (Richmond) refer the Richmond Teachers' Association Budget Brief to the Budget Process.

CARRIED

Ian Hillman, President, CUPE Local 716 presented a brief regarding the District's 2020-2021 budget.

Mr. Hillman thanked the Board for the opportunity to present a brief. Mr. Hillman noted that custodial staff are of huge benefit to the District and particularly at this challenging time. Mr. Hillman noted that staffing is of utmost importance during the current time and that he is happy to work with the Secretary Treasurer on areas of the upcoming Budget that need increasing and those that might not be impacted as negatively with reducing funds.

Trustees thanked Mr. Hillman and noted they would appreciate a written copy of the presentation.

052/2020 MOVED BY K. HAMAGUCHI AND SECONDED BY D. SARGENT:

THAT the Board of Education (Richmond) refer the CUPE Budget Brief to the Budget process.

CARRIED

(d) **Questions from the Public**

A Richmond Secondary student asked about Events planned for the rest of the school year with the COVID-19 situation, including grad ceremonies and photos?

The Superintendent of Schools responded to the question noting that at the current time, the District is not sure how these would proceed. The School District will continue to take direction from the Provincial Health Officer and there will not be any large events with over 50 people. School Principals will be looking at how these events could be arranged or reorganized in other ways. The District will be communicating with parents and students in the next few weeks.

4. Executive

The Superintendent provided an update on the District activities over the last month and the Ministry's Four priorities: Maintain a healthy and safe environment for all students, families and employees; Provide the services needed to support children of essential services workers; Support vulnerable students who may need special assistance; and, Provide continuity of learning of educational opportunities for all students.

The Superintendent spoke on the operational work over the past weeks put in place during COVID-19. Some staff have been needed for onsite work while others are working remotely from home. As stated, the Ministry has required school districts to provide child care for children of essential services workers which has meant that a limited number of staff have been required to be onsite. All have been done fully in accordance with the directives of the provincial health officer and Vancouver coastal health. The Superintendent expressed appreciation to the employees who have been coming into work.

Some positive updates from schools included Wowk Elementary staff who delivered students a gift bag containing a sunflower, a booklet to document their learning, a few materials to work with and a chocolate sunflower already "planted" in the pot. All the seeds have been planted, over 200 of them and hopefully, in September, the school will be met with the warm welcome of a garden full of 200+ sunflowers. Byng Secondary staff created a wonderful collage and shared it with their community. The collage is made up of a photo of every staff member holding up a word to create the message "We miss you so very much and want you to know that you are all so loved. Be positive. Be safe. Be kind." Richmond High teacher Tony Sheppard wrote and recorded an inspirational song called *Rise Above*, which he has played through the media. Cook Elementary staff gave personal donations in over \$2000 in funds for vulnerable families so wonderful positive things are happening throughout our District.

The Deputy Superintendent next provided a report on "Onsite Supports for Vulnerable Students" and programs put in place that are designed with evolving support mechanisms for students and families. The Deputy Superintendent introduced Christel Brautigam, Director of Instruction, Curriculum & Technology to present on *Continuity of Learning*, followed by Jane MacMillan, District Administrator, Learning Services who presented on *Continuity of Care*.

Christel Brautigam, Director of Instruction, Curriculum & Technology presented the key points for the *Continuity of Learning* that include: Communicate, connect, continue learning; Through remote learning, the system and structures of school remain in place; Teachers have prioritized essential learning standards; Assessment will be based on a smaller set of learning standards; and Communication and connection is ongoing.

Jane MacMillan, District Administrator, Learning Services then presented an overview on the *Continuity of Care* that focuses on: how we are supporting vulnerable learners specifically, including those with inclusive learning needs; in developing supports, we want to ensure accessibility to curriculum, while addressing individualized goals and learning needs; in keeping with ministry priorities for supporting diverse learners, school teams are prioritizing IEP and AIP goals to address individualized learning plans; while

we look to support vulnerable learners, we also want to ensure we support our educators; and moving forward, we are focused on the next steps in an evolving context.

Trustees thanked Ms. Brautigam and Ms. MacMillan noting they are encouraged to hear that the District is able to continue to support students. Trustees asked if materials are being delivered as needed including art supplies? Ms. MacMillan affirmed they are and families make an appointment to come in and pick up supplies, first sharing what their needs are and then make arrangements to come in.

The Director of Learning & Business Technology reported on how laptops and technical support have been provided throughout the District. Working in partnership with Telus, when there was a need for internet to students, the District has worked to ensure that is in place.

The Secretary Treasurer provided an update on some of the work involving business operations. With the health and safety of District staff as the first priority, the District has ensured that enhanced cleaning measures are in place. The District has continued to operate and made arrangements so that staff can work from home with safety and work protocols put in place. The Secretary Treasurer acknowledged and thanked District staff including workforce planning through the HR department, custodial staff, tech services staff, maintenance staff keeping District buildings operational - including carpenters, electricians, bus drivers and bus attendants maintaining roving patrols of our playgrounds and helping to deliver hampers to students. The Secretary Treasurer noted that 800 technology devices have been provided to students across the district. And, the Secretary Treasurer thanked the Finance and payroll staff for ensuring essential business services are able to continue.

5. Approval of Minutes

- (a) Regular meeting of the Board held March 11, 2020

053/2020 MOVED BY H. LARSON AND SECONDED BY D. SARGENT:

THAT the Board of Education (Richmond) approve the Minutes of Wednesday, March 11, 2020 Regular meeting as circulated.

CARRIED

- (b) Record of an In-camera meeting of the Board held March 11, 2020 was included for information.
- (c) Record of a Special In-camera meeting of the Board held March 26, 2020 was included for information.

6. Business Arising

- (a) LRF

The Chairperson announced a decision of the Board to defer the decision to proceed with LRF Action Plan Item #1, Phase II at this time.

The Executive Director, Planning & Development provided an update on the Strategic Plan recommendations including child care locations and the 2020/2021

capital plan to the Ministry. Business cases for seismic mitigation projects have nine currently approved with none affected by COVID 19.

7. **New Business**

(a) 2020/2021 Five Year Capital Plan

The Secretary Treasurer spoke to his memorandum as included with the agenda package noting approval of the following Minor Capital Projects: Mitchell Elementary, Building Envelope Program; Matthew McNair, Digital Controls Upgrade; Richmond Secondary, Lighting Upgrades; H.J. Cambie Secondary, Mechanical System Upgrades; as well as New Universally Accessible Playground Equipment for William Bridge and James Gilmore Elementary schools.

CAPITAL BYLAW. There was consensus that three readings take place at this meeting

CAPITAL BYLAW NO. 2020/21-CPSD38-01 CAPITAL PLAN 2020/2021

A BYLAW by the Board of Education of School District No. 38 (Richmond) (hereinafter called the "Board") to adopt a Capital Plan of the Board pursuant to sections 143 (2) and 144 (1) of the *School Act*.

WHEREAS in accordance with provisions of the *School Act*, the Minister of Education (hereinafter called the "Minister") has approved the Capital Plan of the Board.

NOW THEREFORE the Board agrees to do the following:

- (a) Authorize the Secretary-Treasurer to execute Project Agreement(s) related to the expenditures contemplated by the Capital Plan;
- (b) Upon ministerial approval to proceed, commence the Project(s) and proceed diligently and use its best efforts to complete each 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 Project(s); and,
- (d) Maintain proper books of account, and other information and documents with respect to the affairs of the Project(s), as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

1. The Capital Bylaw of the Board for the 2020/21 Capital Plan as approved by the Minister, to include the supported project(s) specified in the letter addressed to the Secretary-Treasurer and Superintendent dated March 5, 2020, is hereby adopted.
2. This Bylaw may be cited as School District No.38 (Richmond) Capital Bylaw No. 2020/21-CPSD38-01.

THAT the Board of Education (Richmond) approve Capital Bylaw No 2020/21-CPSD38-01.

CARRIED

055/2020 2nd READING MOVED BY S. NIXON AND SECONDED BY N. GOLDSTEIN:

THAT the Board of Education (Richmond) approve Capital Bylaw No 2020/21-CPSD38-01.

CARRIED

056/2020 3rd AND FINAL READING MOVED BY N. GOLDSTEIN AND SECONDED BY R. LEE:

THAT the Board of Education (Richmond) approve Capital Bylaw 2020/21-CPSD38-01.

CARRIED

CAPITAL BYLAW NO CPSD38-01–2020/21 CAPITAL PLAN WAS CARRIED

8. Questions from the Public: Tonight's Agenda

There were no additional questions submitted regarding the Agenda.

9. Standing Committee Reports

- (a) Audit Committee
Chair: Donna Sargent
Vice Chair: Debbie Tablotney
- (b) Education Committee
Chair: Ken Hamaguchi
Vice Chair: Norman Goldstein
- (c) Facilities and Building Committee
Chair: Debbie Tablotney
Vice Chair: Sandra Nixon
- (d) Finance and Legal Committee
Chair: Ken Hamaguchi
Vice Chair: Richard Lee
- (e) Policy Committee
Chair: Sandra Nixon
Vice Chair: Donna Sargent
- (i) **RECOMMENDATION:** Policy 504.4 & 504.4-R: *Provision of Menstrual Products to Students.*

057/2020 MOVED BY S. NIXON AND SECONDED BY D. SARGENT:

THAT the Board of Education (Richmond) approve the final draft of Policy 504.4/504.4-R: *Provision of Menstrual Products to Students*

CARRIED

- (ii) **RECOMMENDATION:** Policy 513.4, 513.4-R & 513.4-G: *Selection of Learning Resources*; Policy 513.5-R: *Reconsideration of Learning Resources*; and Policy 513.6 & 513.6-R: *External Resources*.

058/2020 MOVED BY S. NIXON AND SECONDED BY H. LARSON:

THAT the Board of Education (Richmond) approve the final draft changes to 513.4/513.4-R: *Selection of Learning Resources*; Policy 513.5-R: *Reconsideration of Learning Resources*; and Policy 513.6/513.6-R: *External Resources*.

CARRIED

10. Correspondence

FOR ACTION:

- (a) Correspondence from CUPE Local 716 dated April 14, 2020 regarding the April 28 National Day of Mourning for workers killed or injured on the job was included with the agenda package.

059/2020 MOVED BY D. TABLOTNEY AND SECONDED BY D. SARGENT:

WHEREAS the Board of Education (Richmond) 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 (Richmond) officially recognize April 28 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, 2020;

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

CARRIED

11. Board Committee and Representative Reports

- (a) Council/Board Liaison Committee

A meeting was held on Wednesday, February 12, 2020.

12. Adjournment

060/2020 MOVED BY S. NIXON AND SECONDED BY H. LARSON:

THAT the regular meeting of Wednesday, April 22 , 2020 of the Board of Education (Richmond) be adjourned at 8:54 pm.

CARRIED

K. HAMAGUCHI,
CHAIRPERSON

R. UYENO,
SECRETARY TREASURER