

**MINUTES OF A REGULAR MEETING  
OF THE BOARD OF EDUCATION  
OF SCHOOL DISTRICT NO 38 (RICHMOND)  
7811 GRANVILLE AVENUE, RICHMOND, BC (via ZOOM)  
ON WEDNESDAY, MAY 13, 2020  
AT 7:00 P.M.**

Present:	Chairperson	K. Hamaguchi
	Trustees	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
		R. Steward
		M. Ratcliffe
		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, Student Services & Analytics	
	Administrator, Learning Services	
	Recording Secretary	

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

*The Chairperson called the meeting to order 7:01 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](mailto: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) Trustee Nixon - The Board is pleased and grateful for the May 1<sup>st</sup> announcement that BCPSEA and the BCTF have ratified the Provincial Collective Agreement which has a term of July 1 2019 – June 30 2022. Concluding these negotiations freely, during our current challenging context, is immensely beneficial to our district and our students. The Board thanks the teams at BCPSEA, the BCTF, Ministry of Education and other partner groups for their hard work and dedication over the collective bargaining period.

Trustee Nixon - May is Asian Heritage Month which is an opportunity for all Canadians to learn more about the many contributions of Canadians of Asian descent who throughout our history, have done so much to make Canada the amazing country we share today. This month, teachers and students at different grade levels have been engaging in discussions about the many contributions of Asian Canadians. Today, more than ever, it is critical that we embrace our diversity and celebrate what all members of our community bring to our city, our province and our country.

Trustee Tablotney - Until further notice, all Public Board meetings for the Richmond School District will be held and be available for public to access via the web 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 Tablotney - Tonight we will be providing stakeholders and our community an opportunity to speak directly to Trustees on their budget priorities as the district faces fiscal challenges in these unprecedented times. 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.b.ca](mailto:boardmeetings@sd38.b.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.

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

The Secretary all materials were made available after this meeting.

## **2. Adoption of Agenda**

*A Recommendation was added to the Agenda under Item 9(d)*

065/2020 MOVED BY D. TABLOTNEY AND SECONDED BY H. LARSON:

**THAT** the Wednesday, May 13, 2020 Regular agenda of the Board of Education (Richmond) be adopted as amended.

CARRIED

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

- (a) Presentations

Nil.

- (b) Special Recognitions

Nil.

(c) Briefs

Nil.

(d) Questions from the Public

There were no questions emailed.

**4. Executive**

The Superintendent of Schools provided an update on activities since the April Board meeting. The District has continued to work hard to ensure that teachers are able to offer remote learning opportunities to over 20,000 students and face to face support for approximately 500 students. Staff have gone above and beyond providing new teaching tools, adjusting to new technologies and reaching out to students.

Custodians have been doing an amazing job to ensure all sites are clean and healthy for staff and students while clerical staff have been working hard to make sure schools are ready to receive students as they gradually return.

Staff at District sites, IT Services and the Works Yard have all been asked to support and do what whatever they can to ensure District teachers can continue critical work with students. The Executive team has worked non-stop to support District employees providing positive and hopeful leadership.

The Superintendent thanked all staff for the commitment and dedication during this challenging time.

The Deputy Superintendent then introduced Assistant Superintendent Wendy Lim who has shepherded the Food Donation Program.

Assistant Superintendent Lim provided a presentation that acknowledged the monetary and in-kind contributions for the Feed-U-Cate Program. The Assistant Superintendent noted that weekly, 257 bags of groceries are delivered to schools throughout the District. The Program has raised \$41,000 from 117 donors ranging from \$20 to \$5,235.

Trustees thanked the Assistant Superintendent for her report and noted how encouraging it is to see the community come together and collaborate on this project.

The Deputy Superintendent introduced Richard Steward, Director of Instruction, Student Services & Analytics and Marie Ratcliffe, Administrator, Learning Services who presented on Social Emotional Learning (SEL) and Mental Health.

The Director of Instruction first thanked the Board and senior staff for maintaining and funding the Learning Services Department and the two areas of SEL and mental health. This has resulted in the District being recognized as a leader in this area on a provincial level. The three tiers of support offer support for staff, students and families are: Tier 1 – focuses on supporting teachers implementing SEL and Mental Literacy in classrooms for all students; Tier 2 – for short term and small group support in this area and Tier 3 – intensive and individualized supports for students in the greatest need.

The Administrator, Learning Services then provided information on the operational aspects of the programs: Teacher consultant staff have published an SEL focussed site on the portal with SEL resources entitled "Elementary SEL", "Secondary SEL", "Teacher

SEL" and "To share with Parents"; since the start of the pandemic focus has been on formalizing communication channels both within the district and with community partners to ensure timely responses to complex situation; and purposeful connection and opportunities for in-person face to face meetings with our students remains an important part of SEL.

Trustees had questions on whether there is also the same level of support for the staff working with these students and the Director noted that there is lots of self-care and direct links on the portal for teachers. Trustees thanked staff for these programs that have introduced new and innovative ways to reach out to students.

## **5. Approval of Minutes**

- (a) Regular meeting of the Board held April 22, 2020

066/2020 MOVED BY H. LARSON AND SECONDED BY S. NIXON:

**THAT** the Board of Education (Richmond) approve the Minutes of Wednesday, April 22, 2020 Regular meeting as circulated.

CARRIED

- (b) Record of an In-camera meeting of the Board held April 22, 2020 was included for information.

## **6. Business Arising**

- (a) 2020/2021 Annual Budget

*The Chairperson read the following motion:*

MOVED BY D. SARGENT AND SECONDED BY D. TABLOTNEY:

067/2020 **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 2020/2021 operating budget and that the Superintendent facilitate the discussion.

CARRIED

*The Superintendent assumed the Chair and asked that the Secretary Treasurer to speak to his report as included with the Board package.*

The Secretary Treasurer provided context and background on the budget and process. On March 12, 2020, the Ministry of Education announced the preliminary Ministry Operating Grant and CEF grant allocations to school districts for 2020/2021. The Ministry Operating grant for 2020/2021 reflected funding allocation changes that have negatively impacted the school district resulting in a loss of approximately \$2 million in anticipated funding. Full analysis was shared and is available on the District Budget web page with the two events contributing to a revised budget shortfall of 6.4 million dollars.

Staff have worked on developing strategies and budget options for Trustees to consider in balancing the 2020/2021 budget. The Senior Management staff will continue to seek feedback and input on the District's budget priorities and will

present a recommended plan including potential budget adjustments for the Board's consideration and approval of the 2020/2021 budget.

*The Superintendent then asked stakeholders who had indicated interest in being a panelist, to present their budget briefs:*

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

Ms. Baverstock noted that two budget briefs had previously been submitted, and more information was sent to the Board via email. For the RTA, Ms. Baverstock noted that enhanced cleaning, PPE, hand sanitizers, etc. are the priority. Also, TTOC shortages and the impact on the loss of international students at secondary schools. The RTA also noted First People's courses should have additional funds put in place. Ms. Baverstock thanked the Board and District for the opportunity to provide input from the RTA.

2. Ian Hillman, President, CUPE Local 716

Mr. Hillman spoke on health and safety being the main priority and noted that he did not see an increase in custodial staff to address the current Pandemic. Mr. Hillman expressed concern that with the current staffing levels it would be challenging to keep up to requirements when students returned. CUPE would request that PPE and extra staffing be put in place and allocating those required funds as students return to schools.

3. Mark Hoath, President, Richmond Association of School Administrators (RASA)

Mr. Hoath acknowledged his appreciation on behalf of RASA for the opportunity to be part of the Budget process and the transparency. The Association's members have met and received the budget information. RASA respectfully asks that financial resources are in place to ensure the health and safety of staff and students.

4. Dionne McFie, President, Richmond District Parents Association (RDPA)

Ms. McFie thanked the Board for the opportunity to present a verbal brief. She reiterated the other stakeholder's concerns about health and safety and that this is what parents are telling her they are most concerned about. With the return to school, parents have shared their worry over not being able to control the environment as they can at home. With the year ahead, funds need to be available to ensure that day custodial staff are in elementary schools to maintain cleanliness in washrooms and schools. With the changes in Ministry funding, Ms. McFie said that being creative, making sure PPE and sanitizing stations are available in schools and looking at other line items at the next Budget workshop are necessary.

*Following the briefs presentations, there were no questions from Trustees and the Superintendent turned the Chair over to Trustee Hamaguchi.*

*Trustee Ken Hamaguchi assumed the Chair and presented the following motion:*

068/2020      MOVED BY D. SARGENT AND SECONDED BY H. LARSON:

**THAT** the Board of Education (Richmond) rise and report from the Committee of the Whole discussion on the 2020/2021 Annual budget.

CARRIED

*The Chairperson thanked participants and presented the following motion:*

069/2020      MOVED BY S. NIXON AND SECONDED BY D. SARGENT:

**THAT** the Board of Education (Richmond) refer all Stakeholder input and feedback to the budget process.

CARRIED

(b) Annual Charitable Donations Report

A memorandum from Assistant Secretary-Treasurer Maria Fu was included with the Agenda. The Secretary-Treasurer spoke to the report noting the total donations for 2019 at \$304,299.23. Of the total amount, \$299, 138.72 comprises cash; the remainder in In-kind contributions.

Trustees had questions on what the nature of In-kind contributions were, and if some of the cash donations are made directly for specific schools. The Secretary-Treasurer noted that there are donations made for scholarships or other site related donations as noted from donors.

**7. New Business**

**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*

A meeting was held on May 4, 2020 via MS Teams.

- (b) Education Committee  
*Chair: Ken Hamaguchi*  
*Vice Chair: Norman Goldstein*

- (c) Facilities and Building Committee  
*Chair: Debbie Tablotney*  
*Vice Chair: Sandra Nixon*

A meeting is scheduled for Wednesday, May 20, 2020 at 4:30 pm via Zoom.

- (d) Finance and Legal Committee  
*Chair: Ken Hamaguchi*  
*Vice Chair: Richard Lee*

Trustee Hamaguchi provide background on the motion, as requested by the Board, for the District to support a submission to the Select Standing Committee on Finance and Government Services for input to the next Provincial Budget. The motion was then read for Board approval.

070/2020 MOVED BY R. LEE AND SECONDED BY D. SARGENT:

**THAT** the Board of Education of School District No. 38 (Richmond) prepare and present a joint submission on our budget priorities to the Select Standing Committee on Finance and Government Services on behalf of the Board and its key Stakeholders for input into the next Provincial Budget.

CARRIED

A meeting was held on Wednesday, May 13, 2020 via Zoom.

- (e) Policy Committee  
*Chair: Sandra Nixon*  
*Vice Chair: Donna Sargent*

- (i) NOTICE OF MOTION: Policy 631: *Accumulated Operating Surplus & Capital Reserves.*

## **10. Correspondence**

FOR INFORMATION:

- (a) A letter dated April 20, 2020 from the City of Richmond advised that at the April 14, 2020 City Council Meeting, Trustee Heather Larson was appointed as Representative for the Child Care Development Advisory Committee with Trustee Norman Goldstein as the alternate. Their terms for these positions are through to December 31, 2020.
- (b) An email dated April 22, 2020 from Rodolfo Yoshii was attached thanking the Board of Education for providing the Public Board meeting via Zoom.

## **11. Board Committee and Representative Reports**

- (a) Council/Board Liaison Committee

The next meeting is scheduled for Wednesday, June 10, 2020 at 9:15 am via Webex.

- (b) BCSTA
  - (i) Trustee Donna Sargent was elected as a Director to the BC School Trustees Association Board for a fourth term.

## **12. Adjournment**

The Chairperson thanked District students for being flexible and resilient through these challenging times. Thanks were also expressed to parents for their cooperation and partnership. Sincere appreciation to staff, Superintendent Robinson and the team for all the hard work and efforts over the past few months.

071/2020      MOVED BY H. LARSON AND SECONDED BY D. TABLOTNEY:

**THAT** the regular meeting of Wednesday, May 13 , 2020 of the Board of Education (Richmond) be adjourned at 8:26 pm.

CARRIED

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K. HAMAGUCHI,  
CHAIRPERSON

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R. UYENO,  
SECRETARY TREASURER