

https://sd38.zoom.us/webinar/register/WN_lfVfcBFJS8y5yNEN-JoQaw

After registering, you will receive a confirmation email containing information about joining the webinar.

The Richmond Board of Education acknowledges and thanks the First Peoples of the h nq min m language group on whose traditional and unceded territories we teach, learn and live.

- (a) Recognition of Visitors
- (b) Announcements
- (c) Any materials not included i1 Tf q0 0 612 792 reW hBT0 g/TT0e is availW h ab-8 (le Tf qETE Tf)3 he puETEbIW

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

- (a) Record of an in-camera meeting of the board held Wednesday, October 25, 2023.
- (b) Regular meeting of the board held Wednesday, October 25, 2023 for approval.

Nil.

Nil.

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

- (a)
 - Chairperson: David Yang*
 - Vice Chairperson: Ken Hamaguchi*

- (i) The next meeting is scheduled for Tuesday, January 9, 2024.

- (b)
 - Chair** *person: Heather Larson*
 - Vice Chair** *person: David Yang*

- (i) Minutes of the meeting held on October 18, 2023, are attached for information.

A meeting was held on Wednesday, November 15, 2023. The next meeting is scheduled for Wednesday,

(i) : 2024/25 Annual Budget Process and Timeline.
Report from the Committee Chairperson attached.

(ii) Minutes of the meeting held on October 18, 2023, are attached for information.

A meeting was held on Wednesday, November 15, 2023. The next meeting is scheduled for Wednesday, December 13, 2023, at 10:00 am.

(e)

Chairperson: Debbie Tablotney
Vice Chairperson: Heather Larson

(i) Policy 402/402-R: Public Interest Disclosure Policy attached.

(ii) Minutes of the meeting held on October 16, 2023, are attached for information.

A meeting was held on Tuesday, November 14, 2023. The next meeting is scheduled for Monday, December 11, 2023, at 11:00 am.

(a)

A meeting was held on November 15, 2023.

(b)

Trustee Academy is scheduled for November 23-25, 2023 at the Westin Bayshore, Vancouver.

(c)

Symposium 2023 was held on November 2-3, 2023.

(a) For action:

Nil.

(b) For information:

Nil.

www.sd38.bc.ca

- x Please address any item for an upcoming Agenda to the Chairperson, Board of Education (Richmond) at:
7811 Granville Avenue, Richmond, BC V6Y 3E3.
- x Items to include your name and address.
- x Items received at the office of the Secretary Treasurer by 9:00 a.m. the Thursday preceding a meeting of the Board will be included on the Agenda.
- x Items arriving after the 9:00 a.m. Agenda deadline will be reserved for the next meeting of the Board.
- x For further assistance, please contact the Executive Assistant to the Board at 604 295 4302.

	David Yang	Heather Larson	Ken Hamaguchi	Donna Sargent	Debbie Tablotney
	Ken Hamaguchi	David Yang	Debbie Tablotney	Rod Belleza	Heather Larson
	Rod Belleza	Alice Wong	Heather Larson	Ken Hamaguchi	David Yang
	Debbie Tablotney	Rod Belleza	Alice Wong	Debbie Tablotney	

Date: November 22, 2023
From: Andy Wang, Secretary Treasurer
Subject: Record of an In-camera Board Meeting held October 25, 2023

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 October 25, 2023.

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

Camera meetings may be conducted to discuss issues such as:

- individual student matters;
- individual employee matters;
- legal concerns;
-

D

youth to be with family, the care of foster parents is crucial. Foster caregiving takes time, effort and patience. But most of all, it takes a desire to make a difference in the life of a child or youth. Thank you to all Richmond Foster Families for their commitment in supporting

DRAFT

8. New Business

(a) Capital Bylaw

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

There was unanimous consensus that three readings of the 2023/2024 Capital Bylaw take place.

The Chairperson then read the following: **MINUTE BOOK (2023/2024) CAPITAL BYLAW**

DRAFT

D

DR

L> ?\$M-C/%9#%,
4#!8((6%+3!\$A_*5&+(A\$0XQ!

!#\$%"&'()*+(-./&&"0+

2"3&4"5+635#78+

943/5\$"5#780(%3&/78+97../&&"!

Facilities and Building Committee Public Meeting Minutes

2023-2024 • 10/10/2023

4. %]š o WICE% i šš•~•š v]vP]š u•

dZ]CE Zš}ZEU v WCE}iCEš(dCEZ]• CE•%}yCEš]v šZ P X % I P

šCEμ•š }uěZv\$%CE] š}}v (}CE(šZ]o]š]]•X dCE]CE š}CEU Z] Zu}v
d u v šZ]CE š}CEU &]o]š] • ^ CEÀ] • %CE}À] (μCEšZ CE š]
(}oo}Á]vP <μ•š}}v (CE}u šZ WCE •] vš }(Z] Zu}v d Z CE•[••}
CE P CE}CEB % v u}μ•CE}u•X

5. &]o]š] • ^CEÀš •~•š u à y.%!òBf7} u ã u ài~x CE]oYPa"ěÂ aPdCE]o

Report to the Board of Education (Public)

Date: November 22, 2023
From: Donna Sargeant, Chairperson, Finance and Legal Committee
Subject: 2024/25 Annual Budget P [(2-7 (d)en-US)/MeuuaeeliR

budget process follows Board Policy 601 Budget, 621 Financial Reporting, and 631 Accumulated
~~Operating~~ Surplus and Capital Reserves.

The district begins its annual budget process in January with a stakeholder and commBri**ct b Aay (.)]TJn7 (, 6ag**

School District No. 38 Richmond
 2024/25 Annual Budget Process and Timeline

November	December	January	February	March	April
Amended Budget		Budget Consultation and Preparation			Budget Approval

- Update 2023/24 school year- o
- Board Approval of 2023/24 Amended Budget Bylaw (November 22, 2023 Board Meeting)
- Board Approval of 2024/25 Amended Budget Bylaw (February 21, 2024 Public Board Meeting)
- Budget consultation - gather stakeholder and public input and feedback
- Budget Advisory Working Group meetings
- Committee of the Whole (March 13, 2024 Public Board Meeting)
- Board consideration of stakeholder and public input and feedback
- Develop three-year budget and draft 2024/25 Annual Budget
- Provincial Government Budget announcement (February 2024)
- Finalization of Budget 2024/25
- Board approval of 2024/25 Annual Budget (April 24, 2024 Public Board Meeting)
- Board consideration of stakeholder and public input and feedback on draft budget (early April)

t

Chairperson	D. Sargent
Vice Chairperson	R. Belleza
Trustee Member	K. Hamaguchi
Trustee	A. Wong
Superintendent	C. Usih
Secretary Treasurer	C. Wang
Assistant Secretary Treasurer	M. Fu
District Administrator, Human Resources	T. Major
Representative, Richmond Management and Professional Staff	F. Marsic
Representative, Richmond Association of School Administrators	R. Corbin
Executive Assistant (Recording Secretary)	W. Walker
	T. Lee

Vice President, Richmond Association of School Administrators A. Goulas

The meeting was called to order at 10:00 am.

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

Prior to adoption of the agenda, the Chairperson initiated introductions in the Committee.

The agenda was adopted as circulated.

The minutes of the public meeting held Wednesday,

The District Administrator, Human Resources presented on the report as included in the agenda package on behalf of the Assistant Superintendent, Human Resources. She then provided further details regarding ELL supports following a question from the Chairperson.

The Secretary Treasurer responded to the 2nd Vice President [U Z] Zu}v d Z OE•[••}] š}}v question regarding adjusting the budget approval timeline from May to April to better align with the recruitment process and staffing timeline. The Superintendent thanked the 2nd Vice President, Z] Zu}v d Z OE•[for the feedback and noted district staff will work together to

"#\$%&'!'#!' (#!)%*&+!%,!-+. /*'0%1!23. 450/6!

! "#\$%&' ! "#\$%&'()*+), &

' () * %& - \$&&.\$(/0&1"23\$4*(560.'7\$'8"3*(9"1.:4(5""%%.22\$\$&

+, -. \$/#%& O12345&16&* 12317&8&91:34; &<=>?<=>@(%9AB:34&725D5E2&! 3E4:1EAD5&

O) #C/\$&' &*) #C) O&#) &! \$/\$* -\$(&>=F&>=>G&* \$\$#COH&' &#I \$&-) " (! &' &\$! , /' #C) O&
;3(0: ""<03: \$(=.26(>"0'<(9"1.:4()+?@! "#\$%&' ()\$ (*)+#, &-&' ()' .)/' 0&12)\$ (*)+#340\$%&' (-5)26.8(8(0(! "2.: \$(("A
B"2."3(2602(0(CD5EBBD! -F;/E! (= .11(&\$7' \$8\$32\$<(2"(26\$(-\$: %&&\$' ()+*)+), (9G&1.: (%\$2.3H("A(26\$(
>"0'<("A(D<G:02."3(IC.: 6%"3<J(2"(077'"#\$3\$=(91:34; &<=>?<=>@(%9AB:34&725D5E2&! 3E4:1EAD5J(

-"/KH() , O! %&

/6\$(/460&1)7(%#"#-%)8&-10' -4"#)91%(126\$(91%J(: 0%\$(.32"(\$AA\$: 2("3(-\$: %&&\$'(K*)+KLM/6\$(91%(=08(
\$820&1.86\$<(2"(7'"2\$: 2(=6.821\$&1"=\$'8(.3(26\$(7G&1.: (8\$: 2"(\$32.2.\$8*(=08(.3.2.0114(0771.\$<(2"(7'"#.3: .01(
H"#'\$3%\$32(% .3.82'\$.8(03<(.3<\$7\$3<\$32("AA.: \$8("A(26\$(1\$H.8102G'\$M;3(N\$72\$%&&\$' ()+)+*(26\$(B.3.82'4("A(
F22""3\$4(O\$3\$'01(.3A""%\$<(26\$(>' .2.86(5"1G%&.0(9G&1.: (N: 6""1(D%71"4'\$8P(F88": .02."3(I>59NDFJ("A(26\$(
H"#'\$3%\$32P8(: "%%.2%\$32(2"(\$Q2\$3<.3H(26\$(: "#'\$OH\$("A(26\$(91%(2"(8: 6""1(<.82' .: 28(&4)+)?!&

! C+/, ++C) O+%&

/6\$'\$0'\$(:G''\$3214(26.'24("3\$(

! "#\$%&'()+, (

9G&1.:(9"1.:4(
5"%%.22\$\$(
%\$\$2.3H(

- '0A2(

P

P

P

P

PROPOS

PROPO

Administrative Guidelines

not be provided to an anonymous Discloser, except at the discretion of the Designated Officer and where the Disclosure has provided contact information.

- 3.4 A Discloser who is considering making a Disclosure may request Advice from any of their union representative or employee association representative, a lawyer, their Supervisor, a Designated Officer , or the Ombudsperson.

3.5

PROPOSED

Adopted:

PROPOS

PROPO₂

Administrative Guidelines

- 8.6.2 the Disclosure is frivolous or vexatious, has not been made in good faith, has not been made by a person entitled to make a Disclosure under the Policy or PIDA, or does not deal with Wrongdoing;
 - 8.6.3 the Investigation would serve no useful purpose or could not reasonably be conducted due to the passage or length of time between the date of the alleged Wrongdoing and the date of the Disclosure;
 - 8.6.4 the investigation of the disclosure would serve no useful purpose because the subject matter of the disclosure is being, or has been, appropriately dealt with;
 - 8.6.5 the Disclosure relates solely to a public policy decision;
 - 8.6.6 the allegations are already being or have been appropriately investigated by the Ombudsperson, the School District or other appropriate authority;
 - 8.6.7 the Investigation may compromise another investigation; or
 - 8.6.8 PIDA otherwise requires or permits the School District to suspend or stop the Investigation.
- 8.7 Discloser and the Respondent(s) will be provided with a summary of the School findings, including:
- 8.7.1 notice of any finding of Wrongdoing;
 - 8.7.2 a summary of the reasons supporting any finding of Wrongdoing;
 - 8.7.3 any recommendations to address findings of Wrongdoing.
9. Privacy and Confidentiality
- 9.1 All Personal Information that the School District collects, uses or shares in connection with a Disclosure, request for Advice, or an Investigation shall be treated as confidential and shall be used and disclosed by the School District only as described in the Policy, the Guidelines and PIDA unless otherwise permitted or required under FIPPA or other applicable laws.
 - 9.2 Personal Information that is collected, used or shared by the School District in the course of receiving, responding to or investigating a Disclosure or a request for Advice Reprisal shall be limited to the Personal Information that is reasonably required for these purposes.
 - 9.3 Any person who, in their capacity as an Employee or Trustee, receives information about the identity of a Discloser shall maintain the identity of the Discloser in confidence, and may only use or share that information for the purposes described in this Policy or PIDA, except with the consent of the Discloser or as authorized or required by PIDA or other applicable laws.
 - 9.4 The School District shall ensure there are reasonable security measures in place to protect all Personal Information that the School District collects or uses in the course of

Adopted:

~~PROP~~

DISCLOSURE FORM

INSTRUCTIONS

PROPOSED

Adopted:

PROPOSE

PRO

!"#\$%&'(") \$**++'
!, -#\$%' . ++*\$ /0' . \$/ , *+1'
!"#\$%&'()* +", -.(/0'(1213(4(/522(%6(
78(9""6(

: . - ; - # + 5!
"#\$%&' (#) *%)+, -!! . / 0()+, -
1)2+3%%!4%56%)!! 7/8(-9
1)2+3%%! : ;3%)- (3%! </ =% ; %>(
1)2+3%%! : / ? , -9
@2*%)#-3%-A%-3! ! &/ B+#
7%*23C!@2*%)#-3%-A%-3!! </ <C(-
D!"#\$%&'E)%+A%-3F!<#\$' 5, -A!1%(\$' %)+G! : ++, \$#(3#, -! @/ ? %-9; , H+I#
J#%!"#\$%&'E)%+A%-3F!<#\$' 5, -A!1%(\$' %)+G! : ++, \$#(3#, -! K/ 4()+#\$
"#\$%&'E)%+A%-3F!<#\$' 5, -A! : ++, \$#(3#, -!, L!@\$' , , :! A5#-#3)(3,)+! : / M, 2; (+
E)%+A%-3F!&(- (A#(-!B-#, -!, L!E26;#\$!N5* ; , C%+%!ODP! @/ < , 6#-+, -
&' (#) *%)+, -F!<#\$' 5, -A!4 (- (9%5%-3!(-A!E), L%+##, - (:!@3(L! Q/ M#6+, -
NR%\$23#S%!: ++#3(-3!T<%\$,)A#-9!@%\$)%3(CU! W/ & ,) , -;

WE)%+% -3!L,)!(!* ,)3#, -!, L!3' %!5%%3#-9

<- = . - + ; 5(
&' (#) *%)+, -! 7/ 1(6; , 3-%C

1' %!"#\$%&' (#) *%)+, -!(\$; ;%A!3' %!5%%3#-9!3, !,)A%)(3!DDXY!(5/!

1' %!<#\$' 5, -A!=, ()A!, L!NA2\$(3#, -!(\$! - , H;%A9%A!(-A!3' (-!%A!3' %!K#)+3!E%, *;%+!, L!3' %!' Z-[Z5#-Z5!
;(-92(9%!9), 2*!, -!H' , +%!3)(A#3#, - (:!(-A!2-\$%A%A!3%))#3,)#%+!H%!3%(\$' F!;%() -!(-A!;#S%!

/> ?\$"@+(?=-#\$%

1' %!(9%-A(!H(+!(A, *3%A!(+!\$#)\$2;(3%A/

1> ?@@. "A-(! 8#B+-;

4#-23%+!, L!3' %!5%%3#-9!' %!A!@%*3%56%)!D]F!JYJ^!H%)(**), S%A!(+!\$#)\$2;(3%A/

3> C+%+B;('D(EB.. -#+(%#\$ (?#*8*8@%+- \$(F+-6;

: -!2*A(3%A!+3(32+!A, \$25%-3!H(+!*), S#A%A!H#3' !3' %!(9%-A(!* (\$! (9%/

1' %!7%*23C!@2*%)#-3%-A%-3!R*;(#-%A!3' (3!2*A(3%A!#-L,)5 (3#, -!(-A!3#5%;#-%+!' (S%!6%%-!(AA%A!
3, !3' %!+3(32+!A, \$25%-3/!. %!3' %-!, LL%)%A!3, !L,)H()A!\2%+3#, -+!L), 5!<1: !(-A!&BEN!
)%*)%+%-3(3#S%+!3, !3' %!@%\$)%3(C!1)%(+2)%!, -!3' %!)%S##, -!*), \$%+!, L!E, ;#C!OY^/P_OY^/P`<!, -!
E), 3%\$3#, -!, L!N5*;, C%+%!L), 5!"#, ;%-\$%!#-!3' %!?,)I*;\$%!(-A!' , H!)%\$%-3!A(3(!, -!H,)I*;\$%!
S#, ;%-\$%!H#3' #-!3' %!A#3)#\$3!H#;#!5* (\$3!\$' (-9%+!3, !3' %!* , ;#C!/!. %!(;+, !*), S#A%A!\$, -3%R3!, -!3' %!
-(32)%!, L!3' %!, -9, #-9!)%S##, -+!3, !* , ;#%#+!, -!@32A%-3!=%' (S#, 2)!(-A!7#+\$#*#-%!(-A!@32A%-3!
@2+*%-+#, -+!,)!NR\$;2+#, -!L), 5!@\$' , , ;/!!

1' %!7%*23C!@2*%)#-3%-A%-3!(;+, !((+2)%A!3)2+3%+!3' (3!+3(LL()%)!H,)I#-9!, -!3' %!)%S##, -!, L!* , ;#%#+!
H#3' #-!3' %!(-3#\$#*(3%A!3#5%;#-%+/!

G> H-I+(! --+8#=(J%+-(4(KB-; %&'(H" A-6, -.(/G'(1213(%+(/ /522(%6>

L> ?\$M'B.#6-#+

1' %!5%%3#-9!(Aa, 2)-%A!(3!DDXDb!(5/

H L
 C P C