

**FINANCE AND LEGAL COMMITTEE
PUBLIC MEETING AGENDA**

DATE: WEDNESDAY, FEBRUARY 17, 2021

TIME: 11:00 AM

LOCATION: VIA ZOOM MEETING LINK

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

- 1. ADOPT AGENDA**
- 2. APPROVE MINUTES**
Attachment: Public minutes from meeting held January 20, 2021
- 3. HUMAN RESOURCES UPDATE**
Verbal – Executive Director, Human Resources
- 4. AMENDED ANNUAL BUDGET BYLAW**
Recommendation - Assistant Secretary Treasurer
- 5. 2019/2020 AND 2020/2021 APPROVED BUDGET ADJUSTMENTS**
Attachment – Assistant Secretary Treasurer
- 6. NEXT MEETING DATE – WEDNESDAY APRIL 21, 2021 at 11:00 am**
- 7. ADJOURNMENT**

School District No. 38 (Richmond)
7811 Granville Avenue, Richmond, BC V6Y 3E3

FINANCE & LEGAL COMMITTEE PUBLIC MEETING MINUTES

Minutes of a **PUBLIC** meeting of the Finance & Legal Committee held via Zoom Webinar meeting link, on Wednesday, January 20, 2021 at 11:00 a.m.

Present:

Debbie Tablotney, Committee Chairperson
Ken Hamaguchi, Committee Vice-Chairperson
Richard Lee, Trustee Member
Heather Larson, Trustee Alternate
Rick Ryan, Deputy Superintendent
Roy Uyeno, Secretary Treasurer
Maria Fu, Assistant Secretary Treasurer
Laura Buchanan, Executive Director, Human Resources
Frank Geyer, Executive Director, Facilities Services
Liz Baverstock, President, Richmond Teachers' Association
Tim McCracken, 1st Vice-President, Richmond Teachers' Association
Ian Hillman, President, CUPE
Roger Corbin, Richmond Management Administrators Professional Staff
Andrew Scallion, President, Richmond District Parents Association
Lynne Farquharson, Past President, Richmond Retired Teachers' Association
Wanda Plante, Executive Assistant (Recorder)

Regrets: Rob Laing, Executive Director, Learning and Business Technologies

The Chairperson called the meeting to order at 11:02 am

1. APPROVAL OF AGENDA

The agenda was adopted as circulated.

2. APPROVAL OF MINUTES

The minutes of the November 18, 2020 public meeting were approved as circulated.

3. HUMAN RESOURCES UPDATE

The Executive Director, Human Resources provided a Remedy – Class Size and Composition mid-year update and further advised that the District and the RTA have reached an agreement regarding outstanding unspent remedy funds accrued in previous years. She also provided a Foundations of a Healthy Workplace budget update, including expenditures to date, remaining federal funds and one-time Operating Budget Funds. The planning for these funds is expected to be finalized by January 31 for immediate introduction to district employees.

4. TRUSTEES' EXPENSES

Following a brief discussion, it was agreed to forward the following:

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 December 31, 2020, in the amount of \$1,570.02.

5. 2019-2020 STATEMENT OF FINANCIAL INFORMATION

The Assistant Secretary Treasurer advised that the district is required as part of the Financial Act to publicly disclose specific district financial information. The report includes our latest year end audited financial information, statement of employee remuneration (disclosing staff earning more than \$75,000), and schedule of payments to suppliers for goods and services over \$25,000. The Assistant Secretary Treasurer further advised that the 2019-2020 Statement of Financial Information has been completed and is posted on our district website.

6. **NEXT MEETING DATE – WEDNESDAY, FEBRUARY 17, 2021 @ 11:00 AM VIA ZOOM MEETING LINK**

7. **ADJOURNMENT**

The meeting adjourned at 11:22 pm.

Respectfully Submitted,

Debbie Tablotney, Chairperson
Finance and Legal Committee

DRAFT

Report to the Finance and Legal Committee
Public

DATE: February 9, 2021

FROM: Maria Fu, Assistant Secretary Treasurer

2020/2021 Amended Annual Budget Bylaw

RECOMMENDATION

THAT the Board of Education (Richmond) approve the reduction in the appropriation to the Local Capital Fund of \$200,000 resulting in the 2020/2021 Local Capital Transfer amount from \$4,897,000 to \$4,697,500.

AND FURTHER THAT the Board of Education (Richmond) approve the 2020/2021 Amended Annual Budget Bylaw by way of three readings and that the Board authorizes the Chair of the Board, Superintendent and Secretary Treasurer to sign the 2020/2021 Amended Annual Budget Bylaw and submit the 2020/2021 Amended Annual Budget Bylaw together with the 2020/2021 Amended Annual Budget to the Ministry of Education by February 28, 2021.

BACKGROUND

As directed by the Ministry of Education, the 2020/2021 Amended Annual Budget (attached) has been prepared in accordance with the Public Sector Accounting Board (PSAB) standards for not for profit organizations, and Section 23.1 of the Budget Transparency and Accountability Act of the Province of British Columbia, supplemented by Regulations 257/2010 and 198/2011 issued by the Province of British Columbia Treasury Board. This format requires the Board to approve the 2020/2021 Amended Annual Budget Bylaw amount of \$289,636,607 which is comprised of the Operating, Special Purpose and Capital Funds.

The 2020/2021 Amended Annual Budget reflects the announced Interim Operating Grant from the Ministry of Education based on the September 30, 2020 student enrolment count. The February and May 2021 counts are based on estimates.

2020/2021 HIGHLIGHTS

Operating Fund:

Revenue: *(Schedules 2 & 2A)*

Overall, the 2020/2021 Amended Annual Budget Operating Fund revenue is \$1.0 million less than the 2020/2021 Annual Budget. It is mainly the result of:

- \$2.0 million reduction in Operating Grant due to enrolment decline (\$1.8 million) and salary differential (\$0.2 million),
- \$0.5 million increase due to the Early Career Mentorship Funding,
- \$0.3 million reduction in Continuing Education tuition revenue, and
- \$0.8 million increase in tuition revenue due to increase uptake in International Students.

Expenditures: *(Schedules 2, 2B & 2C)*

Overall, the 2020/2021 Amended Annual Budget Operating Fund expenditures is \$0.8 million less than the 2020/2021 Annual Budget. It is mainly the result of:

- Increase in international teacher salaries (8.6 FTE - \$0.9 million) due to increase in international students,
- Increase in substitute costs (\$0.5 million) due to increase sick and other leaves,
- Decrease in BSW's (25 FTE - \$1.5 million) [this is a reversal of the 2020/2021 Annual Budget one-time BSW additions, which are now being charged to the Federal Safe Return to Class Grant],
- Decrease in additional services and supplies for Learning Services and Facilities Services (\$0.2 million), and
- Decrease in utility costs (\$0.5 million) due to the increase ventilation costs in schools being charged to the Federal Safe Return to Class Grant.

To balance the 2020/2021 Amended Annual Budget, the transfer to local capital was decreased by \$0.2 million.

Special Purpose Fund: (Schedules 3 & 3A)

Overall, the 2020/2021 Amended Annual Budget Special Purpose Fund grant revenue received is \$8.5 million higher than the 2020/2021 Annual Budget. It is mainly the result of:

- One-time Provincial Safe Return to Schools funding (\$1.5 million),
- One-time Federal Safe Return to Class funding (\$7.8 million),
- Increase in the CEF Staffing funding (\$2.9 million), and
- Decrease in School Generated Funds (\$3.7 million) due to COVID-19 restrictions.

The corresponding expenses of the Special Purpose Fund are adjusted accordingly.

Capital Fund: (Schedule 4)

The decrease in the transfer to Local Capital from the Operating Fund (\$0.2 million) is reflected in the Capital Fund.

Respectfully submitted,

Maria Fu
Assistant Secretary Treasurer

Amended Annual Budget

School District No. 38 (Richmond)

June 30, 2021

School District No. 38 (Richmond)

June 30, 2021

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*NOTE - Statement 1, Statement 3, Statement 5 and Schedules 4A - 4D are used for Financial Statement reporting only.

AMENDED ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 38 (RICHMOND) (called the "Board") to adopt the Amended Annual Budget of the Board for the fiscal year 2020/2021 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. Board has complied with the provisions of the Act respecting the Amended Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 38 (Richmond) Amended Annual Budget Bylaw for fiscal year 2020/2021.
3. The attached Statement 2 showing the estimated revenue and expense for the 2020/2021 fiscal year and the total budget bylaw amount of \$289,636,607 for the 2020/2021 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 1 to 4 are adopted as the Amended Annual Budget of the Board for the fiscal year 2020/2021.

READ A FIRST TIME THE 24th DAY OF FEBRUARY, 2021;

READ A SECOND TIME THE 24th DAY OF FEBRUARY, 2021;

READ A THIRD TIME, PASSED AND ADOPTED THE 24th DAY OF FEBRUARY, 2021;

(Corporate Seal)

Chairperson of the Board

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 38 (Richmond) Amended Annual Budget Bylaw 2020/2021, adopted by the Board the 24th DAY OF FEBRUARY, 2021.

Secretary Treasurer

School District No. 38 (Richmond)

Statement 2

Amended Annual Budget - Revenue and Expense

Year Ended June 30, 2021

	2021 Amended Annual Budget	2021 Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	19,879.125	20,033.988
Adult	102.500	140.875
Other	583.250	572.625
Total Ministry Operating Grant Funded FTE's	20,564.875	20,747.488
Revenues	\$	\$
Provincial Grants		
Ministry of Education	240,084,823	228,451,075
Other	290,400	377,500
Federal Grants	1,747,645	1,625,875
Tuition	13,888,921	13,426,229
Other Revenue	4,819,258	8,739,154
Rentals and Leases	946,164	1,303,976
Investment Income	1,631,722	1,116,673
Amortization of Deferred Capital Revenue	9,004,089	8,861,367
Total Revenue	272,413,022	263,901,849
Expenses		
Instruction	222,392,430	217,810,790
District Administration	7,625,158	7,523,006
Operations and Maintenance	48,863,856	45,974,650
Transportation and Housing	1,876,890	1,810,460
Debt Services	180,000	175,000
Total Expense	280,938,334	273,293,906
Net Revenue (Expense)	(8,525,312)	(9,392,057)
Budgeted Allocation (Retirement) of Surplus (Deficit)	7,707,769	7,707,769
Budgeted Surplus (Deficit), for the year	(817,543)	(1,684,288)
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	(817,543)	(1,684,288)
Budgeted Surplus (Deficit), for the year	(817,543)	(1,684,288)

School District No. 38 (Richmond)

Amended Annual Budget - Revenue and Expense

Year Ended June 30, 2021

	2021 Amended Annual Budget	2021 Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	211,647,360	212,471,408
Special Purpose Funds - Total Expense	52,904,965	43,917,466
Special Purpose Funds - Tangible Capital Assets Purchased	1,117,377	767,377
Capital Fund - Total Expense	16,386,009	16,905,032
Capital Fund - Tangible Capital Assets Purchased from Local Capital	7,580,896	5,969,506
Total Budget Bylaw Amount	289,636,607	280,030,789

Approved by the Board

Signature of the Chairperson of the Board of Education Date Signed

Signature of the Superintendent Date Signed

Signature of the Secretary Treasurer Date Signed

School District No. 38 (Richmond)

Amended Annual Budget - Changes in Net Financial Assets (Debt)
Year Ended June 30, 2021

	2021 Amended Annual Budget	2021 Annual Budget
	\$	\$
Surplus (Deficit) for the year	(8,525,312)	(9,392,057)
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	(1,117,377)	(767,377)
From Local Capital	(7,580,896)	(5,969,506)
From Deferred Capital Revenue	(39,791,655)	(37,161,306)
From Capital Leases	(1,900,000)	(1,750,000)
Total Acquisition of Tangible Capital Assets	(50,389,928)	(45,648,189)
Amortization of Tangible Capital Assets	16,206,009	16,730,032
Total Effect of change in Tangible Capital Assets	(34,183,919)	(28,918,157)
	-	-
(Increase) Decrease in Net Financial Assets (Debt)	(42,709,231)	(38,310,214)

School District No. 38 (Richmond)

Amended Annual Budget - Schedule of Changes in Accumulated Surplus (Deficit) by Fund
 Year Ended June 30, 2021

	Operating Fund	Special Purpose Fund	Capital Fund	2021 Amended Annual Budget
	\$	\$	\$	\$
Accumulated Surplus (Deficit), beginning of year	18,995,686	-	175,344,276	194,339,962
Changes for the year				
Net Revenue (Expense) for the year	(3,010,769)	1,117,377	(6,631,920)	(8,525,312)
Interfund Transfers				
Tangible Capital Assets Purchased		(1,117,377)	1,117,377	-
Local Capital	(4,697,000)		4,697,000	-
Net Changes for the year	<u>(7,707,769)</u>	<u>-</u>	<u>(817,543)</u>	<u>(8,525,312)</u>
Budgeted Accumulated Surplus (Deficit), end of year	<u><u>11,287,917</u></u>	<u><u>-</u></u>	<u><u>174,526,733</u></u>	<u><u>185,814,650</u></u>

School District No. 38 (Richmond)
 Amended Annual Budget - Operating Revenue and Expense
 Year Ended June 30, 2021

	2021 Amended Annual Budget	2021 Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	192,019,526	193,296,757
Other	290,400	377,500
Tuition	13,888,921	13,426,229
Other Revenue	626,058	849,954
Rentals and Leases	946,164	1,303,976
Investment Income	865,522	406,223
Total Revenue	208,636,591	209,660,639
Expenses		
Instruction	176,438,393	175,398,283
District Administration	6,861,110	6,758,958
Operations and Maintenance	26,840,483	28,879,004
Transportation and Housing	1,507,374	1,435,163
Total Expense	211,647,360	212,471,408
Net Revenue (Expense)	(3,010,769)	(2,810,769)
Budgeted Prior Year Surplus Appropriation	7,707,769	7,707,769
Net Transfers (to) from other funds		
Local Capital	(4,697,000)	(4,897,000)
Total Net Transfers	(4,697,000)	(4,897,000)
Budgeted Surplus (Deficit), for the year	-	-

School District No. 38 (Richmond)

Amended Annual Budget - Schedule of Operating Revenue by Source
 Year Ended June 30, 2021

	2021 Amended Annual Budget	2021 Annual Budget
	\$	\$
Provincial Grants - Ministry of Education		
Operating Grant, Ministry of Education	182,987,023	184,983,375
Other Ministry of Education Grants		
Pay Equity	2,215,706	2,215,706
Funding for Graduated Adults	254,999	127,666
Transportation Supplement	21,608	21,608
Carbon Tax Grant		-
Employer Health Tax Grant		-
Support Staff Benefits Grant	219,746	105,062
Teachers' Labour Settlement Funding	5,816,048	5,816,048
Early Career Mentorship Funding	470,000	-
FSA Scorer	27,292	27,292
Early Learning Framework Implementation	4,104	-
Equity in Action Plan	3,000	-
Total Provincial Grants - Ministry of Education	192,019,526	193,296,757
Provincial Grants - Other	290,400	377,500
Tuition		
Summer School Fees	240,571	332,365
Continuing Education	727,229	989,064
International and Out of Province Students	12,921,121	12,104,800
Total Tuition	13,888,921	13,426,229
Other Revenues		
Other School District/Education Authorities	504,000	495,000
Miscellaneous		
Cafeteria	119,058	341,954
Miscellaneous	3,000	13,000
Total Other Revenue	626,058	849,954
Rentals and Leases	946,164	1,303,976
Investment Income	865,522	406,223
Total Operating Revenue	208,636,591	209,660,639

School District No. 38 (Richmond)

Schedule 2B

Amended Annual Budget - Schedule of Operating Expense by Object
Year Ended June 30, 2021

	2021 Amended Annual Budget	2021 Annual Budget
	\$	\$
Salaries		
Teachers	90,983,621	90,217,320
Principals and Vice Principals	13,369,298	13,011,031
Educational Assistants	14,989,738	14,797,864
Support Staff	21,651,867	22,886,858
Other Professionals	6,096,836	5,934,808
Substitutes	8,235,995	7,780,455
Total Salaries	155,327,355	154,628,336
Employee Benefits	38,838,755	38,741,337
Total Salaries and Benefits	194,166,110	193,369,673
Services and Supplies		
Services	6,815,652	7,680,414
Student Transportation	14,600	14,600
Professional Development and Travel	683,592	682,642
Rentals and Leases	253,644	253,644
Dues and Fees	138,283	113,660
Insurance	546,708	537,300
Supplies	6,133,078	6,458,282
Utilities	2,895,693	3,361,193
Total Services and Supplies	17,481,250	19,101,735
Total Operating Expense	211,647,360	212,471,408

School District No. 38 (Richmond)

Amended Annual Budget - Operating Expense by Function, Program and Object
Year Ended June 30, 2021

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
1 Instruction							
1.02 Regular Instruction	70,097,359	2,661,436		1,080,936		5,949,980	79,789,711
1.03 Career Programs	242,105			523,304			765,409
1.07 Library Services	1,539,165			577,502			2,116,667
1.08 Counselling	2,633,183						2,633,183
1.10 Special Education	6,112,545		14,989,738			763,362	21,865,645
1.30 English Language Learning	6,228,519			154,962			6,383,481
1.31 Indigenous Education	249,328			34,859			284,187
1.41 School Administration		9,987,843		4,521,714		397,677	14,907,234
1.60 Summer School	726,253	108,561					834,814
1.61 Continuing Education	502,823	423,407		119,895	86,830	333,118	1,466,073
1.62 International and Out of Province Students	2,652,341	37,818		213,653	739,834	94,906	3,738,552
1.64 Other							
Total Function 1	90,983,621	13,219,065	14,989,738	7,226,825	826,664	7,539,043	134,784,956
4 District Administration							
4.11 Educational Administration				221,650	1,923,914	13,075	2,158,639
4.40 School District Governance					197,574		197,574
4.41 Business Administration		150,233		1,041,846	1,557,330	2,165	2,751,574
Total Function 4	-	150,233	-	1,263,496	3,678,818	15,240	5,107,787
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration				178,975	1,591,354	1,077	1,771,406
5.50 Maintenance Operations				11,465,083		571,395	12,036,478
5.52 Maintenance of Grounds				797,191			797,191
5.56 Utilities							
Total Function 5	-	-	-	12,441,249	1,591,354	572,472	14,605,075
7 Transportation and Housing							
7.70 Student Transportation				720,297		109,240	829,537
Total Function 7	-	-	-	720,297	-	109,240	829,537
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	90,983,621	13,369,298	14,989,738	21,651,867	6,096,836	8,235,995	155,327,355

School District No. 38 (Richmond)

Amended Annual Budget - Operating Expense by Function, Program and Object
 Year Ended June 30, 2021

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2021 Amended Annual Budget	2021 Annual Budget
	\$	\$	\$	\$	\$	\$
1 Instruction						
1.02 Regular Instruction	79,789,711	20,038,411	99,828,122	4,385,600	104,213,722	104,863,027
1.03 Career Programs	765,409	192,225	957,634	214,820	1,172,454	1,707,453
1.07 Library Services	2,116,667	531,580	2,648,247	363,031	3,011,278	2,755,056
1.08 Counseling	2,633,183	661,298	3,294,481	6,350	3,300,831	3,489,772
1.10 Special Education	21,865,645	5,491,344	27,356,989	752,171	28,109,160	30,161,798
1.30 English Language Learning	6,383,481	1,603,149	7,986,630	14,850	8,001,480	4,117,989
1.31 Indigenous Education	284,187	71,371	355,558	39,200	394,758	597,455
1.41 School Administration	14,907,234	3,743,807	18,651,041	346,104	18,997,145	17,391,739
1.60 Summer School	834,814	158,615	993,429	5,621	999,050	579,833
1.61 Continuing Education	1,466,073	283,811	1,749,884	277,651	2,027,535	2,189,854
1.62 International and Out of Province Students	3,738,552	938,901	4,677,453	1,524,095	6,201,548	7,534,875
1.64 Other	-	-	-	9,432	9,432	9,432
Total Function 1	134,784,956	33,714,512	168,499,468	7,938,925	176,438,393	175,398,283
4 District Administration						
4.11 Educational Administration	2,158,639	542,121	2,700,760	244,696	2,945,456	2,847,457
4.40 School District Governance	197,574	14,838	212,412	117,005	329,417	328,084
4.41 Business Administration	2,751,574	691,031	3,442,605	143,632	3,586,237	3,583,417
Total Function 4	5,107,787	1,247,990	6,355,777	505,333	6,861,110	6,758,958
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	1,771,406	444,871	2,216,277	1,077,395	3,293,672	3,217,787
5.50 Maintenance Operations	12,036,478	3,022,845	15,059,323	4,392,997	19,452,320	21,180,846
5.52 Maintenance of Grounds	797,191	200,207	997,398	201,400	1,198,798	1,119,178
5.56 Utilities	-	-	-	2,895,693	2,895,693	3,361,193
Total Function 5	14,605,075	3,667,923	18,272,998	8,567,485	26,840,483	28,879,004
7 Transportation and Housing						
7.70 Student Transportation	829,537	208,330	1,037,867	469,507	1,507,374	1,435,163
Total Function 7	829,537	208,330	1,037,867	469,507	1,507,374	1,435,163
9 Debt Services						
Total Function 9	-	-	-	-	-	-
Total Functions 1 - 9	155,327,355	38,838,755	194,166,110	17,481,250	211,647,360	212,471,408

School District No. 38 (Richmond)

Amended Annual Budget - Special Purpose Revenue and Expense
Year Ended June 30, 2021

	<u>2021 Amended Annual Budget</u>	<u>2021 Annual Budget</u>
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	48,065,297	35,154,318
Federal Grants	1,747,645	1,625,875
Other Revenue	4,193,200	7,889,200
Investment Income	16,200	15,450
Total Revenue	<u>54,022,342</u>	<u>44,684,843</u>
Expenses		
Instruction	45,954,037	42,412,507
District Administration	764,048	764,048
Operations and Maintenance	6,186,880	740,911
Total Expense	<u>52,904,965</u>	<u>43,917,466</u>
Net Revenue (Expense)	<u>1,117,377</u>	<u>767,377</u>
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(1,117,377)	(767,377)
Total Net Transfers	<u>(1,117,377)</u>	<u>(767,377)</u>
Budgeted Surplus (Deficit), for the year	<u>-</u>	<u>-</u>

School District No. 38 (Richmond)

Amended Annual Budget - Changes in Special Purpose Funds
Year Ended June 30, 2021

	Annual Facility Grant	Learning Improvement Fund	Scholarships and Bursaries	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK Fund - Overhead	Classroom Enhancement Fund - Overhead
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year	-	287,295	1,078,475	5,355,731	46,300	117,969	20,445	78,046	-
Add: Restricted Grants									
Provincial Grants - Ministry of Education	829,133	669,476		3,755,350	224,000	93,100	299,563	772,476	4,841,324
Federal Grants			40,000						
Other			15,000						
Investment Income									
Less: Allocated to Revenue Recovered									
Deferred Revenue, end of year	-	-	1,088,475	5,306,681	-	-	-	-	-
Revenues									
Provincial Grants - Ministry of Education	829,133	956,771		3,804,400	270,300	211,069	320,008	850,522	4,841,324
Federal Grants			30,000						
Other Revenue			15,000						
Investment Income									
Expenses									
Salaries									
Teachers						47,731	93,820		221,000
Principals and Vice Principals									1,845,078
Educational Assistants									565,600
Support Staff		809,451			174,602	20,986		334,220	193,400
Other Professionals									939,339
Substitutes							17,159		3,764,417
Employee Benefits		809,451			174,602	68,717	110,979	334,220	
Services and Supplies	61,756	147,320			43,650	17,180	24,393	86,897	941,104
	61,756	956,771	45,000	3,804,400	52,048	125,172	184,636	429,405	135,803
			45,000	3,804,400	270,300	211,069	320,008	850,522	4,841,324
Net Revenue (Expense) before Interfund Transfers	767,377	-	-	-	-	-	-	-	-
Interfund Transfers									
Tangible Capital Assets Purchased	(767,377)								
	(767,377)								
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 38 (Richmond)

Amended Annual Budget - Changes in Special Purpose Funds
Year Ended June 30, 2021

	Classroom Enhancement Fund - Staffing	Classroom Enhancement Fund - Remedies	Mental Health in Schools	Changing Results for Young Children	Safe Return to School Grant	Federal Safe Return to Class Fund	Provincial Resource Program	Provincial Early Years	Community Literacy
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year	-	75,812	-	-	-	-	87,132	3,162	10,000
Add: Restricted Grants									
Provincial Grants - Ministry of Education	29,092,042	131,328	48,000	6,000	1,456,347	7,790,877	728,814	408,694	
Federal Grants									
Other									
Investment Income									
Less: Allocated to Revenue Recovered									
Deferred Revenue, end of year	-	-	-	-	-	-	-	-	-
Revenues									
Provincial Grants - Ministry of Education	29,092,042	207,140	48,000	6,000	1,456,347	7,790,877	776,070	409,694	
Federal Grants									
Other Revenue									
Investment Income									
Expenses									
Salaries									
Teachers									
Principals and Vice Principals									
Educational Assistants									
Support Staff									
Other Professionals									
Substitutes									
Employee Benefits									
Services and Supplies									
Net Revenue (Expense) before Interfund Transfers	23,273,633	114,198	-	-	685,700	4,605,000	461,329	221,667	-
Interfund Transfers									
Tangible Capital Assets Purchased									
Net Revenue (Expense)	23,273,633	114,198	-	-	685,700	4,605,000	461,329	221,667	-
Employee Benefits	5,818,409	17,130			123,440	1,151,255	111,913	54,753	
Services and Supplies	29,092,042	75,812	48,000	6,000	647,207	1,684,622	202,828	133,274	10,000
Net Revenue (Expense) before Interfund Transfers	-	-	-	-	1,456,347	7,440,877	776,070	409,694	10,000
Interfund Transfers									
Tangible Capital Assets Purchased									
Net Revenue (Expense)	-	-	-	-	-	350,000	-	-	-
Tangible Capital Assets Purchased									
Net Revenue (Expense)	-	-	-	-	-	(350,000)	-	-	-
Tangible Capital Assets Purchased									
Net Revenue (Expense)	-	-	-	-	-	(350,000)	-	-	-

School District No. 38 (Richmond)

Amended Annual Budget - Changes in Special Purpose Funds
Year Ended June 30, 2021

	Educational Trust Funds	LINC/ SWIS	TOTAL
	\$	\$	\$
Deferred Revenue, beginning of year	186,124	121,770	7,468,261
Add: Restricted Grants			
Provincial Grants - Ministry of Education			47,391,174
Federal Grants	300,000	1,625,875	1,625,875
Other	1,200		4,095,350
Investment Income			16,200
	301,200	1,625,875	53,128,599
Less: Allocated to Revenue			
Recovered	350,000	1,747,645	54,022,342
Deferred Revenue, end of year	<u>137,324</u>	<u>-</u>	<u>6,532,480</u>
Revenues			
Provincial Grants - Ministry of Education			48,065,297
Federal Grants		1,747,645	1,747,645
Other Revenue	348,800		4,193,200
Investment Income	1,200		16,200
	350,000	1,747,645	54,022,342
Expenses			
Salaries			
Teachers		101,136	26,110,941
Principals and Vice Principals			221,000
Educational Assistants			3,184,337
Support Staff		465,755	3,560,730
Other Professionals		93,298	286,698
Substitutes		356,357	2,276,753
	-	1,016,546	35,640,459
Employee Benefits		248,273	8,785,717
Services and Supplies	350,000	482,826	8,478,789
	350,000	1,747,645	52,904,965
Net Revenue (Expense) before Interfund Transfers	<u>-</u>	<u>-</u>	<u>1,117,377</u>
Interfund Transfers			
Tangible Capital Assets Purchased			(1,117,377)
	<u>-</u>	<u>-</u>	<u>(1,117,377)</u>
Net Revenue (Expense)	<u>-</u>	<u>-</u>	<u>-</u>

School District No. 38 (Richmond)
 Amended Annual Budget - Capital Revenue and Expense
 Year Ended June 30, 2021

	2021 Amended Annual Budget			2021 Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	
Revenues				
Investment Income		750,000	750,000	695,000
Amortization of Deferred Capital Revenue	9,004,089		9,004,089	8,861,367
Total Revenue	9,004,089	750,000	9,754,089	9,556,367
Expenses				
Amortization of Tangible Capital Assets				
Operations and Maintenance	15,836,493		15,836,493	16,354,735
Transportation and Housing	369,516		369,516	375,297
Debt Services				
Capital Lease Interest		180,000	180,000	175,000
Total Expense	16,206,009	180,000	16,386,009	16,905,032
Net Revenue (Expense)	(7,201,920)	570,000	(6,631,920)	(7,348,665)
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	1,117,377		1,117,377	767,377
Local Capital		4,697,000	4,697,000	4,897,000
Total Net Transfers	1,117,377	4,697,000	5,814,377	5,664,377
Other Adjustments to Fund Balances				
Tangible Capital Assets Purchased from Local Capital	6,021,113	(6,021,113)	-	
Tangible Capital Assets WIP Purchased from Local Capital	1,559,783	(1,559,783)	-	
Principal Payment				
Capital Lease	2,750,000	(2,750,000)	-	
Total Other Adjustments to Fund Balances	10,330,896	(10,330,896)	-	
Budgeted Surplus (Deficit), for the year	4,246,353	(5,063,896)	(817,543)	(1,684,288)

Report to the Finance and Legal Committee
Public

DATE: February 8, 2021

FROM: Maria Fu, Assistant Secretary Treasurer

2019/20 and 2020/21 Approved Budget Adjustments
Status Update as at January 31, 2021

This memorandum is provided for information purposes only; no further action is required at this time.

INTRODUCTION

During the 2019/20 and 2020/21 budget process, the Board approved budget adjustments totaling \$7,326,000 and \$3,518,000 respectively.

The following report is the status update for each of the 2019/20 and 2020/21 Board approved budget adjustments plus the carryforward of the 2018/19 approved item of \$200,000 for video surveillance that was reinitiated in 2019/20.

Respectfully submitted,

Maria Fu
Assistant Secretary Treasurer

School District No. 38 Richmond
2019/20 to 2020/21 Approved Budget Adjustments (include 2018/19 Cfwd) - UPDATE January 2021

Description	One-Time / Ongoing	Staff Responsible	FTE	\$	Staffing	Services & Supplies	Other	Status - Update Jan 2021
Carried Forward from 2018/2019 Approved Budget Adjustments								
Video Surveillance <i>The request is for \$600,000 to fund a pilot to install a video surveillance system in 10 secondary and 5 elementary schools. (Estimated funding over 3 years is \$600,000)</i>	One-time	Rob Laing		200,000			200,000	Working on a RFP. Still preparing to move ahead with this project but it has been delayed due to network team being pulled to support numerous seismic projects and changing priorities due to the pandemic.
Total 2018/2019 Budget Adjustments			0.0	200,000	0	0	200,000	
2019/2020 Budget Adjustments								
District PA Systems Replacement <i>PA systems in schools are over 12 years old and head end units, speakers and wiring is failing. Upgrading to new IP based standards is recommended. PA systems are vital for safety and security in our schools. (Estimated funding over 3 years is \$1,400,000; year 1 approved in 2018/19)</i>	One-time Year 2 of 3	Rob Laing		460,000			460,000	32 schools have now been fully completed. 5 additional schools have been wired and are waiting for speakers to be installed. Project is continuing.
Fleet Maintenance Vehicles Replacement <i>Replacement of aging vehicles is requested to ensure maintenance and operations staff can safely operate vehicles and reduce maintenance costs (Estimated funding over 2 years is \$900,000; year 1 approved in 2018/19)</i>	One-time Year 2 of 2	Frank Geyer		500,000			500,000	Completed.
Emergency Preparedness <i>Request is for continuation and support of District Emergency Preparedness Plan including training and resources that will focus on district response to critical incidents, natural disasters and emergency situations (\$350,000 approved for Year 1 in 2018/19)</i>	On-going One-time	Rick Ryan		34,000 300,000		34,000 165,000	135,000	All emergency containers purchased. All Level 2 training completed. All supplies purchased.
Video Surveillance <i>The request is for \$600,000 to fund installation of a video surveillance system in school and district sites (Estimated funding over 3 years is \$600,000; year 1 approved in 2018/19)</i>	One-time Year 2 of 3	Rob Laing		200,000			200,000	Working on a RFP. Still preparing to move ahead with this project but it has been delayed due to network team being pulled to support numerous seismic projects and changing priorities due to the pandemic.
Classroom Audio-Video Support <i>This request is to support the urgent and on-going need for installation of fixed projectors in classrooms. Currently there is a significant demand and backlog of installs due to insufficient dedicated labour for this project (This was an approved request from 2018/19 for a one-time pilot; the request is to make this on-going)</i>	One-time	Rob Laing	2.0	190,000	165,000	25,000		The AV Tech position was filled last year along with a district electrician (The electrician was a shared position between this budget item and a seismic budget item). AV team is fully caught up with installations and is working with carpenters and electricians to address ongoing AV work orders that are submitted.

School District No. 38 Richmond
2019/20 to 2020/21 Approved Budget Adjustments (include 2018/19 Cfwd) - UPDATE January 2021

Description	One-Time / Ongoing	Staff Responsible	FTE	\$	Staffing	Services & Supplies	Other	Status - Update Jan 2021
Playground Equipment Replacement Support <i>This request is to establish district support for playground equipment replacement in collaboration with School/PAC fund raising initiatives to provide funds to assist schools in purchasing new playground equipment. This is in addition to the Ministry of Education capital program for playground equipment. (Estimated funding over 10 years is \$600,000; year 1 approved in 2018/19)</i>	One-time	Roy Uyeno/ Frank Geyer		540,000			540,000	Ongoing-working on identifying schools that need partial replacement or major repairs. Carryforward funds to 2021/22.
Student Leadership Development <i>Request is for student leadership initiatives and opportunities to develop leadership competencies including:</i> <ul style="list-style-type: none"> • Student Leadership kits \$7,000 • 3 Part RSB/TAO Student Leadership Development Series \$50,000 • Student Leadership Innovation Grants \$50,000 • Leadership Challenge Training for 20 teachers. \$60,000 	One-time	Rick Ryan		167,000		167,000		Ongoing. Due to COVID-19, carryforward funds to 2021/22.
Solar Energy Initiatives <i>This request is to cover funds for various solar energy initiatives as part of the environmental stewardship curriculum development. Solar Energy initiatives will primarily be an educational learning tool for students and teachers. The Solar Energy Initiative Committee will oversee funding for various initiatives and requests including Solar Wall, Solar Array and solar feasibility studies</i>	One-time	Rick Ryan		200,000			200,000	Ongoing. Due to COVID-19, carryforward funds to 2021/22.
ADST Elementary Program <i>This request is to implement ADST mobile kits that are mobile to promote Applied Design, Skills and Technology which is an integral part of the new BC curriculum. In addition this request is for one-time funds to provide suitable space and equipment for five elementary schools to build educational capacity for ADST</i>	One-time	Rick Ryan		105,000		30,000	75,000	Ongoing. Due to COVID-19, carryforward funds to 2021/22.
ADST Maker Space Hub <i>To support students in achieving the ADST big ideas, curricular competencies and content, this request is to provide a district ADST/Maker Space Hub for K-12 students and staff from across the district to access. This "Hub" situated at Palmer Secondary school would also host professional learning for both elementary and secondary teachers.</i>	One-time	Rick Ryan		100,000			100,000	Ongoing. Due to COVID-19, carryforward funds to 2021/22.
Learning Spaces Furniture & Equipment <i>This request is intended to provide one-time funding to support schools' abilities to reframe existing learning spaces to offer greater flexibility and choice to support student learning.</i>	One-time	Lynn Archer		900,000			900,000	Funding allocated to 11 schools in Spring 2020. Ongoing. Due to COVID-19, carryforward funds to 2021/22.

School District No. 38 Richmond
2019/20 to 2020/21 Approved Budget Adjustments (include 2018/19 Cfwd) - UPDATE January 2021

Description	One-Time / Ongoing	Staff Responsible	FTE	\$	Staffing	Services & Supplies	Other	Status - Update Jan 2021
Staff Training and Development <i>This request would provide one-time funding to support staff training in technology and change management</i>	One-time	Laura Buchanan Rob Laing		500,000		500,000		Ongoing. Due to COVID-19, carryforward funds to 2021/22.
Assessment-Innovation-Technology <i>This request is to hire 1.0 fte teacher consultant for Learning Technology to provide professional learning and technology support for educators engaging in new assessment practices. In addition, this request would increase the amount of assessment/CSL innovation grant funding for school teams and provide for additional iPad devices for each teacher who is part of the assessment/CSL school team</i>	On-going One-time	Lynn Archer	1.0	95,000 175,000	95,000		175,000	137 iPads and covers purchased Fall 2020. Position filled.
Educational Change through Innovation Grants <i>Current innovation grant budget is \$200,000 Given rapid pace of innovation being driven by requirements of revised curriculum, the current budget is restricting staff innovation opportunities This request would increase annual funding of innovation grants from \$200,000 to \$300,000</i>	One-time	Lynn Archer		100,000		100,000		In Fall 2019, allocated \$186,500 in grants to schools. In Fall 2020, allocated \$190,500 in grants to schools Ongoing.
Education Curriculum Support <i>This request is to hire part-time teacher consultants in the learning areas of Arts, Social Studies, ADST and Physical Health education which need more support in curriculum implementation, assessment practices and evidence based pedagogies</i>	On-going	Lynn Archer	2.0	190,000	190,000			ADST, Fine Arts positions filled (1.6 FTE). PHE not filled.
Career and Alternate Programs Support <i>This request is to support the career program work experience and employment readiness program through addition of 4 .0 fte support staff in Career Programs and 0.4 fte support staff for the Stretch/Horizons Program</i>	On-going On-going	Jane Macmillan	2.0 0.4	100,000 20,000	100,000 20,000			Positions filled.
Summer Learning and Psych Ed Assessments <i>This request is to pilot a program where teachers are paid to attend training and pro-d outside of regular hours of work given the lack of available TTOCs. In addition this request will provide funding for 20 Psych Ed assessments to be completed during summer break</i>	One-time	Jane Macmillan		138,000	138,000			Not offered during summer 2020 due to COVID-19. May need to carryforward funds to 2021/22.
Learning Services <i>This request is to support additional non-enrolling teacher staffing for at risk students including early literacy intervention, Environmental Sustainability and Speech Language Pathologist</i>	On-going	Jane Macmillan	4.2	409,000	409,000			Positions filled except 0.4 FTE PHE on hold.

School District No. 38 Richmond
2019/20 to 2020/21 Approved Budget Adjustments (include 2018/19 Cfwd) - UPDATE January 2021

Description	One-Time / Ongoing	Staff Responsible	FTE	\$	Staffing	Services & Supplies	Other	Status - Update Jan 2021
Works Yard Health & Safety <i>This request is to establish a health & safety budget for the Works Yard to provide training, equipment and work station upgrades</i>	On-going	Frank Geyer		20,000		20,000		Delay due to branch reorganization, to be reviewed by new manager (J. Canlas). May need to carryforward funds to 2021/22.
Maintenance, Operations and Transportaion Staff Pro-D <i>This request would increase the Pro-D budget by \$10,000 (currently \$10,000) to allow more training and workshops</i>	On-going	Frank Geyer		10,000		10,000		Due to COVID-19, carryforward funds to 2021/22.
Maintenance & Operations <i>This request adds additional staffing and support to maintenance and operations departments to improve service levels for the following:</i> <i>Grounds Worker 1.0 fte - \$ 60,000</i> <i>Transportation 1.0 fte \$ 40,000 (convert Coordinator to Assoc Mgr)</i> <i>Pest Control Technician 1.0 fte \$60,000 (convert contracted services)</i> <i>Security \$80,000 (digital key lock boxes)</i>	On-going One-time	Frank Geyer	2.0	100,000 80,000	160,000	(60,000) 80,000		Positions filled. Delay due to branch reorganization, to be reviewed by new manager (K.Wilkins). May need to carryforward funds to 2021/22.
Zero Waste Initiative <i>To improve our low diversion rate (40%) the Energy & Sustainability Team is working with our 48 schools to help them recycle more materials and divert organic wastes to composting and reduce the gargace that gets sent to landfills. This request is to provide more recycle stations and compost bins so that we can reach our targeted 50% diversion rate</i>	One-time	Frank Geyer		50,000			50,000	Completed.
Richmond International Education - Staffing <i>RIE needs are evolving as program options expand and diversity of international students change. In order to support the needs of the various programs, this request proposes to add new positions to support the in house homestay program, marketing and increase the travel and marketing budget</i> <i>Homestay Manager (exempt) 1.0 fte \$105,000</i> <i>Homestay Asst Coordinator (CUPE) (0.4 fte) (\$27,000) (reduce hours)</i> <i>Marketing Manager (exempt) 1.0 fte \$105,000</i> <i>Travel & Marketing budget increase \$27,000</i>	On-going	Lynn Archer	2.0 (0.4)	237,000 (27,000)	210,000 (27,000)	27,000		Positions filled except for Homestay Assistant Coordinator. Significant decline in homestay placement this year due to COVID-19.
Leadership Development <i>This request proposes to continue the commitment to growing leadership abilities of our administrators and managers with a focus on coaching, managerial skills, strategic change and professional growth. Additional resources are requested to support these initiatives</i>	One-time	Laura Buchanan		100,000		100,000		Ongoing. Due to COVID-19, carryforward funds to 2021/22.

School District No. 38 Richmond
2019/20 to 2020/21 Approved Budget Adjustments (include 2018/19 Cfwd) - UPDATE January 2021

Description	One-Time / Ongoing	Staff Responsible	FTE	\$	Staffing	Services & Supplies	Other	Status - Update Jan 2021
Career Life Connections - Staffing <i>Secondary graduation requirements under the new education curriculum continue to be implemented. Secondary schools have spent considerable time and effort this year in preparation for this new curriculum. This budget request proposes 3.0 fte of additional one-time teacher fte to support the first year of implementation of this new program</i>	One-time	Laura Buchanan	3.0	285,000	285,000			Positions filled.
Health & Safety Department <i>In order to reach full compliance with various WorkSafe BC legislation and collective agreement provisions, additional funding is requested for worksite first aid attendants coverage, joint occupational health & safety training, indoor air quality mitigation, ergonomic requirements, job demands analysis and audiometric testing</i>	One-time On-going	L. Buchanan		75,000 28,000		75,000 28,000		\$19,840 remaining, will be spent by June 30 2021. Unspent to date - will be requesting carryforward to 2021/22.
Print Optimization Project - Technology <i>Historically each secondary school has had 2-3 main workhorse copier devices that were able to manage high volume and multi-function printing/copying. In addition, schools had many smaller capacity printers throughout their buildings. The Print Optimization project replaces that model with a reduced number of medium capacity multi-function devices (MFD) located strategically throughout each school. It has become evident that although pedagogy and practice are shifting, there is still a need to produce large multi-page packages of information for students. To overcome this issue, it is requested that one medium capacity MFD in each secondary school be replaced with a larger capacity and faster device to handle large multi-page print packages</i>	One-time	Rob Laing		100,000			100,000	Completed.
Technology Infrastructure Upgrades <i>With the continual integration and prevalence of technology in our education curriculum and business operations, it is critical that we plan for the future to ensure we are able to provide the highest level of support and services to our students and staff. Additional funding likely over multiple years will be required in order to implement some of the priority areas that will come out of the IBM IT Optimization Review. Based on the preliminary report that has been shared, this budget proposal is a general request for funds to support IT investments in areas such as Wifi upgrades, risk management, service improvements, end user device strategy and network management</i>	One-time On-going	Rob Laing	1.0	810,000 35,000	53,000	35,000	757,000	Continuing to work on various tech infrastructure upgrades.
Total 2019/2020 Budget Adjustments			19.2	7,326,000	1,798,000	1,336,000	4,192,000	

School District No. 38 Richmond
2019/20 to 2020/21 Approved Budget Adjustments (include 2018/19 Cfwd) - UPDATE January 2021

Description	One-Time / Ongoing	Staff Responsible	FTE	\$	Staffing	Services & Supplies	Other	Status - Update Jan 2021
2020/2021 Budget Adjustments								
District PA Systems Replacement <i>PA systems in schools are over 12 years old and head end units, speakers and wiring is failing. Upgrading to new IP based standards is recommended. PA systems are vital for safety and security in our schools. This request also includes 2.0 fte data installer positions for a 1 year term. (Estimated funding over 3 years is \$1,512,000; year 1 and 2 approved for \$920,000)</i>	One-time Year 3 of 3	Rob Laing	2.0	592,000	132,000		460,000	Positions filled. 32 schools have now been fully completed. 5 additional schools have been wired and are waiting for speakers to be installed. Project is continuing.
Emergency Preparedness <i>Request is for continuation and support of District Emergency Preparedness Plan including training and resources that will focus on district response to critical incidents, natural disasters and emergency situations (\$684,000 approved for Year 1 and 2)</i>	One-time Year 3 of 3	Rick Ryan		140,000		140,000		Completed: - Water/Food Ration Replacement 5 year plan - Student reunification signage - Cook Elem lockdown window covering (new wing) - Emergency radios and licenses - Emergency top up supplies - ICS Hi-Vis vests RDA Training on hold - carryforward funds to 2021/22.
Director of Instruction - Curriculum and Technology <i>The Board approved the addition of a temporary (18 month) Director of Instruction (Curriculum and Technology) position beginning January 2019 to June 2020. The position now supervises over thirty learning services staff and has become an integral part of the leadership and supervision of curriculum, assessment and communicating student learning in the school district. This request is for the Director of Instruction (Curriculum and Technology) be approved as an ongoing position effective July 1, 2020.</i>	On-going	Scott Robinson	1.0	179,000	179,000			Position filled.
SOGI Policy Implementation Funding <i>In June 2018, the Board approved Policy 106 - SOGI. As part of the policy implementation, a formal advisory committee was formed comprised of stakeholder groups and community partners. The Committees goals require financial support for a number of initiatives including instructional materials, library books, guest speakers, innovation grants, release time for educators and provide support to student through Rainbow Cafes and Gay/Straight Alliance clubs. This request is for \$100,000 over two years</i>	One-time Year 1 of 2	Scott Robinson		50,000		50,000		Funds are being allocated on a case by case basis for items such as books, masks and support for Rainbow clubs and GSA. Carryforward funds to 2021/22.
Intranet Assessment and Planning <i>Feedback received indicates that the district intranet ("the Portal") is difficult to navigate and not meeting employee needs. This request is to contract the services of a qualified vendor to evaluate the current intranet and provide a complete assessment of the current intranet and develop a functional plan for moving forward.</i>	One-time	Scott Robinson		50,000		50,000		Review in progress. Anticipated completion June 2021.

School District No. 38 Richmond
2019/20 to 2020/21 Approved Budget Adjustments (include 2018/19 Cfwd) - UPDATE January 2021

Description	One-Time / Ongoing	Staff Responsible	FTE	\$	Staffing	Services & Supplies	Other	Status - Update Jan 2021
Communications Specialist <i>There are a number of areas within the Communications department that require additional attention including monitoring social media feeds, overseeing translation of Chinese language media, overseeing distribution of various internal newsletters, managing media channels and providing advice to support and improve school websites. This request funding a full-time Communications Specialist to support the department.</i>	On-going	Scott Robinson	1.0	70,000	70,000			Position filled.
Musical Instrument Repair <i>This request is to increase the Musical Instrument Repair budget from \$42,500 to \$62,500 as the district is unable to meet all the requests to repair and maintain musical instruments used by our students.</i>	One-time	Rick Ryan		20,000		20,000		Ongoing. Due to COVID-19, carryforward funds to 2021/22.
Trauma-Informed Practice: Train the Trainers <i>Trauma-Informed Practice is considered a key component in supporting those with SEL and Mental Health concerns. Trauma-Informed Practice is an areas that the District needs to build capacity in order to support our most vulnerable learners. This request is for one-time funding to build capacity in this area.</i>	One-time	Rick Ryan		50,000		50,000		Ongoing. Due to COVID-19, carryforward funds to 2021/22.
French Immersion Staffing Support <i>This budget request is focussed on providing a pool of TTOC time to FI teachers to recognize that FI teachers often have more challenging time finding appropriate resources in French to support learning.</i>	One-time	Lynn Archer		20,000	20,000			Ongoing. Due to COVID-19, carryforward funds to 2021/22.
Aspen Program Admin Support <i>For 2019/2020 an additional Secondary VP was allocated to MacNeill Secondary on a temporary basis to address demands of the Aspen program which require significant administrator time. This request is to continue for a second year an additional Secondary VP be allocated while a review of staffing and program needs is conducted.</i>	One-time	Laura Buchanan	1.0	150,000	150,000			Underway, this position was in place as of July 1 2020 and will continue until June 30 2021. The funding will be fully spent.
Foundations of a Healthy Workplace <i>The District has initiated a program to support all employees in their health and well being. One-time funding is being requested to support various initiatives under this program including mental health support, career counselling/coaching, nutrition and sleep optimization, immunizations, first aid training and on-site health testing.</i>	One-time	Laura Buchanan		50,000		50,000		This work is underway, offering a wide range of programming this year. The funding is expected to be fully utilized by June 30 2021.
Health & Safety - Joint Health & Safety Committee Training <i>This request is to provide on-going funds to cover annual training for new JHSC members and ongoing members.</i>	On-going	Laura Buchanan		40,000	27,000	13,000		This work is underway - training has been held over the year and will continue upon request.

School District No. 38 Richmond
2019/20 to 2020/21 Approved Budget Adjustments (include 2018/19 Cfwd) - UPDATE January 2021

Description	One-Time / Ongoing	Staff Responsible	FTE	\$	Staffing	Services & Supplies	Other	Status - Update Jan 2021
Technology - District iPad Refresh <i>The District currently has 12 sets of 30 iPads that are distributed to schools for various lengths of time. This request is to replace this aging fleet (5 years old) over 3 years at a cost of \$60,000 per year. Total cost over 3 years will be \$180,000</i>	One-time Year 1 of 3	Rob Laing		60,000			60,000	120 iPads were ordered in November and should be arriving any day. These iPads will be set-up and available for schools to use as soon as they are ready. Technology inventory with suppliers has been depleted during the pandemic so orders are taking longer to fulfill and ship.
Technology - Infrastructure Upgrades <i>With the continual integration and prevalence of technology in our education curriculum and business operations, it is critical that we plan for the future to ensure we are able to provide the highest level of support and services to our students and staff. Additional funding likely over multiple years will be required in order to implement some of the priority areas that have come out of the IBM IT Optimization Review. This budget proposal is a general request for funds to support further IT developments including Wifi upgrades, security awareness and training and various service improvements and optimization to core technology systems and infrastructure. This request covers costs of \$817,000 over a two year period with Year 1 costs of \$577,000 and Year 2 costs of \$240,000</i>	One-time Year 1 of 2	Rob Laing		377,000			377,000	Continuing to work on various tech infrastructure upgrades. WiFi Upgrades - continuing to increase density of wireless access points in schools. Security Upgrades - in the process of licensing new software for cloud back-ups. Also, in the process of selecting a security awareness and training tool to implement for staff. COVID has delayed some of these projects due to needing to prioritize staffs' attention to other areas.
Maintenance & Operations - Drainage Upgrades to Play Fields <i>Many of our school play fields are requiring improvements to drainage as current systems are clogged and failing. This request is to provide funding to repair/upgrade existing drainage systems.</i>	One-time	Frank Geyer		100,000		100,000		Ongoing. Carryforward funds to 2021/22.
Maintenance & Operations - COVID Enhanced Cleaning <i>To meet enhanced cleaning requirements as per the COVID-19 Health and Safety Guidelines for the K-12 Setting, additional custodial staffing focussed on disinfecting and cleaning of high touch surfaces in our schools will be needed.</i>	One-time	Frank Geyer	25.0	1,500,000	1,500,000			Reversed in 20/21 Amended Budget. Additional BSW funded from SRTC one-time grant.
Building Capacity for First Peoples' Courses <i>To support enrolment in First People's Courses, this proposal is for a request for funds to build capacity in teachers and to support their professional learning opportunities to inspire more teachers to teach these courses. The proposal is also to provide resources for secondary schools to be used in English, Math and Science classes at the grade 8-10 level in order to build student interest.</i>	One-time	Scott Robinson	0.7	70,000	70,000			Two blocks of First Peoples courses are currently being offered at two secondary schools with limited enrolment. Carryforward funds to 2021/22.
Total 2020/2021 Budget Adjustments			30.7	3,518,000	2,148,000	473,000	897,000	
Total Budget Adjustments			49.9	11,044,000	3,946,000	1,809,000	5,289,000	