
PUBLIC MEETING AGENDA
BOARD OF EDUCATION

WEDNESDAY, FEBRUARY 24, 2021 – 7:00 pm

<https://sd38.zoom.us/j/69563799225>

Passcode: 8258

Telephone 604 668 6000

Visit our Web Site @ www.sd38.bc.ca

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

1. Recognition of Visitors, Announcements and Updates from Trustees

- (a) Recognition of Visitors
- (b) Announcements
- (c) Any materials not included in packages available to the public

2. Adoption of Agenda

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

(a) **Presentations**

Nil.

(b) **Special Recognitions**

Nil.

(c) **Briefs**

(d) **Questions from the Public**

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

Communications Break

4. Executive

5. Approval of Minutes

- (a) Regular meeting of the Board held Wednesday, January 27, 2021 for approval.
- (b) Record of an In-camera meeting of the Board held Wednesday, January 27, 2021.

6. Business Arising

- (a) Anti Racism Working Group
Report from Assistant Superintendent Brautigam attached.
- (b) Long Range Facilities Plan (LRFP) Update
Report from the Executive Director, Facilities Services attached.

7. New Business

Nil.

8. Questions from the Public: Tonight's Agenda

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

9. Standing Committee Reports

- (a) Audit Committee
Chair: Donna Sargent
Vice Chair: Norman Goldstein

A meeting was held on March 8, 2021.

- (b) Education Committee
Chair: Heather Larson
Vice Chair: Donna Sargent

- (i) Minutes of the meeting held November 18, 2020 and January 20, 2021 are attached for information.

A meeting was held on February 17, 2021. The next meeting is scheduled for Wednesday, April 21, 2021 at 5 pm.

- (c) Facilities and Building Committee
Chair: Ken Hamaguchi
Vice Chair: Norman Goldstein

- (i) Minutes of the meeting held November 4, 2020 are attached for information.

A meeting was held on February 3, 2021. The next meeting is scheduled for Wednesday, March 3, 2021 at 5 pm.

- (d) Finance and Legal Committee
Chair: Debbie Tablotney
Vice Chair: Ken Hamaguchi

- (i) **RECOMMENDATION:** 2020/2021 Amended Annual Budget Bylaw Report from Trustee Debbie Tablotney, Chairperson.

- (ii) Minutes of the meeting held January 20, 2021 are attached for information.

A meeting was held on February 17, 2021. The next meeting is scheduled for Wednesday, April 21, 2021 at 11 am.

- (e) Policy Committee
Chair: Sandra Nixon
Vice Chair: Debbie Tablotney

- (i) **NOTICE OF MOTION: Policy Section 700 - Facilities** attached.
- (ii) Minutes of the meeting held January 18, 2021 are attached for information.

A meeting was held on February 8, 2021. The next meeting is scheduled for Monday, March 8, 2021 at 10:30 am.

10. Correspondence

- (a) Letter received from Ms. Anneke Wijtkamp, dated February 17, 2021 regarding Transitional Learning & School Safety attached.

11. Board Committee and Representative Reports

- (a) Council/Board Liaison Committee

A meeting was held on, February 10, 2021. The next meeting will be held on Wednesday, April 14 at 9:30 am via Zoom.

12. Adjournment



Richmond School District
7811 Granville Avenue, Richmond BC V6Y3E3
Phone: (604) 668-6000

BOARD OF EDUCATION

Telephone 604 668 6000
Visit our Web Site @ www.sd38.bc.ca

The next Board Meeting is scheduled for Wednesday, March 31, 2021

Contact Persons regarding agenda items:

Superintendent of Schools, Mr. Scott Robinson – 604 668 6081

Secretary Treasurer, Mr. Roy Uyeno – 604 668 6012

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

COMMITTEE APPOINTMENTS 2021

	AUDIT	EDUCATION	FACILITIES AND BUILDING	FINANCE AND LEGAL	POLICY
Chair	Donna Sargent	Heather Larson	Ken Hamaguchi	Debbie Tablotney	Sandra Nixon
Vice-Chair	Norman Goldstein	Donna Sargent	Norman Goldstein	Ken Hamaguchi	Debbie Tablotney
Member	Sandra Nixon	Richard Lee	Heather Larson	Richard Lee	Norman Goldstein
Alternate	Debbie Tablotney	Norman Goldstein	Debbie Tablotney	Heather Larson	Heather Larson
Senior Leader	Roy Uyeno	Lynn Archer	Roy Uyeno/Rick Ryan	Roy Uyeno	Scott Robinson

	Cambie Coordinating	Aboriginal Education Enhancement Agreement Advisory Committee	Child Care Development Advisory Committee	Council/Board Liaison Committee	Richmond Sister City Advisory Committee
Rep(s)	Norman Goldstein	Norman Goldstein	Ken Hamaguchi	Sandra Nixon/ Debbie Tablotney	Ken Hamaguchi
Alternate	Sandra Nixon	Heather Larson	Debbie Tablotney	Norman Goldstein	Heather Larson
Senior Leader	Roy Uyeno/Christel Brautigam	Jane MacMillan	Frank Geyer	Scott Robinson/Roy Uyeno	Jason Higo
Reports To	Finance and Legal Com.	Education Com.	Facilities and Building Com.	Board of Education	Education Com.

	BCPSEA	BCSTA Prov. Council	ELL Consortium	Vancouver Coastal Health Authority	Anti-Racism Working Group
Rep(s)	Ken Hamaguchi	Heather Larson	Donna Sargent	Norman Goldstein	Ken Hamaguchi
Alternate	Debbie Tablotney	Norman Goldstein	Richard Lee	Sandra Nixon	Debbie Tablotney
Senior Leader	Laura Buchanan	Scott Robinson	Jane MacMillan	Scott Robinson	Christel Brautigam
Reports To	Board of Education	Board of Education	Education Com.	Education Com.	Board of Education

	SOGI Advisory Committee
Rep(s)	Heather Larson
Alternate	Donna Sargent
Senior Leader	Scott Robinson
Reports To	Education Com.

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

November 25, 2020

**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, JANUARY 27, 2021
AT 7:00 P.M.**

Present: Chairperson
Trustees

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

Superintendent of Schools
Deputy Superintendent
Secretary Treasurer
Assistant Superintendent
Assistant Superintendent
Executive Director, Human Resources
Executive Director, Facilities Services
Executive Director, Learning Services
Executive Director, Learning & Business Technology
Director, Communications & Marketing
Executive Assistant, Recording Secretary

The Chairperson called the meeting to order 7:04 pm

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

Secretary-Treasurer Uyeno - A reminder was made for those that joined the meeting to please ensure that video was turned off and microphones muted to eliminate background noise; 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; or through the Q and A feature in Zoom.

For the public joining the meeting, they are able to listen to the meeting but not speak or use chatbox during the meeting; and an 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 Tablotney** – Education Week will be held Monday, February 22 to Friday, February 26, 2021. Education Week is an opportunity to openly share the many remarkable things happening in Richmond schools. This year, due to the current public health orders, the district will be using the district website and social media to highlight the work of students, teachers and staff. The public is encouraged to visit www.sd38.bc.ca, as well as our Twitter and Facebook accounts, starting Monday, February 22.

Trustee Hamaguchi – Briefs regarding the 2021/2022 Annual Budget will be accepted without prior notice at the February 24, 2021 regular meeting of the Board, as well as at the March 31, 2021 and April 28, 2021 regular meetings of the Board. Please note that budget updates will be made available on the District's Budget 2021/2022 website. All budget feedback will be considered by the Board as part of the budget process which is anticipated to be completed by June 2021.

Trustee Lee – February is Black History Month in Canada and has been nationally recognized since 1995. Black History Month is a time to reflect on the stories, experiences and accomplishments of Black Canadians. During Black History Month, our school district will celebrate the many achievements of Black Canadians who, throughout history, have contributed greatly to make Canada the culturally diverse, compassionate and prosperous nation it is today.

This year all schools are invited to engage in learning opportunities directly related to Black History Month and to share their learning on school websites and social media so the wider community can learn and celebrate together. Each week, a particular aspect of Black History month will be highlighted on our public website: *The History of Black History Month; Prominent Black Canadians: Including a spotlight on Harry Jerome and Viola Desmond; Being Black in Canada: Current stories and community experiences of Black Canadians; and Resources for engaging in and understanding current events.*

Black History Month opens the door not only to conversations about the significant contributions of Black Canadians, but also to the impacts of racism, and our commitment to make the Richmond School District a safe and respectful place for all members of our community.

Trustee Nixon – The 2021 Committee appointments list was included with the Public agenda package. It was noted that Superintendent Robinson would be listening to the public meeting but not be on video or speaking.

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

The Secretary Treasurer noted that all materials had been made available.

2. Adoption of Agenda

009/2021 MOVED BY R. LEE AND SECONDED BY H. LARSON:

THAT the Wednesday, January 27, 2021 Regular agenda of the Board of Education (Richmond) be adopted.

CARRIED

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

(a) Presentations

Nil.

(b) Special Recognitions

Nil.

(c) Briefs

The Richmond Teacher's Association's (RTA), COVID-19 Membership Survey Brief received by the Board on January 22, 2021, was presented by President, Liz Baverstock.

Ms. Baverstock first provided background on the RTA COVID-19 Survey noting that the electronic survey had 694 out of 1600 members who responded. The results highlighted the following survey questions on current workload; what changes to Transitional learning workload members would like to see; concern about bringing COVID-19 to immediate family/household from school; worry or concern over health and safety in schools due to COVID-19; confidence in Provincial health and safety protocols; how could health & safety be improved; how could current exposure communication protocols be improved; what school district changes implemented in the 2020/21 school year, would members like to continue in future years; and what are key issues the RTA and BCTF should focus on with respect to COVID-19.

Ms. Baverstock provided feedback response to the questions raised by the RTA survey and thanked the District for the opportunity to present the Survey Brief.

Trustees thanked Ms. Baverstock for the Brief and had questions and comments. Trustees asked if the Brief had been sent to the Ministry of Education. Ms. Baverstock responded that it had not been sent to the Ministry. Trustees then asked that the Brief be referred to staff for further review and the Budget process.

010/2021 MOVED BY D. TABLOTNEY AND SECONDED by N. GOLDSTEIN:

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

CARRIED

Ian Hillman, President, CUPE 716 provided a response noting support for the RTA brief as presented. Mr. Hillman noted that more PPE and mandatory wearing of masks was supported by his members. Communications protocols from the health authority were also noted as a concern on clarity and messaging. Mr. Hillman said he hoped communication would improve moving forward.

Chairperson Nixon thanked Mr. Hillman for his comments related to the Brief.

(d) Questions from the Public

Nil.

4. Executive

The Deputy Superintendent of Schools provided the Executive Report on behalf of the Superintendent of Schools, noting a continued steady decrease in the number of possible exposures in schools since mid-November which is very good news. The District's safety plans continue to work well, and schools will be asked to continue to focus on encouraging the use of masks with new posters that feature an 'encouragement' message to be distributed throughout the District's schools.

Assistant Superintendent Brautigam then provided an update on Black History Month and the Anti-Racism Working Group. February is Black History Month in Canada and this year

all schools are being asked to engage in learning opportunities directly related to Black History.

To support teaching and learning about Black history in Canada, teacher consultants Rebeca Rubio and Leanne McColl created a centralized online site for SD38 staff. Resources include curated book lists, websites, films, documentaries, readings, events around town, and more, to support learning and provide supports for learning opportunities in schools. Assistant Superintendent Brautigam noted that bringing a spotlight on Black History month also brings attention to the recently formed Diversity and Anti-Racism Working Group. Formed in the Fall, the Working Group is comprised of members from all of internal stakeholders. To date, the Working Group has met five times and held discussions to elevate the profile of anti-racist education and teaching. Also, actions underway include launching an anti-racism resources online hub for all District staff.

An in-depth report will be presented at the February Public Board meeting and the Assistant Superintendent thanked the members of the Working Group for their time and dedication to the work to date.

Assistant Superintendent Archer then presented the activity update from the past month throughout the District's schools. The presentation highlighted Byng Elementary grades 2 and 3 students who celebrated the New Year by making some resolutions together; Homma Elementary grade 4 students Morgan Gow and Emmy Chan had their combined artwork chosen for Premier Horgan's Holiday cards; Richmond School District Visual Art Gallery has provided weekly arts webinars for transitional learning students; Gilmore Elementary school's *Connecting to the Outdoors* took kindergarten students on outdoor nature walks so they could be encouraged to connect to nature and a deeper understanding of the environment; Gilmore Elementary created a map of their heart; Palmer Secondary celebrated *Black Shirt Day*; MacNeill Secondary developed a paper chain to bring students together to help them feel more connected; Spul'u'kwuks Elementary created a *COVID-19 Museum* including stories, photos and physical artifacts about what life has been like during the pandemic; and Kidd Elementary will host a *Reading Marathon* that will encourage students to read 200+ books on inclusion and diversity over the next two months.

Trustees commented on how inspiring the Report is on Diversity and all the activities happening throughout District schools. The school updates will now be reported on the District website and Social Media.

5. Approval of Minutes

- (a) Regular meeting of the Board held December 16, 2020

011/2021 MOVED BY D. SARGENT AND SECONDED BY H. LARSON:

THAT the Board of Education (Richmond) approve the Minutes of Wednesday, December 16, 2020 Regular meeting as circulated.

CARRIED

- (b) Record of an In-camera meeting of the Board held December 16, 2020 was included for information.
- (c) Record of a Special In-camera meeting of the Board held January 14, 2021 was included for information.

6. Business Arising

(a) Strategic Plan Update

The Deputy Superintendent presented the Strategic Plan Report on behalf of the Superintendent of Schools and details of the Communications Plan that will implement a comprehensive strategy to inform the community. Beginning on February 8th, messaging will be delivered using the following communication channels: email, District and School websites, print, newsletters, District Intranet, Social Media (Facebook, Twitter, WeChat) and other media. Copies of the Strategic Plan will be delivered to various locations throughout the community and also include Chinese translations of all materials.

Following Spring Break, the Deputy Superintendent noted that this Draft Plan will be brought to the Board for discussion and refinement based on feedback from Trustees. Staff will then make final adjustments to the implementation plan later in the Spring, with formal implementation of the plan at the end of June 2021.

Trustees were pleased to hear the Plan is available in Chinese and now available throughout the community. Trustees noted that the Plan reflects the priorities of the Board and the District and sets a clear path for the next five years.

(b) Education Week

The Director of Communications included background and program details for the upcoming Education Week to be held February 22 – 26, 2021. This year due to the current public health orders, the District will use virtual platforms to highlight the work of students, teachers and staff. Some highlights featured for this year's virtual event include a direct connection to the curriculum through the lens of the Strategic Plan. Each day of the week, the District will highlight school and classroom learning based on the Strategic priorities and goals.

Trustees thanked the Director of Communications for outlining the activities for Education week and in working to adapt and create a special alternative Education week for 2021.

7. New Business

Nil.

8. Questions from the Public: Tonight's Agenda

There were no questions submitted.

9. Standing Committee Reports

- (a) Audit Committee
Chair: Donna Sargent
Vice Chair: Norman Goldstein

A meeting was held on January 11, 2021. The next meeting is scheduled for Monday, March 8, 2021.

- (b) Education Committee
Chair: Heather Larson
Vice Chair: Donna Sargent

A meeting was held on January 20, 2021. The next meeting is scheduled for Wednesday, February 17, 2021 at 5 pm.

- (c) Facilities and Building Committee
Chair: Ken Hamaguchi
Vice Chair: Norman Goldstein

The next meeting is scheduled for Wednesday, February 3, 2021 at 5 pm.

- (d) Finance and Legal Committee
Chair: Debbie Tablotney
Vice Chair: Ken Hamaguchi

- (i) **Recommendation:** Trustee Expenses for three months ending December 31, 2020.

012/2021 MOVED BY D. TABLOTNEY AND SECONDED BY D. SARGENT:

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.

CARRIED

- (ii) Minutes of the meeting held November 18, 2020 were attached for information.

A meeting was held on January 20, 2021. The next meeting is scheduled for Wednesday, February 17, 2021 at 11 am.

- (e) Policy Committee
Chair: Sandra Nixon
Vice Chair: Debbie Tablotney

- (i) Minutes of the meeting held November 16, 2020 were attached for information.

A meeting was held on January 18, 2021. The next meeting will be held on Monday, February 8, 2021 at 10:30 am.

10. Correspondence

Nil.

11. Board Committee and Representative Reports

- (a) Council/Board Liaison Committee

The next meeting is scheduled for Wednesday, February 10, 2021 at 9:30 am via Zoom.

12. Adjournment

013/2021 MOVED BY D. TABLOTNEY AND SECONDED BY N. GOLDSTEIN:

THAT the Regular meeting of Wednesday, January 27, 2021 of the Board of Education (Richmond) be adjourned at 8:32 pm.

CARRIED

S. NIXON,
CHAIRPERSON

R. UYENO,
SECRETARY TREASURER

DATE: February 24, 2021
FROM: R. Uyeno, Secretary Treasurer
SUBJECT: Record of an In-Camera Board Meeting held January 27, 2021

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 January 27, 2021.

- | | | |
|-----|-----------------------------------|--|
| (a) | Briefs and Presentations: | Nil. |
| (b) | Business Arising out of Minutes: | Administrative and personnel items were discussed. |
| (c) | New Business: | Nil. |
| (d) | Executive: | Administrative items were discussed. |
| (e) | Standing Committee Reports: | Nil. |
| (f) | Board Committee and Rep. Reports: | Nil. |
| (g) | Correspondence: | Nil. |
| (h) | Record of Disclosure: | Nil. |

Below find an excerpt from Board Policy which outlines those matters that constitute In-Camera material.

Pursuant to Board Policy 201, unless otherwise determined by the Board, the following matters shall be considered in-camera;

To protect individual privacy and the Board's own position, in-camera meetings may be conducted to discuss issues such as:

- individual student matters;
- individual employee matters;
- legal concerns;
- negotiating collective agreements;
- negotiating contracts;
- the sale or purchase of land.

Trustees will not disclose to the public or employees the proceedings of an in-camera session unless a resolution has been passed at the closed meeting to allow such disclosure.

Report to the Board of Education (Richmond) PUBLIC

DATE: FEBRUARY 24, 2021

FROM: Christel Brautigam, Assistant Superintendent

SUBJECT: DIVERSITY AND ANTIRACISM WORKING GROUP UPDATE

The following report to the Board is for information only. No further action on the part of the Board is required at this time.

TOPIC

Update on the work of the Diversity and Antiracism Working Group

PROCESS

At the June 10, 2020 public meeting of the Richmond Board of Education, the Board approved the following motion:

THAT the Board of Education (Richmond) form a Diversity and Anti-Racism Working Group in the upcoming school year, comprised of board and district stakeholder representatives, with a mandate which will include:

- consultation with students, staff and other stakeholders regarding their experiences with racism within the school district;
- a review of what the district is currently doing with respect to educating students about various forms of racism;
- a review of current district policy and practices regarding incidents of racism;
- identification of what gaps the district needs to address regarding anti-racism education and practices, including (but not limited to): policy, hiring practices, staff professional development, school and district culture and educational initiatives, and advocacy regarding curriculum and other provincial initiatives;
- and make recommendations to the Board for further action.

As a result of this motion the Diversity and Antiracism Working Group formed this fall and is comprised of members from the following stakeholder groups; Trustees, CUPE, RASA, RDPA RMAPS, RTA, and Executive.

The group has met regularly since November 5, 2020. Thus far discussions directly related to diversity and antiracism include elevating the profile of antiracist education, how to become an antiracist school district, and how to go about effectively consulting and reviewing according to the mandate.

The group has also discussed the need for teaching and learning about antiracism for all stakeholders, and how to effectively identify the gaps that exist. Also important is to broaden the scope of teaching and learning in order to embed antiracist practices and learning about antiracism to effect positive, enduring and sustainable change.

In order to fulfil the mandate with an objective analysis, the Diversity and Antiracism Working Group is seeking the services of a consulting company to support, in the form of an audit;

- consultation with students, staff and other stakeholders regarding their experiences with racism within the school district
- a review of what the district is currently doing with respect to educating students about various forms of racism
- a review of current district policy and practices regarding incidents of racism

The consultation and review will provide an identification of what gaps are apparent, what the main issues are that face our community and how they might be addressed. The Diversity and Antiracism Working Group will then review this audit and make recommendations to the Board of Education for further action.

The Diversity and Antiracism Working Group is currently reviewing proposals from consultants and facilitators who work in the fields of antiracism and equity to conduct an audit that will provide an objective view of district policies, conduct focus groups and gather survey data from students, staff and parents.

Proposals for audits have been received from six local consulting businesses and will be reviewed by the Diversity and Antiracism Working Group. It is important that the District engages with a company that will work collaboratively with the District to provide a clear and accountable audit process, provide specific and actionable recommendations, and provide advice on how to sustain the work going forward. It is expected that a recommendation will be made soon by the working group so that audit work can commence as soon as possible.

Initiatives that fall outside of the mandate of the Diversity and Antiracism Working Group and align with antiracism work overall include:

- March 1 launch of an Antiracism Resources online hub for all staff. The timing of the launch is designed to take advantage of the momentum that Black History Month provides. In addition to curated online, print, video and audio resources, other sections include, learning more about terminology related to antiracism, and how to talk about race in school with different age groups. This site will evolve and grow with district needs.
- Highlighting of antiracism resources on our public website.
- Development of a plan to highlight antiracism work as part of what is shared each month about teaching and learning on the district website.

- Schools are encouraged to share their work about Black History Month and antiracism on social media platforms such as Twitter.
- A BC Black History Course outline for secondary school is currently with Learning Services for review and interested secondary teachers have been invited to support this review process.
- Antiracism book bundles for elementary and secondary school libraries are in all schools with books for adults and students.
- Secondary school libraries are engaging in diversity audits to analyze how reflective library collections are of the school community.
- Principals, vice principals and managers have been working with Shane Safir, author of The Listening Leader on the theme of equity.
- Many principals, vice principals, managers and senior leaders are engaging in book clubs with books on antiracist themes.

CONCLUSION

Thank you to the members of the Diversity and Antiracism Working Group for the time and dedication to the work that has been done, and is ongoing, and to the members Teacher Consultant and Curriculum Coordinators team in Learning Services who are supporting the resources collection and development aspect of the District's work in this area.

Respectfully submitted,

Christel Brautigam, Assistant Superintendent

Report to the Board of Education (Richmond) PUBLIC

DATE: 24 February 2021

FROM: Frank Geyer, Executive Director, Facilities Services

SUBJECT: Long Range Facilities Plan (LRFP) Update

The following report is for information only. No further action on the part of the Board of Education is required at this time.

Planning staff continue to work on a number of strategic recommendations contained in the LRFP, including:

1. Rapid Child Care Renovations Fund

- An application for up to \$100,000 for the conversion of a classroom into a pre-school facility and development of an outside play area at Robert J. Tait Elementary is being finalized and will be submitted to the Provincial Child Care Operating Funding program in early March. We are posting a request for expressions of interest for potential child care providers to operate in the new space.

2. 2022/2023 Five-Year Capital Plan

- Updating the list and costing of capital projects to be brought forward to the Board for review and approval, and submission to the Ministry of Education for funding consideration in June 2021.
- Projects include seismic upgrades, space additions, major capital maintenance, carbon neutral capital initiatives, playground replacements and bus replacements.

3. City Centre Area Elementary Planning

- The LRFP, adopted by the Board in June 2019, identified the need for a new elementary school in the City Centre Area no sooner than 2033, with the Lansdowne Village Area named as a preferred location.
- To accommodate increased enrolment in the City Centre Area up to 2033, in accordance with the LRFP and on the advice of the Ministry of Education, the District plans to construct a number of additions to existing City Centre Area elementary schools and a new elementary school on the Dover Park site already owned by the Board.
- The most recent enrolment projections have not changed the strategy or timeline contained in the LRFP for additional elementary school seats in the City Centre Area.
- District planning staff have maintained communications with City planners and the developer of Lansdowne Park over the past three years regarding concepts for a new school site in 2033, with the most recent correspondence in February 2021.

- Official Community Plan/City Centre Area Plan amendments and the proposed Master Land Use Plan by City of Richmond planning staff indicate a number of optional locations within the Lansdowne Village development for a potential school site, and advise that incremental redevelopment of the site - subject to future rezoning and Development Permit applications and review - allows the District a number of opportunities to negotiate and possibly secure a site for a school in the future.
- The timing of the planned residential redevelopment of Lansdowne is estimated to be phased in over the next 15 to 20 years. The optimal school site(s) are located within the footprint of the existing shopping centre, which would be decommissioned in a later phase, and aligns with the District's projected need for a school in the area.

4. 2021 Long Range Facilities Plan

- The LRFP is to be updated every two years, with the Board to review and approve proposed changes. Planning staff are working on proposed amendments to the LRFP categorized as follows:
 - Proposed amendments to reflect updated enrolment projections and other data;
 - Proposed amendments in response to approvals, decisions, and other changes since 30 June 2019;
 - Proposed amendments to Chapter 9 (Strategy for Communities of Schools Regions) to reflect approved and deferred catchment area boundary moves and completed projects;
 - Proposed new Strategic Recommendations; and
 - Proposed amendments to LRFP Appendices.

Frank Geyer
Executive Director, Facilities Services/Richmond Project Team

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

EDUCATION COMMITTEE PUBLIC MEETING MINUTES

Minutes of a PUBLIC meeting of Education Committee held virtually via Zoom on Wednesday, November 18, 2020 at 6:00 pm.

Present:

Ken Hamaguchi, Chairperson
Norm Goldstein, Vice Chairperson
Heather Larson, Trustee Alternate
Lynn Archer, Assistant Superintendent
Christel Brautigam, Assistant Superintendent
Rob Laing, Executive Director
Taffy Jackson, Richmond Management Administration Professional Staff
Liz Baverstock, President, Richmond Teachers' Association
JW Cho, Executive Member, Richmond Teachers' Association
Emmanuel Adjei-Achampong, Richmond Association of School Administrators
Carol-Lyn Sakata, Richmond Association of School Administrators
Joanne Rooney, Richmond Association of School Administrators
Helen Shen, Executive Assistant (Recording Secretary)

Regrets:

Ian Hillman, President, CUPE 716
Richard Lee, Trustee Member
Andrew Scallion, President, Richmond District Parents Association

Members of the Public:

Karina Reid

The meeting was called to order at 6:00 pm.

1. ADOPT AGENDA

The agenda was adopted as circulated.

2. APPROVE MINUTES

The minutes of the meeting held Wednesday, October 21, 2020 were approved as circulated.

3. TRANSITIONAL LEARNING

- Elementary update
- Secondary update

Stakeholder representatives appreciated that the updates acknowledged the challenges staff are experiencing with transitional learning. President of the Richmond Teachers' Association shared that anxiety is very high among teachers as they are stretch to prepare for in-class learning, transitional learning, as well as staying current with health and safety guidelines. In response to questions around equipment for students need additional support, staff noted that some specialized equipment have been moved to students' homes to support transitional learning.

4. HARRY JEROME PRESENTATION

- Presentation by Karina Reid

Information was presented to the Committee to consider recognition of Harry Jerome, who was a black athlete, an Olympic bronze medalist, and also a teacher at Richmond Secondary School.

ACTION: The presenter will submit a written proposal to the Committee Chair. The proposal will be referred to staff for review.

5. SUB-COMMITTEE REPORTS

- ELL Consortium (Metro Boards)
Nil

- Richmond Sister Advisory Committee (City Committee)
Nil.

- Aboriginal Education Enhancement Agreement Advisory Committee
The Indigenous Education Equity Scan will focus on 4 areas: Learning Environment, Pedagogical Core, Learning Profile, and Policy and Governance. Members discussed and identified priority issues and concerns in each area. Staff are working on questions to engage the student community in this scan.

- SOGI Advisory Committee
Staff shared results from the SOGI environmental scan. Members had discussions to identify priorities for each goal area. Next meeting is scheduled for January 11, 2021.

- Anti-Racism Committee
At the first Anti-Racism Committee meeting, staff and stakeholder representatives discussed the mandate of the Committee. The next meeting will be next week, and the Committee will be meeting every two week thereafter.

6. NEXT MEETING DATE - WEDNESDAY, JANUARY 20, 2021 at 6:00 PM

7. ADJOURNMENT

The meeting adjourned at 6:58 pm.

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

EDUCATION COMMITTEE PUBLIC MEETING MINUTES

Minutes of a PUBLIC meeting of Education Committee held virtually via Zoom on Wednesday, January 20, 2021 at 6:00 pm.

Present:

Heather Larson, Chairperson
Donna Sargent, Vice Chairperson
Richard Lee, Trustee Member
Norm Goldstein, Trustee
Ken Hamaguchi, Trustee
Debbie Tablotney, Trustee
Sandra Nixon, Trustee
Lynn Archer, Assistant Superintendent
Emmanuel Adjei-Achampong, Richmond Association of School Administrators
Liz Baverstock, President, Richmond Teachers' Association
JW Cho, Executive Member, Richmond Teachers' Association
Taffy Jackson, Richmond Management Administration Professional Staff
Joanne Rooney, Richmond Association of School Administrators
Carol-Lyn Sakata, Richmond Association of School Administrators
Andrew Scallion, President, Richmond District Parents' Association
Helen Shen, Executive Assistant (Recording Secretary)

Members of the Public:

Dionne McFie
Karina Reid

The meeting was called to order at 6:00 pm.

1. ADOPT AGENDA

The agenda was adopted as circulated.

2. APPROVE MINUTES

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

3. BLACK HISTORY MONTH

INFORMATION ONLY: Assistant Superintendent Archer highlighted the District's plans for Black History Month in all Richmond Schools to provide many opportunities for students to learn in a more focused way about the history and contributions of Black Canadians. The report addressed a previous request from a member of the community to recognize Harry Jerome's accomplishments while he was an employee of the Richmond School District.

Assistant Superintendent Archer clarified that while the District will provide resources and support for schools to draw upon as they organize for Black History Month, schools will have the ability to decide on their specific organization of events and learning opportunities.

4. EDUCATION WEEK

Director of Communications and Marketing shared the plans for Education Week from Feb 22 to Feb 26. Each day of the week will highlight an area of student learning in the Richmond School District:

Monday	Learning through inquiry
Tuesday	Global Citizenship and Sustainability
Wednesday	Learning Through the Arts
Thursday	Indigenous Perspectives
Friday	Equitable and Inclusive Learning Communities

All events will be hosted virtually using pictures, videos, and will be accessible from the District website, as well as other social media platforms. Science Jam will not be featured in this year's Education Week. Trustee Sargent and the President of the Richmond Teachers Association asked questions, considering the current challenges with the pandemic, about the possibility of postponing Education Week to next year.

ACTION: DS to assess and advise the Committee on the possibility of postponing Education Week to 2022.

5. INNOVATION INQUIRY GRANTS

INFORMATION ONLY: President of the Richmond Teachers Association, as well as a Representative from the Richmond Association of School Administrators commented on the success with virtual opportunities this year. Both shared that they have noticed an increase in participation as virtual sessions offer more flexibility for interested staff to be involved.

6. SUB-COMMITTEE REPORTS

- ELL Consortium (Metro Boards)
Nil
- Richmond Sister Advisory Committee (City Committee)
Nil.
- Aboriginal Education Enhancement Agreement Advisory Committee
Nil.
- SOGI Advisory Committee
Trustee Larson shared that the student presentation at the last SOGI Advisory Committee Meeting helped start very meaningful conversations. More updates to come.
- Anti-Racism Committee
Nil.

7. NEXT MEETING DATE - WEDNESDAY, FEBRUARY 17, 2021 at 6:00 PM

8. ADJOURNMENT

The meeting adjourned at 7:01 pm.

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

FACILITIES AND BUILDING COMMITTEE MEETING MINUTES

Minutes of a **PUBLIC** meeting of the Facilities and Building Committee held via Zoom Meeting Link, Richmond, BC, on Wednesday, November 4, 2020 at 5:00 p.m.

Present:

Debbie Tablotney, Committee Chairperson
Sandra Nixon, Committee Vice-Chairperson
Norm Goldstein, Trustee Member
Donna Sargent, Trustee Alternate
Heather Larson, Trustee
Rick Ryan, Deputy Superintendent
Roy Uyeno, Secretary Treasurer
Frank Geyer, Executive Director, Facilities Services
Rob Laing, Executive Director, Learning and Business Technologies
Mike Beausoleil, Director, Facilities Operations
Umur Olcay, Manager, Facilities Planning
Liz Baverstock, President, Richmond Teachers' Association
Steve Wenglowksi, 2nd Vice President, Richmond Teachers' Association
Wennie Walker, Co-President, Richmond Association of School Administrators
Roger Corbin, Richmond Management Administrative Professional Staff
Andrew Scallion, President, Richmond District Parents Advisory Committee
Sowon Huh, Treasurer, Richmond District Parents Association*
Wanda Plante, Executive Assistant (Recorder)

*joined the meeting already in progress

The meeting began by introductions of attendees at 5:00 pm.

1. APPROVAL OF AGENDA

The agenda was approved as circulated.

2. APPROVAL OF MINUTES

Minutes from the September 9, 2020 meeting were approved as circulated.

3. LONG RANGE FACILITIES PLAN (LRFP)

a) LRFP STRATEGIC RECOMMENDATION ENROLMENT UPDATE

The Executive Director, Facilities Services advised that the Manager, Facilities Planning will be reporting on the Enrollment update and the New Childcare Initiatives.

The Manager, Facilities updated attendees on projected enrolment numbers noting the district had lower than projected student enrolment numbers due to various factors most notably from COVID-19, including parental decisions for their children's return to school or homeschooling and a reduction in migration levels into Richmond due to

international travel restrictions. His report summarized the actual headcount and he further highlighted the critical accuracy and methodology regarding projections in providing base year enrolment, long range facilities planning, staffing and capital plan projections. The Manager, Facilities advised that although registration is higher for the Richmond Virtual School, the actual funded headcount has not yet been confirmed as their home school will not be confirmed until a certain percentage of virtual course work is completed by students according to Ministry of Education requirements. He noted that international student placements at schools are expected to increase gradually in the second quarter semester as the Federal Government has revised travel restrictions for international students which will allow more international students to enter Canada as of October 2, 2020 (with a 2 week quarantine required). Demographic information continues to be reviewed and monitored by the Facilities Planning team as growth trends from external sources including BC Stats, Metro Vancouver, City of Richmond, Health Authorities and the Federal Government is received.

The Secretary Treasurer noted that Sowon Huh, has joined the meeting. 5:10 pm.

b) LRFP STRATEGIC RECOMMENDATION NEW CHILDCARE INITIATIVES UPDATE

The Manager, Facilities Planning spoke to his report as included with the agenda package summarizing recent new childcare facility initiatives, as part of the seismic funding approval at Tait Elementary which identified two existing classrooms to be designated as permanent childcare space. He noted that one of the two rooms is already leased by Connections Community Services for a before and after childcare operation but the use could be expanded to a full day childcare. The Manager, Facilities Planning further noted that an expression of interest is being prepared to select an operator(s) for the permanent childcare(s) at Tait Elementary with occupancy by September 2021 by a selected childcare operator(s).

A report summarizing recent new childcare facility district initiatives regarding Tait Elementary was also noted by the Manager, Facilities Planning. He advised of the districts' recent ministry approval of Childcare BC New Spaces Fund Grant for construction towards a permanent 24 space daycare facility at Tomsett Elementary which will be connected to an entrance with a covered play area. The Childcare New Spaces Grant also requires the District to assign childcare space in the existing multi-purpose room in the school in order to accommodate before and after school care for 18 children. He further noted that an expression of interest is being prepared to select an operator(s) for the permanent childcare(s) at Tomsett Elementary in advance of occupancy by September 2022 by the selected childcare operator(s).

The Manager, Facilities Planning advised of the \$6 million funding available from the recently announced BC Childcare Rapid Renovations Fund, to create licensed childcare spaces through minor renovations and to purchase equipment required for these spaces to become licensed and operational by January 2022. He further advised that Planning staff have begun a review of school surveys and will identify potential minor projects and report back to the next meeting of the Facilities and Building Committee with recommended actions.

Discussion ensued regarding daycare permanent space deficiency, long term enrolment capacity, one-time funding and ongoing operating costs. The Executive Director, Facilities Services advised that operating costs would be built into rental agreements in addition to the opportunity to apply for supplementary operating costs through Childcare Spaces BC.

The Manager, Facilities Planning advised that an update on the eligible projects rapid renovation funding will be presented at the next Facilities and Building Committee meeting.

4. RICHMOND PROJECT TEAM UPDATE

An overview on several major seismic upgrade projects that have been substantially completed was provided by the Executive Director, Facilities Services. He further noted that the project completion at Cook Elementary has unfortunately been delayed to January 2021 as a result of a City of Richmond pumping station upgrade impacting exterior finishing and landscaping work.

The Executive Director, Facilities Services updated attendees that Project Definition Reports for both Whiteside Elementary and Bridge Elementary are under Ministry review.

The Treasurer of the Richmond District Parents Association inquired on the status of business cases for Whiteside Elementary and Bridge Elementary and the Executive Director responded that information will be disclosed following a review by the Ministry.

5. COVID-19 FACILITIES UPDATE

The Director, Facilities Operations spoke to his report as included with the agenda package and advised that staff from both Operations and Human Resources have been heavily engaged in the recruitment of 41 postings for Building Service Workers (BSW). He advised that in an effort to increase staffing levels for the provision of additional enhanced day cleaning service one full time 8-hour dayshift BSW has been added to each Elementary school, two full time dayshift custodians has been added to Secondary schools and noted that the regular complement of afternoon shift BSW's will remain unchanged.

An update on the implementation of Electrostatic Sprayers was provided by the Director, Facilities Operations advising the allocation of 72 (60 handheld and 12 backpack) to school sites. He further noted that one backpack and one handheld unit will be distributed to each Secondary school and Elementary schools will receive one handheld unit. These devices will be used by custodial staff at schools for enhanced cleaning. The Director, Facilities Operations advised that handheld units were also delivered to the Transportation department for the disinfection of buses and that training for all staff will be completed no later than November 13, 2020.

The Director, Facilities Operations further advised that on November 2, 2020, a small number of school gymnasiums have been made available to the City of Richmond as part of our joint use agreement. He noted only school gyms that have washroom proximity nearby has been made available to the City and they must also comply with current PHO health and safety orders and restrictions.

6. MINUTES FOR INFORMATION

(a) CHILD CARE DEVELOPMENT ADVISORY COMMITTEE MEETING

Nil

7. NEXT MEETING DATE – WEDNESDAY DECEMBER 2, 2020

8. ADJOURNMENT

The meeting adjourned at 5:42 pm.

Respectfully Submitted,

Debbie Tablotney, Chairperson
Facilities and Building Committee

Report to the Board of Education (Richmond)
Public

DATE: February 17, 2021

FROM: Trustee Debbie Tablotney, Chairperson
Finance and Legal Committee

SUBJECT: 2020/2021 Amended Annual Budget Bylaw

2021-02

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.

Respectfully submitted,

Debbie Tablotney, Chairperson
Finance and Legal Committee

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)

Statement 2

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
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Signature of the Secretary Treasurer	Date Signed
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School District No. 38 (Richmond)

Statement 4

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)

Schedule 1

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	(7,707,769)	-	(817,543)	(8,525,312)
Budgeted Accumulated Surplus (Deficit), end of year	11,287,917	-	174,526,733	185,814,650

School District No. 38 (Richmond)

Schedule 2

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)

Schedule 2A

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

Schedule 2C

	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)

Schedule 3

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

	2021 Amended Annual Budget	2021 Annual Budget
	\$	\$
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	54,022,342	44,684,843
Expenses		
Instruction	45,954,037	42,412,507
District Administration	764,048	764,048
Operations and Maintenance	6,186,880	740,911
Total Expense	52,904,965	43,917,466
Net Revenue (Expense)	1,117,377	767,377
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(1,117,377)	(767,377)
Total Net Transfers	(1,117,377)	(767,377)
Budgeted Surplus (Deficit), for the year	-	-

School District No. 38 (Richmond)

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

Schedule 3A

	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			224,000	93,100	299,563	772,476	4,841,324
Federal Grants									
Other			40,000	3,755,350					
Investment Income			15,000						
Less: Allocated to Revenue									
Recovered	829,133	956,771	45,000	3,804,400	270,300	211,069	320,008	850,522	4,841,324
Deferred Revenue, end of year	-	-	1,088,475	5,306,681	-	-	-	-	-
Revenues									
Provincial Grants - Ministry of Education	829,133	956,771			270,300	211,069	320,008	850,522	4,841,324
Federal Grants									
Other Revenue			30,000	3,804,400					
Investment Income			15,000						
Expenses									
Salaries									
Teachers									
Principals and Vice Principals						47,731	93,820		221,000
Educational Assistants								334,220	1,845,078
Support Staff		809,451			174,602	20,986			565,600
Other Professionals									193,400
Substitutes							17,159		939,339
Net Revenue (Expense) before Interfund Transfers	-	809,451	-	-	174,602	68,717	110,979	334,220	3,764,417
Interfund Transfers									
Tangible Capital Assets Purchased	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
Net Revenue (Expense)	767,377	-	-	-	270,300	211,069	320,008	850,522	4,841,324
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

Schedule 3A

Deferred Revenue, beginning of year

Add: Restricted Grants
Provincial Grants - Ministry of Education
Federal Grants
Other
Investment Income

Less: Allocated to Revenue

Recovered

Deferred Revenue, end of year

Revenues

Provincial Grants - Ministry of Education
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

Interfund Transfers

Tangible Capital Assets Purchased

Net Revenue (Expense)

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
\$	\$	\$	\$	\$	\$	\$	\$	\$
-	75,812	-	-	-	-	87,132	3,162	10,000
29,092,042	131,328	48,000	6,000	1,456,347	7,790,877	728,814	408,694	-
29,092,042	131,328	48,000	6,000	1,456,347	7,790,877	728,814	408,694	-
29,092,042	207,140	48,000	6,000	1,456,347	7,790,877	776,070	409,694	10,000
-	-	-	-	-	-	39,876	2,162	-
29,092,042	207,140	48,000	6,000	1,456,347	7,790,877	776,070	409,694	10,000
29,092,042	207,140	48,000	6,000	1,456,347	7,790,877	776,070	409,694	10,000
23,273,633	114,198	-	-	685,700	164,000	461,329	221,667	-
5,818,409	17,130	-	-	123,440	1,151,255	111,913	54,753	-
29,092,042	75,812	48,000	6,000	647,207	1,684,622	202,828	133,274	10,000
-	207,140	48,000	6,000	1,456,347	7,440,877	776,070	409,694	10,000
-	-	-	-	-	350,000	-	-	-
-	-	-	-	-	(350,000)	-	-	-
-	-	-	-	-	(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	350,000	1,747,645	54,022,342
Recovered			42,038
Deferred Revenue, end of year	137,324	-	6,532,480
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			
Services and Supplies		248,273	8,785,717
	350,000	482,826	8,478,789
	350,000	1,747,645	52,904,965
Net Revenue (Expense) before Interfund Transfers	-	-	1,117,377
Interfund Transfers			
Tangible Capital Assets Purchased			(1,117,377)
	-	-	(1,117,377)
Net Revenue (Expense)	-	-	-

School District No. 38 (Richmond)

Schedule 4

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)

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

Report to the Board of Education (Richmond) Public

DATE: February 24, 2021

FROM: Trustee Sandra Nixon, Chairperson, Policy Committee

SUBJECT: **Notice of Motion** – Policy Section 700: Facilities

NOTICE OF MOTION TO FEBRUARY 24, 2021 MEETING OF THE BOARD OF EDUCATION (RICHMOND)

In accordance with Board Policy 204: *Creation and Revision of Policy and Regulations*, this is a Notice of Motion that a RECOMMENDATION will be presented to the March 31, 2021 Public meeting of the Board of Education (Richmond) to place Policy Section 700: *Facilities* into the Stakeholder Review Process.

BACKGROUND

At the 18 January 2021 Policy Committee Public Meeting, the draft revised Policies 700, 701, 701.2, 701.11 and 701.12, Regulations 701-R, 701.2-R and 701.11-R, and Administrative Guideline 701.12-G were presented for information and review, along with the phasing plan for the completion of Facilities-specific policy review. At the meeting:

- initial verbal feedback was received from the Richmond Teachers' Association, specifically adjustments to Administrative Guideline 701.12-G – Official School Openings; and
- a general timeline for the stakeholder review process was agreed upon to follow Spring Break.

Attached:

1. an updated summary of the proposed changes under Phase 1 of the Facilities-specific policies review;
2. proposed finished document

SUMMARY

Proposed replacement of Facilities-specific Policies 700, 701, 701.2, 701.11 and 701.12, Regulations 701-R, 701.2-R and 701.11-R, Administrative Guideline 701.12-G, and retirement of Policies 701.4, 701.6, 701.9, 701.10 and 701.13.

Respectfully Submitted,

Sandra Nixon

Sandra Nixon, Chairperson
Policy Committee

EXCERPT from Policy 204: *Creation and Revision of Policy and Regulations*

....Notice of Motion for any adoption, amendment, or suspension of a policy or regulation shall be submitted at the regular public Board Meeting prior to the meeting at which the change will be considered.....

Definitions:

Policies define guiding values, overall purposes and specific goals. They indicate, as directly and concisely as possible, what the Board wants and why.

Regulations define required actions. They indicate how and by whom the Board requires things to be done.

Administrative guidelines are developed and maintained by the Superintendent to complement policies and regulations developed by the Board by providing additional or more detailed procedures and expectations when that is deemed necessary by either the Superintendent or the Board.

Proposed Revised Policy	Current Policy	Key Changes
Policy 700 - Statement of Guiding Principles for District Facilities	Policy 700 - Statement of Guiding Principles for Building Sites	<ul style="list-style-type: none"> Updated title to broader "Facilities" term, minor text edits
Policy 701 - Facilities Planning and Development	Policy 701 - Site Acquisition and Building Construction Policy 701.6 - Preliminary Building Specification Policy 701.9 - Tendering for Construction	<ul style="list-style-type: none"> Consolidated three policies into one comprehensive policy, eliminated outdated wording Recognized District Long Range Facilities Plan
Policy 701-R - Facilities Planning and Development	Regulation 701-R - Site Acquisition and Building Construction Policy 701.4 and Regulation 701.4-R - Selection of an Architect Policy 701.10 - Supervision of Construction	<ul style="list-style-type: none"> Consolidated two policies and two regulations into one comprehensive regulation, eliminated outdated wording Recognized District Long Range Facilities Plan, on-going planning and current capital planning rationale and submission Detailed current facilities development processes Detailed current project consultants and construction managers procurement processes Recognized current reporting requirements to the Ministry
Policy 701.2 - Capital Project Design Review Process	Policy 701.2 - School Building Planning Review Process	<ul style="list-style-type: none"> Revised title to reflect that the process is during the design phase and not the planning phase (which is covered off in Policy 701 and 701-R) Expanded scope of capital projects to include significant upgrades or renovations Updated wording to current project organizational structure

Proposed Revised Policy	Current Policy	Key Changes
Policy 701.2-R - Capital Project Design Review Process	Policy 701.2-R - School Building Planning Review Process	<ul style="list-style-type: none"> Revised title to reflect that the process is during the design phase and not the planning phase (which is covered off in Policy 701 and 701-R) Defined types of capital projects Replaced Steering Committee with Project Design Advisory Committee and incorporated language contained in 11 September 2019 Board Resolution to reflect current project governance and design delivery protocols
N/A	Policy 701.4 and Regulation 701.4-R - Selection of an Architect	<ul style="list-style-type: none"> Retire Policy 701.4 and Regulation 701.4-R as the contents have been incorporated into Regulation 701-R
N/A	Policy 701.6 - Preliminary Building Specification	<ul style="list-style-type: none"> Retire Policy 701.6 as the contents have been incorporated into Policy 701
N/A	Policy 701.9 - Tendering for Construction	<ul style="list-style-type: none"> Retire Policy 701.9 as the contents have been incorporated into Policy 701
N/A	Policy 701. 10 - Supervision of Construction	<ul style="list-style-type: none"> Retire Policy 701.10 as the contents have been incorporated into Policy 701-R
Policy 701.11 - Naming of Board Owned Facilities or Parts of Board Owned Facilities	Policy 701.11 - Naming of Board Owned Facilities or Parts of Board Owned Facilities	<ul style="list-style-type: none"> Reviewed, no changes
Regulation 701.11-R - Naming of Board Owned Facilities or Parts of Board Owned Facilities	Regulation 701.11-R - Naming of Board Owned Facilities or Parts of Board Owned Facilities	<ul style="list-style-type: none"> Updated naming committee to include stakeholder groups Added electronic media to advertising
Policy 701.12 - Official School Openings	Policy 701.12 - Official School Openings	<ul style="list-style-type: none"> Changed "School Board" to "Board of Education"

Proposed Revised Policy	Current Policy	Key Changes
Administrative Guidelines 701.12-G - Official School Openings	Administrative Guidelines 701.12-G - Official School Openings	<ul style="list-style-type: none"> • Updated wording to current District organizational structure and stakeholders • Updated invitation list • Deleted school dedication prayer
N/A	Policy 701.13 - School Facilities Survey	<ul style="list-style-type: none"> • Retire Policy 701.13 as the contents have been incorporated into Policy 701

FACILITIES

Policy 700 (previously Policy 900)

Statement of Guiding Principles for District Facilities

The Board recognizes that the efficient and safe operation of the district's facilities is an essential dimension of educational programs. The Board supports standards of operations which will allow the schools and community to take maximum advantage of available district buildings and sites.

FACILITIES

Policy 701 (previously Policy 901)

Facilities Planning and Development

Overall district facilities requirements are contained in the District Long Range Facilities Plan, which shall be periodically evaluated and submitted to the Board by the Executive Director, Facilities Services.

School district facilities shall be planned and designed to provide the built environment necessary to implement district educational policies and plans. The Board supports standards of construction which will ensure that these facilities are both functional and attractive.

The Board also recognizes that its facilities play a vital role in the life of the community and that it is our responsibility to make the public aware of plans for new facilities and to provide opportunities for public input through meetings, committees, or other appropriate forms of participation.

All school development and improvements shall be planned, designed, tendered and constructed in accordance with Ministry of Education requirements and Provincial Government procurement policies and framework.

FACILITIES

Policy 701-R (previously Policy 901-R)

Facilities Planning and Development

Recognizing that the quality of school district facilities can enhance effective teaching, learning, and administration, the Board will strive for facilities which offer the best possible environment, within financial limitations, for school district activities.

Specifically, the Board will aim toward:

- New and rejuvenated buildings which facilitate organizational and instructional patterns in support of the school district's educational philosophy and instructional goals;
- Maintaining facilities that meet health, safety and occupant comfort requirements;
- Providing building renovations as needed to meet accessibility requirements for persons with disabilities; and
- Building design and construction which enable low maintenance costs and energy conservation.

A. Planning

1. Long Range Facilities Planning

- a) A District-wide Long Range Facilities Plan (LRFP), forming the basis for capital investment decisions in school facilities, will be maintained by district staff and will take into consideration:
 - educational program requirements and trends;
 - current and 10-15 year projections in enrolments, and community demographics;
 - operating capacities, utilization and condition of existing facilities, including temporary accommodation and/or rental facilities
 - current and anticipated changes in land use;
 - future trends or anticipated new initiatives, including both those of the school district and the government; and
 - transportation of students.
- b) The vision for the LRFP is "a Board-approved planning document which supports our district vision for today, tomorrow and into the future. An LRFP will support our changing demographics and educational programming needs, and will ensure that our student learning environments will be safe and welcoming in modernized facilities distributed equitably across our district".
- c) The LRFP guiding principles are:
 - ensure that facilities planning is always in alignment with our District Vision, Mission and Values;
 - support safe, accessible, appropriately resourced and energy efficient learning environments for all students and working environments for employees;
 - maintain appropriately sized facilities that will accommodate changing enrolment and educational programs over the next 10 to 15 years;
 - value input from stakeholders from the community and partner groups;
 - strive for increased efficiency in operational and capital costs, with financial decisions made that are sustainable over the long term;

- guarantee the LRFP is robust, resilient and adaptable as it accommodates unforeseen challenges, new needs and information; and
 - always consider recommendations and decisions that are made with our focus on learners.
- d) The District Long Range Facilities Plan shall be reviewed, and if necessary adjusted, annually.

2. On-going Planning

- a) Enrolment projections will be produced for each school annually for a fifteen (15)-year period and any schools expected to be over-capacity will be identified.
- Portable classrooms or re-purposing of rooms not used as classrooms will be considered for minor fluctuations above a school's capacity.
 - School catchment boundary revisions will be considered if adjacent schools can reasonably absorb the number of students exceeding capacity of a school.
 - Where space in adjacent schools is not available for the long term, permanent space projects and site acquisition projects will be identified and included in the Capital Plan submission to the Ministry.
- b) The condition of each school or facility will be evaluated by the Facilities Services Branch with the Annual Facility Grant, School Enhancement Program and other Ministry-funded annual capital programs adjusted accordingly.
- c) Through evaluations of the school requirements and new education programs, renovation projects to reconfigure existing educational space for the future needs will be identified and considered as potential projects in the Capital Plan.
- d) Significant deficiencies identified by the Facilities Services Branch will be considered as potential projects in the Capital Plan.
- e) Any permanent space projects will be discussed with the City of Richmond to ensure coordination with proposed development in the City as defined in the Official Community Plan and Area Plans.

3. Capital Planning

- a) A Five-Year Capital Plan shall be submitted annually by the Board in accordance with Ministry policy and the Five-Year Capital Plan instructions.
- b) The Capital Plan will identify and prioritize school district projects, including:
- Site acquisition and development of new schools due to enrolment growth generated by new residential development;
 - Additions to existing school sites and/or buildings due to enrolment growth or consolidation;
 - Replacement or reconstruction of school buildings having exceeded their functional or economic life;
 - Major rejuvenation of school buildings to extend their functional or economic life;
 - Major upgrades to improve safety and/or meet current building codes (i.e. structural seismic resistance upgrades);
 - Major renovations to school buildings to suit changes in facility usage or education programs;
 - Remediation of schools suffering damage from water ingress due to premature building envelope failure;
 - Energy efficiency projects that lower the school districts' carbon emissions;
 - The purchase and install new or replacement playground equipment; and

- The purchase of new or replacement busses.
- c) Such projects shall be supported by the District Long Range Facilities Plan and if approved are paid for by the Ministry of Education capital fund.

B. Facilities Development

1. Site Acquisition

- a) The requirement for a new school site is recognized as a result of residential building activity in an area or a result of consolidating and replacing two or more existing schools.
- b) Site acquisition projects will be included in the Five-Year Capital Plan.
- c) The School Site Acquisition Agreement between the Board and the City of Richmond will be utilized to minimize site acquisition capital costs.
- d) Approval by the Minister is required prior to any site acquisition.

2. Pre-Design

If the Ministry of Education supports a major capital project, defined as a new school, expansion, replacement, seismic upgrade or other improvement project as set out in the Ministry's annual Five-Year Capital Plan instructions, the following process will be followed:

- a) The Minister of Education issues a response letter to the Board identifying the project, its project number and due date for the business case – the Project Definition Report (PDR).
- b) The school district assigns a Project Planner and funds the retention of an architect and specialty consultants (refer Section D for selection process) to develop the PDR. The Project Planner works with district departments and the Ministry as necessary to ensure completeness of the document.
- c) The Project Planner develops PDR options and presents to the Facilities & Building Committee for recommendation of a preferred option for Board approval.
- d) Upon Board approval, the Project Planner finalizes the PDR and submits to the Ministry for approval.
- e) Upon Ministry approval, a Capital Funding Project Agreement (CFPA) is developed and co-signed between the Board and Ministry to enable funding of the project, including costs associated with the development of the PDR, and to initiate project design and implementation.

3. Design

Once the CFPA is duly executed and Certificate of Approval is received from the Minister of Education:

- a) The school district assigns a Project Manager, who is responsible for the successful delivery of the complete project.
- b) The Project Manager retains the project architect, specialty consultants and construction manager (refer Section D for selection process) for the duration of the project.
- c) The Project Manager establishes the Project Design Advisory Committee and proceeds with the design and review of the project in accordance with District Policy 701.2-R - Capital Project Design Review Process.

4. Permits and Tendering

Once working drawings and specifications are complete:

- a) The project architect assembles the necessary documents to apply for a building permit from the City of Richmond.

- b) The Project Manager works with the Purchasing Department to conduct tendering and awarding of trade contracts in accordance with provincial procurement policy and best practices.

5. Construction

Once the building permit is obtained, the Project Manager:

- a) administers construction and occupancy of the project in accordance with industry best practices and established district standards;
- b) at substantial completion, coordinates deficiency inspections and commissioning of equipment involving Facilities Services and Learning & Business Technologies Departments staff; and
- c) at final completion, ensures all systems are functioning as designed, receives and arranges for filing of record drawings, maintenance materials, manuals and warranties.

C. Appointment of Project Consultants and Construction Managers

1. Processes for developing specifications and designs for new building or renovations shall provide for involvement of affected stakeholders.
2. Since an effective working relationship between District staff and external consultants is essential to the efficient design process, a group of three to four (3 to 4) prequalified architectural and engineering consulting firms and construction management firms will be maintained for capital projects.
3. Requests for prequalification of architectural firms and construction management firms shall be called every three (3) years, renewable for an additional three (3) years at the discretion of the school district by the Purchasing Department under the advice of the Facilities Services Branch. A proposal evaluation team chaired by the Assistant Manager – Purchasing shall be convened consisting of the Executive Director, Facilities Services, Project Planners and Managers, and other district staff as deemed appropriate.
4. Consulting engineering firms shall be selected from the prequalified lists maintained by the Focused Education Resources Society.
5. Approved capital projects will be assigned to prequalified consulting firms on the following basis:
 - a) Previous performance on similar projects in the District;
 - b) Ability to respond in the time available;
 - c) Proportion of projects presently assigned to them.
6. Approved capital projects will be assigned to prequalified construction management firms based on results from a competitive request for fee proposal.
7. A review of the prequalified consulting firms and construction managers will be carried out from time to time.

D. Reporting

The Project Manager prepares regular Project Status Updates for posting on the Richmond School District Planning & Development website and for reporting out to the Facilities & Building Committee by the Executive Director, Facilities Services throughout the life of each project.

FACILITIES

Policy 701.2 (previously Policy 901.2)

School Building Capital Project Design Review Process

The Board recognizes the need to enable conceptual and developed design proposals for new, expansion or replacement district facility projects, or projects involving significant upgrades or renovations to district facilities to be seen and commented upon by all interested parties at appropriate stages and thus to promote effective planning and enable general support of the final design.

The design process will be under the general direction of the Facilities Services Branch, with a Project Design Advisory Committee established for each project.

For Board Information: 06 September 1994
Board Adoption: 20 February 1995
Proposed Revision: 07 October 2020 (2nd Draft)

FACILITIES

Policy 701.2-R (previously Policy 901.2-R)

Capital Project Design Review Process

A. Project Types

Capital projects undertaken by the school district are classified as follows:

1. Minor Capital Projects are those with total budgets of \$7 million or less, which include most small- to medium-scale renovations and/or additions to existing facilities which improve space utilization, modify outmoded spaces for new use, improve accessibility, etc. These projects are typically funded by the Board. This regulation applies to these projects only if the affected building area exceeds 600 square metres.
2. Facility Renewal and Upgrade Projects are funded annually by the Ministry of Education, that will improve safety, facility condition (including building envelope), energy efficiency and functionality of existing school facilities and infrastructure, in an effort to extend their useful physical life. This regulation does not apply to these projects.
3. Seismic Upgrade Projects are funded by the Ministry of Education. This regulation applies to these projects.
4. Major Capital Projects are those with total budgets greater than \$7 million, which include new facilities, and large-scale building renovations, additions and replacements of existing facilities. These projects may be funded by the Ministry of Education, by the Board of Education, or both parties. This regulation applies to these projects.

B. Project Planning and Pre-Design

Refer to District Policy 701-R - Facilities Planning and Development.

C. Project Design Advisory Committees

1. Composition

Project Design Advisory Committees (hereafter referred to as "Committee") consist of key stakeholders in the design and implementation of capital projects. These parties will be invited to attend meetings at critical design stages to review progress drawings, discuss scheduling and phasing, and to discuss other issues pertaining to the delivery of the project. The composition of these teams is based on the type, magnitude and complexity of each capital project and shall include, but not be limited to, the following membership:

a) Applicable Minor Capital and Seismic Upgrade Projects

- Superintendent's Representative (Area Superintendent or designate)
- Executive Director, Facilities Services or designate
- Project Manager (Chair/RMAPS ^{*1} representative)
- District Administrator, Emergency Preparedness & Seismic Liaison ^{*2}
- School Administrator or designate (RASA ^{*3} representative)
- Board of Education Representative (Liaison Trustee for that school)
- Richmond Teachers' Association Representatives (maximum of two)
- School's Parent Advisory Council Representative
- Canadian Union of Public Employees, Local 716 Representative

b) Major Capital Projects

- Superintendent's Representative (Area Superintendent or designate)
- Secretary Treasurer or designate
- Executive Director, Facilities Services
- Project Manager (Chair/RMAPS ^{*1} representative)
- Board of Education Representative (Liaison Trustee for that school)
- School Administrator or designate (RASA ^{*3} representative) ^{*4}
- Richmond Teachers' Association Representatives (maximum of two)
- Student Representatives (maximum of two, selected by Student Council) ^{*5}
- School's Parent Advisory Council Representatives (maximum of two) ^{*6}
- Canadian Union of Public Employees, Local 716 Representative
- City of Richmond Representative (nominated by Community Services) ^{*7}
- Community Representative (nominated by nearest Community Association) ^{*7}
- Department Manager(s) or designates ^{*8}

Notes:

**1 Richmond Management Administration Professional Staff (RMAPS)*

**2 Applicable to seismic upgrade projects only*

**3 Richmond Association of School Administrators (RASA)*

**4 Applicable to school projects only. For a new school, representative nominated by the Superintendent*

**5 Applicable to secondary school projects only. For a new school, the Student Council shall be from the school currently serving the new catchment area.*

**6 Applicable to school projects only. Parent Advisory Council shall be from the school currently serving the new catchment area.*

**7 Applicable to school projects only.*

**8 Applicable to non-school facility projects.*

2. Governance

It is the responsibility of the Project Manager to call and chair Committee meetings, arrange for agendas to be issued to all members prior to meeting, and record and distribute meeting minutes to all members. Meetings are to be held at a location, dates and times convenient to the majority of parties.

The project architect shall attend all meetings as a resource to the Project Manager.

It is the responsibility of all representatives to report Committee proceedings to the organizations they represent.

When recommendations are being formulated by the Committee, there shall be a minimum of:

- four (4) members present at applicable Minor Capital and Seismic Upgrade project meetings;
- six (6) members present at applicable Major Capital project meetings.

As necessary, sub-committees may be formed to assist in the planning of individual curriculum areas, composed of teachers, administrators, and staff with particular expertise in those areas.

The introductory meeting at the onset of design phase will include a description of the purpose, process and reporting responsibilities of the Committee and a general discussion on philosophies, principles and educational design concepts as applicable.

Upon completion of design phase and prior to construction, the role of Project Design Advisory Committee will be complete and the committee ended.

3. Frequency of Meetings

The frequency of meetings of the Committee is based on the scope and complexity of the project:

- a) for Seismic Upgrade projects not involving any major changes to the floor plan of a school (i.e. purely a structural upgrade with some upgrades to building systems and/or finishes), meetings are to be held at the onset of design phase and at the 50%/95% design completion stages;
- b) for applicable Minor Capital projects and Seismic Upgrade projects involving major changes to the floor plan of a school (i.e. seismic upgrade plus either an addition or partial replacement to the building), meetings are to be held at the onset of design phase and at the 35%/70%/95% design completion stages; and
- c) for Major Capital projects, meetings are to be held as a minimum:
 - i. Onset of design
 - ii. 50%/95% complete schematic design stage to consider design options
 - iii. 35%/70%/95%* complete design development stage
 - iv. 95% complete working drawings stage

with additional meetings scheduled as needed by the Project Manager.

** The Ministry of Education is to be invited to attend these meetings*

D. Design Reviews/Approvals

1. Major Capital Projects

a) Schematic Design

The project architect prepares alternate floor plan, site plan and elevations concepts based on the scope defined in the Project Definition Report approved by the Ministry of Education, and co-presents the schematic designs with the Project Manager to the Project Design Advisory Committee for review and feedback at the meetings scheduled per C.3.c) ii.

At the 95% complete schematic design stage, the Project Manager and project architect present the proposed design option supported by the Project Design Advisory Committee to the Facilities & Building Committee. The Facilities & Building Committee either recommends the proposed design to the Board for approval or directs back to Project Design Advisory Committee for reconsideration.

If requested by the Facilities & Building Committee and/or the Board, a Public Workshop may be scheduled to present design options and solicit feedback for the Project Design Advisory Committee to consider prior to resubmitting for final approval of the schematic design.

The Project Manager, upon Board approval of proposed design option, submits drawings and Class C cost estimate to the Ministry for information and comments. The project proceeds to Design Development phase.

b) Design Development

The project architect prepares preliminary design drawings based on the concept approved by the Board, and co-presents the documents with the Project Manager to the Project Design Advisory Committee for review and feedback at the meetings scheduled per C.3.c) iii.

The Project Manager:

- makes drawings available for review and feedback by the Maintenance, Operations & Transportation and Learning & Business Technologies departments at the 50% and 95% complete design development stage;
- at the 95% complete design development stage, co-presents with project architect the updated design supported by the Project Design Advisory Committee to the Facilities & Building Committee; the Facilities & Building Committee either recommends the updated design to the Board for approval or directs back to Project Design Advisory Committee for reconsideration;
- co-presents with the project architect the updated design recommended by the Facilities & Building Committee to the Board at a Public Meeting; and
- upon Board approval of proposed design option, submits drawings and Class B cost estimate to the Ministry for information and comments.

The project may proceed to Working Drawings/Tender Documents upon approval by the Board.

c) Working Drawings/Tender Documents

The project architect prepares working drawings, specifications and other documents necessary to apply for Building Permit and to enable a request for tenders to be undertaken.

The Project Manager:

- at the 50% and 95% complete working drawings stages, makes drawings and specifications available for review and feedback by the Maintenance, Operations & Transportation and Learning & Business Technologies departments.
- at the 95% complete working drawings stage:
 - along with the project architect presents the updated design to the Project Design Advisory Committee for final review and feedback;
 - makes drawings and specifications available for review and feedback by Facilities Services and Learning & Business Technologies key staff;
 - submits final design drawings and Class A cost estimate to the Ministry for information and comments; and
 - upon receipt of concurrence from the Ministry to proceed with the request for tenders, initiates the tendering process with the Purchasing Department and instructs the project architect to proceed with the Building Permit application.

2. Applicable Minor Capital and Seismic Upgrade Projects

The project architect prepares design drawings, specifications and other documents necessary to apply for Building Permit and to enable a request for tenders to be undertaken based on the scope defined in the Project Definition Report approved by the Ministry of Education.

The Project Manager:

- a) co-presents the designs with the project architect to the Project Design Advisory Committee for review and feedback at the meetings scheduled per C.3.a) or b), depending on whether the project involves major changes to the floor plan of the school;
- b) at the 50% design stage, submits drawings and Class B cost estimate to the Ministry for information and comments, and makes drawings and specifications available for review and feedback by the Maintenance, Operations & Transportation and Learning & Business Technologies departments; and

- c) at the 95% complete design stage:
- submits final design drawings and Class A cost estimate to the Ministry for information and comments;
 - makes drawings and specifications available for review and feedback by Facilities Services and Learning & Business Technologies key staff; and
 - initiates the tendering process with the Purchasing Department and instructs the project architect to proceed with the Building Permit application.
3. The Project Manager issues regular project status updates that are posted on the Richmond School District Planning & Development website and reported out to the Facilities & Building Committee and Ministry of Education by the Executive Director, Facilities Services throughout the life of each project.

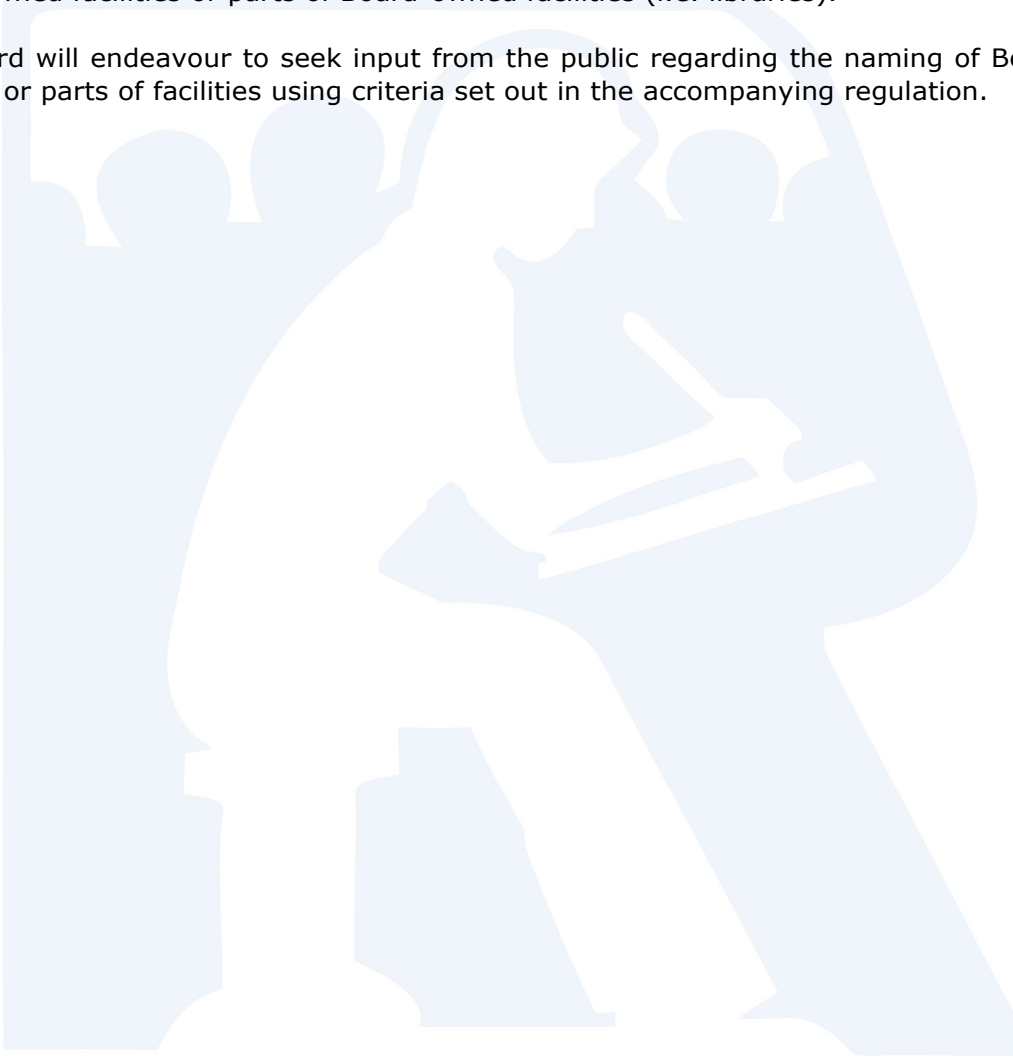
FACILITIES

Policy 701.11 (previously Policy 901.11)

Naming of Board-Owned Facilities or Parts of Board-Owned Facilities

The Board of Education (Richmond) in its absolute discretion has the right to name and rename Board-owned facilities or parts of Board-owned facilities (i.e. libraries).

The Board will endeavour to seek input from the public regarding the naming of Board-owned facilities or parts of facilities using criteria set out in the accompanying regulation.



- (d) following Board approval of a shortlist, the Special Committee will undertake the research it deems necessary to provide the Board with further background to the shortlisted names.
 - (e) provide the Board at an in-camera meeting, within six months of the closing date for submissions, the background associated with each shortlisted submission along with its recommendation and a draft press release.
4. After receiving, at an in-camera meeting, the background associated with each shortlisted submission, the Board may, in accordance with Board Policy 201 (Committee of the Whole), resolve itself into a Committee of the Whole for the consideration of the Special Committee's report.
 5. The Board will, by resolution, vote in-camera on the naming of Board-owned facilities.
 6. The Board will announce the new name of a Board-owned facility at its next public meeting.

B. Naming of Parts of Board-Owned Facilities

The Board may contemplate naming part of a Board-owned facility on its own initiative or at the suggestion of a member of the public, whereupon it will determine the necessity of asking for submissions of names from the public. If the Board decides to seek submissions from the public, it may follow the same process as that listed for the Naming of a New Board-Owned Facility.

FACILITIES

Policy 701.11-R (previously Policy 901.11-R)

Naming of Board-Owned Facilities or Parts of Board-Owned Facilities

A. Naming of a New Board-Owned Facility

1. When planning funding is announced by the Provincial Government for the construction of a new Board-owned facility, a Special Committee of the Board shall be formed, in accordance with Board Policy 201 (Special Committees of the Board), whose mandate it will be to recommend to the Board a suitable name for the facility in accordance with policy.
2. This committee will consist of:
 - (a) Two Trustees - the first named will be the Committee Chairperson;
 - (b) One representative from each of the internal stakeholder groups (RTA, RASA, RDPA, CUPE and RMAPS); and
 - (c) Staff member(s) as deemed appropriate.
3. The Special Committee of the Board will:
 - (a) place appropriate advertisements in the local and provincial print and electronic media seeking input of the public (public to include members of the community, parents, students, employees). The advertisement will advise the public of the following:
 - (i) that all submissions by members of the public will be held in confidence.
 - (ii) that there is no limitation as to the number or type of suggestions that will be received by the Board.
 - (iii) that submissions include, where possible, rationale or explanation of the proposed name.
 - (iv) that submissions should be sent to the attention of the Secretary Treasurer.
 - (v) that submissions will be received from members of the public for a period of three months. The advertisement will state the closing date by which submissions must be received.
 - (vi) that a decision will be made by the Board within twelve months of placement of this advertisement, whenever possible.
 - (vii) that the decision of the Board will be made by resolution at an in-camera meeting and that a public announcement will be made at the next public meeting of the Board.
 - (b) receive in confidence all submissions from members of the public and provide a summary of the submissions received, or previously received, regarding the naming and will provide such summary to the Board at the next available in-camera meeting after the closing date for submissions.
 - (c) within one month of the closing date for submissions, establish a draft shortlist of names to be considered and forward all details of the shortlisted submission to the Board along with a summary of all of the submissions that have been received.

- (d) following Board approval of a shortlist, the Special Committee will undertake the research it deems necessary to provide the Board with further background to the shortlisted names.
 - (e) provide the Board at an in-camera meeting, within six months of the closing date for submissions, the background associated with each shortlisted submission along with its recommendation and a draft press release.
4. After receiving, at an in-camera meeting, the background associated with each shortlisted submission, the Board may, in accordance with Board Policy 201 (Committee of the Whole), resolve itself into a Committee of the Whole for the consideration of the Special Committee's report.
 5. The Board will, by resolution, vote in-camera on the naming of Board-owned facilities.
 6. The Board will announce the new name of a Board-owned facility at its next public meeting.

B. Naming of Parts of Board-Owned Facilities

The Board may contemplate naming part of a Board-owned facility on its own initiative or at the suggestion of a member of the public, whereupon it will determine the necessity of asking for submissions of names from the public. If the Board decides to seek submissions from the public, it may follow the same process as that listed for the Naming of a New Board-Owned Facility.

FACILITIES

Policy 701.12 (previously Policy 901.12)

Official School Openings

The official opening ceremony of a school provides an opportunity to showcase the new facility, and to highlight education in Richmond and in the school community. The official opening is also a way for the Board of Education to maintain its ties with local and provincial policy makers, and to ensure that these people are recognized for their efforts on behalf of the District.

Please contact the Secretary-Treasurer's office to facilitate. The key is passed from the contractor to the architect to the principal to symbolize the process of completing the facility. Each is asked to say a few words - the contractor to the architect indicating he has completed the plans provided by the architect; the architect to the principal indicating the project is complete according to the design of the school district; the principal accepts the key on behalf of the school district in recognition of receiving ownership of the building.

4. Press Coverage

Invitations to the event will be sent to the local media to be included in "upcoming events" announcements under the Chairperson's signature. Although reporters/photographers seldom attend such events, a special theme or "twist" sometimes attracts media attention.

Press releases and pictures may be sent to the local papers and local cable television before and/or after the event by the school so that coverage may be achieved without attendance by the media.

5. Community Participation

Secondary schools may wish to invite elementary feeder schools and include them, perhaps, in their entertainment program. Consideration should also be given to local community centers and businesses. Elementary schools may wish to consider inviting local pre-schools/daycares.

6. Invitations and Programs

A variety of invitations and programs are available for viewing at the office of the Secretary-Treasurer. Examples range from formal letters to computer-designed or student-made cards. Event programs may also be made in a variety of styles often including student artwork. A school may want to have students draw a picture on each one to personalize the paper.

7. Agenda

The agenda for the event will be dominated by the speeches but this is also an opportunity to show off student achievement. Choirs, bands, drama, dance and slide or video presentations are all effective entertainment and promotion. Student-led tours of the facility prior to the commencement of the ceremony provide an opportunity to exhibit the new school.

8. Decorations

A theme for the entire event often helps determine appropriate decorations, although student work is always a popular sight. It is a nice touch when every student is represented in the decorations for the opening.

9. Refreshments

A cake and coffee/tea/juice provided after the ceremony is usually sufficient. A special treat and/or certificate for the students, provided in their classrooms, can also be added to the evening's events.

10. Photos/Video

A person may be assigned by the school to be the "official photographer" for the opening. However, it is a good idea to have several people contribute to the taking of pictures.

11. Budget

Don't be shy to stretch the budget with contributions from the business community. A local nursery may loan greenery for the decorations; the local bakery may provide a cake for the reception. As well, the dedicatory family, the architect and the contractor may be interested in contributing to the event. Please contact the Secretary-Treasurer's office regarding budget.

2 Days Prior

- Hold dress rehearsal
- Evaluate and make necessary revisions to schedule
- Put up signs directing guests to the main entrance of the school
- Have students ensure that classrooms and hallways are clean and tidy

Day Before

- Set up gymnasium
- Check decorations
- Set up plaque and stand
- Pick up/have delivered dishes, napkins, silverware

Day of the Event

- Check sound system
- Pick up flowers and corsages
- Assemble refreshments
- Set out name tags
- Assemble event hosts
- Assemble and brief platform party

After the Event

- Thank you letters to speakers and platform guests from the Chairperson
- Write thank you letters to volunteers and contributors
- Send write-up and pictures to local press (optional)
- Write follow-up article for inclusion in school newsletter



FACILITIES

Policy 701.12-G (previously Policy 901.12-G)

Official School Openings

The following information is designed to assist with the planning of the official opening of schools. Samples of invitations, correspondence etc. from schools which have officially opened in past years are available at the office of the Secretary-Treasurer. Refer to Appendix "A" for the Action Check List as a guide for planning the event.

1. Speakers

Invitations should be sent a minimum of six to eight weeks before the planned event date under the official signature of the Board Chairperson to those speakers and guests listed in Appendix "B" - Invited Speakers and Guests, with a follow-up phone call to confirm closer to the date. The following should be invited to speak at the official opening:

- Minister of Education (also officially opens)
- Chairperson of the Board of Education (Richmond)
- Superintendent of Schools (Master of Ceremonies)
- Member of Parliament
- Member of Legislative Assembly
- Mayor
- School Namesake or Relative (where appropriate)
- Dedicatory Official
- Architect
- Contractor
- Principal

In addition to the list of invitees in Appendix "B", others of special involvement in the development of the new school can be invited. All official invitations are to be under the signature of the Chairperson of the Board.

Where a joint facility is being opened, the school opening should be arranged in consultation and in conjunction with the other partners. (e.g. school/community centre)

2. Organization

A planning committee including representatives from staff, students and the school's Parent Advisory Council, and chaired by the Director of Communications & Marketing, should be formed as soon as possible after the selection of the opening date.

3. Dedication Plaque and Ceremonial Key

A dedication plaque will need to be ordered through the Facilities Services Branch at least five to six weeks before the opening event.

See Board Regulation 701.11-R - Acceptance & Naming of New Facilities for inscription guidelines. The Master of Ceremonies calls upon individuals to participate in the unveiling of the plaque. An engraved ceremonial key is ordered from a local trophy manufacturer.

Please contact the Secretary-Treasurer's office to facilitate. The key is passed from the contractor to the architect to the principal to symbolize the process of completing the facility. Each is asked to say a few words - the contractor to the architect indicating he has completed the plans provided by the architect; the architect to the principal indicating the project is complete according to the design of the school district; the principal accepts the key on behalf of the school district in recognition of receiving ownership of the building.

4. Press Coverage

Invitations to the event will be sent to the local media to be included in “upcoming events” announcements under the Chairperson’s signature. Although reporters/photographers seldom attend such events, a special theme or “twist” sometimes attracts media attention.

Press releases and pictures may be sent to the local papers and local cable television before and/or after the event by the school so that coverage may be achieved without attendance by the media.

5. Community Participation

Secondary schools may wish to invite elementary feeder schools and include them, perhaps, in their entertainment program. Consideration should also be given to local community centers and businesses. Elementary schools may wish to consider inviting local pre-schools/daycares.

6. Invitations and Programs

A variety of invitations and programs are available for viewing at the office of the Secretary-Treasurer. Examples range from formal letters to computer-designed or student-made cards. Event programs may also be made in a variety of styles often including student artwork. A school may want to have students draw a picture on each one to personalize the paper.

7. Agenda

The agenda for the event will be dominated by the speeches but this is also an opportunity to show off student achievement. Choirs, bands, drama, dance and slide or video presentations are all effective entertainment and promotion. Student-led tours of the facility prior to the commencement of the ceremony provide an opportunity to exhibit the new school.

8. Decorations

A theme for the entire event often helps determine appropriate decorations, although student work is always a popular sight. It is a nice touch when every student is represented in the decorations for the opening.

9. Refreshments

A cake and coffee/tea/juice provided after the ceremony is usually sufficient. A special treat and/or certificate for the students, provided in their classrooms, can also be added to the evening’s events.

10. Photos/Video

A person may be assigned by the school to be the “official photographer” for the opening. However, it is a good idea to have several people contribute to the taking of pictures.

11. Budget

Don’t be shy to stretch the budget with contributions from the business community. A local nursery may loan greenery for the decorations; the local bakery may provide a cake for the reception. As well, the dedicatory family, the architect and the contractor may be interested in contributing to the event. Please contact the Secretary-Treasurer’s office regarding budget.

Board Concurrence with Revision: 07 November
2005 Proposed Revision: February 2021 (3rd Draft)

Appendix "A" - Action Check List - School Openings

3 Months Prior

- Form Planning Committee
- Contact Secretary-Treasurer's office
- Determine budget
- Determine theme
- Determine location for ceremony and guest assembly

10 Weeks Prior

- Confirm guest list
- Begin planning program
- Begin planning decorations
- Begin planning of refreshments
- Arrange for chairs
- Arrange for podium and staging
- Arrange for plaque stand
- Cancel rentals
- Make initial contacts re: donations

8 Weeks Prior

- Send invitations to speakers and guests from Chairperson
- Order plaque through Purchasing Department
- Order ceremonial key through Secretary-Treasurer's office

6 Weeks Prior

- Arrange and check sound system
- Designate hosts for parking, welcome, ushering and tours
- Create decorations
- Send invitations to community centers/feeder schools, etc.
- Letter of invitation for inclusion in school newsletters

4 Weeks Prior

- Arrange for volunteers for reception
- Order flowers and corsages (for namesake/relative)
- Order dishes and silverware

2 Weeks Prior

- Confirm plaque, and key
- Write Principal's Welcome
- Arrange for official photographer
- Plan parking strategy if required
- Confirm agenda/program with Board Chairperson

1 Week Prior

- Print programs
- Determine guest list from RSVP's
- Obtain platform seating arrangements from Secretary-Treasurer's office
- Check sound system
- Decorate gym
- Have podium, stage risers and plaque stand delivered from Facilities Services Branch
- Create name tags for invited guests
- Confirm refreshments
- Confirm dishes and silverware

2 Days Prior

- Hold dress rehearsal

- Evaluate and make necessary revisions to schedule
- Put up signs directing guests to the main entrance of the school
- Have students ensure that classrooms and hallways are clean and tidy

Day Before

- Set up gymnasium
- Check decorations
- Set up plaque and stand
- Pick up/have delivered dishes, napkins, silverware

Day of the Event

- Check sound system
- Pick up flowers and corsages
- Assemble refreshments
- Set out name tags
- Assemble event hosts
- Assemble and brief platform party

After the Event

- Thank you letters to speakers and platform guests from the Chairperson
- Write thank you letters to volunteers and contributors
- Send write-up and pictures to local press (optional)
- Write follow-up article for inclusion in school newsletter

Appendix "B" - Invited Speakers and Guests - School Openings

Podium Seating

1. Minister of Education
2. Chairperson of the Board of Education (Richmond)
3. Mayor
4. Member of Parliament (for the riding)
5. Member of Legislative Assembly (for the riding)
6. Namesake/family member
7. School Trustees
8. City Councillors
9. Other elected officials
10. Dedicatory Official
11. Superintendent of Schools and Senior Management Team
12. Principal
13. Contractor/Construction Manager
14. Architect
15. Project Manager

Reserved Seating/Podium (as applicable)

16. Student Council President or student representative
17. Parent Advisory Council Chairperson
18. RTA President
19. CUPE President
20. RASA President
21. RDPA President
22. RMAPS Representative
23. Other invited guests

In some cases, space is limited on the stage. The above list may be limited/restricted to speakers and Trustees. In the case of a joint opening, the guest list would be expanded in consultation with the other party.

Seating according to protocol will be arranged by the Secretary-Treasurer's office once the attendees have responded.

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

MINUTES OF PUBLIC MEETING OF POLICY COMMITTEE

Date: Monday, January 18, 2021 at 10:30 am
Via Zoom Webinar

Present: Sandra Nixon, Chairperson
Debbie Tablotney, Vice-Chairperson
Norman Goldstein, Member
Scott Robinson, Superintendent
Rick Ryan, Deputy Superintendent
Frank Geyer, Executive Director, Facilities Services
Tim McCracken, Richmond Teachers' Association
Steve Wenglowski, Richmond Teachers' Association
JW Cho, Richmond Teachers' Association
Mark Hoath, Richmond Association of School Administrators
Rebeca Avendano, Richmond Management Professionals Staff
Ian Hillman, CUPE 716
Catherine Cleary, Executive Assistant (Recording Secretary)

The Chair called the meeting to order at 10:35 am.

1. ADOPT AGENDA

The agenda was adopted as circulated.

2. APPROVE MINUTES

The Minutes of the meeting held November 16, 2020 were approved as circulated.

3. POLICY 502: *Student Behaviour and Discipline*/POLICY 502.1: *Maintenance of Orderly Conduct*/POLICY 502.2 & 502.2-R: *Student Suspension or Exclusion from School*/POLICY 502.3 & 502.3-R: *Student Possession of Weapons*

A verbal Update from the Deputy Superintendent was provided on the policies attached to the agenda package regarding suspension, conduct and behaviour. The Deputy Superintendent noted that as the policies and regulations were adopted in 1990, they will require significant alignment with the District's updated Code of Conduct. The policies and regulations are an area of focus for district staff to modernize and then bring back to the Committee for further review and feedback.

ACTION: It was **AGREED** that the Policy 502: *Student Behaviour and Discipline*/Policy 502.1: *Maintenance of Orderly Conduct*/Policy 502.2 & 502.2-R: *Student Suspension or Exclusion from School*/Policy 502.3 & 502.3-R: *Student Possession of Weapons* would be brought back for review and feedback in the Spring.

4. SECTION 700: FACILITIES

The Executive Director, Facilities Services provided a Memorandum with an updated summary of the proposed changes under Phase 1 of the Facilities specific policies review and revision timeline with the agenda package.

Tim McCracken, of Richmond Teachers' Association, provided some preliminary feedback on consistency for capitalization throughout the policies, a glossary of terms and that stakeholder groups be listed rather than numbers per stakeholder group. The Executive Director noted these amendments and will update the policies for consistency.

The Chairperson thanked Mr. Geyer for the work on the Section 700: Facilities updates and noted that, following comments and feedback for stakeholder review, would consider a time period following Spring Break.

ACTION: It was **AGREED** that the updated outlined facilities policies feedback would be updated and brought back to the February Policy meeting with proposed timeline for the Stakeholder review process.

5. STATUS OF CURRENT AND ANTICIPATED ITEMS

The Status document was updated to January 18, 2021. The Chairperson noted that the Committee could expect Policy 102 in the Spring for discussion as input from working groups is ongoing. Policy 103 will be revised with work to take place during this year, and Finance section 600 to be reviewed at the next Policy meeting with specific policies identified for the full process and Stakeholder review.

6. NEXT MEETING DATES

The next meeting is scheduled for Monday, February 8, 2021 at 10:30 am.

7. ADJOURNMENT

The meeting was adjourned at 10:57 am.

Respectfully Submitted,

Sandra Nixon, Chairperson
Policy Committee

February 17, 2021

Ms. Sandra Nixon, Chairperson of Board of Trustees
Board of Education, Richmond School District No.38

RE: Transitional Learning Program Extension & School Safety Upgrades

Dear Ms. Nixon,

First, I must express my appreciation to the Richmond District Parent Association for organizing the School Trustee Chair/Vice Chair Q&A session on February 2nd and thank both you and Ms. Tablotney for attending. I am sure I speak for other parents in attendance that it was really appreciated to not only be listened to and acknowledged, but to be heard. The validation of parent concerns by the Richmond School Board when it comes to the safety and wellbeing of our children and families has never been more important as it is today.

As I mentioned, my 13-year-old son has virus induced asthma and has been in-hospital for life-saving treatment frequently. Based on his underlying condition, our doctor's recommendations, and the current Ministry of Education safety plan, it continues to remain unsafe for him to attend in-person learning. On behalf of all families such as ours with health concerns, I am advocating that the transitional online learning program be extended for all grades until the end of the year based on the following risk factors:

1. COVID-19 is aerosoled: It has been recognized by both the [Government of Canada](#) and finally more recently, by the [CDC of BC](#) that tiny droplets linger and travel in the air, infecting more people "especially in settings with poor ventilation, and in closed, crowded spaces where close-contact occurs." According to the [Government of Canada](#), anyone outside their immediate household and in these settings must maintain a distance of two metres from others and wear masks at all times.

2. COVID 19 Variants: Public Health has confirmed that the more contagious (by over 50%) and more infectious B.1.1.7, B.1.351 and B.1.525 [variants](#) have now been detected in BC.

3. Lack of Student Testing: It has been acknowledged since the beginning of the pandemic that children tend to be asymptomatic or present with mild symptoms. Yet, there seems to be a doubling down to discourage students from getting tested when they have been exposed to COVID 19 in their household, classroom and even if they have symptoms. Specifically, the new [K-12 Health Check](#) app does not direct students to get a PCR test regardless of the combination of symptoms entered and yet any combination of these same symptoms entered in the [BC COVID-19 Self-Assessment Tool](#) will direct an adult to get a test. Also, unlike other Atlantic provinces and jurisdictions in Ontario, BC is NOT utilizing the rapid antigen tests as a screening tool in schools to detect asymptomatic cases. Without more testing of students, both rapid and PCR, there is no proof that transmissions are not occurring regularly, putting students, staff, and families at risk.

Unfortunately, the Ministry's safety plan has not been strengthened accordingly to reduce the increased health risks that these aerosols, variants and lack of testing pose. On behalf of Cindy Cheung, Pooja Kalsi, and myself, considering the risks cited above and in reference to our issues from the RDPA meeting, we ask that the School Board upgrade safety and/or advocate with the Ministry for upgrades in the following areas:

1. Masks: The Ministry's recent upgrade to the mask mandate in BC schools falls short. We would like to see masks mandated in K-12 classrooms (incl. desks) and throughout elementary schools. This aerosoled virus does not discriminate whether it transmits from student to student while seated, standing, or walking around a classroom. Alberta, Saskatchewan, Manitoba, Quebec, and Nova Scotia have all mandated masks in

classrooms from Grade 4 and up, and Ontario has just recently mandated masks for students Grade 1 and up. BC's school mask mandate is woefully behind and continues to put students and school staff at high risk.

2. Ventilation & Filtration: According to the [Government of Canada's indoor ventilation requirements](#), due to aerosol transmission, improvements to air circulation, ventilation and filtration are necessary to help reduce the spread especially in "enclosed spaces and indoor situations where people are in close proximity."

Adequate ventilation alone cannot prevent transmission but when used in conjunction with proper physical distancing and mask wearing, it can greatly reduce the risk. We ask that the Richmond School Board advocate with the Ministry for extra funding, if needed, and assess and implement the necessary ventilation/filtration upgrades required in schools across the district.

3. Physical Distancing: We realize it is complicated to always accomplish this everywhere, however, with the weak mask mandate, it is more important than ever. Continuing online learning options and more hybrid learning opportunities at different grade levels are ways to continue to organically reduce class sizes.

4. Grade 11-12 Online Options: Please include more online options for these students. There are families with children in these grades who have health risks but due to limited online course options, they are forced to send their children to in-person classes.

5. Centralized Online Learning for Elementary: With the transitional program instruction greatly reduced from 2x/day to 2x/week, many parents felt they had no choice but to send their children back to in-class learning. Many still do not feel schools are safe enough! With some teachers not in classrooms for health reasons, we ask that the RTA's previous recommendation that these teachers teach online be explored again.

6. COVID-19 School Policies: Currently, an asymptomatic student is still being directed to attend school when a member of their household tests positive. This is not precautionary and only puts more students at risk. As well, when there is a test positive case (or cases) in a classroom, families of all the students in that class are not necessarily notified and the teacher is not involved in the contact tracing (yet the teacher would be the obvious expert of student daily interactions and movements). Since this virus is aerosoled and therefore can circulate quite easily around a classroom, the teacher and all parents of those students should not only be notified immediately but all the students should be directed to isolate. These are just some of the questionable policies that seem to lack an emphasis on student and staff safety.

As mentioned at the RDPA meeting, both WorkSafeBC and the Education Ministry's Director of the COVID-19 Response Team have indicated that districts do in fact have some discretion and autonomy in improving school safety standards, protocols or rules that extend beyond the Ministry's guidelines to fulfill their Duty of Care to students and staff. We hope that the Richmond School District, in addition to extending online learning, will not only continue to advocate with the Ministry to strengthen safety protocols but will also take action to improve measures over and above the Ministry guidelines, especially around masks and ventilation, where needed, to keep students, staff and their families safe.

Thank you very much for your time and consideration.

Sincerely,

Anneke Wijtkamp
Unit #8 – 7040 Williams Road, Richmond, BC

CC: Debbie Tablotney, Ken Hamaguchi, Heather Larson, Richard Lee, Donna Sargent, Norm Goldstein
School Superintendent, Scott Robinson, Secretary Treasurer, Roy Uyeno & RDPA