

PUBLIC MEETING AGENDA
BOARD OF EDUCATION

WEDNESDAY, APRIL 28, 2021 – 7:00 pm

https://sd38.zoom.us/webinar/register/WN_WljSO_zPSZunwXT4DcuEBA

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

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

Budget Brief – Liz Baverstock, President, Richmond Teachers' Association
to be presented under Committee of the Whole

(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, March 31, 2021 for approval.
- (b) Record of an In-camera meeting of the Board held Wednesday, March 31, 2021.

6. Business Arising

- (a) **2021-2022 Annual Budget**
Report from the Secretary Treasurer attached.

RECOMMENDATION 1: THAT the Board of Education (Richmond) **move into a committee of the whole** to allow for all members of the public in attendance to have the opportunity to participate in the discussion on the 2021-2022 operating budget and that the Superintendent facilitate the discussion.

RECOMMENDATION 2: THAT the Board of Education (Richmond) **rise and report** from the committee of the whole discussion on the 2021-2022 operating budget.

7. New Business

- (a) **2021-2022 Instructional Model Report. RECOMMENDATION.**
Report from the Superintendent of Schools attached.
- (b) **Joint Advocacy. RECOMMENDATIONS.**

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

The next meeting is scheduled for Monday, May 3, 2021.

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

- (i) Minutes of the meeting held February 17, 2021 are attached for information.

A meeting was held on April 21, 2021. The next meeting is scheduled for Wednesday, May 19, 2021 at 6 pm.

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

The next meeting is scheduled for Wednesday, May 5, 2021 at 4:30 pm.

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

- (i) Trustee Expenses ending at March 31, 2021 attached. **RECOMMENDATION.**

- (ii) Minutes of the meeting held February 17, 2021 are attached for information.

A meeting was held on April 21, 2021. The next meeting is scheduled for Wednesday, May 19, 2021 at 11 am.

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

- (i) **NOTICE OF MOTION: Policy Section 600: Finance** attached.

- (ii) Minutes of the meeting held February 8, 2021 are attached for information.

A meeting was held on April 19, 2021. The next meeting is scheduled for Monday, May 17, 2021 at 11 am.

10. Correspondence

- (a) Nil.

11. Board Committee and Representative Reports

(a) Council/Board Liaison Committee

A meeting was held on April 14, 2021. The next meeting will be held on Wednesday, June 9, 2021 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, May 26, 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



Richmond Teachers' Association

210 - 7360 Westminster Hwy.

Richmond, BC

V6X 1A1

Tel: 604-278-2539

Fax: 604-278-4320

www.richmondteachersassociation.ca

April 23, 2021

Via E-Mail

Board of Education
School District No.38 (Richmond)
7811 Granville Avenue
Richmond, B.C. V6Y 3E3

Dear Trustees,

Re: RTA Budget Brief - Response to RSD Potential Budget Consideration

On behalf of the Richmond Teachers' Association, we thank you for the opportunity to submit a subsequent budget brief in response to the proposed or potential budget adjustments for the 2021-2022 District budget. This response is a supplement to the RTA's brief that was submitted and spoken to at the March 31, 2021 Richmond Board of Education Meeting.

RTA Recommendations to the Proposed 2021/22 RSD Budget

A. Changes to the Proposed Use of Surplus and Reserve – add \$2,000,000

1. Add \$1,000,000 from the COVID Contingency Reserve as a one-time budget adjustment.
2. Add \$1,000,000 from Surplus Funds as a one-time budget adjustment.
3. Reserve \$1,000,000 from the COVID Contingency Reserve to address unexpected budget needs related to the pandemic including any bridge programs or health and safety concerns that may need to be added during the 2021/22 school year.

Note: The COVID Contingency Reserve did not exist in March 2020. This money was added and identified for COVID contingencies.

B. Trustee Led Advocacy - Engage in joint advocacy with all stakeholders to seek additional funding from the Provincial and Federal government to address unique needs and challenges related to the pandemic.

C. Changes to the Proposed Budget Reductions - \$1,075,000 – add back

1. Reduce cuts to non-enrolling teachers to 2.0 FTE (unfilled) – add back \$770,000
2. Reduce cuts to District and School Based Administrators to 0.5 FTE – add back \$305,000

Note: Inspired Learners and action to address Equity and Inclusion requires teachers to be inspired and supported through professional learning, training, mentoring, innovation, and School Based Administrators. The RTA understands that some non-enrolling positions may need changes to the current job descriptions in order to provide support for Inspired Learners and Equity Inclusion and the objectives of the Board's Strategic Plan.

Note: The Board must ensure that the 8.4 FTE of enrolling teachers does not result in a staffing cut. The District has expressed these teachers can be maintained through the Classroom Enhancement Fund. A cut of 8.4 FTE will impact opportunities for students and class size.

D. Changes to Proposed Additions - \$990,000 – further addition

1. Add 24 FTE to the 8.0 FTE CUPE for a total of 32 FTE to address Health and Safety in Schools - \$750,000
2. Add 2.4 FTE to RTA secondary enrolling to support low enrollment in specific courses - \$240,000

E. Changes to Proposed Addition - \$144,000 savings

1. Add 1.0 FTE District Administrator Equity and Inclusion but remove 1.0 FTE District Administrator position – net savings \$144,000

Note: The RTA does not support adding a District Administration position in the context of school and district staffing cuts. The RTA agrees that a specific leadership position is required to support Equity and Inclusion and the objectives of the Board's Strategic Plan.

RTA Net Proposed Changes

| | |
|---|---------------------|
| Additional funds from surplus and contingency | = \$2,000,000 |
| Additional spending (add back, additions) | = (\$2,065,000) |
| <u>Savings</u> | <u>= \$ 144,000</u> |

F. Potential Use for Remaining COVID Contingency Reserve \$1,000,000 – 10 FTE RTA

1. Additional elementary FTE to support unique and additional learning needs
2. Additional elementary FTE to address potential enrollment challenges and possible bridge programs

Note: At present, families are requesting continued learning from home options. If these options involve Distributed Learning, it means each student that opts to learn from home will be funded at 20 % less than a student attending their neighbourhood school. Though a DL program may cost less to operate, any loss of funding will impact staffing. The RTA has significant concerns in terms of recruitment, retention, and school stability if the government does not provide additional funds to support these continued pandemic needs. The RTA requests that trustees engage in joint advocacy to address funding concerns if the Board decides to add a bridge DL program next year.

Further, the Board must maintain their focus on encouraging children to return to in-person learning by ensuring schools are safe and welcoming in September.

The RTA continues to recognize the long-standing challenges presented to the Board with creating a balanced budget. These challenges should be addressed by the Provincial Government with additional funding and all parties must commit to our continued advocacy for the learners of Richmond.

Schools remain fully open in BC because this is a priority for the BC government – that has been a clear and consistent message through the pandemic. It is time the Provincial Government proves their commitment to public education with additional funding to address long-standing and systemic underfunding as well as identified pandemic needs.

The RTA welcomes all opportunities to provide feedback and engage in joint advocacy with the Board.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Liz Baverstock', with a long horizontal flourish extending to the right.

Liz Baverstock
President, RTA

cc: Scott Robinson, Superintendent of Schools
Roy Uyeno, Secretary Treasurer
Tim McCracken, 1st VP, RTA
Steve Wenglowksi, 2nd VP, RTA
JW Cho, 3rd VP, RTA

**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, MARCH 31, 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
F. Geyer
J. MacMillan
R. Laing
C. Cleary

Superintendent of Schools
Deputy Superintendent
Secretary Treasurer
Assistant Superintendent
Assistant Superintendent
Executive Director, Facilities Services
Executive Director , Learning Services
Executive Director, Learning & Business Technologies
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 hən̓qəmin̓əm' (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 Hamaguchi** – Briefs regarding the 2021/2022 Annual Budget will be accepted without prior notice at tonight's regular meeting of the Board. Please note that budget updates will be made available on the District's Budget 2021/2022 website. At the April 28 2021 Board meeting, Stakeholders and the public will be invited to present during the Budget Committee of the Whole. 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 Goldstein – Earth Day takes place on April 22nd each year. Since its start in 1970, Earth Day has become an internationally celebrated event focused on promoting clean living and a healthy, sustainable habitat for all. Celebrating Earth Day serves as a conscious reminder of how important it is as individuals and communities to protect our planet.

In Richmond, schools are in the process of planning different individual classroom and school activities to honour Earth Day. Many *Green Teams* at our schools, composed of students across grades, lead the way in creating and supporting environmental initiatives. While the annual Richmond Earth Day Youth Summit will not take place in its usual format this year, students from K-12 have been invited to participate in a poster initiative celebrating Richmond's biodiversity and unique habitat. Submissions will be shared on both the district and City of Richmond's media channels, and the posters will be displayed during next year's REaDY Summit.

In addition to Earth Day, our schools celebrate and support environmental stewardship in a variety of ways throughout the year. Whether it be through participation in district Eco-Wise grants, district initiatives such as "Lights out Lunch" and Zero Waste campaigns, or through schoolwide and individual actions, Richmond students and staff show great commitment to our environment, today and every day.

- (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**

The Chairperson noted that New Business item 7 – regarding the Safe Return to School District allocations would be added to the agenda.

037/2021 MOVED BY H. LARSON AND SECONDED BY N. GOLDSTEIN:

THAT the Wednesday, March 31, 2021 Regular agenda of the Board of Education (Richmond) be adopted as amended.

CARRIED

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

(a) **Presentations**

Nil.

(b) **Special Recognitions**

Nil.

(c) **Briefs**

A 2021-2022 Budget Brief was presented by Liz Baverstock, President, Richmond Teachers' Association. Ms. Baverstock first thanked the Board for the opportunity to present the Budget Brief and acknowledged the District shortfall of \$7.6 million that would be addressed in the RTA Brief.

Ms. Baverstock then outlined key points submitted including pandemic concerns that the Board support to ensure budget improvements are maintained for 2021/2022 including: daytime custodians for elementary schools, portable sinks, hand hygiene stations, FTE to provide learning assistance, noon hour supervisors, continued funding to support outdoor learning and provision of PPE including face masks. The second major item Ms. Baverstock referenced was addressing the \$7.6 million Structural Shortfall. The RTA is recommending the Board use all avenues to advocate for continued funding from the Federal government and additional provincial funding to maintain COVID-19 supports; that the Board also target additional one time ELL funding and that the Board access \$5 million of surplus. The Third area was Classroom Enhancement Funding to ensure all possible funding is accessed. The fourth under Richmond School District's Strategic Plan included spending to support the Board's four priorities. The fifth point noting spending cuts outlined that the RTA encourages the Board to not reduce teaching positions.

Ms. Baverstock concluded acknowledging the significant challenges the Board faces and joint advocacy will be needed to address the many funding shortfalls that are structural and a direct result of the pandemic. The RTA welcomes the opportunity to continue to work with the Board and District on planning for the 2021-2022 school year.

Trustees thanked Ms. Baverstock and the RTA for the collaborative approach the RTA takes and works with the Board on as outlined in the brief.

038/2021 MOVED BY H. LARSON AND SECONDED BY D. SARGENT:

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

CARRIED

(d) Questions from the Public

A question was emailed with respect to the Human Rights commissioner and in response to Ms. Baverstock's Brief. The Superintendent offered to reach out to Ms. Baverstock and then follow up with the person that asked the question.

4. Executive

The Superintendent of Schools provided an update on COVID-19 reporting that the District had very few exposures over Spring Break and none reported to date in schools the first week back which is good news. The District will continue to monitor numbers and at this date there still has not been a documented case of transmission in schools. The District will be asking all parents and staff to review and recommit to safety protocols to ensure that, as a District, we don't become complacent and continue to provide a safe learning environment for students and a safe working environment for staff.

New masks protocols were issued from the Ministry of Education for students in grades 4-12. The Superintendent referred to the letter sent to employees explaining the revised protocols. A District survey was conducted in elementary schools prior to the mask protocols and the District was encouraged that 87% commitment to mask wearing and the District will be asking parents for their input on this new mandate and to contact their child's principal to discuss these new protocols if they need further information.

Trustees appreciated the update and referred to the health authority links and Ministry website for links and further information if parents need more details.

The Superintendent then presented highlights from schools throughout the District over the past month. Although schools were closed for Spring Break, there were still lots of wonderful activities and events occurring throughout April including: student art displays recently put up at the School Board Office are a very welcoming addition to the building. Thanks was expressed to Catherine Ludwig, District Administrator for Fine Arts who coordinated this project. Westwind students and staff worked together on Comic Con with original stories and characters; Brighthouse created a tower garden to grow vegetables and herbs in less than three square feet of space; Mitchell Elementary created an art project called Fill a Bucket to demonstrate how they could show kindness toward others; a Zen garden was created at Garden City Elementary using sand and river stones in an outdoor space for learning and relaxing; and students at McRoberts brought happiness and cheer to local seniors providing cards and donated flowers to residents of Gilmore Gardens. The Superintendent congratulated students and staff for providing inspiration, creativity and kindness in the community and schools.

Trustees appreciated the presentation and update on the incredible work that is still happening in Richmond schools. Students are resilient and inspiring especially around kindness toward others.

5. Approval of Minutes

- (a) Regular meeting of the Board held February 24, 2021

039/2021 MOVED BY D. SARGENT AND SECONDED BY K. HAMAGUCHI:

THAT the Board of Education (Richmond) approve the Minutes of Wednesday, February 24, 2021 Regular meeting as circulated.

CARRIED

- (b) Special meeting of the Board held March 10, 2021

040/2021 MOVED BY H. LARSON AND SECONDED BY N. GOLDSTEIN:

THAT the Board of Education (Richmond) approve the Minutes of Wednesday, March 10, 2021 Special meeting as circulated.

CARRIED

- (c) Record of an In-camera meeting of the Board held February 24, 2021 and a record of a Special In-camera meeting held March 10, 2021 was included for information.

6. Business Arising

- (a) Nil.

7. New Business

- (a) Federal Funds Return to Class Funds Allocation – Letter to Ministry of Education

The Chairperson asked the Secretary Treasurer to provide some background prior to the Board's consideration of a motion. The Secretary Treasurer shared that the District had received approximately \$7.8 million in Federal Safe Return to Class Funds to help support health and safety issues that occurred as a result of the pandemic. The funding was allocated to school districts in two phases, the first received in September for approximately 50% of the funding which was \$3.7 million. There was a hold back at the time of about \$11.1 million and subsequently that hold back was then allocated to school districts and Richmond received approximately \$416,000 of funding. The phase two hold back allocation unlike phase one was issued based on an incremental COVID-19 exposure cases that were reported by school districts. As a result, we received just under \$64,000 and lower than expected. Comparatively with other Districts, Richmond's allocation was lower.

The Chairperson thanked the Secretary Treasurer and noted that this was added to the agenda in order to suggest that Board write to the Ministry to ask for clarification on how the allocations were determined and the formula they used.

Trustees asked what the discrepancy between what the District received and expected was. The Secretary Treasurer responded that the District would have received a further \$65,000 had the allocation been based on district size and enrolment.

041/2021 MOVED BY D. SARGENT AND SECONDED BY H. LARSON:

THAT The Board of Education (Richmond) write to the Ministry of Education to request clarification on the formula used for the allocation.

CARRIED

8. Questions from the Public: Tonight's Agenda

There were no questions submitted 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

The next meeting is scheduled for Wednesday, April 21, 2021 at 6 pm.

(c) Facilities and Building Committee

Chair: Ken Hamaguchi

Vice Chair: Norman Goldstein

- (i) Minutes of the meeting held February 3, 2021 were included with the agenda package.

A meeting was held on March 3, 2021. The next meeting is scheduled for Wednesday, May 5, 2021 at 4:30 pm.

(d) Finance and Legal Committee

Chair: Debbie Tablotney

Vice Chair: Ken Hamaguchi

- (i) Minutes of the meeting held January 20, 2021 were included with the agenda package.

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) **RECOMMENDATION: Policy Section 700 Facilities** – Stakeholder Review Process attached.

042/2021 MOVED BY D. TABLOTNEY AND SECONDED BY H. LARSON:

In accordance with Board Policy 204: *Creation and Revision of Policy and Regulations*, this RECOMMENDATION to the March 31, 2021 Public meeting of the Board of Education (Richmond) is to place revised Policy Section 700: Facilities - Phase 1 into the stakeholder review process for questions and feedback by May 10, 2021.

CARRIED

The next meeting is scheduled for Monday, April 19, 2021 at 11 am.

10. Correspondence

FOR ACTION:

- (a) Correspondence from CUPE Local 716 dated March 25, 2021 regarding the April 28th National Day of Mourning was attached with the agenda package.

043/2021 MOVED BY R. LEE AND SECONDED BY H. LARSON:

WHEREAS the Board of Education (Richmond) wishes to express support to CUPE Local 716 for their desire to recognize death and injury of workers on the job;

BE IT RESOLVED THAT the Board of Education (Richmond) officially recognize April 28 as the National Day of Recognition for Workers Killed or Injured on the Job with a one-minute cessation of work at 11 am on Wednesday, April 28, 2021;

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

CARRIED

11. Board Committee and Representative Reports

(a) Council/Board Liaison Committee

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

12. Adjournment

044/2021 MOVED BY N. GOLDSTEIN AND SECONDED BY D. TABLOTNEY:

THAT the Regular meeting of Wednesday, March 31, 2021 of the Board of Education (Richmond) be adjourned at 7:59 pm.

CARRIED

S. NIXON,
CHAIRPERSON

R. UYENO,
SECRETARY TREASURER

DATE: April 28, 2021
FROM: R. Uyeno, Secretary Treasurer
SUBJECT: Record of an In-Camera Board Meeting held March 31, 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 March 31, 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: April 27, 2021
FROM: Roy Uyeno, Secretary Treasurer
SUBJECT: 2021/2022 Budget 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.

Background

Prior to March 12, 2020, our three-year base budget projection reflected a structural surplus position resulting from enrolment growth, increased CEF funding, a strong international education program and prudent fiscal management. Since that date, we have been negatively impacted by the COVID-19 Pandemic resulting in enrolment loss, lower revenues, changes in education program delivery and supports to students, enhanced health and safety requirements. In addition changes to Ministry funding have also negatively impacted our budget.

Finance staff have completed work on a revised three-year base budget for 2021/2022 and the two subsequent years. The base budget reflects the district's projected student enrolment, the announced Ministry of Education operating grant and all known and projected cost pressures and changes to expenditures and revenues. The COVID-19 Pandemic continues to negatively impacted our 2021/2022 base budget projections with respect to revenue streams such as the International Education program, rental revenues and investment income. In addition, the preliminary Operating Grant announced on March 12, 2021 was essentially a status quo announcement with no new incremental funding to cover inflationary cost increases. The 2021/2022 Provincial budget announced on April 20th provided for no additional funding directed at COVID-19 recovery or to sustain health and safety measures.

The three-year base budget reflects a net shortfall position of \$7.2 million for 2021/2022 and smaller shortfalls for each of the next two years. The net shortfall positions are prior to any Board approved budget adjustments and also do not reflect the appropriation of any fund balances available to balance the budget projected to be \$9.8 million. The Board will be required to submit a balanced budget for 2021/2022 to the Ministry of Education on or before June 30, 2021.

Based on the above, an updated three-year base budget is shown below:

Operating Fund 3-Year Base Budget

| | Amended | | | |
|---|--------------------|--------------------|--------------------|--------------------|
| | 2020/2021 | 2021/2022 | 2022/2023 | 2023/2024 |
| Revenue | | | | |
| Ministry Operating Grant | 182,987,023 | 192,566,572 | 195,004,902 | 196,467,720 |
| Other Ministry Grants | 9,032,503 | 2,730,502 | 2,730,502 | 2,730,502 |
| Other Fees and Revenue | 16,617,065 | 17,673,694 | 20,295,755 | 22,512,431 |
| Total Revenue | 208,636,591 | 212,970,768 | 218,031,159 | 221,710,653 |
| Expenses: | | | | |
| Salaries | 155,327,355 | 158,853,532 | 160,748,312 | 162,391,942 |
| Benefits | 38,838,755 | 39,562,103 | 40,520,982 | 40,940,906 |
| Services and Supplies | 17,481,250 | 19,250,267 | 19,527,204 | 19,950,464 |
| Total Expenses | 211,647,360 | 217,665,902 | 220,796,498 | 223,283,312 |
| Local Capital | (4,697,000) | (2,500,000) | (2,700,000) | (3,000,000) |
| Net Surplus (Shortfall) | (7,707,769) | (7,195,134) | (5,465,339) | (4,572,659) |
| Net Surplus (Shortfall) as a % of Budget | | -3.31% | -2.48% | -2.05% |

Projected 2020/2021 Unrestricted Fund Balance

The current projection for 2020/2021 is that the school district will end the year with unrestricted fund balances of approximately \$9.8 million as follows:

| | |
|---|-----------------------|
| Prior year Operating fund balance carryforward | \$ 3.3 million |
| Unrestricted Local Capital Reserve | 3.5 million |
| Contingency Reserve Local Capital | 2.0 million |
| Unrestricted Operating Fund Surplus projected 2020/2021 | <u>1.0 million</u> |
| | \$ 9.8 million |

Unrestricted fund balances are available to be a) appropriated by the Board to balance the annual budget; b) restricted by the Board for one-time operating fund budget adjustments; c) transferred to local capital reserve for restricted or unrestricted purposes; or d) remain as unrestricted fund balances.

Option to Balance the Budget and Potential Budget Adjustments

Staff have begun developing strategies and budget options for Trustees to consider in balancing the 2021/2022 budget. A draft preliminary working list of potential budget adjustments to address the budget shortfall is attached to this report and has been shared with key stakeholders and staff. The school district's senior management staff will continue to seek feedback and input from stakeholders and the public on the district's budget priorities and present a recommended option(s) including potential budget adjustments for Board consideration and approval for the 2021/2022 budget.

Respectfully submitted,

Roy Uyeno
Secretary Treasurer

Draft Potential Budget Adjustments

| # | Budget Reduction Description | Group | FTE | \$ | FTE | RTA | FTE | CUPE | FTE | Exempt | Services & Supplies |
|--|--|-----------|---------------|--------------------|---------------|--------------------|---------------|------------------|--------------|------------------|---------------------|
| Potential Budget Reductions | | | | | | | | | | | |
| 1 | District- Based Administrative/Clerical | CUPE | (5.0) | (325,000) | | | (5.0) | (325,000) | | | |
| 2 | District-Based Support Staff | CUPE | (3.0) | (178,000) | | | (3.0) | (178,000) | | | |
| 3 | Computer Support Technician | CUPE | (3.0) | (270,000) | | | (3.0) | (270,000) | | | |
| 4 | Electrician | CUPE | (1.0) | (90,000) | | | (1.0) | (90,000) | | | |
| 5 | District-Based Exempt Staff | RMAPS | (1.0) | (105,000) | | | | | (1.0) | (105,000) | |
| 6 | Director, Operations and Transportation | Executive | (1.0) | (170,000) | | | | | (1.0) | (170,000) | |
| 7 | District and School-Based Administrators | RASA | (2.5) | (401,000) | | | | | (2.5) | (401,000) | |
| 8 | Non-enrolling Teachers | RTA | (9.0) | (990,000) | (9.0) | (990,000) | | | | | |
| 9 | Enrolling Teachers | RTA | (8.4) | (615,000) | (8.4) | (615,000) | | | | | |
| Total Salaries & Benefits | | | (33.9) | (3,144,000) | (17.4) | (1,605,000) | (12.0) | (863,000) | (4.5) | (676,000) | - |
| Services and Supplies | | | | | | | | | | | |
| 10 | Various Services & Supplies | on-going | | (900,000) | | | | | | | (900,000) |
| 10 | Various Services & Supplies | one-time | | (800,000) | | | | | | | (800,000) |
| Total Potential Budget Reductions | | | (33.9) | (4,844,000) | (17.4) | (1,605,000) | (12.0) | (863,000) | (4.5) | (676,000) | (1,700,000) |
| Potential On-going Additions | | | | | | | | | | | |
| 11 | Assistant Manager - Cyber Security | RMAPS | 1.0 | 105,000 | | | | | 1.0 | 105,000 | |
| 12 | Foundations of a Healthy Workplace | on-going | | 100,000 | | | | | | | 100,000 |
| Potential One-time Additions | | | | | | | | | | | |
| 13 | Equity and Inclusion | RASA | 1.0 | 244,000 | | | | | 1.0 | 144,000 | 100,000 |
| 14 | Aspen Program Support | RASA | 1.0 | 125,000 | | | | | 1.0 | 125,000 | |
| 14 | Health and Safety in Schools | CUPE | 8.0 | 250,000 | | | 8.0 | 250,000 | | | |
| | | | (22.9) | (4,020,000) | (17.4) | (1,605,000) | (4.0) | (613,000) | (2.5) | (302,000) | (1,500,000) |
| Accumulated Surplus | | | | (3,180,000) | | | | | | | |
| | | | | (7,200,000) | | | | | | | |
| Projected Base Budget Shortfall | | | | 7,200,000 | | | | | | | |
| | | | | - | | | | | | | |
| on-going | | | | (3,839,000) | | | | | | | |
| one-time | | | | (181,000) | | | | | | | |
| | | | | (4,020,000) | | | | | | | |

Report to the Board of Education (Richmond) Public

DATE: April 23, 2021
FROM: Scott Robinson, Superintendent of Schools
SUBJECT: Proposed Distribution Learning Program – 2021/2022 School Year

RECOMMENDATION

THAT The Board of Education (Richmond) approve the implementation of a one year Distributed Learning Program for students in Kindergarten through grade nine for the 2021/2022 school year;

AND FURTHER THAT The Richmond Board of Education direct staff to conduct a review of the Distributed Learning program and report back to the Board in the spring of 2022 in order for the Board to determine whether or not the program should continue past the 2021/2022 school year.

INTRODUCTION

The Transitional Learning (TL) programs (Kindergarten-grade 7 and grade 8/9) provided by the Board during the 2020-2021 school year are scheduled to conclude at the end of the current school year. It is anticipated that a number of parents whose children are currently enrolled in the TL programs will choose to have their child return to in-person learning either before the end of June or starting in September. It is also expected that some parents may choose not to have their child return to in-person learning for a variety of reasons related to the pandemic or otherwise.

Of the original approximately 4000 students registered in the TL program in September 2020, over 2350 have returned to in-person learning, leaving approximately 1650 students currently registered in TL. Given the unpredictable nature of the pandemic, it is challenging to anticipate how many parents with children currently in the TL program will choose to have their child return to in-person learning by September. Regardless, it is unlikely that all of them will choose to return, and as such, the Board will need to consider which educational program options it wishes to provide parents for the 2021-2022 school year. It is proposed that the Board consider offering a one year 'bridge' Distributed Learning program in order to provide parents with an option to keep their child at home during the 2021-2022 school year as pandemic conditions will likely continue to exist to some extent.

BACKGROUND

Transitional Learning Program 2020-2021:

The 2020-2021 Transitional Learning (TL) program was developed in response to a large number of parents requesting to have their children attend school remotely during the pandemic while retaining their current school placement. The program was intended to be temporary and transitional in nature with the goal of having all students return to in-person learning at some point during the 2020-2021 school year. This transitional approach required that spots be held in schools for every student in the elementary TL program so students could return to in-person learning at their school when/if parents chose to have them do so. Accordingly, schools were staffed in September in order to be able to hold those spots. Spots were not held in courses for students in the grade 8/9 transitional learning program however schools retained full staffing in order to have flexibility to accommodate students to return as they wished to do so.

Implications of Transitional Learning Program 2020-2021:

Staffing and Budgetary Implications:

In addition to regular school-based staffing assigned to accommodate every potential returning elementary TL student, a significant level of additional staffing was also allocated to provide instruction for students while they were in the elementary TL program. 20 FTE teachers at a cost of approximately \$2 million, as well as 13 FTE of reassigned Learning Services educator time was allocated. In effect, a total of 33 FTE, at a cost of approximately \$3.3 million, was allocated to support the elementary TL program this year. Over \$1.2 million in staffing was also assigned to the secondary TL program. The majority of the additional staffing was allocated from one-time federal Return-to-Class funds which the school district will not have access to for the 2021-2022 school year.

Educational Implications:

School-based classroom and non-enrolling teachers were expected to provide instruction to the students in the elementary TL program in addition to teaching the students who were attending in-person. Teachers communicated from the onset that this dual role was extremely challenging and in some cases, impacted the teaching and learning experience in both programs despite teachers' best efforts. The re-deployment of Learning Services staff to the TL program resulted in those educators not being available to perform their usual duties across the district. This instructional model was intended to be temporary and is not sustainable into the 2021/2022 school year.

Ministry of Education Funding Eligibility Implications:

In response to the uncertainty caused by the pandemic, the Ministry of Education varied its funding eligibility rules on a one-time basis for students attending remotely for the 2020-2021 school year only. Parents were allowed to maintain registration in their child's current educational placement while their child learned remotely from home. Normally, parents who choose not to have their child attend in-person must withdraw from their catchment school or program of choice and enroll separately in either distributed learning or homeschooling. Students cannot 'hold spaces' in schools and learn remotely under regular funding eligibility rules. Districts also cannot claim full funding for students who are learning remotely as they are subject to either distributed learning or homeschooling funding eligibility rules.

There has been no indication from the Ministry of Education that this temporary change in rules will continue into the 2021-2022 school year. Students will therefore be required to either attend in-person as a registrant in their catchment school or program of choice, or withdraw and register for distributed learning or homeschooling.

Summary:

Overall, while the Transitional Learning program has served a purpose during a highly unusual school year at the height of the pandemic, the program will not be possible to sustain from a staffing, budgetary and ministry funding perspective into the next school year. There is no reference to transitional learning programs in terms of regular program options available to parents under the *BC School Act*. Transitional learning was a temporary construct developed in order to address the uncertainty caused by the pandemic during the 2020-2021 school year. There has been no indication that the ministry will continue to support the registration and funding flexibility that was in place for the 2020-2021 school year. This leaves parents with three program options for the 2021-2022 school year:

EDUCATIONAL PROGRAM IMPLICATIONS

Educational Program Options for the 2021/2022 School Year:

Under the BC School Act, parents have three options available to them:

| | Program Option: | Details: |
|----|-----------------------|--|
| 1. | In-person learning: | <ul style="list-style-type: none">• The student is registered in their current school/program and attends in-person• Funding- The Ministry of Education provides 100% funding to school districts for students in this program |
| 2. | Distributed Learning: | <ul style="list-style-type: none">• The student withdraws formally from their current school/program and enrolls in a Distributed Learning (DL) program of their choice• Many school districts in British Columbia offer DL programs and parents have the ability to register in any program with available space• <u>The student is no longer registered and no longer holds a spot in their catchment school/current program</u>• If the parent changes their mind at some point and wishes to re-register for in-person learning, re-registration would be subject to availability of space as per Board Policy 501.8R/501.8/G- <i>Student Admission, Registration, Placement and Transfer</i>• In this case, parents would have the same registration rights as a student who is new to the catchment• There would be no guarantee of an in-person placement• Funding- The Ministry of Education provides 80% funding to school districts for students in this program |
| 3. | Homeschooling: | <ul style="list-style-type: none">• The student withdraws formally from their current school/program and enrolls in Homeschooling• Requires parent to formally register in Home-schooling• <u>The student is no longer registered and no longer holds a spot in their catchment school/current program</u>• If the parent changes their mind at some point and wishes to re-register for in-person learning, re-registration would be subject to availability of space as per Board Policy 501.8R/501.8/G- <i>Student Admission, Registration, Placement and Transfer</i>• In this case, parents would have the same registration rights as a student who is new to the catchment• There would be no guarantee of an in-person placement as placement would be subject to available space at the time |

Considerations Regarding the Creation of a Distributed Learning Program:

Metro Vancouver Context:

An informal survey of other metro Vancouver school districts indicates that the majority of other districts either have an existing K-7 DL program or intend to create one for next year. Many of these districts, as well as others around the province, offer students from other school districts the opportunity to register in their DL programs.

Programs of Choice:

Offering programs of choice (French Immersion and Montessori) through a DL model provides significant challenges. French Immersion relies heavily on immersive language-based interactions which are much more difficult to provide in an online environment. Montessori relies heavily on a materials-based, hands-on approach which is also very difficult to provide online. In addition, the district already experiences challenges with staffing both of these programs and to divert staffing to a DL school would further exacerbate that problem. For these reasons it is *not* recommended that the district offer DL programs for French Immersion or Montessori.

Students with Compromised Immune Systems:

There may be students who have medically documented severely compromised immune systems who may not be able to attend school in person either for a short or extended period of time. School and district personnel will continue to work with these families to determine the best way to support the child's educational program. A fully remote program may be determined to be the most appropriate program in some cases whereas in others, the school, in consultation with parents, may determine that an in-person program would be most appropriate. Students who have medically documented severely compromised immune systems would remain registered in their current school program and that school would be responsible for providing an educational program either in-person, through remote learning facilitated through the DL program, or a combination thereof.

Student with Disabilities/Diverse Abilities:

The majority of students with disabilities have been attending school in-person for all or most of the current school year so it is not anticipated that a large number of parents would choose a DL option if it was offered. With that being said, if a parent was interested in registering their child in DL, the district would work with families on a case by case basis to determine whether the program would meet the child's needs effectively. Supplementary support such as Educational Assistants and resource support would be made available as appropriate.

Proposed Elementary (Kindergarten-grade 7) Distributed Learning Instructional Model:

Content Delivery

- Students complete their entire educational program at home
- Students have student learning plans created by the teacher in consultation with families
- Learning materials appropriate to each grade level are developed by the teacher
- Online learning management system such as Teams or the district Portal are used to deliver course content and assess student work
- Regular communication occurs with families/students via email, phone, videoconference, messaging
- A Home Facilitator (most often a parent, guardian or family member) must be available every day and prepared to support the student with their learning at home.

Supports

- Resource support is made available for students with IEPs
- Language support is made available for students with AIP's
- Parents are "home facilitators" and their roles are outlined clearly recognizing that parents play a bigger role with younger students and that decreases somewhat as students gain independence
- Additional videoconference meetings with students requiring additional supports would occur

Sample Schedule:

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|-------------|--|---|--|---|--|
| Morning | Learning activities to be facilitated by parent/guardian according to student learning plan and suggested schedule for at-home work | | | | |
| | 30 - 60 minutes of synchronous group instruction via videoconference (depending on age/grade can be broken up throughout the morning and/or into different sized groups) | | | | |
| | Small group or individual videoconferences scheduled with teacher (10-15 min). | Drop-in tutorial times (20 min) via videoconference with a specific learning focus (ie specific literacy skill) | Small group or individual videoconferences scheduled with teacher (10-15 min). | Drop-in tutorial times (20 min) via videoconference with a specific learning focus (ie specific literacy skill) | Small group or individual videoconferences scheduled with teacher (10-15 min). |
| | <i>**small group and tutorial frequency may vary depending on the individualized needs outlined in student learning plans</i> | | | | |
| 12:00-12:50 | Lunch and play time | | | | |
| Afternoon | Learning activities to be facilitated by parent/guardian according to student learning plan and suggested schedule for at-home work | | | | |
| | Office hours scheduled for parent/student communication of an individual nature | | | | |
| | Formative assessment, monitoring of student learning plans, teacher preparation time | | | | |

Student – Parent – Teacher Partnership

Success in a DL program will require a commitment and partnership between the student, parent/guardian, and teacher. While there is some teacher support provided, the DL program is more independent in nature and does not mirror an in-class learning model. The parent or home facilitator needs to have time to support the child's learning at home as needed. For very young students, this may mean the home facilitator works alongside the student for a large portion of the day.

This table outlines some of the responsibilities that must be addressed to create a foundation for success:

| Student Responsibilities | Parent Responsibilities | Teacher Responsibilities |
|---|--|---|
| <ul style="list-style-type: none"> Engage in all aspects of remote learning including self-directed learning, class discussions, and virtual classes Complete assignments and learning activities and keep up with course content Attend and engage in all virtual classes and check-ins Manage time and schedule efficiently to meet deadlines Ask parents and teacher for support as needed Connect with other students to provide peer support and/or group work | <ul style="list-style-type: none"> Act as 'Home Facilitator' and support/monitor child's learning Provide a device (computer or tablet), reliable internet connection and space where your child can engage in self-directed learning and virtual classes without distraction Help your child with time management, organization and planning Ensure your child completes and submits their assignments and learning activities Communicate and engage in learning reviews with teacher | <ul style="list-style-type: none"> Provide instruction and curriculum content through online platform for all curricular areas Develop student learning plans in consultation with parents Facilitate virtual classes Be available to provide support to students during scheduled learning support time Take attendance for each virtual class Provide formative and summative assessment Engage with parents and students at regular intervals Differentiate instruction and delivery for students with exceptional needs including ELL needs |

Proposed Secondary (Grade 8 and 9) Distributed Learning Instructional Model: Program Overview

This program is designed to meet BC Ministry of Education requirements and to give students educational experiences that will keep them on track towards a Dogwood diploma. Students who register for this one-year program will enroll in Richmond Virtual School in a standard program of the following 8 courses:

- English Language Arts 8 or 9
- Social Studies 8 or 9
- Mathematics 8 or 9
- Science 8 or 9
- Physical and Health Education 8 or 9
- French 8 or 9
- Applied Design, Skills and Technologies 8 or 9
- Fine Arts 8 or 9

*Career education would be integrated into all these courses

Program Instructional Model:

- One-year Program (September 7, 2021 to June 29, 2022) completed with Richmond Virtual School teachers and staff.
- All students will enroll in the same 8 courses (listed above). No other courses or specialty programs will be offered (e.g., no French Immersion, no ELL Level 1 & 2 programs, no Enriched courses).
- Courses will be organized in a semester schedule, with 4 courses offered each semester.
 - Semester 1: Sept. 7, 2021 to Jan. 28, 2022 (Dates to be confirmed)
 - Semester 2: Jan. 31, 2022 to June 29, 2022 (Dates to be confirmed)
- A Home Facilitator (most often a parent, guardian or family member) must be available every day and prepared to support the student with their learning at home.
- Curriculum content and lessons will be a combination of self-directed learning and teacher-led instruction, delivered via an online learning platform.
- Students will also be required to participate in scheduled in-person meetings (approx. 1 per week) for the purpose of completing assessments or other specific learning activities (science labs, etc.). These in-person meetings will be held at a Secondary School in Richmond and will be scheduled outside of virtual class time, including after regular school hours (until 5:00pm)
- Learning support and ELL Level 3, 4 and 5 support will be provided to students with an Individual Education Plan or an Annual Instruction Plan.

Sample Schedule:

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|-------------------|---|---------------------|------------------------|--|------------------------|
| 9:00am – 10:15am | Self-Directed Learning | Virtual Class: Math | Virtual Class: PHE | Self-Directed Learning | Virtual Class: Socials |
| 11:00am – 12:15pm | Self-Directed Learning Teachers available to provide online Learning Support | | | | |
| 1:00pm – 2:15pm | In-Person Assessment / Learning Activities | Virtual Class: ADST | Virtual Class: Socials | Self-Directed Learning or Career Ed. | Virtual Class: Math |
| 2:15pm – 3:00pm | Self-Directed Learning | | | | |
| 3:30pm – 5:00pm | In-Person Assessment / Learning Activities | | | In-Person Assessment / Learning Activities | |

Student-Parent-Teacher Partnership

Success in a DL program will require a commitment and partnership between the student, parent/guardian, and teacher. While there is some teacher support provided, the DL program is more independent in nature and does not mirror an in-person learning model. The home facilitator needs to have time to support the child's learning at home as needed.

This table outlines some of the responsibilities that must be addressed to create a foundation for success.

| Student Responsibilities | Parent Responsibilities | Teacher Responsibilities |
|--|--|---|
| <ul style="list-style-type: none"> • Be self-regulating and engage in all aspects of remote learning. Success will require students to be self-directed learners. • Complete assignments and participate in online learning activities and keep up with course content • Participate in all with in-person assessments/learning activities • Manage time and schedule efficiently to meet all course deadlines • Ask parents and teachers for support as needed. • Connect with other students to provide peer support and/or group work | <ul style="list-style-type: none"> • Act as 'Home Facilitator' and support/monitor child's learning • Provide a device (computer or tablet), reliable internet connection and space where your child can engage in self-directed learning and virtual classes without distraction. • Help your child with time management, organization and planning • Ensure your child completes and submits their assignments and learning activities. • Communicate and engage in learning reviews with teacher • Arrange transportation for your child to attend in-person assessments. | <ul style="list-style-type: none"> • Provide instruction and curriculum content through online platform. • Facilitate virtual classes • Be available to provide support to students during scheduled learning support time • Take attendance for each virtual class. • Facilitate in-person assessment / learning activities • Provide formative and summative assessment. • Develop student learning plans in consultation with parents • Engage with parents and students at regular intervals. |

DL Program Registration:

As has frequently been the case throughout the pandemic, timelines would be compressed in terms of registration in order to align registration in DL with district staffing processes.

- Enrolment in the DL programs will occur through the district transfer process
- To enroll in either the K-7 program or grade 8/9 DL program, students will need to complete a transfer form by May 14th. Any forms received after May 14th will be considered late transfers and acceptance will be subject to available space in the DL program.
- Students who apply to transfer into the DL program after May 14th will be placed on a waitlist and will remain registered in their current placement until such time as they are offered and accept a DL placement or they withdraw their application to transfer into the DL program.
- **Students who apply to transfer and are accepted into this program will become full-time students of the DL at School and will no longer be enrolled in their neighbourhood school.**

Proposed Registration Timeline:

| Date: | Event: |
|------------------------------|---|
| May 14 th | Deadline for parents to submit transfer form to indicate interest in enrolling in DL program |
| May 15 th onwards | District will accept late transfer applications for the DL program and placements will be made subject to available space |
| May 28 th | Round Two Transfer decisions communicated to parents |

FINANCIAL IMPLICATIONS

It is somewhat challenging to identify the exact financial implications to offering the distributed learning program, as revenue and expenses will be dependent on the number of students who choose to enroll in the DL programs. Districts receive 80% of the funding received for full time in-person learning for students enrolled in DL programs, which could decrease the amount of enrolment-based revenue generated for the school district. Conversely, if the Board was to decide *not* to offer K-9 DL programming for next year, it is very possible that a large number of parents who are not ready to have their child return to in-person learning would withdraw from their current school placements (and the district) and either register in homeschooling or in another district's DL program. In either case, the district would lose all funding associated with those students.

It is anticipated that the majority of staffing costs associated with the DL program would be covered from within existing various staffing envelopes however there may be a need to supplement staffing depending on program enrollment. These costs would be reflected in the amended operating budget.

PERSONNEL IMPLICATIONS**1. Teaching Staff:**

- a. Teaching staff will be assigned to the program based on enrolment and teacher case load developed in consultation with the Richmond Teachers' Association (RTA)
- b. Non-enrolling staffing will be assigned based on enrolment and individual student needs and in accordance with the applicable staffing provisions of the Collective Agreement with the Richmond Teachers' Association (RTA)
- c. Adjustments to school-based staffing based on decreased enrolment caused by students transferring out of regular program schools to the DL program will be managed in accordance with regular staffing processes and in accordance with the applicable staffing provisions within the Collective Agreement with the RTA.

2. Support Staff:

- a. Support staffing such as administrative assistant and educational assistants will be assigned to the DL program based on enrolment and student needs
- b. All adjustments to school-based staffing will be managed in accordance with regular staffing processes and in accordance with the applicable staffing provisions within the Collective Agreement with CUPE local 716

3. Administrative Staff:

- a. Administrative staffing will be assigned to the DL program based on enrolment

COMMUNICATION PLAN

Should the Board approve the DL program, the following communication plan will be implemented:

| Date: | Event: |
|-------------------|--|
| April 29/30 | Meeting with principals to review program details |
| April 30 | Letter sent to parents outlining program details including registration process and timeline (including Chinese translation) |
| First Week of May | Virtual Information Session for parents wishing to learn more about the DL programs (date to be communicated by April 30) |

CONCLUSION

The Richmond School District has endeavored to be as responsive as possible to the needs of students and families during the pandemic. The Board of Education offered a Transitional Learning program for the 2020-2021 school year in recognition of the fact that a large number of parents did not feel comfortable having their child attend school in-person. As the school district transitions out of the pandemic during the 2021-2022 school year, offering a one year 'bridge' Distributed Learning program to families who are not yet ready to send their child to school will continue to meet the diverse needs of the Richmond School District community. Evaluating the bridge DL program in the spring of 2022 will allow the Board to determine whether there is sufficient need and desire to continue the DL program in some form in future years.

Respectfully submitted,

Scott Robinson
Superintendent of Schools

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, February 17, 2021 at 6:00 pm.

Present:

Heather Larson, Chairperson
Donna Sargent, Vice Chairperson
Richard Lee, Trustee Member
Norm Goldstein, Trustee
Debbie Tablotney, Trustee
Sandra Nixon, Trustee
Scott Robinson, Superintendent of Schools
Lynn Archer, Assistant Superintendent
Christel Brautigam, Assistant Superintendent
Marie Ratcliffe, District Administrator – Learning Services
Emmanuel Adjei-Achampong, Richmond Association of School Administrators
Liz Baverstock, President, Richmond Teachers' Association
JW Cho, Executive Member, Richmond Teachers' Association
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

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, January 20, 2021 were approved as circulated.

3. DIVERSITY AND ANTIRACISM WORKING GROUP UPDATE

INFORMATION ONLY: Staff provided information about the learning that is underway for the Diversity and Antiracism Working Group. In response to a question from the Richmond Teachers Association, Assistant Superintendent Brautigam explained that while there are similarities with the Equity in Action program, the Diversity and Antiracism Working Group reviews, consults, identifies, and makes recommendations to the Board with regards to

various forms of racism; whereas the Equity in Action program takes a more focused approach through a lens with Indigenous learners in the District.

4. SOGI Update

INFORMATION ONLY: In addition to the update attached, district staff also shared the successes with Rainbow Café, where students from different schools meet regularly with each other, with school-based staff, and district leads on SOGI, to share ideas and thoughts which provide valuable feedback to the District's SOGI Advisory Committee.

5. SUB-COMMITTEE REPORTS

- ELL Consortium (Metro Boards)
Nil. Next meeting will be in March 2021.
- Richmond Sister Advisory Committee (City Committee)
Nil.
- Aboriginal Education Enhancement Agreement Advisory Committee
Nil.

6. NEXT MEETING DATE - WEDNESDAY, APRIL 21, 2021 at 6:00 PM

7. ADJOURNMENT

The meeting adjourned at 6:30 pm.

Report to the Board of Education (Richmond)
Public

DATE: April 14, 2021

FROM: Trustee Debbie Tablotney
Finance and Legal Committee

SUBJECT: Trustees' Expenses for the Three Months Ending March 31, 2021
Finance and Legal Committee No. 2021-03

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 March 31, 2021, in the amount of \$870.00.

BACKGROUND

Pursuant to the *School Act*, the board is required to approve by resolution expenses incurred by Trustees.

During the three-month period ended March 31, 2021 expenses totaling \$870.00 were paid to the Trustees.

In accordance with the requirements of the *School Act*, would the Finance and Legal Committee please consider the recommendation noted.

FINANCIAL IMPACT

Charges to the Board for the three-month period ending March 31, 2021, total \$870.00.

CONCLUSION

The Finance and Legal Committee recommends the Board approve Trustees' expenses for the three months ending March 31, 2021.

Respectfully submitted,

Debbie Tablotney, Chairperson
Finance and Legal Committee
Attachment

TRUSTEES EXPENSES

| DATE | DESCRIPTION | N. GOLDSTEIN | K. HAMAGUCHI | H. LARSON | R. LEE | S. NIXON | D. SARGENT | D. TABLOTNEY | TOTAL |
|------------|---|---------------|---------------|---------------|---------------|---------------|-------------|---------------|---------------|
| 2021-01-06 | Cell phone reimbursement - Jan 2021 | 40.00 | 50.00 | 50.00 | 50.00 | 50.00 | | 50.00 | 290.00 |
| 2021-02-03 | Cell phone reimbursement - Feb 2021 | 40.00 | 50.00 | 50.00 | 50.00 | 50.00 | | 50.00 | 290.00 |
| 2021-03-04 | Cell phone reimbursement - Mar 2021 | 40.00 | 50.00 | 50.00 | 50.00 | 50.00 | | 50.00 | 290.00 |
| | | | | | | | | | 0.00 |
| | TOTALS PAID: Jan 1 to Mar 31, 2021 | 120.00 | 150.00 | 150.00 | 150.00 | 150.00 | 0.00 | 150.00 | 870.00 |

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, February 17, 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
Mark Hoath, President, Richmond Association of School Administrators
Wennie Walker, Vice President, Richmond Association of School Administrators
Ian Hillman, President, CUPE
Stacey Robinson, Vice President, CUPE
Roger Corbin, Richmond Management Administrators Professional Staff
Dionne McFie, Past President, Richmond District Parents Association
Wanda Plante, Executive Assistant (Recorder)

Regrets: Rob Laing, Executive Director, Learning and Business Technologies
Andrew Scallion, President, Richmond District Parents Association

The Chairperson called the meeting to order at 11:03 am and read the following message:

As we move into this new calendar year, the Board is aware that many committees and working groups have new members and representatives, so we would like to remind participants in our meeting of the terms of reference for this committee and also of how we interact with each other during meetings.

We pride ourselves in this district on always interacting with each other in a respectful way that adheres to our district code of conduct. We do this by engaging in constructive and respectful dialogue at all times. When we disagree, we do so in a manner that maintains the dignity of all involved and we address concerns according to district processes. This is a workplace for many members of the committee and we are also committed to ensuring a safe and respectful work environment for all our employees at all times. We're looking forward to our collective work with you all this year.

Followed by the Terms of Reference that the Finance and Legal Committee will:

- Consider and make recommendations to the Board on the district's operating, special purpose and capital budgets;
- Consider and make recommendations to the Board on the school district's business and accounting services;
- Provide advice and information to the Board to support the efficient and effective fiscal management and operations of the school district;
- Where applicable to receive, consider and discuss input from stakeholder groups regarding finance and budget matters referred to the Committee;
- Consider, recommend and provide advice and information to the Board on contracts, collective agreement negotiations/bargaining and legal matters pertaining to school district's business and operations; and
- Consider such other matters as may be referred by the Board and make recommendations as required.

1. APPROVAL OF AGENDA

The agenda was amended and adopted to add Budget Update as Item 6 and move remaining agenda items down accordingly.

2. APPROVAL OF MINUTES

The minutes of the January 20, 2021 public meeting were approved as circulated.

3. HUMAN RESOURCES UPDATE

The Executive Director, Human Resources updated attendees that work and preparation for the upcoming spring staffing season has begun and addressed the 2020 staffing challenges and student enrolment uncertainty. She advised that her department is working within our budgets and allocating our staffing in a way that we can best serve students as well as meeting our collective agreement obligations for teaching staff, class size and composition provisions. The Executive Director, Human Resources further

advised that preparation and planning with the most current enrolment information will begin next month to assist schools to work through and understand staffing that will be allocated to them and confirmed in September. She praised the dedicated team in learning services, educational assistants and school-based administrators who work together to identify and understand student needs.

The Executive Director, Human Resources provided a brief overview on the Foundations of a Healthy Workplace which is a broad-based initiative to support employees in their health and well-being throughout the remainder of this year. She advised that her department will be building a plan for the coming year as they have received positive participation and feedback from employees regarding offerings on vaccines and hearing tests.

4. AMENDED ANNUAL BUDGET BYLAW

The Assistant Secretary Treasurer spoke to her report as included with the agenda package and advised attendees that the amended annual budget requires Board approval and submission to the Ministry by the end of February. The Assistant Secretary Treasurer provided an overview of the 2020/2021 Amended Annual Budget Operating Fund Revenue, Expenditures, Special Purpose Fund and Capital Fund.

Comments and questions regarding the early career mentorship funding, continued impact of Covid on staff, substitute costs, lack of additional funding and expenditures.

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

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.

5. 2019-2020 AND 2020/2021 APPROVED BUDGET ADJUSTMENTS

The Assistant Secretary Treasurer spoke to her report as included with the agenda package and provided a status update for each of the 2019/20 and 2020/21 board approved budget adjustments and the carryforward of the 2018/19 approved item of video surveillance for \$200,000 that was reinitiated in 2019/20. She further noted that remaining funds of any approved projects that cannot be completed by the end of June 30, 2021 will be reserved to complete the outstanding projects in the next school year.

6. BUDGET UPDATE

The Secretary Treasurer provided a verbal budget update to attendees acknowledging the challenging year that has impacted both our current and next year's budgets. He advised that a preliminary budget picture was shared with trustees, senior team and stakeholder representatives at a recent Budget Advisory Working Group meeting. The Secretary Treasurer further noted that a balanced amended budget was achieved by accessing accumulated surpluses to help balance the shortfall for the current year. For next year, a number of factors are contributing to our shortfall, most notably the pandemic which will continue to impact revenues including international education enrollments. The Secretary Treasurer further advised that we've adjusted our next year's budget for a lower level of Ministry operating grant funding as a result of subtle changes that the Ministry has made to the current years funding formula. Lower CEF (classroom enhancement fund) overhead funding and annual cost pressures will also impact our budget numbers for next year. The Secretary Treasurer gratefully acknowledged the additional \$9.2 million of provincial and federal one-time funding this year to support school districts through the pandemic. He further advised the Ministry operating grant funding announcement is scheduled for March 12, 2021 and emphasized the need to look at factors and strategies on how we might have to balance our budget for next year.

Discussion regarding the budget ensued and the Secretary Treasurer emphasized that meetings of the Budget Advisory Working Group is an opportunity for trustees and stakeholders to engage in discussion in conjunction with input from key stakeholders.

7. NEXT MEETING DATE – WEDNESDAY, APRIL 21, 2021

8. ADJOURNMENT

The meeting adjourned at 11:55 pm.

Respectfully Submitted,

Debbie Tablotney, Chairperson
Finance and Legal Committee

Report to the Board of Education (Richmond) Public

DATE: April 28, 2021

FROM: Trustee Sandra Nixon, Chairperson, Policy Committee

SUBJECT: **Notice of Motion** – Policy Section 600: Finance

NOTICE OF MOTION TO APRIL 28, 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 May 26, 2021 Public meeting of the Board of Education (Richmond) to place Policy Section 600: *Finance* into the Stakeholder Review Process.

BACKGROUND

It has been many years since the Policy 600's - Finance section was reviewed in its entirety to ensure they reflect our current financial principles and practices along with government legislation and regulations.

CONSULTATION

The draft proposed revisions to Policy 600 - Finance section was reviewed and discussed at the Finance and Legal Committee on February 19 and May 13, 2020 and the Audit Committee on March 2, May 4 and September 14, 2020.

In addition, the draft Policy 600 - Finance section had its first review at the Policy Committee on February 8, 2021. At that meeting, the Committee agreed to have specific questions submitted in advance of the next meeting and have the Policy 600's come back for one more review. Policy 600 – Finance Section was reviewed again at the April 19, 2021 Policy Committee meeting and there were no further questions relating to Policy 600's.

CONCLUSION

The revisions to policies and regulations in Policy 600 - Finance section are intended to ensure the financial health of the School District in attaining greater fiscal stability and better supporting educational goals. The revisions are aimed to update the framework of accountability, financial principles and functions, and authority and responsibility as they relate to the financial management of the School District and adherence to government legislation and regulations.

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 600's - Finance

| Proposed Revised Policy | Current Policy | Key Changes |
|---|--|--|
| Policy 600 Financial Management (NEW) | | Overall Financial Management statement. |
| Policy 601 Budget <ul style="list-style-type: none"> Regulation 601-R Budget | Policy 601 Budget <ul style="list-style-type: none"> Regulation 601-R Budget Capital Plan and Operating Budget Preparation Guideline 601-G Budget Capital and Operating Budget Preparation | Revised to reflect the current budget development and approval processes with budget monitoring and responsibilities, including stakeholders' participation. |
| Policy 611 Financial Controls (NEW) <ul style="list-style-type: none"> Regulation 611-R Financial Controls (NEW) | | Establish policy and regulation for financial controls. |
| Policy 611.1 General Banking <ul style="list-style-type: none"> Regulation 611.1-R General Banking | Policy 608 Selection of Financial Institution <ul style="list-style-type: none"> Regulation 608-R Selection of Financial Institution | Remove the administration of Canada Savings Bond program (program ended Nov 2107). |
| Policy 611.2 Investments <ul style="list-style-type: none"> Regulation 611.2-R Investments | Policy 611 Investments <ul style="list-style-type: none"> Regulation 611-R Investments | Revise to reflect current investment practices without separate criteria for different funds. |
| Policy 611.3 Revenue Generation <ul style="list-style-type: none"> Regulation 611.3-R Revenue Generation | Policy 602.9 Funds Raised for Schools <ul style="list-style-type: none"> Regulation 602.9-R Funds Raised for Schools Guideline 602.9-G Funds Raised for Schools Policy 602.9.1 General Principles for Revenue Generating Activities <ul style="list-style-type: none"> Regulation 602.9.1-R General Principles for Revenue Generating Activities Policy 602.9.1.1 Disbursement of Funds from District Revenue Generating Activities <ul style="list-style-type: none"> Regulation 602.9.1.1-R Disbursement of Funds from Revenue Generating Activities Guideline 602.9.1.1-G Disbursements of Funds from District Revenue | Consolidate revenue generating activities into one policy and regulation. |

Proposed Revised Policy 600's - Finance

| Proposed Revised Policy | Current Policy | Key Changes |
|--|--|---|
| Policy 611.4 Purchasing Goods and Services <ul style="list-style-type: none"> Regulation 611.4-R Purchasing Goods and Services (<i>NEW</i>) Regulation 611.4.1-R Method to Acquiring Goods and Services (<i>NEW</i>) Regulation 611.4.2-R Competitive Bidding Process (<i>NEW</i>) Regulation 611.4.3-R Selection of Vendor Bids and Proposals (<i>NEW</i>) | Policy 603.1 Purchasing and Tendering <ul style="list-style-type: none"> Regulation 603.1-R Purchasing and Tendering Regulation 603.3-R Purchase Orders | <p>Outline the principles of purchasing all goods and services, the method to acquire goods and services, competitive bidding process, and selecting and awarding of bids. Update the purchasing process based on value of the goods or service purchased – with updated value limits.</p> <p>Acknowledgement that the District complies with the spirit of intent of all applicable trade agreements. Set out product standards for goods to be purchased.</p> |
| Policy 611.5 Procurement Cards (<i>NEW</i>) <ul style="list-style-type: none"> Regulation 611.5-R Procurement Cards Regulation 611.5.1-R Usage and Responsibility (<i>NEW</i>) | | <p>Establish policy and regulations for the use and responsibility of the new procurement cards program.</p> |
| Policy 611.6 Travel Expenses <ul style="list-style-type: none"> Regulation 611.6-R Travel Expenses | <ul style="list-style-type: none"> Regulation 603.9-R Travel Allowances | <p>Revised to include guiding principles for travel expenses.</p> |
| Policy 611.7 Charitable Donations <ul style="list-style-type: none"> Regulation 611.7-R Charitable Donations | Policy 602.7 Gifts Grants and Benefits | <p>Revised to reflect the definition and conditions of charitable donations and donations-in-kind and adherence to CRA tax rules.</p> |
| Policy 612 Authorization <ul style="list-style-type: none"> Regulation 612-R Authorized Signatures | Policy 603.5 Approval and Payment for Goods and Services Policy 603.5.1 Authorized Signatures <ul style="list-style-type: none"> Regulation 603.5.1-R Authorized Signatures- Authorization to Contract | <p>Contract obligation up to \$50,000 revised signing officer from Manager, Purchasing & Stores to Assistant Secretary Treasurer or designate.</p> |
| Policy 613 Financial Audit | Policy 604.5 Audits Policy 607 Selection of an Auditor <ul style="list-style-type: none"> Regulation 607-R Selection of an Auditor | <p>Revised to reference the School Act regarding the appointment of auditor instead of itemizing what the audit entails.</p> |
| Policy 613.1 Internal Audit (<i>NEW</i>) <ul style="list-style-type: none"> Regulation 613.1-R Internal Audit (<i>NEW</i>) | | <p>Establish policy and regulation for internal audits.</p> |
| Policy 621 Financial Reporting <ul style="list-style-type: none"> Regulation 621-R Financial Reporting | Policy 604 Financial Reports | <p>Expand policy to cover the major financial reporting requirements and not just the audited financial statements.</p> |
| Policy 621.1 Financial Reporting- School Based Funds <ul style="list-style-type: none"> Regulation 621.1-R Financial Reporting – School Based Funds | Policy 602.9 Funds Raised for Schools <ul style="list-style-type: none"> Regulation 602.9-R Funds Raised for Schools Guideline 602.9-G Funds Raised for Schools | <p>Outline the principles and responsibilities of school based funds.</p> |

Proposed Revised Policy 600's - Finance

| Proposed Revised Policy | Current Policy | Key Changes |
|-------------------------|---------------------------|--|
| | Policy 603.5.2 Petty Cash | Request to remove. No active use of petty cash. |

SD#38 (Richmond)
Policy 600's Finance
Proposed Revised Policies

Proposed Revised Policy 600's – Finance Structure

Policy 600 Financial Management

Policy 601 Budget

Regulation 601-R Budget

Policy 611 Financial Controls

Regulation 611-R Financial Controls

Policy 611.1 General Banking

Regulation 611.1-R General Banking

Policy 611.2 Investments

Regulation 611.2-R Investments

Policy 611.3 Revenue Generation

Regulation 611.3-R Revenue Generation

Policy 611.4 Purchasing Goods and Services

Regulation 611.4-R Purchasing Goods and Services

Regulation 611.4.1-R Method to Acquiring Goods and Services

Regulation 611.4.2-R Competitive Bidding Process

Regulation 611.4.3-R Selection of Vendor Bids and Proposals

Policy 611.5 Procurement Cards

Regulation 611.5-R Procurement Cards

Regulation 611.5.1-R Usage and Responsibility

Policy 611.6 Travel Expenses

Regulation 611.6-R Travel Expenses

Policy 611.7 Charitable Donations

Regulation 611.7-R Charitable Donations

Policy 612 Authorization

Regulation 612-R Authorized Signatures

Policy 613 Financial Audit

Policy 613.1 Internal Audit

Regulation 613.1-R Internal Audit

Policy 621 Financial Reporting

Regulation 621-R Financial Reporting

Policy 621.1 Financial Reporting-School Based Funds

Regulation 621.1-R Financial Reporting – School Based Funds

Policy 631 Accumulated Operating Surplus and Capital Reserves

Regulation 631-R Accumulated Operating Surplus and Capital Reserves

FINANCE**Policy 600****Financial Management**

The Board of Education (Richmond) recognizes its responsibility for prudent financial stewardship and for the creation of processes and controls that will ensure due diligence in the financial oversight and accountability of school district operations that support the achievement of strategic education and business goals.

Board Adoption: date

FINANCE**Policy 601****Budget**

The Board of Education (Richmond) recognizes its responsibility to prudently administer the funding provided by the provincial government, to be used for the provision of education programs. The Board regards the annual budget process as an important way to improve communication and budget setting engagement, both within the school system itself and between the Board, staff, stakeholders and the residents of Richmond.

The Board of Education (Richmond) will ensure an inclusive, transparent annual budget process that is aligned to its strategic plan and budget guiding principles.

PROPOSED

Board Adoption: date

FINANCE

Policy 601-R

Budget

The annual budget is a financial plan reflecting the implementation and maintenance of the Board's educational and operational goals and objectives. The objectives reflected in the budget should be consistent with the Board's vision, mission and values as identified in the Board's Strategic Plan.

In accordance with *Section 156 (12)* of the *School Act*, the Board must not incur a deficit of any kind unless the Board has approval of the Minister or meets criteria prescribed by order of the Minister.

The annual budget of the District shall be compiled in the form and containing the content specified by the Minister of Education:

1. "Estimated expenditures" means the estimated expenditures plus any operating deficit that the board must fund in the fiscal year;
2. "Estimated revenues" means the estimated revenues plus appropriated operating reserves;
3. Estimated expenditures in the annual budget must not exceed estimated revenues.
4. Estimated expenditures in the annual budget, other than the estimated debt services expenses, may exceed the estimated revenues if the board had held a referendum under *Section 112* of the *School Act* and the referendum approved the amount in excess of the estimated revenues.

A budget reflects the best estimate of planned revenues and expenses as of a point in time. Salary and benefit increases, inflation and other estimated changes must be budgeted. In addition, the budget must include all recurring and non-recurring revenues and expenditures for the full fiscal year.

Budget Development

The annual budget shall be developed based on the instructions received from the Ministry of Education.

In the development of the annual budget, the following must be observed:

- The budget for any fiscal year shall not deviate materially from the Board's policies and strategic priorities.
- Annual recurring expenditure obligations must not be funded from non-recurring revenues.
- Revenues and expenditures must be projected in a manner that avoids fiscal jeopardy.
- Ancillary operations must be operated to cover all direct and indirect operating costs.
- The Board shall not proceed with major building projects unless funding for the full capital and operating costs has been identified.

Board Adoption: date

Budget Responsibility

The Secretary Treasurer will have the overall responsibility of budget preparation, with the support from the Superintendent and senior management team.

1. Budget planning involves all levels of school and district staff, as well as from the District Parent Advisory Council, staff unions and associations, and other stakeholders.
2. A timeline will be published by the Secretary Treasurer in December, outlining key dates and opportunities for consultation.
3. Opportunities from budget consultation will take place, involving parents, parent associations, staff unions and associations, students and other stakeholders.
4. The results of the consultations will be provided to the Board during the budget process.

It is the responsibility of the Board to assure themselves that the budget represents a responsible implementation of its directions, and reflects prudent stewardship of funds, and to approve the budget.

Budget Preparation and Approval

The annual budget will be formulated in compliance with dates and instructions established by the Ministry of Education. At the beginning of each budget development cycle, the Secretary Treasurer, in collaboration with the Superintendent, shall prepare and present a budget development plan for the approval of the Board.

The annual budget process shall include:

- Three-year base budget estimates presentation,
- Proposed annual budget including detailed proposed budget adjustments and budget balancing proposal,
- Opportunities for stakeholder groups and public to provide input in the budget development process,
- Annual budget including detailed budget proposals to balance the budget.

The Board, by bylaw, must adopt an annual budget on or before June 30 of each year for the next fiscal year.

The *School Act* states that "if an operating grant to a board is amended under *Section 106.3 (6)*, or a grant is withheld or reduced under *Section 117 (1)*, the minister may order that the board, by bylaw, must amend its annual budget". The Board, by bylaw, must adopt the amended annual budget on or before February 28 of the current fiscal year.

Board approved annual and annual amended budgets shall be posted on the school district website.

Board Adoption: date

Budget Approval Outside of the Budget Development Process

There may be large capital or program expenditures that occur outside of the budget development process due to an unexpected, unforeseen or emergent situation. The process to review and approve such expenditures shall be:

1. Rationale submitted to the Superintendent and Secretary Treasurer as to the nature, estimated cost and estimated completion timeline of the unexpected, unforeseen or emergent situation.
2. Identify processes or controls to aid in reducing the risk or preventing such situation from recurring in the future.
3. The Superintendent and Secretary Treasurer shall review the submission and determine if the expenditure will be recommended for Board approval.
4. The Superintendent and Secretary Treasurer shall document the approval decision.
5. The Secretary Treasurer shall identify potential funding source(s) to cover the unexpected, unforeseen or emergent expenditure.
6. If the cost of the unexpected or emergent expenditure exceeds the approved amount, the Superintendent and Secretary Treasurer shall be informed immediately. The above process shall be followed again for the additional cost.
7. The Board shall be notified of the unexpected, unforeseen or emergent situation and approve of the expenditure that occurred outside of the budget development process.

Budget Monitoring

The Superintendent and Secretary Treasurer are delegated responsibility for the overall management of the educational and operational programs that are supported by the annual budget. The Secretary-Treasurer is specifically responsible for the financial management of the budget and all financial reporting.

It is the responsibility of the Superintendent and Secretary Treasurer to delegate segments of the budget for control and monitoring to designated management staff.

FINANCE**Policy 611****Financial Controls**

The Board of Education (Richmond) will ensure, through the Secretary Treasurer, that there is accurate and timely recording and reporting of all financial transactions in compliance with Public Sector Accounting Standards, Generally Accepted Accounting Principles, the Ministry of Education and the *School Act*. The School District will implement strong financial controls including regular financial monitoring and audits of financial records.

Board Adoption: date

FINANCE

Policy 611-R

Financial Controls

The *School Act* requires that the District's funds shall be accounted for "in a manner consistent with recognized public sector accounting practices, and specific funds shall be designated in accordance with the requirements specified by the Minister."

The *School Act* requires that the District shall maintain budgetary control over expenditures and shall keep records that conform to good accounting practice and procedure.

FINANCE**Policy 611.1****General Banking**

The Board of Education (Richmond) recognizes that consideration must be given to utilize banking services in a financially responsible and administratively efficient manner to safeguard the Board monetary assets.

PROPOSED

Board Adoption: date

FINANCE

Policy 611.1-R

General Banking

The school district shall have knowledge of and authorization rights over all bank accounts containing district and/or school funds.

The school district shall reserve the right to select and specify the financial institution(s) with which district and school accounts are held.

The school district shall have the authority to minimize the number of financial institutions with which the district and schools hold accounts in order to promote efficiencies, minimize financial institution service fees, minimize investment risks and ensure cash balances earn adequate interest.

The purpose of banking services is for deposits, transfers, payments, withdrawals and investment of Board funds.

Investment of school district funds must comply with Policy 611.2 - Investments.

Authority

The Secretary Treasurer or designate shall:

- Establish the terms, conditions and operating arrangements for all district and school bank accounts.
- Approve all district and school bank accounts.
- Appoint the financial institution(s) which shall provide banking services.
- Maintain an inventory of all district and school bank accounts in use.
- Has the authority to delegate the responsibility for the operation of bank accounts to district and school administrators.

FINANCE**Policy 611.2****Investments**

The Board of Education (Richmond) believes that where cash is available for investment it should be invested in minimal risk financial instruments in order to generate investment revenue for the benefit of the school district. Cash that is available should be invested in minimal risk financial instruments whenever possible based on the following order of priority:

- Preservation of capital,
- Assurance of liquidity,
- An appropriate return consistent with safety and liquidity.

FINANCE

Policy 611.2-R

Investments

The District shall invest public funds in a manner responsive to the public trust. Revenue from investments shall be used in a manner that will best serve the interest of the District.

Investment of funds shall be governed by the following investment objectives:

1. Preservation and Safety of Capital (Principal)

Investments of the District shall be made in a manner that strongly favours preservation of capital. Investment of funds shall only occur when principal is guaranteed. Credit risk minimization shall be achieved through diversification whenever possible and appropriate.

2. Liquidity

The investment portfolio is an integral component in the District's cash management process. As such, the portfolio will remain sufficiently liquid to enable the District to meet all operating requirements, which might be reasonably anticipated.

3. Optimizing Returns

The investment portfolio shall be designed with the objective of attaining an overall yield commensurate with the District's preservation of capital and liquidity.

Authority

The Board assigns the responsibility for the implementation of the Investment policy to the Secretary Treasurer.

The Board authorizes the Secretary Treasurer or designate to have responsibility over investments for the District. The Secretary Treasurer is responsible for determining any specific procedures for managing and investing of surplus funds for the district and schools. He/she may delegate investment responsibilities. Reasonable care and judgment in making investment decisions that are consistent with this policy shall be exercised.

The Secretary Treasurer will:

- approve any investments with a maturity date greater than 5 years,
- maintain a listing of all district and school investments,
- review this Policy periodically for suitability.

FINANCE**Policy 611.3****Revenue Generation**

The Board of Education (Richmond) shall pursue revenue generation opportunities and grant opportunities to supplement government funding and thus allow the Board to enhance programs and services to students. Revenue generation activities are not intended to replace funding of public education by the Government of British Columbia.

The Board of Education (Richmond) is willing to consider school district for-profit initiatives, public-private partnerships and joint ventures, scholarships and other types of business relationships that provide extra funding for the school district. However, these initiatives must be compatible with the Board's mandate to provide a quality education for the K-12 students in our jurisdiction. The integrity of the public school system must be protected and every initiative must respect the school district's privileged relationship with its students, parents and staff.

The Board of Education (Richmond) recognizes that fund raising activities may be necessary at the school level to support curricular programmes, extra-curricular programmes, and cultural activities.

FINANCE

Policy 611.3-R

Revenue Generation

The school district shall consider opportunities to maximize revenue generation where it is in the best interest of public education and students, as outlined in the Board Policy.

Definition

District-Raised Funds

District-raised funds shall be deemed as those funds raised through the organizational efforts of district staff with little or no involvement from staff at the schools. Examples of district-raised funds include funds raised through the International Student Program and private rentals. These funds are considered Board funds. The expenditure of Board funds must be approved through an enactment by the Board and is subject to audit.

School-Raised Funds

School-raised funds shall be deemed as those funds raised through the organizational efforts of school staff with little or no involvement from staff at the district level. Examples of school-raised funds include funds raised through vending machines and a wide variety of other fundraising activities that are approved in accordance with Board Policy. These funds are considered Board funds. The expenditure of Board funds must be approved through an enactment by the Board and is subject to audit.

PAC-Raised Funds

Funds raised by the Parent Advisory Councils (PAC) on behalf of schools shall be deemed as those funds raised through the organizational efforts of parents in concert with the school. Example of PAC-raised funds include gaming and a wide variety of other fundraising activities. All non-gaming PAC-raised funds are subject to audit by the district in accordance with Board policy.

General Principles

The school administrators and district management staff are agents of the Board. As agents, they will ensure that all fundraising activities are conducted under their direct supervision. All fundraising activities shall be carefully considered to ensure:

- No interference with the delivery of educational programs,
- No compromise to the integrity and purpose of public education,
- No burden placed on the community, parents or staff,
- No undue risk is placed on the school district.

Board Adoption: date

General principles for revenue generating activities:

1. Revenue generating activities must be consistent with the Board's strategic plan and Board Policy.
2. Care should be taken in choosing the kinds of revenue generating activities to avoid the implied commercial endorsement by the school district. Activities shall be legal, ethical and avoid controversial products or services (no smoking, vaping or alcohol-related products or services) and be within the confines of Board Policy, legislation and contractual obligations.
3. The Board's involvement in revenue generating activities shall not require students to observe, listen to, or read advertising of any kind.
4. Participation by students, teachers and parents in revenue generating activities will be voluntary.
5. No activity should be undertaken which would compromise the goals and objectives of the school, classroom or district. Curriculum and instruction remain the responsibility of educators.
6. Students' access to district resources must not be compromised. Example is renting out gymnasiums when needed for school use.

Authority

The Board assigns the responsibility for the implementation of the Revenue Generation policy to the Superintendent of Schools and the Secretary Treasurer and authorizes the Superintendent of Schools and the Secretary Treasurer to establish procedures that will guide the implementation of this policy.

The Superintendent of Schools and the Secretary Treasurer or designate shall:

- examine all reasonable revenue generation and grant opportunities that may be of financial benefit to the school district,
- ensure and approve all agreements for a specified period,
- ensure all initiatives are conducted according to the highest ethical standards and be respectful of community standards,
- ensure all partnership comply with all of the Board policies,
- approve all materials distributed to students, staff and parents,
- approve any reference to or use of the school district's name, logo, slogan, mission, vision statements or reputation,
- ensure all sponsored products, materials and services must meet the standards used by the school district in the purchase of similar goods and services.

Fund Raising for the School

The Board recognizes the diversity existing in the composition of the groups wishing to raise funds, the purposes of which funds are raised, and the methods used to control the funds. Whatever the source or ultimate purpose of the funds, all shall be accounted for in accordance with Board Policy. All records related to a school's fund raising activity are considered part of the school's financial records and subject to audit.

Board Adoption: date

Fund Raising Groups

Fund raising projects may be undertaken for the benefit of individual schools by the following groups:

1. An internal school grouping consisting of a class, several classes, or the entire school organized for the specific purpose of raising funds. This unique organization formed to raise funds will disband at the completion of the project. Accounting for these funds shall be in the school's financial records and subject to audit.
2. An internal school association or club organized on a yearly basis with a specific function to perform within the school, such as student councils. Accounting for these funds shall be in the school's financial records and subject to audit.
3. A school committee made up of administration, staff, parents and students. This committee would determine the needs of the school by providing input from their respective groups. It would then be responsible to plan the fund raising events and recruit help from volunteers within their organizations. Accounting for these funds shall be in the school's financial records and subject to audit.
4. A Parent Advisory Council (PAC) formed under the authority of *Section 8* of the *School Act*.

Fund raising by groups, other than those listed above, must be pre-approved by the Superintendent of Schools, Secretary Treasurer or designate.

FINANCE

Policy 611.4

Purchasing Goods and Services

The Board of Education (Richmond) recognizes its responsibility for the effective use of public funds in providing quality education to its students. The Board will ensure that all goods and services are obtained in a responsible, cost-effective and professional manner in accordance with competitive public sector procurement practices.

The Board values the district purchasing department's contribution to educational and operational programs through:

- Application of specialized professional knowledge,
- Development of district-wide standards,
- Utilization of public purchasing standards and public sector buying,
- Efficiency of acquisition services,
- Acquisition of sustainable and green products, when possible,
- Realization of best value in acquiring goods and services.

The Board believes the school district should cooperate with other public authorities when appropriate.

The Board's purchasing objective is to satisfy the operational needs of the school district while realizing overall best value for the school district.

The Board recognizes that professional judgment must be exercised in order to achieve an appropriate balance between the Board's principles of purchasing and assigns the responsibility for those judgment to the Secretary Treasurer or designate. The school district's procurement activities must be conducted with integrity and the highest standard of ethical conduct. All individuals involved in the school district's procurement activities act in a manner that is consistent with the principles and objectives of this policy and in accordance with Policy 400-R1 - Conflict of Interest-Employees.

FINANCE

Policy 611.4-R

Purchasing Goods and Services

The District's purchasing activities shall be open, competitive and ethical.

The principles of purchasing all goods and services are:

1. Obtain maximum value by considering the life cycle cost of purchases.
2. Conduct purchasing in an efficient and cost effective manner. Administrative effort and cost are to be commensurate with the value of the purchase.
3. Provide purchasing discretion and flexibility for the district, schools and departments within the granted authority and subject to optimizing best value for the school district as a whole.
4. Establish and renew standardization of goods where appropriate to disseminate experiential base and realize best life cycle value.
5. Procure goods and services without compromising a healthy, safe, relevant and aesthetically acceptable learning and working environment.
6. Provide reasonable opportunities for qualified suppliers and contractors to seek the school district's business.
7. Document rationale for purchases made other than the lowest price bidder.
8. Select vendors through processes which are open, competitive and ethical.
9. Procure goods and services with due regard to a sustainable and green environment.
10. Utilize acceptable professional practices for public sector buying.
11. Utilize purchasing resources for the benefit of the school district.

Authority

The Board authorizes the Secretary Treasurer or his/her designate to commit the District to purchase contracts within the scope of this policy and to create all procedures required to support the implementation of this policy.

FINANCE

Policy 611.4.1-R

Purchasing Goods and Services

Method to Acquire Goods and Services

1. Board Contracts and Appointments

The Board may specifically approve major construction contracts and the appointment of professional advisors including architects, auditors and lawyers. The applicable departments coordinate the use of these services.

2. Consumption-Driven Services

Certain services are contracted district-wide then utilized and charged to sites based upon consumption such as printers.

3. Request for Information

A Request for Information (RFI) may be used by the Purchasing Department to solicit information on new products and services. This process may be initiated before the issuance of a Request for Proposals, Tenders or Request for Quotation to determine specifications, scope of work and requirements. An RFI may or may not request prices. In no circumstance will an RFI result directly in a contract award.

4. Request for Proposals

A Request for Proposal (RFP) may be used by the Purchasing Department to solicit both price proposals and information on products and services. Standard RFP documentation is utilized which outlines award criteria, general terms and conditions, specifications and specific or individual requirements.

5. Maintenance Service Contracts

Maintenance service contracts are utilized where unit rates are specified and usage is authorized by defined district staff. The total value of each of these arrangements is subject to pricing activity requirements.

6. Standing Purchase Orders

Standing purchase orders are issued with a maximum dollar limit to facilitate the acquisition of larger volumes of small dollar value purchases. Standing purchase orders must not be used to circumvent pricing activity requirements.

7. Supply Contracts

Supply contracts have been negotiated with a number of vendors where vendor provides a range of goods at discount prices.

8. Purchase Requisitions

- For purchases not addressed above, the user is required to complete a purchase requisition. This completed purchase requisition will need to be approved by a supervisor and forwarded to the Purchasing Department for action. The purchase requisition must include:

- a. Product requirement

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- b. Quantity of product
- c. General ledger account number to charge
- d. Authorized signature
- e. Delivery date, if applicable

- Managers are encouraged to utilize the knowledge in the Purchasing Department when seeking unique products.
- Purchasing Department is to ensure product standards are acceptable, terms of business are appropriate and required pricing activities are conducted before Purchase Orders are issued.
- Purchase Orders may be issued as either regular Purchase Orders or Standing Purchase Orders. Purchase orders must not circumvent requirements for pricing activity.

9. Procurement Cards

Procurement cards are a convenient, efficient, cost-effective method of purchase and payment of small dollar transactions. Refer to Policy 611.5 and 611.5-R - Procurement Cards.

Vendor Pricing

The extent and formality of price acquisition activity is based on values as follows:

Goods and Services

| Estimated Value | Minimum Action |
|--------------------|--|
| Up to \$3,000 | At the discretion of Assistant Secretary Treasurer or as delegated to Management in Purchasing, or school administrator, or management assigned with responsibility of budget account. |
| Less than \$25,000 | At the discretion of Assistant Secretary Treasurer or as delegated to Management in Purchasing. |
| \$25,000 to 75,000 | Minimum 2 written quotations from vendors. |
| Over \$75,000 | Tender Call or Requests for Proposals to be posted on BC Bid which provides open access to all interested vendors. |

Construction

| Estimated Value | Minimum Action |
|------------------------|--|
| Less than \$100,000 | At the discretion of Assistant Secretary Treasurer or as delegated to Management in Purchasing. |
| \$100,000 to \$200,000 | Minimum 3 written quotations from vendors. |
| Over \$200,000 | Tender Call or Requests for Proposals to be posted on BC Bid which provides open access to all interested vendors. |

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The foregoing are stated as minimum actions to be taken and do not prohibit more extensive price acquisition activity.

School District No. 38 (Richmond) complies with the spirit of intent of all applicable trade agreements, including the *Canadian Free Trade Agreement (CFTA)* and the *New West Partnership Trade Agreement (NWPTA)*.

Under *NWPTA*, construction is defined as:

A construction, reconstruction, demolition, repair or renovation of a building, structure or other civil engineering or architectural work and includes site preparation, excavation, drilling, seismic investigation, the supply of products and materials, the supply of equipment and machinery if they are included in and incidental to the construction, and the installation and repair of fixtures of a building, structure or other civil engineering or architectural work, but does not include professional consulting services related to the construction contract unless they are included in the procurement.

When pricing has been established by another government body or purchasing consortium by competitive processes, the Purchasing Department may apply the resulting prices to school district purchases.

In the case of a sole source of supply (only one vendor can provide the good or service), the Sole Source Request Form must be filled out to support that there is no reasonable, competitive alternative source of supply. Once approved by the Secretary Treasurer, or designate, pricing negotiation can occur with the one vendor source.

In case of emergency or unforeseen circumstances, the Secretary Treasurer, or designate, may authorize appropriate actions, in writing, to suspend normal pricing activity.

Product Standards

The school district needs product standards to:

- Benefit from district-wide experience and knowledge,
- Enable efficient acquisition by schools and departments,
- Minimize the administrative cost of purchasing processes,
- Create economies of scale for vendors to minimize prices paid,
- Minimize costs and down-time for maintenance and repair,
- Facilitate movement of staff and resources between sites,
- Apply consistent high standards of safety consideration in selecting products.

Product standards are to be developed in a manner which seeks to achieve balance between the needs influencing the selection of standards.

Product standards are intended to satisfy a large portion of purchases which have common usage. Non-standard products are appropriate for use in unique circumstances.

The development of district product standards may originate with the Purchasing Department or district departments with relevant responsibilities. The determination of the district product standards is a collaborative process involving the Purchasing Department and the appropriate

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district department or end users.

The primary responsibility of the management of district product standards process rest with the Purchasing Department.

The final determination of district product standards will rest with the appropriate district department.

The adherence to the district product standards is the joint responsibility of the Purchasing Department and the appropriate district department.

Demonstration/Loaner Products and Equipment

Vendors may supply demonstration/loaner products and equipment to the school district for evaluation purposes. In order to ensure the vendor does not develop unwarranted expectation of a sale, the terms and conditions of such arrangements are to be documented in writing by the Purchasing Department where the value of the equipment, or products, or potential risk of damage to school district property exceeds \$2,500.

FINANCE

Policy 611.4.2-R

Purchasing Goods and Services

Competitive Bidding Process

Request for Proposals (RFP), Request for Tenders (RFT) and Request for Quotation (RFQ) are formal competitive bidding documents and processes used for larger dollar value purchases where it is considered to be in the school district's interest to incur the additional time and cost involved to:

1. Access value added offers from qualified vendors.
2. Support fair and open bidding competition.
3. Utilize quantitative, qualitative and objective analysis for vendor selection and award.

Each document and associated process has individual legal implications and are used in accordance to these requirements. Assessment of which document and process to be used rests solely with the Purchasing Department.

Conduct and Conflict of Interest

All participants in the procurement process, including any outside consultants or other service providers participating on behalf of the school district, must sign a conflict of interest declaration stating any perceived, possible or actual conflict of interest.

All evaluation team members must sign a conflict of interest declaration stating that they have no conflicts of interest with respect of the procurement process, as well as a non-disclosure agreement agreeing to keep the content of bids and proposals confidential.

Competitive Bidding Documents

RFPs, RFTs and RFQs provided to potential vendors will include, but not limited to:

1. General information, profile of the district, vendor submission process and instructions, evaluation and award criteria and timelines of completion, if possible, and definitions and terminology related to the particular RFP.
2. Description of the goods or services to be purchased (scope of the service requirement), the current description of the service required, proposed term of the contract and specific objectives that are to be met.
3. Mandatory requirements.
4. Notation of special conditions applicable to the particular requirement.
5. Terms and conditions of the contract being contemplated.
6. Vendor Proposal Questionnaire that would include questions to support the evaluation and award criteria for: corporate strength, financial, technology/quality/service and an opportunity for the vendors to included value added offers.
7. Vendor proposed terms and conditions summary, conflict of interest, third party

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- purchase option, and the vendor acceptance form.
8. Appendices which may include, but not limited to:
 - Vendor receipt confirmation
 - Standard terms and conditions
 - Pricing documents
 - Attachments, such as, diagrams, maps, samples.

Issuance of Competitive Bidding Documents

1. Originators complete and submit a requisition indicating the budgeted amount that will be committed for the requirement. Originators must be reasonably sure a contract award will occur.
2. Originators complete an Evaluation Criteria document that reflects the importance of weightings to be applied to the requirements. This process is conducted in consultation with the Purchasing Department.
3. Solicitations shall be posted on BC Bid inviting all interested vendors to submit bids for the contract.
4. A vendor pre-qualification process may be used, at the discretion of the Assistant Secretary Treasurer, or designate, to ensure a competitive market is available for the requirement.

Receipt of Solicitation

1. All formal solicitations will only be received at the Main Reception Desk at the School Board Office (SBO).
2. All solicitations received by the closing date and time specified will be date and time stamped.
3. Acceptance of facsimiles will be at the discretion of the Purchasing Department and in accordance to each requirement.
4. All solicitations received after the closing date and time specified are considered "late" and will NOT be accepted. Envelopes containing late tenders are to be time and date stamped. The Purchasing Department will return late submissions, unopened, to the sender with an accompanying letter.

Qualification of Bids and Evaluation

Compliant submissions will be evaluated in accordance to the weighted evaluation and award criteria. Consultation with the originator to review analysis will be conducted. If a disagreement or a concern is present and an agreement is not reached, the Assistant Secretary Treasurer, or designate, shall be consulted. Further analysis will be completed to ensure all processes have been conducted in accordance to the Competitive Bidding Law, applicable treaties and school district policies.

All vendor submissions must include the vendor acceptance signed by the bidder.

Solicitation Award

All awards will be documented with an Approval of Award that may include dollar value of the

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award without taxes, the award rationale, vendor rating, proposal summary, financial summary, quality statements, savings or revenue opportunities and follow-up dates. Signatures from the originator or users and authorized district staff in accordance to their designated authority levels are required.

If the lowest bid or the highest rated vendor is not chosen, supporting documentation must be provided by the originator or authorized delegate.

All notifications or award will be issued by the Purchasing Department. No internal or external communications associated with the award are permitted until after the award documentation has been issued to the winning proponents and such communications should only be conducted by the Purchasing Department.

All vendor debriefings will be directed and conducted by the Purchasing Department with confirmed appointments. Vendor debriefing documents will be filed with the original solicitation.

District solicitations are subject to the *Freedom of Information and Privacy Act*. All requests are to be received in writing and directed to the Assistant Secretary Treasurer, or designate, in cooperation with the Communications Department.

All paper documents will be filed in the Purchasing Department and will be retained pursuant to the retention and audit requirements.

FINANCE

Policy 611.4.3-R

Purchasing Goods and Services

Selection of Vendor Bids and Proposals

The primary objective in selecting vendor bids and proposals is to service the operational requirements of the school district in a manner which realizes best overall value for the school district.

The secondary objective is to award business to vendors through processes which are open, competitive and ethical.

Factors to be included in consideration of selecting vendor bids and proposals include:

- a. Best value for the school district.
- b. Compliance with plans and specifications.
- c. Availability of services or goods.
- d. Included or extra warranty.
- e. Service and facilities.
- f. Value-added services provided by vendor.
- g. Delivery date.
- h. Vendor reputation.
- i. Vendor performance record.
- j. Administrative cost of conducting business.
- k. Sustainable environmental "green" products.
- l. Life cycle cost.

The school district does not have a local purchase preference.

The Purchasing Department may meet with the requestor seeking the acquisition or the pre-established acquisition team to review the bid or proposal summary and determine an award recommendation. Where the acquisition is routine and straightforward, of a small scale, or there is not a single requestor or an acquisition team to consult with, the foregoing consultation is not practical and Purchasing shall make a determination of award.

The school district, at all times, reserves the right, to reject bids or proposals on any item or items, whether because of price consideration or for any other reason that would appear to make it inadvisable to buy under the term of the bid or proposal submitted or to conclude any agreements without going out to tender.

Award

Decision on awards, after the consultation, will be documented on an Approval of Award form and made according to the dollar value of the award by persons with delegated authority.

The Board may require, by request made prior to the award being made, or the Secretary Treasurer may decide, that the decision with respect to the awarding of the tender be made by the Board.

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When a tender is proposed to be awarded other than the lowest bidder, Purchasing shall ensure supporting documentation is provided, for approval by the Secretary Treasurer or designate.

Unsuccessful vendors shall be informed of the fact in writing. School district staff are not obligated to provide information other than through a pre-arranged vendor debriefing.

PROPOSED

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FINANCE**Policy 611.5****Procurement Cards**

The Board of Education (Richmond) recognizes the school district has an operational need to conduct daily business purchases for supplies, instructional materials and other small consumables. The Board believes procurement cards permit the quick and efficient procurement of those goods, with supporting documentation and authorization necessary for acceptable internal control.

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FINANCE

Policy 611.5-R

Procurement Cards

The Board believes appropriate use of procurement cards is a customary and economical practice to improve cash management, reduce costs and increase efficiency.

A procurement card account is a separate account established by board authorization for individuals at schools, district offices or departments to provide a more convenient, efficient, cost-effective method of purchase and payment of small dollar transactions and to provide for a simple method of direct payment, all within established board policies and regulations.

Authority

The Board authorizes the Secretary Treasurer to establish a procurement card system for the school district. The Secretary Treasurer or designate is further authorized to revoke the use of any procurement card issued by the school district.

FINANCE

Policy 611.5.1-R

Purchasing Goods and Services

Procurement Cards Usage and Responsibility

Definition

1. Procurement Card (P-Card)

The P-Card account is a separate account established by board authorization for use by individuals at schools, district offices or departments in making small or emergency purchases. All procurements are the property of the school district. Personal charges and usage of the P-Card are strictly prohibited.

2. Procurement Card Program Administrator

The P-Card Program Administration will be managed by the Finance Services Department (Finance and Purchasing). These responsibilities include, but are not limited to:

- All administrative interaction between school district and the P-Card financial institution.
- Maintaining a cardholder database.
- Authorizing the issue of new cards.
- Arranging for the cancellation of cards.
- Arranging replacement, lost or stolen cards.
- Establishing and maintaining district-wide communication.
- Assisting in normal card usage procedures.
- Assisting in problem resolution.
- Notification of non-compliance to cardholders and initiating appropriate action, if necessary.

3. Account Coordinator

The account coordinator (school administrators and other management staff) is assigned responsibility for budgets directly related to the activities he/she manages. This person is responsible for the authority and use of the P-Card and ensuring proper reconciliation of each card issued under their authorization. By authorizing an employee for use of the P-Card, the account coordinator has granted this employee authority for purchases to be made and charged to the account coordinator's respective budgets. The account coordinator will approve P-Card charges of the authorized employees and ensure proper assignment of general ledger account number to those charges in a timely manner.

4. Procurement Cardholder

The P-Cardholder is the individual, who has responsibility for the P-Card and overall management of its use, including:

- Authorizing disbursements.
- Accounting and reconciliation of the procurement account purchases and credits.
- Maintaining card security to prevent unauthorized charges against the accounts.

- Ensuring purchases are in accordance with district policies, regulations, guidelines and best accounting practices.
- Immediately notifying the P-Card financial institution and the P-Card Program Administrator of lost or stolen cards.
- Notifying the P-Card financial institution and the P-Card Program Administrator of disputed charges.
- Adhering to all conditions and restrictions on card usage.
- Verifying and reconciling all account activity, prices, authorizations for payments, etc.
- Notifying the P-Card Program Administrator of any changes to assignment (school, department) or in personal information (name, workplace location) or any changes that require an adjustment to default general ledger account numbers.

Authorization of Procurement Card

1. Use Approval

The Secretary Treasurer authorizes Financial Services Department to issue a P-Card to any employee at the school, district office or department, where appropriate and within the board's approval of use.

2. P-Card Credit Limit

Each P-Card is restricted on the number of transactions and dollar amount of purchases per transaction and per month. The default transaction credit limit per card will be \$1,000 per transaction and a maximum credit limit of \$5,000 per month.

Cardholders may request an increase or decrease of the credit limit through their account coordinator, to the Financial Services Department stating their reasons for the request. Requests will be reviewed for their appropriateness before approval.

3. Application for the Procurement Card

Employees wishing to obtain a P-Card can make an application by completing a Procurement Card Application Form (available on the staff portal). This application will include:

- Name of employee
- Employee number
- Location of the employee
- Employee acknowledgement of responsibilities
- Signature of employee
- Authorization by the account coordinator (school administrator or manager)

All applications will be forwarded to the Financial Services Department for review and consideration for a P-Card. Incomplete forms will be returned to applicant. Any denied application will be returned with stated reason.

4. Procurement Cardholder Responsibility

a. P-Card Use and Management

The P-Cardholder accepts full responsibility for the use of the card once activated. The P-Card is strictly for School District No. 38 (Richmond) business. No personal use of the P-Card is allowed.

The P-Card can be used to make any purchases within the acceptable limits of the

card.

The P-Card is prohibited from being used for:

- Prohibited purchases such as liquor, any products for smoking and/or vaping and explicit materials.
- Wages and salaries.
- Payment to consultants or contractors.
- Cash advances.
- Purchases in excess of \$1,000, including taxes and delivery.
- Orders which have been split into two or more transactions to remain under the \$1,000 limit.
- Personal purchases, even if the cardholder intends to reimburse the district for the expense.

The P-Cardholder must adhere to all the conditions and restrictions imposed on the card usage.

b. P-Card Security

P-Cards must be safeguarded and the number must not be given out except to authorized suppliers (a supplier with whom an order is being placed). Keep the P-Card and the P-Card number and PIN confidential.

c. Lost or Stolen P-Cards

The P-Cardholder must report lost or stolen cards immediately to the P-Card financial institution (Bank of Montreal) and to the P-Card Program Administrator (Financial Services Department). Once reported to the financial institution, the account will be block immediately minimizing the potential risk exposure. Verbal reports of lost or stolen P-Cards must be followed up in writing to the P-Card Program Administrator by way of an Incident Report.

d. P-Cardholder Transfer to Another District Site/Location

In the event a P-Cardholder transfers from one site/location to another or between departments, the P-Card need not be surrendered, if the new account coordinator deems the P-Cardholder should maintain the card. However, the default general ledger account might need to change.

It is the responsibility of the P-Cardholder to immediately advise the P-Card Program Administrator of any changes in assignment or personal information. Before leaving for their new assignment, the P-Cardholder should ensure that all purchases made up to the point of the assignment change are reconciled.

e. P-Cardholder Termination of Employment

The P-Cardholder must inform the P-Card Program Administrator of his/her termination of employment and surrender the card to the P-Card Program Administrator.

f. Fraudulent Card Use

If the financial institution, P-Cardholder or P-Card Program Administrator suspects that the card has been used fraudulently, the card will be cancelled. The financial institution can suspend cards instantly upon notification by the cardholder or program administrator. If the cardholder is asked by a merchant to surrender a revoked card, he/she must do so. Intentional misuse or abuse of the P-Card will

result in immediate revocation of privileges, and may be cause for disciplinary action.

g. Procurement Card Cancellation

A P-Card can be revoked for the following reasons:

- Employment termination of cardholder.
- Suspected misuse or fraudulent use of P-Card.
- Non-compliance with district policies, regulations and guidelines.
- Change in cardholder's employment assignment, where duties do not necessitate the need for a P-Card.
- Lost or stolen P-card.
- Request by Secretary Treasurer or designate to terminate card.

h. Procurement Card Statement Reconciliation

The P-Cardholder must obtain receipts for each transaction to reconcile the purchase made on his/her P-Card. Receipts must be originals and credit card slip/statement is unacceptable. Digital receipts or digitally scanned receipts are acceptable.

If the P-Cardholder has a concern with a transaction, the P-Cardholder will seek resolution directly with the merchant. If the problem cannot be resolved, the P-Cardholder must notify the P-Card Program Administrator.

FINANCE**Policy 611.6****Travel Expenses**

The Board of Education (Richmond) recognizes the need for trustees and employees to be reimbursed for all reasonable expenses incurred while performing their duties and responsibilities on behalf of the school district.

The Board supports and encourages trustees and employees to participate in conferences, seminars, workshops and other programs that contribute to their personal and professional growth as it relates to their roles in the school district.

FINANCE

Policy 611.6-R

Travel Expenses

The Board believes that when incurring expenses, trustees and staff must be cognizant of their accountability for public funds and always utilize optimum discretion in ensuring the appropriateness and efficiency of expenditures.

The guiding principles are:

1. Authorization must be obtained prior to arranging travel.
2. Travel miles or other points earned on travel or other expenses are to be utilized for school district business only.
3. Travel is to be arranged by the most economical and practical mode given recognition to the effective use of the traveler's time.
4. Travel advances may be requested from the Financial Services Department for items that cannot be paid for with a district issued procurement card (P-Card) or through direct billing to the school district. The approval of the supervisor is required.
5. Expense claims will be submitted recognizing the fundamental principle that expenses paid from public funds have been incurred prudently and meet the test of appropriateness and reasonableness.
6. All expense claims must be submitted in a format prescribed by the school district immediately following the travel or no later than monthly. Original expense receipts are required. Credit card receipts are not considered receipts.
7. Per diem meal allowance, not exceeding specified limit, will be reimbursed when meal is not provided during travel.
8. Mileage will be reimbursed at the rate stated in the employee's collective agreement or based on the rate used by the British Columbia School Trustees Association (BCSTA).

Authority

The Board authorizes the Superintendent of Schools and the Secretary Treasurer or designate to develop and implement all procedures related to travel expenses.

FINANCE**Policy 611.7****Charitable Donations**

The Board of Education (Richmond) recognizes philanthropy as an expression of community feeling for the welfare of others at the local, provincial, national and international levels.

The Board acknowledges that the district or the local school could be the recipient of a philanthropic act. The school district is a registered charitable organization and can issue official charitable tax receipts for eligible donations.

Where the district or the local school is in receipt of a philanthropic act, such as donations, bequests, memorial gifts, etc., the Board will be notified and it will endeavor to fulfill the intent of the benefactor in compliance with the *School Act* and Board Policy.

The Board believes the receiving of donations and related issuance of official charitable donation tax receipts can contribute to the advancement of education in the school district. The Board recognizes that members of the public often have the ability and desire to enhance public education through direct donations.

The Board will receive donations and provide charitable donation receipts for income tax purposes when the donations are clearly suited for the furtherance of the education purpose of the school district by meeting the requirements of School District No. 38 (Richmond) and adheres to the Government of Canada rules for tax receipt issuance. All transactions must be "at arms length" (i.e., no personal gain, rights, privilege, material benefit or advantage may accrue to the donor or to a person designated by the donor).

FINANCE

Policy 611.7-R

Charitable Donations

The School District No. 38 (Richmond) is a registered charity with the Canada Revenue Agency for the purpose of "advancement of education" as defined in the Income Tax Act. The advancement of education for charity purpose must include formal instruction or training of the mind, preparing a person for a job, or improving a useful branch of human knowledge.

Definition and Conditions

A charitable donation is voluntary transfer of property or cash that does not provide a material benefit to the donor or a member of the donor's family.

For a gift to qualify as a charitable donation, all of the following conditions must be met:

- Property or cash is transferred by the donor to School District No. 38 (Richmond).
- The donation is voluntary.
- The donation is made without expectation of a return.
- The donation can only be accepted, as defined above, and with the prior agreement of both:
 - a. The account coordinator responsible for the activity accepting any donor restrictive covenant on expenditure of the funds, and
 - b. The Secretary Treasurer, or designate, being satisfied that the purpose of the donation complies with the Income Tax Act.
- The district must maintain direct administration on the use of the donation for their intended purposes.

Transaction *ineligible* as a charitable donation and a charitable donation receipt will NOT be issued:

- If there is a benefit of any kind to the donor or their immediate family. The transaction must be "at arms length".
- For a contribution of personal time or service.
- For a time-share of a period of time arrangement.
- For most "nominal value" used goods that has no fair market value.
- For donation where an exchange of goods for consideration has taken place. The donation must not imply a direct exchange for services rendered.
- If the donation is directed to the benefit of a specific individual.
- For monies provided by parents or guardians for workbooks or field trips for their child.

Authority

The Board assigns authority and responsibility to the Secretary Treasurer to:

- Ensure that donations for which official charitable receipts are to be issued are only accepted where their purpose satisfies the requirement of the Government of Canada Income Tax Act.
- Accept or decline donation-in-kind requests.
- Authorize the issuance of official charitable tax receipts (minimum \$20).
- Hold and disburse charitable funds received subject to trust conditions which may be attached thereto.
- Adhere to all charitable donation requirements of the Canada Revenue Agency.

Donation-In-Kind

Donation-in-kind is a tangible piece of property for which title is transferred from the donor to the school district. It is a non-cash gift.

Donation-in-kind can only be accepted and commitment made to issue "donation-in-kind" charitable receipts after:

1. The donated goods adheres to the district's standards of quality, suitability and reasonableness of life cycle operating cost. It must be of a standard acceptable to the school district including considerations of technical operation, health, safety and aesthetic acceptability.
2. Donated equipment must be operational and capable of being operated and repaired at a reasonable cost.
3. The goods must be of educational purposes not for resale.
4. Fair market value has been substantiated by management and agreed to by the donor.
 - a. Computers and other information technology equipment - by Technology Services Department.
 - b. All other donation-in-kind - by Purchasing Department.
5. Confirmation that the goods have been received by the school district.

FINANCE**Policy 612****Authorization**

The Board of Education (Richmond) shall designate certain positions as having signing authority for Board contracts and funds. These authorizations shall be in effect until amended by the Board.

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FINANCE

Policy 612-R

Authorized Signatures

Corporate Seal

The authorized signing officers for execution of all legal documents requiring the Corporate Seal shall be the Chairperson or Vice-Chairperson of the Board, together with the Secretary Treasurer or designate.

Collective Agreement

The authorized signing officers for execution of all Collective Agreements and related Memoranda of Understanding shall be the Chairperson of the Board.

Memoranda of Understanding or Letters of Agreement that relate to implementation of the Collective Agreement shall be executed by the Executive Director, Human Resources, or designate.

Contracts

The authorized signing officers of the Board for the purpose of executing documents that commit the Board to legal contractual obligations are as set out below:

- For obligations of up to \$50,000:
one of Assistant Secretary Treasurer,
or Designate
- For obligations of up to \$250,000:
one of Secretary Treasurer,
or Designate,
or Superintendent of Schools
- For obligations of up to \$1,000,000:
one of Secretary Treasurer,
or Designate
and one of Superintendent of Schools,
or Designate
- For obligations of over \$1,000,000:
one of Board Chairperson,
or Board Vice-Chairperson
and one of Secretary Treasurer,
or Designate
and one of Superintendent of Schools,
or Designate

Board Adoption: date

Property

The authorized signing officers for execution of all legal documents relating to the purchase or sale of real property shall be the Chairperson or Vice-Chairperson of the Board, together with the Secretary Treasurer or designate.

The authorizing signing officers for execution of all changes to title, such as right of way and equivalency covenants shall be the Secretary Treasurer or Superintendent of Schools.

Authorization for Payment

For the issuance of cheques, the required signatures shall be:

Any one of:

- Board Chairperson;
- Board Vice-Chairperson;
- Superintendent of Schools;

And any one of:

- Secretary Treasurer;
- Assistant Secretary Treasurer;
- Manager of Financial Services

Such signatures may be affixed by hand, or by cheque0writing facsimile machine under the terms of the Board's agreement with its bank(s) regarding the use of facsimile signatures. The Board shall forward to the bank a certified copy of its resolution authorizing the use of facsimile signatures, and a certified specimen of any signature(s) approved for such use.

FINANCE**Policy 613****Financial Audit**

In accordance with the *School Act*, Board of Education (Richmond) shall appoint an auditor to audit the accounts and transactions of the Board. The auditor shall possess the qualifications, perform the duties, be granted the powers specified in the *School Act*, and be remunerated by the District. Every trustee and every officer or employee of the Board shall make available all records required by the auditor, and give the auditor every reasonable assistance and furnish the information and explanations concerning the affairs of the Board that the auditor considers necessary to complete the audit.

The auditor shall forward to the Minister a copy of every report made by the auditor to the Board.

FINANCE

Policy 613.1

Internal Audit

The Board of Education (Richmond) believes that internal audits contributes significantly to improving the way the school district operates and helps senior management to achieve board and district objectives.

The internal audit function is established to conduct independent audits and examinations that provide objective information, advice and assurance to the Board and senior management. Internal audit promotes accountability and best practices in school district operations.

Board Adoption: date

FINANCE

Policy 613.1-R

Internal Audit

Internal audit has two primary tasks:

1. Review and independently assess the practices associated with the school district's key financial, administrative and operational activities.
2. Recommend to management where improvements can be made.

The scope of internal audits may include assessing whether:

- a. Transactions and activities comply with applicable statutes and Board Policy.
- b. Assets are sufficiently safeguarded.
- c. Money has been expended with due regard to economy and efficiency.
- d. Satisfactory procedures have been established to measure and support the effectiveness of programs and activities.

Sound systems of internal controls are the prime vehicle for preventing and detecting misappropriations or fraud. Internal audit will maintain an awareness that will permit an adequate inspection of internal controls. However, internal audit is not responsible for preventing and detecting misappropriation or fraud. Internal audit can aid in the deterrence of fraud, dishonesty and theft of assets.

Whenever it is apparent to internal audit that public funds have been improperly retained by any person, the circumstances shall be reported immediately to the Secretary Treasurer, Superintendent of Schools and the Audit Committee of the Board.

Authority

The Board assigns the responsibility of performing internal audits for schools and departments to the Secretary Treasurer. The Secretary Treasurer will determine the frequency of internal audits, while maintaining the assurance of internal controls and compliance.

FINANCE**Policy 621****Financial Reporting**

The *School Act* requires that the school district's funds be accounted for "in a manner consistent with recognized public sector accounting practices, and specific funds shall be designated in accordance with the requirements specified by the Minister."

The Board of Education (Richmond) recognizes the need for fiscal responsibility while ensuring accountability and transparency. Financial reporting strengthens financial governance.

PROPOSED

FINANCE

Policy 621-R

Financial Reporting

Annual and Amended Annual Budgets

On or before June 30 of each year, the Board is required by legislation to adopt the following year's annual budget bylaw for all funds held by the school district, as prescribed by the Minister.

On or before February 28 of each year, the Board is required by legislation to adopt an annual amended budget for the current fiscal year, as prescribed by the Minister.

Quarterly Financial Results and Projections

Quarterly financial results and projections reports shall be presented to the Finance and Legal Committee. These reports will provide a "macro" (summarized) status of the performance against budget. These report will include an identification of budget variances with explanations.

The schedule of the quarterly financial results and projections reports will be provided to the Financial and Legal Committee in September of each year.

Annual Financial Statements

On or before September 15 of each year, the Board is required by legislation to have its Secretary Treasurer prepare annual financial statements about the preceding fiscal year. These statements must include for each fund a statement of financial position, a statement of operations and any other information that the Minister of Education may direct or the regulations prescribe.

As per the *School Act*, the annual financial statements are subject to annual audit.

Following Board approval, the annual financial statements shall be signed by the Board Chairperson and the Secretary Treasurer. No later than September 30 of each year, the Secretary Treasurer shall forward to the Minister a copy of the financial statements together with the auditor's report. No later than December 31 of each year, the financial statements shall be published for distribution to the public, together with the auditor's report.

In addition to these annual financial statements, the Board shall prepare other financial reports and statements as may be required by the Ministry.

Financial Statement Discussion and Analysis

The Financial Statement Discussion and Analysis (FSD&A) should be read in conjunction with

Board Adoption: date

the audited financial statements and accompanying notes of the school district. The purpose of the FSD&A is to highlight information and provide explanations which enhances the reader's understanding of the school district's financial statements as well as the factors that influenced the financial results presented in these statements.

While the preparation and presentation of the FSD&A is not a legislative requirement, FSD&A is recommended by the Ministry of Education.

The FSD&A, along with the audited financial statements, will be presented annually to the Audit Committee.

PROPOSED

FINANCE**Policy 621.1****Financial Reporting – School Based Funds**

The Board of Education (Richmond) shall provide through annual budget, financial support for school activities that are an integral part of the school's curricular program. It recognizes that certain activities may be carried out by the school to enrich the overall school program.

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FINANCE

Policy 621.1-R

Financial Reporting – School Based Funds

The Board recognizes that considerable sums of monies are being collected and disbursed in school district schools.

All funds from any and all activities of the school shall be classified as school based funds. The school administrator is responsible for such funds and for the maintenance of financial records in accordance with applicable legislation and Board policy and procedures.

The principles of school based funds are:

1. Any funds raised for a school by its student or employees, and all funds received by the school from external clubs, organizations, parent groups, individuals or any other external sources shall be deposited in a school bank account approved by the Secretary Treasurer or designate.
2. All funds raised or received by a school are under the over-all supervision of the school administration at that school.
3. The school administrator is responsible for ensuring that funds raised are expended for the purpose for which they are raised and for ensuring that school based financial records are maintained in accordance with applicable legislation and Board policy and procedures.
4. All school based financial transactions and statements are subject to audit by the Financial Services Department.

Authority

The Board assigns the responsibility for the implementation of Financial Reporting for School Based Funds to the Secretary Treasurer.

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

MINUTES OF PUBLIC MEETING OF POLICY COMMITTEE

Date: Monday, February 8, 2021 at 10:30 am
Via Zoom Webinar

Present: Sandra Nixon, Chairperson
Debbie Tablotney, Vice-Chairperson
Norman Goldstein, Member
Heather Larson, Member
Scott Robinson, Superintendent
Roy Uyeno, Secretary Treasurer
Maria Fu, Assistant Secretary Treasurer
Frank Geyer, Executive Director, Facilities Services
Liz Baverstock, Richmond Teachers' Association
Tim McCracken, Richmond Teachers' Association
Steve Wenglowski, Richmond Teachers' Association
JW Cho, Richmond Teachers' Association
Ian Hillman, CUPE 716
Mark Hoath, Richmond Association of School Administrators
Wennie Walker, Richmond Association of School Administrators
Rebeca Avendano, Richmond Management Professionals Staff
Catherine Cleary, Executive Assistant (Recording Secretary)

The Chair called the meeting to order at 10:33 am.

1. ADOPT AGENDA

The agenda was adopted as circulated.

2. APPROVE MINUTES

The Minutes of the meeting held January 18, 2021 were approved as circulated.

3. SECTION 600: FINANCE

The Assistant Secretary Treasurer spoke to the report as provided with the Agenda and provided background on the revisions reviewed at the Finance and Legal and Audit Committee meetings. It was noted that some policies are being renumbered or being moved to other policy sections. The Finance section was reviewed in its entirety to ensure that all policies reflect the District's current financial principles and practices along with government legislation and regulations.

The Assistant Secretary Treasurer outlined key areas with the most revision work and suggested rewrites, including Policy 611.4: Goods and Services. The Goods and Services policy was revised to reflect *standards* not just price, and goods that the District purchases must meet *sustainability* and “green” standards.

Some questions were asked regarding P (purchase) cards and who they are issued to in the District. The Assistant Secretary Treasurer discussed the processes in place with cards issued to Management or Administrator staff, and that P Cards are limited as they have budget accounts assigned and authority to spend under.

A Committee member thanked the District for the benefits P cards provided as a timesaver and good addition for purchasing. It was also acknowledged that the Policy is well aligned.

Questions were raised regarding charitable donations and the Secretary Treasurer asked that if any committee members had further questions, to please submit them in advance so that responses could be provided at the next Policy meeting.

ACTION: It was **AGREED** that further discussion and specific questions be submitted in advance of the next Policy meeting and the Policy Section be further reviewed.

4. SECTION 700: FACILITIES

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

The Executive Director spoke to the changes made as provided by the Richmond Teachers’ Association (RTA) through some initial feedback from the previous Policy meeting. The number of MLAs and MPs was updated, and a summary of changes included.

Following some further comments and feedback, it was determined that Phase 1 was ready to be sent out for Stakeholder Review.

ACTION: It was **AGREED** that a Notice of Motion be brought to the February 24, 2021 Board meeting for a Recommendation at the March 31, 2021 Public Board Meeting to enter Phase 1 of Facilities section into the Stakeholder Review Process.

5. POLICY 105-R: *District Code of Conduct: How We Learn and Work Together* *Personal Use of District Supplies, Equipment and Facilities*

The Executive Director, Facilities Services provided background to the Report that was attached with the agenda.

The Executive Director noted that there have been significant challenges with Covid 19 and custodians ensuring rooms and equipment are safely sanitized for school use. With staff also utilizing school supplies, equipment and facilities outside of business hours there have been ongoing concerns with sanitization of equipment. There is also risk and liability to the District associated with staff using District facilities and equipment without authorization that could be potentially significant.

The proposed revised Regulation would prohibit employees from using District supplies, equipment and facilities for anything other than authorized and normal business use.

The Committee had questions and comments on the suggested changes to the Regulation noting that staff had been able to use equipment and facilities over past years.

ACTION: It was **AGREED** that there would be more discussion and review around process for the revision to be brought back at a later date for further discussion.

6. STATUS OF CURRENT AND ANTICIPATED ITEMS

The Status document was updated to February 8, 2021 and the Chairperson highlighted the upcoming policies for review.

6. NEXT MEETING DATES

Following discussion on timing for the Policy Committee meetings, it was agreed by the Committee that going forward, the public meeting start at 11 am. The next meeting is scheduled for Monday, March 8, 2021 at 11 am.

7. ADJOURNMENT

The meeting was adjourned at 11:33 am.

Respectfully Submitted,

Sandra Nixon, Chairperson
Policy Committee