

PUBLIC MEETING AGENDA
BOARD OF EDUCATION

WEDNESDAY, MAY 26, 2021 – 7:00 pm

https://sd38.zoom.us/webinar/register/WN_slqbc14KSLCiiH-GgLUBA

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 hən̓q̓əmin̓əm̓ (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

Nil.

(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, April 28, 2021 for approval.
- (b) Record of an In-camera meeting of the Board held Wednesday, April 28, 2021.

6. Business Arising

- (a) **2021/2022 Annual Budget. BYLAW. 3 READINGS REQUIRED.**
Report from the Secretary Treasurer attached.
- (b) **Board Approved Bus Riders 2021-2022. RECOMMENDATION.**
Report from the Executive Director, Facilities Services attached.
- (c) **Schedule of School Charges 2021-2022. RECOMMENDATION.**
Report from the Deputy Superintendent attached.

7. New Business

- (a) **Mitchell Adult Education Centre Proposal. RECOMMENDATION.**
Report from Executive Director, Facilities Services attached.

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 on May 3, 2021.

(b) Education Committee

Chair: Heather Larson

Vice Chair: Donna Sargent

- (i) Minutes of the meeting held April 21, 2021 are attached for information.

A meeting was held on May 19, 2021. The next meeting is scheduled for Wednesday, June 16, 2021 at 6 pm.

(c) Facilities and Building Committee

Chair: Ken Hamaguchi

Vice Chair: Norman Goldstein

- (i) Minutes of the meeting held Mar 3, 2021 are attached for information.

A meeting was held on May 5, 2021. The next meeting is scheduled for Wednesday, June 2, 2021 at 4:30 pm.

(d) Finance and Legal Committee

Chair: Debbie Tablotney

Vice Chair: Ken Hamaguchi

- (i) 2021 – 2022 Schedule of Charges for the Use of School Facilities.

RECOMMENDATION.

- (ii) Minutes of the meeting held April 21, 2021 are attached for information.

A meeting was held on May 19, 2021. The next meeting is scheduled for Wednesday, June 16, 2021 at 11 am.

(e) Policy Committee

Chair: Sandra Nixon

Vice Chair: Debbie Tablotney

- (i) **Policy Section 600: Finance** attached. **RECOMMENDATION.**

- (ii) **NOTICE OF MOTION: Policy Section 700: Facilities** – Phase One

- (iii) Minutes of the meeting held April 19, 2021 are attached for information.

A meeting was held on May 17, 2021. The next meeting is scheduled for Monday, June 14, 2021 at 11 am.

10. Correspondence

- (a) Nil.

11. Board Committee and Representative Reports

- (a) Council/Board Liaison Committee

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, June 23, 2021

Contact Persons regarding agenda items:

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

Secretary Treasurer, Mr. Roy Uyeno – 604 668 6012

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

COMMITTEE APPOINTMENTS 2021

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

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

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

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

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

November 25, 2020

**MINUTES OF A REGULAR MEETING
OF THE BOARD OF EDUCATION
OF SCHOOL DISTRICT NO 38 (RICHMOND)
7811 GRANVILLE AVENUE, RICHMOND, BC (via ZOOM)
ON WEDNESDAY, APRIL 28, 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
D. Sadler
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
Director, Communications & Marketing
Executive Assistant, Recording Secretary

The Chairperson called the meeting to order 7:04 pm

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

Secretary-Treasurer Uyeno - A reminder was made for those that joined the meeting to please ensure that video was turned off and microphones muted to eliminate background noise; there will be two question periods at which time, questions sent to the Board meeting email account will be read out. For those who have not already submitted questions, there is an opportunity to via: boardmeetings@sd38.bc.ca; or through the Q and A feature in Zoom.

For the public joining the meeting, they are able to listen to the meeting but not speak or use chatbox during the meeting; and an audio/video recording of the meeting will be made available for viewing after this meeting.

1. Recognition of Visitors, Announcements and Updates from Trustees

(a) Recognition of Visitors

The Chairperson welcomed the gallery to the meeting.

(b) Announcements

Trustee Tablotney – As we announced at last month's public board meeting, today, April 28th is the National Day of Mourning. This is the day we take the time to pause to acknowledge workers killed or injured on the job. Flags are flown at half-mast and ceremonies are held across the country and around the world. While we honour those who have suffered as a result of workplace accidents, it is also a time to renew our commitment to creating safer workplaces for all employees.

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

April has been Sikh Heritage Month in Canada and was first officially recognized by the Government of Canada in 2019. Its purpose is to celebrate the contributions and aspirations of all Sikh-Canadians and develop a greater understanding and appreciation of a rich, unique and diverse heritage. Sikhs have been in BC for over 100 years, and this is an opportunity to showcase their contribution to the economic, social, and cultural fabric of the province. This month learners of all ages have been learning about the contributions of Sikh Canadians.

Asian Heritage Month and Sikh Heritage Months opens the door not only to conversations about the significant contributions of Asian and Sikh Canadians, but also to the impacts of racism, and our commitment to ensure the Richmond School District is a safe and respectful place for all members of our community.

Trustee Larson – The Richmond School District recognizes the Canadian Mental Health's Association's 70th 'Mental Health Week' taking place May 3rd to 9th. Initiatives in our secondary schools will focus on building awareness, including additional mental health resources for libraries and a student assembly with NHL legend Theo Fleury. These initiatives are complemented by the District's Foundations of a Healthy Workplace, which has an ongoing focus on and include program offerings that support our staff's health and well-being, including mental health and well-being.

Trustee Nixon – on behalf of the Board, thanks were extended to the Richmond Mandarin Lions and Michael Chang for the generous donation of 150,000 masks for staff and students.

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

The Secretary Treasurer noted that a Budget Brief from CUPE 716 President Ian Hillman was received on April 26, 2021 and posted on the District Website.

2. Adoption of Agenda

The Chair noted that a Budget Brief from CUPE 716 President Ian Hillman would be presented under Item 3 (c) Briefs.

051/2021 MOVED BY H. LARSON AND SECONDED BY D. SARGENT:

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

The Chairperson noted that the Budget Briefs as noted from Richmond Teachers' Association and CUPE 716 would be presented under Item 6 (a) Committee of the Whole

Budget Brief Response received on April 23, 2021, from Liz Baverstock, President, Richmond Teacher's Association;

Budget Brief Response received on April 26, 2021, from Ian Hillman, President, CUPE 716

(d) Questions from the Public

Liz Baverstock, President, Richmond Teachers' Association asked if there will be further advocacy to the Ministry of Education in the area of funding. Ms. Baverstock noted that health & safety protocols in place in schools need to be maintained for the safe return to schools in the Fall. Ms. Baverstock also asked that communication with the District continue to remain open regarding staff, timelines and the *Welcome Back* to students in September.

The Chairperson noted that there were two Advocacy motions for consideration on the agenda. The Superintendent responded that the District is in complete agreement on health and safety protocols to remain in place and that will continue to be a priority. The School District remains committed to working alongside the RTA in being flexible and in regular communications.

4. Executive

The Superintendent of Schools presented an update on COVID-19 school exposures with just over 50 by the end of April. While the numbers have increased, the Superintendent noted that the good news is that there is still no evidence that transmission is occurring in schools and the health and safety plans are functioning very well.

Vancouver Coastal Health is providing vaccines to District employees aged 30 and over which is good news. The District is also participating in a partnership with BC Children's Hospital with rapid Test Kits, provided to parents if their child begins to feel ill while at school. Parents will be offered a test kit to take home if they like.

School activities from around the District in April included: 2021 Earth Day Activities; *Thank you Cards to Frontline Workers* from McNair Secondary; an *Inquiry on Bees* with students at Byng Elementary and a bee vocabulary wall; students at Grauer Elementary recently studied the topic of well-being with a focus on children's rights; students at McKinney created art work inspired by the flower blossoms in their neighbourhood; a

Wellness Challenge over ten days at MacMath Secondary; *Sikh Heritage Month* at Maple Lane Elementary; an *Outdoor Learning Space* created at Diefenbaker Elementary where students designed garden signs for their community garden, Gilmore Elementary students recently wrote poems around Spring; and students at Richmond Secondary worked with Indigenous artist Christine Mackenzie to create a 16 foot mixed media mural. The theme for the mural is *Connections and Unity: between cultures, community and Mother Earth*.

The Chairperson thanked the Superintendent for his report showcasing what the District students are working on and creating, which is always a highlight of the meeting.

5. Approval of Minutes

- (a) Regular meeting of the Board held March 31, 2021

052/2021 MOVED BY D. SARGENT AND SECONDED BY N. GOLDSTEIN:

THAT the Board of Education (Richmond) approve the Minutes of Wednesday, March 31, 2021 Regular meeting as circulated.

CARRIED

- (b) Record of an In-camera meeting of the Board held March 31, 2021 was included for information.

6. Business Arising

- (a) **2021-2022 Annual Budget**

The Chairperson read the following motion:

053/2021 MOVED BY H. LARSON AND SECONDED BY K. HAMAGUCHI:

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.

CARRIED

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

The Secretary Treasurer provided highlights from the report and background on the budget process and adjustments. Prior to March 12, 2020, the District's three-year base budget projection reflected a structural surplus position resulting from enrolment growth, increased CEF funding, International Education Program registrations and prudent fiscal management. Since then, the Secretary Treasurer reported that COVID-19 has negatively impacted the district resulting in lower revenues, enrolment loss, changes in education program delivery, supports to students, and enhanced health and safety measures. In addition, changes to the Ministry funding have also negatively impacted the District's budget.

The Secretary Treasurer then provided further details on the Projected 2020–2021 Unrestricted Fund Balance where the District will end the year with fund balances of approximately \$9.8 million. These Unrestricted fund balances may be appropriated by the Board to balance the annual budget, restricted by the Board for one-time operating fund budget adjustments, transferred to local capital reserve or remain as unrestricted fund balances.

The Secretary Treasurer noted that staff have developed strategies and budget options for Trustees to consider in balancing the 2021–2022 budget. A draft preliminary working list of budget adjustments to address the budget shortfall was attached with the report and shared with stakeholders and staff. The District's senior management staff will continue to seek feedback and input from stakeholders and the public on the District budget priorities, and then present a recommended option(s) including potential budget adjustments for the Board's consideration and approval of the 2021–2022 budget.

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

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

Ms. Baverstock provided an overview to the Budget Brief response and recommendations to the proposed 2021-2022 Budget as follows: Changes to the Proposed Use of Surplus and Reserve by adding \$2 million dollars from the COVID-19 Contingency Reserve as a one-time budget adjustment. Ms. Baverstock requested that Trustee Led Advocacy be engaged jointly with Stakeholders to seek additional funding from the Provincial and Federal government; changes to the Proposed Budget Reductions by adding back \$770,000 to non-enrolling teachers to 2.0 FTE and adding back \$305,000 to District and School Based Administrators to .5 FTE.

Further changes outlined in the Response from RTA, included a \$990,000 addition for 24 FTE to the 8 FTE CUPE for a total of 32 FTE to address health and safety, and \$240,000 2.4 FTE to RTA secondary enrolling to support low enrollment in specific courses.

Ms. Baverstock noted that the RTA continues to recognize the long standing challenges presented to the Board with creating a balanced budget, but that the Provincial Government prove their commitment to public education with additional funding to address long standing and systemic underfunding as well as identified pandemic needs.

2. Ian Hillman, President, CUPE Local 716

Mr. Hillman, President of CUPE Local 716, spoke to his budget reponse letter submitted including suggesting that management positions in departments and their salaries be looked at for reduction before support staff positions. Also noted was International Education staffing reductions due to lower enrollment numbers. Mr. Hillman suggested that the District Administrator position on Emergency Planning and Seismic Liaison, managerial positions in Learning Services and one manager position in Purchasing be eliminated; along with Communications & Marketing, Information Technology and the Human Resources Foundations of a Healthy Workplace program be removed to assist with the budget shortfall.

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

Mr. Hoath expressed appreciation and gratitude on behalf of RASA colleagues for the exemplary leadership demonstrated during the pandemic, and for the opportunity to be part of the budget advisory process.

Input provided by RASA executive and members included that the 2021-2022 budget allocation for school and District administrators be maintained.

Mr. Hoath then outlined RASA's focus on people – are creating and maintaining strong relationships; are educational leaders, are the "glue" for holding things together, are collaborative problem solvers in our school, and are strong advocates for public education.

Mr. Hoath concluded that RASA is committed to working with senior leadership to implement the five year strategic plan within school communities and appreciated the opportunity to provide input in the Budget process.

4. Andrew Scallion, President, Richmond District Parents' Association (RDPA)

Mr. Scallion thanked the Board for the opportunity to present a brief on proposed budget adjustments for the District budget. Parents' concerns expressed that any cuts happen as far from the classroom as possible, and the focus remain on the learner. Support was expressed for the RTA and the continued daytime custodians in the majority of the District's elementary schools. Mr. Scallion also noted that the RDPA would like to see a reevaluation of management positions throughout the District as highlighted by CUPE 716 and feel the funds would be better allocated to school based expenditures. The RDPA would also like the District Administrator Equity and Inclusion position eliminated at this time. The RDPA welcomes the opportunity to work with stakeholder partners and the Board of Education.

5. Rebeca Avendano, Kelly Gibson, Co-Chairs, Richmond Management and Professional Staff Group (RMAPs)

Ms. Avendano thanked Senior Team for the support and leadership over the past year through challenging times and acknowledging that budget decisions will be difficult. Ms. Avendano provided background on the group that spans all disciplines across the District and supports many different areas of the organization. Over the past year, the group has quickly adapted and shifted to meet demands and ever changing landscape due to the pandemic.

Ms. Avendano and Ms. Gibson shared that while RMAPs is a small group, they are robust in terms of responsibilities, knowledge and experience and of great asset to the Richmond School District

6. A member of the community asked about deferring the increase in salary to upper management and dispersing those funds to help offset the budget shortfall.

7. A member of the community provided background to her role within the School District as an EA consultant that is one of the proposed positions to be cut. A detailed overview of her position, who she supports and works with and the students she impacts was shared.

Trustees thanked the EA consultant for the detailed overview on the position and how the work contributes to the District.

8. Dionne McFie, Past President of the RDPA

Ms. McFie asked about the Diversity and Anti-racism Working Group and the upcoming audit process within the District. Ms. McFie noted that the RDPA does not support the position of Administrator.

The Deputy Superintendent thanked Ms. McFie for her comments and responded with some information on the role as also collaborating with the Indigenous Equity and Action area in focus groups, survey data collection and processes that will identify areas that require attention to policy analysis and the education side as well. A number of school districts in the province have identified a need in this area and have dedicated personnel. The Deputy Superintendent reinforced that this is a much more expansive piece and critical area of priority for the Board in terms of the Strategic plan.

9. A District employee provided background on the work he has done over the past nine years. He noted that having a child on the Autism spectrum presents challenges and RTA and CUPE staff there to help and support his child in school is essential. As a staff member I see how clean the schools are with extra custodial staff and appreciate staff delivering front line end essential services to students. Thank you.
10. A District EA asked for the International Program be suspended for the time being with the pandemic affecting the enrollment.
11. A member of the community asked about the socio-emotional health of students and who are they being supported.

Trustees thanked all the stakeholders, employees and members of the public who came forward with excellent points, noting all are important positions within the District. Every budget cut is a hard decision to make, and staff and the Board will do their best to gather as much feedback and information prior to final budget decisions.

Following the briefs presentations, there were questions and comments from Trustees. The Superintendent turned the Chair over to Trustee Nixon.

Trustee Sandra Nixon assumed the Chair and presented the following motion:

054/2021 MOVED BY D. TABLOTNEY AND SECONDED BY D. SARGENT:

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

CARRIED

Trustee Sandra Nixon thanked participants and presented the following motion:

055/2021 MOVED BY H. LARSON AND SECONDED BY K. HAMAGUCHI:

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

CARRIED

7. New Business

(a) 2021-2022 Instructional Model Report

The Superintendent of Schools noted that the report would be presented in sections with Senior staff addressing various components of the proposed program. The Superintendent provided some background to the past year and the Transitional Learning Program (TL) that will conclude at the end of this year. There have been approximately 2,350 students who have returned to in person learning since September but that leaves between 1,600 and 1,900 students who are still in TL. Given the unpredictable nature of the pandemic, it is challenging for the District to anticipate how many of these families will return to in person learning and how many will be looking for an alternative remote option. At this time, the Superintendent noted that the Board does need to consider what program options will be offered to parents for this coming school year. Staff are suggesting that the Board consider offering a one year bridge Distributed Learning Program (DL).

The Superintendent reported on the challenges of the TL program with staffing and costs of a remote program. The TL program was also extremely difficult and challenging for teachers as, in addition to teaching school based kids, they were also responsible in many cases for students in TL. This model was intended to be temporary and not sustainable for another year from a staffing perspective. As well, the Superintendent pointed out that the Ministry of Education funding eligibility implications were that parents were allowed to maintain registration in their child's current school. There has been no indication from the Ministry of Education that this temporary change in rules will continue into the next school year; therefore, parents will be required to make a selection for either in person learning or Distributed Learning. The Superintendent concluded that as the TL program would not be possible to sustain from a staffing budgetary or Ministry funding perspective into the school year, alternatives would need to be considered.

Next, the Executive Director for Learning Services spoke about students with compromised immune systems, as well as students with diverse abilities and disabilities. The Executive Director spoke about how these students might not be able to attend school in person and the District would therefore continue to work with these families to determine the best way to support their child's education program. The majority of students with diverse abilities or disabilities have been attending school in person. However, supplemental support staff and educational assistance resources would be made available as appropriate.

The Superintendent then introduced Assistant Superintendent Brautigam to speak about the elementary instructional model as proposed. The Assistant Superintendent described the DL program for students who would complete their entire instructional program at home. Students will have Learning Plans created by their teacher following the BC curriculum. The program will be distributed through an online management system such as Microsoft Teams or the Portal that is currently used in the District to help deliver course content and to access student work. There would be regular communication with families and students via email, telephone and video conferencing. A sample schedule was shared, and the Assistant Superintendent detailed a typical day for students.

For the Secondary Instructional model portion, the Superintendent introduced the Executive Director of Learning & Business Technologies. The Executive Director shared an overview of the proposed grade 8 & 9 DL program, designed to meet Ministry requirements and give students an educational experience that will keep them on track towards their Dogwood Diploma. Students registered in this one year virtual school program will have eight courses that are standard courses. The District will not be able to offer additional elective courses such as French Immersion or ELL Level one or Level two.

Trustees had questions and comments on whether there would be split classes offered and the response was that yes, there would be.

056/2021 MOVED BY D. SARGENT AND SECONDED BY N. GOLDSTEIN:

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.

CARRIED

(b) Advocacy

The Chairperson presented background on a report from the B.C. School Trustees Association published in March 2021. The report called on the province to provide post-pandemic funding for priorities such as mental health, vulnerable learners, food security, cleanliness and connectivity.

In on-going conversations with the District's stakeholders, joint advocacy has been discussed to help address these issues and therefore, the following recommendations were presented for consideration.

057/2021 MOVED BY D. TABLOTNEY AND SECONDED BY H. LARSON:

THAT the Board of Education (Richmond), together with District stakeholders, write a joint letter to the Minister of Education, advocating for post-pandemic recovery funding for the 2021/2022 school year.

CARRIED

058/2021 MOVED BY D. SARGENT AND SECONDED BY D. TABLOTNEY:

THAT the Board of Education (Richmond), together with District stakeholders, request a meeting with Richmond MLAs as soon as possible, regarding post-pandemic recovery and funding issues being faced by the District for the 2021/2022 school year.

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

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 were 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

059/2021 MOVED BY D. TABLOTNEY AND SECONDED BY N. GOLDSTEIN:

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.

CARRIED

- (ii) Minutes of the meeting held February 17, 2021 were 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** was attached.

- (ii) Minutes of the meeting held February 8, 2021 were 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

Nil.

11. Board Committee and Representative Reports

- (a) Council/Board Liaison Committee

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

12. Adjournment

060/2021 MOVED BY D. TABLOTNEY AND SECONDED BY K. HAMAGUCHI

THAT the Regular meeting of Wednesday, April 28, 2021 of the Board of Education (Richmond) be adjourned at 10:09 pm.

CARRIED

S. NIXON,
CHAIRPERSON

R. UYENO,
SECRETARY TREASURER

DATE: May 26, 2021
FROM: R. Uyeno, Secretary Treasurer
SUBJECT: Record of an In-Camera Board Meeting held April 28, 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 April 28, 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: May 21, 2021

FROM: Roy Uyeno, Secretary Treasurer

SUBJECT: 2021/2022 Annual Budget

RECOMMENDATION

THAT the Board of Education of School District No. 38 (Richmond) approve the 2021/2022 Annual Budget by way of 3 readings of the 2021/2022 Annual Budget Bylaw.

BACKGROUND

The 2021/2022 Annual Budget (attached) has been prepared in accordance with Public Sector Accounting Board standards for not for profit organizations and Section 23.1 of the Budget Transparency and Accountability Act of the Province of British Columbia, supplemented by Regulations 257/2010 and 198/2011 issued by the Province of British Columbia Treasury Board. This format requires the Board to approve the Annual Budget Bylaw amount of \$279,521,791 which is comprised of the Operating, Special Purpose and Capital Funds.

Faced with a budget shortfall of \$7.2 million, the 2021/2022 Annual Budget includes a combination of on-going and one-time budget adjustments together with the use of accumulated surpluses. The 2021/2022 Annual Budget includes net budget adjustments (attached) totaling \$3,595,000 of which \$4,044,000 are on-going operating fund reductions, \$205,000 are on-going operating fund additions, \$800,000 are one-time operating fund reductions and \$1,044,000 are one-time operating fund additions.

On-going operating fund reductions include staffing reductions of 34.9 FTE totaling \$3,144,000. Staff reductions are spread across all employee groups on a proportionate basis and the majority of the reductions will result in no layoffs. To minimize the impact to staffing, \$1.7 million in on-going and one-time reductions to service and supplies budgets are included in the net budget adjustments. In addition, of note, included in the one-time operating fund additions is \$675,000 in Pandemic transition related enhanced cleaning support which provides for temporary daytime custodial staff. Maintaining an increased level of daytime custodial staffing to transition schools out of the Pandemic was advocated by key stakeholders who identified this area as a priority for the district. The Board supported increasing the level of staffing from the original list of potential budget adjustments and as a result this will provide up to 20 FTE additional daytime custodial staffing from September, 2021 to February, 2022 for enhanced cleaning to support our schools.

The 2020/2021 operating fund surplus inclusive of ongoing budget adjustments is projected to be approximately \$9.8 million of which \$3.6 million will be used to balance the 2021/2022 Annual Budget. This will leave approximately \$6.2 million in unrestricted accumulated surplus fund balance available for future years.

The 2021/2022 Annual Budget (attached) is being presented for approval by way of three readings.

Respectfully submitted,

Roy Uyeno, CPA, CGA
Secretary Treasurer

Annual Budget

School District No. 38 (Richmond)

June 30, 2022

School District No. 38 (Richmond)

June 30, 2022

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

ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 38 (RICHMOND)
(called the "Board") to adopt the Annual Budget of the Board for the fiscal year 2021/2022 pursuant
to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "*Act*").

1. Board has complied with the provisions of the Act respecting the Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 38 (Richmond) Annual Budget Bylaw for fiscal year 2021/2022.
3. The attached Statement 2 showing the estimated revenue and expense for the 2021/2022 fiscal year and the total budget bylaw amount of \$279,521,791 for the 2021/2022 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 2 to 4 are adopted as the Annual Budget of the Board for the fiscal year 2021/2022.

READ A FIRST TIME THE 26th DAY OF MAY, 2021;

READ A SECOND TIME THE 26th DAY OF MAY, 2021;

READ A THIRD TIME, PASSED AND ADOPTED THE 26th DAY OF MAY, 2021;

Chairperson of the Board

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 38 (Richmond)
Annual Budget Bylaw 2021/2022, adopted by the Board the 26th DAY OF MAY, 2021.

Secretary Treasurer

School District No. 38 (Richmond)

Statement 2

Annual Budget - Revenue and Expense

Year Ended June 30, 2022

	2022 Annual Budget	2021 Amended Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	19,999.194	19,879.125
Adult	60.250	102.500
Other	583.250	583.250
Total Ministry Operating Grant Funded FTE's	20,642.694	20,564.875
Revenues	\$	\$
Provincial Grants		
Ministry of Education	230,518,314	240,084,823
Other	353,000	290,400
Federal Grants	1,658,392	1,747,645
Tuition	14,635,234	13,888,921
Other Revenue	6,519,314	4,819,258
Rentals and Leases	1,243,926	946,164
Investment Income	1,098,380	1,631,722
Amortization of Deferred Capital Revenue	10,048,735	9,004,089
Total Revenue	266,075,295	272,413,022
Expenses		
Instruction	218,861,595	222,392,430
District Administration	7,327,350	7,625,158
Operations and Maintenance	45,764,012	48,863,856
Transportation and Housing	1,834,339	1,876,890
Debt Services	200,000	180,000
Total Expense	273,987,296	280,938,334
Net Revenue (Expense)	(7,912,001)	(8,525,312)
Budgeted Allocation (Retirement) of Surplus (Deficit)	3,600,134	7,707,769
Budgeted Surplus (Deficit), for the year	(4,311,867)	(817,543)
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	(4,311,867)	(817,543)
Budgeted Surplus (Deficit), for the year	(4,311,867)	(817,543)

School District No. 38 (Richmond)

Statement 2

Annual Budget - Revenue and Expense

Year Ended June 30, 2022

	2022 Annual Budget	2021 Amended Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	214,214,402	211,647,360
Special Purpose Funds - Total Expense	41,788,415	52,904,965
Special Purpose Funds - Tangible Capital Assets Purchased	767,377	1,117,377
Capital Fund - Total Expense	17,984,479	16,386,009
Capital Fund - Tangible Capital Assets Purchased from Local Capital	4,767,118	7,580,896
Total Budget Bylaw Amount	279,521,791	289,636,607

Approved by the Board

Signature of the Chairperson of the Board of Education	Date Signed
Signature of the Superintendent	Date Signed
Signature of the Secretary Treasurer	Date Signed

School District No. 38 (Richmond)
Annual Budget - Changes in Net Financial Assets (Debt)
Year Ended June 30, 2022

Statement 4

	2022 Annual Budget	2021 Amended Annual Budget
	\$	\$
Surplus (Deficit) for the year	(7,912,001)	(8,525,312)
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	(767,377)	(1,117,377)
From Local Capital	(4,767,118)	(7,580,896)
From Deferred Capital Revenue	(18,842,588)	(39,791,655)
From Capital Leases	(3,570,000)	(1,900,000)
Total Acquisition of Tangible Capital Assets	(27,947,083)	(50,389,928)
Amortization of Tangible Capital Assets	17,784,479	16,206,009
Total Effect of change in Tangible Capital Assets	(10,162,604)	(34,183,919)
	-	-
(Increase) Decrease in Net Financial Assets (Debt)	(18,074,605)	(42,709,231)

School District No. 38 (Richmond)

Schedule 2

Annual Budget - Operating Revenue and Expense

Year Ended June 30, 2022

	2022 Annual Budget	2021 Amended Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	195,297,074	192,019,526
Other	353,000	290,400
Tuition	14,635,234	13,888,921
Other Revenue	852,954	626,058
Rentals and Leases	1,243,926	946,164
Investment Income	588,580	865,522
Total Revenue	212,970,768	208,636,591
Expenses		
Instruction	178,593,550	176,438,393
District Administration	6,550,312	6,861,110
Operations and Maintenance	27,587,510	26,840,483
Transportation and Housing	1,483,030	1,507,374
Total Expense	214,214,402	211,647,360
Net Revenue (Expense)	(1,243,634)	(3,010,769)
Budgeted Prior Year Surplus Appropriation	3,600,134	7,707,769
Net Transfers (to) from other funds		
Local Capital	(2,356,500)	(4,697,000)
Total Net Transfers	(2,356,500)	(4,697,000)
Budgeted Surplus (Deficit), for the year	-	-

School District No. 38 (Richmond)

Schedule 2A

Annual Budget - Schedule of Operating Revenue by Source
Year Ended June 30, 2022

	2022 Annual Budget	2021 Amended Annual Budget
	\$	\$
Provincial Grants - Ministry of Education		
Operating Grant, Ministry of Education	192,566,572	182,987,023
Other Ministry of Education Grants		
Pay Equity	2,215,706	2,215,706
Funding for Graduated Adults	246,150	254,999
Student Transportation Fund	21,608	21,608
Support Staff Benefits Grant	219,746	219,746
Teachers' Labour Settlement Funding		5,816,048
Early Career Mentorship Funding		470,000
FSA Scorer	27,292	27,292
Early Learning Framework Implementation	-	4,104
Equity in Action Plan	-	3,000
Total Provincial Grants - Ministry of Education	195,297,074	192,019,526
Provincial Grants - Other	353,000	290,400
Tuition		
Summer School Fees	477,170	240,571
Continuing Education	989,064	727,229
International and Out of Province Students	13,169,000	12,921,121
Total Tuition	14,635,234	13,888,921
Other Revenues		
Other School District/Education Authorities	504,000	504,000
Miscellaneous		
Cafeteria	341,954	119,058
Miscellaneous	7,000	3,000
Total Other Revenue	852,954	626,058
Rentals and Leases	1,243,926	946,164
Investment Income	588,580	865,522
Total Operating Revenue	212,970,768	208,636,591

School District No. 38 (Richmond)

Schedule 2B

Annual Budget - Schedule of Operating Expense by Object

Year Ended June 30, 2022

	2022 Annual Budget	2021 Amended Annual Budget
	\$	\$
Salaries		
Teachers	92,057,143	90,983,621
Principals and Vice Principals	13,382,893	13,369,298
Educational Assistants	15,869,738	14,989,738
Support Staff	22,053,047	21,651,867
Other Professionals	5,895,053	6,096,836
Substitutes	7,703,414	8,235,995
Total Salaries	156,961,288	155,327,355
Employee Benefits	39,190,999	38,838,755
Total Salaries and Benefits	196,152,287	194,166,110
Services and Supplies		
Services	6,487,020	6,815,652
Student Transportation	12,155	14,600
Professional Development and Travel	823,157	683,592
Rentals and Leases	253,003	253,644
Dues and Fees	131,150	138,283
Insurance	522,749	546,708
Supplies	6,268,647	6,133,078
Utilities	3,564,234	2,895,693
Total Services and Supplies	18,062,115	17,481,250
Total Operating Expense	214,214,402	211,647,360

School District No. 38 (Richmond)

Annual Budget - Operating Expense by Function, Program and Object
Year Ended June 30, 2022

Schedule 2C

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
1 Instruction							
1.02 Regular Instruction	71,010,360	2,447,498		1,080,735		5,574,040	80,112,633
1.03 Career Programs	173,608			533,698			707,306
1.07 Library Services	1,569,638			588,988			2,158,626
1.08 Counselling	2,686,577						2,686,577
1.10 Special Education	6,082,772		15,869,738			772,133	22,724,643
1.30 English Language Learning	6,354,837			158,063			6,512,900
1.31 Indigenous Education	273,024			35,554			308,578
1.41 School Administration		10,185,105		4,559,838		420,985	15,165,928
1.60 Summer School	740,778	127,392					868,170
1.61 Continuing Education	512,879	431,475		121,792	88,567	249,706	1,404,419
1.62 International and Out of Province Students	2,652,670	38,185		167,444	670,316	77,444	3,606,059
1.64 Other							
Total Function 1	92,057,143	13,229,655	15,869,738	7,246,112	758,883	7,094,308	136,255,839
4 District Administration							
4.11 Educational Administration				223,699	1,782,275	10,669	2,016,643
4.40 School District Governance					197,574		197,574
4.41 Business Administration		153,238		955,296	1,583,552	1,766	2,693,852
Total Function 4	-	153,238	-	1,178,995	3,563,401	12,435	4,908,069
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration				393,949	1,572,769	989	1,967,707
5.50 Maintenance Operations				11,684,482		495,400	12,179,882
5.52 Maintenance of Grounds				812,701			812,701
5.56 Utilities							
Total Function 5	-	-	-	12,891,132	1,572,769	496,389	14,960,290
7 Transportation and Housing							
7.70 Student Transportation				736,808		100,282	837,090
Total Function 7	-	-	-	736,808	-	100,282	837,090
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	92,057,143	13,382,893	15,869,738	22,053,047	5,895,053	7,703,414	156,961,288

School District No. 38 (Richmond)

Annual Budget - Operating Expense by Function, Program and Object
Year Ended June 30, 2022

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2022 Annual Budget	2021 Amended Annual Budget
	\$	\$	\$	\$	\$	\$
1 Instruction						
1.02 Regular Instruction	80,112,633	20,091,209	100,203,842	3,850,033	104,053,875	104,213,722
1.03 Career Programs	707,306	177,383	884,689	417,775	1,302,464	1,172,454
1.07 Library Services	2,158,626	541,355	2,699,981	365,554	3,065,535	3,011,278
1.08 Counseling	2,686,577	673,759	3,360,336	6,437	3,366,773	3,300,831
1.10 Special Education	22,724,643	5,699,046	28,423,689	700,463	29,124,152	28,109,160
1.30 English Language Learning	6,512,900	1,633,351	8,146,251	14,692	8,160,943	8,001,480
1.31 Indigenous Education	308,578	77,387	385,965	37,188	423,153	394,758
1.41 School Administration	15,165,928	3,803,418	18,969,346	461,980	19,431,326	18,997,145
1.60 Summer School	868,170	164,952	1,033,122	27,223	1,060,345	999,050
1.61 Continuing Education	1,404,419	266,840	1,671,259	265,049	1,936,308	2,027,535
1.62 International and Out of Province Students	3,606,059	904,353	4,510,412	2,148,867	6,659,279	6,201,548
1.64 Other	-	-	-	9,397	9,397	9,432
Total Function 1	136,255,839	34,033,053	170,288,892	8,304,658	178,593,550	176,438,393
4 District Administration						
4.11 Educational Administration	2,016,643	505,748	2,522,391	161,865	2,684,256	2,945,456
4.40 School District Governance	197,574	14,838	212,412	140,171	352,583	329,417
4.41 Business Administration	2,693,852	675,583	3,369,435	144,038	3,513,473	3,586,237
Total Function 4	4,908,069	1,196,169	6,104,238	446,074	6,550,312	6,861,110
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	1,967,707	493,475	2,461,182	959,441	3,420,623	3,293,672
5.50 Maintenance Operations	12,179,882	3,054,556	15,234,438	4,168,052	19,402,490	19,452,320
5.52 Maintenance of Grounds	812,701	203,815	1,016,516	183,647	1,200,163	1,198,798
5.56 Utilities	-	-	-	3,564,234	3,564,234	2,895,693
Total Function 5	14,960,290	3,751,846	18,712,136	8,875,374	27,587,510	26,840,483
7 Transportation and Housing						
7.70 Student Transportation	837,090	209,931	1,047,021	436,009	1,483,030	1,507,374
Total Function 7	837,090	209,931	1,047,021	436,009	1,483,030	1,507,374
9 Debt Services						
Total Function 9	-	-	-	-	-	-
Total Functions 1 - 9	156,961,288	39,190,999	196,152,287	18,062,115	214,214,402	211,647,360

School District No. 38 (Richmond)

Schedule 3

Annual Budget - Special Purpose Revenue and Expense

Year Ended June 30, 2022

	2022 Annual Budget	2021 Amended Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	35,221,240	48,065,297
Federal Grants	1,658,392	1,747,645
Other Revenue	5,666,360	4,193,200
Investment Income	9,800	16,200
Total Revenue	42,555,792	54,022,342
Expenses		
Instruction	40,268,045	45,954,037
District Administration	777,038	764,048
Operations and Maintenance	743,332	6,186,880
Total Expense	41,788,415	52,904,965
Net Revenue (Expense)	767,377	1,117,377
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(767,377)	(1,117,377)
Total Net Transfers	(767,377)	(1,117,377)
Budgeted Surplus (Deficit), for the year	-	-

School District No. 38 (Richmond)

Annual Budget - Changes in Special Purpose Funds
Year Ended June 30, 2022

Schedule 3A

Deferred Revenue, beginning of year

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

Less: Allocated to Revenue
Deferred Revenue, end of year

Revenues
Provincial Grants - Ministry of Education
Federal Grants
Other Revenue
Investment Income

Expenses
Salaries
Teachers
Principals and Vice Principals
Educational Assistants
Support Staff
Other Professionals
Substitutes

Employee Benefits
Services and Supplies

Net Revenue (Expense) before Interfund Transfers

Interfund Transfers
Tangible Capital Assets Purchased

Net Revenue (Expense)

Annual Facility Grant	Learning Improvement Fund	Scholarships and Bursaries	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK	Classroom Enhancement Fund - Overhead
\$	\$	\$	\$	\$	\$	\$	\$	\$
-	-	1,088,475	5,306,681	-	-	-	-	-
829,133	670,460			224,000	93,100	293,110	785,631	4,841,324
829,133	670,460	45,000 9,000	5,257,490	224,000	93,100	293,110	785,631	4,841,324
-	-	40,000	5,326,160	224,000	93,100	293,110	785,631	4,841,324
-	-	1,102,475	5,238,011	-	-	-	-	-
829,133	670,460			224,000	93,100	293,110	785,631	4,841,324
829,133	670,460	31,000 9,000	5,326,160					
829,133	670,460	40,000	5,326,160	224,000	93,100	293,110	785,631	4,841,324
-	558,298	-	-	125,440	35,916	97,595		190,000
61,756	112,162	40,000	5,326,160	31,360	16,220		345,180	1,845,078
61,756	670,460	40,000	5,326,160	67,200	27,930	153,957	565,600	941,104
767,377	-	-	-	224,000	93,100	293,110	785,631	4,841,324
(767,377)								
(767,377)								
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-

Schedule 3A

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School District No. 38 (Richmond)

Schedule 4

Annual Budget - Capital Revenue and Expense

Year Ended June 30, 2022

	2022 Annual Budget			2021 Amended Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
Revenues				
Investment Income		500,000	500,000	750,000
Amortization of Deferred Capital Revenue	10,048,735		10,048,735	9,004,089
Total Revenue	10,048,735	500,000	10,548,735	9,754,089
Expenses				
Amortization of Tangible Capital Assets				
Operations and Maintenance	17,433,170		17,433,170	15,836,493
Transportation and Housing	351,309		351,309	369,516
Debt Services				
Capital Lease Interest		200,000	200,000	180,000
Total Expense	17,784,479	200,000	17,984,479	16,386,009
Net Revenue (Expense)	(7,735,744)	300,000	(7,435,744)	(6,631,920)
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	767,377		767,377	1,117,377
Local Capital		2,356,500	2,356,500	4,697,000
Total Net Transfers	767,377	2,356,500	3,123,877	5,814,377
Other Adjustments to Fund Balances				
Tangible Capital Assets Purchased from Local Capital	4,640,118	(4,640,118)	-	
Tangible Capital Assets WIP Purchased from Local Capital	127,000	(127,000)	-	
Principal Payment				
Capital Lease	2,850,000	(2,850,000)	-	
Total Other Adjustments to Fund Balances	7,617,118	(7,617,118)	-	
Budgeted Surplus (Deficit), for the year	648,751	(4,960,618)	(4,311,867)	(817,543)

2021/2022 Budget Adjustments

#	Budget Adjustment Description	EE Group	FTE	\$	FTE	RTA	FTE	CUPE	FTE	Exempt	Services & Supplies
On-going Budget Reductions											
1	School Accounting Coordinator	CUPE	(1.0)	(68,000)			(1.0)	(68,000)			
2	Computer Support Technician	CUPE	(3.0)	(270,000)			(3.0)	(270,000)			
3	Electrician	CUPE	(1.0)	(90,000)			(1.0)	(90,000)			
4	Director, Facilities Operations	Executive	(1.0)	(170,000)					(1.0)	(170,000)	
5	HR Assistant	CUPE	(1.0)	(65,000)			(1.0)	(65,000)			
6	Multi-Media Graphics Support	CUPE	(0.5)	(35,000)			(0.5)	(35,000)			
7	Elementary Vice-Principals	RASA	(2.0)	(305,000)					(2.0)	(305,000)	
8	District Student Records Clerk	CUPE	(1.0)	(61,000)			(1.0)	(61,000)			
9	District Administrator	RASA	(0.5)	(96,000)					(0.5)	(96,000)	
10	Non-enrolling Teachers	RTA	(9.0)	(990,000)	(9.0)	(990,000)					
11	Learning Services Support Workers	CUPE	(4.0)	(178,000)			(4.0)	(178,000)			
12	Program Assistant - Learning Services	CUPE	(0.5)	(32,000)			(0.5)	(32,000)			
13	Enrolling Teachers	RTA	(8.4)	(615,000)	(8.4)	(615,000)					
14	Program Assistant - RIE	CUPE	(1.0)	(64,000)			(1.0)	(64,000)			
15	Marketing Manager - RIE	RMAPS	(1.0)	(105,000)					(1.0)	(105,000)	
			(34.9)	(3,144,000)	(17.4)	(1,605,000)	(13.0)	(863,000)	(4.5)	(676,000)	-
16	Various Services & Supplies	on-going		(900,000)							(900,000)
Total On-going Budget Reductions			(34.9)	(4,044,000)	(17.4)	(1,605,000)	(13.0)	(863,000)	(4.5)	(676,000)	(900,000)
On-going Budget Additions											
17	Assistant Manager - Cyber Security	RMAPS	1.0	105,000					1.0	105,000	
18	Foundations of a Healthy Workplace	on-going		100,000							100,000
			(33.9)	(3,839,000)	(17.4)	(1,605,000)	(13.0)	(863,000.0)	(3.5)	(571,000)	(800,000)
					51.3%		38.3%		10.3%		
One-time Budget Adjustments											
16	Various Services & Supplies	one-time		(800,000)							(800,000)
19	Equity and Inclusion	RASA	1.0	244,000					1.0	144,000	100,000
20	Alternate Program Support	RASA	1.0	125,000					1.0	125,000	
21	Health and Safety in Schools	CUPE	20.0	675,000			20.0	675,000			
			22.0	244,000	-	-	20.0	675,000	2.0	269,000	(700,000)
Total Net Budget Adjustments			(11.9)	(3,595,000)	(17.4)	(1,605,000)	7.0	(188,000)	(1.5)	(302,000)	(1,500,000)

Draft Potential Budget Adjustments

Description		FTE	Amount
1. School Accounting Coordinator	on-going	(1.0)	(\$ 68,000)

With implementation of the KEV online school system now completed, this proposal will transition school-based accounting support to existing staff within the Finance department resulting in a reduction of 1.0 FTE School Accounting Coordinator position. Online resources are available through KEV and the district to support school staff and regular annual training will continue to be coordinated by staff in the Finance department.

2. Computer Support Technician	on-going	(3.0)	(\$ 270,000)
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The Learning and Business Technology (LBT) Department is proposing a reduction in 3.0 FTE CST positions in order to support the budget shortfall we are facing. All three of these positions have been vacant for the past few years and currently remain vacant. Over this time, the LBT department has added additional positions in other areas of our technology team through additional budget additions, such as Audio-Visual Technicians and Data Installers. This has allowed us to increase the number of staff on our team in specific areas that were needed while maintaining the vacant CST positions.

3. Electrician	on-going	(1.0)	(\$ 90,000)
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Facilities Services Branch (FSB) is proposing a reduction of one operating trades staff position, by moving 1.0 FTE electrician from the operating budget to be funded by Annual Facility Grant (AFG) and other projects. Electrical staff have been undertaking AFG and capital project work, with labour costs partially recovered, for many years and this move formalizes the need for an ongoing capital-funded position.

4. Director, Facilities Operations	on-going	(1.0)	(\$ 170,000)
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Facilities Services Branch is proposing a reduction of 1.0 FTE exempt staff as part of the FSB reorganization plan. The Director, Facilities Operations position would be eliminated, with the previously assigned managers now reporting directly to the Executive Director, Facilities Services, and other responsibilities redistributed amongst FSB management staff.

5. Human Resources Assistant	on-going	(1.0)	(\$ 65,000)
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Human Resources is proposing a reduction to HR department staffing by 1.0 FTE CUPE position. This reduction can be facilitated by reviewing and reducing non-core HR service delivery such as mailroom and reception responsibilities, and by increasing efficiencies in HR processes through increased usage of online Atrieve system capabilities. Core HR responsibilities will be re-distributed amongst HR department team members.

6. Multi-Media Graphics Support	on-going	(0.5)	(\$ 35,000)
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Communications department is proposing to reduce the current Multi-Media Graphics Design CUPE 1.0 FTE position to 0.5 FTE. This reduction can be facilitated by efficiencies and re-prioritizing work currently done within the department.

Draft Potential Budget Adjustments

Description	FTE	Amount
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7. Elementary Vice-Principals	on-going	(2.0)	(\$ 305,000)
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The district has an established formula for allocating vice-principal positions to elementary schools. Enrolment projections for 2021-2022 indicate that two schools will have enrolment decreases which bring them below the minimum enrolment threshold for a VP position. This will result in a reduction of 2.0 FTE (\$305,000) elementary school vice-principal positions. The teaching load of these vice-principals will be covered by an additional 1.6 fte, \$135,000 teaching time.

8. District Student Records Clerk	on-going	(1.0)	(\$ 61,000)
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Changes in student registration services with the implementation of the MyED BC student system and the digitization of student records and tracking have resulted in the elimination of many manual processes. Currently there are 2.0 FTE Student Records Clerks and these efficiencies will enable a reduction of 1.0 FTE.

9. District Administrator	on-going	(0.5)	(\$ 96,000)
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A district administrator assignment responsible for seismic project school liaison and emergency management is scheduled to end in 2022. This proposal is to fund 0.5 FTE of this position from the Seismic Mitigation Projects funding and the remaining 0.5 FTE out of operating funds till June, 2022.

10. Non-enrolling Teachers	on-going	(9.0)	(\$ 990,000)
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The Learning Services department has approximately 85 FTE staff providing district services to vulnerable learners, curriculum development and implementation, mental health, counselling and district administration. Included in this staffing are currently 24 FTE teacher consultant and curriculum coordinators. The Learning Services department with restructuring is proposing a reduction of 9.0 FTE non-enrolling positions, including 7.4 FTE teacher consultants, 0.6 Career Education and one Speech-Language Pathologist. Included in the proposed reduction is 1.4 FTE unfilled positions and 1.0 FTE retirement. Where possible, overarching duties within each assignment would be reallocated within the remaining Learning Services staff.

11. Learning Services Support Workers	on-going	(4.0)	(\$ 178,000)
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This budget proposal would eliminate 3.0 FTE Elementary Counselling Support Workers (ECSW) of which 1.0 FTE is currently funded out of the CommunityLINK budget. In addition, a 1.0 FTE EA Consultant position would be eliminated from the Operating Budget with work redistributed within the team.

12. Program Assistant – Learning Services	on-going	(0.5)	(\$ 32,000)
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Due to a retirement of a program assistant in the Learning Services department, re-organization of work/duties will result in a reduction of 0.5 fte program assistant position.

Draft Potential Budget Adjustments

Description	FTE	Amount
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13. Enrolling Teachers	on-going	(8.4)	(\$ 615,000)
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Enrolment projections indicate that allocating 8.4 FTE of enrolling teaching positions into CEF-funded positions is required for the 2021-2022. Approximately 5.6 FTE elementary enrolling positions and approximately 3.0 FTE secondary enrolling positions will be re-allocated to the CEF budget. This enrolling staffing, like all enrolling staffing, is subject to adjustment based on actual enrolment in schools in September.

14. Program Assistant – RIE	on-going	(1.0)	(\$ 64,000)
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15. Marketing Manager – RIE	on-going	(1.0)	(\$ 105,000)
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The Richmond International Education (RIE) program was significantly impacted by the COVID-19 Pandemic with travel restrictions resulting in 40% lower enrolment in 2020/2021. Enrolment over the next three years is projected to rebound but will take 3 – 4 years to recover to pre-pandemic levels. With lower projected gross revenues, RIE is proposing to reduce administration of the program through downsizing 2.0 FTE staff including a 1.0 FTE program assistant and 1.0 FTE marketing manager position. RIE will utilize internal department flexibility and efficiencies to maintain support levels.

16. Services and Supplies	on-going	(\$ 900,000)
	one-time	(\$ 800,000)

In an effort to keep staffing reductions to a minimum, a review of all services and supplies budgets was done to find additional savings. With the exception of contractual expenditures and utilities, the majority of the services and supplies accounts will have reductions of up to 10% as either on-going or one-time. All of the reductions to services and supplies has been reviewed by the budget officer responsible for the accounts.

17. Assistant Manager – Cyber Security	on-going	1.0	\$ 105,000
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Cyber Security is the protection of data, information, computers, devices, people and networks against cyber threats that attempt to compromise the organization's digital environment. It is critical that the district commit to strengthening our cyber security in order to maintain core functioning and mitigate this on-going and increasing risk. The Learning & Business Technologies department is proposing to add an on-going 1.0 FTE Assistant Manager – Cyber Security Operations. The successful candidate in this position will be responsible for leading a number of cyber security objectives and key actions in order to achieve the Board's Strategic Plan goal of a stable, secure and relevant technology infrastructure.

18. Foundations of a Healthy Workplace	on-going	\$ 100,000
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The district has a broad initiative designed to support all employees in their health and well-being, both at work and in their personal lives. This budget proposal is referred to as "Foundations of a Healthy Workplace" focuses on our responsibility as employer to ensure our employees are cared for and supported so they can be their best for our students and our greater community. The budget proposal recommends on-going funding of \$100,000 to continue to develop and enhance health and wellness initiatives and sustaining these initiatives year over year.

Draft Potential Budget Adjustments

Description		FTE	Amount
19. Equity and Inclusion	one-time	1.0	\$ 144,000
	one-time		\$ 100,000

Equity and inclusion is an area of focus for the district and is identified as a strategic priority within the Board's Strategic Plan. To support district initiatives aligned with equity and inclusion strategic priority goals 1 & 2, this budget proposal requests one-time funding for an acting district administrator 1.0 FTE for 9 months after which this position would convert to a permanent position replacing an existing district administrator placement scheduled to end at that time. In addition to the district administrator, a teacher consultant focussed on equity and inclusion would be added through a current unfilled teacher consultant vacancy with no budget implications. This proposal also requests on a one-time basis, \$100,000 to support professional learning, training, resources and consultant services.

20. Alternate Program Support	one-time	(1.0)	(\$ 125,000)
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Since 2019/2020 an additional secondary vice-principal has been allocated to MacNeil Secondary on a temporary basis to address demands of the Aspen program and alternate programs which require significant administrator time. This request is to continue to allocate a secondary vice-principal until completion of a program review scheduled for 2021/2022.

21. Health and Safety in Schools	one-time	20.0	\$ 675,000
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As a temporary measure to bridge the current day custodian staffing added in 2020/2021 in each elementary school during the COVID-19 pandemic (funded from one-time Federal SRTC funds) back to the pre-pandemic level of 5.0 FTE Early AM Opening School Service (EAOSS) custodial positions and no day custodians in elementary schools, it is proposed that, for the first six months of the 2021/2022 school year only (September – February), 20.0 FTE EA custodial positions be added to provide additional daytime custodial support to elementary schools and non-school district facilities to ensure additional resources are available to support schools during this transitional period. Each day custodian will be assigned two facilities.

Report to the Board of Education (Richmond) Public

DATE: 28 April 2021

FROM: Frank Geyer, Executive Director, Facilities Services

SUBJECT: Board Approved Bus Riders 2021/2022

RECOMMENDATION

THAT bus service for those students at schools served by the District's transportation system, for whom safety concerns have been identified, continue for the 2021/2022 school year;

AND FURTHER THAT the service be reviewed annually to determine whether the safety concerns are still applicable, and that staff report back to the Board on this issue.

POLICY CONSIDERATIONS

Board Policy 522 and Regulation 522-R provide guidelines for the transportation of students to and from school. The regulation outlines the criteria used to determine eligibility for bus service:

1. Eligible Riders

School bus transportation will normally be provided free of charge to:

- (a) A primary (K-3) student residing more than 4.0 km from his/her catchment area school; or
- (b) A student in Grades 4 - 12 residing more than 4.8 km from his/her catchment area school.

These distances shall be measured by the nearest passable road from a public school in which there is a grade and placement for the student(s).

2. Special Needs Riders

A student with a physical or mental handicap that prevents him/her from travelling to and from school safely by personal or public transportation may qualify for bus transportation or transportation assistance. The Superintendent or designate will determine when such arrangements are to be made under the advice of the student's physician and/or the district medical health officer. Whenever it is reasonable to do so, making the student independent of this special assistance will be an element of the Individual Education Plan.

3. Board Approved Riders

The Board may, by resolution, provide transportation or transportation assistance to students from a particular area under exceptional circumstances beyond the control of the students and their families that are not covered by this regulation.

4. Courtesy Riders

A courtesy rider is a student registered in the Richmond School District who is granted transportation to and from school despite being neither eligible as defined above nor subject to a Board resolution. Courtesy riders are approved, upon application, by the Superintendent or designate and must renew their application annually.

Courtesy rides may be terminated at any time. In this case, the Transportation Department will provide written notice as early as possible, and no less than two weeks before the ride is terminated.

Courtesy rider seats may be provided on busses traveling established routes if those seats are not required for eligible or board approved riders. Established bus routes and schedules will not be altered to accommodate courtesy riders.

No changes to the current policy or regulations are being proposed at this time.

BACKGROUND

Of the 390 students (450 in 2019/2020) who use the District's bus service in 2020/2021, there are 232 students (255 in 2019/2020) who are eligible riders, 72 students (92 in 2019/2020) who are special needs riders, 77 students (96 in 2019/2020) who are Board approved riders and 9 students (7 in 2019/2020) who are courtesy riders. The reduction in riders in 2020/2021 may be attributed to school schedule changes or parents driving their children to school during the COVIC-19 pandemic.

There are 25 sites the District provides bus service to. The details for each school are listed below:

School	Eligible Riders	Special Needs Riders	Board Approved Riders	Courtesy Riders	Totals
Blundell		1			1
Blundell Centre		10			10
Boyd		10			10
Bridge		1			1
Brighthouse ¹			38		38
Burnett		3			3
Byng		1			1
Cambie	3	5	1	4	13
Dixon		2			2
Errington Learning Centre		6			6
Garden City		1		2	3
Kidd		1		1	2
Kingswood	21				21
MacNeill		5		1	6
McMath		4			4
McNair	206	9	11		226
McNeely	2		2		4

¹ Currently 38 students receive bus service to Brighthouse from the Burkeville neighbourhood. These students live within the walk distance, however, due to the nature of the traffic volumes along the walk route to Brighthouse, it was deemed that a safety issue existed and that the students should receive bus service.

School	Eligible Riders	Special Needs Riders	Board Approved Riders	Courtesy Riders	Totals
McRoberts		1			1
Palmer		3			3
Richmond		4		1	5
Spul'u'kwuks		1			1
Steves ²		1	23		24
Steveston-London		2			2
Tomsett		1			1
Woodward			2		2
Total Riders	232	72	77	9	390

ALTERNATIVES/OPTIONS

The service to the affected students (Board Approved Riders and Courtesy Riders) could be stopped at the end of the current school year. The onus would be on the parents to ensure that students are able to make it to school safely. In light of the changing transportation requirements to due to COVID-19 protocols, discontinuing bus service to students who are out-of-catchment or Board Approved could be considered.

CONCLUSION

The continuation of service for those students whose walk to school would be subject to safety concerns would be desirable. An annual review should be undertaken by staff to determine whether the safety issues have been addressed or not, and Board approval should be sought annually for these students.

For those students who are within the walk limits and for whom no safety concerns exist, service could be continued if space permits and if no route changes are required. The Manager responsible for Transportation, as the designate of the Superintendent, would be authorized to approve the application of those courtesy riders that meet the conditions set out in Regulation 522-R.

Frank Geyer
Executive Director, Facilities Services/Richmond Project Team

² Currently 37 students receive bus service between Steves and Grauer daily due to seismic upgrade construction activities at Steves

Report to the Board of Education (Richmond) Public

DATE: May 26, 2021
FROM: Rick Ryan – Deputy Superintendent
SUBJECT: School Charges for the 2021-2022 School Year

RECOMMENDATION

THAT the Board of Education (Richmond) approve the 2021-2022 Schedule of School Charges for Elementary and Secondary Schools in accordance with the School Act.

INTRODUCTION

The purpose of this report is to provide background information on the school charges for the 2021-2022 school year and to confirm that all fees charged within School District #38 (Richmond) are in compliance with both the School Act and Board Policy.

Under Section 82 of the BC School Act, School Boards in British Columbia must provide free of charge to every student of school age resident in British Columbia and enrolled in an educational program in a school operated by the Board:

- a) Instruction in an educational program sufficient to meet the general requirements for graduation; and
- b) Educational resource materials necessary to participate in the educational program.

Under the School Act, a School District may charge fees for the following items:

- a) Costs associated with operating specialty academies, or costs that are in addition to the costs of providing a regular education program;
- b) The purchase or rental of a musical instrument for the student's personal use. This applies to a student participating in, as part of an educational program, a music class, course or program, or a fine arts class, course or program with a music component;
- c) For the purchase or rental of tools, materials or equipment for a student's personal use in trades training or apprenticeship programs;
- d) For materials used in goods that are intended for the students to take home for personal use or as a gift; and
- e) Other school supplies and equipment for a student's personal use.

POLICY CONSIDERATIONS BACKGROUND

The following Board policy language is also relevant to the subject of school charges:

a) **Policy 102 Diversity and Inclusion**

The Board of Education (Richmond) will establish policies and practices that ensure that no student is excluded for financial reasons from curricular programs required for graduation and will support, wherever possible, the participation of students experiencing financial hardship in all curricular and extra-curricular programs and activities.

Adopted: 07 December 2009

b) **Policy 602 Charges for Goods and Services**

The Board of Education (Richmond) will endeavor to provide a wide range of educational opportunities for all students, including many enriching activities. The Board may charge for goods and services in accordance with Section 82 of the School Act. These goods and services are for materials, supplies, equipment and musical instruments intended for a student's personal use and for optional field trips and special events.

The Board will ensure that a schedule of charges approved by the Superintendent or designate is published by the principal of each school, after consultation with staff and the Parent Advisory Council, prior to the beginning of the school year and is provided to students and their parents/legal guardians. The schedule will include all charges known or reasonably predictable at the time of publication. Additional charges that were unknown at the time of publication may be levied with the approval of the principal.

To ensure that charges for goods and services do not become a barrier to student participation in Ministry mandated educational programs, schools will facilitate fair and confidential procedures which will allow participation in activities by students who would otherwise be excluded due to financial hardship.

Adopted: 07 December 2009

CONSULTATION

Rather than the district setting the rates and charges for all schools' district-wide, each school is asked to consult with staff and alert parents/guardians (via PAC) before notifying the district as to the fees that they have set for the following school year. This enables individual schools to best meet both their needs and those of their respective communities. District staff provide oversight of the fees proposed at each site ensuring all charges remain at a reasonable level and are relatively consistent across the district.

ORGANIZATIONAL IMPACT – FEES FOR 2021-2022

ELEMENTARY SCHOOLS

- Optional School Supplies (which are not a fee but a school supply service for parents) have been noted each year for Trustees' information. The fee for this service will continue to be \$30.00 for the 2021-2022 school year. Given the convenience as well as the low cost of supplies purchased centrally by the district, it has been noted that a vast majority of parents choose the district basic school supplies option. As always, parents do have the option to purchase their own school supplies if they so choose.
- The Optional Kindergarten Cooking/Snack program is both a convenience to parents in providing snacks for recess and breaks, as well as a learning opportunity for students in the areas of nutrition, food preparation and basic living skills. Differences in costs per school are due largely to the cooking portion of the program – more cooking activities equal higher costs per student. This fee is not a requirement and is simply offered as a service to families.
- Most of our elementary schools also provide *Student Agendas* which are purchased through the district's purchasing department at a significant cost saving to families. In addition, schools have the option of customizing the school planners with information and art work. Hence, the difference in pricing as noted below.

Families are encouraged to purchase these planners which help develop organizational skills and act as a two-way communication tool between school and home. In accordance with Policy 102, families unable to pay this fee will have it waived.

The cooking/snack program and student agenda fees are noted below:

School	School Supplies Fee	Agenda Fee	Cooking Fee
Anderson	\$30.00	\$6.00	\$15.00
Blair	\$30.00	\$5.00	\$15.00
Blundell	\$30.00	\$6.00	-
Bridge	\$30.00	\$5.00	\$15.00
Brighthouse	\$30.00	\$6.00	\$15.00
Byng	\$30.00	\$6.00	\$20.00
Cook	\$30.00	\$6.00	\$15.00
Currie	\$30.00	\$5.00	-
DeBeck	\$30.00	\$6.00	\$10.00
Diefenbaker	\$30.00	\$5.00	\$15.00
Dixon	\$30.00	\$6.00	\$10.00
Errington	\$30.00	\$6.00	\$15.00
Ferris	\$30.00	\$6.00	\$20.00
Garden City	\$30.00	\$6.00	-

Gilmore	\$30.00	\$6.00	\$15.00
Grauer	\$30.00	\$6.00	\$10.00
Hamilton	\$30.00	\$6.00	\$10.00
Homma	\$30.00	\$5.00	-
Kidd	\$30.00	\$5.00	-
Kingswood	\$30.00	\$6.00	\$20.00
Lee	\$25.00	\$5.00	\$20.00
Maple Lane	\$30.00	\$6.00	\$25.00
McKay	\$30.00	\$6.00	\$15.00 (new)
McKinney	\$30.00	\$5.00	\$20.00
McNeely	\$30.00	\$5.00	\$10.00
Mitchell	\$30.00	Paid by PAC	\$20.00
Quilchena	\$30.00	\$5.50	\$15.00
Spul'u'kwuks	\$30.00	\$6.00	\$20.00
Steves	\$30.00	\$5.00	-
Tait	\$30.00	\$5.00	\$20.00
Talmey	\$30.00	\$5.00	-
Thompson	\$30.00	\$6.00	\$15.00
Tomsett	\$30.00	\$6.00	\$20.00
Westwind	\$30.00	\$6.00	\$20.00
Whiteside	\$30.00	\$6.00	\$20.00
Woodward	\$30.00	Paid by PAC	\$15.00
Wowk	\$30.00	\$6.00	\$20.00

SECONDARY SCHOOLS

Basic Fees:

The only charge common to all secondary schools presented in this report is the \$28.00 basic fee which each secondary school charges for items such as school agendas, student activities, and student council. In accordance with Policy 102, families unable to pay this fee will have it waived.

Advanced Placement Exams:

All of our secondary schools, with the exception of Richmond Secondary, offer a variety of Advanced Placement courses (AP). Graduation is not dependent on these final exams. As such, students may choose to write AP final exams for a fee of \$150.00 per course with the exception of French and Mandarin AP which require an additional oral exam. The exam fee for these two courses is \$200.00.

International Baccalaureate (IB):

Richmond Secondary is the only secondary school in the district that offers the IB Diploma program (grades 11 & 12). Those students wishing to have an IB Diploma are required to take these exams. The course fee for IB is \$175.00 per course to a maximum of \$550.00.

The fees for all of these options above are noted on the next page:

School	Student Fee	AP Exam	AP Exam French of Mandarin	IB Course Fee (Diploma)	IB Course Fee (Certificate)
Boyd	\$28.00	\$150.00			
Burnett	\$28.00	\$150.00	\$200.00		
Cambie	\$28.00	\$150.00			
MacNeill	\$28.00	\$150.00			
McMath	\$28.00	\$150.00	\$200.00		
McNair	\$28.00	\$150.00			
McRoberts	\$28.00	\$150.00			
Palmer	\$28.00	\$150.00	\$200.00		
Richmond	\$28.00			\$550.00	\$175.00
SLSS	\$28.00	\$150.00			
Horizons/ Station Stretch	\$28.00				

Academies:

The School Act enables school districts to charge for specialty academies. These are programs that go beyond instruction in an educational program sufficient to meet the general requirements for graduation. MacNeill Incentive Outdoor Academy meets this criterion and as such, the fee for participating in this program covers the cost of these enriching opportunities. Students have a choice of activities with costs ranging from \$1,800.00 to \$2,200.00 depending on what the student chooses to do. These costs are shared with families in advance of a student enrolling in this academy.

In addition, the students have the opportunity at the end of the school year to participate in an Activity Week Excursion (an extended field trip) that has an additional cost dependent upon what is being offered in a particular school year. As with all other extended field trips, these opportunities and subsequent costs are shared in advance with families.

FINANCIAL IMPACT

While the vast majority of lessons, activities, projects, etc., that occur in our schools are done at no additional cost to parents, there are some educational activities and events that are outside of the regular curriculum that do require additional funding from parents. These include such activities as field trips, special year end events, over-night excursions, etc. Without financial support from families, or from other external grants, these educational and enriching activities would not occur.

PERSONNEL IMPACT

There is no foreseeable impact on school personnel.

SUSTAINABILITY CONSIDERATIONS

There is no anticipated impact for the upcoming school year.

ALTERNATIVES/OPTIONS (Other Considerations)

The School Act requires that each district have in place a policy that outlines a hardship provision. The intent of the hardship provision is to ensure that no student is denied an essential learning opportunity due to an inability to pay. The Board of Education (Richmond) follows this expectation through Policy 102 and ensures that students are able to participate in those courses offered at the school to meet the general requirements for graduation. In addition, several sources of funds exist which schools can access to support students who are unable to pay for certain items or experiences.

CONCLUSION

The ability to charge school fees enables schools to offer a range of enriching experiences to their students beyond the regular curriculum, and District Policy 102 ensures that no student will be denied access due to financial hardship. As such, School District #38 (Richmond) remains compliant with all School Act and Board policy expectations regarding school charges.

Rick Ryan
Deputy Superintendent

Report to the Board of Education (Richmond) PUBLIC

DATE: 26 May 2021

FROM: Frank Geyer, Executive Director, Facilities Services

SUBJECT: LRFP Strategic Recommendation – Educational Support Facilities

RECOMMENDATION

THAT the Board of Education approves proceeding with the proposed Mitchell Education Centre and Rideau Park Resource Centre project as presented to a maximum cost of \$1.3 Million funded from Local Capital Reserves.

BACKGROUND

At the Board LRFP Workshops held 13 January 2021 and 13 April 2021, Planning staff presented possible options for accommodating District staff currently spread out over a number of sites, specifically Learning and Business Technologies and Richmond Continuing Education.

In the latest workshop, staff recommended the option of retaining and renovating the 1960 south wing of Mitchell Elementary (which is slated for removal in Summer 2021 once the new north wing is completed under the seismic upgrade project) and relocating Adult Education programs from Rideau Park to that location, with the vacated spaces at Rideau Park converted into office and storage space for Learning and Business Technologies as well as District resource centre operations and possibly portions of Learning Services.

The order of magnitude estimated cost of this project, which requires further refinement as design progresses, is maximum \$1.3 Million (including the placement of two portables at H.J. Cambie Secondary for a satellite Adult Education program) which would be funded out of Local Capital.

In the proposal, the “Mitchell Education Centre” would be physically separated from the elementary school to the north, with a new fence and landscaping installed to prevent inter-mingling of adults with children, with daytime vehicular access off of Cambie Road and evening/weekend access off of No. 5 Road and Cambie Road.

CONSULTATION PROCESS

At the In Camera Board meeting of 28 April 2021, the Board approved staff to proceed with the consultation on the proposed Mitchell Education Centre as presented at the meeting. The communication strategy presented at the meeting included (actual dates shown):

23 April 2021	Meeting 1: Mitchell School Principal and District Staff Meeting 2: Richmond Continuing Education Administration and District Staff
29 April 2021	Let's Talk Website (English/Chinese) Launched Feedback Opens Notice to School Community School Website Announcement
03 May 2021	Meeting 3: Mitchell School Principal & Staff (RTA, CUPE) and District Staff
06 May 2021	Meeting 4: City Planning & Engineering Staff and District Staff *ADDED*
11 May 2021	Meeting 5: Public Information Meeting (School Community, PAC, District Staff and Board of Education)
16 May 2021	Feedback Closes
17-20 May 2021	Evaluate Feedback
21-25 May 2021	Develop Recommendation
26 May 2021	Board Decision

A copy of the feedback received during the consultation process is attached as Appendix A.

To summarize, the District received 16 different questions or comments via the various forms of consultation contained in the communications strategy. This included feedback and response provided at five online meetings, the Let's Talk SD38 website and through email. The Let's Talk 38 website received 68 visits, with five visitors providing written feedback. In addition, three comments were received via e-mail.

City officials had no objections to the proposed project, however they advised against subdivision of the properties at this time due to the existing school being in non-conformance with current zoning (0.5 meters closer to the neighbouring residential property to the east than permitted) and the subdivision process would trigger a development variance application that could delay work. They encouraged keeping the two parking lots connected to improve traffic flow to both facilities and confirmed that the District can have two driveways and utility connections as long as we maintain two civic addresses.

Finally, both affected departments (Richmond Continuing Education and Learning & Business Technologies) have expressed their support for the proposed the project and associated moves. Richmond Continuing Education's only concerns were the amount of parking to be provided and whether some programming could be accommodated at a satellite site to Mitchell (H.J. Cambie Secondary) to help ease traffic at the Mitchell site and distribute programs in the East Cambie area.

CONCLUSION

Based on the feedback received, staff is recommending that the Board approves the Mitchell Education Centre and Rideau Park Resource Centre project for a maximum cost of \$1.3 Million, funded out of Local Capital Reserves.

The proposed Mitchell Education Centre will accommodate, and provide additional classrooms for, continuing education programs currently located at Rideau Park. The dedicated “storefront” facility is located on a bus route, is available for programming weekdays, weekends and evenings, and has the potential for future expansion as needed.

The relocation of continuing education programs to the “Mitchell Education Centre” presents the opportunity to create the “Rideau Park Resource Centre”, adequately accommodating current resource centre operations and Learning & Business Technologies operations (from the Tech Services Centre - including the District datacentre - and School Board Office), with the future potential of accommodating some Learning Services functions.

If approved, work will commence on the Mitchell site in Summer/Fall 2021, with occupancy by Richmond Continuing Education in Winter Break 2021. Once Rideau Park is vacated, work will commence on the renovations for Learning & Business Technologies with a targeted occupancy by Summer 2022.

Frank Geyer, PEng, FMA
Executive Director, Facilities Services/Richmond Project Team

Attachment

APPENDIX A – DETAILED FEEDBACK RECEIVED BY SOURCE

At the In-Camera Board meeting of 28 April 2021, the Board approved staff to proceed with the consultation on the proposed Mitchell Education Centre as presented at the meeting. The communication strategy presented at the meeting included (actual dates shown):

23 April 2021	Meeting 1: Mitchell School Principal and District Staff Meeting 2: Richmond Continuing Education Administration and District Staff
29 April 2021	Let's Talk Website (English/Chinese) Launched Feedback Opens Notice to School Community School Website Announcement
03 May 2021	Meeting 3: Mitchell School Principal & Staff (RTA, CUPE) and District Staff
06 May 2021	Meeting 4: City Planning & Engineering Staff and District Staff *ADDED*
11 May 2021	Meeting 5: Public Information Meeting (School Community, PAC, District Staff and Board of Education)
16 May 2021	Feedback Closes
17-20 May 2021	Evaluate Feedback
21-25 May 2021	Develop Recommendation
26 May 2021	Board Decision

Comments received from each group is summarized below, alongside District Staff responses where applicable:

Mitchell School Principal & Staff (RTA, CUPE)

<i>Comments</i>	<i>District Staff Response (where applicable)</i>
<i>I have a concern about all of the staff and parents coming out of one driveway, is there any way to have some kind of crosswalk installed?</i>	<i>Comment noted for future consideration</i>
<i>My initial concern was safety but I see that there will be separation between the school and adults. Will there be any opportunities to use this project to enhance other parts of Mitchell Elementary?</i>	<i>This project will be completely separated from Mitchell Elementary but we will take your feedback into account.</i>

City of Richmond City Planning and Engineering Staff

<i>Comments</i>	<i>District Staff Response (where applicable)</i>
<i>What exactly constitutes adult education, does your proposal fit in with the School & Institutional zoning designation?</i>	<i>The Continuing Education Centre also provides a high school graduation program. It is more continuing education than adult education and the School Act is changing to that affect for School Districts to include more 'lifelong' learning.</i>
<i>Staff asked what the benefits are right now to complete a subdivision of the property, noting that separated addresses would meet BC Hydro and servicing requirements.</i>	<i>Subdivision would help meet BC Hydro requirements and that being able to go ahead with this project without going through a subdivision process would be great.</i>

School Community, PAC and Trustees (Public Information Meeting)

<i>Feedback</i>	<i>District Staff Response (where applicable)</i>
<i>Hello, I'm concerned about safety for the kids attending Mitchell Elementary for 2 reasons:</i> <ol style="list-style-type: none"> <i>1. Volume of traffic in an already congested area</i> <i>2. Safety of the kids when there are adults on the site. How will teachers know who is a parent vs. a stranger? The separation isn't as fenced off as I thought it would be."</i> 	<ol style="list-style-type: none"> <i>1. The traffic resulting from Education Centre is spread across the day and with connection between the parking areas for both spaces.</i> <i>2. We are not sure the specification requirements for fencing and one of the reasons we are here is to discuss the separation between the CE Centre and the School. We may need to discuss how far along we want the fencing to ensure separation.</i>
<i>I'm curious, if this section was scheduled for demolition due to not being seismically fit, how can it now be deemed ok and safe for another use?</i>	<p><i>The purpose of the SMP program is to ensure that schools are safe for long enough to evacuate, and added that adults are capable of evacuating buildings faster and it is therefore less of a risk. It is also important to note that:</i></p> <ul style="list-style-type: none"> <i>• Being only 1-storey and being a wood flexible structure (not brittle) means that the south wing is safer than other buildings used for non-school purposes in the district; and</i> <i>• We will do some minor upgrading to the Continuing Education building, including reinforcement to the wall where the school is being separated from the rest of the school.</i>
<i>Congestion would be much worse if it was a commercial facility (e.g. plaza, medical centre, etc.) I support this plan and the land should be kept for educational purposes.</i>	<i>True, a public education facility would result in less congestion than a commercial operation.</i>
<i>You mentioned that the land could be sold in the future. My understanding is that the land was acquired for school purposes. There is a digital copy of the indenture from 1932.</i>	<i>We conducted a title search and one site was indentured but as that site was consolidated with others it is no longer indentured. We have not committed to selling the property in the future and there would have to be necessary legal work to ensure that the property could be disposed of. Our historical research shows that it could be disposed of if directed by the Board going through a process as directed by the School Act.</i>

E-mail Received

<i>Feedback</i>	<i>District Staff Response (where applicable)</i>
<i>Has Richmond school district considered adding safety measures to Mitchell school? For example, would teachers or other school staff adults wear badges so that children would quickly recognize trusted adults?</i>	<i>In addition to the physical separation of the two facilities proposed (1.8m high chain link fence), all staff are required to carry and wear identification badges in all facilities including schools, learning centres, administration offices and all outdoor areas on school district properties.</i>
<i>What is the expected volume of Adult Learners during school hours at Mitchell?</i>	<i>An average of 145 participants in adult secondary programs are estimated on site at any one time. Actual number could vary between 120 and 180 depending upon schedules. They will be encouraged to utilize public transit, as on-site parking will be limited and parking in the school lots to the north will not be permitted.</i>
<i>I'm curious to know what a typical profile of an Adult Learner is?</i>	<p><i>The following is the profile description of adult continuing ed learners currently at Rideau Park:</i></p> <ul style="list-style-type: none"> <i>• Males 15%</i> <i>• Female 85%</i> <i>• Age range: 18-60 years (the oldest student we have had was 86 years of age – the school district promotes lifelong learning).</i> <i>• Average age 35-40 years</i> <p><i>Most of our adult students are English Language Learners (ELL) who are taking:</i></p> <ol style="list-style-type: none"> <i>(1) academic English courses</i> <i>(2) courses toward BC secondary graduation</i> <i>(3) courses to upgrade/improve their secondary transcript of grades for post-secondary admissions</i>

SD38 'Let's Talk' Website

Feedback
<i>Would be interested to know if any of the Mandarin and Summer Learning Programs will be located at Mitchell. Currently all these programs are located in West Richmond. It would be preferable if more of these programs were located in East Richmond for the students and families in our community.</i>
<i>As per indenture from sale of land to City of Richmond, agree that the Mitchell space be used for educational purposes and not to ever be converted for commercial use.</i>
<i>Majority of the activities and services focus on the Central, South, and West Richmond. East Richmond always lacks the resources and services much needed. Keeping the facility for educational purpose is the best use of the land. It is also a safer choice for the adjacent Mitchell Elementary School. Converting that piece of land into commercial use may cause safety issues, rodent issues, traffic issues, and more to Mitchell Elementary School and the community.</i>
<i>I support Adult Learning at Mitchell Elementary! I think the idea of an adult learning centre at Mitchell and in the East Cambie community is ideal. There are many newcomers to Canada in this area which could benefit to English language learning classes, as well as other courses to give them a jump start on a career in Canada. I fully welcome this idea for the old wing of Mitchell school and think it could add a lot to our East Cambie community.</i>
<i>Mitchell Adult Learning Centre a great idea! I fully support the proposal of the Mitchell Adult Learning Centre. Not only will this proposal allow the use of the property which was gifted to the school district rather than being sold for commercial purposes, but it would make a positive impact for adults in our East Cambie community. Several programs and schools are located in western or southern areas of Richmond. Allowing for adults to access this facility in our neighbourhood helps provide geographic equity.</i>

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, April 21, 2021 at 6:00 pm.

Present:

Heather Larson, Chairperson
Donna Sargent, Vice Chairperson
Richard Lee, Trustee Member
Norm Goldstein, Trustee
Lynn Archer, Assistant Superintendent
Liz Baverstock, President, Richmond Teachers' Association
JW Cho, Executive Member, Richmond Teachers' Association
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, February 21, 2021 were approved as circulated.

3. COLLABORATION TIME

INFORMATION ONLY: Assistant Superintendent Archer provided a summary of the report submitted to the Committee on the background and information about collaboration time in secondary schools this year. All of our secondary schools engaged in a great deal of collaboration and learning together this year in order to continue providing safe, caring, and quality learning experiences for students. Our educators value collaborative inquiry and working together to make a difference for student learning whether it is in a specific time called Collaboration Time or if is meeting together at other times of the day and year.

4. SUB-COMMITTEE REPORTS

- ELL Consortium (Metro Boards)
Nil.

- Richmond Sister Advisory Committee (City Committee)
Nil.
- Aboriginal Education Enhancement Agreement Advisory Committee
Nil.

5. NEXT MEETING DATE - WEDNESDAY, MAY 19, 2021 at 6:00 PM

6. ADJOURNMENT

The meeting adjourned at 6:30 pm.

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

FACILITIES AND BUILDING COMMITTEE MEETING MINUTES

Minutes of a **PUBLIC** meeting of the Facilities and Building Committee held via Zoom Meeting Link, Richmond, BC, on Wednesday, March 3, 2021 at 5:00 p.m.

Present:

Ken Hamaguchi, Committee Chairperson
Norm Goldstein, Committee Vice-Chairperson
Heather Larson, Trustee Member
Sandra Nixon, Trustee
Rick Ryan, Deputy Superintendent
Roy Uyeno, Secretary Treasurer
Frank Geyer, Executive Director, Facilities Services
Rob Laing, Executive Director, Learning and Business Technologies
Liz Baverstock, President, Richmond Teachers' Association
Steve Wenglowksi, 2nd Vice President, Richmond Teachers' Association
Ian Hillman, President, CUPE*
Joel Canlas, Richmond Management Administrative Professional Staff
Dionne McFie, Past President, Richmond District Parents Advisory Committee
Wanda Plante, Executive Assistant (Recorder)

Regrets:

Roger Corbin, Richmond Management Administrative Professional Staff
Andrew Scallion, President, Richmond District Parents Advisory Committee

* joined the meeting already in progress.

The meeting began by introductions of attendees at 4:35 pm.

1. APPROVAL OF AGENDA

The agenda was approved as circulated.

2. TERMS OF REFERENCE

The Committee Chairperson 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.

13.2 Terms of Reference

13.2.3 *Facilities and Building Committee* may consider matters pertaining to:

- Building purchase, construction and sale, maintenance and district facilities, transportation and custodial services;
- Develop and recommend to the Board long-term plans for accommodating the District's needs related to sites and buildings;
- Make recommendations to the Board regarding the annual Capital Budget submission to the Ministry of Education;
- Community use of school facilities;
- Naming and renaming of board properties; and
- Other matters referred to it by the Board.

3. APPROVE MINUTES

Minutes from the February 3, 2021 meeting were approved as circulated.

4. FACILITIES PLANNING UPDATE [standing item]

There were no comments or questions from attendees.

5. RICHMOND PROJECT TEAM UPDATE [standing item]

The Executive Director, Facilities Services updated attendees on several completed major seismic upgrade projects and advised that Mitchell Elementary Seismic Upgrade building envelope remediation of 1992 block has been approved and funded by the Ministry of Education to proceed to construction and work will be integrated into the seismic project. He further advised that project managers, design consultants and construction managers have been assigned for seismic upgrades at James Whiteside Elementary and William Bridge Elementary previously approved January 21, 2021 by the Ministry.

The Executive Director, Facilities Services advised that project at Manoa Steves Elementary is on schedule and the Montessori program will be moved back by this summer and ready to start in September 2021.

6. FACILITIES SERVICES BRANCH UPDATE

The Executive Director, Facilities Services spoke to his report as included with the agenda package and provided background to the 2017 Ministry of Education mandate that all BC school districts perform lead testing in domestic water sources. He advised that all schools in the Richmond School District were tested within nine months and 32 sites were identified

with at least some “Priority 1” (direct drinking sources, ie: drinking fountains) water sources and /or “Priority 2” (kitchen and classroom sinks) water sources that exceeded the acceptable lead levels. The Executive Director, Facilities Services confirmed that preventative measures are continuing and that daily and weekly flushing protocols remain in place. In addition to the flushing program, other preventative measures that have been implemented are:

- Removal and decommissioning of failed fixtures
- Re-piping to fixtures
- Replacement of old drinking fountains with new drinking fountains, bottle filling stations or combination units (bottle fillers/fountains)
- Installation of more bottle filling stations
- Removal of classroom sink “bubblers” (drinking fountains)

The Executive Director, Facilities Services advised that acceptable lead level standards were revised by the Ministry of Health in April 2019 and the number of sites with at least one Priority 1 water source not meeting acceptable lead levels has dropped to 4, however the number of sites with at least one Priority 2 water source not meeting acceptable lead levels is 25. These results will be resubmitted to the Ministry of Education and Vancouver Coastal Health by March 31, 2021 as mandated.

The Executive Director, Facilities Services is confident that the robust and safe measures we are taking are working and our objective is to utilize Annual Facility Grant funding and prioritize remaining sites that do not meet acceptable lead levels.

7. MINUTES FOR INFORMATION

(a) CHILD CARE DEVELOPMENT ADVISORY COMMITTEE MEETING

Nil.

8. NEXT MEETING DATE – WEDNESDAY APRIL 7, 2021

9. ADJOURNMENT

The meeting adjourned at 5:59 pm.

Respectfully Submitted,

Ken Hamaguchi, Chairperson
Facilities and Building Committee

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, April 21, 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
Richard Steward, Director of Instruction
Liz Baverstock, President, Richmond Teachers' Association
Tim McCracken, 1st Vice-President, Richmond Teachers' Association
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
Lynne Farquaharson, Past President, Richmond Retired Teachers' Association
Dionne McFie, Past President, Richmond District Parents Association
Wanda Plante, Executive Assistant (Recorder)

*joined the meeting already in progress

The Chairperson called the meeting to order at 11:03 am

1. APPROVAL OF AGENDA

The agenda was approved as circulated.

2. APPROVAL OF MINUTES

The minutes of the February 17, 2021 public meeting were approved as circulated.

3. HUMAN RESOURCES UPDATE

There were no new updates to report.

4. BUDGET UPDATE

The Secretary Treasurer advised that the provincial budget announcement was released yesterday and noted that there was no new additional on-going funding for education announced. He further advised attendees that the province is facing a significant budget deficit of \$9.7 billion that will take some time to recover from the pandemic and the overall provincial fiscal landscape impact education budgets. The provincial budget announcement also included some Covid contingency funds to be held to support small and medium sized businesses, including healthcare and target struggling hotspot areas in the hospitality and tourism industries. Although an increase to education of \$1.22 billion over the next three years was included in the budget announcement yesterday, much of that funding has already been committed to cover Labour settlements and future enrollment growth. The Secretary Treasurer did note that one-time additional funding for mental health support, early learning childcare and anti-racism initiatives will be made available, although there were no funds targeted to sustain health and safety measures for ongoing pandemic recovery or for inflationary cost pressures. He welcomed the government's commitment to additional capital funding for seismic upgrading of our schools and various capital initiatives such as the school enhancement program allocation, carbon neutral capital program, provincial busing program, playground equipment, the building envelope program and AFG. The Secretary Treasurer advised that as a result of the provincial budget announcement we are not adjusting any of our current projected based budget projections and are still looking at a \$7.2 million budget shortfall for next year.

There were comments and questions regarding continued advocacy for proportionate funding for public schools and ongoing future funding for Covid relief.

5. TRUSTEES' EXPENSES

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

RECOMMENDATION

WHEREAS the Board of Education of School District No. 38 (Richmond) is paying for expenses incurred by the Trustees in the discharge of their duties,

BE IT RESOLVED that in accordance with the *School Act*, the Board of Education of School District No. 38 (Richmond) approves Trustees' expenses paid during the three-month period ended March 31, 2021, in the amount of \$870.00.

6. FEED-U-CATE

The Director of Instruction spoke to his report as included with the agenda package and updated attendees that the majority of school-based Feed-U-Cate initiatives designed to support our students and their families have not been in operation due to Covid related health and safety protocols. As a result, the Richmond Food Security Society has been contracted to produce three lunches per week for 100 students. In addition, six schools also provide a minimum of 3 lunches per week to 50 students and the meals are delivered by community volunteers to 20 schools.

The district has also partnered with Save-On-Foods Terra Nova to provide 100 families in need with food hampers containing perishable and non-perishable food items every two weeks. Unfortunately, due to the high cost (currently \$20,000/month) this program is not slated to continue beyond the current school year.

A new initiative has recently started by providing students in need with enough food for the weekend. Backpack Buddies, a charitable organization, fund this entire program and offers support up to 200 identified students on an ongoing basis. Food is dropped off each Friday at schools for either students or their parents to take home. The district is in the process of engaging community groups to provide sites for drop off and pick up during the summer holidays.

The Director of Instruction concluded that ongoing Feed-U-Cate donations and annual Child Poverty funding initiatives will allow pre pandemic support and programs to continue but cannot maintain the more extensive district-sponsored programs. He further noted that the district will be assisting school and families in accessing community resources.

7. MINUTES FOR INFORMATION

(a) There were no minutes provided of the Child Care Development Advisory Committee meeting.

(b) The Cambie Co-ordinating Committee meeting is scheduled for Wednesday, May 19, 2021 at 4:30 pm via Zoom Webinar. The City of Richmond is hosting.

8. NEXT MEETING DATE – WEDNESDAY, MAY 19, 2021

9. ADJOURNMENT

The meeting adjourned at 11:30 am.

Respectfully Submitted,

Debbie Tablotney, Chairperson
Finance and Legal Committee

Report to the Board of Education
PUBLIC

DATE: May 19 2021

FROM: Trustee Debbie Tablotney, Chairperson
Finance and Legal Committee

SUBJECT: 2021/2022 Facility Rental Rates

Finance and Legal Committee No. 2021-04

RECOMMENDATION

THAT the Board approves a 0% increase to both non-commercial (not-for-profit) and commercial (for profit) facility rental rates in the Schedule of Charges for the Use of School Facilities for 2021/2022.

POLICY CONSIDERATIONS

In accordance with District Policy 804.4 - Fees for Use of School Facilities and Administrative Guideline 804.4-G - Schedule of Charges for Use of School Facilities.

BACKGROUND

In past years, room rental rate increases have been recommended and approved based on the Consumer Price Index (CPI). As the average CPI over and above the prior year was only 0.6%, and in order to stimulate rentals of our school facilities once COVID-19 restrictions are eased, Facilities Services and the Secretary-Treasurer's Office are recommending that no increase be applied for 2021/2022.

Every three (3) years, the Board approves the hourly rental charges for childcares. For 2021/2022 (Year 3 of the current cycle), the rate increases from \$8.25 to \$8.50 per hour per room.

DISCUSSION

Please find attached the proposed Schedule of Charges for School Use of Facilities, effective 01 July 2021 to 30 June 30, 2022.

Respectfully submitted,

Debbie Tablotney, Chairperson
Finance and Legal Committee

Schedule of Charges for Use of School Facilities

01 July 2021 to 30 June 2022

1. School facilities shall be provided free of charge to Richmond school/parent groups, and to Richmond organizations meeting for the purpose of holding municipal or civic meetings.
2. Non-commercial rates apply to Richmond non-commercial groups or organizations not included in Clause 1 above; e.g. Richmond religious organizations, Richmond groups offering educational services, and Richmond organizations booking through the City of Richmond Community Services Division.
3. Commercial rates apply to commercial groups or organizations, non-Richmond organizations, and for banquets, parties, and dances.
4. Where the services of a rental custodian are required, the minimum hourly charge shall be \$34.50 (3-hour minimum for weekdays, 4-hour minimum for weekends).
5. Facilities will be provided free of charge to Richmond School District Employees' Unions for parties, dances and meetings on the understanding that custodial services are paid by the Union.
6. Rental charges for all childcares will be on an hourly rate of \$8.50 per facility (applies to a classroom, multi-purpose room, kitchen or school gymnasium only). Custodial costs will be \$28.05 per hour.
7. For movie shoots, a flat rate will be charged per day:
Interior - \$2,050.00 Exterior - \$1,025.00

Service fees may apply as necessary (e.g. tradespersons, etc.)
All charges are subject to 5% GST.

2021/2022 Rental Rates:

Room	Non-commercial (per hour)	Commercial (per hour)
Gymnasium (Secondary)	\$47.15	\$131.20
Large Foyer/Rotunda/Theatre	\$45.10	\$102.50
Gymnasium (Elementary)	\$45.10	\$102.50
Multipurpose Room/Library (Elementary)	\$45.10	\$102.50
Cafeteria without Teaching Kitchen	\$45.10	\$102.50
Change Room/Shower	\$45.10	\$55.35
Classroom/Small Foyer	\$21.53	\$38.95
Kitchen	\$21.53	\$38.95

Other Charges:

Item	Rate
Table & Chair Delivery (flat rate)	\$97.00
Parking Lot (per day)	\$410.00

Schedule of Charges for Use of School Facilities 01 July 2021 to 30 June 2022

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2021/2022 Rental Rates:

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Change Room/Shower	\$45.10	\$55.35
Classroom/Small Foyer	\$21.53	\$38.95
Kitchen	\$21.53	\$38.95

Other Charges:

Item	Rate
Table & Chair Delivery (flat rate)	\$97.00
Parking Lot (per day)	\$410.00

Report to the Board of Education (Richmond) Public

DATE: May 26, 2021
FROM: Trustee Sandra Nixon, Chairperson, Policy Committee
SUBJECT: **Policy 600:** *Finance Section*

RECOMMENDATION

In accordance with Board Policy 204: *Creation and Revision of Policy and Regulations*, this RECOMMENDATION to the May 26, 2021 Public meeting of the Board of Education (Richmond) is to approve attached revised **Policy 600:** *Finance Section*.

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

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.

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.

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.

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.

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.

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.

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.

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

- 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

Board Adoption: date

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

- 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

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.

Board Adoption: date

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.

Board Adoption: date

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

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.

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.

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.

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.

Board Adoption: date

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, April 19, 2021 at 11 am
Via Zoom Webinar

Present: Sandra Nixon, Chairperson
Debbie Tablotney, Vice-Chairperson
Norman Goldstein, Member
Scott Robinson, Superintendent
Roy Uyeno, Secretary Treasurer
Maria Fu, Assistant Secretary Treasurer
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
Rebeca Avendano, Richmond Management Professionals Staff
Catherine Cleary, Executive Assistant (Recording Secretary)

The Chair called the meeting to order at 11:03 am.

1. ADOPT AGENDA

The agenda was adopted as circulated.

2. APPROVE MINUTES

The Minutes of the meeting held February 8, 2021 were approved as circulated.

3. SECTION 600: FINANCE

The Chairperson first provided background and an update on the Finance policies since being reviewed at the February 8th meeting. At the last Public Committee meeting, it was suggested that staff work on any further revisions and follow up on questions or final comments received prior to the draft policies being sent out for Stakeholder review.

The Assistant Secretary Treasurer spoke to Ms. Baverstock's question regarding Purchase cards and indicated that the District is now proceeding with giving Purchase cards to home economics teachers.

Ms. Baverstock had also asked for more discussion around charitable donations and what the specific guidelines were there regarding acceptance from various organizations. The Assistant Secretary Treasurer responded that charitable donations for tax receipt fall under the Canada Revenue Agency rules and federal legislation. It was noted that if all criteria were not met, then the donation would have to be returned and the donor asked if they still wished to donate without a tax receipt. The Assistant Secretary Treasurer then outlined the two types of donations – cash or in kind, and the processes and procedures around criteria for issuing tax receipts.

ACTION: It was **AGREED** that **Policy 600: Finance** section be brought to the April 28, 2021 Public Board meeting as a Notice of Motion for a recommendation at the May 26, 2021 Board meeting to enter into the Stakeholder review process. A timeline would be determined to allow stakeholders enough time to review the draft policies.

6. STATUS OF CURRENT AND ANTICIPATED ITEMS

The Status document was updated to April 19, 2021.

6. NEXT MEETING DATES

The next meeting will be held on May 17, 2021 at 11 am.

7. ADJOURNMENT

The meeting was adjourned at 11:28 am.

Respectfully Submitted,

Sandra Nixon, Chairperson
Policy Committee