

**FINANCE & LEGAL COMMITTEE
PUBLIC MEETING AGENDA**

**DATE: WEDNESDAY, SEPTEMBER 22, 2021
TIME: 11:00 AM**

<https://sd38.zoom.us/j/62522458767>

Passcode: **6000**

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

- 1. ADOPT AGENDA**
- 2. APPROVE MINUTES**
 - (i) Public Minutes from Meeting held May 19, 2021 attached
- 3. HUMAN RESOURCES UPDATE**
 - (i) Report from the Executive Director, Human Resources attached
- 4. TRUSTEES' EXPENSES FOR THE 3 MONTHS ENDING JUNE 30, 2021**
 - (i) Report from the Assistant Secretary Treasurer attached
- 5. 2019/2020 and 2020/2021 BUDGET ADJUSTMENTS UPDATE**
 - (i) Report from the Assistant Secretary Treasurer attached
- 6. 2021 ONE-TIME FEDERAL AND PROVINCIAL SAFE RETURN TO SCHOOL GRANT**
 - (i) Report from the Assistant Secretary Treasurer attached
- 7. SELECT STANDING COMMITTEE BUDGET 2022**
 - (i) Select Standing Committee Letter attached
- 8. NEXT MEETING DATE – WEDNESDAY OCTOBER 20, 2021 at 11:00 am**
- 9. ADJOURNMENT**

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

FINANCE & LEGAL COMMITTEE PUBLIC MEETING MINUTES

Minutes of a **PUBLIC** meeting of the Finance & Legal Committee held via Zoom Webinar meeting link, on Wednesday, May 19, 2021 at 11:00 a.m.

Present:

Debbie Tablotney, Committee Chairperson
Ken Hamaguchi, Committee Vice-Chairperson
Richard Lee, Trustee Member
Roy Uyeno, Secretary Treasurer
Maria Fu, Assistant Secretary Treasurer
Laura Buchanan, Executive Director, Human Resources
Frank Geyer, Executive Director, Facilities Services
Liz Baverstock, President, Richmond Teachers' Association
Tim McCracken, 1st Vice-President, Richmond Teachers' Association
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)

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

1. APPROVAL OF AGENDA

The agenda was amended approved to add Budget as Item #5.

2. APPROVAL OF MINUTES

The minutes of the April 21, 2021 public meeting were approved as circulated.

3. HUMAN RESOURCES UPDATE

There were no new updates to report.

4. RENTAL INCREASE FOR SCHOOL USE OF FACILITIES FOR 2021/2022

As required each year, the Executive Director, Facilities Services spoke to the 2021/2022 Facility Rental Rates and provided background and rationale that increases in rental room rates have been recommended and approved based on the Vancouver Consumer Price Index (CPI). He further suggested that in order to stimulate rentals of our school facilities once COVID-19 restrictions are eased, and as the average CPI was only 0.6%, staff are recommending no increase be applied for 2021/2022. The Executive Director, Facilities Services also noted that hourly rental charges for childcare which are reviewed every (3) years will be increasing from \$8.25 to \$8.50 per hour per room. Following the report it was agreed to forward the following recommendation to the Board:

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.

5. BUDGET QUESTIONS

The Secretary Treasurer began by reviewing a very long budget process which began in January with our first Budget Advisory Working Group meeting. He acknowledged the challenges of working through this year's budget process with the district facing a \$7.2 million budget shortfall. The Secretary Treasurer acknowledged and thanked everyone for the significant feedback received which was extremely helpful for our Trustees during budget deliberations and confirmed that the budget package including proposed budget adjustments will be submitted to the Board for approval at their May 26, 2021 meeting.

The CUPE president then advised that the CUPE executive met recently with several MLAs to discuss the budget and was shocked by their comments. Specifically, the MLAs were very clear that they were unwilling to help when our district already had significant surplus and contingency savings in comparison to other districts.

Secretary Treasurer Uyeno responded just in terms of district accumulated surpluses in that this is one-time funds available to the district and is not intended to be used to sustain ongoing expenditures in our budget. He noted that this year we used in excess of \$7 million of one-time accumulated surpluses to balance our budget. At the onset of the pandemic and budget process and in addition to an uncertain future, significant budget reductions were not made as we wanted to ensure our district remained stable. The Secretary Treasurer further noted that in planning for next year and as part of the Strategic Plan, the Board will look at using a portion of accumulated surpluses to balance the budget. With unknown future cost pressures, a strategy to use most of all our accumulated surplus would not be prudent fiscal management and highlighted that a cumulative surplus policy that provides for contingency reserves has been established for all school district which was directed from government.

The Committee Chairperson noted that the Board will also be meeting with MLAs to advocate for post-pandemic funding.

The President of the Richmond Teachers' Association acknowledged that school districts are legislated to submit balanced budgets and noted that although the accumulated surplus in Richmond is not out of line, she has advocated to use more contingency than budgeted. She further commented on the negative impact the international student program is having here and is hopeful that additional classroom enhancement funds are budgeted for secondary schools to operate smaller classes as the problem is greater than she was initially aware of for inspired learners. The President of the Richmond Teachers' Association will continue to advocate that the district use more surplus to bridge the gap and appreciated and supported comments by the CUPE president.

6. NEXT MEETING DATE – WEDNESDAY, JUNE 16 2021

7. ADJOURNMENT

The meeting adjourned at 11:29 am.

Respectfully Submitted,

Debbie Tablotney, Chairperson
Finance and Legal Committee

Report to the Board of Education (Richmond) PUBLIC Finance & Legal Committee

DATE: September 17 2021

FROM: Laura Buchanan, Executive Director, Human Resources

SUBJECT: HR Update

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

Foundations of a Healthy Workplace



Foundations of a Healthy Workplace

This report focusses on the expenditures for Foundations of a Healthy Workplace program offerings during the 2021-2022 school year.

From the Strategic Plan:

Strategic Priority 4: A Progressive Workplace

Goal 3: Employee health and well-being is valued and supported within a culture of caring.

- Objective I Define the district's Foundations of a Healthy Workplace pillars
- Objective II *Identify the primary areas of focus to grow or enhance existing supports.*
- Objective III Build supervisor/management capacity for acknowledging and supporting employee wellness.
- Objective IV *Provide opportunities for employees to engage in health and well-being activities.*

Objectives II and IV were supported through the following program offerings:

Offering:	Approximate Cost:
• LifeSpeak	\$24,000
• Calm App Subscription	\$27,500
• Shingles Vaccination (employees aged 50+)	\$50,000
• Pneumonia Vaccine (where medically recommended)	\$2,500
• Webinars & Workshops	\$2,800
• Online Yoga	\$2,600
• Health Assessment Services	\$15,000
Total Cost for 2020-2021 Program Offerings:	\$124,400

The above cost does not include increased Employee Assistance Program (EAP) usage.

Normally, employee usage of the EAP approximates **1300** hours of counselling support per year.

For the period September 2020 – August 2021, employee usage is approximately **2,400** hours.

This increase can be attributable to the increasing and enduring challenges of working in the public school system during the COVID-19 pandemic. EAP counselling support remains in place and accessible for all employees, and their families, on an on-going basis.

At the current time, we will be engaging with our employee stakeholder groups to review and confirm a draft plan of offerings for the 2021-2022 school year. A finalized plan will be shared with the Committee at a future date.

Laura Buchanan
Executive Director, Human Resources

Report to the Finance and Legal Committee
Public

DATE: September 14, 2021

FROM: Maria Fu, Assistant Secretary Treasurer

Trustees' Expenses for the Three Months Ending June 30, 2021

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 June 30, 2021, in the amount of \$2,368.17.

BACKGROUND

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

During the three-month period ended June 30, 2021 expenses totaling \$2,368.17 were paid to the Trustees.

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

FINANCIAL IMPACT

Charges to the Board for the three-month period ending June 30, 2021, total \$2,368.17.

CONCLUSION

The Finance & Legal Committee recommends the Board approve Trustees' expenses for the three months ending June 30, 2021.

Respectfully submitted,

Maria Fu
Assistant Secretary Treasurer

TRUSTEES EXPENSES

DATE	DESCRIPTION	N. GOLDSTEIN	K. HAMAGUCHI	H. LARSON	R. LEE	S. NIXON	D. SARGENT	D. TABLOTNEY	TOTAL
2021-04-01	Cell phone reimbursement - Apr 2021	40.00	50.00	50.00	50.00	50.00		50.00	290.00
2021-04-28	BCSTA AGM 2021 - April 15-17, 2021	175.00	175.00	175.00	175.00	175.00		175.00	1,050.00
2021-04-28	Linksys Home Wi-Fi System					448.17			448.17
2021-05-04	Cell phone reimbursement - May 2021	40.00	50.00	50.00	50.00	50.00		50.00	290.00
2021-06-01	Cell phone reimbursement - June 2021	40.00	50.00	50.00	50.00	50.00		50.00	290.00
	TOTALS PAID: Apr 1 to June 30, 2021	295.00	325.00	325.00	325.00	773.17	0.00	325.00	2,368.17

Report to the Finance and Legal Committee
Public

DATE: September 14, 2021

FROM: Maria Fu, Assistant Secretary Treasurer

2019/20 and 2020/21 Approved Budget Adjustments
Status Update as at June 30, 2021

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

INTRODUCTION

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

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

Respectfully submitted,

Maria Fu
Assistant Secretary Treasurer

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

Description	One-Time / Ongoing	Staff Responsible	FTE	\$	Staffing	Services & Supplies	Other	Status - Update JUNE 2021
Carried Forward from 2018/2019 Approved Budget Adjustments								
Video Surveillance The request is for \$600,000 to fund a pilot to install a video surveillance system in 10 secondary and 5 elementary schools. (Estimated funding over 3 years is \$600,000)	One-time	Rob Laing		200,000			200,000	Working on a RFP. Still preparing to move ahead with this project but it has been delayed due to network/AV team being pulled to support numerous seismic projects and changing priorities due to the pandemic. Plan to start implementation in 2021-2022 school year. Will be multi-year implementation. Carryforward funds to 2021/22.
Total 2018/2019 Budget Adjustments			0.0	200,000	0	0	200,000	
2019/2020 Budget Adjustments								
District PA Systems Replacement PA systems in schools are over 12 years old and head end units, speakers and wiring is failing. Upgrading to new IP based standards is recommended. PA systems are vital for safety and security in our schools. (Estimated funding over 3 years is \$1,400,000; year 1 approved in 2018/19)	One-time Year 2 of 3	Rob Laing		460,000			460,000	Continuing to move ahead. 38 schools will be completed by the end of summer 2021 and the remaining 9 school are scheduled to be completed by the end of August 2022. SBO building almost complete. Carryforward funds to 2021/22.
Fleet Maintenance Vehicles Replacement Replacement of aging vehicles is requested to ensure maintenance and operations staff can safely operate vehicles and reduce maintenance costs (Estimated funding over 2 years is \$900,000; year 1 approved in 2018/19)	One-time Year 2 of 2	Frank Geyer		500,000			500,000	Completed.
Emergency Preparedness Request is for continuation and support of District Emergency Preparedness Plan including training and resources that will focus on district response to critical incidents, natural disasters and emergency situations (\$350,000 approved for Year 1 in 2018/19)	On-going One-time	Rick Ryan		34,000 300,000		34,000 165,000	135,000	Completed.
Video Surveillance The request is for \$600,000 to fund installation of a video surveillance system in school and district sites (Estimated funding over 3 years is \$600,000; year 1 approved in 2018/19)	One-time Year 2 of 3	Rob Laing		200,000			200,000	Working on a RFP. Still preparing to move ahead with this project but it has been delayed due to network team being pulled to support numerous seismic projects and changing priorities due to the pandemic. Plan to start implementation in 2021-2022 school year. Will be multi-year implementation. Carryforward funds to 2021/22.
Classroom Audio-Video Support This request is to support the urgent and on-going need for installation of fixed projectors in classrooms. Currently there is a significant demand and backlog of installs due to insufficient dedicated labour for this project (This was an approved request from 2018/19 for a one-time pilot; the request is to make this on-going)	One-time	Rob Laing	2.0	190,000	165,000	25,000		Up to date with AV projects. Will continue to respond to AV work orders and will begin Video Surveillance Project. Carryforward funds to 2021/22.

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

Description	One-Time / Ongoing	Staff Responsible	FTE	\$	Staffing	Services & Supplies	Other	Status - Update JUNE 2021
Playground Equipment Replacement Support <i>This request is to establish district support for playground equipment replacement in collaboration with School/PAC fund raising initiatives to provide funds to assist schools in purchasing new playground equipment. This is in addition to the Ministry of Education capital program for playground equipment. (Estimated funding over 10 years is \$600,000; year 1 approved in 2018/19)</i>	One-time	Roy Uyeno/ Frank Geyer		540,000			540,000	Ongoing-working on identifying schools that need partial replacement or major repairs. Carryforward funds to 2021/22.
Student Leadership Development <i>Request is for student leadership initiatives and opportunities to develop leadership competencies including:</i> <ul style="list-style-type: none"> • Student Leadership kits \$7,000 • 3 Part RSB/TAO Student Leadership Development Series \$50,000 • Student Leadership Innovation Grants \$50,000 • Leadership Challenge Training for 20 teachers. \$60,000 	One-time	Rick Ryan		167,000		167,000		Ongoing. Due to COVID-19, carryforward funds to 2021/22.
Solar Energy Initiatives <i>This request is to cover funds for various solar energy initiatives as part of the environmental stewardship curriculum development. Solar Energy initiatives will primarily be an educational learning tool for students and teachers. The Solar Energy Initiative Committee will oversee funding for various initiatives and requests including Solar Wall, Solar Array and solar feasibility studies</i>	One-time	C. Brautigam		200,000			200,000	Ongoing. Due to COVID-19, carryforward funds to 2021/22.
ADST Elementary Program <i>This request is to implement ADST mobile kits that are mobile to promote Applied Design, Skills and Technology which is an integral part of the new BC curriculum. In addition this request is for one-time funds to provide suitable space and equipment for five elementary schools to build educational capacity for ADST</i>	One-time	Jane Macmillan		105,000		30,000	75,000	Ongoing. Due to COVID-19, carryforward funds to 2021/22.
ADST Maker Space Hub <i>To support students in achieving the ADST big ideas, curricular competencies and content, this request is to provide a district ADST/Maker Space Hub for K-12 students and staff from across the district to access. This "Hub" situated at Palmer Secondary school would also host professional learning for both elementary and secondary teachers.</i>	One-time	Jane Macmillan		100,000			100,000	Ongoing. Due to COVID-19, carryforward funds to 2021/22.
Learning Spaces Furniture & Equipment <i>This request is intended to provide one-time funding to support schools' abilities to reframe existing learning spaces to offer greater flexibility and choice to support student learning.</i>	One-time	Lynn Archer		900,000			900,000	More funds being allocated for 2021-22. Will allocate a third set of funds for 2022-23. Carryforward funds to 2021/22.

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

Description	One-Time / Ongoing	Staff Responsible	FTE	\$	Staffing	Services & Supplies	Other	Status - Update JUNE 2021
Staff Training and Development <i>This request would provide one-time funding to support staff training in technology and change management</i>	One-time	Laura Buchanan Rob Laing		500,000		500,000		Ongoing. Due to COVID-19, carryforward funds to 2021/22.
Assessment-Innovation-Technology <i>This request is to hire 1.0 fte teacher consultant for Learning Technology to provide professional learning and technology support for educators engaging in new assessment practices. In addition, this request would increase the amount of assessment/CSL innovation grant funding for school teams and provide for additional iPad devices for each teacher who is part of the assessment/CSL school team</i>	On-going One-time	Lynn Archer	1.0	95,000 175,000	95,000		175,000	Position filled. Will purchase more iPads and covers. Carryforward funds to 2021/22.
Educational Change through Innovation Grants <i>Current innovation grant budget is \$200,000 Given rapid pace of innovation being driven by requirements of revised curriculum, the current budget is restricting staff innovation opportunities This request would increase annual funding of innovation grants from \$200,000 to \$300,000</i>	One-time	Lynn Archer		100,000		100,000		Allocated funds to schools. Fund also support other innov practices: TELP, RIS, etc. Carryforward funds to 2021/22.
Education Curriculum Support <i>This request is to hire part-time teacher consultants in the learning areas of Arts, Social Studies, ADST and Physical Health education which need more support in curriculum implementation, assessment practices and evidence based pedagogies</i>	On-going	Lynn Archer	2.0	190,000	190,000			ADST, Fine Arts positions filled (1.6 FTE). PHE not filled and Learning Services reduced staffing.
Career and Alternate Programs Support <i>This request is to support the career program work experience and employment readiness program through addition of 4 .0 fte support staff in Career Programs and 0.4 fte support staff for the Stretch/Horizons Program</i>	On-going On-going	Jane Macmillan	2.0 0.4	100,000 20,000	100,000 20,000			Positions filled.
Summer Learning and Psych Ed Assessments <i>This request is to pilot a program where teachers are paid to attend training and pro-d outside of regular hours of work given the lack of available TTOCs. In addition this request will provide funding for 20 Psych Ed assessments to be completed during summer break</i>	One-time	Jane Macmillan		138,000	138,000			Not offered during summer 2020 due to COVID-19. Carryforward funds to 2021/22.
Learning Services <i>This request is to support additional non-enrolling teacher staffing for at risk students including early literacy intervention, Environmental Sustainability and Speech Language Pathologist</i>	On-going	Jane Macmillan	4.2	409,000	409,000			The following positions were downsized with the budget reductions: PHE 0.4, Environmental Sustainability 0.6 and SLP 1.0

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

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

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

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

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

Description	One-Time / Ongoing	Staff Responsible	FTE	\$	Staffing	Services & Supplies	Other	Status - Update JUNE 2021
2020/2021 Budget Adjustments								
District PA Systems Replacement <i>PA systems in schools are over 12 years old and head end units, speakers and wiring is failing. Upgrading to new IP based standards is recommended. PA systems are vital for safety and security in our schools. This request also includes 2.0 fte data installer positions for a 1 year term. (Estimated funding over 3 years is \$1,512,000; year 1 and 2 approved for \$920,000)</i>	One-time Year 3 of 3	Rob Laing	2.0	592,000	132,000		460,000	Positions filled. Continuing to move ahead. 38 schools will be completed by the end of summer 2021 and the remaining 9 school are scheduled to be completed by the end of August 2022. SBO building almost complete. Carryforward funds to 2021/22.
Emergency Preparedness <i>Request is for continuation and support of District Emergency Preparedness Plan including training and resources that will focus on district response to critical incidents, natural disasters and emergency situations (\$684,000 approved for Year 1 and 2)</i>	One-time Year 3 of 3	Rick Ryan		140,000		140,000		Completed: - Water/Food Ration Replacement 5 year plan - Student reunification signage - Cook Elem lockdown window covering (new wing) - Emergency radios and licenses - Emergency top up supplies - ICS Hi-Vis vests RDA Training on hold till Fall 2021 - carryforward funds to 2021/22.
Director of Instruction - Curriculum and Technology <i>The Board approved the addition of a temporary (18 month) Director of Instruction (Curriculum and Technology) position beginning January 2019 to June 2020. The position now supervises over thirty learning services staff and has become an integral part of the leadership and supervision of curriculum, assessment and communicating student learning in the school district. This request is for the Director of Instruction (Curriculum and Technology) be approved as an ongoing position effective July 1, 2020.</i>	On-going	Scott Robinson	1.0	179,000	179,000			Position filled.
SOGI Policy Implementation Funding <i>In June 2018, the Board approved Policy 106 - SOGI. As part of the policy implementation, a formal advisory committee was formed comprised of stakeholder groups and community partners. The Committees goals require financial support for a number of initiatives including instructional materials, library books, guest speakers, innovation grants, release time for educators and provide support to student through Rainbow Cafes and Gay/Straight Alliance clubs. This request is for \$100,000 over two years</i>	One-time Year 1 of 2	Scott Robinson		50,000		50,000		Funds continue to be allocated on case by case basis. Carryforward funds to 2021/22.
Intranet Assessment and Planning <i>Feedback received indicates that the district intranet ("the Portal") is difficult to navigate and not meeting employee needs. This request is to contract the services of a qualified vendor to evaluate the current intranet and provide a complete assessment of the current intranet and develop a functional plan for moving forward.</i>	One-time	Scott Robinson		50,000		50,000		Initial assessment and surveys completed. Aiming to complete project December 2021. Carryforward funds to 2021/22.

School District No. 38 Richmond

2019/20 to 2020/21 Approved Budget Adjustments (include 2018/19 Cfwd) - UPDATE June 2021

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

School District No. 38 Richmond

2019/20 to 2020/21 Approved Budget Adjustments (include 2018/19 Cfdw) - UPDATE June 2021

Description	One-Time / Ongoing	Staff Responsible	FTE	\$	Staffing	Services & Supplies	Other	Status - Update JUNE 2021
Technology - District iPad Refresh <i>The District currently has 12 sets of 30 iPads that are distributed to schools for various lengths of time. This request is to replace this aging fleet (5 years old) over 3 years at a cost of \$60,000 per year. Total cost over 3 years will be \$180,000</i>	One-time Year 1 of 3	Rob Laing		60,000			60,000	These funds are being used to buy out 430 iPads from expiring lease to increase # of devices in schools. Completed.
Technology - Infrastructure Upgrades <i>With the continual integration and prevalence of technology in our education curriculum and business operations, it is critical that we plan for the future to ensure we are able to provide the highest level of support and services to our students and staff. Additional funding likely over multiple years will be required in order to implement some of the priority areas that have come out of the IBM IT Optimization Review. This budget proposal is a general request for funds to support further IT developments including Wifi upgrades, security awareness and training and various service improvements and optimization to core technology systems and infrastructure. This request covers costs of \$817,000 over a two year period with Year 1 costs of \$577,000 and Year 2 costs of \$240,000</i>	One-time Year 1 of 2	Rob Laing		377,000			377,000	Continuing to work on various tech infrastructure upgrades. Preparing for installation of Cisco Unity, Moving Exchange to Cloud, Web-hosting of all district websites, replacement of Backup SAN, CyberSecurity, etc. Projects will continue next year. Carryforward funds to 2021/22.
Maintenance & Operations - Drainage Upgrades to Play Fields <i>Many of our school play fields are requiring improvements to drainage as current systems are clogged and failing. This request is to provide funding to repair/upgrade existing drainage systems.</i>	One-time	Frank Geyer		100,000		100,000		Ongoing. Carryforward funds to 2021/22.
Maintenance & Operations - COVID Enhanced Cleaning <i>To meet enhanced cleaning requirements as per the COVID-19 Health and Safety Guidelines for the K-12 Setting, additional custodial staffing focussed on disinfecting and cleaning of high touch surfaces in our schools will be needed.</i>	One-time	Frank Geyer	25.0	1,500,000	1,500,000			Reversed in 20/21 Amended Budget. Additional BSW funded from SRTC one-time grant.
Building Capacity for First Peoples' Courses <i>To support enrolment in First People's Courses, this proposal is for a request for funds to build capacity in teachers and to support their professional learning opportunities to inspire more teachers to teach these courses. The proposal is also to provide resources for secondary schools to be used in English, Math and Science classes at the grade 8-10 level in order to build student interest.</i>	One-time	Scott Robinson	0.7	70,000	70,000			Two blocks of First Peoples courses are currently being offered at two secondary schools with limited enrolment.
Total 2020/2021 Budget Adjustments			30.7	3,518,000	2,148,000	473,000	897,000	
Total Budget Adjustments			49.9	11,044,000	3,946,000	1,809,000	5,289,000	

Report to the Finance and Legal Committee
Public

DATE: September 14, 2021

FROM: Maria Fu, Assistant Secretary Treasurer

**2020/21 One-Time Federal Safe Return to Class and
Provincial Safe Return to School Grants**

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

INTRODUCTION

During the 2020/21 school year, the District received one-time funding of \$7,854,839, from the Federal Government, for the Safe Return to Class and one-time funding of \$1,456,347, from the Provincial Government, for the Safe Return to School to address the impact of the COVID-19 pandemic.

The following reports, submitted to the Ministry of Education, show how the funds were spent to support the safe learning environments for students and staff.

Respectfully submitted,

Maria Fu
Assistant Secretary Treasurer

Federal Safe Return to Class Fund - Reporting Template

Please enter Contact Information, in case we have questions about your responses.

Completed template must be submitted to SDFR@gov.bc.ca by July 30, 2021

Name:	Maria Fu
Title:	Assistant Secretary Treasurer
Email:	mfu@sd38.bc.ca
Telephone:	604-668-6000 ext 3434

SD #	School District	Total Federal Funds
38	Richmond	\$ 7,854,839

Budgets and Financial Statement Reporting:

For School Districts, this fund should be reported as a Special Purpose Fund on Schedule 3A of the Budget and Financial Statements templates.

Columns will be added for this purpose. **Please note**, though named *Federal Safe Return to Class Fund*, this fund should be reported as a Provincial fund from the Ministry of Education and not as a fund from the Federal Government.

Spending should be in alignment with and support BC's back to school plan:

<https://www2.gov.bc.ca/gov/content/education-training/k-12/covid-19-return-to-school>

ACTUAL spending should not exceed your allocation.

Cost Categories	Actual Spending as of End of School Year (June 30, 2021)				
	Services and Supplies	Staffing	Additional New Staffing FTE	Capitalized Costs	Total
Learning Resources and Supports					
Education Program Delivery - All Other	215,092	409,614			624,706
Education Program Delivery - DL		2,898,639	37.8500		2,898,639
Mental Health Supports	223,055	358,588			581,643
Technology	7,407	58,503	2.0000	189,524	255,434
<i>SD Entered</i>					-
<i>SD Entered</i>					-
<i>SD Entered</i>					-
Total:	\$ 445,554	\$ 3,725,344	39.8500	\$ 189,524	\$ 4,360,422
Health and Safety					
Additional Staff to Implement Safety Plans		2,130,284	50.0000		2,130,284
Barriers and Space Adaptations	77,241				77,241
Enhanced Cleaning of Facilities (staff, equipment, supplies)	399,451			203,303	602,754
Hand Hygiene					-
Health and Safety Training					-
HVAC/ventilation	500,000				500,000
PPE	184,138				184,138
<i>SD Entered</i>					-
<i>SD Entered</i>					-
<i>SD Entered</i>					-
Total:	\$ 1,160,830	\$ 2,130,284	50.0000	\$ 203,303	\$ 3,494,417
Transportation					
Enhanced Cleaning of Buses (staff, equipment, supplies)					-
Enhanced Transportation Services (additional bus routes, reduced bus utilization)					-
Technology for ridership tracking and route planning					-
<i>SD Entered</i>					-
<i>SD Entered</i>					-
Total:	\$ -	\$ -	-	\$ -	\$ -
Before & After School Child Care					
Enhanced Cleaning of Child Care spaces (staff, equipment, supplies)					-
Facility Changes for Child Care					-
<i>SD Entered</i>					-
<i>SD Entered</i>					-
Total:	\$ -	\$ -	-	\$ -	\$ -
Grand Total:	\$ 1,606,384	\$ 5,855,628	89.8500	\$ 392,827	\$ 7,854,839

Percentage of Allocation Utilized ▶	100.00%
Allocation Total ▶	\$ 7,854,839
Unused funds to carry over to 2021/22 SY ▶	\$ -

Please enter Contact Information, in case we have questions about your responses.

Completed template must be submitted to SDFR@gov.bc.ca by July 30, 2021

Name:	Maria Fu
Title:	Assistant Secretary Treasurer
Email:	mfu@sd38.bc.ca
Telephone:	604-668-6000 ext 3434

SD #	School District	Total Federal Funds
38	Richmond	\$ 7,854,839

Budgets and Financial Statement Reporting:

For School Districts, this fund should be reported as a Special Purpose Fund on Schedule 3A of the Budget and Financial Statements templates.

Columns will be added for this purpose. Please note, though named *Federal Safe Return to Class Fund*, this fund should be reported as a Provincial fund from the Ministry of Education and not as a fund from the Federal Government.

Spending should be in alignment with and support BC's back to school plan:

<https://www2.gov.bc.ca/gov/content/education-training/k-12/covid-19-return-to-school>

ACTUAL spending should not exceed your allocation.

Additional Staffing

	New Staff (Headcount)	Total Additional Hours
Teachers	37	39,386.0 hrs
EAs		
Custodial	50	75,098.0 hrs
Other Support Staff	3	2,238.0 hrs

Numbers and Spending on Equipment

Additional Equipment	Quantity	\$ Spent
Hand Sanitizer		
Hand Washing Stations (new)		
Hand Washing Stations (upgraded)		
	-	\$ -
Barriers and Space Adaptations	334	77,241
Disposable Face Masks	29,160	11,708
Face Shields		
Reusable Face Masks	45,074	137,050
Other PPE (specify below) ▼	41,123	35,380
1424 goggles; 373 lab coats; 90 vests; 7 C	115,691	\$ 261,379
Cleaning Supplies		399,451
Electrostatic Sprayers / Foggers	72	203,303
Other Cleaning Equipment		
	72	\$ 602,754
Computers / Laptops / iPads	353	189,524
HVAC - Increased Air Exchange	40	500,000
HVAC - Upgrade to MERV-13		
	393	\$ 689,524
Grand Total ▶	116,156	\$ 1,553,657

Safe Return to School Grant Financial Report

School District: **38 (Richmond)**

<- Please Select your School District

Reporting Requirement Frequency:

- 1) School Districts are required to submit this report, indicating preliminary spending plans, by **October 12, 2020**.
- 2) Final reporting as at the conclusion of the 2020/21 school year and to be sent to the Ministry by **July 30, 2021**.

Safe Return to School Grant Report to be emailed to SDFR@gov.bc.ca

The Safe Return to School Grant has five components. For each of the components, provide detail below of how much you have spent. Dollar amounts should reconcile to the Financial Statements - Special Purpose Fund on Schedule 3A.

1) Investment for more staff and staff time for cleaning schools. Total allocation - \$23.0M

Metrics:

Funding Received	Spent as of June 30, 2021	Unspent
\$ 809,140	\$ 809,140	\$ -
# of New Staff Hired	41.0	
# of Existing Staff with Increased Hours	40.0	
Salaries & Benefits	\$ 809,140	
Hours of Regular Time	29,200.00	
Hours of Overtime	0.00	

2) Improving and increasing access to hand hygiene, including installation of non-touch faucets to existing sinks.

Total allocation - \$9.2M

Metrics:

Funding Received	Spent as of June 30, 2021	Unspent
\$ 322,601	\$ 322,601	\$ -

Indicate number of Purchased, Rented or School District built or improved hand washing (soap) stations

	Additional # of Sinks	Additional # of Upgraded Sinks with Non-Touch Faucets
# of Rented units	0	0
# of Purchased units	86,792	55
# of SD Built units	0	0
# of Upgraded Sinks		0

Indicate number of Purchased, Rented or School District built additional hand sanitizing (alcohol) stations

	Additional # of Dispensers
# of Rented stations	0
# of Purchased stations	2,125
# of SD Built stations	0

3) Cleaning supplies. Total allocation - \$5.1M

Metrics:

Funding Received	Spent as of June 30, 2021	Unspent
\$ 179,418	\$ 179,418	\$ -

4) Face masks and shields. Total allocation - \$2.2M

Metrics:

Funding Received	Spent as of June 30, 2021	Unspent	
\$ 80,506	\$ 80,506	\$ (0)	
Number of:	Reusable Face Masks	Disposable Face Masks	Face Shields
Adult size	7,324	9,467	384
Child/Youth size	7,600	10,000	

5) Support for remote learning, such as technology loans or software to support students with disabilities or complex needs. Total allocation - \$3.0M

Metrics:

Funding Received	Spent as of June 30, 2021	Unspent
\$ 64,682	\$ 64,682	\$ -

Provide examples of products newly purchased and then loaned to students and software purchased:

Item Description	# of Units
Appropriate items to include: Laptop, iPad, ChromeBook, Other (please describe), Assistive Software (please describe).	
Outlet and PowerCords	20
Wired Keyboards	30
Ipad	107
Headset and Microphone	25
Webcam	28
Ear Pods	15

August 23, 2021

Select Standing Committee on Finance
and Government Services
c/o Parliamentary Committees Office
Room 224, Parliament Buildings
Victoria, B.C. V8V 1X4

Dear Committee Members,

Thank you for giving us the opportunity to participate in the Budget 2022 consultation and share our priorities for the upcoming provincial budget with you. As we have done in previous years, this briefing is presented to the Select Standing Committee jointly by the Richmond Board of Education, the Richmond District Parents Association, the Richmond Teachers Association, CUPE Local 716, the Richmond Association of School Administrators and Richmond Management and Professional Staff. We are proud of our collective commitment in Richmond to cooperate, collaborate and advocate with all of our stakeholders in ensuring a safe, accepting and engaging community that promotes student success and inspires a passion for lifelong learning.

Our joint presentation advocates not only for the needs of our learners in Richmond but also for the K-12 public education system in British Columbia. Our recommendations are focused on two key messages: provincial funding to support COVID recovery in schools, and continued investment in seismically safe schools and major capital projects.

Key Messages

1. Provincial funding to support COVID recovery in schools

Our District made tremendous efforts during the 2020/2021 school year to minimize the spread of COVID-19, while maintaining educational programs for our students. The pandemic has had a significant negative impact on our District's financial position. The District is facing a \$7.2 million budget shortfall in 2021/2022, primarily due to reduced revenues as a result of the pandemic and has had to make significant cuts to staffing across all employee groups in order to balance the budget. Several sources of revenue, including international education, rental revenues and investment income, have been negatively impacted and will need time to recover.

We acknowledge and appreciate the pandemic-related provincial and federal funds received in 2020/2021 and the flexibility afforded school districts to allocate funds where needed. Richmond School District received over \$1.4 million in Provincial Safe Return to School Funds, and over \$7.8 million in Federal Safe Return to Class Funds in 2020/2021. These funds were spent on a number of areas including the Transitional Learning Program (the largest proportionally in the province), enhanced cleaning staffing, personal protective equipment, supplies and equipment, technology and learning resources and equipment, as well as employee health and wellness support.

With the availability of the vaccine, society is entering the recovery phase and the safety of students and staff remains our number one priority. School operations in fall 2021 will require everyone in the education system to continue to be nimble in contributing to the success of our students.

The District requires continued provincial support that will allow us to provide a healthy learning environment for our students and staff, and to safely recover from the pandemic:

- The new K-9 Distributed Learning program established for 2021/2022 for students who want to continue remote learning will likely require additional staffing.
- Changes to Health and Safety guidelines from the Ministry of Health/BCCDC are expected to be announced before the end of August 2021. Enhanced cleaning requirements, including daytime custodial staff to disinfect high touch areas, are currently included as a budget adjustment. This cost was funded from the COVID relief funds in 2020/2021 on a one-time basis. As we transition out of the pandemic and move to a full return of students in September, there will continue to be a need for additional daytime custodial staffing to support schools in welcoming students back. Parents and staff need to feel confident that our schools are clean and safe.
- Funding to support PPE including masks and hand sanitizer supply as well as other health and safety supplies is needed.
- Mental health support for students and staff will continue to be required.
- 44% of elementary classrooms in our district currently do not have mechanical ventilation systems. Capital funding will be required for system upgrades.

2. Continued investment in seismically safe schools and major capital projects

In 2004, the Ministry of Education launched the School Seismic Mitigation Program (SMP) in an effort to identify schools that may have structural risks associated with a seismic event. In Richmond, 37 schools were identified with at least one “high risk” building section needing to be addressed under the SMP. Richmond was identified as a geographic area with unstable soil conditions and risks of liquefaction if there was a large seismic event.

In May 2018, the Ministry of Education and Richmond Board of Education established the Richmond Project Team (RPT) and Executive Project Board (EPB) through a Memorandum of Understanding (MOU) with a mandate to accelerate the delivery of school seismic mitigation projects in the District. The goal of the RPT is to maximize the number of seismic event-resistant seats in the District as quickly as possible, and to complete all seismic upgrade projects by 2030. The commitment from the Ministry through the MOU was to support and fund identified high risk upgrade projects identified in the District's Long Range Facilities Plan and 5 Year Capital Plan.

Establishment of the Project Office through the MOU has been successful, where synergies and strong working relationships have been developed between Ministry Capital Planning staff and the RPT. A total of \$129 million has been approved by the Ministry for the SMP projects in the District, representing 11 out of 35 schools with a high seismic risk rating.

However, since 2019, there have been no new SMP projects announced for the Richmond School District. None of the 24 remaining projects were supported and announced in the 2020 and 2021 Capital Response Letters.

In addition to the SMP projects, the District also identified the following major capital projects and submitted to the Ministry in the Capital Plan for support: four school additions over the next 10 years providing 434 seats in the City Centre and Hamilton Planning Areas; and one new school west of the City Centre Planning Area providing 316 additional seats by 2027. Although included in the past three Capital Plan submissions, none of these projects have been supported by the Ministry.

The District is concerned with not receiving any new major capital projects in the past two years. It is our understanding that the Provincial Government supports and continues to prioritize the safety of our students and staff through the Seismic Mitigation Program as identified in the Premier's mandate letter to the Minister of Education.

Delays to support and funding for the seismic upgrading of schools contained within our capital plan will result in:

- Continued increased levels of risk for students and staff in a number of Richmond schools.
- The annual cost inflation rate will make projects far more expensive to complete the longer they are deferred.
- The opportunity window of utilizing the RPT with its current highly productive, knowledgeable and experienced staff to complete projects being jeopardized due to the lack of projects, potentially leading to loss of staff.
- Requirements included within the scope of the MOU cannot be met without the ongoing commitment of the Ministry of Education to regularly fund projects.
- The positive momentum and success of the RPT in collaboration with Ministry of Education capital planning staff cannot be maintained and sustained. The RPT is seen by Ministry Capital Management staff as a model of how capital projects can be efficiently and effectively managed to ensure on time, on budget projects, thus maximizing return on investment.

Conclusion

In conclusion, we would like to thank the Select Standing Committee for the opportunity to present our joint briefing. We appreciate the committee hearing our views and hope that our key messages will be given consideration as part of the 2022 provincial budget. Trustees, staff, stakeholders and parents in Richmond are committed to ensuring that we continue to have a strong public education system and that the Richmond School District is the best place to learn and lead.

Sincerely,



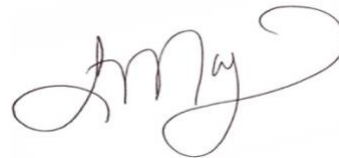
Sandra Nixon, Chairperson
On Behalf of the Board of Education



Liz Baverstock, President
Richmond Teachers' Association



Ian Hillman, President
CUPE Local 716



Tanya Major, President
Richmond Association of School Administrators



Andrew Scallion, President
Richmond District Parents Association



Rebeca Avendano, Co-Chair
Richmond Management & Professional Staff



Kelly Gibson, Co-Chair
Richmond Management & Professional Staff

cc: Trustees
Superintendent of Schools
Stakeholder Presidents

Secretary Treasurer
Richmond MLAs
House Leader, Official Opposition