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**PUBLIC MEETING AGENDA**  
**BOARD OF EDUCATION**

**WEDNESDAY, MAY 25, 2022 – 7:00 pm**

**Telephone 604 668 6000**

Visit our Web Site @ [www.sd38.bc.ca](http://www.sd38.bc.ca)

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

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**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**

Principals and students from Richmond, Burnett and Cambie Secondary Schools.

**(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 27, 2022 for approval.
- (b) Record of an In-camera meeting of the Board held Wednesday, April 27, 2022.

**6. Business Arising**

- (a) **2022/2023 Annual Budget. BYLAW. 3 READINGS REQUIRED.**  
Report from the Secretary Treasurer attached.
- (b) **Schedule of School Charges 2022-2023. RECOMMENDATION.**  
Report from the Deputy Superintendent attached.
- (c) **Board Approved Bus Riders 2022-2023. RECOMMENDATION.**  
Report from the Executive Director, Facilities Services attached.

**7. New Business**

- (a) Nil.

**8. Questions from the Public: Tonight's Agenda**

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

**9. Standing Committee Reports**

(a) **Audit Committee**

*Chair: Norman Goldstein*

*Vice Chair: Donna Sargent*

A meeting was held on Monday, May 9, 2022. The next meeting date to be determined.

(b) **Education Committee**

*Chair: Heather Larson*

*Vice Chair: Debbie Tablotney*

The next meeting is scheduled for Thursday, May 26, 2022 at 6 pm.

(c) **Facilities and Building Committee**

*Chair: Ken Hamaguchi*

*Vice Chair: Debbie Tablotney*

- (i) **For information:** Minutes of meeting held April 6, 2022 attached.

A meeting was held on May 4, 2022. The next meeting is scheduled for Wednesday, June 1, 2022 at 4:30 pm.

(d) **Finance and Legal Committee**

*Chair: Donna Sargent*

*Vice Chair: Ken Hamaguchi*

- (i) **For information:** Minutes of meeting held April 20, 2022 attached.

A meeting was held on May 18, 2022. The next meeting is scheduled for Wednesday, June 15, 2022 at 10 am.

(e) **Policy Committee**

*Chair: Debbie Tablotney*

*Vice Chair: Sandra Nixon*

- (i) **For information:** Minutes of meeting held March 7, 2022 attached.

A meeting was held on May 16, 2022. The next meeting is scheduled for Monday, June 20, 2022 at 11 am.

**10. Correspondence**

(a) **For Action:**

Nil.

**11. Board Committee and Representative Reports**

(a) **Council/Board Liaison Committee**

The next meeting date to be determined.

**12. Adjournment**

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## **BOARD OF EDUCATION**

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**Visit our Web Site @ [www.sd38.bc.ca](http://www.sd38.bc.ca)**

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**The next meeting is scheduled for Wednesday, June 29, 2022**

### **Contact Persons regarding agenda items:**

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

**Secretary Treasurer, Ms. Cindy Wang – 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 to include your name and address.
- Items received at the office of the Secretary Treasurer by 9 am 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 2022

	AUDIT	EDUCATION	FACILITIES AND BUILDING	FINANCE AND LEGAL	POLICY
Chair	Norman Goldstein	Heather Larson	Ken Hamaguchi	Donna Sargent	Debbie Tablotney
Vice-Chair	Donna Sargent	Debbie Tablotney	Debbie Tablotney	Ken Hamaguchi	Sandra Nixon
Member	Sandra Nixon	Richard Lee	Norman Goldstein	Norman Goldstein	Heather Larson
Alternate	Heather Larson	Sandra Nixon	Richard Lee	Heather Larson	Norman Goldstein
Senior Leader	Cindy Wang	Lynn Archer	Cindy Wang/Rick Ryan	Cindy Wang	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)	Donna Sargent	Debbie Tablotney	Ken Hamaguchi	Sandra Nixon/ Heather Larson	Ken Hamaguchi
Alternate	Richard Lee	Donna Sargent	Heather Larson	Norman Goldstein	Debbie Tablotney
Senior Leader	Cindy Wang/Christel Brautigam	Jane MacMillan	Frank Geyer	Scott Robinson/Cindy Wang	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
Rep(s)	Debbie Tablotney	Norman Goldstein	Donna Sargent	Heather Larson
Alternate	Donna Sargent	Heather Larson	Richard Lee	Sandra Nixon
Senior Leader	Laura Buchanan	Scott Robinson	Jane MacMillan	Scott Robinson
Reports To	Board of Education	Board of Education	Education Com.	Education Com.

	SOGI Advisory Committee	Anti-Racism Working Group
Rep(s)	Heather Larson	Ken Hamaguchi
Rep(s)	Sandra Nixon	Debbie Tablotney
Senior Leader	Scott Robinson	Christel Brautigam
Reports To	Education Com.	Board of Education

*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.*

**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 27, 2022  
AT 7:00 P.M.**

Present: Chairperson  
Vice Chairperson  
Trustees

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

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

*\*Present for a portion of the meeting*

**The Chairperson called the meeting to order 7:03 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 Wang** - A reminder was made for those who joined the meeting to please ensure that video was turned off and microphones muted to eliminate background noise; there will be two question periods as pertain to the agenda, and 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](mailto:boardmeetings@sd38.bc.ca); or through the Q and A feature in Zoom.

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

**1. Recognition of Visitors, Announcements and Updates from Trustees**

**(a) Recognition of Visitors**

The Chairperson welcomed the gallery to the meeting.

- (b) Trustee Sargent** – The Richmond School District recognizes Mental Health Week in Canada, taking place this year between May 2<sup>nd</sup> and 8<sup>th</sup>. The goal of this week is to increase awareness and learn about tools and strategies available to support mental health and substance use challenges.

During this week, a number of events and learning opportunities have been planned to raise awareness for students, parents, and staff. For example, on May 4<sup>th</sup>, the school district is pleased to offer an evening with national leaders in this field to engage parents in dialogue around adolescent mental health and wellness. As well, a number of schools are having information tables set up during the lunch hour with district staff, representatives from Child & Youth Mental Health in the community, as well as members of the district youth mental health advisory to answer questions and provide information regarding available resources and access to support services in Richmond.

These activities, while supporting Mental Health week, are in keeping with our Board Strategic Plan's goal to foster resilient and healthy life-long learners and are part of ongoing, district-wide supports for all students and staff in supporting mental health.

**Trustee Larson** – April is Sikh Heritage month in Canada. It was first officially recognized by the Government of Canada in 2019. Its purpose is to celebrate the contributions of all Sikh-Canadians and develop a greater understanding and appreciation of a rich, unique, and diverse heritage of the Sikh faith and culture. This month students of all ages have been learning about the contributions of Sikh Canadians. Posters were sent to all schools which provide information on Sikh contributions and history.

This April is also a month in which several of the faiths represented in our schools are observing religious celebrations. This past month, our schools have recognized Easter, Passover, and Ramadan in a variety of ways to ensure that our students learn and/or are represented in the different faiths and cultures that make up our schools.

May is Asian Heritage Month which is an opportunity for all of our staff and students to learn more about the many contributions of Canadians of Asian descent throughout our history. May is also Canadian Jewish Heritage Month, a time to celebrate the richness of Jewish culture, heritage, and history in Canada. In May, our schools will recognize Asian Heritage Month and Canadian Jewish Heritage Months in a variety of ways to ensure that all our students learn about Asian and Jewish heritage and excellence.

The Board's Strategic Plan Priority 2, Equity, and Inclusion, outlines our commitment to ensure that all of our students, families, and staff feel welcomed, are treated respectfully, and have a sense of belonging. These many learning opportunities act to open doors to conversations in the commitment to ensuring the Richmond School District is a place of equity, inclusion and is a safe and respectful place for all members of our community.

**Trustee Tablotney** – As we announced at last month's public board meeting, tomorrow, April 28<sup>th</sup> 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 Goldstein** – Tonight we will be providing stakeholders and our community an opportunity to speak directly to Trustees on their budget priorities as the district faces fiscal challenges in these unprecedented times. We will be using a portion of tonight's Board meeting for a Budget Committee of the Whole. During the Committee of the Whole, we will receive presentations and briefs on the budget or if you have comments or questions, you can email them to [boardmeetings@sd38.b.ca](mailto:boardmeetings@sd38.b.ca)

I would also encourage you to visit our Budget Process webpage to access information on our budget as well as submit your budget feedback.

**Trustee Nixon** – Trustees had the opportunity to attend the BC School Trustee Association AGM this past weekend. The Chairperson noted the theme this year was *Moving from grief to medicine, Moving forward with good hearts*. She noted it was an honour to listen and learn from some of the indigenous elders as they told their stories and cultural teachings. Younger indigenous speakers spoke about truth, reconciliation, and decolonization and what they're hoping to see in terms of that being embedded in public education. During the business portion there were a number of advocacy motions that were passed with some around funding, operating and capital funding.

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

The Secretary Treasurer noted that there were printed copies of the RTA Brief available for attendees and that the Brief would be posted on the District website.

**2. Adoption of Agenda**

**049/2022 MOVED BY N. GOLDSTEIN AND SECONDED BY H. LARSON:**

**THAT** the Wednesday, April 27, 2022 Regular agenda of the Board of Education (Richmond) be adopted as circulated.

**CARRIED**

**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**

There were no questions from the public.



#### 4. Executive

The Superintendent indicated that the District was very proud to have welcomed 15 students and their families from Ukraine over the past few weeks. The District's *Welcome Centre* staff including the settlement workers have been working hard to welcome the students and their families into Richmond schools and the community.

The Deputy Superintendent provided an update on secondary school organizational structures for 2022-2023. All ten secondary schools have been engaged in the process over the past month following several District surveys with a large number of students, parents and staff participating. The purpose of the survey was to gather feedback, perspectives and preferences on organizational structures. Options for consideration were linear, semester, quarter schedules and personalized learning time. Principals are working in consultation with the Assistant Superintendents and Deputy Superintendent in order to determine their school's schedule. The ten secondary schools are in varying stages of this complex process and will be sharing decisions by the end of next week.

The Executive Director of Learning Services updated trustees on *Education Week*, sharing that *Education Week* is an opportunity to share and celebrate the learning opportunities happening in Richmond schools and classrooms. This year's theme is *Connection*, which highlights the importance of connection as a District community and the important connection that schools have been for students and families during the pandemic.

The Superintendent shared activities and highlighted events from around the District during the month of April, 2022 in a presentation that will be featured on the District website for next month. Following the update, a recording of a jazz performance by Hugh Boyd Secondary school of *Sunny Side of the Street* was presented.

#### 5. Approval of Minutes

- (a) Regular meeting of the Board held March 30, 2022

#### 050/2022 MOVED BY D. SARGENT AND SECONDED BY H. LARSON:

**THAT** the Board of Education (Richmond) approve the Minutes of Wednesday, March 30, 2022 Regular meeting as circulated.

**CARRIED**

- (b) A Record of an In-camera meeting of the Board held March 30, 2022 was included for information.

## 6. Business Arising

### (a) 2022-2023 Annual Budget

#### 051/2022 MOVED BY H. LARSON AND SECONDED BY D. SARGENT:

**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 2022/2023 operating budget and that the Superintendent facilitate the discussion.

**CARRIED**

*The Superintendent assumed the role of Chair and asked the Secretary Treasurer to speak to the Budget Report as attached to the Agenda package.*

The Secretary Treasurer provided highlights of the 2022-2023 Budget process, currently underway. Staff have completed a three year base budget for the upcoming school year and following two years. She reported that the base budget reflects projected student enrolment, operating revenues from the Ministry of Education and other revenues such as rental and international tuition. The Budget also includes all known projected expenditures for the District. These estimates are completed based on the Public Sector Accounting Standards and following the government's financial reporting requirements. The Secretary Treasurer then noted the District is facing a structural budget shortfall of \$3.9M which is 1.8% of the District's total operating budget.

The Secretary Treasurer next outlined that the District's budget guiding principles, which are:

- to align the budget with the Board's Strategic Plan and Priorities
- that the budget is a transparent and inclusive engagement process involving all stakeholder groups
- that the District focus on maximizing learning opportunities for students,
- that innovation be supported while maintaining efficiency and long term sustainability.
- 

The Secretary Treasurer concluded that the budget decisions are based on accurate and relevant data and information.

*The Superintendent then called on Stakeholders to present their budget briefs to the Board:*

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

Ms. Baverstock presented highlights from her brief including trustee-led advocacy; Delaying the budget decision until the June Board meeting; and no staff cuts. Ms. Baverstock then provided two different scenarios on Provincial Budget Adjustment scenarios for the board's consideration.

Trustees thanked Ms. Baverstock for the Brief and noted that the Board takes advocacy seriously. Regarding the comments regarding delaying the budget decision, the Secretary Treasurer outlined some of the implications in delaying the decision.

2. Ian Hillman, President, Stacey Robinson and Nancy Williams, Vice Presidents, CUPE 716.

CUPE 716 Executive members presented the following concerns related to the proposed budget cuts with specific focus on Library Technicians who work with students in the classroom. Mr. Hillman noted that CUPE positions bring learning and growth to the District.

Ms. Robinson asked several questions regarding the proposed reduction to library technicians. She noted that CUPE echoes the concerns of the RTA and request no cuts to staffing.

Ms. Williams asked about the proposed reduction to Career Information Advisor positions and stated concerns about the workload for the proposed two district advisors.

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

Mr. Scallion presented four areas of critical importance including: no personnel cuts at or near the classroom level including School Psychologists, Speech Language Pathologists, Career Information Advisors, the Literacy Support Teacher Consultant and Library Technicians. RDPA believes the costs of these positions should be covered by the Unrestricted Reserve Fund for this year.

He asked that Board advocacy on funding challenges be directed to the Ministry of Education and Child Care via written correspondence, as well as through a face to face meeting, and suggested involving messages through the media. Mr. Scallion expressed support for postponing the final decision on the budget to the regular June Board Meeting. He also suggested that the Board begin looking at restructuring to improve the operating function of the District.

4. Jessica Lee, Library Technician at RC Palmer Secondary spoke about the role of the Library Technician and its importance. She stated that Library Technicians are a primary source of connection for students, providing a safe haven and a refuge for students.
5. Megan Ritter, Library Technician from JN Burnett Secondary noted that any time staff are removed as resources for students, students are impacted. She added that having a Library Technician available over lunch allows students to access the library.
6. David Yang, former student talked about the support provided by the ELL Programs in the District.

*Following comments and questions from Trustees to the Budget feedback, the Superintendent turned the Chair over to Trustee Nixon. Trustee Sandra Nixon assumed the Chair.*

**052/2022    MOVED BY D. SARGENT AND SECONDED BY H. LARSON:**

**THAT** the Board of Education (Richmond) rise and report from the Committee of the Whole discussion on the 2022/2023 operating budget.

**CARRIED**

**053/2022 MOVED BY H. LARSON AND SECONDED BY N. GOLDSTEIN:**

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

**CARRIED**

**(b) Diversity & Anti-racism Working Group Report.**

Assistant Superintendent Brautigam provided background on the Diversity and Antiracism Working Group that was formed as part of the recommendation to the June 10, 2020 public meeting of the Board of Education. The role of the Working Group has been to focus on consultation with students, staff, and other partner groups regarding their experiences with racism within the school district; provide a review of what the District is currently doing with respect to educating students about various forms of racism; conduct a review of current District policy and practices regarding incidents of racism; identify what gaps the District needs to address regarding anti-racism education and practices; and make recommendations to the Board for further action.

The Assistant Superintendent shared aspects of the report, focusing on the nine recommendations from the working group:

1. Establish a DEI Advisory Committee
2. Develop an Employee Focused DEI Implementation Strategy
3. Develop an Employee Focused DEI Implementation Strategy
4. Support All Schools and Facilities to be Safe and Brave Spaces
5. Ensure That Clear Reporting Guidelines for Incidents Causing Harm, such as Discrimination, Racism, and Sexual Harassment are Implemented, Including Measures to Make Reporting Safer, and to Provide Clarity Regarding All Steps That will be Followed in the Process
6. Update and/or Develop District Policies and Regulations with Clearly Articulated DEI Principles and Consideration of the Intended Reading Audience
7. Increase Student Voice and Leadership in DEI Initiatives
8. Engage in Decolonizing Practices as Part of the Board's Commitment to Truth and Reconciliation
9. Develop Inclusive Supports for the Parent/Caregiver Community Including Parent Advisory Councils

She concluded the report noting the District is grateful to all the members of the Diversity and Antiracism Working Group for the time and dedication they all demonstrated. The Diversity and Antiracism Working Group would also like to express sincere gratitude to the students, parents and staff who shared their voices through the survey and focus group process.

Following the report, Trustees had a number of questions and comments regarding the draft Terms of Reference for the Advisory Committee proposed in the report, and in particular, the reporting structure to the Board moving forward.

Trustees who were part of the Working Group noted that Assistant Superintendent Brautigam provided excellent leadership throughout the process. Trustee Tablotney referred to the SOGI Committee, suggesting that the Diversity and Anti-Racism Working Group be formed with a similar reporting structure.

*Following further comments and questions around the structure and draft terms of reference, the Chairperson called the question for an amendment to the motion:*

**054/2022      MOVED BY N. GOLDSTEIN AND SECONDED BY R. LEE:**

**AND FURTHER THAT,** The Terms of Reference be submitted to the Board for approval. The Committee may begin their work before receiving the approval. The approval by the Board may be by unanimous agreement via email or by resolution of the Board.

**DEFEATED**

**055/2022      MOVED BY D. TABLOTNEY AND SECONDED BY H. LARSON:**

**THAT** the Board receive the report of the Diversity and Anti-Racism Working Group, and support the priorities identified through:

1. Establishment of a DEI Advisory Committee to work with staff to move forward on the priorities identified by the Diversity and Antiracism Working Group.
2. Monitoring progress on these priorities through the strategic plan update process, regular reporting from the DEI Advisory Committee through the board standing committee structure, and an annual report to the Board from the DEI Advisory Committee.

**CARRIED**  
NEGATIVE: R. LEE

## **7. New Business**

### **(a) Board Advocacy**

Trustee Sargent proposed a motion for advocacy regarding the recent announcement of the paid five sick days for casual employees. Trustee Goldstein suggested that the Board request to meet with local members of parliament as well regarding federal funds.

**056/2022      MOVED BY D. SARGENT AND SECONDED BY N. GOLDSTEIN:**

**THAT** the Board of Education (Richmond) write a letter to the Minister of Education explaining the impact to the Richmond Board of Education on the recent announcement of five sick days;

**AND FURTHER THAT** the Board of Education (Richmond) meet with MLAs to discuss further concerns.

**CARRIED**

## 8. Questions from the Public: Tonight's Agenda

There were no questions from the public.

## 9. Standing Committee Reports

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

The next meeting will be held on Monday, May 9, 2022.

- (b) **Education Committee**  
*Chair: Heather Larson*  
*Vice Chair: Debbie Tablotney*

- (i) Minutes of meeting held February 16, 2022 were attached for information.

A meeting was held on April 20, 2022. The next meeting is scheduled for Wednesday, May 18, 2022 at 6 pm.

- (c) **Facilities and Building Committee**  
*Chair: Ken Hamaguchi*  
*Vice Chair: Debbie Tablotney*

- (i) Minutes of meeting held March 2, 2022 were attached for information.

A meeting was held on April 6, 2022. The next meeting is scheduled for Wednesday, May 4, 2022 at 4:30 pm.

- (d) **Finance and Legal Committee**  
*Chair: Donna Sargent*  
*Vice Chair: Ken Hamaguchi*

- (i) Minutes of meeting held February 16, 2022 were attached for information.

- (ii) Trustee Expenses for the Three Months ending March 31, 2022.

**057/2022      MOVED BY D. SARGENT AND SECONDED BY H. LARSON:**

**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, 2022, in the amount of \$4,877.20.

**CARRIED**

A meeting was held on April 20, 2022. The next meeting is scheduled for Wednesday, May 18, 2022 at 10 am.

(e) **Policy Committee**

*Chair: Debbie Tablotney*

*Vice Chair: Sandra Nixon*

The next meeting is scheduled for Monday, May 16, 2022 at 11 am.

**10. Correspondence**

(a) **For Action:**

Nil.

**11. Board Committee and Representative Reports**

(a) **Council/Board Liaison Committee**

A meeting was held on April 13, 2022. The next meeting date to be determined.

**12. Adjournment**

**058/2022 MOVED BY H. LARSON AND SECONDED BY D. TABLOTNEY:**

**THAT** the Regular meeting of Wednesday, April 27, 2022 of the Board of Education (Richmond) be adjourned at 10:22 pm.

**CARRIED**

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S. NIXON,  
CHAIRPERSON

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C. WANG,  
SECRETARY TREASURER

**DATE:** May 25, 2022  
**FROM:** C. Wang, Secretary Treasurer  
**SUBJECT:** Record of an In-Camera Board Meeting held April 27, 2022

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 27, 2022.

- |     |                                   |  |
|-----|-----------------------------------|--|
| (a) | Briefs and Presentations:         | Nil.   |
| (b) | Business Arising out of Minutes:  | Administrative and personnel items were discussed.                                     |
| (c) | New Business:                     | An administrative item was discussed.  |
| (d) | Executive:                        | Administrative items were discussed.   |
| (e) | Standing Committee Reports:       | Administrative items were discussed.   |
| (f) | Board Committee and Rep. Reports: | Nil.   |
| (g) | Correspondence:                   | Nil.   |
| (h) | Record of Disclosure:             | 3 Trustees declared a conflict on interest and left the meeting during the discussion. |

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 25, 2022

**FROM:** Cindy Wang, Secretary Treasurer

**SUBJECT:** 2022/2023 Annual Budget Bylaw

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### RECOMMENDATION

**THAT** the Board of Education of School District No. 38 (Richmond) approve the 2022/2023 Annual Budget by way of three readings of the 2022/2023 Annual Budget Bylaw.

### BACKGROUND

The 2022/2023 Annual Budget has been prepared in accordance with Public Sector Accounting Board Standards 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 approve the Annual Budget Bylaw amount of \$292,897,294 which is comprised of the Operating, Special Purpose and Capital Funds.

Faced with a budget shortfall of \$3.9 million, the 2022/2023 Annual Budget includes a combination of on-going and one-time budget adjustments together with the use of accumulated surpluses. The 2022/2023 Annual Budget includes net budget adjustments totaling \$2.5 million, with the balance of the shortfall being covered by the accumulated reserves.

To minimize the impact to staffing, the budget adjustments include a \$0.9 million on-going reduction in services and supplies budgets. Since the majority of the operating budget is in staffing costs, the District is forced to consider staffing reductions in 2022/2023. The proposed 2022/2023 Annual Budget includes staffing adjustments of 19.3 FTEs totaling \$1.6 million.

The accumulated reserve balance is projected to be approximately \$7.5 million at the end of 2021/2022 school year, of which \$1.4 million will be used to balance the 2022/2023 Annual Budget. This will leave approximately \$6.1 million, or 2.8% of the District's total operating budget, in the accumulated surplus fund balance available for any emergent and unforeseen costs in future years.

## **CONCLUSION**

The 2022/2023 Annual Budget Bylaw (attached) is being presented for approval by way of three readings.

Respectfully submitted,

*Cindy Wang*  
*Secretary Treasurer, CPA, CA*

## 2022/2023 Annual Budget Proposed Adjustments

				RTA		CUPE		Management		Services & Supplies
Budget Adjustment Description	Employee Group	FTE	\$ Amount	FTE	\$ Amount	FTE	\$ Amount	FTE	\$ Amount	
1 Supplies and Services		-	(\$906,000)							(\$906,000)
2 Career Information Advisors	CUPE	(5.1)	(\$261,000)			(5.1)	(\$261,000)			
3 District Career Information Advisors	CUPE	2.0	\$104,000			2.0	\$104,000			
4 Library Technicians	CUPE	(5.0)	(\$261,000)			(5.0)	(\$261,000)			
5 Administration Time Allocation	Management	(1.0)	(\$171,000)					(1.0)	(\$171,000)	
6 Energy Specialist Fortis BC - AFG	Management	(0.3)	(\$29,000)					(0.3)	(\$29,000)	
7 Manager Facilities Planning - RPT	Management	(0.4)	(\$56,000)					(0.4)	(\$56,000)	
8 Manager Energy Sustainability - AFG	Management	(0.1)	(\$14,000)					(0.1)	(\$14,000)	
9 Assistant Manager Operations Rental	Management	1.0	\$96,000					1.0	\$96,000	
10 Water Flusher - Unfilled Positions	CUPE	(2.0)	(\$124,000)			(2.0)	(\$124,000)			
11 One-time Custodian - Hand Washing Stations	CUPE	1.0	\$62,000			1.0	\$62,000			
12 Administrative Assistant - RPT	CUPE	(0.1)	(\$6,000)			(0.1)	(\$6,000)			
13 Facilities Office Coordinator - Attrition	CUPE	(0.8)	(\$49,000)			(0.8)	(\$49,000)			
14 Operations Foreperson - AFG	CUPE	(1.0)	(\$75,000)			(1.0)	(\$75,000)			
15 Administrative Assistant	CUPE	(1.0)	(\$60,000)			(1.0)	(\$60,000)			
16 Network Data Installer	CUPE	(1.0)	(\$68,000)			(1.0)	(\$68,000)			
17 Teacher Consultant - Fine Arts/Social Studies	RTA	(0.4)	(\$48,000)	(0.4)	(\$48,000)					
18 Teacher Consultant - Science - CEF	RTA	(1.0)	(\$120,000)	(1.0)	(\$120,000)					
19 Teacher Consultant - Indigenous Education	RTA	0.4	\$48,000	0.4	\$48,000					
20 School Psychologist - CEF	RTA	(1.0)	(\$100,000)	(1.0)	(\$100,000)					
21 Speech Language Pathologist - CEF	RTA	(1.0)	(\$91,000)	(1.0)	(\$91,000)					
22 Educational Assistant - Literacy Support	CUPE	(1.0)	(\$56,000)			(1.0)	(\$56,000)			
23 District Administrator	Management	(0.5)	(\$98,000)					(0.5)	(\$98,000)	
24 Director of Instruction	Management	(1.0)	(\$215,000)					(1.0)	(\$215,000)	
<b>Total Net Budget Adjustments</b>		<b>(19.3)</b>	<b>(\$2,498,000)</b>	<b>(3.0)</b>	<b>(\$311,000)</b>	<b>(14.0)</b>	<b>(\$794,000)</b>	<b>(2.3)</b>	<b>(\$487,000)</b>	<b>(\$906,000)</b>

Note: School Psychologist, Speech Language Pathologist and Teacher Consultant Science will be funded in Classroom Enhancement Fund (CEF) in 2022/2023.

Annual Budget

## **School District No. 38 (Richmond)**

June 30, 2023

# School District No. 38 (Richmond)

June 30, 2023

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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 2022/2023 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. The Board has complied with the provisions of the *Act*, Ministerial Orders, and Ministry of Education Policies 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 2022/2023.
3. The attached Statement 2 showing the estimated revenue and expense for the 2022/2023 fiscal year and the total budget bylaw amount of \$292,897,294 for the 2022/2023 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 2022/2023.

READ A FIRST TIME THE 25th DAY OF MAY, 2022;

READ A SECOND TIME THE 25th DAY OF MAY, 2022;

READ A THIRD TIME, PASSED AND ADOPTED THE 25th DAY OF MAY, 2022;

( Corporate Seal )

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Chairperson of the Board

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Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 38 (Richmond) Annual Budget Bylaw 2022/2023, adopted by the Board the 25th DAY OF MAY, 2022.

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Secretary Treasurer

# School District No. 38 (Richmond)

Statement 2

Annual Budget - Revenue and Expense

Year Ended June 30, 2023

	2023 Annual Budget	2022 Amended Annual Budget
<b>Ministry Operating Grant Funded FTE's</b>		
School-Age	20,359.625	20,365.638
Adult	62.063	62.063
Other	599.375	587.188
<b>Total Ministry Operating Grant Funded FTE's</b>	<b>21,021.063</b>	<b>21,014.888</b>
<b>Revenues</b>	<b>\$</b>	<b>\$</b>
Provincial Grants		
Ministry of Education	241,714,275	242,610,311
Other	27,670	27,670
Federal Grants	1,691,560	1,712,790
Tuition	15,248,688	15,152,958
Other Revenue	5,605,060	4,502,478
Rentals and Leases	1,240,472	1,147,183
Investment Income	1,073,710	1,113,326
Amortization of Deferred Capital Revenue	10,560,443	9,766,983
<b>Total Revenue</b>	<b>277,161,878</b>	<b>276,033,699</b>
<b>Expenses</b>		
Instruction	227,659,320	227,716,559
District Administration	7,497,364	7,343,790
Operations and Maintenance	45,950,369	46,089,974
Transportation and Housing	1,837,300	1,921,664
Debt Services	185,000	182,000
<b>Total Expense</b>	<b>283,129,353</b>	<b>283,253,987</b>
<b>Net Revenue (Expense)</b>	<b>(5,967,475)</b>	<b>(7,220,288)</b>
<b>Budgeted Allocation (Retirement) of Surplus (Deficit)</b>	<b>1,422,023</b>	<b>3,600,134</b>
<b>Budgeted Surplus (Deficit), for the year</b>	<b>(4,545,452)</b>	<b>(3,620,154)</b>
<b>Budgeted Surplus (Deficit), for the year comprised of:</b>		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	(4,545,452)	(3,620,154)
<b>Budgeted Surplus (Deficit), for the year</b>	<b>(4,545,452)</b>	<b>(3,620,154)</b>

School District No. 38 (Richmond)

Annual Budget - Revenue and Expense  
Year Ended June 30, 2023

	2023 Annual Budget	2022 Amended Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	217,489,152	218,771,672
Special Purpose Funds - Total Expense	47,130,515	47,302,531
Special Purpose Funds - Tangible Capital Assets Purchased	903,791	886,147
Capital Fund - Total Expense	18,509,686	17,179,784
Capital Fund - Tangible Capital Assets Purchased from Local Capital	8,864,150	6,446,637
Total Budget Bylaw Amount	292,897,294	290,586,771

Approved by the Board

Signature of the Chairperson of the Board of Education	Date Signed
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Signature of the Superintendent	Date Signed
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Signature of the Secretary Treasurer	Date Signed
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# School District No. 38 (Richmond)

Statement 4

Annual Budget - Changes in Net Financial Assets (Debt)

Year Ended June 30, 2023

	2023 Annual Budget	2022 Amended Annual Budget
	\$	\$
<b>Surplus (Deficit) for the year</b>	<b>(5,967,475)</b>	<b>(7,220,288)</b>
<b>Effect of change in Tangible Capital Assets</b>		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	<b>(903,791)</b>	(886,147)
From Local Capital	<b>(8,864,150)</b>	(6,446,637)
From Deferred Capital Revenue	<b>(18,196,266)</b>	(23,358,357)
From Capital Leases	<b>(2,500,000)</b>	(3,600,000)
<b>Total Acquisition of Tangible Capital Assets</b>	<b>(30,464,207)</b>	(34,291,141)
Amortization of Tangible Capital Assets	<b>18,324,686</b>	16,997,784
<b>Total Effect of change in Tangible Capital Assets</b>	<b>(12,139,521)</b>	(17,293,357)
	-	-
<b>(Increase) Decrease in Net Financial Assets (Debt)</b>	<b>(18,106,996)</b>	<b>(24,513,645)</b>

# School District No. 38 (Richmond)

Schedule 2

Annual Budget - Operating Revenue and Expense  
Year Ended June 30, 2023

	2023 Annual Budget	2022 Amended Annual Budget
	\$	\$
<b>Revenues</b>		
Provincial Grants		
Ministry of Education	200,177,689	199,884,423
Other	27,670	27,670
Tuition	15,248,688	15,152,958
Other Revenue	806,000	763,278
Rentals and Leases	1,240,472	1,147,183
Investment Income	566,610	552,526
<b>Total Revenue</b>	<b>218,067,129</b>	<b>217,528,038</b>
<b>Expenses</b>		
Instruction	181,955,691	182,296,096
District Administration	6,619,225	6,473,967
Operations and Maintenance	27,398,236	28,456,190
Transportation and Housing	1,516,000	1,545,419
<b>Total Expense</b>	<b>217,489,152</b>	<b>218,771,672</b>
<b>Net Revenue (Expense)</b>	<b>577,977</b>	<b>(1,243,634)</b>
<b>Budgeted Prior Year Surplus Appropriation</b>	<b>1,422,023</b>	<b>3,600,134</b>
<b>Net Transfers (to) from other funds</b>		
Local Capital	(2,000,000)	(2,356,500)
<b>Total Net Transfers</b>	<b>(2,000,000)</b>	<b>(2,356,500)</b>
<b>Budgeted Surplus (Deficit), for the year</b>	<b>-</b>	<b>-</b>

# School District No. 38 (Richmond)

Schedule 2A

Annual Budget - Schedule of Operating Revenue by Source

Year Ended June 30, 2023

	2023 Annual Budget	2022 Amended Annual Budget
	\$	\$
<b>Provincial Grants - Ministry of Education</b>		
Operating Grant, Ministry of Education	197,438,134	196,653,847
Other Ministry of Education Grants		
Pay Equity	2,215,706	2,215,706
Funding for Graduated Adults	246,150	246,150
Student Transportation Fund	21,608	21,608
Support Staff Benefits Grant	224,695	219,746
FSA Scorer Grant	27,292	27,292
K-12 ICY Clinical Counsellor Funding	-	495,970
ELF Implementation	4,104	4,104
<b>Total Provincial Grants - Ministry of Education</b>	<b>200,177,689</b>	<b>199,884,423</b>
<b>Provincial Grants - Other</b>	<b>27,670</b>	<b>27,670</b>
<b>Tuition</b>		
Summer School Fees	205,140	195,140
Continuing Education	885,548	867,368
International and Out of Province Students	14,158,000	14,090,450
<b>Total Tuition</b>	<b>15,248,688</b>	<b>15,152,958</b>
<b>Other Revenues</b>		
Other School District/Education Authorities	504,000	504,000
Miscellaneous		
Cafeteria	300,000	257,278
Miscellaneous	2,000	2,000
<b>Total Other Revenue</b>	<b>806,000</b>	<b>763,278</b>
<b>Rentals and Leases</b>	<b>1,240,472</b>	<b>1,147,183</b>
<b>Investment Income</b>	<b>566,610</b>	<b>552,526</b>
<b>Total Operating Revenue</b>	<b>218,067,129</b>	<b>217,528,038</b>

# School District No. 38 (Richmond)

Schedule 2B

Annual Budget - Schedule of Operating Expense by Object  
Year Ended June 30, 2023

	2023 Annual Budget	2022 Amended Annual Budget
	\$	\$
<b>Salaries</b>		
Teachers	94,284,476	93,164,185
Principals and Vice Principals	13,015,778	13,319,147
Educational Assistants	16,666,715	16,555,650
Support Staff	20,862,057	22,009,096
Other Professionals	6,076,998	5,953,736
Substitutes	7,795,483	8,800,118
<b>Total Salaries</b>	<b>158,701,507</b>	<b>159,801,932</b>
<b>Employee Benefits</b>	<b>39,791,086</b>	<b>39,868,898</b>
<b>Total Salaries and Benefits</b>	<b>198,492,593</b>	<b>199,670,830</b>
<b>Services and Supplies</b>		
Services	6,639,995	6,638,375
Student Transportation	13,907	12,155
Professional Development and Travel	947,532	825,128
Rentals and Leases	287,817	279,466
Dues and Fees	143,988	136,743
Insurance	526,595	522,749
Supplies	6,331,810	6,423,814
Utilities	4,104,915	4,262,412
<b>Total Services and Supplies</b>	<b>18,996,559</b>	<b>19,100,842</b>
<b>Total Operating Expense</b>	<b>217,489,152</b>	<b>218,771,672</b>

# School District No. 38 (Richmond)

Schedule 2C

Annual Budget - Operating Expense by Function, Program and Object  
Year Ended June 30, 2023

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
<b>1 Instruction</b>							
1.02 Regular Instruction	73,486,397	2,491,345		1,080,735		5,656,873	82,715,350
1.03 Career Programs	204,949			408,086			613,035
1.07 Library Services	1,467,638			384,631			1,852,269
1.08 Counselling	2,391,577			-			2,391,577
1.10 Special Education	6,049,889		16,666,715	-		766,810	23,483,414
1.30 English Language Learning	6,143,837			158,063			6,301,900
1.31 Indigenous Education	296,802			35,554			332,356
1.41 School Administration	-	10,014,670		4,582,179		326,323	14,923,172
1.60 Summer School	757,497	114,803		-			872,300
1.61 Continuing Education	710,000	219,543		121,792	90,338	307,408	1,449,081
1.62 International and Out of Province Students	2,775,890	19,114		167,444	695,264	87,124	3,744,836
1.64 Other							-
<b>Total Function 1</b>	<b>94,284,476</b>	<b>12,859,475</b>	<b>16,666,715</b>	<b>6,938,484</b>	<b>785,602</b>	<b>7,144,538</b>	<b>138,679,290</b>
<b>4 District Administration</b>							
4.11 Educational Administration				198,537	1,844,503	12,003	2,055,043
4.40 School District Governance					202,754		202,754
4.41 Business Administration		156,303		953,796	1,611,562	1,987	2,723,648
<b>Total Function 4</b>	<b>-</b>	<b>156,303</b>	<b>-</b>	<b>1,152,333</b>	<b>3,658,819</b>	<b>13,990</b>	<b>4,981,445</b>
<b>5 Operations and Maintenance</b>							
5.41 Operations and Maintenance Administration				301,873	1,632,577	989	1,935,439
5.50 Maintenance Operations				10,869,858		524,541	11,394,399
5.52 Maintenance of Grounds				812,701			812,701
5.56 Utilities							-
<b>Total Function 5</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>11,984,432</b>	<b>1,632,577</b>	<b>525,530</b>	<b>14,142,539</b>
<b>7 Transportation and Housing</b>							
7.70 Student Transportation				786,808		111,425	898,233
<b>Total Function 7</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>786,808</b>	<b>-</b>	<b>111,425</b>	<b>898,233</b>
<b>9 Debt Services</b>							
<b>Total Function 9</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Functions 1 - 9</b>	<b>94,284,476</b>	<b>13,015,778</b>	<b>16,666,715</b>	<b>20,862,057</b>	<b>6,076,998</b>	<b>7,795,483</b>	<b>158,701,507</b>

# School District No. 38 (Richmond)

Schedule 2C

Annual Budget - Operating Expense by Function, Program and Object  
Year Ended June 30, 2023

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2023 Annual Budget	2022 Amended Annual Budget
	\$	\$	\$	\$	\$	\$
<b>1 Instruction</b>						
1.02 Regular Instruction	82,715,350	20,832,668	103,548,018	3,703,023	107,251,041	106,357,096
1.03 Career Programs	613,035	154,399	767,434	430,751	1,198,185	1,341,539
1.07 Library Services	1,852,269	466,512	2,318,781	375,529	2,694,310	2,953,875
1.08 Counselling	2,391,577	602,342	2,993,919	7,245	3,001,164	2,997,384
1.10 Special Education	23,483,414	5,914,527	29,397,941	767,005	30,164,946	30,529,652
1.30 English Language Learning	6,301,900	1,587,195	7,889,095	40,733	7,929,828	7,895,955
1.31 Indigenous Education	332,356	83,707	416,063	62,261	478,324	424,967
1.41 School Administration	14,923,172	3,758,547	18,681,719	342,464	19,024,183	19,445,481
1.60 Summer School	872,300	165,737	1,038,037	23,887	1,061,924	1,057,585
1.61 Continuing Education	1,449,081	275,325	1,724,406	173,824	1,898,230	2,082,782
1.62 International and Out of Province Students	3,744,836	943,174	4,688,010	2,555,467	7,243,477	7,199,966
1.64 Other	-	-	-	10,079	10,079	9,814
<b>Total Function 1</b>	<b>138,679,290</b>	<b>34,784,133</b>	<b>173,463,423</b>	<b>8,492,268</b>	<b>181,955,691</b>	<b>182,296,096</b>
<b>4 District Administration</b>						
4.11 Educational Administration	2,055,043	517,583	2,572,626	200,394	2,773,020	2,702,725
4.40 School District Governance	202,754	15,227	217,981	145,690	363,671	353,279
4.41 Business Administration	2,723,648	685,977	3,409,625	72,909	3,482,534	3,417,963
<b>Total Function 4</b>	<b>4,981,445</b>	<b>1,218,787</b>	<b>6,200,232</b>	<b>418,993</b>	<b>6,619,225</b>	<b>6,473,967</b>
<b>5 Operations and Maintenance</b>						
5.41 Operations and Maintenance Administration	1,935,439	487,459	2,422,898	968,762	3,391,660	3,441,969
5.50 Maintenance Operations	11,394,399	2,869,791	14,264,190	4,375,397	18,639,587	19,536,784
5.52 Maintenance of Grounds	812,701	204,687	1,017,388	244,686	1,262,074	1,215,025
5.56 Utilities	-	-	-	4,104,915	4,104,915	4,262,412
<b>Total Function 5</b>	<b>14,142,539</b>	<b>3,561,937</b>	<b>17,704,476</b>	<b>9,693,760</b>	<b>27,398,236</b>	<b>28,456,190</b>
<b>7 Transportation and Housing</b>						
7.70 Student Transportation	898,233	226,229	1,124,462	391,538	1,516,000	1,545,419
<b>Total Function 7</b>	<b>898,233</b>	<b>226,229</b>	<b>1,124,462</b>	<b>391,538</b>	<b>1,516,000</b>	<b>1,545,419</b>
<b>9 Debt Services</b>						
<b>Total Function 9</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Functions 1 - 9</b>	<b>158,701,507</b>	<b>39,791,086</b>	<b>198,492,593</b>	<b>18,996,559</b>	<b>217,489,152</b>	<b>218,771,672</b>

School District No. 38 (Richmond)

Annual Budget - Special Purpose Revenue and Expense  
Year Ended June 30, 2023

	2023 Annual Budget	2022 Amended Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	41,536,586	42,725,888
Federal Grants	1,691,560	1,712,790
Other Revenue	4,799,060	3,739,200
Investment Income	7,100	10,800
Total Revenue	48,034,306	48,188,678
Expenses		
Instruction	45,703,629	45,420,463
District Administration	878,139	869,823
Operations and Maintenance	548,747	1,012,245
Total Expense	47,130,515	47,302,531
Net Revenue (Expense)	903,791	886,147
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(903,791)	(886,147)
Total Net Transfers	(903,791)	(886,147)
Budgeted Surplus (Deficit), for the year	-	-

School District No. 38 (Richmond)

Annual Budget - Changes in Special Purpose Funds  
Year Ended June 30, 2023

	Annual Facility Grant	Learning Improvement Fund	Scholarships and Bursaries	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK	Classroom Enhancement Fund - Overhead
	\$	\$	\$	\$	\$		\$	\$	\$
Deferred Revenue, beginning of year	-	-	975,095	4,869,733	-	-	-	-	-
Add: Restricted Grants									
Provincial Grants - Ministry of Education	829,289	672,030			224,000	93,100	336,842	785,631	4,841,324
Federal Grants									
Other			30,000	4,257,490					
Investment Income			6,000						
	829,289	672,030	36,000	4,257,490	224,000	93,100	336,842	785,631	4,841,324
Less: Allocated to Revenue	829,289	672,030	80,000	4,326,160	224,000	93,100	336,842	785,631	4,841,324
Deferred Revenue, end of year	-	-	931,095	4,801,063	-	-	-	-	-
Revenues									
Provincial Grants - Ministry of Education	829,289	672,030			224,000	93,100	336,842	785,631	4,841,324
Federal Grants									
Other Revenue			74,000	4,326,160					
Investment Income			6,000						
	829,289	672,030	80,000	4,326,160	224,000	93,100	336,842	785,631	4,841,324
Expenses									
Salaries									
Teachers						48,798	97,595		
Principals and Vice Principals									206,745
Educational Assistants		559,605			179,200	16,220		324,850	1,889,555
Support Staff									647,684
Other Professionals									159,632
Substitutes							17,159		853,379
	-	559,605	-	-	179,200	65,018	114,754	324,850	3,756,995
Employee Benefits		112,425			44,800	16,255	24,399	81,213	939,249
Services and Supplies	70,578		80,000	4,326,160		11,827	197,689	379,568	
	70,578	672,030	80,000	4,326,160	224,000	93,100	336,842	785,631	4,696,244
Net Revenue (Expense) before Interfund Transfers	758,711	-	-	-	-	-	-	-	145,080
Interfund Transfers									
Tangible Capital Assets Purchased	(758,711)								(145,080)
	(758,711)	-	-	-	-	-	-	-	(145,080)
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-



School District No. 38 (Richmond)

Annual Budget - Changes in Special Purpose Funds  
Year Ended June 30, 2023

	Classroom Enhancement Fund - Staffing	Mental Health in Schools	Changing Results for Young Children	Safe Return to School / Restart: Health & Safety Grant	Federal Safe Return to Class / Ventilation Fund	Provincial Resource Program	Provincial Early Years	Educational Trust Fund	LINC/ SWIS
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year	-	-	-	-	-	-	-	144,488	-
Add: Restricted Grants									
Provincial Grants - Ministry of Education	32,344,010	48,000	6,000			896,944	459,416		
Federal Grants									1,691,560
Other								380,000	
Investment Income								1,100	
	32,344,010	48,000	6,000	-	-	896,944	459,416	381,100	1,691,560
Less: Allocated to Revenue	32,344,010	48,000	6,000	-	-	896,944	459,416	400,000	1,691,560
Deferred Revenue, end of year	-	-	-	-	-	-	-	125,588	-
Revenues									
Provincial Grants - Ministry of Education	32,344,010	48,000	6,000			896,944	459,416		
Federal Grants									1,691,560
Other Revenue								398,900	
Investment Income								1,100	
	32,344,010	48,000	6,000	-	-	896,944	459,416	400,000	1,691,560
Expenses									
Salaries									
Teachers	25,875,208					502,788	206,417		
Principals and Vice Principals									
Educational Assistants									
Support Staff						27,747	34,847		614,729
Other Professionals									99,667
Substitutes									344,726
	25,875,208	-	-	-	-	530,535	241,264	-	1,059,122
Employee Benefits	6,468,802					132,635	60,317		261,714
Services and Supplies		48,000	6,000			233,774	157,835	400,000	370,724
	32,344,010	48,000	6,000	-	-	896,944	459,416	400,000	1,691,560
Net Revenue (Expense) before Interfund Transfers	-	-	-	-	-	-	-	-	-
Interfund Transfers									
Tangible Capital Assets Purchased	-	-	-	-	-	-	-	-	-
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 38 (Richmond)

Annual Budget - Changes in Special Purpose Funds  
Year Ended June 30, 2023

	<b>TOTAL</b>
	\$
<b>Deferred Revenue, beginning of year</b>	<b>5,989,316</b>
<b>Add:</b> Restricted Grants	
Provincial Grants - Ministry of Education	<b>41,536,586</b>
Federal Grants	<b>1,691,560</b>
Other	<b>4,667,490</b>
Investment Income	<b>7,100</b>
	<b>47,902,736</b>
<b>Less:</b> Allocated to Revenue	<b>48,034,306</b>
<b>Deferred Revenue, end of year</b>	<b>5,857,746</b>
<b>Revenues</b>	
Provincial Grants - Ministry of Education	<b>41,536,586</b>
Federal Grants	<b>1,691,560</b>
Other Revenue	<b>4,799,060</b>
Investment Income	<b>7,100</b>
	<b>48,034,306</b>
<b>Expenses</b>	
Salaries	
Teachers	<b>26,730,806</b>
Principals and Vice Principals	<b>206,745</b>
Educational Assistants	<b>2,969,430</b>
Support Staff	<b>1,325,007</b>
Other Professionals	<b>259,299</b>
Substitutes	<b>1,215,264</b>
	<b>32,706,551</b>
Employee Benefits	<b>8,141,809</b>
Services and Supplies	<b>6,282,155</b>
	<b>47,130,515</b>
<b>Net Revenue (Expense) before Interfund Transfers</b>	<b>903,791</b>
<b>Interfund Transfers</b>	
Tangible Capital Assets Purchased	<b>(903,791)</b>
	<b>(903,791)</b>
<b>Net Revenue (Expense)</b>	<b>-</b>

# School District No. 38 (Richmond)

Schedule 4

Annual Budget - Capital Revenue and Expense

Year Ended June 30, 2023

	2023 Annual Budget			2022 Amended Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
<b>Revenues</b>				
Investment Income		500,000	500,000	550,000
Amortization of Deferred Capital Revenue	10,560,443		10,560,443	9,766,983
<b>Total Revenue</b>	<b>10,560,443</b>	<b>500,000</b>	<b>11,060,443</b>	10,316,983
<b>Expenses</b>				
Amortization of Tangible Capital Assets				
Operations and Maintenance	18,003,386		18,003,386	16,621,539
Transportation and Housing	321,300		321,300	376,245
Debt Services				
Capital Lease Interest		185,000	185,000	182,000
<b>Total Expense</b>	<b>18,324,686</b>	<b>185,000</b>	<b>18,509,686</b>	17,179,784
<b>Net Revenue (Expense)</b>	<b>(7,764,243)</b>	<b>315,000</b>	<b>(7,449,243)</b>	(6,862,801)
<b>Net Transfers (to) from other funds</b>				
Tangible Capital Assets Purchased	903,791		903,791	886,147
Local Capital		2,000,000	2,000,000	2,356,500
<b>Total Net Transfers</b>	<b>903,791</b>	<b>2,000,000</b>	<b>2,903,791</b>	3,242,647
<b>Other Adjustments to Fund Balances</b>				
Tangible Capital Assets Purchased from Local Capital	4,249,150	(4,249,150)	-	
Tangible Capital Assets WIP Purchased from Local Capital	4,615,000	(4,615,000)	-	
Principal Payment				
Capital Lease	2,750,000	(2,750,000)	-	
<b>Total Other Adjustments to Fund Balances</b>	<b>11,614,150</b>	<b>(11,614,150)</b>	<b>-</b>	
<b>Budgeted Surplus (Deficit), for the year</b>	<b>4,753,698</b>	<b>(9,299,150)</b>	<b>(4,545,452)</b>	(3,620,154)

## Report to the Board of Education (Richmond) Public

**DATE:** May 25, 2022  
**FROM:** Rick Ryan - Deputy Superintendent  
**SUBJECT:** School Charges for the 2022-2023 School Year

### RECOMMENDATION

**THAT** the Board of Education (Richmond) approve the 2022-2023 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 2022-2023 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, 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 2022-2023

### 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 2022-2023 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 artwork. 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	\$6.00	\$15.00
Brighthouse	\$30.00	\$6.00	\$15.00
Byng	\$30.00	\$6.00	\$20.00
Cook	\$30.00	\$5.00	\$15.00
Currie	\$30.00	\$6.00	-
DeBeck	\$30.00	\$6.00	-
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	\$10.00
Grauer	\$30.00	\$6.00	\$10.00
Hamilton	\$30.00	\$6.00	\$10.00
Homma	\$30.00	\$6.00	-
Kidd	\$30.00	\$6.00	-
Kingswood	\$30.00	\$6.00	\$20.00
Lee	\$30.00	\$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	\$6.00	\$15.00
Spul'u'kwuks	\$30.00	\$6.00	\$20.00
Steves	\$30.00	\$5.00	-
Tait	\$30.00	\$6.00	\$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, except for 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.

*International Baccalaureate (IB):*

Richmond Secondary is the only secondary school in the district that offers the IB Diploma and Certificate Programs for grades 11 & 12. Students participating in the IB Diploma Program are assessed a fee of \$600.00. Students participating in the IB Certificate Program are assessed a fee for each IB course of \$175.00 to a maximum of \$600.00.

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 Diploma Program Fee	IB Course Fee (Certificate)
Boyd	\$28.00	\$150.00			
Burnett	\$28.00	\$150.00	\$150.00		
Cambie	\$28.00	\$150.00			
MacNeill	\$28.00	\$150.00			
McMath	\$28.00	\$150.00	\$150.00		
McNair	\$28.00	\$150.00			
McRoberts	\$28.00	\$150.00	\$150.00		
Palmer	\$28.00	\$150.00	\$150.00		
Richmond	\$28.00			\$600.00	\$175.00
SLSS	\$28.00	\$150.00			
Horizons & Station Stretch	\$25.00				

*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 requirements for graduation. MacNeill Incentive Outdoor Academy meets this criterion and as such, the fee for participating in this program covers the cost of 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:** 25 May 2022

**FROM:** Frank Geyer, Executive Director, Facilities Services  
Joel Canlas, Manager, Transportation, Assets and Safety

**SUBJECT:** Board Approved Bus Riders 2022/2023

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### 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 2022/2023 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. Riders with Special Needs

A student with a physical or mental disability that prevents them 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 402 students (390 in 2020/2021) who use the District's bus service in 2021/2022, there are 262 students (232 in 2020/2021) who are eligible riders, 79 students (72 in 2020/2021) who are riders with special needs, 44 students (77 in 2020/2021) who are Board approved riders and 17 students (9 in 2020/2021) who are courtesy riders. The increase in riders in 2021/2022 may be attributed to our school community feeling more comfortable having their children ride our buses again with the cleaning/sanitation and health restrictions in place to minimize COVID-19 virus transmission.

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

Site	Eligible Riders	Riders with Special Needs	Board Approved Riders	Courtesy Riders	Totals
Blundell Learning Centre		8			8
Boyd		8			8
Bridge		2			2
Brighthouse <sup>1</sup>			39		39
Burnett		3		1	4
Cambie	5	7	1	0	13
Dixon		5			5
Errington Learning Centre		5			5
Garden City		1		2	3
Kidd		1		1	2
Kingswood	17				17
MacNeill + Aspen	5	5		1	11

<sup>1</sup> Currently 39 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.

Site	Eligible Riders	Riders with Special Needs	Board Approved Riders	Courtesy Riders	Totals
McMath		6			6
McNair <sup>2</sup>	231	9		11	251
McNeely	4	1	2		7
McRoberts		1			1
Mitchell		1			1
Palmer		4			4
Richmond		4		1	5
Spul'u'kwuks		1			1
Steves		1			1
Steveston-London		5			5
Tomsett		0			0
Whiteside		1			1
Woodward			2		2
<b>Total Riders</b>	<b>262</b>	<b>79</b>	<b>44</b>	<b>17</b>	<b>402</b>

## 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 then be on the parents to ensure that students are able to make it to school safely.

Improvements to school drop-off and pick-up times for within catchment inclusive learners can be achieved with the option of discontinuing bus service to out of catchment inclusive learners and courtesy riders residing in New Westminster.

## 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.

*Joel Canlas*  
*Manager, Transportation, Assets and Safety*

*Frank Geyer, PEng, FMA*  
*Executive Director, Facilities Services*

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<sup>2</sup> Currently 6 courtesy riders residing in New Westminster receive bus service to McNair from Hamilton daily. This is an arrangement made by the previous Superintendent to maintain cohorts of elementary students through their secondary school years.

**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, on Wednesday, April 6, 2022 at 4:30 p.m.

Present:

Ken Hamaguchi, Committee Chairperson  
Debbie Tablotney, Committee Vice-Chairperson  
Norman Goldstein, Trustee Member  
Heather Larson, Trustee  
Cindy Wang, Secretary Treasurer  
Frank Geyer, Executive Director, Facilities Services  
Liz Baverstock, President, Richmond Teachers' Association  
Steve Wenglowksi, 2nd Vice President, Richmond Teachers' Association  
Mike Murray, President, Richmond Association of School Administrators  
Jason Leslie, Vice President, Richmond Association of School Administrators  
Joel Canlas, Richmond Management and Professional Staff  
Hugo David Madeira, Vice President, Richmond District Parents Association  
Dionne McFie, Past President, Richmond District Parents Association  
Joyce Coronel, Executive Assistant (Recording Secretary)

The meeting was called to order at 4:32 pm.

### **1. APPROVAL OF AGENDA**

The agenda was approved as circulated.

### **2. APPROVAL OF MINUTES**

Minutes from the March 2, 2022 meeting was approved as circulated.

### **3. COMMITTEE MEETING FORMAT**

The Chairperson informed the Committee that an email will be sent to stakeholders individually to ask if they prefer to have the remaining Committee meetings for the year either in-person or via Zoom. If there is any stakeholder who chooses a Zoom meeting option, the Committee meeting will be held via Zoom to make sure everyone is able to attend.

### **4. FACILITIES PLANNING UPDATE [standing item]**

The Executive Director, Facilities Services spoke to his report as included in the agenda package, with the following highlights:

- Approval of two Childcare BC New Spaces Fund grants for new modular childcare facilities at Manoah Steves and Maple Lane Elementary schools
- Adoption by the Board of the 2022/23 School Site Acquisition Charge (SSAC) Bylaw No. 2022-1 which will increase charges to the maximum allowable rate pursuant to Provincial School Site Acquisition Regulations

The President, Richmond Teachers' Association expressed her appreciation to the district for pushing for modular, stand-alone childcare facilities, which is in support of classroom spaces.

**5. RICHMOND PROJECT TEAM UPDATE [standing item]**

The Executive Director, Facilities Services provided updates on major and minor capital projects as included in his report. There were no further questions or comments.

**6. FACILITIES SERVICES UPDATE**

The Executive Director, Facilities Services highlighted current initiatives of Facilities Services staff, including carpentry and painting work in various schools. Trustees expressed their appreciation for the great work of Facilities Services team in improving the overall look and curb appeal of schools.

The Chairperson thanked stakeholders for their support of the classroom ventilation program, which was first brought forward to this Committee. The President, Richmond Teachers' Association thanked the District for the mechanical ventilation program and also acknowledged the dramatic changes in school buildings.

**7. NEXT MEETING DATE – Wednesday, May 4, 2022 at 4:30 pm**

**8. ADJOURNMENT**

The meeting adjourned at 5:02 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 meeting, on Wednesday, April 20, 2022 at 10:00 a.m.

Present:

Donna Sargent, Chairperson  
Ken Hamaguchi, Vice-Chairperson  
Norman Goldstein, Trustee Member  
Heather Larson, Trustee Alternate  
Sandra Nixon, Trustee  
Cindy Wang, Secretary Treasurer  
Maria Fu, Assistant Secretary Treasurer  
Frank Geyer, Executive Director, Facilities Services  
Rav Johal, Director of Instruction, Learning Services  
Tim McCracken, 1<sup>st</sup> Vice President, Richmond Teachers' Association  
Stacey Robinson, 2<sup>nd</sup> Vice President, Canadian Union of Public Employees 716  
Mike Murray, President, Richmond Association of School Administrators  
Jason Leslie, Vice President, Richmond Association of School Administrators\*  
Roger Corbin, Richmond Management and Professional Staff  
Hugo David Madeira, Vice President, Richmond District Parents Association  
Dionne McFie, Past President, Richmond District Parents Association  
Joyce Coronel, Executive Assistant (Recording Secretary)

Regrets:

Laura Buchanan, Executive Director, Human Resources

*\*Present for a portion of the meeting*

The Chairperson called the meeting to order at 10:01 am.

### **1. APPROVAL OF AGENDA**

The agenda was adopted as circulated.

### **2. APPROVAL OF MINUTES**

The minutes of the February 16, 2022 public meeting was approved as circulated.

### **3. COMMITTEE MEETING FORMAT**

The Chairperson sought feedback from stakeholders whether they prefer to meet in-person or via zoom for the remaining Committee meetings this year. Stakeholder representatives from CUPE, RTA, RMAPS and RDPA expressed their preference to continue with zoom meetings for the remainder of the year. The Chairperson noted their

responses and confirmed that remaining Committee meetings this year will be via Zoom and will be re-assessed in September.

*Jason Leslie joined the meeting at 10:07 am.*

**4. TRUSTEE STIPEND REVIEW**

The Assistant Secretary Treasurer spoke to her report as included in the agenda package. She explained that district policy requires a review of trustee stipend before the end of the trustees' term and noted that Richmond School District's trustee stipends appear to be comparable with other school districts of similar size and location.

**5. TRUSTEES' EXPENSES FOR THREE MONTHS ENDING MARCH 31, 2022**

It was agreed that a **RECOMMENDATION** be forwarded to the April 27, 2022 meeting of the Board:

**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, 2022, in the amount of \$4,877.20.

**6. BUDGET UPDATE**

The Secretary Treasurer presented a budget update highlighting the 2022/2023 Base Budget, Budget guiding principles, Budget adjustment strategies and Budget facts. She also explained the processes taken by senior team to address the budget shortfall to keep staffing reductions to a minimum.

The Secretary Treasurer pointed out that staffing reductions last year and this year need to be viewed together to compare staffing reductions across different employee groups over two years. With the budget adjustments, a portion of the \$3.9 million shortfall will be addressed, and the remainder of the shortfall will be covered by leveraging the district's unrestricted surplus.

Finally, she encouraged stakeholders to participate in the upcoming Board meeting on April 27 where the Board will have a Committee of the Whole to provide an opportunity for stakeholders to provide input and feedback.

She then responded to questions from attendees on her report, specifically on the financial impact of the recent change to the Employment Standards Act (ESA), which now grants up to five days paid sick days to TTOCs and casual staff. The Chairperson also explained that the changes to the ESA will be subject to further discussion by the Board and will also be taken up in the BCSTA Annual General Meeting on April 22-25. The 2<sup>nd</sup>



Vice President, Richmond Teachers' Association noted that ESA changes can also be brought to the bargaining table to address funding concerns.

*Jason Leslie joined the meeting at 10:22 am.*

**7. FOOD SECURITY INITIATIVES**

The Director of Instruction, Learning Services spoke to his report as included in the agenda package. He then responded to questions and comments from trustees on his report. Discussion ensued on food security issues of students and the schools' efforts to provide support to families.

The Chairperson informed the Committee that a more detailed report on this agenda item will be brought for further discussion by this Committee in its public meeting in May or June 2022.

**8. NEXT MEETING DATE – WEDNESDAY MAY 18, 2022 at 10:00 am**

**9. ADJOURNMENT**

The meeting adjourned at 10:47 am.

Respectfully Submitted,

Donna Sargent, Chairperson  
Finance & Legal Committee

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

## MINUTES OF PUBLIC MEETING OF POLICY COMMITTEE

**Date:** Monday, March 7, 2022 at 11 am  
*Via Zoom Webinar*

**Present:** Debbie Tablotney, Chairperson  
Sandra Nixon, Vice Chair  
Heather Larson, Member  
Norman Goldstein, Alternate member  
Scott Robinson, Superintendent  
Rick Ryan, Deputy Superintendent\*  
Frank Geyer, Executive Director, Facilities Services  
Liz Baverstock, Richmond Teachers' Association  
Jw Cho, Richmond Teacher's Association  
Mike Murray, Richmond Association of School Administrators  
Rebeca Avendano, Richmond Management Professionals Staff  
Catherine Cleary, Executive Assistant (Recording Secretary)

*\*present for a portion of the meeting*

**The Vice Chair called the meeting to order at 11:14 am.**

**1. ADOPT AGENDA**

The agenda was adopted as circulated.

**2. APPROVE MINUTES**

The Minutes of the meeting held December 13, 2021 were approved as circulated.

*Trustee Tablotney, Chairperson joined on Zoom at 11:15 am and proceeded to Chair the meeting following approval of the minutes.*

**3. POLICY 701.11/701.11-R: Naming and Renaming of Board Owned Facilities or Parts of Board Owned Facilities/Policy 701.12/701.12-G: Official School Openings**

The Deputy Superintendent updated the Committee on Policy 701.11 first acknowledging the Board's commitment to examining the issue of school naming and renaming, noting that the policy was adopted originally in 1990. Given the current context, the Policy requires significant revision.

The Deputy Superintendent indicated that research on similar policies through BC and specifically the metro region had taken place. The Board determined that the policy include consideration from the the Diversity and Anti-racism Working Group Report which is being brought forward to the Board in the Spring. The policy will be aligned with the recommendations of the Diversity and Anti-racism Working Group who will bring forward recommendations to the Board.

Liz Baverstock, President, Richmond Teachers' Association expressed support for the timeline with the Working Group bringing forward recommendations and looks forward to engaging in the Consultation process.

The Committee also discussed whether policies could be updated, refreshed in a more expeditious manner. Discussion ensued. The Superintendent noted that the District's current process involves significant consultation, opportunities for feedback and review in alignment with the Board's commitment to stakeholder consultation.

#### **4. FACILITIES SECTION 700: PHASE TWO**

A Report from the Executive Director, Facilities Services was attached to the agenda package along with current policies and suggested revisions. The Executive Director noted that some Section 700: Phase Two policies were 30 years old and required updated language.

Following questions and general feedback, Trustee Nixon noted that a lot of good work had been done and looked forward to reviewing the revised policies in the future. Trustee Larson asked about the Outdoor Learning Spaces and how they are funded and operate. The Superintendent suggested that this might be a topic for the Education Committee and would speak to Executive Director MacMillan.

Stakeholders said they will be reviewing all the documents and could provide some initial feedback to the Executive Director.

**ACTION:** It was **AGREED** that Policy Committee receive Policy 700: Phase Two for information.

#### **5. STATUS OF CURRENT AND ANTICIPATED ITEMS**

Liz Baverstock suggested that the document include dates and a timeline. She also suggested that there be reference to the Indigenous equity scan included on the status document.

**6. ADJOURNMENT**

The meeting adjourned at 11:55 am.

*Respectfully Submitted,*

Deborah Tablotney, Chairperson  
Policy Committee

DRAFT