Richmond School District
7811 Granville Avenue, Richmond BC V6Y3E3
604-668-6000 I sd38.bc.ca

Board of Education

Public Meeting Agenda

Wednesday, February 22, 2023 – 7:00 pm
1st Floor Boardroom and via Zoom

https://sd38.zoom.us/webinar/register/WN_ZEEvxRXuQlWC6R296yyu4w

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

The Richmond Board of Education acknowledges and thanks the First Peoples of the hən̓q̓əmin̓əm̓ language group on whose traditional and unceded territories we teach, learn and live.

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1. Recognition of Visitors, Announcements and Trustees' Updates

(a) Recognition of Visitors

(b) Announcements

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

2. Adoption of Agenda

3. Presentations, Briefs, Special Recognition

(a) Presentations

Richmond Poverty Reduction Coalition

(b) Briefs

Nil.

(c) Special Recognition

Nil.

4. Questions from the Public

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

5. Executive

6. Approval of Minutes of Prior Meetings

(a) Record of an in-camera meeting of the board held Wednesday, January 25, 2023.

(b) Regular meeting of the board held Wednesday, January 25, 2023 for approval.

7. Business Arising from Prior Minutes

(a) **2022/2023 Amended Annual Budget Bylaw. Three readings.**
Report from the Secretary Treasurer attached.

8. New Business

(a) **Ministry K-12 Anti-Racism Action Plan**
Report from Assistant Superintendent Brautigam attached.

9. Questions from the Public

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

10. Standing Committee Reports

(a) **Audit Committee**
Chairperson: David Yang
Vice Chairperson: Ken Hamaguchi

(b) **Education Committee**
Chairperson: Heather Larson
Vice Chairperson: David Yang

(i) Minutes of the meeting held on January 18, 2023, are attached for information.

A meeting was held on Wednesday, February 15, 2023. The next meeting is scheduled for Wednesday, April 19, 2023, at 6:00 pm.

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

(i) Minutes of the meeting held on January 4, 2023, are attached for information.

A meeting was held on Wednesday, February 1, 2023. The next meeting is scheduled for Wednesday, March 1, 2023,, at 4:30 pm.

(d) **Finance and Legal Committee**
Chairperson: Donna Sargent
Vice Chairperson: Rod Belleza

(i) **RECOMMENDATION**: 2023/2024 Facility Rental Rates.
Report from the Committee Chairperson attached.

(ii) Minutes of the meeting held on January 18, 2023, are attached for information.

A meeting was held on Wednesday, February 15, 2023. The next meeting is scheduled for Wednesday, April 19, 2023, at 10:00 a.m.

(e) **Policy Committee**
Chairperson: Debbie Tablotney
Vice Chairperson: Heather Larson

(i) **RECOMMENDATION**: Policy 201: Bylaw Board Operations.
Report from the Committee Chairperson attached.

(ii) **NOTICE OF MOTION**: Policy 641/641-R: Enterprise Risk Management attached.

(iii) **RECOMMENDATION**: Policy Section 700: Facilities.
Report from the Committee Chairperson attached.

(iv) Minutes of the meeting held on January 23, 2023, are attached for information.

A meeting was held on Monday, February 13, 2023. The next meeting is scheduled for Monday, April 17, 2023, at 11:00 am.

11. Board Committee and Representative Reports

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

The next meeting date is scheduled for Wednesday, April 5, 2023.

12. Correspondence

(a) For action:

Nil.

(b) For information:

Nil.

13. Presentation to the Superintendent

14. Adjournment

RICHMOND
SCHOOL DISTRICT NO.38

Richmond School District
7811 Granville Avenue, Richmond BC V6Y3E3
604-668-6000 I sd38.bc.ca

Board of Education

Telephone 604 668 6000
www.sd38.bc.ca

The next meeting is scheduled for Wednesday, March 29, 2023

Contact Persons regarding agenda items:

Deputy Superintendent, Mr. Rick Ryan – 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 9:00 a.m. the Thursday preceding a meeting of the Board will be included on the Agenda.
- Items arriving after the 9:00 a.m. 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.

RICHMOND
SCHOOL DISTRICT NO.38

Richmond School District
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COMMITTEE APPOINTMENTS 2022/2023

	Audit	Education	Facilities and Building	Finance and Legal	Policy
Chairperson	David Yang	Heather Larson	Ken Hamaguchi	Donna Sargent	Debbie Tablotney
Vice Chairperson	Ken Hamaguchi	David Yang	Debbie Tablotney	Rod Belleza	Heather Larson
Member	Rod Belleza	Alice Wong	Heather Larson	Ken Hamaguchi	David Yang
Alternate	Debbie Tablotney	Rod Belleza	Alice Wong	Debbie Tablotney	Rod Belleza
Senior Leader	Cindy Wang	Jane MacMillan	Cindy Wang/Rick Ryan	Cindy Wang	Scott Robinson

	Cambie Coordinating	Child Care Development Advisory Committee	Council/Board Liaison Committee	Richmond Sister City Advisory Committee
Representative(s)	Alice Wong	Heather Larson	Debbie Tablotney/Heather Larson	David Yang
Alternate	Rod Belleza	Alice Wong	Donna Sargent	Alice Wong
Senior Leader	Cindy Wang/Christel Brautigam	Frank Geyer	Scott Robinson/Cindy Wang	Jason Higo
Reports To	Finance and Legal Committee	Facilities and Building Committee	Board of Education	Education Committee

	BCPSEA	BCSTA Provincial Council	ELL Consortium	Vancouver Coastal Health Authority
Representative(s)	Donna Sargent	Heather Larson	David Yang	Debbie Tablotney
Alternate	Debbie Tablotney	David Yang	Alice Wong	Heather Larson
Senior Leader	Laura Buchanan	Scott Robinson	Jane MacMillan	Scott Robinson
Reports To	Board of Education	Board of Education	Education Committee	Education Committee

	SOGI Advisory Committee	DEI Advisory Committee	Richmond Sustainability Action Committee
Representative(s)	Debbie Tablotney	Heather Larson	Ken Hamaguchi
Representative(s)	Ken Hamaguchi	Donna Sargent	Heather Larson
Senior Leader	Scott Robinson	Christel Brautigam	Frank Geyer
Reports To	Education Committee	Board of Education	Facilities and Building Committee

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.

RICHMOND
SCHOOL DISTRICT NO.38

Richmond School District
7811 Granville Avenue, Richmond BC V6Y3E3
604-668-6000 I sd38.bc.ca

DATE: February 22, 2023

FROM: Cindy Wang, Secretary Treasurer

SUBJECT: Record of an In-camera Board Meeting held January 25, 2023

The Board of Education School District No. 38 (Richmond) would like to report that the following was discussed at an in-camera meeting of the Board held January 25, 2023.

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

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

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

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

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

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

RICHMOND
SCHOOL DISTRICT NO.38

Richmond School District
7811 Granville Avenue, Richmond BC V6Y3E3
604-668-6000 I sd38.bc.ca

Board of Education

Public Meeting Minutes

Wednesday, January 25, 2023 – 7:30 pm
1st Floor Boardroom and via Zoom

Present:

Chairperson	D. Tablotney
Vice Chairperson	H. Larson
Trustee	R. Belleza
Trustee	K. Hamaguchi
Trustee	D. Sargent
Trustee	A. Wong
Trustee	D. Yang
Superintendent of Schools	S. Robinson
Deputy Superintendent	R. Ryan
Secretary Treasurer	C. Wang
Assistant Superintendent	C. Brautigam
Assistant Superintendent	J. MacMillan
Assistant Superintendent	C. Stanger
District Administrator, Curriculum & Assessment	B. Douglas
Executive Director, Learning & Business Technologies	R. Laing
Executive Director, Facilities Services/Richmond Project Team	F. Geyer
Director, Communications & Marketing	D. Sadler
Executive Assistant (Recording Secretary)	N. Todorovic

DRAFT

The Chairperson called the meeting to order at 7:01 p.m.

The Richmond Board of Education acknowledged and thanked the First Peoples of the hən̓q̓əmin̓əm̓ language group on whose traditional and unceded territories we teach, learn and live.

1. Recognition of Visitors, Announcements and Updates from Trustees

(a) **Recognition of Visitors**

The Chairperson welcomed the gallery to the meeting.

(b) **Announcements**

Trustee Larson: Every February, people in Canada are invited to participate in Black History Month festivities and events that honour the legacy of Black Canadians and their communities. Our school district will celebrate the many achievements of Black Canadians who, throughout history, have contributed greatly to make Canada the culturally diverse, compassionate, and prosperous nation it is today. Our schools will actively engage in

learning opportunities directly related to Black History Month and will share their learning on their school websites, and social media, so the wider community can learn and celebrate together. Black History Month opens the door not only to conversations about the significant contributions of Black Canadians, but also to the impacts of racism, and our commitment to make the Richmond School District a safe and respectful place for all members of our community.

Trustee Wong: Briefs regarding the 2023/2024 Annual Budget will be accepted without prior notice at the February 22, March 29, and April 26, 2023 regular meetings of the Board. Please note that budget updates will be made available on the District's Budget website. All budget feedback will be considered by the Board as part of the budget process which is anticipated to be completed by May 2023.

Trustee Yang: This week, members of the Chinese, Korean, Vietnamese, and other East and Southeast Asian communities will celebrate the Lunar New Year, one of the most important celebrations in the lunar calendar. Lunar New Year, also known as Chinese New Year or Spring Festival, is a time for families to come together, exchange gifts, and feast on traditional foods. The celebration is steeped in ancient traditions, including the lighting of fireworks, lion and dragon dances, and the giving of red envelopes. Lunar New Year is also an opportunity to highlight the many past and current contributions of the Chinese, Korean, Vietnamese, and other East and Southeast Asian communities who have helped make our country better, fairer, and more inclusive. These communities have played a vital role in shaping our diverse cultural landscape and continue to contribute to our economic, social, and political fabric. The Richmond School District wishes all a happy and prosperous Lunar New Year. May the new year bring good luck, health, and prosperity to all those who are celebrating.

Trustee Hamaguchi: January 27 marks the anniversary of the liberation of Auschwitz-Birkenau as International Holocaust Remembrance Day. On this annual day of commemoration, the Richmond School District pays tribute to the memory of the victims of the Holocaust. The district is committed to supporting those who identify as being a part of the Jewish faith and will continue to develop educational programs that help prevent antisemitism, racism and other forms of intolerance. The public is invited to join the Vancouver Holocaust Education Centre for a pre-recorded commemorative event from Vancouver City Hall on Friday, January 27 from 1:30–2 p.m. by visiting www.vhec.org.

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

The Secretary Treasurer noted all materials had been made available to the public on our website.

Secretary-Treasurer Wang: A reminder was made for those who joined the meeting on Zoom 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 do so via: boardmeetings@sd38.bc.ca.

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

2. Adoption of Agenda

011/2023 MOVED BY A. WONG AND SECONDED BY H. LARSON:

THAT the Wednesday, January 25, 2023 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: Tonight's Agenda**

Liz Baverstock, President of the Richmond Teachers' Association, inquired about the status of the status of the amended budget process, including operating grants and special purpose funds.

The Secretary Treasurer provided an update on the enrollment-based funding, classroom enhancement funds (CEF), and that the amended budget has not been finalized as the district is awaiting the Ministry's announcement on funding for labour settlement.

4. Executive

The Secretary Treasurer gave an update about the superintendent recruitment process and spoke about upcoming opportunities for stakeholder involvement in the recruitment process.

The Superintendent provided a slideshow presentation on recent school activities and events around the district.

5. Approval of Minutes

(a) A record of an in-camera meeting of the Board held Wednesday, December 14, 2022, was included for information.

DRAFT

(b) A record of an in-camera special meeting of the Board held Wednesday, January 11, 2023, was included for information.

(c) Regular meeting of the Board held Wednesday, December 14, 2022, for approval.

012/2023 MOVED BY H. LARSON AND SECONDED BY A. WONG:

THAT the Board of Education (Richmond) approve the Minutes of Wednesday, December 14, 2022, Regular meeting as circulated.

CARRIED

6. Business Arising

Nil.

7. New Business

(a) **Innovation Inquiry Grants**

Assistant Superintendent Brautigam and District Administrator Douglas spoke to their report as included in the agenda package. They shared a presentation providing details about the array of work being done around innovation inquiry in the district.

Assistant Superintendent Brautigam and District Administrator Douglas responded to trustees' questions and comments about students' role and involvement in the program and the reasons behind the increase in the number of inquiry grants.

8. Questions from the Public: Tonight's Agenda

No questions.

9. Standing Committee Reports

(a) **Audit Committee**
Chairperson: David Yang
Vice Chairperson: Ken Hamaguchi

(b) **Education Committee**
Chairperson: Heather Larson
Vice Chairperson: David Yang

(i) **RECOMMENDATION:** Equity in Action Project Report

Assistant Superintendent MacMillan and Superintendent Robinson responded to questions and comments from the trustees about the transition to the new Indigenous Education Advisory Committee.

013/2023 MOVED BY H. LARSON AND SECONDED BY K. HAMAGUCHI:

DRAFT

THAT the Richmond Board of Education direct staff to proceed with the recommendations contained in the Equity in Action Project report.

CARRIED

(ii) **RECOMMENDATION:** Aspen Learning Centre Program Review

Assistant Superintendent MacMillan responded to questions and comments from the trustees about growing enrolment in the program and District resources dedicated towards the program.

014/2023 MOVED BY H. LARSON AND SECONDED BY D. YANG:

THAT the Richmond Board of Education direct staff to proceed with the recommendations contained in the Aspen Learning Centre Program Review Report.

CARRIED

(iii) Minutes of the meeting held on September 14, 2022, are attached for information.

A meeting was held on Wednesday, January 18, 2023. The next meeting is scheduled for Wednesday, February 15, 2023 at 6:00 pm.

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

(i) Minutes of the meeting held on October 3, 2022, are attached for information.

A meeting was held on Wednesday, January 4, 2023. The next meeting is scheduled for Wednesday, February 1, 2023 at 4:30 pm.

(d) **Finance and Legal Committee**
Chairperson: Donna Sargent
Vice Chairperson: Rod Belleza

(i) **RECOMMENDATION:** Trustee Expenses for 3 Months Ended September 30, 2022

015/2023 MOVED BY D. SARGENT AND SECONDED BY A. WONG:

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

DRAFT

Trustees' expenses paid during the three month period ended September 30, 2022, in the amount of $870.00.

CARRIED

(ii) **RECOMMENDATION:** Trustee Expenses for 3 Months Ended December 31, 2022

016/2023 MOVED BY D. SARGENT AND SECONDED BY D. YANG:

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

BE IT RESOLVED that in accordance with the School Act, the Board of Education Of School District No. 38 (Richmond) approves Trustees' expenses paid during the three month period ended December 31, 2022, in the amount of $5,432.88.

CARRIED

(iii) Minutes of the meeting held on September 14, 2022, are attached for information.

A meeting was held on Wednesday, January 18, 2023. The next meeting is scheduled for Wednesday, February 15, 2023, at 10:00 am.

(e) **Policy Committee**
Chairperson: Debbie Tablotney
Vice Chairperson: Heather Larson

(i) **RECOMMENDATION:** Policy 101 – Goals and Objectives

017/2023 MOVED BY D. TABTLOTNEY AND SECONDED BY D. YANG:

THAT the Policy Committee recommends to the Board of Education (Richmond) that the revised initial draft of Policy 101 and proposed new Regulation 101-R, currently referred to as Goals and Objectives, be referred to the stakeholder input process for the period of January 26 to March 6, 2023.

CARRIED

(ii) **NOTICE OF MOTION:** Policy Section 700 – Facilities Phase 2

(iii) Minutes of the meeting held on October 3, 2022, and December 12, 2022, are attached for information.

A meeting was held on Monday, January 23, 2023. The next meeting is scheduled for Monday, February 13, 2023 at 11:00 am.

10. Correspondence

Nil.

DRAFT

11. Board Committee and Representative Reports

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

A meeting was held on Wednesday, January 11, 2023.

12. Adjournment

018/2023 MOVED BY D. YANG AND SECONDED BY H. LARSON:

THAT the Regular meeting of Wednesday, January 25, 2023 of the Board of Education (Richmond) be adjourned at 8:23 pm.

CARRIED

_____ _____

D. TABLOTNEY, C. WANG,
CHAIRPERSON SECRETARY TREASURER

DRAFT

RICHMOND
SCHOOL DISTRICT NO.38

Richmond School District
7811 Granville Avenue, Richmond BC V6Y3E3
604-668-6000 I sd38.bc.ca

Report to the Board of Education (Public)

DATE: February 22, 2023

FROM: Cindy Wang, Secretary Treasurer

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

RECOMMENDATION

THAT the Board of Education (Richmond) approve the 2022/2023 Amended Annual Budget Bylaw by way of three readings and that the Board authorize the Chairperson of the Board, Superintendent and Secretary Treasurer to sign the 2022/2023 Amended Annual Budget Bylaw and submit the 2022/2023 Amended Annual Budget Bylaw together with the 2022/2023 Amended Annual Budget to the Ministry of Education and Child Care by February 28, 2023.

BACKGROUND

As directed by the Ministry of Education and Child Care, the 2022/2023 Amended Annual Budget (attached) has been prepared in accordance with the Public Sector Accounting Board (PSAB) standards for not-for-profit organizations, and Section 23.1 of the Budget Transparency and Accountability Act of the Province of British Columbia, supplemented by Regulations 257/2010 and 198/2011 issued by the Treasury Board of the Province of British Columbia.

The Board of Education is therefore required to approve the 2022/2023 Amended Annual Budget Bylaw in the amount of $323,494,330, which is comprised of the Operating, Special Purpose, and Capital Funds. The 2022/2023 Amended Annual Budget reflects the Operating Grant announced by the Ministry of Education and Child Care based on the September 30, 2022 student enrolment count. The February and May 2023 counts are based on estimates.

2022/2023 AMENDED BUDGET HIGHLIGHTS – OPERATING FUND

Revenues: (Schedules 2 & 2A)

Overall, the 2022/2023 Amended Annual Budget Operating Fund revenue is $18.1 million more than the 2022/2023 Annual Budget. It is mainly the result of:

- $7.5 million increase in Operating Grant due to enrolment growth ($5.9 million), increase in Special Education Level 2 and 3 ($1.2 million), increase in ELL ($1.0 million) and salary differential decrease (($0.6) million),
- $5.9 million increase in Labour Settlement Funding for Teachers and Exempt Staff,
- $0.4 million increase in additional funding to the K-12 Integrated Children and Youth Grant,

- $1.8 million increase in tuition and homestay revenue due to increase uptake in International Students,
- $0.2 million increase in rental revenue, and
- $2.3 million increase in investment income due to increased interest rates.

Expenses: (Schedules 2, 2B & 2C)

Overall, the 2022/2023 Amended Annual Budget Operating Fund expenditure is $13.4 million more than the 2022/2023 Annual Budget. It is mainly the result of:

- $4.4 million increase in teacher salaries due to labour settlement salary increases ($3.6 million), increase in maternity leave top-up ($0.3 million) and increase in student enrolment (5.8 FTE-$0.5 million),
- $0.7 million increase in administrators and other professional salary increases,
- $2.1 million increase in support staff salaries due to labour settlement salary increases ($1.4 million), increase in education assistants due to increase in special education students (15 positions-$0.5 million), additional custodian (1 position-$0.03 million) and Integrated Child and Youth Peer Support Workers (4 FTE-$0.17 million),
- $1.6 million increase in substitutes salaries due to Employment Standards Act (ESA) amendment for paid sick days ($0.7 million), TTOC time to support teachers attending professional learning for the new Indigenous Focused Graduation requirment ($0.05 million), and increase in release time, sick and other leaves ($0.85 million),
- $2.4 million increase in benefit costs due to increase in employer statutory costs and staffing and employer benefit costs,
- $0.8 million increase in international student medical and homestay placement fees,
- $0.1 million increase for Integrated Child and Youth supplies and resources,
- $0.04 million increase for resources for indigenous graduation requirements, and
- $1.26 million increase in services and supplies due to significant increases in the cost of goods, utilities and inflation.

Transfer to Local Capital: (Schedule 2)

Overall, the 2022/2023 Amended Annual Budget Operating Fund transfer to Local Capital is $4.6 million more than the 2022/2023 Annual Budget. It is mainly the result of:

- $1.8 million increase in transfer for additional portables needed due to increase student enrolment,
- $2.6 million increase in transfer to support technology upgrades, school equipment and vehicle replacements, and
- $0.2 million increase in transfer for computer leasing costs due to higher interest rates.

Budgeted Prior Year Surplus Appropriation: (Schedule 2)

Overall, the 2022/2023 Amended Annual Budget Operating Fund Budgeted Prior Year Surplus Appropriation is $0.1 million less than the 2022/2023 Annual Budget. It is mainly the result of:

- $1.8 million budget appropriation for the estimated Labour Settlement Funding for Support Staff, and
- Reversal of the $1.9 million budget appropriation which the Board approved from the district's accumulated operating surplus and local capital reserve on May 25, 2022, for the 2022/23 Annual Budget. In the 2022/23 Amended Annual Budget, this appropriation is no longer required to

balance the budget. This appropriation will be transferred back to the district's reserve balance for future consideration.

2022/2023 AMENDED BUDGET HIGHLIGHTS – SPECIAL PURPOSE FUND: (Schedules 3 & 3A)

Overall, the 2022/2023 Amended Annual Budget Special Purpose Fund grant revenue received is $9.2 million higher than the 2022/2023 Annual Budget. It is mainly the result of:

- One-time Student and Family Affordability funding ($2.0 million),
- Increase in the CEF Staffing funding ($5.4 million - $4.0 million in grant funding and $1.4 million in Labour Settlement Funding),
- Increase in the CEF Remedy funding ($0.3 million),
- Increase in the CEF Overhead funding ($0.2 million in Labour Settlement Funding),
- Increase in the Official Languages in Education French Programs (OLEP) funding ($0.1 million),
- New funding for Early Care and Learning ($0.2 million), and
- Increase in School Generated Funds ($1.0 million).

The corresponding expenses of the Special Purpose Fund are adjusted accordingly.

2022/2023 AMENDED BUDGET HIGHLIGHTS – CAPITAL FUND: (Schedule 4)

The additional transfer to Local Capital from the Operating Fund ($4.6 million) is reflected in the Capital Fund. These funds are targeted for the purchase of new portables ($1.8 million), support technology upgrades, school equipment and vehicle replacements ($2.6 million) and increase computer leasing costs due to higher interest rates ($0.2 million).

Respectfully Submitted,

Cindy Wang
Secretary Treasurer

Attachment: 2022/2023 Amended Annual Budget

Amended 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 and Schedules 4A - 4D are used for Financial Statement reporting only.

AMENDED ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 38 (RICHMOND)
(called the "Board") to adopt the Amended Annual Budget of the Board for the fiscal year 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 and Child Care Policies respecting the Amended Annual Budget adopted by this bylaw.

2. This bylaw may be cited as School District No. 38 (Richmond)
Amended Annual Budget Bylaw for fiscal year 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 $323,494,330 for the 2022/2023 fiscal year was prepared in accordance with the *Act* .

4. Statement 2, 4 and Schedules 1 to 4 are adopted as the Amended Annual Budget of the Board for the fiscal year 2022/2023.

READ A FIRST TIME THE 22nd DAY OF FEBRUARY, 2023;

READ A SECOND TIME THE 22nd DAY OF FEBRUARY, 2023;

READ A THIRD TIME, PASSED AND ADOPTED THE 22nd DAY OF FEBRUARY, 2023;

Chairperson of the Board

(Corporate Seal)

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 38 (Richmond)
Amended Annual Budget Bylaw 2022/2023, adopted by the Board the 22nd DAY OF FEBRUARY, 2023.

Secretary Treasurer

School District No. 38 (Richmond)

Statement 2

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

	2023 Amended Annual Budget	2023 Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	**21,103.938**	20,359.625
Adult	**61.625**	62.063
Other	**650.500**	599.375
Total Ministry Operating Grant Funded FTE's	**21,816.063**	21,021.063
Revenues	**$**	$
Provincial Grants		
Ministry of Education and Child Care	**264,459,338**	241,714,275
Other	**54,100**	27,670
Federal Grants	**1,750,320**	1,691,560
Tuition	**17,146,212**	15,248,688
Other Revenue	**6,534,516**	5,605,060
Rentals and Leases	**1,409,638**	1,240,472
Investment Income	**4,369,590**	1,073,710
Amortization of Deferred Capital Revenue	**10,540,754**	10,560,443
Total Revenue	**306,264,468**	277,161,878
Expenses		
Instruction	**249,680,948**	228,133,469
District Administration	**7,959,948**	7,497,328
Operations and Maintenance	**47,269,477**	45,950,263
Transportation and Housing	**1,856,755**	1,837,293
Debt Services	**204,000**	185,000
Total Expense	**306,971,128**	283,603,353
Net Revenue (Expense)	**(706,660)**	(6,441,475)
Budgeted Allocation (Retirement) of Surplus (Deficit)	**1,759,744**	1,896,023
Budgeted Surplus (Deficit), for the year	**1,053,084**	(4,545,452)
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	**1,053,084**	(4,545,452)
Budgeted Surplus (Deficit), for the year	**1,053,084**	(4,545,452)

School District No. 38 (Richmond)

Statement 2

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

	2023 Amended Annual Budget	2023 Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	**231,399,135**	217,963,152
Special Purpose Funds - Total Expense	**57,095,492**	47,130,515
Special Purpose Funds - Tangible Capital Assets Purchased	**903,791**	903,791
Capital Fund - Total Expense	**18,476,501**	18,509,686
Capital Fund - Tangible Capital Assets Purchased from Local Capital	**15,619,411**	8,864,150
Total Budget Bylaw Amount	**323,494,330**	293,371,294

Approved by the Board

Signature of the Chairperson of the Board of Education — Date Signed

Signature of the Superintendent — Date Signed

Signature of the Secretary Treasurer — Date Signed

School District No. 38 (Richmond)

Statement 4

Amended Annual Budget - Changes in Net Financial Assets (Debt)
Year Ended June 30, 2023

	2023 Amended Annual Budget	2023 Annual Budget
	$	$
Surplus (Deficit) for the year	**(706,660)**	(6,441,475)
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	**(903,791)**	(903,791)
From Local Capital	**(15,619,411)**	(8,864,150)
From Deferred Capital Revenue	**(27,317,458)**	(18,196,266)
From Capital Leases	**(2,718,000)**	(2,500,000)
Total Acquisition of Tangible Capital Assets	**(46,558,660)**	(30,464,207)
Amortization of Tangible Capital Assets	**18,272,501**	18,324,686
Total Effect of change in Tangible Capital Assets	**(28,286,159)**	(12,139,521)
	-	-
(Increase) Decrease in Net Financial Assets (Debt)	**(28,992,819)**	(18,580,996)

School District No. 38 (Richmond)

Amended Annual Budget - Schedule of Changes in Accumulated Surplus (Deficit) by Fund
Year Ended June 30, 2023

	Operating Fund	Special Purpose Fund	Capital Fund	2023 Amended Annual Budget
	$	$	$	$
Accumulated Surplus (Deficit), beginning of year	13,114,365	-	173,364,703	**186,479,068**
Changes for the year				
Net Revenue (Expense) for the year	4,825,296	903,791	(6,435,747)	**(706,660)**
Interfund Transfers				
Tangible Capital Assets Purchased		(903,791)	903,791	-
Local Capital	(6,585,040)		6,585,040	-
Net Changes for the year	(1,759,744)	-	1,053,084	**(706,660)**
Budgeted Accumulated Surplus (Deficit), end of year	**11,354,621**	**-**	**174,417,787**	**185,772,408**

School District No. 38 (Richmond)

Schedule 2

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

	2023 Amended Annual Budget	2023 Annual Budget
	$	$
Revenues		
Provincial Grants		
Ministry of Education and Child Care	**214,016,535**	200,177,689
Other	**54,100**	27,670
Tuition	**17,146,212**	15,248,688
Other Revenue	**757,356**	806,000
Rentals and Leases	**1,409,638**	1,240,472
Investment Income	**2,840,590**	566,610
Total Revenue	**236,224,431**	218,067,129
Expenses		
Instruction	**194,208,018**	182,429,840
District Administration	**7,007,209**	6,619,189
Operations and Maintenance	**28,731,245**	27,398,130
Transportation and Housing	**1,452,663**	1,515,993
Total Expense	**231,399,135**	217,963,152
Net Revenue (Expense)	**4,825,296**	103,977
Budgeted Prior Year Surplus Appropriation	**1,759,744**	1,896,023
Net Transfers (to) from other funds		
Local Capital	**(6,585,040)**	(2,000,000)
Total Net Transfers	**(6,585,040)**	(2,000,000)
Budgeted Surplus (Deficit), for the year	**-**	-

School District No. 38 (Richmond)

Schedule 2A

Amended Annual Budget - Schedule of Operating Revenue by Source
Year Ended June 30, 2023

	2023 Amended Annual Budget	2023 Annual Budget
	$	$
Provincial Grants - Ministry of Education and Child Care		
Operating Grant, Ministry of Education and Child Care	**204,948,739**	197,438,134
Other Ministry of Education and Child Care 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**	224,695
FSA Scorer Grant	**27,292**	27,292
Early Learning Framework (ELF) Implementation	**3,168**	4,104
Integrated Child and Youth Teams	**407,870**	-
Teachers' and Exempt Labour Settlement Funding	**5,921,307**	-
Total Provincial Grants - Ministry of Education and Child Care	**214,016,535**	200,177,689
Provincial Grants - Other	**54,100**	27,670
Tuition		
Summer School Fees	**254,179**	205,140
Continuing Education	**913,033**	885,548
International and Out of Province Students	**15,979,000**	14,158,000
Total Tuition	**17,146,212**	15,248,688
Other Revenues		
Other School District/Education Authorities	**504,000**	504,000
Miscellaneous		
Cafeteria	**251,856**	300,000
Miscellaneous	**1,500**	2,000
Total Other Revenue	**757,356**	806,000
Rentals and Leases	**1,409,638**	1,240,472
Investment Income	**2,840,590**	566,610
Total Operating Revenue	**236,224,431**	218,067,129

School District No. 38 (Richmond)

Schedule 2B

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

	2023 Amended Annual Budget	2023 Annual Budget
	$	$
Salaries		
Teachers	**98,639,291**	94,284,476
Principals and Vice Principals	**13,508,870**	13,015,778
Educational Assistants	**17,752,293**	16,711,236
Support Staff	**22,235,433**	21,197,109
Other Professionals	**6,317,640**	6,076,998
Substitutes	**9,357,279**	7,795,483
Total Salaries	**167,810,806**	159,081,080
Employee Benefits	**42,306,571**	39,885,513
Total Salaries and Benefits	**210,117,377**	198,966,593
Services and Supplies		
Services	**7,019,356**	6,639,995
Student Transportation	**14,172**	13,907
Professional Development and Travel	**1,133,730**	947,532
Rentals and Leases	**293,286**	287,817
Dues and Fees	**146,681**	143,988
Insurance	**529,534**	526,595
Supplies	**7,889,591**	6,331,810
Utilities	**4,255,408**	4,104,915
Total Services and Supplies	**21,281,758**	18,996,559
Total Operating Expense	**231,399,135**	217,963,152

School District No. 38 (Richmond)

Schedule 2C

Amended 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
	$	$	$	$	$	$	$
1 Instruction							
1.02 Regular Instruction	75,655,937	2,563,842		1,096,417		7,095,313	**86,411,509**
1.03 Career Programs	212,605			551,365			**763,970**
1.07 Library Services	1,641,443			616,133			**2,257,576**
1.08 Counselling	2,679,286						**2,679,286**
1.10 Special Education	7,576,551		17,752,293	200,000	69,096	791,655	**26,389,595**
1.30 English Language Learning	5,296,271			163,883			**5,460,154**
1.31 Indigenous Education	307,882			36,873			**344,755**
1.41 School Administration		10,433,628		4,748,354		356,895	**15,538,877**
1.60 Summer School	800,830	119,913				33,945	**954,688**
1.61 Continuing Education	779,000	210,900		125,399	92,995	317,369	**1,525,663**
1.62 International and Out of Province Students	3,689,486	19,687		173,312	733,920	89,947	**4,706,352**
1.64 Other							**-**
Total Function 1	**98,639,291**	**13,347,970**	**17,752,293**	**7,711,736**	**896,011**	**8,685,124**	**147,032,425**
4 District Administration							
4.11 Educational Administration				231,336	1,896,113	12,392	**2,139,841**
4.40 School District Governance					213,703		**213,703**
4.41 Business Administration		160,900		999,849	1,680,950	2,051	**2,843,750**
Total Function 4	**-**	**160,900**	**-**	**1,231,185**	**3,790,766**	**14,443**	**5,197,294**
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration				312,093	1,630,863	1,141	**1,944,097**
5.50 Maintenance Operations				11,416,469		541,536	**11,958,005**
5.52 Maintenance of Grounds				816,844			**816,844**
5.56 Utilities							**-**
Total Function 5	**-**	**-**	**-**	**12,545,406**	**1,630,863**	**542,677**	**14,718,946**
7 Transportation and Housing							
7.70 Student Transportation				747,106		115,035	**862,141**
Total Function 7	**-**	**-**	**-**	**747,106**	**-**	**115,035**	**862,141**
9 Debt Services							
Total Function 9	**-**	**-**	**-**	**-**	**-**	**-**	**-**
Total Functions 1 - 9	**98,639,291**	**13,508,870**	**17,752,293**	**22,235,433**	**6,317,640**	**9,357,279**	**167,810,806**

School District No. 38 (Richmond)

Schedule 2C

Amended 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 Amended Annual Budget	2023 Annual Budget
	$	$	$	$	$	$
1 Instruction						
1.02 Regular Instruction	**86,411,509**	21,884,445	**108,295,954**	4,274,221	**112,570,175**	107,250,423
1.03 Career Programs	**763,970**	193,482	**957,452**	439,463	**1,396,915**	1,355,428
1.07 Library Services	**2,257,576**	571,750	**2,829,326**	383,140	**3,212,466**	2,956,484
1.08 Counselling	**2,679,286**	678,552	**3,357,838**	8,438	**3,366,276**	3,001,146
1.10 Special Education	**26,389,595**	6,683,388	**33,072,983**	857,936	**33,930,919**	30,220,504
1.30 English Language Learning	**5,460,154**	1,382,830	**6,842,984**	41,771	**6,884,755**	7,929,781
1.31 Indigenous Education	**344,755**	87,312	**432,067**	104,078	**536,145**	478,322
1.41 School Administration	**15,538,877**	3,935,352	**19,474,229**	383,971	**19,858,200**	19,024,071
1.60 Summer School	**954,688**	183,432	**1,138,120**	24,341	**1,162,461**	1,061,924
1.61 Continuing Education	**1,525,663**	289,876	**1,815,539**	176,380	**1,991,919**	1,898,230
1.62 International and Out of Province Students	**4,706,352**	1,191,923	**5,898,275**	3,389,241	**9,287,516**	7,243,448
1.64 Other	**-**		**-**	10,271	**10,271**	10,079
Total Function 1	**147,032,425**	**37,082,342**	**184,114,767**	**10,093,251**	**194,208,018**	182,429,840
4 District Administration						
4.11 Educational Administration	**2,139,841**	541,933	**2,681,774**	263,670	**2,945,444**	2,773,004
4.40 School District Governance	**213,703**	16,049	**229,752**	147,585	**377,337**	363,671
4.41 Business Administration	**2,843,750**	720,204	**3,563,954**	120,474	**3,684,428**	3,482,514
Total Function 4	**5,197,294**	**1,278,186**	**6,475,480**	**531,729**	**7,007,209**	6,619,189
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	**1,944,097**	492,359	**2,436,456**	999,783	**3,436,239**	3,391,646
5.50 Maintenance Operations	**11,958,005**	3,028,466	**14,986,471**	4,749,128	**19,735,599**	18,639,501
5.52 Maintenance of Grounds	**816,844**	206,873	**1,023,717**	280,282	**1,303,999**	1,262,068
5.56 Utilities	**-**		**-**	4,255,408	**4,255,408**	4,104,915
Total Function 5	**14,718,946**	**3,727,698**	**18,446,644**	**10,284,601**	**28,731,245**	27,398,130
7 Transportation and Housing						
7.70 Student Transportation	**862,141**	218,345	**1,080,486**	372,177	**1,452,663**	1,515,993
Total Function 7	**862,141**	**218,345**	**1,080,486**	**372,177**	**1,452,663**	1,515,993
9 Debt Services						
Total Function 9	**-**	**-**	**-**	**-**	**-**	**-**
Total Functions 1 - 9	**167,810,806**	**42,306,571**	**210,117,377**	**21,281,758**	**231,399,135**	217,963,152

School District No. 38 (Richmond)

Schedule 3

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

	2023 Amended Annual Budget	2023 Annual Budget
	$	$
Revenues		
Provincial Grants		
Ministry of Education and Child Care	**50,442,803**	41,536,586
Federal Grants	**1,750,320**	1,691,560
Other Revenue	**5,777,160**	4,799,060
Investment Income	**29,000**	7,100
Total Revenue	**57,999,283**	48,034,306
Expenses		
Instruction	**55,472,930**	45,703,629
District Administration	**952,739**	878,139
Operations and Maintenance	**669,823**	548,747
Total Expense	**57,095,492**	47,130,515
Net Revenue (Expense)	**903,791**	903,791
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	**(903,791)**	(903,791)
Total Net Transfers	**(903,791)**	(903,791)
Budgeted Surplus (Deficit), for the year	**-**	-

School District No. 38 (Richmond)

Schedule 3A

Amended 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	-	229,039	1,041,183	5,315,989	65,390	72,275	63,140	46,979	-
Add: Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	829,289	697,164			223,629	90,650	451,842	807,943	5,022,390
Federal Grants									
Other			30,000	5,257,490					
Investment Income			25,000						
	829,289	697,164	55,000	5,257,490	223,629	90,650	451,842	807,943	5,022,390
Less: Allocated to Revenue	829,289	926,203	80,000	5,326,160	289,019	162,925	514,982	854,922	5,022,390
Recovered									
Deferred Revenue, end of year	-	-	**1,016,183**	**5,247,319**	-	-	-	-	-
Revenues									
Provincial Grants - Ministry of Education and Child Care	829,289	926,203			289,019	162,925	514,982	854,922	5,022,390
Federal Grants									
Other Revenue			55,000	5,326,160					
Investment Income			25,000						
	829,289	926,203	80,000	5,326,160	289,019	162,925	514,982	854,922	5,022,390
Expenses									
Salaries									
Teachers						49,150	97,595		
Principals and Vice Principals									182,191
Educational Assistants		771,257			177,350	22,109		342,700	2,313,247
Support Staff									529,992
Other Professionals									356,459
Substitutes							127,159		614,426
	-	771,257	-	-	177,350	71,259	224,754	342,700	3,996,315
Employee Benefits		154,946			51,875	17,815	24,399	85,675	880,995
Services and Supplies	70,578		80,000	5,326,160	59,794	73,851	265,829	426,547	
	70,578	926,203	80,000	5,326,160	289,019	162,925	514,982	854,922	4,877,310
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)

Schedule 3A

Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2023

	Classroom Enhancement Fund - Staffing	Classroom Enhancement Fund - Remedies	Mental Health in Schools	Changing Results for Young Children	Federal Safe Return to Class / Ventilation Fund	Early Childhood Education Dual Credit Program	Student & Family Affordability	JUST B4	SEY2KT (Early Years to Kindergarten)
	$	$	$	$	$	$	$	$	$
Deferred Revenue, beginning of year	-	-	103,752	5,600	66,332	-	-	17,480	-
Add: Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	37,750,149	271,266	48,000	11,250		25,000	1,960,126	50,000	19,000
Federal Grants									
Other									
Investment Income									
	37,750,149	271,266	48,000	11,250	-	25,000	1,960,126	50,000	19,000
Less: Allocated to Revenue	37,750,149	271,266	151,752	16,850	66,332	25,000	1,960,126	67,480	19,000
Recovered									
Deferred Revenue, end of year	-	-	-	-	-	-	-	-	-
Revenues									
Provincial Grants - Ministry of Education and Child Care	37,750,149	271,266	151,752	16,850	66,332	25,000	1,960,126	67,480	19,000
Federal Grants									
Other Revenue									
Investment Income									
	37,750,149	271,266	151,752	16,850	66,332	25,000	1,960,126	67,480	19,000
Expenses									
Salaries									
Teachers	30,200,119								
Principals and Vice Principals									
Educational Assistants								52,384	
Support Staff									
Other Professionals									
Substitutes		221,962							
	30,200,119	221,962	-	-	-	-	-	52,384	-
Employee Benefits	7,550,030	49,304						13,096	
Services and Supplies			151,752	16,850	66,332	25,000	1,960,126	2,000	19,000
	37,750,149	271,266	151,752	16,850	66,332	25,000	1,960,126	67,480	19,000
Net Revenue (Expense) before Interfund Transfers	-	-	-	-	-	-	-	-	-
Interfund Transfers									
Tangible Capital Assets Purchased									
	-	-	-	-	-	-	-	-	-
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 38 (Richmond)

Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2023

Schedule 3A

	ECL Early Care & Learning	Provincial Resource Program	Provincial Early Years	Educational Trust Fund	LINC/ SWIS	TOTAL
	$	$	$	$	$	$
Deferred Revenue, beginning of year	-	234,666	249,926	236,604	58,760	**7,807,115**
Add: Restricted Grants						
Provincial Grants - Ministry of Education and Child Care	175,000	886,144	439,436			**49,758,278**
Federal Grants					1,691,560	**1,691,560**
Other				380,000		**5,667,490**
Investment Income				4,000		**29,000**
	175,000	886,144	439,436	384,000	1,691,560	**57,146,328**
Less: Allocated to Revenue	175,000	893,184	446,934	400,000	1,750,320	**57,999,283**
Recovered		227,626	242,428			**470,054**
Deferred Revenue, end of year	**-**	**-**	**-**	**220,604**	**-**	**6,484,106**
Revenues						
Provincial Grants - Ministry of Education and Child Care	175,000	893,184	446,934			**50,442,803**
Federal Grants					1,750,320	**1,750,320**
Other Revenue				396,000		**5,777,160**
Investment Income				4,000		**29,000**
	175,000	893,184	446,934	400,000	1,750,320	**57,999,283**
Expenses						
Salaries						
Teachers		502,788	206,417		344,726	**31,400,795**
Principals and Vice Principals	130,000				99,667	**411,858**
Educational Assistants						**3,679,047**
Support Staff		27,747	34,847		614,729	**1,207,315**
Other Professionals						**356,459**
Substitutes						**963,547**
	130,000	530,535	241,264	-	1,059,122	**38,019,021**
Employee Benefits	22,000	132,635	60,317		261,714	**9,304,801**
Services and Supplies	23,000	230,014	145,353	400,000	429,484	**9,771,670**
	175,000	893,184	446,934	400,000	1,750,320	**57,095,492**
Net Revenue (Expense) before Interfund Transfers	-	-	-	-	-	**903,791**
Interfund Transfers						
Tangible Capital Assets Purchased						**(903,791)**
	-	-	-	-	-	**(903,791)**
Net Revenue (Expense)	**-**	**-**	**-**	**-**	**-**	**-**

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School District No. 38 (Richmond)

Schedule 4

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

	2023 Amended Annual Budget			
	Invested in Tangible Capital Assets	**Local Capital**	**Fund Balance**	2023 Annual Budget
	$	**$**	**$**	$
Revenues				
Investment Income		1,500,000	**1,500,000**	500,000
Amortization of Deferred Capital Revenue	10,540,754		**10,540,754**	10,560,443
Total Revenue	**10,540,754**	**1,500,000**	**12,040,754**	11,060,443
Expenses				
Amortization of Tangible Capital Assets				
Operations and Maintenance	17,868,409		**17,868,409**	18,003,386
Transportation and Housing	404,092		**404,092**	321,300
Debt Services				
Capital Lease Interest		204,000	**204,000**	185,000
Total Expense	**18,272,501**	**204,000**	**18,476,501**	18,509,686
Net Revenue (Expense)	**(7,731,747)**	**1,296,000**	**(6,435,747)**	(7,449,243)
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	903,791		**903,791**	903,791
Local Capital		6,585,040	**6,585,040**	2,000,000
Total Net Transfers	**903,791**	**6,585,040**	**7,488,831**	2,903,791
Other Adjustments to Fund Balances				
Tangible Capital Assets Purchased from Local Capital	11,819,476	(11,819,476)	-	
Tangible Capital Assets WIP Purchased from Local Capital	3,799,935	(3,799,935)	-	
Principal Payment				
Capital Lease	2,610,000	(2,610,000)	-	
Total Other Adjustments to Fund Balances	**18,229,411**	**(18,229,411)**	**-**	
Budgeted Surplus (Deficit), for the year	**11,401,455**	**(10,348,371)**	**1,053,084**	(4,545,452)

RICHMOND
SCHOOL DISTRICT NO.38

Richmond School District
7811 Granville Avenue, Richmond BC V6Y3E3
604-668-6000 I sd38.bc.ca

Report to the Board of Education (Public)

DATE: February 22, 2023

FROM: Christel Brautigam, Assistant Superintendent

SUBJECT: **Ministry of Education and Childcare K-12 Antiracism Action Plan**

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

INTRODUCTION:

The purpose of this report is to provide awareness of the Ministry of Education and Child Care's release of the K-12 Anti-racism Action Plan (attached) and some highlights that support the actions being undertaken as part of the Board's Strategic Plan and the mandate of the Diversity, Equity and Inclusion Advisory Committee (DEI AC).

STRATEGIC PLAN REFERENCE:

Strategic Priority Two Equity and Inclusion: Equity and inclusion are foundational to learning and leading, and are critical to success, wellbeing, and fulfillment. It is our mission to ensure that all of our students, families, and staff feel welcomed, are treated respectfully, and have a sense of belonging. We acknowledge our responsibility to support all learners so they may successfully complete their education with a sense of dignity, purpose, and options.

Strategic Priority 4, Goal One: Inclusion, equity, and diversity are foundational to employment at every level of the district.

Strategic Priority 5, Goal Three: Our students' voices and perspectives are valued, encouraged and embedded.

OVERVIEW:

On January 23, 2023 the Ministry of Education and Child Care released a new provincial K-12 Anti-Racism Action Plan (attached). The aim of the Action Plan is to empower students and educators to identify and take action against racism and discrimination in British Columbia schools and to support the work of school districts to create school communities that feel welcoming and supportive for people of all backgrounds.

The full report is attached, and the following serves to outline some key points of the plan and actions already underway in the Richmond School District that support this Action Plan.

The Action Plan Framework	Key Points	SD38 Examples of Practice
Community Voice	Actions are guided and co-led by those with lived and living experience of racism	• Two staff positions; District Administrator for Equity and Inclusion, Teacher Consultant for Equity and Inclusion • Diversity, Equity and Inclusion Advisory Committee (DEI AC) with diverse representation from stakeholder groups, including students
Removing Barriers	Create system and communications paths to ensure racism cannot thrive through policy and culture	• Strategic Plan highlights a focus on equity and inclusion through Strategic Priority 2 • DEI AC has seven key actions to focus on, including providing support to the parent and caregiver community, and completion of a Policy Checklist to ensure policies are reviewed and developed with equity in mind
Raising Awareness	Resources and engagement opportunities to highlight how we can better appreciate each other and to increase understanding of racism and its harmful effects	• DEI Calendar developed and posted on our website • DEI AC priority includes development of DEI implementation strategies for staff and students to develop fundamental understanding of racism, equity and inclusion • Educational opportunities offered to all staff to develop their understanding and learnings
Collaborative Change	Engage all layers of the education system to champion and compel antiracism work	• DEI AC working collaboratively to address the priorities identified in the Diversity and Antiracism Working Group report • Education and business departments working together to champion this work
Capacity Building	Build capacity in a foundational understanding of racism for all staff, and to recruit diversity into the workforce to create a system that is welcoming for all	• HR strategies to address equity as part of Strategic Priority 4; A Progressive Workplace • Provision of training for district leaders, administrators and managers • Provision of learning opportunities for all SD38 staff
School Support	Provide resources, support and guidance for schools to create anti-racist learning environments	• DEI AC priority to improve reporting processes for students, staff and parents so that they are safe and responsive • Strategic Plan action to review library resources and curricular resources • Launch of Ministry's Anti-Racism; A Guide for Teachers resource

CONCLUSION:

While there is still much to be done to fulfil the mandate of the Diversity, Equity and Inclusion Advisory Committee, the actions outlined in the Strategic Plan, and the Ministry's Action Plan, the Richmond School District already has many actions underway that align with the Ministry's Anti-racism Action Plan. The framework provided in the Anti-racism Action Plan provides ongoing support to our district level work.

Respectfully Submitted,

Christel Brautigam
Assistant Superintendent

Attachment:
Ministry of Education and Child Care K-12 Anti-Racism Action Plan

Racial Equity Together

K-12 Anti-Racism Action Plan

BRITISH COLUMBIA | Ministry of Education and Child Care

The Ministry of Education and Child Care acknowledges that its offices are situated on the Lək̓ʷəŋən territory of the Esquimalt and Songhees Nations and on the territories of the xʷməθkʷəy̓əm (Musqueam), Sḵwx̱wú7mesh (Squamish), and səlilwətaɬ (Tsleil-Waututh) Nations.

The K-12 Education and Child Care sector carries out its work on the territories of the 204 First Nations communities across B.C., each with unique cultures, languages, legal traditions and relationship to these lands and waters. We also respectfully acknowledge and honour the Métis and Inuit people living in B.C.

The Ministry of Education and Child Care gratefully recognizes the honesty and vulnerability that so many students, staff, families, and community members have offered in sharing their stories, experiences, and ideas. The generous sharing of this lived and living experience has been foundational to the creation of this action plan. The ministry recognizes the personal stories as truths.

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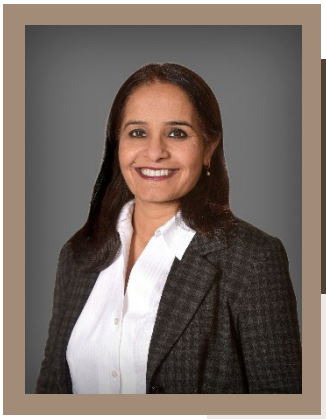


Message from
Honourable Rachna Singh
Minister of Education and Child Care

Much of what we learn during our time in school shapes us as adults. During these years, we begin to understand the fundamentals of learning and build the foundations of literacy and numeracy across all subject areas – Language Arts, Social Studies, Mathematics, Arts Education, and Science – to name a few. As we learn these skills, we also seek to strengthen our personal and social development in understanding our identity and place in society.

It is vital younger generations learn about racism and discrimination and how it has impacted – and continues to impact – people throughout B.C. By understanding the realities of racism and discrimination, we can continue on a positive path forward, with young people as part of the solution towards making a more equitable and welcoming province for everyone.

*"It is vital younger generations learn about discrimination and how it has impacted – **and continues to impact** – people throughout B.C."*

In B.C., we have taken several steps to recognize and address racism and discrimination head-on, both in communities and schools. In the K-12 education system, we have made changes to the provincial curriculum to support more Indigenous languages, cultural learning opportunities, and an increase to the number of social justice courses for students.

We have developed anti-racism training resources for teachers and ensured codes of conduct and policies are in place in all 60 school districts and independent schools. In addition, we have expanded **erase**, our provincial safety action plan, to provide more anti-racism resources for students and families.

I am pleased to release the K-12 Anti-Racism Action Plan as a key initiative to dismantle systemic racism and discrimination. It provides training and resources to help students and educators understand what it means to be anti-racist. By empowering students and educators with tools to safely stand against and respond to discrimination, this action plan will help create a province where all communities are celebrated and respected.

This action plan will help create a province where all communities are celebrated and respected

The action plan has been developed from dialogues, stories, personal reflections, and ideas shared by First Nations, Indigenous Partners, IBIPOC Community organizers, community organizations[1], education partners, and students through the Community Roundtables on Anti-Racism in Education and the Youth Dialogue Series.

I thank everyone who helped to inform this province-wide plan for the education sector so we can support a stronger culture of belonging for all students, staff and families in school communities.

Let us continue to stand up against racism and discrimination every day.

By truly acknowledging our past, and teaching about historic and current injustices and inequities, we can learn from our shared history, and embrace diversity and inclusion while creating ever-lasting change toward a future that is anti-racist.

Sincerely,

Rachna Singh,
Minister of Education and Child Care

*We can support a stronger culture of belonging for **all** students, staff, and families in school communities*

[1] Community organizations are referenced throughout this document as a broad term representing a range of diverse and unique Indigenous, Black, and People of Colour identities including, but not limited to, multicultural, ethnic, and faith-based organizations.

Message from
Honourable Mable Elmore
Parliamentary Secretary for Anti-Racism Initiatives

From an early age, our perspectives and values are shaped by our families, communities, and peers. The interactions we have with others, the interactions we see in our communities and in the media, as well as the teachings we receive from caregivers and educators impact our opinions and worldviews. This includes how we see our own place, and that of our peers, in society.

These experiences can empower young people to grow into confident leaders, mentors, and allies. For too long, however, not all British Columbians have been given the skills, knowledge, or opportunities to identify patterns of discrimination and racism in their communities. Educating students about B.C.'s and Canada's full history is a crucial first step in helping more people understand the power dynamics that continue to impact Indigenous, Black, and People of Colour. Only then are they equipped to identify and address overt and subtle racism where and when they see it.

When we share this knowledge with the youngest generations and support them to develop the knowledge, skills, and attitudes necessary for responding to racism and discrimination, we are creating a generation of future leaders with the confidence to build a more equitable province for everyone.

We know that this work is only one part of the puzzle. While we are investing in a bright future for our province through this K-12 Anti-Racism Action Plan, we are also addressing racism and discrimination happening right now.

We are creating a generation of future leaders with the confidence to build a more equitable province for everyone

Through the Resilience BC Anti-Racism Network, we're giving local organizations the tools they need to fight hate and respond to incidents of racism and hate in their communities. Through the Anti-Racism Data Act, we're working to identify and break down the barriers Indigenous and racialized people face when accessing government services. We're also developing a broader Anti-Racism Act that will further address systemic racism within government.

We have made important progress in dismantling systemic racism and there is more work ahead. We are committed to working across government and with all partners to build a better, more inclusive B.C. for everyone. Empowering the youngest British Columbians to be anti-racists will ensure these collective efforts continue for generations to come.

Sincerely,

Mable Elmore,
Parliamentary Secretary for Anti-Racism Initiatives

Empowering the youngest British Columbians to be anti-racists will ensure these collective efforts continue for generations to come

Vision

B.C. students achieve their full potential in an education environment that is equitable, free of racism and systemic barriers, and where all students, staff, and families feel welcome, safe, respected, and valued.

Introduction

Systemic racism and settler colonialism have shaped our province for generations, and this continues to hurt Indigenous, Black, and People of Colour in B.C. To help address discrimination, dismantle racism and make B.C. a more equitable, inclusive, and welcoming province for everyone, we are investing in anti-racism initiatives, such as the Anti-Racism Data Act, anti-racism legislation, and the Resilience BC Anti-Racism Network. To reaffirm this commitment, equity and anti-racism are foundational principles for all Minister's mandate letters.

The B.C. education system also holds great responsibility in addressing the systemic and interpersonal racism that continues to exist throughout the education system today. B.C.'s **Vision for Student Success** is for learners to develop their individual potential and acquire the knowledge, skills, and attitudes needed to contribute to a healthy society and sustainable economy. A necessary piece to achieving this vision is ensuring government and education partners listen and learn from Indigenous and racialized partners and communities to work collaboratively towards an education system that is free from racism and systemic barriers and promotes equity for all students. In July 2020, a **statement of support** for anti-racism efforts was released from the Minister of Education and B.C.'s education partners[2].

[2] *First Nations Education Steering Committee, First Nations Schools Association, BC School Trustees Association, BC Teachers' Federation, CUPE BC, BC Confederation of Parent Advisory Councils, BC Principals' and Vice-Principals' Association, BC School Superintendents Association, BC Association of School Business Officials and the Federation of Independent School Associations*

Racism and Mental Health

We know that racism has adverse impacts on young people and on their ability to thrive in society. As stated in the **Mental Health in Schools Strategy**, giving children the best possible start is key to better long-term mental health outcomes. Wellness promotion and prevention needs to be the focus, starting in the early years and spanning throughout a child's life. The effects of racism on mental health are well documented and have been consistently linked with higher instances of stress, poor health outcomes, and suicidal thoughts and attempts in youth.

Students, staff, and families representing Indigenous, Black, and People of Colour have been reporting experiences of interpersonal and systemic racism and oppression in B.C.'s education system for generations. Studies indicate that exposure to racial discrimination, particularly in youth, is a significant predictor of depressive symptoms.

We know that

> In 2018, 14% of racialized students, who completed the BC Adolescent Health Survey (BC AHS), reported experiencing discrimination because of race, ethnicity, or skin colour. This is an increase from 11% in 2013 (BC AHS 2013, 2018).[3]

> Three-in-five (58%) B.C. students say they have seen other students insulted, bullied, or excluded based on their race or ethnicity (ARI-UBC, 2021)[4].

> B.C. youth who experienced racial discrimination reported poorer health and well-being than their peers, including being less likely to feel hopeful for their future and to feel good about themselves (BC AHS 2018).

> Racial discrimination was also associated with poorer student mental health, including experiencing extreme stress and despair, self-harming, and seriously considering or attempting suicide (BC AHS 2018).

> A safe and supportive school environment, as well as the presence of caring school staff and feelings of being treated fairly, were associated with more positive outcomes among those who had experienced racism including feeling safe at school and feeling good about themselves (BC AHS 2018).

*[3] The British Columbia Adolescent Health Survey (**BC AHS**) is a province-wide survey conducted by the McCreary Centre Society issued to youth in grades 7 to 12 every five years since 1992. The survey highlights health trends among students to help identify risks and protective factors. Special topic fact sheets are created on certain issues such as **racial discrimination**.*

*[4] The Angus Reid Institute (ARI) partnered with the University of British Columbia (UBC) to conduct **an online survey** from Aug. 24-27, 2021 among a representative randomized sample of 872 Canadians aged 12 to 17, whose parents are members of Angus Reid Forum.*

What We Have Heard

Over the summer months of 2019, the provincial government hosted community dialogues across B.C. to hear stories of racism and discrimination. Dialogue participants shared that acts of racism were on the rise, were adversely affecting more and more British Columbians, and these experiences were taking place in a variety of public sectors including education. Story by story, it became clear that many individuals and communities were deeply affected by historical and current acts of racism, and that communities were looking for provincial leadership.

A new Community Roundtable on anti-racism in education was created in July 2020 to support the development of an anti-racism action plan. The first Minister's Community Roundtable on Racism in Education hosted key participants in B.C., including Indigenous organizations and partners, community organizations, and education partners. The draft K-12 Anti-Racism Action Plan was developed in part from feedback received and stories shared at this Roundtable.

At the second Community Roundtable in 2021, participants expressed that racism towards their communities was on the rise. Participants noted that some of their communities were struggling to deal with the response to heightened levels of racist incidents with limited community capacity in order to support those affected. They identified that both immediate supports and long-term systemic changes in education were needed to achieve racial safety and equity. The Community Roundtables will continue on an annual basis to ensure the community conversation on racism in education continues.

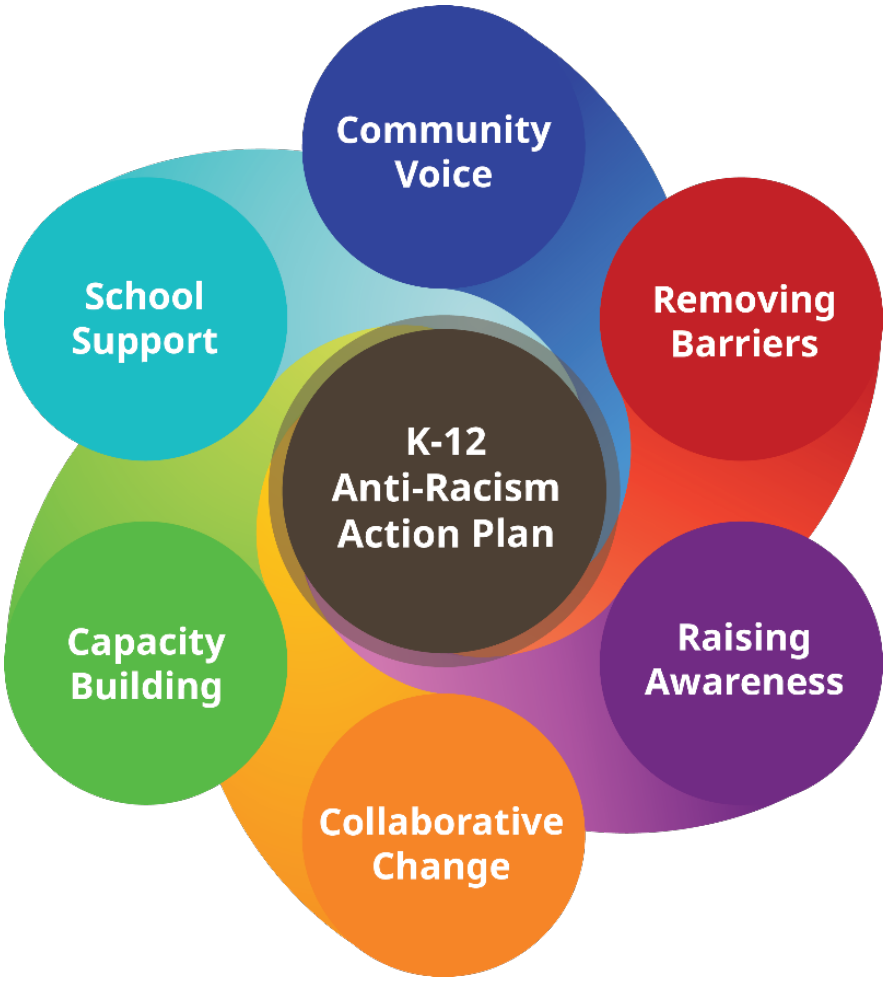
In 2022, Minister's Youth Dialogue Sessions were hosted for students in grades 7-12 from across the province to share their experiences of racism in B.C. schools. The stories and ideas shared by the students were key in informing how the ministry and school leaders can create anti-racist, equitable, and safe learning environments for all. The youth described how important it is that system leaders ensure caring and responsive opportunities for racialized students to share their stories and be heard by their teachers, principals, and district staff. This powerful dialogue series shaped the design and implementation of the K-12 Anti-Racism Action Plan.

The K-12 Anti-Racism Action Plan

The K-12 Anti-Racism Action Plan is a multi-year framework to specifically address racism and discrimination in education and to create a culture and climate of belonging for all students, staff, and families. This is the first phase of what will be many years of collective commitment to dismantle systemic racism in the K-12 provincial education sector.

The current plan is designed to improve outcomes for racialized students and support sector-wide understanding and growth of anti-oppressive systemic practises and content. The Action Plan provides supports and builds equity-based initiatives to start to address historical and oppressive barriers and ultimately lead to student success.

The Ministry is committed to Indigenous-specific strategies in the **Declaration Act Action Plan** for all Indigenous students. One of these strategies includes a First Nations Anti-Racism strategy led by the First Nations Education Steering Committee (FNESC) and supported by the Ministry.



Foundational Understandings

Although students' individual experiences of racism vary, racism holds all students back from truly thriving as individuals and communities. The following elements establish the foundational understanding of this Action Plan as we work together to move forward and stop further harm to racialized communities.

Indigenous Worldviews and Perspectives – There is growing understanding and acknowledgment of the mistreatment and disrespect that First Nations, Métis, and Inuit peoples have endured throughout Canada's colonial history. This harm continues in present day. The necessary commitment to truth, reconciliation, and healing must include the lens of understanding the connections and relationships that create holistic learning.

Affirmation and Recognition - Stories of racism and discrimination have been told time and time again. Moving forward, this strategy acknowledges these experiences without requiring those impacted to retell their stories and prove the harm that has occurred and continues to occur. These experiences are real, they are harmful, they are the truth, and they must be addressed in all contexts of K-12 education.

Equity and Inclusion – Students, staff, and families may have their own experiences of discrimination and oppression; however, the unique experiences of racism must be specifically addressed to create positive and system level change. Anti-racism cannot be addressed in siloes. Although the strategy is focussed on anti-racism, there is recognition that different experiences are shaped by the intersection of unique identities (e.g., intersectionality).

Adult Well-being – Racialized staff report experiences of racism in their school communities and working environments. The **Mental Health in Schools Strategy** emphasizes the importance of addressing the well-being of adults in the education system. In addition to effects on mental health, racism experienced by staff leads to issues with recruitment and retention, which further leads to less racial diversity in schools. This perpetuates racism further for students who do not see themselves represented in their leaders. Anti-racism initiatives must recognize the importance of supporting adults as well as students.

Principles

The K-12 Anti-Racism Action Plan is guided by the following principles as we move forward:

- Recognize and respect Indigenous rights and titles in accordance with Section 35 of the *Constitution Act, 1982,* United Nations Declaration on the Rights of Indigenous Peoples, Declaration on the Rights of Indigenous Peoples Act, and the Truth and Reconciliation Calls to Action
- Engage First Nations, Indigenous partners, education partners, community organizations representing racialized people, school boards, school communities, and students to work collaboratively, share voice, and integrate work across the sector and within the ministry.
- Amplify and defer to the voices and perspectives of those with lived and living racism experiences.
- Demonstrate humility and respect and a continuous improvement mind-set.
- Apply evidence-based decision-making reflecting current knowledge and data about anti-racism related systems-level change.

Priority Actions

The K-12 Anti-Racism Action Plan includes six priority areas of action: Community Voice, Removing Barriers, Raising Awareness, Collaborative Change, Capacity Building, and School Support.

Community Voice

Community Voice ensures that all actions in this plan are guided and co-led by First Nations, Indigenous partners, education partners, community organizations, and students with lived and living experience of racism. These voices have been missing, historically, from key conversations and decisions in government systems.

Annual Minister's Community Roundtable

An annual event for the Minister to engage directly with the IBPOC community to hear their experiences, perspectives, and recommendations on the Action Plan

Minister's Youth Dialogue Series

The Minister of Education and Child Care will host at least two Youth Dialogue Series: one for intersectional and diverse youth and one for Indigenous youth

Removing Barriers

Removing Barriers creates a system and communication paths to ensure racism cannot thrive through policy and culture.

Roundtable participants, as well as community and sector representatives, asked for more accountability to be embedded in the plan after the first draft, not just for ministry actions, but also for leaders in the system. They also shared the importance of communicating with parents and guardians on the action plan and progress, as well supporting resources to feel connected to their school community.

Anti-racism in district plans

Embed anti-racism reporting requirements within strategic plans

Parent Engagement Plan

A co-developed plan with BC Confederation of Parent Advisory Councils to inform parents of Action Plan initiatives and provide supporting details and information that will promote parent and guardian understanding and welcome their involvement in planning school anti-racism initiatives

Raising Awareness

Raising Awareness provides resources and engagement opportunities to highlight the unique identities and experiences across the province and how we can better appreciate each other, as well as to increase understanding of racism and its harmful effects.

Roundtable participants asked for a calendar to supplement district and school calendars to include more diversity as a first step to ensuring that schools reflect all identities as valued and important. Student-to-student racism was also identified as needing to be addressed, and that starts with foundational understanding of racism, equity, and inclusion.

Inclusion Calendar

Provide districts with a calendar identifying significant events of advocacy, celebration, or honour

Youth Engagement

Presentations and workshops hosted by B.C. Lions to grades 6-10 to explore and engage with issues of anti-racism, diversity, equity, and inclusion

Collaborative Change

Collaborative Change engages all layers of the education system to create system level change. It is imperative that the ministry, school districts, education partners, school staff, students, and families build on existing partnerships and create networks to champion anti-racism work.

Students have shared that only some school staff provide culturally safe and welcoming learning environments, and that is an everyday experience to be met with racism in their day at school in different forms. System level change requires the commitment of all layers of the sector to not only support this work, but also compel it.

Education Partner Collaborative

A committee of education partners, including Indigenous partners, to work collaboratively to address systemic racism

Educator Network

A committee for educators at both district and school level, built over phases, to provide peer support, build internal capacity, and identify needs to engage in anti-racism work

Capacity Building

Capacity Building creates the foundational understanding of racism for all staff in the sector, to recruit diversity in the workforce so that all students see themselves represented in school leadership, and to create a system that is welcoming to all staff.

Students have told the ministry of their hardship from moving through the K-12 system without seeing school leaders who represent and understand them. As well as watching Indigenous, Black, People of Colour (IBPOC) and allied school staff being treated with discrimination. In addition, educators and other school staff have shared the challenges of working in a system that does not feel welcoming and inclusive.

Recruitment and Retention Strategy

Grow diversity in the education workforce so that students see themselves in their teachers and have access to diverse role models through their educational journey
Create better working environments for IBPOC teachers to improve retention

Anti-Racism Training (for everyone)

Develop a foundational online training course available to a sector-wide audience including all ministry, school, and district staff
Develop additional professional learning opportunities to support specific roles and to build on foundational learning

School Support

School Support provides resources, support, and guidance for schools to create anti-racism learning environments.

Students have acknowledged the amount of time they spend in school in their young lives and the influence this environment has on their well-being and development. For students to thrive, they need to see themselves represented as valued members of the school community, as well as in their learning materials and content. They also need safe reporting processes for acts of racism. School leaders to receive those reports with understanding and action-oriented responses.

Incident Response Guidelines & Resource Guide

Develop resources to support districts and schools to identify and respond to incidents of racism, as well as define common terms to establish collective understanding
Develop a resource guide for the sector to provide recommended practices for implementing anti-racism work and ensuring learning environments are safe, welcoming, and inclusive

Curriculum Resources

Inventory existing anti-racism curriculum resources, identify gaps in the inventory, and address existing gaps in resources

Conclusion

The K-12 Anti-Racism Action Plan is a multi-year path forward and an opportunity to bring the education sector together to confront racism in all its forms, but it is only the beginning. This plan outlines the first three years of the provincial school community working together to establish a strong foundation and to chart a path forward for many years of continued dedication to come. This work must always include listening to students, staff, and families, and to be quick to adapt to shifting issues and experiences.

Everyone can play a role in identifying and addressing racism in the education system. System level change requires a shared understanding of our collective responsibility in dismantling racism in schools. Moving forward requires tough and uncomfortable conversations and a willingness to adopt new approaches to delivering education programs that ensure everyone in the school community know they are valued and important members.

The Honourable Murray Sinclair said, “Education got us into this mess and education will get us out of it.” The K-12 Anti-Racism Action Plan sets out to ensure that all students in the B.C. education system can learn in an environment where they feel welcome and valued so that school experiences can help shape a more inclusive and respectful society for everyone.

Appendix - Action Plan Timelines

Element	*Action*	*Timeline*
Community Voice	Annual Minister's Community Roundtable	Annual
	Minister's Youth Dialogue Series	Annual
Removing Barriers	Anti-racism in district plans	2022/23 and 2023/24
	Parent Engagement Plan	2021/22 and 2022/23
Raising Awareness	Inclusion Calendar	2021/22 and 2022/23
	BC Lions Youth Engagement	2021/22 to 2023/24
Collaborative Change	Education Partner Collaborative	Ongoing
	Educator Network	2021/22 – Phase 1 Ongoing expansion
Capacity Building	Recruitment & Retention Strategy	TBD
	Anti-Racism Training (for everyone)	2022/23
School Support	Incident Response Guidelines & Resource Guide	2022/23
	Curriculum Resources	2022/23

RICHMOND
SCHOOL DISTRICT NO.38

Richmond School District
7811 Granville Avenue, Richmond BC V6Y3E3
604-668-6000 I sd38.bc.ca

Education Committee

Public Meeting Minutes

Wednesday, January 18, 2023 - 6:15 pm
Via Zoom

Present:

Chairperson	H. Larson
Vice Chairperson	D. Yang
Trustee Member	A. Wong
Assistant Superintendent	J. MacMillan
Assistant Superintendent	J. MacMillan
Director of Instruction, Student Services and Data Analytics	R. Johal
Director of Instruction, Inclusive Learning	B. Thompson
President, Richmond Teachers' Association	L. Baverstock
Pro-D Officer, Richmond Teachers' Association	J. Cho
Past President, Richmond District Parents' Association	D. McFie
Member, Richmond Association of School Administrators	A. Pikkarainen
Member, Richmond Association of School Administrators	L. Leung
President, CUPE 716	I. Hillman*
Executive Assistant (Recording Secretary)	S. Khan

*Present for a portion of the meeting

The meeting was called to order at 6:15 pm.

The Richmond Board of Education acknowledged and thanked the First Peoples of the hən̓q̓əmin̓əm̓ language group on whose traditional and unceded territories we teach, learn and live.

1. Adopt Agenda

The agenda was adopted as circulated.

2. Approve Minutes

The minutes of the public Education Committee meeting held Wednesday, September 14, 2022, were approved. Chairperson Larson informed the committee she is the only one to approve these minutes as no other trustees present at the September 14, 2022 meeting were present at this January 18, 2023 committee meeting due to new board of trustees.

3. Equity In Action Project Report (Recommendation)

Assistant Superintendent, J. MacMillan introduced Director of Instruction for Learning Services, R. Johal. He provided a PowerPoint presentation and an overview of why the Equity in Action Project

took place, the four different dimensions of the project, the process and data analysis, and the recommendations brought forward from the Equity in Action Project report. R. Johal informed the committee that centering the voices of Indigenous students and their families to hear their perspectives was a focus of the project. Staff responded to questions from stakeholders around the process of moving forward from the recommendations and recruitment. Chairperson Larson confirmed to the committee that the recommendation included in the *Equity in Action Project* report will be coming forward to the Board for approval.

4. Aspen Learning Centre Program Review Report (Recommendation)

Assistant Superintendent, J. MacMillan introduced Director of Instruction for Learning Services, B. Thompson. She provided a PowerPoint presentation and an overview on the what the Aspen learning centre is, the rationale of the program review, what is involved and what the recommendations are from the report. Trustees and stakeholders provided positive feedback and appreciation of the next steps provided in the report. Chairperson Larson confirmed to the committee that the recommendation included in the *Aspen Learning Centre Program Review* report will be coming forward to the Board for approval.

Chairperson Larson read the terms of reference to committee members and informed the committee that a survey will be sent to committee and stakeholder members to obtain input for meeting format preferences.

5. Next Meeting Date – Wednesday, February 15, 2023 at 6:00 pm.

6. Adjournment

The meeting adjourned at 6:56 pm.

Respectfully Submitted,

Heather Larson
Chairperson, Education Committee

RICHMOND
SCHOOL DISTRICT NO.38

Richmond School District
7811 Granville Avenue, Richmond BC V6Y3E3
604-668-6000 I sd38.bc.ca

Facilities and Building Committee

Public Meeting Minutes

Wednesday, January 4, 2023 – 4:30 pm
Via Zoom

Present:

Committee Chairperson	K. Hamaguchi
Trustee Member	H. Larson
Trustee Alternate	A. Wong
Secretary Treasurer	C. Wang
Deputy Superintendent	R. Ryan
Executive Director, Facilities Services/ Richmond Project Team	F. Geyer
Manager, Facilities Planning	U. Olcay
Facilities Planner	J. Balderston
President, Richmond Teachers' Association	L. Baverstock
2nd Vice President, Richmond Teachers' Association	S. Wenglowski
President, Canadian Union of Public Employees 716	I. Hillman
1st Vice President, Canadian Union of Public Employees 716	S. Robinson
President, Richmond Association of School Administrators	M. Murray
Executive Assistant (Recording Secretary)	J. Coronel

Regrets:

Committee Vice-Chairperson	D. Tablotney

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

The Richmond Board of Education acknowledged and thanked the First Peoples of the hən̓q̓əmin̓əm̓ language group on whose traditional and unceded territories we teach, learn and live.

1. Approval of Agenda

The Chairman proposed to add an agenda as Item No. 8 on the meeting format of future Committee meetings. The agenda was approved as amended.

2. Approval of Minutes

Minutes from the October 3, 2022 meeting was approved as circulated.

3. Introductions and Review of Committee Terms of Reference

The Chairperson facilitated introductions between Trustee Wong and Stakeholder representatives. He then spoke to the Committee Terms of Reference as included in the agenda package.

4. Facilities Planning Update (standing item)

The Executive Director, Facilities Services/Richmond Project Team referred to his report as included in the agenda package. The Manager, Facilities Planning then provided updates on Childcare BC New Spaces Fund, space planning for Integrated Child and Youth Teams and Indigenous Gathering Spaces, and enrolment projections. They then responded to questions and comments from attendees on City Centre Growth Planning, educational perspective on Indigenous Gathering spaces, and secondary school enrolment projections.

5. Capital Projects Update (standing item)

The Executive Director, Facilities Services/ Richmond Project Team provided the following highlights from his report as included in the agenda package:

- James Whiteside Elementary Enhanced Seismic Upgrade
- William Bridge Elementary Seismic Upgrade
- Classroom Ventilation Program
- Re-piping 39 existing drinking water sinks with elevated lead levels

The President, Richmond Teachers' Association, thanked the Board and district staff for the implementation of the classroom ventilation program despite challenges and disruptions.

6. Facilities Services Update (standing item)

The Executive Director, Facilities Services/ Richmond Project Team referred to his report as included in the agenda package. He then offered to provide additional information to the President, Richmond Teachers' Association in response to her question on the Eco-Wise Cafe.

The Chairperson thanked the Executive Director, Facilities Services/RPT and his team for the great progress on the current projects in the district.

7. Minutes for Information

(a) CHILD CARE DEVELOPMENT ADVISORY COMMITTEE MEETING
Minutes of Meetings held June 1, 2022, October 5, 2022 and November 2, 2022 were attached for information.

8. Committee Meeting Format

The Chairperson requested attendees to indicate their preferred Committee meeting format by replying to the email which will be sent by the Executive Assistant.

9. Next Meeting Date – Wednesday, February 1, 2023 at 4:30pm

10. Adjournment
The meeting adjourned at 5:24 pm.

Respectfully submitted,

Ken Hamaguchi
Chairperson, Facilities and Building Committee

RICHMOND
SCHOOL DISTRICT NO.38

Richmond School District
7811 Granville Avenue, Richmond BC V6Y3E3
604-668-6000 I sd38.bc.ca

Report to the Board of Education (Public)

DATE: February 22, 2023

FROM: Donna Sargent, Chairperson, Finance and Legal Committee

SUBJECT: **2023/2024 Facility Rental Rates**

RECOMMENDATION:

THAT the Board of Education approves a five percent (5%) increase to both non-commercial (not-for-profit) and commercial (for profit) facility rental rates for the 2023/2024 fiscal year as presented herein.

POLICY CONSIDERATIONS:

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

BACKGROUND:

Following the independent review of the Operations & Rentals Department completed in 2021 which included the review of rental rates in other Metro Vancouver school districts (click here for table), in the report to the Finance & Legal Committee 19 January 2022, staff recommended a 5% annual increase on rates and custodial services for the next three years, until 2025 to offset increasing cost in utilities and building maintenance.

In past years, room rental rate increases have been recommended and approved based on the Consumer Price Index (CPI). The CPI for British Columbia over and above the prior year was 5.6% for Services, therefore Facilities Services and the Secretary-Treasurer's Office are recommending a 5% increase be applied for 2023/2024 as planned, which is within the CPI.

District Policy 804.4 requires childcare rate to be reviewed every three (3) years, and we are in the second year of the current cycle (adopted in 2022/2023). The rate that applies to childcare operations for the period of 01 July 2023 to 30 June 2024 is $9.50/hour of use, which reflects actual costs to operate and maintain these spaces.

DISCUSSION:

Please find attached the proposed Schedule of Charges for School Use of Facilities, effective 01 July 2023 to 30 June 2024.

Respectfully Submitted,

Donna Sargent
Chairperson, Finance and Legal Committee

Schedule of Charges for Use of School Facilities
01 July 2023 to 30 June 2024

1. School facilities shall be provided free of charge to Richmond school/parent groups, and to Richmond organizations and community groups meeting for the purpose of holding municipal or civic meetings.

2. Facilities will be provided free of charge for Richmond School District employees' unions and associations for meetings and social events on the understanding that custodial services will be paid for by those groups.

3. Non-commercial rates apply to Richmond non-profit and non-commercial groups and organizations. Not included in Clauses 1 or 2 above, e.g., Richmond religious organizations, Richmond groups offering educational services and Richmond sporting or community organizations not booking through the City of Richmond Community Services Division.

4. Commercial rates apply to commercial groups and organizations, non-Richmond based groups and organizations using school facilities for social and other type of events. Family orientated booking requests may qualify for non-commercial rates only if Richmond based.

5. Bookings are for a minimum of one hour, on the hour by the hour is encouraged to provide maximum opportunity for bookings. Any requested spaces must be booked for the full duration of time rented.

6. Rental charges for all childcares will be shall not exceed the direct and indirect costs incurred and to be incurred by the Board in making the board property available to the childcare operator. A rate of $9.50 per hour of occupancy per facility shall be charged. This applies to the usage of the following areas: dedicated childcare facility, classroom, multi-purpose room, kitchen, and gymnasium only.

7. Where the services of a rental custodian are required, there is a 3-hour minimum for weekdays and 4-hour minimum for weekend.

8. Additional service fees may apply, e.g., damage caused, trade personnel callout, etc.

9. All charges are subject to 5% GST.

2023/2024 Rental Rates:

Space	Non-commercial	Commercial
Hourly Rates		
Gymnasium (Secondary)	$55.00	$151.00
Large Foyer/Rotunda/Theatre	$49.00	$113.00
Gymnasium (Elementary)	$49.00	$113.00
Multipurpose Room/Library (Elementary)	$49.00	$113.00
Cafeteria without Teaching Kitchen	$49.00	$113.00
Change Room/Showers	$49.00	$61.00

Space	Non-commercial	Commercial
Classroom/Small Foyer	$24.00	$43.00
Kitchen	$24.00	$43.00
Daily Rates		
Parking Lot (Daily Rate)	$473.00	$1,050.00
Movie Shoot - Exterior	N/A	$1,313.00
Movie Shoot - Interior	N/A	$3,675.00

Custodial Charges:

Hourly	Rate
Rental Custodian – Daycares	$31.00
Rental Custodian – Other Groups	$38.00

Other Services:

Space	Non-commercial	Commercial
Chair Rental (each, daily rate)	$1.00	$1.00
Table Rental (each, daily rate)	$8.00	$8.00
Table & Chair Delivery (Flat Rate)	$105.00	$142.00

RICHMOND
SCHOOL DISTRICT NO.38

Richmond School District
7811 Granville Avenue, Richmond BC V6Y3E3
604-668-6000 I sd38.bc.ca

Finance and Legal Committee

Public Meeting Minutes

Wednesday, January 18, 2023 – 10:00 am
Via Zoom

Present:

Chairperson	D. Sargent
Vice Chairperson	R. Belleza
Trustee Member	K. Hamaguchi
Trustee	A. Wong
Superintendent	S. Robinson
Secretary Treasurer	C. Wang
Assistant Secretary Treasurer	M. Fu
Executive Director, Human Resources	L. Buchanan
President, Canadian Union of Public Employees 716	I. Hillman
President, Richmond Teachers' Association	L. Baverstock
1st Vice President, Richmond Teachers' Association	T. McCracken
Pro-D Officer, Richmond Teachers' Association	J. Cho
President, Richmond Association of School Administrators	M. Murray
Representative, Richmond Management and Professional Staff	R. Corbin
Past President, Richmond District Parents Association	D. McFie
Executive Assistant (Recording Secretary)	N. Todorovic

The Chairperson called the meeting to order at 10:02 am.

The Richmond Board of Education acknowledged and thanked the First Peoples of the hən̓q̓əmin̓əm̓ language group on whose traditional and unceded territories we teach, learn and live.

1. Approval of Agenda

The agenda was adopted as circulated.

2. Approval of Minutes

The minutes of the September 14, 2022 public meeting was approved as circulated.

3. Introductions and Review of Committee Terms of Reference

The Chairperson spoke to the committee's terms of reference as included in the agenda package.

4. Human Resources Update

The Executive Director, Human Resources provided a report regarding the Classroom Enhancement Funding (CEF) and staffing updates as included in her report.

The President, Richmond Teachers' Association, commented on the role of universities in providing new teachers with information about career options and the appeal of part-time teaching positions to new teachers.

Executive Director, Human Resources answered trustees' questions concerning staffing shortages and the long-term strategy for attracting teacher candidates. The Secretary Treasurer spoke to budgetary allocations for staffing positions.

The President, Richmond Teachers' Association commented the role of MLA's and the Ministry of Education and Child Care in encouraging university students to apply for teacher positions. She highlighted the impacts of heightened workloads for teachers. She also spoke about support for teachers who choose to be faculty advisors. She noted the importance of involving indigenous educators in the teacher recruitment process.

5. 2021/2022 Statement of Financial Information

The Assistant Secretary Treasurer provided a verbal update regarding the 2021/2022 Statement of Financial Information (SOFI) and noted that the statement has been made publicly available on the district's website.

6. Trustees' Expenses for the 3 Months ending September 30, 2022

The Assistant Secretary Treasurer spoke to her report as included in the agenda package. The Committee agreed to forward the following recommendation to 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 September 30, 2022, in the amount of $870.00.

7. Trustees' Expenses for the 3 Months ending December 31, 2022

The Assistant Secretary Treasurer spoke to her report as included in the agenda package. The Committee agreed to forward the following recommendation to 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 December 31, 2022, in the amount of $5,432.88.

8. Next Meeting Date – Wednesday February 15, 2023 at 10:00 am.

9. Adjournment

The meeting adjourned at 10:34 am.

Respectfully Submitted,

Donna Sargent
Chairperson, Finance and Legal Committee

RICHMOND
SCHOOL DISTRICT NO.38

Richmond School District
7811 Granville Avenue, Richmond BC V6Y3E3
604-668-6000 I sd38.bc.ca

Report to the Board of Education (Public)

DATE: February 22, 2023

FROM: Debbie Tablotney, Chairperson, Policy Committee

SUBJECT: **Policy 201 -*Board Operations***

RECOMMENDATION:

THAT the Board of Education approve the attached proposed revisions to Policy 201 and 201 Bylaw: *Board Operations* for entry into the stakeholder review process from February 23rd to April 28th, 2023.

BACKGROUND:

Revisions to Policy 201 and 201 Bylaw: *Board Operations* originated from a discussion amongst trustee members of the Policy Committee pertaining to the current Board-established meeting structure in the District. During those discussions, it was pointed out that current practice and policy are not aligned and that some meeting structures being used, such as advisory committees and working groups, are not currently contemplated in Board policy.

At the December 2022 public meeting of the Policy Committee, discussion occurred about a number of aspects of the Policy and Bylaw. It was agreed that staff would begin the formal policy revision process and report back to the February Public Policy Committee meeting with an initial revised draft to be considered for entry into the stakeholder review process.

A number of areas of the Policy and Bylaw have been proposed for revision in order to ensure consistency between policy and practice and also to ensure that the updated Policy and Bylaw reflect the Diversity, Equity and Inclusion checklist recently approved by the Committee. Specific attention has been paid to the role of advisory committee and working groups, which are a fundamental part of Board meeting structure practice but have not been reflected in Board policy. The proposed revisions incorporate the important role these two structures play.

PROPOSED TIMELINE:

October 2022	In-camera Policy Committee meeting	Discussion by members of Policy Committee including feedback on proposed timeline and potential scope of revisions.
December 2022	Public Policy Committee meeting	Initial public report outlining rationale for policy revision and timeline. Opportunity for preliminary feedback from trustee and stakeholder representatives.
January 2023	In-Camera Policy Committee meeting	In-camera discussion amongst trustee representatives about proposed revisions regarding Board meeting format

		and role of trustees in advisory committees and working groups.
February 2023	Public Policy Committee meeting	Revised policy reflecting preliminary feedback shared with committee. Possible referral to Board for entry into stakeholder review process.
February 2023	Public Board meeting	Potential Board approval for entry into stakeholder review process
February-April 2023	Stakeholder Review Process	February 23-April 28, 2023
May 2023	Public Policy Committee	Final revisions based on results of stakeholder review process. Possible notice of motion to May Board meeting for final approval at June board meeting.
May 2023	Public Board Meeting	Possible notice of motion for approval at June board meeting.
June 2023	Public Board meeting	Possible final approval of revised policy.

CONCLUSION:

Policy 201 and 201 Bylaw do not, in some ways, reflect the Board's updated practice with respect to a number of aspects of Board operations and therefore require significant revision. The revision process is an opportunity to not only examine the initial issue which drew the committee's attention to the policy, but also to examine whether other aspects of the policy would benefit from further analysis and revision.

Respectfully Submitted,

Debbie Tablotney, Chairperson
Policy Committee

Attachments:
Policy 201- *Board Operations (proposed revisions)*
Policy 201 *Bylaw (proposed revisions)*

GOVERNANCE Policy 201

Board Operations

The Board of Education of School District No. 38 (Richmond) will relinquish none of its statutory authority, since it believes that, as much as possible, decision-making ~~control~~ over children's learning should be in the hands of local citizens, through their elected school board. The Board supports the preservation of the authority ~~powers~~ and responsibilities of locally elected boards as separate corporate bodies, distinct from municipal councils or regional districts.

Policy-making is the fundamental process by which the Board will exercise its legitimate authority and responsibility. Through policy, and the strategic planning process, the Board will establish goals and give direction to the local school system.

The Board of Education will operate as an open, democratic corporate body that models respect for individuals and strengthens relationships within the education community. The Board is committed to discharging its duties in a fair, efficient and effective manner and will conduct itself within an organized framework. The main business of the Board will be through regularly scheduled meetings of all trustees where they will hear delegations, consider reports and decide by democratic vote on bylaws or motions presented for their consideration. ~~by their members. Meetings of the Board will be presided over by a chairperson, with the assistance of a vice-chairperson, both elected annually from its members.~~

Because the Board believes it has a fundamental obligation to preserve and enhance the public trust in public education, and because it believes the public and, in particular its education partners, must be able to share their perspectives, ~~to the educational process~~, meetings will be held in public as much as possible and an opportunity will be given at each meeting to hear the public.

However, there are times when the Board believes the public interest is best served by private discussions of specific issues in closed "in-camera" sessions. To protect individual privacy and the Board's own position, in-camera meetings may be conducted to discuss issues such as individual student or employee matters, legal concerns, or negotiating collective agreements, contracts, or 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.

It is the intent of the Board that both trustees and stakeholders be allowed time and opportunity to become informed, and given adequate notice to prepare and present their views on impending items. The Board may establish committees and hold ad hoc meetings to provide opportunities for trustees and interested parties to meet to discuss issues in a more open, prolonged, and informal manner than is normally allowed at a regular Board meeting. Such meetings should enable participants to fully explore all aspects of a topic, to determine the need for further research, and to propose recommendations. Committees and meetings will not be legally constituted as Board Meetings in that the voting trustee complement will always be less than a majority and committee reports and recommendations will be reported to the full Board for decision.

Adopted: 02 June 2008

GOVERNANCE Policy 201 BYLAW

Bylaw: Board Operations

1. Inaugural Post Election Meeting

1.1 The Secretary-Treasurer shall convene an inaugural meeting of the Board on the second Wednesday in November of a school election year. The purpose of this meeting is for elected trustees to swear an oath, and to elect a board chairperson and vice-chairperson, and representatives and alternates to the British Columbia School Trustees' Association (BCSTA) Provincial Council and to the British Columbia Public School Employers' Association (BCPSEA) for the ensuing year, as well as to invite trustee interest in membership on committees.

1.2 The Secretary-Treasurer shall announce the results of trustee elections and administer the prescribed oath of office, or oath of solemn affirmation for each trustee present, as specified in the *Manual of School Law.* Alternate arrangements for swearing the oath/affirmation will be made for a trustee who does not attend the inaugural meeting or who is elected in a by-election, and the secretary treasurer must confirm the oath has been taken before that trustee may act in the position.

1.3 The Superintendent shall appoint a returning officer and scrutineers, then call for nominations for a board chairperson by ballot, confirm acceptance of each person nominated and conduct a vote by ballot. The person receiving a clear majority shall be elected Board Chairperson for the ensuing year. If no person receives a clear majority, further ballots shall be taken until a majority is achieved. The Secretary Treasurer or any trustee may then call for destruction of ballots.

1.4 The Chairperson so elected shall assume the chair.

1.5 The Board shall proceed to elect a vice-chairperson for the ensuing year in the same manner as the election of the Chairperson.

1.6 The Chairperson shall call for a show of interest for the positions of BCSTA representative to Provincial Council as well as an alternate representative. If there is more than one trustee interested in being the representative and no concession as to who will be the representative and who will be the alternate, then the Chairperson will conduct an election by ballot and the person receiving a majority of votes will be declared the representative. The runner up will be appointed alternate.

1.7 The positions of BCPSEA representative and alternate will be chosen in the same manner as in 1.6.

1.8 The Chairperson will request trustees declare their interest in membership on committees by mid November and will announce committee appointments in December.

1.9 The Board will authorize its signing authorities, as set out in Policy 612 and 612-R ~~603.5.1 and 603.5.1 R~~: *Authorized Signatures* for the ensuing year, at its Inaugural or Organizational Meeting.

1.10 The meeting will adjourn.

Adopted: 02 June 2008
Board Adoption with Amendments: 17 November 2008
Board Adoption with Amendments: 10 October 2018

2. Annual Organizational Meeting

2.1 An organizational meeting of the Board shall be held the ~~second~~ fourth Wednesday in November each year in which there is no municipal election. The purpose of this meeting is to elect a board chairperson and vice-chairperson, and representatives and alternates to the BCSTA Provincial Council and to the BCPSEA for the ensuing year, as well as to invite trustee interest in membership on committees.

2.2 The current Chairperson shall call the meeting to order, and may give an annual report.

2.3 The Superintendent (or designate) shall take the chair and proceed with the election of a chairperson according to the procedure in 1.3

2.4 The Chairperson so elected shall assume the chair, and proceed with the election of a vice chairperson in the same manner as the election of the Chairperson.

2.5 The Chairperson shall call for a show of interest for the positions of BCSTA Provincial Council representative and alternate in the same manner as in 1.6.

2.6 The positions of BCPSEA representative and alternate will be chosen in the same manner as for BCSTA.

2.7 The Chairperson will request trustees declare their interest in membership on committees by mid November and will announce committee appointments in December.

2.8 The Board will authorize its signing authorities for the ensuing year as in 1.9.

2.9 The meeting will adjourn.

3. Regular Meetings

3.1 The Board of Education shall meet on the ~~second and~~ fourth Wednesday of each month unless otherwise determined by Board resolution. Regular meetings of the Board of Education shall be held not less than once in every three months. The first regular meeting in November will commence upon adjournment of the Inaugural or Organizational meeting. In-camera sessions will generally commence at 17:30 (5:30 pm) or at the call of the Chair. The public session will begin at 19:00 (7:00 pm). If in-camera business is not completed by ~~18:55~~ 18:50 (6:50 pm), the in-camera session will be recessed and reconvened upon adjournment of the public session. Commencement times of public meetings may be altered by Board resolution.

3.2 A quorum of the Board is a majority of the trustees holding office at the time of the meeting. If a quorum has not been made within one-half hour after the appointed time for a meeting, or if a quorum should cease during a meeting, the meeting shall stand adjourned until the next regular meeting date or until another meeting is called by the Chair.

3.3 The Chairperson will develop the meeting agendas in consultation with the Superintendent, Vice-Chair and Secretary-Treasurer.

3.3.1 Written notice of each meeting, together with the proposed agenda must be given at least 48 hours in advance to each trustee. The package ~~delivered~~ should include all supporting documents. Non-receipt by a trustee shall not void the proceedings.

Adopted: 02 June 2008
Board Adoption with Amendments: 17 November 2008
Board Adoption with Amendments: 10 October 2018

3.3.2 Public notice of regular meetings and proposed agendas shall be posted on the district website, ~~emailed~~ provided electronically to trustees and to presidents/chairpersons of employee groups and the district parent association as soon as possible (and no later than 30 minutes prior to board office closing on the Friday prior to the regular Board meeting). Persons or groups known to have particular interest in an agenda item may be alerted ~~by email or telephone~~ if possible. Supporting documents for the meeting ~~may~~ shall be posted on the district website and available at the district office no later than 30 minutes prior to the Friday office closing.

3.3.3 Requests ~~Briefs and presentations~~ by the public to have briefs and presentations ~~may be~~ placed on the agenda may be made by notifying the office of the Secretary-Treasurer in writing by 09:00 on the Thursday prior to a meeting. The notice must identify the topic to be presented.

3.3.4 Trustees may place items on the agenda by:

- Notice of Motion at the meeting prior to anticipated consideration,
- Notifying the Chair or office of the Secretary-Treasurer by 09:00 the Thursday prior to the meeting, or
- A request to the Chair immediately prior to approval of the agenda for emergent items.

3.3.5 Every effort should be made to ensure that items are entered on the agenda by the Thursday deadline. However, because issues that require Board attention may arise after the agenda has been distributed, the Chair shall ask the Superintendent and trustees at the meeting for additions to or deletions from the agenda prior to Board approval of the agenda. Additions and deletions will be at the Chair's discretion and are subject to challenge.

3.3.6 Trustees may request that an agenda item be moved from the in-camera to the public agenda, or the reverse.

3.3.7 Once an agenda is accepted, the meeting will be limited to items on the agenda.

3.4 The order of business at in-camera and public regular meetings shall be:

- Recognition of visitors, announcements, trustees' updates
- Adoption of agenda
- Closure of the in-camera meeting in compliance with the School Act
- Presentations, briefs, special recognition
- Questions from the Public (public only)
- Executive
- Approval of minutes of prior meetings
- Business arising from prior minutes
- New business
- Questions from the Public (public only)
- Standing committee reports
- Board committee and representative reports
- Correspondence
- Adjournment

The Board may ~~will generally~~ call a short break prior to the first Questions from the Public session. Additional recesses may be permitted by the Chair as requested by any trustee and agreed to by unanimous consent.

Adopted: 02 June 2008
Board Adoption with Amendments: 17 November 2008
Board Adoption with Amendments: 10 October 2018

3.4.1 Changes to the order of business may be proposed by any trustee and shall require unanimous consent or a two-thirds vote without debate.

3.4.2 Individuals or delegations presenting a brief will be allowed up to 10 minutes for their presentation.

3.4.3 The Questions from the Public portion of the agenda will be limited to 30 minutes

3.4.4 The Board may agree by vote to extend the time allotted for a presentation or Questions from the Public.

3.5 Minutes of the proceedings of all meetings shall be recorded in a minute book and signed as correct by the Secretary-Treasurer and the Chairperson or trustee presiding at the meeting recorded.

Public and in-camera minutes will include:

- The nature of the meeting (regular, special, in-camera, inaugural, organizational); the date, time, place, Board members present and absent, staff members assisting, and the approval of the preceding meeting's or meetings' minutes.
- A record of all motions passed or defeated by the Board, together with the names of trustees making and seconding the motions, as well as the names of those abstaining due to conflict, and those voting against a motion if so requested.
- A record of the disposition of all matters on which the Board considered but did not take action, and a record of communications received by the Board.
- A summary of the general nature of remarks or concerns raised by trustees, guests and the public on agenda items.

3.6 In-camera minutes will be presented in the public minutes of the Board meeting in the form of a general statement as to the nature of the matters discussed and the general nature of the decisions reached. Public minutes shall be made available to ~~open for inspection at all reasonable times by~~ any person by being posted on the District website.

3.7 All meetings shall stand adjourned at four hours after their commencement unless a resolution has been passed by a two-thirds vote to extend the hour of adjournment.

3.8 The Secretary-Treasurer or designate must be present at all meetings of the Board. The Board may excuse its officials during discussion of any matter, but the Secretary-Treasurer or designate must record and be present at the time of each Board decision.

3.9 The Chairperson presiding at a meeting may expel any person except a trustee who is acting improperly and disrupts the meeting. A majority of the trustees present at a meeting of the Board may expel a trustee from the meeting for improper conduct.

4. Special Meetings

4.1 A special meeting of the board may be called by the Chairperson or, upon written request by a majority of the trustees, shall be called by the Secretary-Treasurer. No business other than that for which the meeting was called shall be conducted at the meeting.

4.2 Where possible, written notice of a special meeting, an agenda and supporting documents will be delivered to each trustee at least 48 hours in advance of the meeting.

Adopted: 02 June 2008
Board Adoption with Amendments: 17 November 2008
Board Adoption with Amendments: 10 October 2018

When it is likely that trustees might not be reading email routinely, as on a weekend or holiday, or if a meeting must be held within 48 hours, trustees will also be notified by telephone.

4.3 Notice of a special public meeting will be posted on the district web site and emailed to the chairpersons of employee groups and the district parent association and to persons or groups with particular interest in the item as soon as possible.

5. Addressing The Board

The public is welcome to attend regular public Board meetings and to address the Board through the following processes.

5.1 Members of the public may ask a question or make a brief statement regarding an item on the agenda during either of the two Question Periods at the meeting or by emailing their questions or comments to the School District Board Meetings email account in advance of the question period.

5.2 An individual or a spokesperson for a delegation may present a brief to the Board.

5.2.1 To be allotted time on a meeting agenda, notify the office of the Secretary-Treasurer in writing by 09:00 the Thursday prior to the Board meeting you wish to present at and include a brief description of the issue you wish to raise. Briefs are usually heard during the first hour of the public meeting that begins at 19:00. The content of a brief presented in public should be public in nature. Complaints or concerns that identify an individual ~~student, parent, or employee,~~ or deal with the purchase of land or with legal issues will not be heard during a public meeting and will be directed by the Chairperson to the appropriate venue or process. ~~be directed by the Chairperson to a closed meeting of the Board.~~

5.2.2 Persons presenting a brief will be called to the presenters' table, asked to introduce themselves and members of their delegation then given a maximum of 10 minutes total to make their presentation. The Chair may limit the number of delegations and questions at a meeting unless otherwise directed by the Board.

5.2.3 Trustees will listen to the presentation and may ask questions of the presenter or staff regarding data, policy, Board direction or other relevant matters.

5.2.4 The Board may refer the matter to staff or an appropriate committee for further discussion or to prepare a response.

5.2.5 The Board will not provide a formal response to ~~answer~~ a brief at the meeting where it is presented. Delegations will be acknowledged in writing soon after the meeting and informed of any process whereby their brief may be considered further, and whether their attendance may be requested at subsequent committee meetings.

5.2.6 The Board Chairperson in consultation with the Superintendent will provide a response to the brief within 60 days of its presentation to the Board.

6. Chairperson And Vice-Chairperson

6.1 A chairperson and vice-chairperson shall be elected at the first meeting of the Board in November according to the procedure outlined in 1.3.

Adopted: 02 June 2008
Board Adoption with Amendments: 17 November 2008
Board Adoption with Amendments: 10 October 2018

6.2 The Board entrusts to its Chair primary responsibility for safeguarding the integrity of the Board's processes and representing the Board to the broader community. The Chairperson shall act as chief spokesperson for the Board by stating positions consistent with Board resolution and policies.

The Chairperson's duties shall include:

6.2.1 Presiding at meetings of the Board and generally fulfilling the duties usually performed by a chairperson.

6.2.2 Regularly consulting with the Superintendent to convey concerns or issues of trustees or arising in the community, and to learn of emerging issues and events within the District or province that may require Board action,

6.2.3 Bringing to the Board all matters requiring a corporate decision of the Board,

6.2.4 Acting as ex-officio member of all Board committees,

6.2.5 Acting as signing officer for the District,

6.2.6 Supplying trustees with a copy of all correspondence written on behalf of the Board, and

6.2.7 Representing the Board at official functions or designating another trustee to do so.

6.3 The Chairperson may vacate the chair to enter debate or propose or second a motion, in which case the Vice-Chairperson shall preside.

6.4 If the Chairperson is absent or unable to act at a meeting, the Vice-Chairperson shall preside. If the Vice-Chairperson is absent or unable to act, the trustees present shall elect one of their members to preside at the meeting.

6.5 The Chairperson has the same right to vote as any other trustee and must vote to break a tie.

6.6 The Vice-Chairperson shall assist the Chairperson in ensuring the Board operates in accordance with its own policies and procedures and in providing leadership and guidance to the Board, and shall serve in the absence of the Chairperson and otherwise shall perform such duties as assigned by the Chairperson or designated by resolution of the Board.

6.7 Rulings of the Chairperson can be challenged by motion and vote of trustees.

6.8 A majority of the Board may elect a new chairperson or vice-chairperson at any time.

7. Rules Of Order

7.1 The current edition of Robert's Rules of Order shall govern, as far as applicable, in all cases not specifically provided herein or in the School Act.

7.2 All powers of the Board will be exercised either by resolution or by bylaw, except where the School Act requires a bylaw.

Adopted: 02 June 2008
Board Adoption with Amendments: 17 November 2008
Board Adoption with Amendments: 10 October 2018

7.3 A rule, other than the requirement for notice of meetings, may be suspended or an additional rule adopted temporarily for one or more meetings by unanimous consent or by a two-thirds vote of the trustees present.

7.4 Not withstanding 7.3, the rules in this bylaw shall be amended by bylaw only. A Notice of Motion stating the proposed amendment must be given at the previous meeting and in the notice of the meeting.

7.5 When a trustee raises a Point of Order or Point of Privilege, the Chair will give it precedence over all other items of business.

7.6 Any decision of the Chair is open to appeal by a trustee moving a motion to challenge the Chair and giving the reasons for the challenge. If the motion is seconded, the Vice-Chair will preside and the Chair, having stepped down, will then justify the decision. The Vice-Chair will ask the question "Shall the Chair be sustained?" and trustees will vote without further debate whether to sustain the Chair. A majority or tie vote sustains the Chair. A successful challenge does not necessarily set a precedent.

7.7 During a meeting the Board may, by motion, resolve itself into a Committee of the Whole to discuss any matter on the agenda. A committee of the Whole is designated for an allotted time and does not have to adhere to the formal Rules of Order. The Chairperson may vacate the chair and the Board may ask any person present to facilitate the ensuing discussion by acting as Chairperson of the Whole. The discussion may involve anyone present the Board wishes to include. Upon completion of the discussion (whose time allotted may be extended by vote of the Board), the Committee of the Whole is said to Rise and Report, whereupon the facilitator or Chairperson of the Whole reports on the findings of the Committee to the reassembled Board for the minutes.

8. Bylaw Procedure

8.1 Written Notice of Motion to propose or amend a bylaw shall be given at the meeting prior to first reading and in the notice of the meeting where the bylaw or amendment is to be proposed.

8.2 Every bylaw shall be dealt with in the following stages:

a) First reading: no debate or amendment;
b) Second reading: discussion of the principle of the bylaw;
c) Committee stage: if the second reading passes, the bylaw may be referred to a Committee of the Whole or to a standing committee for detailed consideration.
d) Third reading: consideration of amendments made in committee, if any, and final decision.

8.3 When a bylaw has been amended in committee, it shall be made available ~~reprinted as amended and distributed~~ to the public before further action proceeds. This may be waived by a two-thirds vote.

8.4 The first reading must be read in full. Subsequent readings may consist of a description of the bylaw by its title and a summary of its contents, providing trustees and the public have a written copy of the bylaw and any amendments.

8.5 The Board shall not give a bylaw more than two readings at any one meeting unless trustees present unanimously agree to give the bylaw all three readings at that meeting.

8.6 A bylaw may be withdrawn at any stage with unanimous consent of the Board.

Adopted: 02 June 2008
Board Adoption with Amendments: 17 November 2008
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9. Motions

9.1 The Board may only make decisions, give direction or determine policy by voting in the majority on a motion presented by a trustee and seconded by another trustee. A motion is a stated proposal for action.

The bulk of Board business will be conducted through the process of trustees posing a motion, debating the merits of the motion then voting to defeat or pass (carry) the motion. However, when a report, brief or presentation is presented to the Board at a meeting, trustees may first ask questions to clarify understanding or may make brief statements to correct facts or state opinions. If a motion on an issue is moved, trustees may ask questions of clarification of the mover and staff before debate begins or during the debate.

9.2 A motion should be worded in a concise, unambiguous and complete form and, if lengthy or complex, should be submitted in writing. A motion once moved should be stated by the Chairperson to ensure it has been heard and understood. Once moved, seconded and repeated by the Chairperson a motion belongs to the Board and may only be altered, directed or withdrawn by vote of the Board.

9.3 The Chairperson may divide a motion containing more than one subject or a trustee may request such a division and it shall be voted on in the form in which it is divided.

9.4 A motion may be amended before the vote. An amendment is a motion to modify the wording of a pending motion. An amendment must be germane, that is, closely related to or having a bearing on the subject of the motion to be amended. A motion can be amended more than once. However, there can be only one amendment on the floor at a time and it shall be voted on before another amendment is presented or the original motion is voted on. An amendment to an amendment must be germane to the first amendment and cannot be amended. If an amendment is acceptable to both the mover and seconder, the amendment shall be accepted without formal vote.

9.5 A motion passed by a vote of the Board becomes known as a resolution.

9.6 A resolution passed by the Board shall not be reconsidered during the year following its acceptance except by order of a two-thirds vote of the Board, with the following exemption. Any question decided by the Board at a meeting where a bare quorum was present may be reconsidered by order of a simple majority vote of the Board.

9.6.1 A Notice of Motion must be given of an intention to reconsider a resolution passed by the Board in the previous year.

9.6.2 Only a trustee who voted on the prevailing side when the resolution was first adopted may move to reconsider the resolution during the following year, except that any trustee who was not in office at the time a decision was reached on a resolution may move the reconsideration of any resolution dealt with by the Board during the previous year.

9.6.3 A motion to reconsider may be seconded by any trustee.

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9.6.4 A motion to reconsider is debatable if the motion proposed to be reconsidered is debatable and the debate can be on the merits of the original question. No question can be reconsidered twice.

9.6.5 A motion to reconsider cannot be applied to action that cannot be reversed, such as entering into a contract.

9.7 No motion (or motions so similar that they pose the same question) can be considered twice at the same meeting.

9.8 Consideration of a motion, provided it has been moved and seconded, may be postponed by a resolution to a specific time and date. A motion to postpone:

- requires a simple majority vote,
- precludes further discussion until the stated time and date,
- may be amended as to time and place; and
- is debatable only as to the advisability of the proposed delay.

9.9 A Notice of Motion must be given for presenting motions to adopt, amend, suspend or rescind any bylaw, policy or regulation.

10. Debate

10.1 Debate shall be strictly relevant to the motion under consideration. The Chairperson shall warn speakers who violate this rule.

10.2 In order to speak, a trustee must be recognized by the Chairperson.

10.3 The mover of the motion shall be given the first and last opportunity to speak on the motion.

10.4 Each trustee has the right to speak twice on the same motion on the same day but cannot make a second speech so long as any trustee who has not spoken on that motion wishes to speak. No trustee shall speak for more than ten minutes in total.

10.5 A statement raising a Point of Order (conduct of the meeting) or Privilege (dealing with the rights or interests of the Board as a whole or of a trustee personally) may be made at any time and shall be given precedence and dealt with immediately.

10.6 No trustee shall interrupt another trustee who has the floor except to raise a point of order, a point of privilege or to disclose a conflict of interest.

10.7 It is the role of the Chairperson to maintain the appearance of fairness and refrain from vigorous debate. However, once all trustees have spoken and before the mover closes debate, the Chair may speak on the motion. The Chair may also move a motion or engage more actively through the course of the debate by stepping down and having the Vice-Chair preside.

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10.8 Debate may be closed by:

- the Chair after all trustees have spoken twice, finishing with the mover;
- a trustee calling the Question whereupon the Chair asks if a trustee wishes to speak further and if not, conducting the vote; or
- a motion to end debate, which is not debatable and requires a two-thirds vote.

11. Voting

11.1 All trustees present at a meeting are required ~~expected~~ to vote; ~~a trustee must abstain in the event of a declared conflict of interest of a pecuniary nature.~~ The Chair has the right to vote and must vote if there is a tie.

11.2 Voting shall be by show of hands except where a ballot is required by policy, bylaw or the School Act. The Chairperson shall declare whether the motion was defeated or carried, abstentions, and the names of negative voters if requested.

11.3 All questions shall be decided by a majority of the votes of the trustees present and voting unless otherwise provided by policy, bylaw or the School Act. In the case of a tie vote, the motion shall be resolved in the negative.

12. Conflict Of Interest

12.1 If a trustee has any pecuniary (financial/economic) interest in any matter as defined by the School Act and is present at a meeting of the board at which the matter is considered, the trustee shall:

• disclose their ~~his or her~~ pecuniary interest and the general nature of the pecuniary interest at the meeting;
- recuse themselves from the portion of the meeting during which the matter is being considered;
• not take part in the discussion of or vote on any question in respect of the matter; and
• not attempt in any way, whether before, during or after the meeting, to influence the voting on any question in respect of the matter.

"Pecuniary interest" shall be taken to include an indirect pecuniary interest.

12.2 If the meeting is not open to the public, in addition to complying with requirements in 12.1 the trustee shall immediately leave that part of the meeting during which the matter is considered.

12.3 If the pecuniary interest of a trustee is not disclosed as required above because the trustee is absent from the meeting, the trustee shall disclose the pecuniary interest and otherwise comply with the requirements at the next meeting attended by the trustee.

12.4 A trustee is expected to be conversant with relevant sections of the School Act, to file disclosure forms under the Financial Disclosure Act and to be responsible for declaring a personal conflict or a conflict of a spouse, parent or child. A trustee who votes on an issue in which s/he is in conflict may lose office and may not be indemnified by the Board.

12.5 Decisions of the Board must be made with integrity and be procedurally fair. A trustee who votes on an issue with which ~~s/he has~~ they have a conflict may cause the decision of the Board to be viewed as biased and place the Board at risk of judicial review and the resulting legal and court costs.

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Therefore if a trustee is concerned ~~s/he~~ they may have a personal conflict with a matter about to come before the Board, the trustee should:

- seek the advice of the Superintendent or Secretary-Treasurer,
- consult with the Chairperson, or
- seek advice from the BCSTA, or request that the Chairperson or Superintendent seek legal advice.

If a trustee is concerned that a fellow trustee is in conflict, ~~s/he~~ they should speak with or ask the Chairperson to speak with the trustee believed to have a conflict.

12.5.1 If the question is not resolved prior to the meeting at which the matter in conflict arises, and the trustee thought to be in conflict does not declare a conflict:

- the trustee may declare for the record the reason ~~s/he~~ they believe~~s~~ there is no conflict and the discussion may proceed to a vote; or
- the Board may resolve to postpone the discussion of the issue and seek legal advice.

12.5.2 If legal advice confirms there is a high probability a trustee has a disqualifying conflict:

- the Board may resolve that the trustee be disqualified from voting with reasons given. In this case, the Chairperson will then ask the trustee whether ~~s/he~~ they intend~~s~~ to vote on the matter in conflict and if the trustee declares a continued intent to participate:
- the Board may resolve to take legal proceedings to obtain a court declaration regarding the trustee's disqualification and that the matter be postponed, or
- the Board may proceed to vote on the matter and then determine whether to censure the trustee for participation.

Such actions can be divisive and should be avoided in favour of more amicable resolution, provided liability to the district is minimized.

12.6 If a meeting is open to the public, every disclosure of pecuniary interest and the general nature of it shall be recorded in the minutes of the meeting. If a meeting is not open to the public, the fact that a disclosure of pecuniary interest was made, but not the general nature of that interest, shall be reported to and recorded in the minutes of the next meeting that is open to the public.

13. Standing Committees

13.1 Standing Committees exist to provide an opportunity to deliberate on issues of ongoing importance to the District in an open, prolonged, inclusive and informal manner. The Board will establish an Audit Committee, Education Committee, Facilities and Building Committee, Finance and Legal Committee and a Policy Committee, and any other standing committees it deems appropriate for the routine conduct of its business.

13.1.1 Meetings may be public or, where warranted, in camera.

13.1.2 A standing committee will consider matters referred to it by the Board, and may consider items suggested by staff, committee representatives or members of the community.

13.2 Terms of Reference

Adopted: 02 June 2008
Board Adoption with Amendments: 17 November 2008
Board Adoption with Amendments: 10 October 2018

13.2.1 *Audit Committee* will assist the Board in fulfilling its governance and oversight responsibilities and may consider matters pertaining to:

- Financial reporting;
- Internal control, information systems and risk management;
- External audit; and
- Internal audit.

13.2.2 *Education Committee* may consider matters pertaining to:

- Provision of educational programs for students, including curriculum instruction and assessment;
- Teaching methodology;
- Student learning;
- Learning resources;
- Research on teaching and learning;
- Showcase district programs and effective teaching practices; and
- Other matters referred to it by the Board.

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

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

13.2.4 *Finance and Legal Committee* will:

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

13.2.5 *Policy Committee* will:

- Periodically and systematically review Board policies with the intent of ensuring policies remain useful, accessible, understandable and up to date; and
- Present recommendations for new and revised policy for Board approval.

13.3 Membership

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In December of each year the Chairperson of the Board shall appoint up to three Trustees to each standing committee after consultation with Trustees. The Board shall also appoint one alternate member for each standing committee. If an appointed Trustee is absent from a committee meeting and the alternate is unavailable, the Board Chairperson may act as an alternate committee member.

The Superintendent or designate shall be an ex officio member of all standing committees. In addition, members of the Board's staff may be invited to assist a committee with its business.

Only trustees, District staff and invitees may attend in-camera sessions. Where there are public sessions of a standing committee, the following groups will be invited to appoint a representative:

- Richmond Association of School Administrators
- Richmond District Parents' Association
- Richmond School Board Employees Union, CUPE Local 716
- Richmond Teachers' Association
- Richmond Management and Professional Staff

Student representation may be invited as appropriate.

13.4 Conduct
13.4.1 The Trustee named first to a committee shall preside as Chairperson. In the absence of the Chairperson, the second Trustee named to the standing committee shall preside.

13.4.2 No committee shall meet when fewer than two appointed Trustee committee members are present.

13.4.3 All committee members and attendees are able to participate fully in discussion. However, only trustees appointed to the committee will vote on recommendations to the Board.

13.4.4 The dates, times and places of public and in-camera committee meetings shall be established at each committee's first regular meeting following the appointment of committee members in December.

13.4.5 Written notice of committee meetings and agendas shall be available for all Trustees and representative members at least three days before committee meeting dates.

13.4.6 The preparation of the agenda and minutes for a committee meeting shall be the responsibility of the committee's Chairperson in cooperation with staff named to assist that committee. Preference on the agenda will be given to items referred by the Board.

13.4.7 Standing committees shall report to the Board matters for action and information. Committee recommendations shall be made in writing. In the event a committee recommendation is not unanimous, a Trustee member of the committee may attach a minority report.

14. ~~Special~~ Other Board-Established Committees
14.1 The Board may establish advisory ~~special or ad hoc~~ committees to study, ~~investigate~~ provide guidance or advice, or report on specific matters.

~~14.2 The Board shall determine a period within which a special committee shall present a report to the Board.~~

14.2 The Board shall determine which standing committee the advisory committee shall report

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to.

14.3 The purpose and terms of reference of an advisory ~~a special~~ committee shall be defined in writing and approved by the Board before members of the committee are named except when the Board asks the committee to recommend its own terms of reference for Board approval. The recommendations of an advisory ~~special~~ committee shall be confined to its terms of reference.

14.4 Membership on an advisory committee shall be limited in number to a minority of Trustees holding office at the time of the committee's appointment, and to members of the Board's staff appointed to the committee by the Chairperson of the Board, in consultation with the Superintendent. In addition, the Board may ~~appoint~~ invite stakeholder groups to appoint a representative, and may also include students or members of the community who, in the Board's judgment, may assist the committee in its work.

14.5 Generally, the senior staff member whose portfolio is most closely aligned with the primary focus of the advisory committee ~~The first Trustee named to a special committee~~ shall be its Chairperson. The Chairperson shall preside at all advisory ~~special~~ committee meetings. ~~In the absence of the Chairperson, the second Trustee named shall preside.~~

14.6 Dates, times and places for meetings will be determined by members of the committee. Notice of meeting and agenda will be given to members at least three days prior to the meeting.

14.7 A record will be kept of items discussed and recommendations made and will be available to committee members and the Board.

15. Board-Established Working Groups

15.1 The Board may establish working groups to study, investigate or provide advice on specific matters. Working groups will be time-limited in nature with a clearly defined task relating to a specific matter.

15.2 Working groups shall report directly to the Board. The Board shall determine a period within which a working group shall provide updates and present a report to the Board.

15.3 The purpose and terms of reference of a working group shall be defined in writing and approved by the Board before members of the committee are named except when the Board asks the working group to recommend its own terms of reference for Board approval. The recommendations of a working group shall be confined to its terms of reference.

15.4 Membership on a working group shall be limited in number to a minority of Trustees holding office at the time of the committee's appointment, and to members of the Board's staff appointed to the committee by the Chairperson of the Board, in consultation with the Superintendent. In addition, the Board may invite stakeholder groups to appoint a representative, and may also include students or members of the community who, in the Board's judgment, may assist the committee in its work.

15.5 The Board shall direct Trustee members of the working group to report back to the Board on a regular basis regarding the progress of the working group and, as necessary, to seek additional direction from the Board.

15.6 Generally, the senior staff member whose portfolio is most closely aligned with the primary focus of the working group shall be its Chairperson. The Chairperson shall preside at all working

group meetings.

15.7 Dates, times and places for meetings will be determined by members of the working group. Notice of meeting and agenda will be given to members at least three days prior to the meeting.

15.8 A record will be kept of items discussed and recommendations made and will be available to working group members and the Board.

15.9 Upon completion of the task assigned and the presentation of a final report to the Board, the working group shall be disbanded.

16. School Liaison Trustees

In order to enhance communication between the Board of Education and local schools, trustees will be assigned to liaise with specific schools.

The Chairperson will assign each trustee a group of secondary and elementary schools at the first meeting in December each year. The assignment shall be one year's duration unless otherwise determined by the Board. Groups of schools will be rotated among trustees.

Assigning each trustee only a portion of the District's schools helps trustees manage their limited time and increases the likelihood that trustee visits will be effectively dispersed across the District's schools. The purpose of liaison assignments is to enable trustees to attend social functions at the schools, to experience in a focused manner educators and children working and learning together over the school year, to connect with Parent Advisory Committees and to become more familiar with schools and their operation. It is not intended that this bylaw will restrict trustees from participating in functions at any other schools in the District or from visiting any other schools in the District. It is also recognized that trustees will visit when they are able, they are not obligated to attend on any routine basis. In order to ensure that mutually agreeable arrangements can be made, trustees will contact the school principal in advance of all school visits.

Consistent with the corporate and policy-making role of the Board, the liaison trustee carries no administrative responsibility or Board-delegated authority. It is not intended that trustees become involved in the internal operation of the schools, nor is it intended that trustees use this contact as an avenue for bringing routine administrative matters directly to the Board.

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RICHMOND
SCHOOL DISTRICT NO.38

Richmond School District
7811 Granville Avenue, Richmond BC V6Y3E3
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Report to the Board of Education (Public)

DATE: February 22, 2023

FROM: Debbie Tablotney, Chairperson, Policy Committee

SUBJECT: **Notice of Motion - Policy 641/ 641-R: Enterprise Risk Management**

NOTICE OF MOTION TO MARCH 29, 2023 MEETING OF THE BOARD OF EDUCATION

In accordance with Board Policy 204: *Creation and Revision of Policy and Regulations,* this is a Notice of Motion that a RECOMMENDATION will be presented to the March 29, 2023 Public meeting of the Board of Education (Richmond) to approve new **Policy 641/641-R: Enterprise Risk Management**

STRATEGIC PLAN REFERENCE:

- *Strategic Priority 4: A Progressive Workplace*
- *Goal 6: The district has effective risk management policies and practices in place to ensure safety and stability*

BACKGROUND:

As part of the Financial Governance and Accountability Guide for school districts of British Columbia, districts are required to complete a comprehensive risk assessment and adopt formal Enterprise Risk Management (ERM) policies and practices. Further, school districts are expected to incorporate risk assessment and strategic planning into their budget decisions.

Accordingly, the district's 2020-2025 Strategic Plan established Priority 4 Goal 6, which clearly articulates that "the district has effective risk management policies and practices in place to ensure safety and stability". Goal 6 is comprised of two objectives, which provide a roadmap for the district to establish a formal ERM process:

I. Conduct a review to identify, assess and prioritize current and potential risk factors.
II. Develop risk mitigation plans and embed them in policy and practice to manage and address risk.

DISCUSSION:

- In the 2021/2022 school year, the district engaged PwC to conduct an ERM review through a series of workshops with trustees, district senior management and department managers.
- The ERM review process was the first step towards building a risk management culture throughout the district. The district plans to undertake the following steps in 2022/2023 to fulfil Objective II of Goal 6 under Priority 4 of the Strategic Plan:
    - Develop a formal Enterprise Risk Management (ERM) policy including the governance structure
    - Establish risk management procedures, including adopting a periodic review and reporting cycle for on-going risk assessment and monitoring

    - Embed these policies in the operational practices to proactively manage and address risks
- In accordance with Board Policy 204-R, it is recommended that this draft policy not be placed into the stakeholder review process as it pertains to an internal board governance matter.

PROPOSED TIMELINE:

December 2022	In-camera Policy Committee meeting	Initial discussion by members of Policy Committee including feedback on proposed timeline and intent and content of the proposed policy.
January 2023	In-camera Policy Committee meeting	Draft policy to be shared for feedback from trustee representatives.
February 2023	Public Policy Committee meeting	Revised policy reflecting trustee feedback shared with the Committee. Referral to Board for approval.
February 2023	Public Board meeting	Possible notice of motion for approval at March Board meeting.
March 2023	Public Board meeting	Possible final approval of new policy.

CONCLUSION:

As outlined in an Auditor General's ERM review report, the B.C. Government and public sector organizations recognize risk as an integral part of their regular course of business. Risks can be financial, reputational, operational, legal and technological in nature. Well-managed risk can create opportunities. Poorly managed risk, on the other hand, can lead to unintended, destabilizing consequences such as economic loss or loss of reputation.

The Board's policy framework does not currently have a policy that addresses the governance structure and procedures of enterprise risk management. Although risk is an integral part of the regular course of business in many areas of the organization, the responsibility of risk management is closely associated with the Board's financial management and accountability to the province. It is therefore recommended that the proposed ERM policy be included in the 600 Finance section of the Board policy framework.

Respectfully Submitted,

Debbie Tablotney
Chairperson, Policy Committee

Attachments:
Draft Policy 641 and 641R – *Enterprise Risk Management*

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

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

Definitions:

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

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

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

FINANCE Policy 641

Enterprise Risk Management

The Board of Education (Richmond) recognizes that risk is present in all school district activities and that the successful management of risk is a critical factor in achieving the School District's strategic priorities, objectives and goals. The School District will develop, implement and maintain an Enterprise Risk Management (ERM) process to proactively identify, evaluate, treat, monitor and report on risks that can impact the District.

PROPOSED - NEW POLICY

Board Adoption: date

Enterprise Risk Management

Enterprise Risk Management (ERM) is a strategic process that will identify, evaluate, and respond to adverse risks in a manner that is structured, consistent, and continuous to support and advance the Board's educational and operational goals and objectives. The objectives reflected in the ERM should be consistent with the Board's vision, mission and values as identified in the Board's Strategic Plan. The purpose of the ERM is to set out the School District's general approach strategy to manage its risks, and to set out related roles in order to:

- Increase the probability of achieving the District's objectives,
- Increase the probability of achieving student outcomes,
- Recognize the importance of risk management to the District's governance and management responsibilities,
- Support the continuous application of risk management practices in decision making, and
- Establish clear responsibilities for risk management within the District.

Definition

1. Enterprise Risk Management (ERM)
   Enterprise Risk Management is a strategic approach that supports the achievement of the District's strategic priorities, goals and objectives by addressing the full spectrum (reputational, strategic, financial, operational and compliance) of its risks and managing the combine impact of an interrelated risk approach.

2. Risk
   Risk is defined as any event that can potentially impact (positively or negatively) the District's ability to achieve its mandate, it's vision, mission, values, and it's strategic priorities. Such risks can affect reputational, strategic, operational, financial and compliance objectives.

3. Risk Appetite
   Risk appetite is the amount and type of risk that the District is willing to pursue or retain.

4. Risk Tolerance
   Risk tolerance is the District's readiness to bear the risk after its risk treatment response in order to achieve its goals.

PROPOSED-NEW POLICY

Enterprise Risk Management Process

The District will establish and maintain an Enterprise Risk Management Process.

For the ERM Process, the following must be observed:

1. The ERM will be carried out systematically, with a view to support and facilitate the Board's Strategic Plan in achieving its priorities, goals, and objectives. This will be accomplished by identifying, analyzing, evaluating, treating, monitoring, and reporting out on risks on a continual basis.
2. The District will promote a culture of risk management and will strive to anticipate and evaluate risks at the point of conception for strategies, plans and objectives. Management processes and controls are in place to provide reasonable assurance that the District's appetite and tolerance are sufficiently mitigated to within an acceptable risk tolerance.
3. The ERM Process will be an integrated and collaborative process involving all levels of the District.
4. The District will maintain a formal register of key risks, indicators and other information that will facilitate management of its ongoing ERM process.

Stages of the Enterprise Risk Management Process

The District's ERM approach has five main stages:

1. Risk Identification - develop a consistent and sustainable approach to identify risk that could impact the District's ability to achieve its strategic priorities. This risk identification will be updated at least annually.

2. Risk Analysis and Evaluation - provide a standard and consistent approach to understanding, documenting and evaluating the likelihood and consequence of potential risks to the District. This risk evaluation will be updated at least annually.

3. Risk Treatment and Mitigation - develop, document and implement formal risk treatments for any risks exceeding the risk appetite and risk tolerance of the District. This risk treatment and mitigation will be updated at least annually.

4. Risk Monitoring and Reporting - assess the effectiveness of the ERM process and make modifications as required. This will involve regular reporting to the Board on emerging/new and existing risks, as well as the respective risk treatments and risk mitigation plans. This risk reporting will be communicated to the Board at least annually.

5. Communication and Training - awareness and training should be developed to ensure that communication is effective and reaches every employee throughout the District. This will promote that risk management responsibilities must be taken seriously by all employees throughout the District.

PROPOSED NEW POLICY

Board Adoption: date

Roles and Responsibility

The roles, accountabilities, and responsibilities for the District ERM includes:

1. Identifying and evaluating key risks,
2. Documenting and managing the response to key risks,
3. Facilitating appropriate risk/reward decisions at all levels of management, and
4. Communicating risks and management risk responses and risk management priorities to all relevant staff.

The roles and responsibilities for governance and management of ERM are as follows:

Role	Core Responsibility
The Board of Education	Through its delegated authority, the Board of Education will provide direction on the importance of risk management and expected risk management culture. The Board will review and approve management's recommended risk strategy.
Superintendent	The Superintendent retains the ultimate responsibility for risk management and for determining the appropriate level of risk that the District is willing to accept in the determination and execution of the District's strategy and the effective operation of key functions, processes and activities are considered as part of the annual strategic and business planning process.
Secretary Treasurer	As the key facilitator of the ERM process, the Secretary Treasurer supports the Leadership Team to design and facilitate the execution of the ERM framework and processes to support good practice risk management.
Risk Owners	As risk owners, the Leadership Team ensures that risks are managed appropriately be ensuring the integration of risk identification, analysis and response into planning and management processes, and for designing and executing risk management action plans.
All Employees	The District's employees have a general duty of care and are responsible for complying with requests from management in connection with the application of this procedure. Through appropriate preventative and detective action, reasonable care should be taken to prevent and mitigate adverse impacts on the District. Employees need to communicate with management of any addition, deletions and changes in facilities, systems, processes, regulations or operations that may add significant risk and/or significantly affect existing risk assessments.

PROPOSED NEW POLICY

RICHMOND
SCHOOL DISTRICT NO.38

Richmond School District
7811 Granville Avenue, Richmond BC V6Y3E3
604-668-6000 I sd38.bc.ca

Report to the Board of Education (Public)

DATE: February 22, 2023

FROM: Debbie Tablotney, Chairperson, Policy Committee

SUBJECT: **Policy Section 700: Facilities –** *Phase 2*

RECOMMENDATION:

THAT the Board of Education approve attached revised Policy **Section 700**: Facilities, in accordance with Board Policy 204: *Creation and Revision of Policy and Regulations*.

POLICY CONSIDERATIONS:

Section 700: *Facilities – Phase 2* involves the proposed replacement of Facilities-specific Policies 702, 702.2, 702.6, 703, 703.3 and 703.4, Regulations 702-R, 702.2-R and 703.4-R, new Regulation 703.3-R and Administrative Guideline 703.3-G, and retirement of Policy 702.9.

STRATEGIC PLAN REFERENCES:

Strategic Priority 3: Optimized Facilities & Technology

- *Goal 2: The district's facilities are well-maintained, equitable, safe, and conducive to learning.*

BACKGROUND:

At the 12 October 2022, the Board passed a motion from the Chair of the Policy Committee that the Board of Education Richmond approve that Section 700 Policy be circulated to stakeholders for input and feedback with a timeline of two (2) months.

Phase 1 of the Section 700 policy review, which focused on facilities planning and development, had its proposed policy revisions adopted by the Board at its Public Meeting of 23 June 2021.

Phase 2 focuses on the review of maintenance, operations and transportation policies and regulations, and is the current package being considered.

CONSULTATION

Feedback was received from the Richmond Teachers' Association.

REVIEW AND ANALYSIS:

The summary of Phase 2 policies and regulations reviewed is as follows:

Proposed Revised Policy	Current Policy	Key Changes (in progress)
Policy 702 and Regulation 702-R – Facilities Maintenance and Operations	Policy 702 and Regulation 702-R - Maintenance and Operations	• New text around specific facilities maintenance (work orders, routine maintenance, emergency calls and winter grounds maintenance) • Consolidated two policies into one comprehensive policy • Updated School Act references • Moved fencing to Policy 703.3
Policy 702.2 and Regulation 702.2-R - Installation of Adventure Playgrounds	Policy 702.2 and Regulation 702.2-R - Installation of Adventure Playgrounds	• Reviewed – no changes to Policy necessary • Simplified and replaced Regulation text to reflect current practice, reference to new District guidelines for installations
Policy 702.6 - Inventory	Policy 702.6 - Inventory	• Modernization of text
N/A	Policy 702.9 - Life Cycle Analysis of Physical Plant	• Retire Policy 702.9 as the contents have been incorporated into Policy 702
Policy 703 - Safety Program Buildings and Grounds	Policy 703 - Safety Programme Buildings and Grounds	• Modernization of text
Policy 703.3 - Building and Grounds Security	Policy 703.3 - Building and Grounds Security	• Modernization of text • Added emphasis on asset protection • Added wording around fencing • Updated School Act references
Regulation 703.3-R and Administrative Guideline 703.3-G - Building and Grounds Security	N/A	• New regulation • New administrative guideline
Policy 703.4 and Regulation 703.4-R - Vandalism	Policy 703.4 and Regulation 703.4-R - Vandalism	• Modernization of text

Attachments:
Revised Policies 702, 702.2, 702.6, 703, 703.3 and 703.4
Revised Regulations 702-R, 702.2-R and 703.4-R
New Regulation 703.3-R
New Administrative Guideline 703.3-G

Respectfully Submitted,

Debbie Tablotney
Chairperson, Policy Committee

FACILITIES

Policy 702
(previously Policy 902)

Facilities Maintenance and Operations

Facilities Maintenance

The Board recognizes the importance of functional, comfortable and attractive surroundings to enhance the effective implementation of the educational program. The Board also recognizes that life of District facilities, which constitute a major capital investment, can be extended by timely and proper maintenance. An annual maintenance program shall be developed to provide repairs and preventative maintenance of the grounds, buildings, equipment, furniture and fleet to ensure the efficiency and safety of district facilities.

Maintenance activities will be initiated through:

- Standing activities such as landscape maintenance, snow removal and scheduled servicing of assets.
- Service requests raised by the building occupants.
- Service requests raised by the maintenance staff.

The maintenance budget will be established annually during the budget development process.

Facilities Operations

An annual operations program shall be developed to ensure the cleanliness and security of district facilities.

The Board shall ensure the provision of adequate electrical and mechanical utilities, waste management and other utilities to all district facilities to satisfy the requirements of the District's educational program and to encourage the community use of school facilities.

References: School Act Sections 20, 22, 23, 65, 74, 85
WorkSafe BC Occupational Health and Safety Regulation
BC and National Building Codes and Fire Codes

Adopted: 05 March 1990
Revised: 22 February 2023

FACILITIES

Policy 702-R
(previously Policy 902-R)

Facilities Maintenance and Operations

Service Requests

1. All non-emergency maintenance services work is carried out in response to service requests processed through the web-based District electronic maintenance management system.
2. Emergency work will be undertaken as expeditiously as possible, with a service request raised at the earliest convenience.

Rotating Maintenance Service Crews

1. Rotating maintenance service crews may be deployed to provide maintenance to any existing parts of the building or the systems in the building such as carpentry, computer support, electrical, mechanical and painting.
2. Work carried out by these crews slows or reverses the natural process of wear inherent in occupied buildings or provides repair for predictable 'wear and tear' problems.
3. Where rotating service is provided, crews work on a schedule to ensure all schools have been visited once before any is visited again. Because schedules are subject to staff availability, and may be interrupted for extended periods of time, a formal calendar schedule is not available.
4. The list of corrective work to be undertaken shall be prioritized by the School Administrator/Site Manager or designate and entered as a service request into the District's electronic maintenance management system prior to the crew's arrival on site.
5. When the crew arrives at a site, they will report to the office to confirm the time frame they will be onsite. While there they will:
    a) Complete any non-emergent service requests required to maintain the existing building, equipment or components;
    b) Review other selected items to determine the need for maintenance on items not identified on service requests; and
    c) Report back to the office all work carried out in the building and may request the generation of additional service requests to cover work done that was not identified on existing service request requests.

Emergency Calls

1. The following items are to be phoned to the Facilities Services Centre for consideration of immediate response:
    a) Waterline break,
    b) Vandalism such as a broken window or graffiti on the walls,
    c) Plugged drain causing flooding,

d) Damage to a fire or intrusion alarm,

e) Loss of power,

f) Fire,

g) Security problem such as an exterior door which will not lock,

h) Loss of heat, etc.

2. If there is any doubt, the Facilities Services Centre is to be called: phone 604-668-7828 for clarification.

3. The response time may be adversely affected by the extent of similar problems throughout the District.

Grounds Crew – Winter Maintenance

1. The Grounds Foreperson shall establish a schedule for grounds maintenance at each school during the period November to February.

2. The crew will remain on site for three to five (3 to 5) days and carry out the following types of maintenance and repairs:

a) Clean all paved surfaces at site

b) Clean all paved area sumps

c) Rake leaves and remove other debris from grounds area

d) Repair damaged chain link fencing

e) Upgrade old chain link fencing to current District standards

f) Prune and trim trees and shrubs as necessary and as weather will permit.

g) Check and repair/replace playground equipment to eliminate safety hazards.

Review of District Facilities

Periodic review of district facilities will be undertaken by Facilities Services staff to:

1. Evaluate their condition and conformity with district standards and Ministry of Education guidelines.

2. Update facilities condition index data and support major capital planning priorities in the District Long Range Facilities Plan.

3. Factor into business cases of Ministry-supported capital projects.

4. Assist in the development of deferred maintenance and renewal plans of the District.

References: School Act Sections 20, 22, 23, 65, 74, 85
WorkSafe BC Occupational Health and Safety Regulation
BC and National Building Codes and Fire Codes

Board Concurrence: 05 March 1990
Proposed Revision: 22 February 2023

FACILITIES

Policy 702.2
(previously Policy 902.2)

Installation of Adventure Playgrounds

The Board encourages and supports the construction of adventure playgrounds for schools.

It is the policy of the Board to work in co-operation with the City of Richmond to ensure full and complete communication between schools and Parent Advisory Councils on any plans to construct new adventure playgrounds, or additions to existing adventure playgrounds.

Adopted: 02 March 1998
Reviewed 22 February 2023

FACILITIES

Policy 702.2-R
(previously Policy 902.2-R)

Installation of Adventure Playgrounds

The District will maintain all Adventure Playgrounds at an expense to the District through the annual Grounds Department maintenance budget.

Adventure Playgrounds will be removed at the end of their functional lives (functional life is defined as a period when the equipment can be maintained in a Canadian Standards Association (CSA) defined safe condition without the need for capital input greater than 50% of the purchase value of new equipment; lifespan is estimated at between 10 and 20 years). Schools will be given a one year minimum notice that the equipment will be removed.

The purchase and installation of new, additional or replacement Adventure Playgrounds will not be funded by District. Funding will come from fundraising (i.e. Parent Advisory Council), City of Richmond, Ministry of Education or combination thereof. Facilities Services will prepare the site for the installation at the District's expense.

All new Adventure Playgrounds will be standardized, meet District and CSA guidelines, as well as allow for universal accessibility. They will also be integrated with standard equipment to form a cohesive, planned playground site.

All new Adventure Playgrounds will be pre-approved by the District. Refer to the District "Guidelines for Manufactured Playgrounds and Natural Outdoor Play & Learning Environments Installations" document for planning, design, procurement and installation processes.

Adopted: 02 March 1998
Revised: 22 February 2023

FACILITIES

Policy 702.6
(previously Policy 902.6)

Inventory

It is the responsibility of the Secretary-Treasurer to establish and maintain comprehensive records pertaining to all component systems of the District's facilities.

Adopted: 05 March 1990
Revised: 22 February 2023

FACILITIES

Policy 702.9
(previously Policy 902.9)

Life Cycle Analysis of Physical Plant

Review and Evaluation of Physical Facilities

The Secretary-Treasurer shall undertake a periodic review of existing district facilities in order to apprise the Superintendent of Schools of their condition and evaluate their conformity with district standards and Ministry of Education guidelines. After consultation with the District Management Committee, the Superintendent of Schools shall inform the Board of the results of the review, and of the need, if any, of further action.

PROPOSED TO BE RETIRED.
WORDING INCORPORATED INTO PROPOSED REVISED POLICY 702

Adopted: 05 March 1990

FACILITIES

Policy 703
(previously Policy 903)

Safety Program (Buildings and Grounds)

The Board recognizes its responsibility to strive for the highest standards of safety in all facets of district facilities operations and supports the systematic identification and rectification of any deficiencies in buildings, grounds, equipment or operational procedures which jeopardize these standards.

The sites, properties, and equipment of district schools shall be maintained in safe and clean conditions. The Facilities Services Branch, under the general authority of the Superintendent of Schools, shall be responsible for the maintenance, cleanliness and safety of district buildings and grounds.

The Board also accepts its responsibility, towards its employees and its students, to provide so far as is possible a safe and healthy place in which to work and study. The Board directs the staff to take any reasonable steps to meet this responsibility, paying particular attention to:

1. The proper care and maintenance of the schools and other district facilities, properties and equipment;

2. Safe arrangements for the use, handling, storage, and transport of potentially dangerous articles and substances;

3. The provision of information, instruction, supervision, and training in safety habits and procedures, so that students and employees learn to recognize hazards and will contribute to their own safety and the safety of others;

4. The provision and maintenance of safe access to (and quick emergency exit from) places where people work and study;

5. The provision of safe and healthy work and study environment; and

6. The provision of emergency and first-aid facilities and training.

Without detracting from the primary responsibilities of teachers and administrators to ensure safe conditions in the schools, competent technical advice on health and safety matters will be sought outside of the District when this is necessary to assist those responsible.

No safety policy is likely to be successful unless it actively involves all occupants and users of district facilities. In this regard, the Board reminds employees of their duty to take care in their own work for the safety of themselves and their co-workers, and for the safety of students and the public. All district employees and students are expected to cooperate fully with the Board and the school administration in carrying out this safety policy in letter and in spirit.

Adopted: 05 March 1990
Revised: 22 February 2023

FACILITIES

Policy 703.3
(previously Policy 903.3)

Building and Grounds Security

The Board, recognizing the significant investment in buildings, grounds, supplies and equipment, has a responsibility to protect these investments by ensuring school buildings and grounds are adequately secured.

Furthermore, the Board, in order to ensure the protection of students and staff and the maintenance of order within its jurisdiction (District buildings and grounds) authorizes all school administrators, in accordance with the provisions of the School Act, to take any action they deem advisable for the maintenance of order and the protection of students and staff.

Specifically, school administrators may have individuals removed from the Board's jurisdiction if in the opinion of the school administrator the conduct and behaviour of the individual(s) is detrimental to the wellbeing of the students. This could include person or persons on school grounds or in school buildings for purposes other than authorized school business, person or persons distributing material published by any organization which is not authorized or required in furtherance of the objectives of the school. This shall include exclusion of people and materials from school grounds or school buildings that produce and promote hate.

Protection of Students and Maintenance of Order

The Board authorizes all school administrators, teachers, custodial staff and others in its employ to make such directions and to follow such courses of action as deemed appropriate for the protection of students and the maintenance of order, and the Board declares that this resolution constitutes an authorization pursuant to the School Act.

The order of authority under this authorization is as follows:

i) school principal; and in the event of his/her/their absence,
ii) school vice-principal; and in the event of his/her/their absence,
iii) teacher; and in the event of their absence,
iv) custodial staff and others in the Board's employ.

Access to Buildings

The Board directs the School Administrators and Site Managers to implement procedures designed to safeguard against unauthorized access to buildings, and to ensure that adequate key and proximity card control is exercised so that only those persons who must have access to buildings (for reasons of work or emergency intervention) possess keys and/or proximity cards and are accountable for their use.

Fencing

The fencing of school sites shall be a site specific decision made by District staff either at the time a new school is built, or at such time as conditions warrant the installation of perimeter fencing, subject to the availability of funding.

The Board supports the "good neighbour" philosophy of encouraging the construction and sharing the cost of suitable fencing on the boundaries between its various properties and those of its neighbours.

References: Section 177 School Act

Adopted: 05 March 1990
Revised: 22 February 2023

FACILITIES

Policy 703.3-R

Building and Grounds Security

Building Alarm System

1. The building alarm systems are monitored 24 hours daily, 365 days per years by a private company (the "monitoring station"), to which the District issues callout procedures to ensure appropriate response in event of an unusual incident such as unauthorized intrusion, fire, freezer failure, unscheduled school opening and closing.

2. The monitoring station may call out fire, police, security or maintenance staff.

3. Staff encountering a problem in a facility after normal working hours are to report it to the monitoring station at its posted telephone number.

Opening and Closing of District Buildings

1. All facilities in the District have two (2) levels of security:

   a) Locks on exterior doors, and

   b) Intrusion alarm system.

2. During normal working hours the School Administrator/Site Manager or designate is responsible to ensure the facility is opened and closed at the appropriate times.

3. This procedure is designed to ensure that those persons assigned site keys and proximity cards to access District sites do so in a correct, responsible, accountable manner, so as to safeguard against unauthorized access to sites and to prevent false alarms.

4. Outside of normal operating hours - immediately after unlocking/disarming the building, staff are required to first contact the monitoring station. Staff will provide their first and last name as well as a temporary schedule of how long the site will remain open in accordance with the District's "working alone" procedures.

Site Keys and Proximity Cards

1. Site keys and proximity cards are issued by Facilities Services Branch only to Facilities Services staff, School Administrators, Site Managers and those site personnel identified in writing by the School Administrator/Site Manager.

   a) Site keys and proximity cards are not to be loaned out or passed on to others and must remain in the assigned key/cardholder's possession as long as they are an employee or contractor of the District.

   b) Any unauthorized key or proximity card holders must be reported immediately to the Facilities Services at 604-668-7828.

2. If a site key or proximity card is lost, stolen or damaged, the key/cardholder must immediately advise Facilities Services by telephone (604-668-7828) or email (mainop@sd38.bc.ca)

3. It is the School Administrator's/Site Manager's responsibility to ensure that, when an employee or contractor leaves the District, any assigned keys and/or proximity cards are immediately retrieved and returned to Facilities Services.

4. Larger sites may have more than one security alarm system, thus disarming one system does not automatically disarm others. Personnel accessing a site outside of normal operating hours must be familiar with the particulars of that site – if unsure, personnel are directed to contact Facilities Services for more information.

Fencing of School Sites

1. The fencing of school sites shall be a site specific decision made by District staff either at the time a new school is built, or at such time as conditions warrant the installation of perimeter fencing, subject to the availability of funding. The following criteria shall govern decisions to install perimeter fencing on school sites:

   a) Valid concerns exist for the safety and protection of students due to:

      i) A consistent high volume of traffic on a road or street adjacent to an active play area where the purpose is to protect children from uncontrolled and unsafe entrance to such road or street. Where high volume of traffic is not a factor, but concerns are raised, each case will be considered on its own merits.

      ii) Surroundings or a high volume of pedestrian traffic where the purpose is to restrict unauthorized pedestrian access to the site.

      iii) Legitimate concerns about a heavily wooded area adjacent to a school site.

      iv) Other hazards on or adjacent to school sites, that cannot be removed.

2. Generally, fencing will not separate school and park sites, the exception being if there are concerns outlined in Clause 1 above.

3. Where adjacent residents have legitimate concerns about the protection of their property due to activities occurring on school property, subject to the availability of funds, the District will carry out the installation of fencing and pay fifty percent (50%) of the cost, provided the majority of adjacent property owners agree to pay fifty percent (50%).

4. Fencing installed under this policy shall generally be placed only on District property lines only. Exceptions will require appropriate legal agreements.

5. Perimeter fencing will generally be at least 1.22 metres (four [4] feet) tall with chain link fabric and a steel structure installed by school district staff or a contractor managed by the District.

Adopted: 22 February 2023

FACILITIES — Policy 703.3-G

Building and Grounds Security

1. Accessing a Site that is Locked

a) All access to and exit from a locked site must be via the designated entrance door to the building.

b) First observe the status of the light from outside the building:

i) If the blue light outside the building is ON, do not enter the building as an alarm has been triggered and authorities are on route to tend to the alarm.

ii) If the inside foyer/hallway lights are OFF, the security system is armed and requires proximity card presented to the inside security keypad card reader to disarm. The monitoring station must be called with a security code if disarming outside normal operating hours.

iii) If the inside foyer/hallway lights are ON, the security system has been disarmed by someone already in the building.

2. Opening Procedure Using a Proximity Card

a) Present the proximity card to the designated entrance card reader. Note: The proximity card needs only to be placed near a card reader to activate it. It may be kept in a purse or wallet; however, it may not work if it is stored next to another proximity card.

b) If the card is valid, the main entrance door will release for five (5) seconds to enable entry (the door will remain locked). If the security alarm panel display indicates that:

i) The system is ”ARMED”, present the proximity card to the inside security keypad card reader only once (do not present the card multiple times). Wait for approximately five (5) seconds and the alarm system will disarm. Confirm alarm panel display indicates “DISARMED”. If outside of normal operating hours, contact the monitoring station, provide name, personal security code and confirm the time when you will be exiting and closing the site.

ii) The system is “DISARMED” outside of normal operating hours, locate the other occupant(s) in the building to confirm the site opening and closing times already given to the monitoring station. Notify the monitoring station, providing name and personal security code, if there are any changes to the site closing time.

c) If accessing and leaving a locked site within normal operating hours, it is not necessary to contact the monitoring station.

3. Closing Procedure

a) Once ready to close the site outside of normal operating hours:

i) Ensure that all doors and windows are secure and that no one else is still in the building.

ii) Proceed to the security alarm panel which should display that the system is “READY TO ARM”. If not, stand still for a few seconds as a motion sensor may have picked up the cardholder on route to the panel and needs to re-set.

iii) Once the display indicates "READY TO ARM":

- Present the proximity card to the security keypad card reader. This will re-arm the alarm system;
- Wait for approximately five (5) seconds (do not present the card multiple times);
- Hallway/foyer lights will automatically turn off; and
- Confirm alarm panel screen indicates "ARMED *AWAY* You may exit now".

Note: If a sensor picks up a motion while being armed, the system will cancel. Panel display will indicate "fault". Please repeat re-arming procedure

iv) Exit the building within 30 seconds using the nearest door and confirm that the door is locked after exiting.

b) At the end of a business day (normal school or office hours), the custodian or other staff will usually lock the main entrance door, but the site alarm system(s) will remain disarmed until the custodian re-arms it/them at shift end (typically between 10:00 pm and midnight) following the site closing procedure detailed in above.

4. Late Closures

a) Exiting the building after site closing (after the custodian shift-end) requires advance notice to both the custodian and the monitoring station to ensure the security alarm system in the occupied section of building remains disarmed.

b) If the site was accessed outside of normal operating hours and the monitoring station was already notified of the anticipated exit time, and additional time is required, the monitoring station must be contacted in advance of the original exit time to advise of the revised exit time.

5. Failure to Properly Open or Close a Site

a) If someone accessing a site:

i) Does not contact the monitoring station, advising it of access to a building outside of regular hours, or leaves the building after the advised departure time;

ii) Does not properly present the proximity card to the security keypad card reader to disarm or re-arm the security alarm system The monitoring station may dispatch a security runner to the site.

The school/site will be charged the fifty dollar ($50) fee for the runner to attend to any security related issues required to restore security to the site per incident.

b) If the alarm was caused by Facilities Services personnel (including the site custodian), the school/site will not be charged.

c) Any person having difficulty disarming or re-arming the system, thus setting off an alarm, must immediately contact the monitoring station.

6. Weekend/Special Events Coverage

During use of District facilities for special events the following procedures must be followed by the staff member responsible for opening and securing the building:

a) Open the site through the designated entrance door following the instructions laid out in Sections 1 and 2.

b) Turn on the lights only in the areas to be used and ensure awareness of timer override for heat in particular areas of the building.

c) When the alarm system is disarmed (alarm panel display indicates "DISARMED"), check the perimeter of the entire facility to confirm the building's security.

d) Go to the location of the event, opening only doors required for that event. Keep in mind that user groups do not have access to the entire building. Never lock exit doors in areas such as gyms, auditorium, cafeteria, weight rooms, change rooms and music rooms when in use. In case of emergency, people must have unobstructed egress.

e) When the event is finished and all people have left, secure all perimeter doors.

f) Lock inside doors as necessary, turn off lights in rooms and halls.

g) Do a perimeter check of the building, checking for damage and unlocked doors.

h) Ensure all fire doors are closed and close/re-secure the site following the instructions laid out in Section 3.

i) All user groups have contracted to use only specified areas and equipment. With that in mind, the custodian (staff member) must use good judgment in not allowing user group access to other equipment or areas of building not contracted for. Ensure keys are returned as per prior arrangement.

j) If additional help is required or unusual circumstances arise, please contact Facilities Services.

Adopted: 22 February 2023

FACILITIES

Policy 703.4
(previously Policy 903.4)

Vandalism

The Board recognizes its responsibility to ensure an environment in which the property of the District, its students, and its staff are safeguarded. To this end, the Board encourages district and school staff and students to participate jointly in a continuous program for the prevention of vandalism.

Although the Board recognizes that damage to school property can occur under a variety of circumstances and at different times, the Board deplores any willful or negligent behaviour likely to result in damage to school property. The Board recommends appropriate action be taken to mitigate or prevent destruction or loss resulting from such behaviour, and to bring those responsible to account.

A reward may be offered by the Board for information leading to the apprehension of any person who willfully damages school district property.

Adopted: 05 March 1990
Revised: 22 February 2023

FACILITIES

Policy 703.4-R
(previously Policy 903.4-R)

Vandalism

District Property

Definition

For the purpose of these Regulations, vandalism shall be defined as damage or destruction of District property resulting from malicious acts.

1. During the school day and on special school occasions, the responsibility of safeguarding school property falls upon the school administration, teaching and custodial staff. At other times, persons in charge of authorized activities in the school are responsible for safeguarding school property.

2. School staff are encouraged to promote student involvement in programs designed to safeguard school property.

3. When damage has been caused by vandalism, it shall be so indicated on the Facilities Services work order. Facilities Services shall determine the cost of the damage.

4. In instances of major vandalism, the school administrator shall be responsible for submitting an Incident Report Form.

5. Where the person responsible for the damage is a student whose identity is known, the school administrator shall inform the parent(s) or guardian(s) by letter that a charge for the cost of the damage will be made against them. A copy of this letter shall be sent to the office of the Secretary-Treasurer and the office of the Executive Director, Facilities Services.

6. As appropriate, the Secretary-Treasurer's office (or the administrator of the school concerned) shall be responsible for the collection of monies from the responsible party.

7. If further action is deemed appropriate, the Secretary-Treasurer shall consult with the Superintendent of Schools and the school administrator to determine the nature of that action.

Employee's Vehicles

Definition

Vandalism shall be defined as "damage resulting from malicious acts or misbehaviour".

1. Employees are expected to leave their cars in designated parking areas only and take standard precautions.

2. The Board will reimburse its employees for damage to their personal vehicles caused by vandalism whilst they are located on property owned or administered by the Board.

3. As necessary, school staff are encouraged to promote school involvement in programmes to safeguard employees' automobiles.

4. The amount payable by the Board shall be limited to the minimum deductible offered by the Insurance Corporation of British Columbia or the actual cost, whichever is the lesser, or the maximum provided for in Collective Agreements between the Board and its Unions.

5. There shall be evidence that the vandalism occurred while the employee was in attendance at work.

6. The school administrator shall be responsible for submitting an incident report form, and Richmond RCMP shall be notified of the vandalism; further, the names of any persons causing the damage shall be stated on the incident report.

7. Payment to the employee shall be made upon submission of a receipt covering the cost of repairs.

Adopted: 05 March 1990
Revised: 22 February 2023

RICHMOND
SCHOOL DISTRICT NO.38

Richmond School District
7811 Granville Avenue, Richmond BC V6Y3E3
604-668-6000 I sd38.bc.ca

Policy Committee

Public Meeting Minutes

Monday, January 23, 2023 – 11:00 am
Via Zoom

Present:

Chairperson	D. Tablotney*
Vice Chairperson	H. Larson
Trustee Member	D. Yang
Trustee Alternate	R. Belleza
Superintendent	S. Robinson
Assistant Superintendent	C. Brautigam
Executive Director, Facilities Services/Richmond Project Team	F. Geyer
1st Vice President, Richmond Teachers' Association	T. McCracken
Pro-D Officer, Richmond Teacher's Association	J. Cho
President, Richmond Association of School Administrators	M. Murray
Chairperson, Richmond Management and Professional Staff	K. Gibson
Executive Assistant (Recording Secretary)	J. Coronel

*Present for a portion of the meeting

The Vice Chairperson called the meeting to order at 11:05 am.

The Richmond Board of Education acknowledged and thanked the First Peoples of the hən̓q̓əmin̓əm̓ language group on whose traditional and unceded territories we teach, learn and live.

1. Adopt Agenda

The agenda was adopted as circulated.

2. Approve Minutes

The Minutes of the meeting held December 12, 2022 were approved as circulated.

The Chairperson joined the meeting at 11:07 am.

3. DEI Advisory Committee Policy Update

Assistant Superintendent Brautigam reported on the revised draft of the DEI policy checklist based on feedback received in the last Committee meeting. Some of the revisions include:

- Adding language which identifies the users of the checklist

- Adding reference to regulations and guidelines

She also suggested additional actions to help improve the overall accessibility of policies, regulations, and guidelines on the district's website.

The Committee agreed to approve the following **RECOMMENDATION**:

> **THAT** the Policy Committee adopt the attached "Policies Checklist for Policy Revision and Development" for use by those responsible for writing and reviewing policy, regulations, and guidelines.

4. Policy 101- Goals and Objectives

The Superintendent provided a summary of recent revisions to Policy 101 and the proposed new regulation 101-R, based on feedback received in the last public Committee meeting:

- Move the foundational statement above the legislative requirement section in the Policy statement
- Include a brief summary statement regarding alignment of planning in the revised Policy then move the substantive statement on alignment to the proposed Regulation
- Move the Strategic Alignment image to the proposed Regulation
- Move section on Provincial, District and School level planning to the Regulation

Trustees expressed appreciation for the thoroughness of the policy revision.

Tim McCracken, First Vice President of Richmond Teachers' Association commented on possible concerns on implementation of alignment of planning, specifically at the school level and the reporting order under the enhanced student learning framework. The Superintendent clarified that the preference is to have a combination of school-based data and provincial framework data. Assistant Superintendent Brautigam also explained the importance of school level data and how this adds to the provincial level data, which will form part of the district's Framework for Enhancing Student Learning (FESL).

Following discussion, the Committee agreed to forward the following **RECOMMENDATION** to the Board:

> **THAT** the Policy Committee recommend to the Board of Education that at the January 25th public meeting of the Board, Policy 101 and 101-R, currently referred to as Goals and Objectives, be referred to the stakeholder input process for the period of January 26 to March 6, 2023.

5. Phase 2 – Policy Section 700: Facilities

The Executive Director, Facilities Services/Richmond Project Team spoke to his report as included in the agenda package. He clarified that the word "handicap" under Policy 702.2-R will be replaced with "universal" in the revised version of the policy for Board approval.

Tim McCracken, First Vice President of Richmond Teachers' Association inquired if the phrase *"hate against specific races, classes or creeds"* mentioned in Policy 703.3 is appropriate. The Executive Director, Facilities Services/Richmond Project Team suggested that the original language be maintained, and changed later on if the DEI Advisory Committee deems it appropriate.

In response to a request from Tim McCracken, the Executive Director, Facilities Services/Richmond Project Team proposed that the information on the order of authority as specified in Policy 703.3 under the section on Protection of Students and Maintenance of Order, will be shared to school administrators after the Board approves the revised policy.

It was **AGREED** that the Policy Committee bring forward a Notice of Motion to the Board of Education at the January 25, 2023 Public Meeting that a Recommendation for the Board's consideration will be presented at the February 22, 2023 Public Meeting to approve Section 700: Facilities – Phase 2.

6. Status of Current and Anticipated Items

An updated status document was provided with the agenda package.

7. Next Meeting Date – Monday February 13, 2023 at 11:00 am

8. Adjournment

The meeting adjourned at 11:46 am.

Respectfully Submitted,

Debbie Tablotney
Chairperson, Policy Committee