

Board of Education
Public Meeting Agenda

Wednesday, May 24, 2023 – 7:00 pm
1st Floor Boardroom and via Zoom

https://sd38.zoom.us/webinar/register/WN_16nXrJVbTRKclBiV2qrONw

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 hə́nqəmínə́m language group on whose traditional and unceded territories we teach, learn and live.

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
Nil.
- (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, April 26, 2023.
- (b) Regular meeting of the board held Wednesday, April 26, 2023 for approval.

7. Business Arising from Prior Minutes

- (a) **2023/24 Annual Budget Bylaw – Three Readings**
Report from the Secretary Treasurer attached.
- (b) **Schedule of School Charges 2023/24**
Report from the Acting Deputy Superintendent attached.

8. New Business

- (a) **Richmond International Education Tuition Fee Increase**
Report from the Director, Richmond International Education 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

A meeting was held on Tuesday, May 2, 2023. The next meeting date to be determined.

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

- (i) Minutes of the meeting held on April 19, 2023, are attached for information.

A meeting was held on Wednesday, May 17, 2023. The next meeting is scheduled for Wednesday, June 14, at 6:00 pm.

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

- (i) Minutes of the meeting held on April 5, 2023, are attached for information.

A meeting was held on Wednesday, May 3, 2023. The next meeting is scheduled for Wednesday, June 7, 2023, at 4:30 pm.

(d) **Finance and Legal Committee**

Chairperson: Donna Sargent

Vice Chairperson: Rod Belleza

- (i) Minutes of the meeting held on April 19, 2023, are attached for information.

A meeting was held on Wednesday, May 17, 2023. The next meeting is scheduled for Wednesday June 14, 2023, at 10:00 am.

(e) **Policy Committee**

Chairperson: Debbie Tablotney

Vice Chairperson: Heather Larson

- (i) **RECOMMENDATION:** Policy 101/101-R: Strategic Planning.
Report from the Committee Chairperson attached.

- (ii) **NOTICE OF MOTION:** Policy 201: Bylaw Board Operations attached.

- (iii) **NOTICE OF MOTION:** Policy 311/311-R: Freedom of Information and Protection of Privacy attached.

- (iv) **NOTICE OF MOTION:** Policy 621/621-R: Financial Planning and Reporting, and Policy 631 Accumulated Operating Surplus and Capital Reserves attached.

- (v) Minutes of the meeting held on April 17, 2023, are attached for information.

A meeting was held on Monday, May 15, 2023. The next meeting is scheduled for Monday June 19, 2023, at 11:00 am.

11. Board Committee and Representative Reports

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

The next meeting is scheduled for Wednesday, September 13, 2023.

(b) **BCSTA**

The BCSTA Annual General Meeting was held on April 27-30, 2023.

(c) **BCPSEA**

Nil.

12. Correspondence

(a) For action:

Nil.

(b) For information:

Nil.

13. Adjournment

Board of Education

Telephone 604 668 6000

www.sd38.bc.ca

The next meeting is scheduled for Wednesday, June 21, 2023

Contact Persons regarding agenda items:

Acting 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.

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	Rick Ryan
	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	Rick Ryan /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	Rick Ryan	Jane MacMillan	Rick Ryan	
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	Rick Ryan	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 the appointed trustee. All trustees are encouraged to attend standing committee meetings as they are available.

Date: May 24, 2023

From: Cindy Wang, Secretary Treasurer

Subject: Record of an In-camera Board Meeting held April 26, 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 April 26, 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 Representative 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.

Board of Education Public Meeting Minutes

Wednesday, April 26, 2023 – 7:00 pm
1st Floor Boardroom and via Zoom

Present:

Chairperson
Vice Chairperson
Trustee
Trustee
Trustee
Trustee
Trustee
Acting Superintendent of Schools
Secretary Treasurer
Acting Deputy Superintendent
Assistant Superintendent
Assistant Superintendent
Executive Director, Human Resources
Executive Director, Facilities Services & Richmond Project Office
Executive Director, Learning and Business Technologies
Director of Instruction, Learning Services
Executive Assistant (Recording Secretary)

D. Tablotney
H. Larson
R. Belleza
K. Hamaguchi
D. Sargent
A. Wong
D. Yang
R. Ryan
C. Wang
C. Brautigam
J. MacMillan
C. Stanger
L. Buchanan
F. Geyer
R. Laing
R. Johal
T. Lee

The Chairperson called the meeting to order at 7:06 pm.

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

1. Recognition of Visitors, Announcements, Trustees' Updates

(a) Recognition of Visitors

The Chairperson welcomed the gallery to the meeting.

(b) Announcements

Trustee Larson: Tonight, we will be providing stakeholders and our community an opportunity to speak directly to trustees on their budget priorities. We will be using a portion of tonight's Board meeting for a Budget Committee of the Whole. During the Committee of the Whole, we will receive presentations and briefs on the budget or if you have comments or questions, you can email them to boardmeetings@sd38.bc.ca.

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

Trustee Yang: April 28 is the National Day of Mourning, a day to remember and honour those who have lost their lives or have been injured due to workplace accidents. As a mark of respect, flags are flown at half-mast, and ceremonies are held across the country and around the world.

This day also serves as a reminder for us to renew our commitment to creating safer workplaces for all employees. Let's continue to work together to ensure that every worker returns home safely at the end of their workday.

Trustee Hamaguchi: The Richmond School District recognizes Mental Health Week in Canada, taking place this year between May 1 and 7, 2023. The goal of this week is to increase awareness and learn about tools and strategies available to support mental health and substance use challenges.

During this week, a number of events and learning opportunities have been planned to raise awareness for students, parents, and staff. For example, on May 2, the school district is pleased to offer an evening with Dr. Deborah MacNamara, who will be hosting a virtual session titled "Holding Onto Our Kids in a Digital World."

As well, a number of schools are having information tables set up during the lunch hour with district staff as well as students passionate about mental health and well-being, to provide information regarding available resources and access to support services in Richmond. The Integrated Child & Youth (ICY) team continues to run its regular drop-in for students to discuss mental health, belonging, and community support.

The provincial organization, FamilySmart, is offering events and resources that support conversations and connection between caring adults and young people. There is a virtual presentation led by Dr. Ross Greene on the evening of May 4, as he speaks about how Collaborative and Proactive Solutions can help show kids we care about them. In addition, this year's theme is "I Care About You" for National Child & Youth Mental Health Day on May 7.

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

Trustee Belleza: Join us for an exciting journey through the vibrant and diverse learning environments of Richmond School District, as we celebrate Education Week from April 24 to April 28, 2023.

Throughout the week, families and community members will have the opportunity to explore samples of student learning on our district website, with each day focusing on a specific theme: Connecting to Place, Diversity, Equity and Inclusion, Exploring Healthy Living and Well-Being, Learning Together, and Sharing our Gifts.

Education Week provides a unique opportunity to showcase the priorities of our board's strategic plan, including inspired learners, equity and inclusion, and a connected learning community. We're excited to highlight the amazing learning experiences taking place in our district as we celebrate Education Week in Richmond.

Trustee Sargent: April is Sikh Heritage month in Canada. It was first officially recognized by the Government of Canada in 2019. Its purpose is to celebrate the contributions of all Sikh-Canadians and develop a greater understanding and appreciation of the rich, unique, and diverse heritage of the Sikh faith and culture.

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

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

(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 the district website.

2. Adoption of Agenda

055/2023 MOVED BY H. LARSON AND SECONDED BY R. BELLEZA:

THAT the Wednesday, April 26, 2023 regular agenda of the Board of Education (Richmond) be adopted as circulated.

CARRIED

3. Presentations, Briefs, Special Recognition

(a) Presentations

Youth Mental Health Advisory Committee

The Director of Instruction, Learning Services acknowledged Mental Health Week is taking place next week and introduced the District Coordinator of Mental Health, Social Emotional Learning and Counselling, Connie Easton, for the presentation. She introduced the first group of students from Burnett Secondary's district mental health group to present and speak to their experiences and projects. She then introduced the second group of students from Cambie Secondary who are part of the Here4Peers Mental Health Literacy Project to

share their experience with the program.

The students responded to questions from trustees and trustees thanked the students for their presentation and for sharing their experiences.

(b) **Special Recognitions**

Nil.

(c) **Briefs**

Nil.

4. Questions from the Public

There were no questions from the public.

5. Executive

The Acting Superintendent shared a slideshow presentation on events around the district, including the installation of the Homma Elementary rainbow crosswalk, the Loran Scholars Foundation scholarship winner, Gerardo Mejia from Cambie Secondary, the Youth Work in Trades Award winner, recent graduate Michael Martorella, the Blair Elementary annual Hands-on Social-Emotional Learning (SEL) sessions for families, and the Steveston-London Secondary Fine Arts Evening held on April 12. Trustees thanked the Acting Superintendent for his report.

6. Approval of Minutes of Prior Meetings

- (a) A record of an in-camera meeting of the board held Wednesday, March 29, 2023 was included for information.
- (b) Regular meeting of the board held Wednesday, March 29, 2023

056/2023 MOVED BY D. SARGENT AND SECONDED BY A. WONG:

THAT the Board of Education approve the Minutes of Wednesday, March 29, 2023, regular meeting as circulated.

CARRIED

7. Business Arising from Prior Minutes

- (a) **2023/24 Annual Budget**

057/2023 MOVED BY D. YANG AND SECONDED BY H. LARSON:

THAT the Board of Education (Richmond) move into a committee of the whole to allow for all members of the public in attendance to have the opportunity to

participate in the discussion on the 2023/24 operating budget and that the Acting Superintendent facilitate the discussion.

CARRIED

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

The Secretary Treasurer provided highlights of the 2023/24 Budget process, currently underway, and noted the preliminary three-year base budget is projecting an operating surplus of \$1.5 million based on the budget assumptions and available information. She thanked stakeholders and staff for their input and feedback.

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

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

Ms. Baverstock presented highlights from her brief including additional funding to elementary schools to accommodate for new enrollment, adding five full-time equivalents (FTE) to elementary schools, adding new divisions at the beginning of the school year instead of mid-year, and adding additional blocks and divisions in secondary schools.

2. Ian Hillman, President, CUPE 716.

Mr. Hillman presented the following concerns related to the budget proposals: adding a homestay assistant manager and a budget analyst, and reinstating education assistants support, elementary counsel support workers, and educational assistant consultants.

Mr. Hillman responded to questions from trustees regarding counsellor support workers.

The Acting Superintendent turned the Chair over to Trustee Tablotney. Trustee Tablotney assumed the Chair.

058/2023 MOVED BY D. SARGENT AND SECONDED BY D. YANG:

THAT the Board of Education (Richmond) rise and report from the committee of the whole discussion on the 2023/24 operating budget.

CARRIED

059/2023 MOVED BY D. SARGENT AND SECONDED BY K. HAMAGUCHI:

THAT the Board of Education refer all Stakeholder input and feedback to the budget process.

CARRIED

(b) **Board Approved Bus Riders 2023/24**

The Executive Director, Facilities Services & Richmond Project Office referred to his report as included in the agenda package and provided background noting that it is submitted annually in accordance with Board Policy 522/522-R regarding student transportation in the Richmond School District. He then responded to questions from trustees regarding the recommendation and courtesy riders.

060/2023 MOVED BY D. SARGENT AND SECONDED BY H. LARSON:

THAT bus service for those students at schools served by the District's transportation system, for whom safety concerns have been identified, continue for the 2023/24 school year;

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

CARRIED

8. New Business

(a) **2023/24 Eligible School Site Proposal**

The Executive Director, Facilities Services & Richmond Project Office provided information on the eligible school site requirements for the District that are incorporated into the Five-Year Capital Plan. He then responded to a question concerning the data in the report and discussion ensued regarding City Centre schools.

061/2023 MOVED BY K. HAMAGUCHI AND SECONDED BY H. LARSON:

THAT the Board of Education of School District No. 38 (Richmond) approves the 2023/24 Eligible School Site Proposal (ESSP) through adoption of the 2023/24 ESSP Resolution.

CARRIED

9. Questions from the Public

The Acting Superintendent noted one question was received through the board meeting email account from a member of the public and will be forwarded to the Secretary Treasurer's office for a response.

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 February 15, 2023, were attached for information.

A meeting was held on Wednesday, April 19, 2023. The next meeting is scheduled for Wednesday, May 17, at 6:00 pm.

(c) **Facilities and Building Committee**

Chairperson: Ken Hamaguchi

Vice Chairperson: Debbie Tablotney

- (i) Minutes of the meeting held on March 1, 2023, were attached for information.

A meeting was held on Wednesday, April 5, 2023. The next meeting is scheduled for Wednesday, May 3, 2023, at 4:30 pm.

(d) **Finance and Legal Committee**

Chairperson: Donna Sargent

Vice Chairperson: Rod Belleza

- (i) **RECOMMENDATION:** Trustees Expenses for the Three Months ending March 31, 2023

062/2023 MOVED BY D. SARGENT AND SECONDED BY R. BELLEZA:

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

BE IT RESOLVED that in accordance with the *School Act*, the Board of Education of School District No. 38 (Richmond) approves Trustees' expenses paid during the three-month period ended March 31, 2023, in the amount of \$4,185.42.

CARRIED

- (ii) Minutes of the meeting held on February 15, 2023, were attached for information.

A meeting was held on Wednesday, April 19, 2023. The next meeting is scheduled for Wednesday May 17, 2023, at 10:00 am.

(e) **Policy Committee**

Chairperson: Debbie Tablotney

Vice Chairperson: Heather Larson

- (i) A Notice of Motion for the May 24, 2023 Public Board Meeting regarding Policy 101/101-R: Strategic Planning was attached for information.

- (ii) Minutes of the meeting held on February 13, 2023, are attached for information. A meeting was held on Monday, April 17, 2023. The next meeting is scheduled for Monday May 15, 2023, at 11:00 am.

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

A meeting was held on Wednesday, April 5, 2023. The next meeting is scheduled for September 13, 2023, at 9:30 am.

(b) BCSTA

BCSTA Annual General Meeting is scheduled for April 27-30, 2023 at Westin Bayshore, Vancouver. Trustees have been registered.

(c) BCPSEA

Nil.

12. Correspondence

(a) For action:

Nil.

(b) For information:

Nil.

13. Adjournment

063/2023 MOVED BY R. BELLEZA AND SECONDED BY D. YANG:

THAT the regular meeting of Wednesday, April 26, 2023 of the Board of Education be adjourned at 9:08 pm.

CARRIED

D. TABLOTNEY
Chairperson

C. WANG
Secretary Treasurer

Report to the Board of Education (Public)

DATE: May 24, 2023
FROM: Cindy Wang, Secretary Treasurer
SUBJECT: 2023/24 Annual Budget Bylaw

RECOMMENDATION

THAT the Board of Education of School District No. 38 (Richmond) approve the 2023/24 Annual Budget by way of three readings of the 2023/24 Annual Budget Bylaw.

AND FURTHER THAT the Board authorize the Chairperson of the Board, Superintendent, and Secretary Treasurer to sign the 2023/24 Annual Budget Bylaw and submit the bylaw together with the 2023/24 Annual Budget to the Ministry of Education and Child Care before June 30, 2023.

BACKGROUND

The 2023/24 Annual Budget has been prepared in accordance with Public Sector Accounting Board Standards and Section 23.1 of the Budget Transparency and Accountability Act of the Province of British Columbia, supplemented by Regulations 257/2010 and 198/2011 issued by the Province of British Columbia Treasury Board. This format requires the Board approve the Annual Budget Bylaw amount of \$343,958,136 which is comprised of the Operating, Special Purpose and Capital Funds.

The 2023/24 Annual Budget was developed through a formal consultation process guided by the Board of Education. Budget decisions are based on the guiding principles established by the Board of Education in consultation with education partner groups. The budget decisions are intended to support the district's five strategic priorities as outlined in the strategic plan:

- Inspired learners
- Equity and inclusion
- Optimized facilities and technology
- A progressive workplace
- A connected learning community

The district began the 2023/24 budget planning from a solid financial foundation, thanks to the projected enrolment growth and effective management of financial resources during the previous two years. Continuing with this prudent approach, we have developed a responsible financial plan for the upcoming school year, which includes measures to enhance student achievements and improve operational efficiency and effectiveness. The district is well prepared to provide the necessary resources to support student success, ensuring that they have access to high quality education.

The district's total annual budget for the fiscal year 2023/24 is approximately \$344.0 million, including operating fund, special purpose fund and capital fund budgets. The budget aligns with the district's strategic plan and aims to provide high quality education while being fiscally prudent to the public funds.

Approximately 73 per cent of the total budget is allocated to the operating budget, which is projected to reach a total of \$252.5 million. This budget encompasses various expenses associated with instructional programs, school and district administration, facilities operations, maintenance, and transportation. The funding for the operating budget primarily comes from provincial education operating grants and other revenue sources, such as international education tuition fees, rental revenue and investment income.

The operating budget includes a range of strategic initiatives designed to enhance the quality of education provided to students. These initiatives encompass a variety of areas, including the implementation of new Indigenous graduation requirement courses, learning services for students, facilities and custodial services, administrative support for large elementary schools, anti-racism training, and the implementation of the enterprise risk management policy. These initiatives will contribute to creating a safe and inclusive environment, ensuring that all students have access to high quality education that meets their needs.

The district's operating budget is formulated based on a number of assumptions regarding revenue and expense projections. For the 2023/24 school year, the district anticipates growth in enrolment for both funded students and international fee-paying students, taking into account Richmond's population growth and housing development. In response to this anticipated enrolment growth, the district plans to increase staffing levels for teaching and support staff positions in the classrooms to meet the diverse needs of our students, while honouring the collective agreement. These measures reflect our commitment to providing students with the resources and support they need to succeed.

The special purpose fund budget is comprised of separate funds established to track revenue and expenditures received from the Ministry of Education and Child Care and other sources allocated for specific purposes. The projected total for the special purpose fund is \$60.2 million, including \$45.1 million for the Classroom Enhancement Fund and \$2.4 million for the new Feeding Futures School Food program, which supports the provision of nutritious meals to students.

The capital fund budget encompasses all capital expenditures related to facilities and equipment, funded by the Ministry of Education and Child Care capital grants, operating fund, and special purpose funds. The projected total capital fund budget is \$31.2 million.

CONCLUSION

The 2023/24 Annual Budget underscores the district's commitment in promoting student success and achieving fiscal responsibility and sustainability. The district is dedicated to investing resources in a way that benefits all students, while also ensuring the long-term sustainability of educational programs, services and support systems in Richmond. The district remains vigilant in monitoring and controlling expenses against the budget plan throughout the school year to ensure the delivery of high-quality education to all students. Our focus on student success and financial responsibility will enable us to continue providing an excellent education to the students we serve.

Cindy Wang
Secretary Treasurer, MSc, CPA-CA

Attachments:
2023/24 Annual Budget Bylaw
Fiscal Plan 2023/24 – 2025/26

Annual Budget

School District No. 38 (Richmond)

June 30, 2024

School District No. 38 (Richmond)

June 30, 2024

Table of Contents

Bylaw	1
Annual Budget - Revenue and Expense - Statement 2	2
Annual Budget - Changes in Net Financial Assets (Debt) - Statement 4	4
Annual Budget - Operating Revenue and Expense - Schedule 2	5
Schedule 2A - Annual Budget - Schedule of Operating Revenue by Source	6
Schedule 2B - Annual Budget - Schedule of Operating Expense by Object	7
Schedule 2C - Annual Budget - Operating Expense by Function, Program and Object	8
Annual Budget - Special Purpose Revenue and Expense - Schedule 3	10
Schedule 3A - Annual Budget - Changes in Special Purpose Funds	11
Annual Budget - Capital Revenue and Expense - Schedule 4	14

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

ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 38 (RICHMOND)
(called the "Board") to adopt the Annual Budget of the Board for the fiscal year 2023/2024 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 Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 38 (Richmond) Annual Budget Bylaw for fiscal year 2023/2024.
3. The attached Statement 2 showing the estimated revenue and expense for the 2023/2024 fiscal year and the total budget bylaw amount of \$343,958,136 for the 2023/2024 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 2 to 4 are adopted as the Annual Budget of the Board for the fiscal year 2023/2024.

READ A FIRST TIME THE 24th DAY OF MAY, 2023;

READ A SECOND TIME THE 24th DAY OF MAY, 2023;

READ A THIRD TIME, PASSED AND ADOPTED THE 24th DAY OF MAY, 2023;

(Corporate Seal)

Chairperson of the Board

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 38 (Richmond)
Annual Budget Bylaw 2023/2024, adopted by the Board the 24th DAY OF MAY, 2023.

Secretary Treasurer

School District No. 38 (Richmond)

Statement 2

Annual Budget - Revenue and Expense

Year Ended June 30, 2024

	2024 Annual Budget	2023 Amended Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	21,502.000	21,103.938
Adult	52.250	61.625
Other	612.500	650.500
Total Ministry Operating Grant Funded FTE's	22,166.750	21,816.063
Revenues	\$	\$
Provincial Grants		
Ministry of Education and Child Care	284,671,022	264,459,338
Other	54,100	54,100
Federal Grants	1,929,286	1,750,320
Tuition	17,635,890	17,146,212
Other Revenue	6,567,860	6,534,516
Rentals and Leases	1,468,744	1,409,638
Investment Income	4,909,548	4,369,590
Amortization of Deferred Capital Revenue	11,088,961	10,540,754
Total Revenue	328,325,411	306,264,468
Expenses		
Instruction	270,201,709	249,680,948
District Administration	8,566,376	7,959,948
Operations and Maintenance	50,570,643	47,269,477
Transportation and Housing	2,016,107	1,856,755
Debt Services	215,000	204,000
Total Expense	331,569,835	306,971,128
Net Revenue (Expense)	(3,244,424)	(706,660)
Budgeted Allocation (Retirement) of Surplus (Deficit)		1,759,744
Budgeted Surplus (Deficit), for the year	(3,244,424)	1,053,084
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	(3,244,424)	1,053,084
Budgeted Surplus (Deficit), for the year	(3,244,424)	1,053,084

School District No. 38 (Richmond)

Annual Budget - Revenue and Expense
Year Ended June 30, 2024

	2024 Annual Budget	2023 Amended Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	252,549,204	231,399,135
Special Purpose Funds - Total Expense	59,283,455	57,095,492
Special Purpose Funds - Tangible Capital Assets Purchased	903,791	903,791
Capital Fund - Total Expense	19,737,176	18,476,501
Capital Fund - Tangible Capital Assets Purchased from Local Capital	11,484,510	15,619,411
Total Budget Bylaw Amount	343,958,136	323,494,330

Approved by the Board

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

School District No. 38 (Richmond)
Annual Budget - Changes in Net Financial Assets (Debt)
Year Ended June 30, 2024

Statement 4

	2024 Annual Budget	2023 Amended Annual Budget
	\$	\$
Surplus (Deficit) for the year	(3,244,424)	(706,660)
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	(11,484,510)	(15,619,411)
From Deferred Capital Revenue	(11,259,637)	(27,317,458)
From Capital Leases	(3,382,076)	(2,718,000)
Total Acquisition of Tangible Capital Assets	(27,030,014)	(46,558,660)
Amortization of Tangible Capital Assets	19,522,176	18,272,501
Total Effect of change in Tangible Capital Assets	(7,507,838)	(28,286,159)
	-	-
(Increase) Decrease in Net Financial Assets (Debt)	(10,752,262)	(28,992,819)

School District No. 38 (Richmond)

Schedule 2

Annual Budget - Operating Revenue and Expense

Year Ended June 30, 2024

	2024 Annual Budget	2023 Amended Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education and Child Care	232,219,222	214,016,535
Other	54,100	54,100
Tuition	17,635,890	17,146,212
Other Revenue	790,700	757,356
Rentals and Leases	1,468,744	1,409,638
Investment Income	3,380,548	2,840,590
Total Revenue	255,549,204	236,224,431
Expenses		
Instruction	212,563,368	194,208,018
District Administration	7,517,679	7,007,209
Operations and Maintenance	30,910,642	28,731,245
Transportation and Housing	1,557,515	1,452,663
Total Expense	252,549,204	231,399,135
Net Revenue (Expense)	3,000,000	4,825,296
Budgeted Prior Year Surplus Appropriation		1,759,744
Net Transfers (to) from other funds		
Local Capital	(3,000,000)	(6,585,040)
Total Net Transfers	(3,000,000)	(6,585,040)
Budgeted Surplus (Deficit), for the year	-	-

School District No. 38 (Richmond)

Schedule 2A

Annual Budget - Schedule of Operating Revenue by Source

Year Ended June 30, 2024

	2024 Annual Budget	2023 Amended Annual Budget
	\$	\$
Provincial Grants - Ministry of Education and Child Care		
Operating Grant, Ministry of Education and Child Care	228,570,622	204,948,739
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	230,836	224,695
FSA Scorer Grant	27,292	27,292
Early Learning Framework (ELF) Implementation	3,168	3,168
Integrated Child and Youth Teams	903,840	407,870
Teachers' and Exempt Labour Settlement Funding	-	5,921,307
Total Provincial Grants - Ministry of Education and Child Care	232,219,222	214,016,535
Provincial Grants - Other	54,100	54,100
Tuition		
Summer School Fees	254,281	254,179
Continuing Education	1,007,609	913,033
International and Out of Province Students	16,374,000	15,979,000
Total Tuition	17,635,890	17,146,212
Other Revenues		
Other School District/Education Authorities	529,200	504,000
Miscellaneous		
Cafeteria	260,000	251,856
Miscellaneous	1,500	1,500
Total Other Revenue	790,700	757,356
Rentals and Leases	1,468,744	1,409,638
Investment Income	3,380,548	2,840,590
Total Operating Revenue	255,549,204	236,224,431

School District No. 38 (Richmond)

Schedule 2B

Annual Budget - Schedule of Operating Expense by Object
Year Ended June 30, 2024

	2024 Annual Budget	2023 Amended Annual Budget
	\$	\$
Salaries		
Teachers	108,149,807	98,639,291
Principals and Vice Principals	14,115,899	13,508,870
Educational Assistants	19,980,787	17,752,293
Support Staff	24,343,989	22,235,433
Other Professionals	7,158,870	6,317,640
Substitutes	9,901,937	9,357,279
Total Salaries	183,651,289	167,810,806
Employee Benefits	46,553,646	42,306,571
Total Salaries and Benefits	230,204,935	210,117,377
Services and Supplies		
Services	7,360,259	7,019,356
Student Transportation	15,022	14,172
Professional Development and Travel	1,259,491	1,133,730
Rentals and Leases	319,558	293,286
Dues and Fees	155,481	146,681
Insurance	536,852	529,534
Supplies	8,330,520	7,889,591
Utilities	4,367,086	4,255,408
Total Services and Supplies	22,344,269	21,281,758
Total Operating Expense	252,549,204	231,399,135

School District No. 38 (Richmond)

Schedule 2C

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2024

	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	83,020,970	2,628,267		1,407,088		7,555,243	94,611,568
1.03 Career Programs	227,243			584,683			811,926
1.07 Library Services	1,754,461			657,777			2,412,238
1.08 Counselling	2,869,103						2,869,103
1.10 Special Education	8,414,822		19,980,787	212,894	419,037	848,692	29,876,232
1.30 English Language Learning	5,660,919			199,943			5,860,862
1.31 Indigenous Education	328,601			39,356			367,957
1.41 School Administration		10,961,559		5,079,506		365,485	16,406,550
1.60 Summer School	895,967	140,908					1,036,875
1.61 Continuing Education	727,811	197,335		132,176	96,751	292,038	1,446,111
1.62 International and Out of Province Students	4,249,910	20,495		184,377	799,846	96,019	5,350,647
1.64 Other							-
Total Function 1	108,149,807	13,948,564	19,980,787	8,497,800	1,315,634	9,157,477	161,050,069
4 District Administration							
4.11 Educational Administration				245,747	2,008,405	13,229	2,267,381
4.40 School District Governance					224,387		224,387
4.41 Business Administration		167,335		1,062,785	1,844,718	2,190	3,077,028
Total Function 4	-	167,335	-	1,308,532	4,077,510	15,419	5,568,796
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration				331,324	1,765,726	1,218	2,098,268
5.50 Maintenance Operations				12,475,235		605,023	13,080,258
5.52 Maintenance of Grounds				926,078			926,078
5.56 Utilities							-
Total Function 5	-	-	-	13,732,637	1,765,726	606,241	16,104,604
7 Transportation and Housing							
7.70 Student Transportation				805,020		122,800	927,820
Total Function 7	-	-	-	805,020	-	122,800	927,820
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	108,149,807	14,115,899	19,980,787	24,343,989	7,158,870	9,901,937	183,651,289

School District No. 38 (Richmond)

Schedule 2C

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2024

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2024 Annual Budget	2023 Amended Annual Budget
	\$	\$	\$	\$	\$	\$
1 Instruction						
1.02 Regular Instruction	94,611,568	24,063,744	118,675,312	4,536,165	123,211,477	112,570,175
1.03 Career Programs	811,926	206,507	1,018,433	440,830	1,459,263	1,396,915
1.07 Library Services	2,412,238	613,535	3,025,773	406,130	3,431,903	3,212,466
1.08 Counselling	2,869,103	729,735	3,598,838	8,944	3,607,782	3,366,276
1.10 Special Education	29,876,232	7,598,796	37,475,028	938,819	38,413,847	33,930,919
1.30 English Language Learning	5,860,862	1,490,666	7,351,528	44,277	7,395,805	6,884,755
1.31 Indigenous Education	367,957	93,587	461,544	110,323	571,867	536,145
1.41 School Administration	16,406,550	4,172,883	20,579,433	457,009	21,036,442	19,858,200
1.60 Summer School	1,036,875	207,795	1,244,670	28,341	1,273,011	1,162,461
1.61 Continuing Education	1,446,111	307,270	1,753,381	159,584	1,912,965	1,991,919
1.62 International and Out of Province Students	5,350,647	1,360,897	6,711,544	3,526,575	10,238,119	9,287,516
1.64 Other	-	-	-	10,887	10,887	10,271
Total Function 1	161,050,069	40,845,415	201,895,484	10,667,884	212,563,368	194,208,018
4 District Administration						
4.11 Educational Administration	2,267,381	576,691	2,844,072	279,492	3,123,564	2,945,444
4.40 School District Governance	224,387	16,851	241,238	155,026	396,264	377,337
4.41 Business Administration	3,077,028	782,619	3,859,647	138,204	3,997,851	3,684,428
Total Function 4	5,568,796	1,376,161	6,944,957	572,722	7,517,679	7,007,209
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	2,098,268	533,679	2,631,947	1,031,061	3,663,008	3,436,239
5.50 Maintenance Operations	13,080,258	3,326,866	16,407,124	5,026,407	21,433,531	19,735,599
5.52 Maintenance of Grounds	926,078	235,541	1,161,619	285,398	1,447,017	1,303,999
5.56 Utilities	-	-	-	4,367,086	4,367,086	4,255,408
Total Function 5	16,104,604	4,096,086	20,200,690	10,709,952	30,910,642	28,731,245
7 Transportation and Housing						
7.70 Student Transportation	927,820	235,984	1,163,804	393,711	1,557,515	1,452,663
Total Function 7	927,820	235,984	1,163,804	393,711	1,557,515	1,452,663
9 Debt Services						
Total Function 9	-	-	-	-	-	-
Total Functions 1 - 9	183,651,289	46,553,646	230,204,935	22,344,269	252,549,204	231,399,135

School District No. 38 (Richmond)
Annual Budget - Special Purpose Revenue and Expense
Year Ended June 30, 2024

Schedule 3

	2024 Annual Budget	2023 Amended Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education and Child Care	52,451,800	50,442,803
Federal Grants	1,929,286	1,750,320
Other Revenue	5,777,160	5,777,160
Investment Income	29,000	29,000
Total Revenue	60,187,246	57,999,283
Expenses		
Instruction	57,638,341	55,472,930
District Administration	1,048,697	952,739
Operations and Maintenance	596,417	669,823
Total Expense	59,283,455	57,095,492
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)

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2024

Schedule 3A

	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	-	-	1,016,183	5,247,319					
Add: Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	829,289	865,171			223,629	90,650	336,842	841,982	5,298,621
Federal Grants									
Other			30,000	5,257,490					
Investment Income			25,000						
	829,289	865,171	55,000	5,257,490	223,629	90,650	336,842	841,982	5,298,621
Less: Allocated to Revenue	829,289	865,171	80,000	5,326,160	223,629	90,650	336,842	841,982	5,298,621
Deferred Revenue, end of year	-	-	991,183	5,178,649	-	-	-	-	-
Revenues									
Provincial Grants - Ministry of Education and Child Care	829,289	865,171			223,629	90,650	336,842	841,982	5,298,621
Federal Grants									
Other Revenue			55,000	5,326,160					
Investment Income			25,000						
	829,289	865,171	80,000	5,326,160	223,629	90,650	336,842	841,982	5,298,621
Expenses									
Salaries									
Teachers						50,118	108,234		182,191
Principals and Vice Principals									2,367,980
Educational Assistants		717,806			176,086	22,987		437,972	565,766
Support Staff									376,914
Other Professionals									945,574
Substitutes							17,159		
	-	717,806	-	-	176,086	73,105	125,393	437,972	4,438,425
Employee Benefits		147,365			47,543	17,545	27,491	111,245	715,116
Services and Supplies	70,578		80,000	5,326,160			183,958	292,765	
	70,578	865,171	80,000	5,326,160	223,629	90,650	336,842	841,982	5,153,541
Net Revenue (Expense) before Interfund Transfers	758,711	-	-	-	-	-	-	-	145,080
Interfund Transfers									
Tangible Capital Assets Purchased	(758,711)								(145,080)
	(758,711)	-	-	-	-	-	-	-	(145,080)
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 38 (Richmond)

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2024

Schedule 3A

	Classroom Enhancement Fund - Staffing	Mental Health in Schools	Changing Results for Young Children	Early Childhood Education Dual Credit Program	JUST B4	SEY2KT (Early Years to Kindergarten)	ECL Early Care & Learning	School Food Programs	Provincial Resource Program
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year									
Add: Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	39,826,407	48,000	11,250	25,000	50,000	19,000	175,000	2,372,391	898,159
Federal Grants									
Other									
Investment Income									
	39,826,407	48,000	11,250	25,000	50,000	19,000	175,000	2,372,391	898,159
Less: Allocated to Revenue	39,826,407	48,000	11,250	25,000	50,000	19,000	175,000	2,372,391	898,159
Deferred Revenue, end of year	-	-	-	-	-	-	-	-	-
Revenues									
Provincial Grants - Ministry of Education and Child Care	39,826,407	48,000	11,250	25,000	50,000	19,000	175,000	2,372,391	898,159
Federal Grants									
Other Revenue									
Investment Income									
	39,826,407	48,000	11,250	25,000	50,000	19,000	175,000	2,372,391	898,159
Expenses									
Salaries									
Teachers	31,759,495								510,256
Principals and Vice Principals							145,834		
Educational Assistants					38,760				
Support Staff									22,867
Other Professionals								100,000	
Substitutes									
	31,759,495	-	-	-	38,760	-	145,834	100,000	533,123
Employee Benefits	8,066,912				11,240		29,166	25,400	131,320
Services and Supplies		48,000	11,250	25,000		19,000		2,246,991	233,716
	39,826,407	48,000	11,250	25,000	50,000	19,000	175,000	2,372,391	898,159
Net Revenue (Expense) before Interfund Transfers	-	-	-	-	-	-	-	-	-
Interfund Transfers									
Tangible Capital Assets Purchased	-	-	-	-	-	-	-	-	-
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 38 (Richmond)

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2024

Schedule 3A

	Provincial Early Years	Educational Trust Fund	LINC/ SWIS	TOTAL
	\$	\$	\$	\$
Deferred Revenue, beginning of year		220,604		6,484,106
Add: Restricted Grants				
Provincial Grants - Ministry of Education and Child Care	540,409			52,451,800
Federal Grants			1,929,286	1,929,286
Other		380,000		5,667,490
Investment Income		4,000		29,000
	540,409	384,000	1,929,286	60,077,576
Less: Allocated to Revenue	540,409	400,000	1,929,286	60,187,246
Deferred Revenue, end of year	-	204,604	-	6,374,436
Revenues				
Provincial Grants - Ministry of Education and Child Care	540,409			52,451,800
Federal Grants			1,929,286	1,929,286
Other Revenue		396,000		5,777,160
Investment Income		4,000		29,000
	540,409	400,000	1,929,286	60,187,246
Expenses				
Salaries				
Teachers	250,382		114,068	32,792,553
Principals and Vice Principals			154,952	482,977
Educational Assistants				3,761,591
Support Staff	32,063		597,609	1,218,305
Other Professionals				476,914
Substitutes			334,758	1,297,491
	282,445	-	1,201,387	40,029,831
Employee Benefits	71,434		311,555	9,713,332
Services and Supplies	186,530	400,000	416,344	9,540,292
	540,409	400,000	1,929,286	59,283,455
Net Revenue (Expense) before Interfund Transfers	-	-	-	903,791
Interfund Transfers				
Tangible Capital Assets Purchased				(903,791)
	-	-	-	(903,791)
Net Revenue (Expense)	-	-	-	-

School District No. 38 (Richmond)

Schedule 4

Annual Budget - Capital Revenue and Expense

Year Ended June 30, 2024

	2024 Annual Budget			2023 Amended Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
Revenues				
Investment Income		1,500,000	1,500,000	1,500,000
Amortization of Deferred Capital Revenue	11,088,961		11,088,961	10,540,754
Total Revenue	11,088,961	1,500,000	12,588,961	12,040,754
Expenses				
Amortization of Tangible Capital Assets				
Operations and Maintenance	19,063,584		19,063,584	17,868,409
Transportation and Housing	458,592		458,592	404,092
Debt Services				
Capital Lease Interest		215,000	215,000	204,000
Total Expense	19,522,176	215,000	19,737,176	18,476,501
Net Revenue (Expense)	(8,433,215)	1,285,000	(7,148,215)	(6,435,747)
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	903,791		903,791	903,791
Local Capital		3,000,000	3,000,000	6,585,040
Total Net Transfers	903,791	3,000,000	3,903,791	7,488,831
Other Adjustments to Fund Balances				
Tangible Capital Assets Purchased from Local Capital	9,648,568	(9,648,568)	-	-
Tangible Capital Assets WIP Purchased from Local Capital	1,835,942	(1,835,942)	-	-
Principal Payment				
Capital Lease	2,912,170	(2,912,170)	-	-
Total Other Adjustments to Fund Balances	14,396,680	(14,396,680)	-	-
Budgeted Surplus (Deficit), for the year	6,867,256	(10,111,680)	(3,244,424)	1,053,084

Richmond School District

FISCAL PLAN

2023/24 – 2025/26



Table of Contents

Message From the Board of Education	3
Executive Summary	4
District Overview	6
Board of Education	7
Vision, Mission and Values	8
Strategic Plan	8
Budget Guiding Principles	9
Budget Process and Planning Cycle	10
Budget Consultation	11
Enrolment	12
Staffing	14
Operating Fund Budget	17
Operating Fund Budget Summary	17
Operating Fund Revenues	18
Operating Fund Expenses	20
Interfund Transfers	21
Accumulated Surplus	21
Special Purpose Fund Budget	23
Special Purpose Fund Summary	24
Classroom Enhancement Fund	26
Capital Fund Budget	27
Long Range Facilities Plan	27
Five Year Capital Plan	28
Capital Revenues	28
Major Capital Projects	29
Local Capital Reserve	30
Asset Retirement Obligations (ARO)	30
Financial Stability and Other Significant Factors	31
Ministry Grant Revenue	31
International Education Program Revenue	31
School Facilities City Centre School Space Shortage	32
Staffing Recruitment Challenges	32
Contact Management	33

Message From the Board of Education

The Board of Education is committed to supporting the educational journey of every student in the Richmond School District. The board performs a variety of duties that contribute to the functioning of our education system. This includes establishing policies and regulations, as well as the approval of an annual budget. Additionally, trustees advocate for enhanced government funding for the educational, operational and capital needs of the district.



Board of Education. From top left to right: Ken Hamaguchi, Donna Sargent, David Yang, Heather Larson, Debbie Tablotney, Alice Wong and Rod Belleza.

During the development of the 2023/24 Annual Budget, the board took a collaborative approach to ensure transparency and equity. The district's educational partners were engaged and provided valuable input on the budget priorities and the allocation of resources. Additionally, the system-wide leadership team worked closely with the board to identify the strategic priorities and emerging trends that would inform all decisions. Through this collaborative effort, the board developed a budget that is focused on student needs and is directly aligned with the district's 2020-2025 Strategic Plan.

On behalf of the Board of Education, I would like to express our sincere gratitude to our community and education partners for their time and feedback on the 2023/24 Annual Budget. The input provided was integral in shaping a budget that is student-centered, fiscally responsible, and aligned with the district's strategic priorities.

Thank you for your continued support and commitment to providing a high-quality education for our students.

Sincerely,

Debbie Tablotney, Chairperson
On Behalf of the Board of Education (Richmond)

Executive Summary

The 2023/24 Annual Budget was developed through a formal consultation process as detailed in the budget process, through meetings with our education partner groups, as well as board and standing committee meetings. Budget decisions are based on the guiding principles established by the Board of Education in consultation with education partner groups. The budget decisions are intended to support the district's five strategic priorities as outlined in the strategic plan:

- Inspired learners
- Equity and inclusion
- Optimized facilities and technology
- A progressive workplace
- A connected learning community

The district began the 2023/24 budget planning from a solid financial foundation, thanks to the projected enrolment growth and effective management of financial resources during the previous two years. Continuing with this prudent approach, we have developed a responsible financial plan for the upcoming school year, which includes measures to enhance student achievements and improve operational efficiency and effectiveness. The district is well prepared to provide the necessary resources to support student success, ensuring that they have access to high quality education.

The district's total annual budget for the fiscal year 2023/24 is approximately \$344.0 million, including the operating fund, special purpose fund and capital fund budgets. The budget aligns with the district's strategic plan and aims to provide high quality education while being fiscally prudent to the public funds.

Approximately 73 per cent of the total budget is allocated to the operating budget, which is projected to reach a total of \$252.5 million. This budget encompasses various expenses associated with instructional programs, school and district administration, facilities operations, maintenance, and transportation. The funding for the operating budget primarily comes from provincial education operating grants and other revenue sources, such as international education tuition fees, rental revenue, and investment income.

The operating budget includes a range of strategic initiatives designed to enhance the quality of education provided to students. These initiatives encompass a variety of areas, including the implementation of new Indigenous graduation requirement courses, learning services for students, facilities and custodial services, administrative support for large elementary schools, anti-racism training, and the implementation of the enterprise risk management policy. These initiatives will contribute to creating a safe and inclusive environment, ensuring that all students have access to a high-quality education that meets their needs.

On March 15, 2023, the Ministry of Education and Child Care announced the preliminary operating grant allocations to school districts for the 2023/24 school year. For Richmond, the total 2023/24 operating grant is estimated to be \$228.6 million. The ministry is increasing the basic allocation as well as funding for unique student needs. The revenue increases will be used to cover staffing costs, including enrolling teacher positions according to the collective agreement and educational assistants to accommodate the growing student population with additional needs. There will be significant increases in teacher and support staff settlement costs. Substitute and benefit costs are projected to increase as well.

The district's operating budget is formulated based on a number of assumptions regarding revenue and expense projections. For the 2023/24 school year, the district anticipates growth in enrolment for both funded students and international fee-paying students, taking into consideration Richmond's population growth and housing development. In response to this anticipated enrolment growth, the district plans to increase staffing levels for teaching and support staff positions in the classrooms to meet the diverse needs of our students, while honouring the collective agreement. These measures reflect our commitment to providing students with the resources and support they need to succeed.

The special purpose fund budget is comprised of separate funds established to track revenues and expenditures received from the Ministry of Education and Child Care and other sources allocated for specific purposes. The projected total budget for the special purpose fund is \$60.2 million, including \$45.1 million for the Classroom Enhancement Fund and \$2.4 million for the new Feeding Futures School Food Program, which supports the provision of nutritious meals to students. These funds are allocated to ensure that they are used for their designated purposes and contribute to providing students with the best possible learning opportunities.

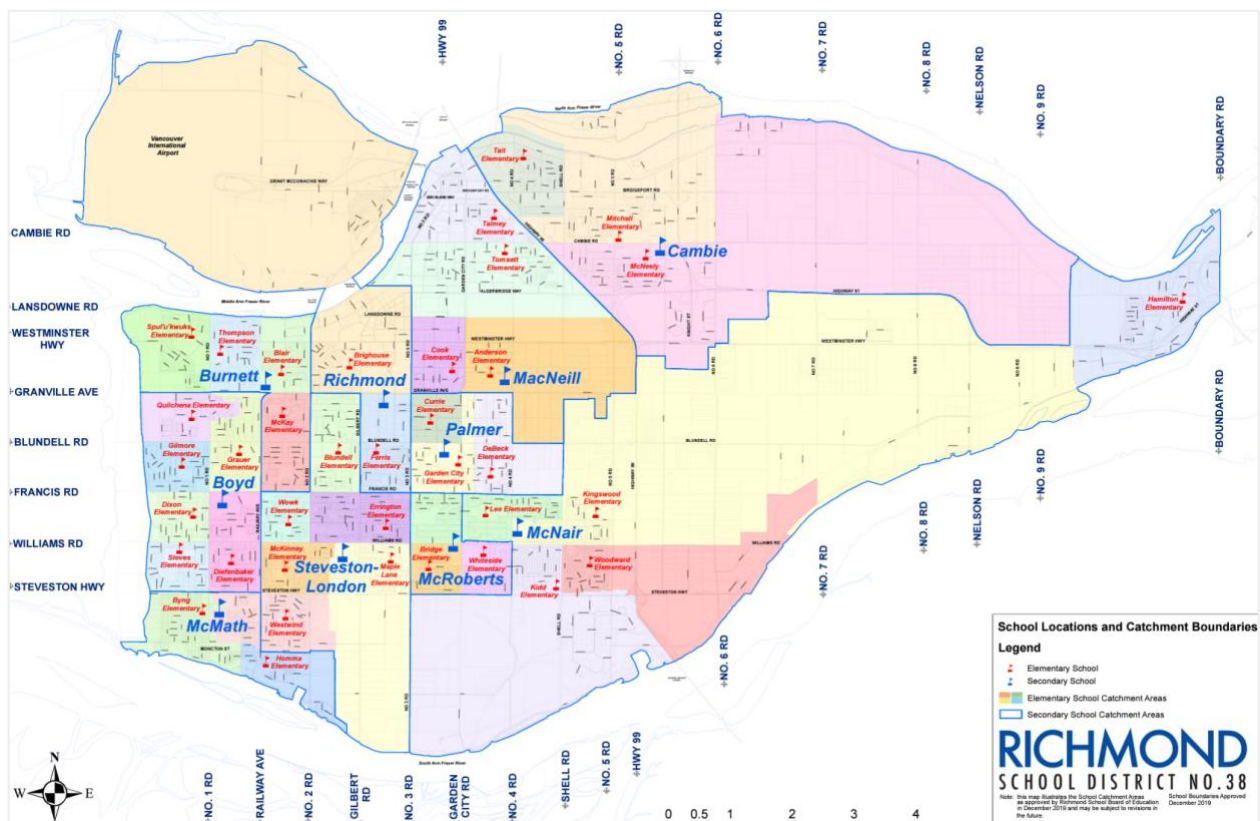
The capital fund budget encompasses all capital expenditures related to facilities and equipment, funded by the Ministry of Education and Child Care capital grants, operating funds, and special purpose funds. The projected total capital fund budget is \$31.2 million. This allows the district to continue the investment in critical capital projects and maintain safe, functional and effective school and technology facilities to provide students with high quality education.

The 2023/24 Annual Budget underscores the district's commitment to promoting student success and achieving fiscal responsibility and sustainability. The district is dedicated to investing resources in a way that benefits all students, while also ensuring the long-term sustainability of educational programs, services, and support systems in Richmond. The district remains vigilant in monitoring and controlling expenses against the budget plan throughout the school year to ensure the delivery of high-quality education to all students. Our focus on student success and financial responsibility will enable us to continue providing an excellent education to the students we serve.

District Overview

The Richmond School District is situated on the traditional and unceded territories of the First Peoples of the hən̓q̓əmi̓nəm language group. The district is a vibrant learning community that fosters student engagement, creativity, and well-being in inclusive and caring environments. The district is committed to providing opportunities for all students to help them develop the attitudes, skills and knowledge which will prepare them for an exciting and productive future.

The district has 22,000 students who learn in 37 elementary schools, 10 secondary schools and other educational settings. All schools provide instruction based on provincial curriculum and assessment requirements. The district also offers a variety of programs within schools ranging from French Immersion and Montessori to International Baccalaureate.



School Locations and Catchment Boundaries

Board of Education

The Richmond Board of Education is comprised of seven elected trustees who represent the interests of the community and advocate for the educational needs of students. The board is a legislative body responsible for overseeing the provision of public education within a school district. The board is governed by the School Act, which outlines the roles and responsibilities of the board, as well as the powers and duties it exercises in relation to the delivery of public education.

The board has complex roles and performs many important and valuable duties, most notably to support and ensure quality learning opportunities for all students. The board is responsible for overseeing the educational, operational, and ministerial requirements of the district. They advocate for increased funding from government for educational, operational, and capital needs, while promoting the district programs, services and successes of students and employees.

The board is committed to transparency and has fully adopted the Ministry of Education and Child Care's recommended requirements for financial governance which includes the development of the annual budget that is guided by its vision framework and encompasses a comprehensive consultative budget process.

Overall, the board plays a vital role in shaping and delivering public education in British Columbia, ensuring that students receive a high-quality education that prepares them for success in life.



Rod Belleza

Ken Hamaguchi

Heather Larson

Donna Sargent



Debbie Tablotney

Alice Wong

David Yang

Vision, Mission and Values

The Board of Education recognizes the power of the vision, mission, and values statements in transforming learning and leading in the district. As a result of our shared commitment, implementation of the vision, mission, and values statements are the joint responsibility of the board, students and staff.

Vision

The Richmond School District is the best place to learn and lead.

Mission

The Richmond School District's mission is to cultivate a safe, accepting and engaging community that inspires a passion for lifelong learning.

Values

The values that will guide our work together to achieve our vision and mission are: collaboration, creativity, curiosity, resilience, respect and equity, for all.

Strategic Plan

The Board of Education is committed to supporting the educational journey of every student in the district. We recognize that the world is in a state of continual change, and we must therefore adapt our learning environments to ensure that every student can thrive and be successful. Through thoughtful planning and deliberate action, we believe that we can inspire and support everyone in our educational community to be lifelong learners.

Through comprehensive community and stakeholder engagement and consultation, five priorities were identified as requiring the attention of the board and the district over the next five years. All goals, objectives and actions articulated in the plan address these strategic priorities.



Budget Guiding Principles

The district committed to a set of budget development guiding principles to ensure transparent budget planning and resource allocation that is directly aligned with our strategic vision and goals established by the board. It is a constructive model that coordinates budget planning and resource allocation activities with inclusive stakeholder consultation and feedback based on our collective vision, goals and objectives.

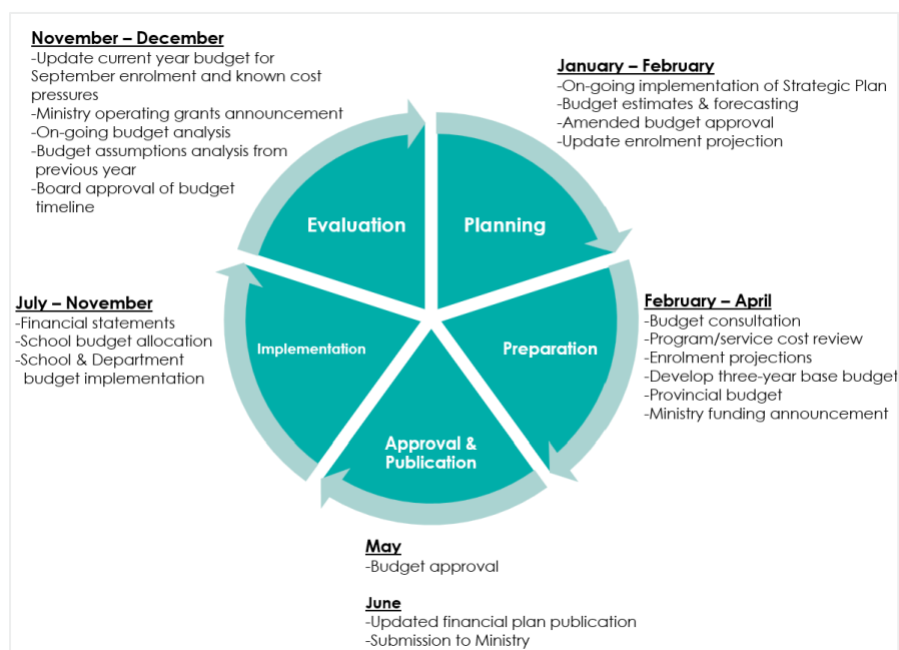
These guiding principles include:

- The budget will support and align to the board's strategic plan and priorities and reflect the board's commitment to responsible long term fiscal planning;
- Budget processes will be inclusive, transparent and will encourage stakeholder and community input;
- All budget decisions will be focussed on creating and maintaining educational programs and services for students which maximize opportunities for learning;
- Budget decisions will support a culture of innovation and responsiveness to system change, while maintaining cost effectiveness and long term sustainability;
- Business and operational services and systems required to support schools and students will be based on best practices and maintained in an efficient and cost-effective manner; and
- Budget decisions will be based on accurate, relevant data and information.

The budget guiding principles ensure that the budget process is an integral part of the district's collaborative operating culture.

Budget Process and Planning Cycle

The district operates under the authority of the *School Act* of British Columbia (the *School Act*) as a corporation and receives about 91 per cent of revenue from the Government of British Columbia through the Ministry of Education and Child Care. In accordance with the School Act, school districts must approve a balanced budget for the upcoming school year and submit it to the Ministry of Education and Child Care before June 30 each year.



Budget Process and Planning Cycle Timeline

The district has developed the 2023/24 Annual Budget that supports its vision, mission and values, and considers its priorities and goals of the strategic plan. The district's strategic priorities and resource allocation are centred around student learning.

The district's budget was prepared in accordance with the Budget Transparency and Accountability Act supplemented by regulations 257/2010 and 198/2011 issued by the Treasury Board of the Province of British Columbia, which establish government's financial reporting and accountability framework. This budget process follows Board Policy 601 Budget, 621 Financial Reporting, and 631 Accumulated Operating Surplus and Capital Reserves.

The district begins its annual budget process in January with a stakeholder and community engagement process and completes the process by the end of May with the approval of the preliminary annual budget. The board approves the budget by the end of May to ensure contractual obligations and annual staffing timelines are met.

Once the annual budget is approved, it is continuously updated for known changes in estimates, updated grant funding, and current information on trends impacting the district's financial operations. These changes are consolidated into the amended budget approved by the board and submitted to the ministry by February 28 of the fiscal year.

Budget Consultation

The budget consultation process has been a two-way dialogue between the board and its partner groups to define priorities for the upcoming school year. It has allowed for valuable input into the district's direction and decision making.

The board offers partner groups and the public multiple opportunities to present their priorities and budget requests to the board prior to the approval of the annual budget at the end of May. The table below presents the budget process for the 2023/2024 school year and the various opportunities for stakeholder engagement.

Date	Meeting	Goal
December 14, 2022	Public Board Meeting	Approval of 2023/24 budget process.
February 15, 2023	Finance & Legal Committee Meeting	Preliminary amended budget information presented to the committee.
February 22, 2023	Public Board Meeting	Approval of 2022/23 amended budget.
March 9, 2023	Budget Advisory Working Group Meeting	The board and education partner groups are presented with budget assumptions; round table discussions on how to align fiscal plan and strategic plan priorities and goals.
March 15, 2023		Ministry of Education and Child Care 2023/24 preliminary funding announcement.
April 13, 2023	Richmond Leadership Team (RLT) Budget Consultation Meeting	Preliminary budget information presented to RLT for their feedback and input.
April 17, 2023	Budget Advisory Working Group Meeting	Preliminary three-year budget information and draft budget proposals presented to education partner groups for feedback and input.
April 19, 2023	Finance & Legal Committee Meeting	Preliminary three-year budget information presented to the committee.
April 26, 2023	Public Board Meeting – Budget Committee of the Whole	The public and stakeholders are invited to comment on the preliminary annual budget proposals during the committee of the whole at the April 26 public board meeting.
May 24, 2023	Public Board Meeting	Final approval through three readings of budget bylaw.

Members of the community are welcome to submit feedback and ask questions via email to sd38budgetfeedback@sd38.bc.ca or in writing to the Office of the Secretary Treasurer, Board of Education of School District No. 38, 7811 Granville Avenue, Richmond, BC V6Y 3E3.

Enrolment

The majority of the district's operating revenue, approximately 91 per cent, is provided by the Ministry of Education and Child Care. This funding is largely based on student enrolment, which in turn drives staffing levels within the district. As such, student enrolment is a crucial factor considered during the annual budget development process.

School districts are required to provide projected student enrolment for the upcoming school year by February 15 of each year to the ministry, which then uses this information to calculate operating grants. This process ensures that the district receives the necessary funding to support its programs and services for the upcoming school year.

The district employs a hybrid model to project student enrolment, which considers a number of factors. This model includes school catchment based local knowledge on growth and demographics to develop school by school projections. Additionally, it is supported by a global cohort survival methodology based on district enrolment trends and demographic data. The cohort survival methodology typically relies on a five-year average student retention rate, which is commonly used by metro school districts. This hybrid model helps provide a more accurate projection of student enrolment.

The district also takes into account housing development and completion data in the City of Richmond. This includes city centre densification (localized surge), major network roads densification (localized impact), and neighborhood infill (slower impact). By considering these factors, the district can better understand how housing development may impact student population growth.

Furthermore, the district uses birth and age cohort data from Statistics Canada and BC Statistics to project student enrolment. The district also considers Kindergarten children projection including age five estimates by the district and school catchment. Additionally, the federal government immigration policy shift has been taken into consideration in student population projections.

Lastly, the district considers social, economic and political impacts on net inter-provincial migration and student population growth. By considering all of these factors, the district can develop a more accurate projection of student enrolment growth, which is a key budget assumption used in the annual budget estimates.

The district's enrolment growth projection for the next three years includes two key categories: domestic funded students and international fee-paying students. Funded students also include those with special needs, English Language Learners (ELL), and Indigenous students.

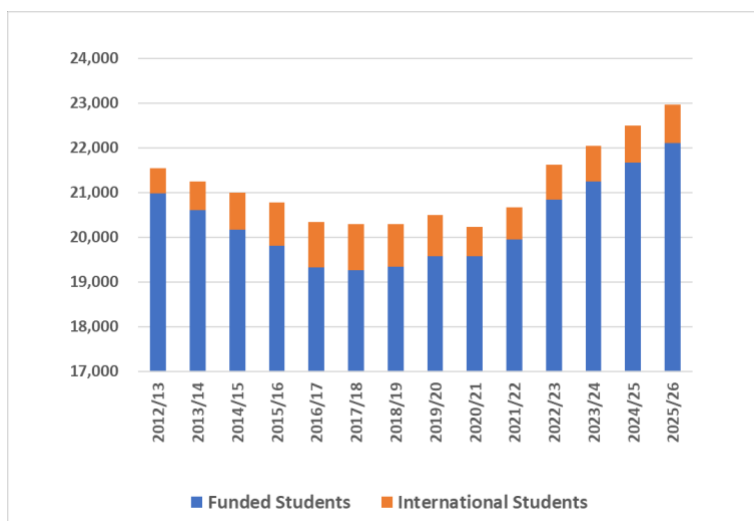
For the funded students, the district projects a growth rate of 1.96 per cent for 2023/24, followed by an increase of 2.02 per cent for 2024/25, and a further increase of 2.03 per cent for 2025/26. For students requiring additional support, the district projects a growth rate of 2.22 per cent for 2023/24, followed by an increase of 2.29 per cent for 2024/25, and a further increase of 2.30 per cent for 2025/26.

The district anticipates a continued recovery in the international student population following the pandemic. The projected numbers of international students are 800 for the 2023/24 school year, 820 for 2024/25, and 850 for 2025/26.

Enrolment Summary - September	2021/22 Actual	2022/23 Actual	2023/24 Budget	2024/25 Projected	2025/26 Projected
September Enrolment FTE					
Standard (Regular) Schools	19,879.20	20,753.69	21,162.00	21,591.00	22,030.00
Continuing Education	1.88	3.00	3.00	3.00	3.00
Alternate Schools	70.00	82.00	82.00	82.00	82.00
Online Learning	276.06	150.50	150.00	143.00	156.00
Total School-Age Enrolment	20,227.14	20,989.19	21,397.00	21,819.00	22,271.00
February Enrolment FTE	80.88	67.38	55.00	55.00	55.00
May Enrolment FTE	56.94	47.37	50.00	50.00	50.00
Total Enrolment FTE	20,364.96	21,103.94	21,502.00	21,924.00	22,376.00
Unique Student Needs - September					
Level 1 Special Needs	13.00	10.00	10.00	10.00	10.00
Level 2 Special Needs	855.00	927.00	970.00	1,010.00	1,050.00
Level 3 Special Needs	122.00	132.00	138.00	144.00	150.00
English Language Learning (ELL)	6,156.00	6,840.00	6,974.00	7,115.00	7,260.00
Indigenous Education	266.00	255.00	260.00	265.00	271.00
Adult Education	21.81	21.38	15.00	15.00	15.00

Enrolment Summary

Over the last ten years, the enrolment trend of the district can be characterized by volatility as shown in the graph below. There have been fluctuations in the student enrolment numbers, which have been influenced by a number of factors such as the growth and development of the city, changes in local and provincial economic comparison, shift in immigration policy, and most recently the impact of a global pandemic. The district has had to make adjustments to its staffing levels and budget allocations in response to the enrolment changes. The district will continue to monitor enrolment trends and make necessary adjustments to its budget assumptions to ensure resources are prioritized to support student learning.



10 Year Enrolment Trend

Staffing

Teacher staffing and support staff are crucial components of the education system. The collective agreements govern the terms and conditions of employment for teachers and support staff. The district's staffing levels are directly related to various factors including student enrolment, student educational needs, grant funding availability and organizational capacity. The district's focus on hiring qualified staff is essential to provide high quality education to students.

The table below presents the projected total staffing levels, in full-time equivalent (FTE), for the next three years summarized by employee group. It is important to note that the actual staffing levels needed will be confirmed once the actual student enrolment is known in September. The financial impact of staffing on the budget can be found in the Operating Fund Budget section of this fiscal plan.

	2022/23	2023/24	2024/25	2025/26
All Staffing Groups – FTE	Amended Budget	Budget	Projected	Projected
Teachers	1,435.59	1,458.79	1,472.19	1,488.19
Administrators	96.60	97.60	97.60	97.60
Educational Assistants	461.74	478.92	495.64	511.64
Support Staff	459.10	462.60	462.60	462.60
Other Professionals	59.00	66.00	66.00	66.00
Other Professionals-Trustees	7.00	7.00	7.00	7.00
TOTAL STAFFING	2,519.03	2,570.91	2,601.03	2,633.04

Teacher staffing: is budgeted to increase for 2023/24 by 23.2 FTEs, which include the following categories.

16.0 FTE enrolling teachers due to student enrolment increase.

3.0 FTE teacher allocation for Indigenous Focus Graduation requirement (one-time).

3.0 FTE non-enrolling teachers, including school psychologist, speech language pathologist and teacher consultant.

1.2 FTE enrolling teachers annualized due to 3.0 FTE teachers hired resulting from increased student enrolment intake in January 2022.

Teacher staffing is forecasted to increase by 16.4 FTEs in 2024/25 and 16.0 FTEs in 2025/26 due to projected student enrolment increases. In addition, the one-time teacher allocation for indigenous focus graduation of 3.0 FTE will be reversed in 2024/25.

	2022/23	2023/24	2024/25	2025/26
Teachers	Amended Budget	Budget	Projected	Projected
Operating Fund	1,088.59	1,111.79	1,125.19	1,141.19
Classroom Enhancement Fund	338.10	338.10	338.10	338.10
Special Purpose Fund (exclude CEF)	8.90	8.90	8.90	8.90
TOTAL	1,435.59	1,458.79	1,472.19	1,488.19

Administrator staffing is budgeted to increase for 2023/24 by 1.0 FTE due to significant enrolment increases in large elementary schools. Administrator staffing is forecasted to remain steady for 2024/25 and 2025/26.

	2022/23	2023/24	2024/25	2025/26
	Amended Budget	Budget	Projected	Projected
Administrators				
Operating Fund	93.50	94.50	94.50	94.50
Classroom Enhancement Fund	1.10	1.10	1.10	1.10
Special Purpose Fund (exclude CEF)	2.00	2.00	2.00	2.00
TOTAL	96.60	97.60	97.60	97.60

Educational Assistants staffing is budgeted to increase for 2023/24 by 17.18 FTEs due to increase in the number of students requiring additional needs. The Educational Assistants staffing is forecasted to increase by 16.71 FTEs in 2024/25 and 16.0 FTEs in 2025/26 due to projected special needs student enrolment increases.

	2022/23	2023/24	2024/25	2025/26
	Amended Budget	Budget	Projected	Projected
Educational Assistants				
Operating Fund	408.57	425.75	442.47	458.47
Classroom Enhancement Fund	45.09	45.09	45.09	45.09
Special Purpose Fund (exclude CEF)	8.09	8.09	8.09	8.09
TOTAL	461.74	478.92	495.64	511.64

Support Staff staffing is budgeted to increase for 2023/24 by 3.5 FTE, which includes the following categories.

0.5 FTE Cultural Interpreter.

3.0 FTE Custodial Services positions.

0.3 FTE Computer Systems Technologist in operating fund.

(0.3) FTE Computer Systems Technologist in special purpose fund (reallocated to operating fund due to reduction in funding for this position in special purpose fund).

Support Staff staffing is forecasted to remain steady for 2024/25 and 2025/26.

	2022/23	2023/24	2024/25	2025/26
	Amended Budget	Budget	Projected	Projected
Support Staff				
Operating Fund	421.53	425.33	425.33	425.33
Classroom Enhancement Fund	9.80	9.80	9.80	9.80
Special Purpose Fund (exclude CEF)	22.77	22.47	22.47	22.47
Capital Fund	5.00	5.00	5.00	5.00
TOTAL	459.10	462.60	462.60	462.60

Other Professional staffing is budgeted to increase for 2023/24 by 7.0 FTE, which includes the following categories:

1.0 FTE Homestay Assistant Manager.

1.0 FTE Budget/Enterprise Risk Analyst.

1.0 FTE Director of Maintenance.

(1.0) FTE Executive Director-Facilities Services due to retirement (0.5 FTE in operating fund and 0.5 FTE

in capital fund).

1.0 FTE Director-Richmond Project Team in the capital fund.

3.0 FTE Integrated Children and Youth Clinical Counsellor (targeted funding from the ministry in the base budget).

1.0 FTE Coordinator for new School Foods Program in the special purpose fund.

Other Professional staffing is forecasted to remain steady for 2024/25 and 2025/26.

	2022/23	2023/24	2024/25	2025/26
Other Professionals	Amended Budget	Budget	Projected	Projected
Operating Fund	50.00	55.50	55.50	55.50
Operating Fund - Trustees	7.00	7.00	7.00	7.00
Classroom Enhancement Fund	3.00	3.00	3.00	3.00
Special Purpose Fund (exclude CEF)	-	1.00	1.00	1.00
Capital Fund	6.00	6.50	6.50	6.50
TOTAL	66.00	73.00	73.00	73.00

Operating Fund Budget

The operating budget encompasses expenditures incurred for the instructional programs, school and district administration, facilities operations and maintenance, and transportation in the district. These programs are funded by revenues sourced from the Ministry of Education and Child Care, international program revenues, rental revenues, investment income and other miscellaneous revenues.

Operating Fund Budget Summary

The following table provides a summary of the prior year's operating revenues and expenditures, the current year amended budget, the 2023/24 annual budget and a forecast for the following two years. The table also includes interfund transfers.

Operating Fund		2021/22 Actual	2022/23 Amended Budget	2023/24 Budget	2024/25 Projected	2025/26 Projected
Revenues						
	Provincial Grants-Ministry of Education and Child Care	200,177,778	214,016,535	232,219,222	243,392,335	248,674,221
	Provincial Grants-Other	262,614	54,100	54,100	54,100	54,100
	Tuition	15,989,604	17,146,212	17,635,890	18,989,890	19,510,390
	Other Revenue	774,024	757,356	790,700	847,160	891,052
	Rentals and Leases	1,223,337	1,409,638	1,468,744	1,530,803	1,563,384
	Investment Income	786,256	2,840,590	3,380,548	3,124,904	2,747,814
Total Revenue		219,213,613	236,224,431	255,549,204	267,939,192	273,440,961
Expenses						
	Salaries and Benefits	198,086,197	210,117,377	230,204,935	240,140,410	243,209,042
	Services and Supplies	19,413,339	21,281,758	22,344,269	22,982,290	23,686,662
Total Expenses		217,499,536	231,399,135	252,549,204	263,122,700	266,895,704
Net Revenue (Expense)		1,714,077	4,825,296	3,000,000	4,816,492	6,545,257
Interfund Transfers		(3,543,999)	(6,585,040)	(3,000,000)	(4,400,000)	(6,000,000)
Operating Surplus (Deficit) for the Year		(1,829,922)	(1,759,744)	-	416,492	545,257
Use of Appropriated Surplus		1,829,922	1,759,744	-	-	-
Operating Surplus (Deficit)		-	-	-	416,492	545,257

The operating budget includes a range of strategic initiatives designed to enhance the quality of education provided to students. These initiatives encompass a variety of areas, including the implementation of new Indigenous graduation requirement courses, learning services for students, facilities and custodial services, administrative support for large elementary schools, anti-racism training, and the implementation of the enterprise risk management policy. These initiatives will contribute to creating a safe and inclusive environment, ensuring that all students have access to high quality education that meets their needs.

Operating Fund Revenues

Provincial operating grant revenue anticipated from the ministry represents approximately 90 per cent of the district's total revenue for 2023/24. The next most significant source of revenue is the tuition revenue from students registered through the Richmond International Education program, representing approximately six per cent of the total revenue. The remaining revenue is comprised of sources such as facility rental, interest revenue and miscellaneous income.

Operating Fund Revenue		2021/22 Actual	2022/23 Amended Budget	2023/24 Budget	2024/25 Projected	2025/26 Projected
Provincial Grants-Ministry of Education and Child Care						
	Operating Grant, Ministry of Education and Child Care	196,756,452	204,948,739	228,570,622	233,598,684	238,880,570
	Other Ministry of Education and Child Care Grants	3,421,326	9,067,796	3,648,600	9,793,651	9,793,651
Provincial Grants-Other		262,614	54,100	54,100	54,100	54,100
Tuition						
	Summer School	195,140	254,179	254,281	254,281	254,281
	Continuing Education	911,830	913,033	1,007,609	1,007,609	1,007,609
	International and Out of Province Students	14,882,634	15,979,000	16,374,000	17,728,000	18,248,500
Other Revenue						
	Other School District/Education Authorities	504,000	504,000	529,200	555,660	569,552
	Cafeteria	268,332	251,856	260,000	290,000	320,000
	Miscellaneous	1,692	1,500	1,500	1,500	1,500
Rentals and Leases		1,223,337	1,409,638	1,468,744	1,530,803	1,563,384
Investment Income		786,256	2,840,590	3,380,548	3,124,904	2,747,814
Total Operating Revenue		219,213,613	236,224,431	255,549,204	267,939,192	273,440,961

Operating Grant Revenue is funded by the Ministry of Education and Child Care based on student FTE enrolment and the corresponding per student rate. Grant revenues have been adjusted to reflect the projected enrolment based on the per student grant funding for each category.

Operating Grant Revenue		2021/22 Actual	2022/23 Amended Budget	2023/24 Budget	2024/25 Projected	2025/26 Projected
Basic Allocation - September						
	Standard (Regular) Schools	156,747,492	163,642,826	182,522,250	186,222,375	190,008,750
	Continuing Education	14,784	23,655	25,875	25,875	25,875
	Alternate Schools	551,950	646,570	707,250	707,250	707,250
	Online Learning	1,755,758	957,180	1,044,000	995,280	1,085,760
	Homeschoolers	8,500	11,000	11,000	11,000	11,000
	Course Challenges	2,706	8,118	8,910	8,910	8,910
Supplemental for Unique Student Needs - September						
	Special Needs - Level 1	583,050	448,500	490,700	490,700	490,700
	Special Needs - Level 2	18,194,400	19,726,560	22,581,600	23,512,800	24,444,000
	Special Needs - Level 3	1,311,500	1,419,000	1,622,880	1,693,440	1,764,000
	ELL	9,757,260	10,841,400	12,099,890	12,344,525	12,596,100
	Indigenous Education	416,290	399,075	444,600	453,150	463,410
	Adult Education	109,717	107,516	82,575	82,575	82,575
Summer Learning		1,405,491	1,599,738	1,650,525	1,650,525	1,650,525
February Enrolment Count		886,095	673,160	646,526	681,326	716,126
May Enrolment Count		438,262	388,002	422,385	457,185	457,185
Equity of Opportunity Supplement		877,806	936,433	1,054,643	1,075,429	1,097,692
Salary Differential		2,452,305	1,778,825	1,736,679	1,705,405	1,740,710
Unique Geographic Factors		1,075,345	1,159,137	1,229,431	1,288,361	1,333,631
Curriculum and Learning Support Fund		177,281	182,044	188,903	192,573	196,371
Total Operating Grant Revenue		196,765,992	204,948,739	228,570,622	233,598,684	238,880,570

On March 15, 2023, the Ministry of Education and Child Care announced the preliminary operating grant allocations to school districts for the 2023/24 school year. The ministry is increasing the basic per-student allocation for standard, alternate and continuing education school students by 9.4 per cent for the next school year. Other operating grant rate increases for students with unique needs include a 12.7 per cent increase for students with special needs, a 9.6 per cent increase for Indigenous Education Targeted Funding, and a 12.8 per cent increase for English Language Learners (ELL).

The grant rate increases are primarily driven by salary increases for unionized employees that are being included in the operating grant funding formula. The total estimated operating grant revenue for the district for the 2023/24 school year is approximately \$228.6 million based on the enrolment projected at the time of the annual budget development. The grant revenue is subject to change due to the actual enrolment on September 30. The impact on the district's budget will be updated and approved by the board during the district's amended budget process.

Tuition Revenue comprises summer school, continuing education, and international and out of province students. International education revenue accounts for 93 per cent of all tuition revenue. The district relies heavily on the international education program to provide a significant source of additional revenue to support the operations of the district. The international education program enrolment utilizes space in classrooms that would otherwise go unused by students who reside within the boundaries of the district.

The international education program experienced a significant downturn during the pandemic in 2020/21 and 2021/22. A gradual recovery has taken place and is anticipated to continue with enrolment projected to increase from 780 in 2022/23 to 800 in 2023/24, 820 in 2024/25, and 850 in 2025/26. In

addition, international education tuition is forecast to increase in 2024/25 from the previous level. The proposed increase is to adjust to the higher salary and benefit costs and inflationary costs, while remaining competitive with other metro school districts.

Rental Revenue is projected to remain steady over the next three years, given the increasing demand for rental space in schools.

Investment Income has recovered from the pandemic lows as interest rates increased over the past year. The interest rates are expected to remain at these levels for this year and into next year. It is forecast to decrease slightly in 2025/26.

Operating Fund Expenses

The operating fund expenses include the day-to-day costs of running the district, such as salaries and benefits for employees, utilities, maintenance and repairs, supplies and materials, technology expenses, transportation costs, and other miscellaneous expenses.

Effective management of operating expenses is crucial for the district to maintain financial stability and ensure that resources are allocated efficiently and effectively to support student success. The table below represents an overview of the district operating fund expenses in terms of types of expenses. The most significant component of the district's operating expenses is salaries and benefits, which comprise approximately 91 per cent of the total operating budget. The remaining nine per cent goes to services, supplies and other expenses.

Operating Fund Expenses	2021/22 Actual	2022/23 Amended Budget	2023/24 Budget	2024/25 Projected	2025/26 Projected
Salaries					
Teachers	92,250,310	98,639,291	108,149,807	112,740,434	114,247,986
Administrators	13,701,742	13,508,870	14,115,899	14,538,268	14,538,268
Educational Assistants	16,201,765	17,752,293	19,980,787	21,231,852	21,844,568
Support Staff	21,621,492	22,235,433	24,343,989	25,091,985	25,091,985
Other Professionals	5,963,090	6,317,640	7,158,870	7,375,521	7,375,521
Substitutes	9,134,873	9,357,279	9,901,937	10,211,646	10,226,714
Total Salaries	158,873,272	167,810,806	183,651,289	191,189,706	193,325,042
Benefits	39,212,925	42,306,571	46,553,646	48,950,704	49,884,000
Total Salaries and Benefits	198,086,197	210,117,377	230,204,935	240,140,410	243,209,042
Services and Supplies					
Services	7,070,381	7,019,356	7,360,259	7,581,067	7,770,594
Student Transportation	4,088	14,172	15,022	15,473	15,860
Professional Development	569,890	1,133,730	1,259,491	1,255,973	1,287,372
Rentals and Leases	254,137	293,286	319,558	329,145	337,374
Dues and Fees	126,444	146,681	155,481	160,145	164,149
Insurance	476,883	529,534	536,852	552,338	566,146
Supplies	6,764,518	7,889,591	8,330,520	8,585,520	8,902,396
Utilities	4,146,998	4,255,408	4,367,086	4,502,629	4,642,771
Total Services and Supplies	19,413,339	21,281,758	22,344,269	22,982,290	23,686,662
Total Operating Expenses	217,499,536	231,399,135	252,549,204	263,122,700	266,895,704

Salaries and Benefits are the largest operating expense for the district accounting for 91 per cent of the total operating expenditure. Employee salaries and benefits have been adjusted to reflect:

- Employee salary increases as established in the provincially negotiated wage settlement.
- Teacher grid step salary increments, as well as top up for teachers at the top step of grids.
- Increases in staffing positions, including enrolling teacher FTEs, educational assistant FTEs, administration time allocation for elementary schools, as well as increases in other positions for district wide strategic initiatives.
- Increases in substitute salaries to reflect increased rates of absenteeism as well as negotiated wage increases that also apply to teachers on call and casual staff.
- Benefits cost increases comprised of statutory and contractual costs. Statutory benefit costs include CPP, EI, Pension, WorkSafeBC, and Employer Health Tax (EHT). These costs are variable based on earnings and specific rates. Contractual benefit costs include such costs as employer paid premiums for extended health, dental, and the Employee Assistance Plan (EAP).

Services and Supplies have been adjusted to reflect the following budget factors:

- General cost escalation and inflationary factor of six per cent for services and supplies.
- Increase in utility costs for electricity, natural gas, propane, and water and sewer.
- One-time increase for the implementation of the Indigenous Focus Graduation requirement.
- One-time increase for Diversity, Equity, and Inclusion training.

Interfund Transfers

Interfund transfers are the reallocation of funds between the operating and capital funds. There are two features to interfund transfers.

The first feature is to appropriately record capital assets that are purchased with operating funds. The transfer of the costs will ensure proper account treatment to amortize the cost of the assets over its useful life.

The second feature is to provide funding for capital purchases not funded by the ministry. Such purchases include portable classrooms, technology upgrades, computer leases, and vehicle and equipment replacement.

Accumulated Surplus

Policy 631-R ensures the financial health of the district and protects the district from financial forecasting risk and unforeseen circumstances which would negatively impact the education of students. Following the ministry's definition provided in its K-12 Accumulated Surplus Reporting Policy, the district has two categories of internally restricted operating surplus. The accumulated surplus funds are restricted due to the nature of constraint and restricted for operations spanning multiple school years.

Funds Restricted due to the Nature of Constraints are funds that are internally restricted to enable the district to meet its obligations and commitments, including: contractual obligations arisen from the collective agreements, targeted grants received from the ministry for specific purposes, school generated funds, and board approved budget appropriations.

Restricted for Operations Spanning Multiple School Years are funds to support effective operational planning where surplus funds have been carried over to future years for effective implementation of educational programs and operational initiatives.

Educational programs include the following:

- Curriculum implementation and learning to support literacy, curriculum implementation, innovation, fine arts, music, French immersion, and learning resources.
- Diversity, Equity, and Inclusion to foster creativity, fresh perspectives, and understanding.
- Inclusive Learning to support students with special needs.
- Leadership and professional development to support on-going training and development for teachers, administrators, support staff, and management staff in the district.
- School funds to support programs, initiatives, and operations at the school level.
- Student leadership development to promote opportunities for students to develop leadership qualities that make a positive impact on the community.

Operational initiatives include the following:

- Technology Projects to update the technology infrastructure of the district.
- Emergency preparedness to support the district's Emergency Preparedness Plan, focusing on district response to critical incidents, natural disasters, and emergency situations.
- Facilities and Classroom Setup to support start-ups of classrooms and facilities.
- Employee Mental Health and Wellness to support all employees in their health and well-being, including mental health support, career counselling/coaching, nutrition and sleep optimization, immunizations, first aid training and on-site health testing.
- Purchase Order Commitments to ensure funds are available for goods and services ordered but anticipated to arrive in the coming year.

Accumulated Operating Surplus	Opening Balance	Planned Use	Closing Balance
	July 1, 2022	2022/23	June 30, 2023
Internally Restricted Surplus Restricted Due to the Nature of Constraints on the Fund			
Budget Appropriation	1,896,023	(1,896,023)	-
Collective Agreements Obligations – Progressive Workplace, Inspired Learners	389,191	(110,000)	279,191
Targeted Funding – Inspired Learners, Equity and Inclusion	1,155,279	(265,000)	890,279
School Generated Funds – Inspired Learners	2,270,000	(100,000)	2,170,000
	5,710,493	(2,371,023)	3,339,470
Restricted for Operations Spanning Multiple School Years			
Support for Educational Plans – Inspired Learners, Equity and Inclusion	1,665,705	(465,000)	1,200,705
School Funds – Inspired Learners, Equity and Inclusion	2,629,765	(600,000)	2,029,765
Support for Operational Initiatives – Optimized Facilities and Technology, Progressive Workplace	1,158,076	(205,000)	953,706
Purchase Order Commitments	262,963	(262,963)	-
	5,716,509	(1,532,963)	4,183,546
Total Internally Restricted Operating Fund Surplus	11,427,002	(3,903,986)	7,523,016
Unrestricted Operating Surplus (Deficit)	1,687,363	208,660	1,896,023
Total Operating Fund Surplus (Deficit)	13,114,365	(3,695,326)	9,419,039

Special Purpose Fund Budget

Special Purpose Funds are targeted funding designated for specific purposes. The annual funding received varies from year to year and the ministry's funding is not always confirmed at the time of the annual budget.

Pursuant to Sections 156(4) and (5) of the *School Act*, each special purpose fund must be accounted for in accordance with the terms of that special purpose fund.

Special Purpose Fund	2021/22 Actual	2022/23 Amended Budget	2023/24 Budget	Variance	Comments
<u>Ministry of Education and Child Care Funded</u>					
Annual Facility Grant (AFG)	811,645	829,289	829,289	-	
Learning Improvement Fund (LIF)	730,670	926,203	865,171	(61,032)	
Strong Start	235,453	289,019	223,629	(65,390)	
Ready, Set, Learn	118,771	162,925	90,650	(72,275)	
Official Languages in Education French Programs (OLEP)	327,420	514,982	336,842	(178,140)	
Community LINK	766,673	854,922	841,982	(12,940)	
Classroom Enhancement - Staffing	32,344,010	37,750,149	39,826,407	2,076,258	
Classroom Enhancement - Remedy	178,164	271,266	-	(271,266)	Funding TBD
Classroom Enhancement - Overhead	4,841,324	5,022,390	5,298,621	276,231	
Mental Health in Schools	34,002	151,752	48,000	(103,752)	
Changing Results for Young Children	400	16,850	11,250	(5,600)	
Restart: Health and Safety Grant	465,970	-	-	-	One-time grant
Ventilation Fund (Federal)	341,986	66,332	-	(66,332)	One-time grant
Early Childhood Education Dual Credit	-	25,000	25,000	-	
Student and Family Affordability	-	1,960,126	-	(1,960,126)	One-time grant
Just B4 Program	7,520	67,480	50,000	(17,480)	
Strengthening Early Years to Kindergarten Transition (SEY2KT)	-	19,000	19,000	-	
Early Care and Learning	-	175,000	175,000	-	
School Food Programs	-	-	2,372,391	2,372,391	New grant
Provincial Resource Program	710,593	893,184	898,159	4,975	
Provincial Early Years	303,438	446,934	540,409	93,475	
<u>Federal Funded</u>					
LINC/SWIS	1,629,732	1,750,320	1,929,286	178,966	
<u>Other</u>					
Scholarships and Bursaries	15,605	80,000	80,000	-	
School Generated Funds	4,158,072	5,326,160	5,326,160	-	
Educational Trust Fund	405,421	400,000	400,000	-	
Total Special Purpose Fund	48,426,869	57,999,283	60,187,246	2,187,963	

A summary statement of the detailed expenses is captured below, including the expected underspent amount.

Special Purpose Fund Summary	2021/22 Actual	2022/23 Amended Budget	2023/24 Budget	Variance
Deferred Revenue, Beginning of Year	7,337,491	7,807,115	6,484,106	(1,323,009)
Total Contributions Received	48,896,493	57,146,328	60,077,576	2,931,248
Less: Allocated to Revenue or Recovered by MECC	(48,426,869)	(58,469,337)	(60,187,246)	(1,717,909)
Deferred Revenue, End of Year	7,807,115	6,484,106	6,374,436	(109,670)
Total Allocated to Revenue	48,426,869	57,999,283	60,187,246	2,187,963
Total Expenses	(47,106,525)	(57,095,492)	(59,283,455)	(2,187,963)
Interfund Transfers	(1,320,344)	(903,791)	(903,791)	-
Net Revenue (Expense)	-	-	-	-

Special Purpose Fund Summary

Special Purpose Fund	Designated Use
Annual Facility Grant (AFG)	Routine maintenance of school facilities, including roofing.
Learning Improvement Fund (LIF)	Supplementary funding to school districts for additional education assistants.
StrongStart	Early learning program for preschool children (birth to age five), located in schools, accompanied by parent, other adult family member or caregiver.
Ready, Set, Learn	Support early learning and development for families and their three to five-year-old children and facilitate a smooth transition to kindergarten.
Official Languages in Education French Programs (OLEP)	Support French Immersion and Core French programs.
Community Link	Support programs to improve educational performances of vulnerable students, including academic achievement and social, emotional, and behavioural functioning.
Classroom Enhancement - Staffing, Remedy and Overhead	Funding to implement the Memorandum of Understanding pursuant to Letter of Understanding No. 17 to the 2013-2019 BCPSEA-BCTF Provincial Collective Agreement.
Mental Health in Schools	Support mental health initiatives, resources and programs for students, educators, and families within their school communities.
Changing Results for Young Children	Support district capacity building in high quality early learning and care experiences for children.
Restart: Health and Safety Grant	COVID-19 pandemic response funding from the provincial government (one-time funding). Specifically, this funding is used to support enhanced cleaning, improved hand hygiene for students and staff, and purchases of personal protection equipment (PPE).

Ventilation Fund (Federal)	COVID-19 pandemic response funding from the federal government (one-time funding). Specifically, the funding is used for school ventilation system improvements.
Early Childhood Education Dual Credit	Support personalized learning and transition pathways from K-12 to post-secondary study for the early childhood education program.
Student and Family Affordability	Increase food security for students and their families, and support students, parents, and guardians with affordability concerns (one-time funding).
Just B4 Program	Support increased opportunities for childcare programs on school grounds.
Strengthening Early Years to Kindergarten Transition (SEY2KT)	Support the transition of children from community based early learning to kindergarten in schools.
Early Care and Learning	Support the expansion of childcare on school grounds.
School Food Program	Increase food security for students by expanding or creating school food programs.
Provincial Resource Program	Outreach program to support school districts around B.C. with respect to ensuring equitable access and enhanced educational opportunities for students with visual and hearing impairments.
Provincial Early Youth	Support diverse and struggling learners.
LINC/SWIS	Support settlement services for immigrants, refugees, and other eligible clients to meet their settlement or ongoing needs after arriving in Canada. Programs are Language Instruction for Newcomers to Canada (LINC) and Settlement Workers in Schools (SWIS).
Scholarships and Bursaries	The district manages various scholarship and memorial funds on behalf of families and groups of individuals wishing to provide funding for specific educational initiatives and in memoriam.
School Generated Funds	These funds are collected and managed directly at our schools with financial oversight by the district. Such funds include fundraising, school trips, PAC donations, etc.
Educational Trust Fund	These funds are collected and managed by the district. Such funds include Breakfast Club, Feed-U-Cate, etc.

Classroom Enhancement Fund

On March 10, 2017, the Ministry of Education, the BC Public Schools Employers Association, and the BC Teachers' Federation ratified a Memorandum of Agreement (MoA #17) pursuant to Letter of Understanding (LoU) No. 17, to the 2013-2019 BCPSEA-BCTF Provincial Collective Agreement. The Memorandum of Agreement fully and finally resolves all matters related to the implementation of the 2016 Supreme Court of Canada decision. The ratification of the agreement resulted in the establishment of the Classroom Enhancement Fund (CEF) to address the additional teachers and corresponding overhead costs associated with this MoA.

The Classroom Enhancement Fund is comprised of three components: teacher staffing, overhead costs, and remedy.

In mid-October, school districts are required to submit their final staffing plans that reflect actual staffing. Submissions are reviewed and final allocations are confirmed along with the operating grant in mid-December. Remedy funding is announced in December.

	2021/22 Actual		2022/23 Amended		2023/24 Budget		Variance	
Classroom Enhancement Fund Summary	FTE	\$	FTE	\$	FTE	\$	FTE	\$
CEF Staffing	309.79	32,344,010	338.10	37,750,149	338.10	39,826,407	-	2,076,258
CEF Overhead	61.26	4,841,324	58.99	5,022,390	58.99	5,298,621	-	276,231
CEF Remedy	-	178,164	-	271,266	-	-	-	(271,266)
Total Classroom Enhancement Fund	371.05	37,363,498	397.09	43,043,805	397.09	45,125,028	-	2,081,223

	2021/22 Actual		2022/23 Amended		2023/24 Budget		Variance	
Classroom Enhancement Fund	FTE	\$	FTE	\$	FTE	\$	FTE	\$
Teachers	309.79	26,004,165	338.10	30,200,119	338.10	31,759,495	-	1,559,376
Administrators	1.46	204,972	1.10	182,191	1.10	182,191	-	-
Educational Assistants	47.00	1,980,757	45.09	2,313,247	45.09	2,367,980	-	54,733
Support Staff	9.80	542,432	9.80	529,992	9.80	565,766	-	35,774
Other Professionals	3.00	313,504	3.00	356,459	3.00	376,914	-	20,455
Substitutes	-	597,402	-	836,388	-	945,574	-	109,186
Fringe Benefits	-	7,431,600	-	8,480,329	-	8,782,028	-	301,699
Services and Supplies	-	137,995	-	-	-	-	-	-
Interfund Transfer	-	150,671	-	145,080	-	145,080	-	-
Total Classroom Enhancement Fund	371.05	37,363,498	397.09	43,043,805	397.09	45,125,028	-	2,081,223

Capital Fund Budget

The capital fund budget reflects the capital activities of the district to support student learning. Capital fund budget includes expenditures related to land, buildings, technology, vehicles and equipment. There are multiple funding sources for the capital expenditures, including the Ministry of Education and Child Care capital grants, local capital fund balance, operating fund balance and special purpose funds.

The activities and operations reported in the capital fund budget is guided by the district strategic plan, Priority 3 Optimized Facilities and Technology with a focus on optimizing and improving our facilities and technology to provide a learning environment that is safe, secure and accessible and that inspires innovation and creativity.

The capital fund budget encompasses all capital expenditures related to facilities and equipment, funded by the Ministry of Education and Child Care capital grants, operating funds, and special purpose funds. The projected total capital fund budget is \$31.2 million. Under the Accounting Practices Order of the Ministry of Education and Child Care, an annual deficit in the capital fund is permitted, which is mainly caused by amortization expenses and the acquisition of capital assets from operating and special purpose funds that exceed the amortization of deferred capital revenue and the budgeted local capital revenue. This allows the district to continue its investment in critical capital projects and maintain the necessary facilities and equipment to provide students with high quality education.

Long Range Facilities Plan

The district's facilities planning is guided by the Long Range Facilities Plan (LRFP) adopted by the board of Education in June 2019. The LRFP forms a district wide framework for key capital decisions in optimizing facility utilization, location for district programs, addressing enrolment pressures and maintenance priorities.

The LRFP provides the rationale for capital investment priorities contained in the district's annual Five-Year Capital Plan submitted to the ministry before the end of June every year. The LRFP takes into consideration of the following information in order to form the basis of facilities planning for the district:

- Educational program requirements and trends
- Current and 10-15 year projections in enrolment and community demographics
- Operating capacities, utilization, and condition of existing facilities
- Current and anticipated changes in land use
- Future trends or anticipated new initiatives, including both those of the district and government
- Transportation of students.

Five Year Capital Plan

On an annual basis, the district prepares a Five-Year Capital Plan and submits it to the Ministry of Education and Child Care before June 30. The annual Five-Year Capital Plan is used by the ministry to consider and determine the priority capital projects that may be approved in the government's capital plan for the following fiscal year as well as long term capital planning for the public education system.

The district's Five Year Capital Plan consists of the following categories:

- Major Capital Programs (seismic mitigation program, school expansion program, and school replacement program)
- Minor Capital Funding Programs (school enhancement program, carbon neutral capital program, bus acquisition program, and playground equipment program)
- Building Envelope Program

Capital Revenues

The district's capital revenues are comprised of funds in the following categories:

- **Bylaw Capital:** represents the Ministry of Education and Child Care capital grants drawn on Certificates of Approval (COA) for capital projects and includes amounts for specific capital projects, capital portion of the Annual Facility Grant, Carbon Neutral Project funding, and playground equipment funding (if applicable).
- **Annual Facility Grant:** The Annual Facility Grant (AFG) is funding provided by the Ministry of Education and Child Care for designated school capital or maintenance upgrades including roof replacement, mechanical, HVAC, floor, site, paving and lighting upgrades as well as exterior painting. The ministry announced that the capital portion of the AFG grant for 2023/24 is approximately \$5.2 million, an increase of \$0.9 million compared to the previous school year.
- **School Site Acquisition Charge (SSAC):** These funds represent amounts collected by the district from the developers as identified in the capital plan. Local governments collect these charges from developers for new residential parcels to be created and new multiple family residential units to be constructed. The funds may only be used to purchase ministry approved sites for new schools.
- **Local Capital Reserve:** This is comprised of the board's local capital reserve, transfers from the district's operating fund or any other grant designated by the ministry. The reserve is designated for local capital expenditures and the balance is restricted specifically for district funded projects, such as computer leases, technology infrastructure replacement, portable classrooms, fleet replacement, and equipment replacement.
- **Transfer from Operating Funds:** When capital assets are being replaced with local capital reserve, funds must be transferred from the operating fund to capital fund in order to support the district capital projects. The transfer is reflected as inter-fund transfer between the statements.

Major Capital Projects

The following is a list of major capital projects of the seismic mitigation program, the majority of which was funded by the Ministry of Education and Child Care.

Facility Name	Project Description	Estimated Completion Date
James Whiteside Elementary	Enhanced Seismic Upgrade	July 2023
William Bridge Elementary	Seismic Upgrade	August 2023
Howard DeBeck Elementary	Seismic Upgrade & Building Envelope Upgrade	November 2023
Alfred B. Dixon Elementary	Seismic Upgrade	July 2023
John G. Diefenbaker Elementary	Seismic Upgrade	September 2023
Manoah Steves Elementary	Childcare Facilities	August 2023
Maple Lane Elementary	Childcare Facilities	August 2023
Classroom Ventilation Program	Board funded	September 2023

Local Capital Reserve

The board is responsible for ensuring the district is protected financially from extraordinary circumstances that would negatively impact district operations, facilities and technology infrastructure. To discharge this responsibility, the board has established contingency reserve from available operating surplus, which will be used to mitigate any negative impact such circumstances may cause.

In addition, the existing budget often is not sufficient to support the procurement or life-cycle replacement of district assets that are not specifically funded by the ministry. In many cases, these capital asset replacements are costly and require large sum of funds, which require the district to accumulate funds through local capital reserves over a number of fiscal years.

The budget required to complete building maintenance projects identified through facility condition assessments far exceeds the annual facilities grant and the capital funding for building enhancement projects. This means the deferred maintenance for district facilities continues to grow and facility condition index for district facilities continues to decline.

Therefore, major equipment or structure failure must be prepared for by setting up the contingency reserve and future capital projects. These include, but are not limited to, the following project types: information technology equipment and infrastructure replacement, server replacement, district fleet replacement, shop equipment replacement, building envelope remediation, roof repairs or replacement, and boiler replacements.

Schedule of Local Capital Reserve	Opening Balance	Planned Use	Closing Balance
	July 1, 2022	2022/23	June 30, 2023
Capital Lease Obligations	7,414,800	1,168,302	8,583,102
Current Capital Projects	24,890,590	(7,738,570)	17,152,020
Future Capital Projects	14,798,889	-	14,798,889
Contingency Reserve	2,000,000	-	2,000,000
Under Review by Board	3,625,187	374,375	3,999,562
Total Local Capital Reserve	52,729,466	(6,195,893)	46,533,573

Asset Retirement Obligations (ARO)

The Public Sector Accounting Standards Board issued a new standard that came into effect on how to account for future asset retirement obligations. The standard is applicable to fiscal years beginning on or after April 1, 2022.

The standard defines an ARO as the legal obligation associated with the retirement of a tangible capital asset primarily associated with the removal and disposal of hazard materials, such as asbestos and environmental hazardous materials. The application of this standard has no impact on the operating fund of the district and minimal impact on the capital accounts.

Financial Stability and Other Significant Factors

Ministry Grant Revenue

The ministry's operating grant is the largest source of revenue for the district's operating expenses. The ministry provides funding based on student enrolment, unique student needs as well as other supplemental funding.

For the 2023/24 operating grant funding formula, the ministry is increasing the basic per-student allocation by 9.4 per cent. Other operating grant rate increases for students with unique needs include a 12.7 per cent increase for Students with Special Needs, a 9.6 per cent increase for Indigenous Education Targeted Funding, and a 12.8 per cent increase for English Language Learners (ELL). The grant rate increases are primarily driven by salary increases for unionized employees that are being included in the operating grant funding formula.

While the ministry provides funding increases for costs associated with the labour settlement, a number of staffing related costs remain unfunded. The ministry does not normally provide specific funding for step increments for teachers, administrators and other professional and management staff. Benefit costs are also rising and are contractual in nature and therefore cannot be avoided or reduced. Employer contributions to the Canada Pension Plan (CPP), Employment Insurance (EI), Employer Health Tax (EHT), and pensions have increased over the past five years and will continue to rise based on larger salary base. Other employee benefits, including enhanced health care, dental and WorkSafe premiums, have also experienced significant increase and will continue to rise over the next three years.

It remains uncertain at the time of the 2023/24 budget development for the level of the management and professional staff compensation increases and whether funding will be provided for any potential increases. School districts are required to allocate education funding to cover the cost associated with the aforementioned compensation increments and benefit increases. The district continues monitoring the impact of these unfunded staffing cost components and follows prudent financial planning practices to ensure there are sufficient financial resources to cover these costs.

International Education Program Revenue

The International Education Program provides a significant source of revenue to support the educational programs in the district. The global pandemic had a significant impact on the international education program in the 2020/21 and 2021/22 school years. The international tuition paying enrolment revenue experienced a 30 per cent decline (or about 280 students) during the pandemic. In 2022/23, enrolment has recovered to a total of 780 student FTEs, and the program is projected to continue to recover over the next three years.

The Richmond International Education (RIE) department is dedicated and works diligently to maintain a vibrant, diverse, and comprehensive program, including short-term and long-term study options, group programs, and summer camps program. The international student population continues to diversify with the main source from east Asia.

The program continues to face some challenges pertaining to homestay availability, international and geopolitical dynamics, Immigration Refugees and Citizenship Canada (IRCC) entry requirements,

document processing times, increased competition, cost of living, currency exchange rates, international travel availability, and potential school space availability. Given the past experience of international revenue volatility and its significance in supporting the district's various initiatives, it is prudent for the board to maintain a contingency fund to bridge negative budget impact due to any unforeseen sudden revenue decline of this program.

School Facilities City Centre School Space Shortage

The city centre area of Richmond is currently served by four elementary schools: Samuel Brighthouse, William Cook, RC Talmey, and FA Tomsett. The city centre has experienced a significant growth in student enrollment, resulting in considerable space pressure on our four elementary schools in the area. In 2022/23, enrolment in the four elementary schools, serving the city centre, grew by approximately 15 per cent, necessitating the deployment of eight portable classrooms to handle the 215-seat shortfall. Due to limited space in the city centre schools, new students are unable to attend their neighborhood schools.

Significant local capital reserve funds have been set aside for moving and purchasing portable classrooms to deal with the space shortage on a temporary basis. The district Capital Plan, which has been submitted to the ministry for funding approval, contains additions of 23 classrooms to the four existing schools and development of two new elementary schools for city centre. Capital support from the province is urgently required to deal with the space shortage in city centre.

Staffing Recruitment Challenges

The district continues to face staffing recruitment challenges for both qualified teachers, educational assistants, support staff and management staff, which hinders the ability to provide the necessary resources and attention to our students. The district recognizes the impact the staffing challenges have on students, families and as well as staff.

Additional staffing challenges are highlighted by greater demand for staffing in specialized teaching positions, educational assistants, teacher teaching on call (TTOC), and qualified trades staff. Robust recruitment efforts are continuously in place, however high cost of living in the lower mainland and unprecedented increases in student enrolment in metro Vancouver school districts makes hiring more competitive in an already tight employment market.

The staffing challenges not only impact student learning, but also have an impact on families and staff. A stronger provincial focus is necessary for an increase in the number of seats available for teacher education programs.

Contact Management

This report is designed to provide community and partner groups with a general overview of the district's budget plan and to demonstrate the district's accountability for the public funds it receives. If you have any questions about this report or need additional information, please contact

SD38BudgetFeedback@sd38.bc.ca.

For more information on the budget process, please visit: (<https://sd38.bc.ca/our-district/budget-finance>)

For more information on the strategic plan, please visit: (<https://sd38.bc.ca/board-education/strategic-plan-2020-2025>)



Richmond School District

7811 Granville Avenue
Richmond BC
V6Y 3E3

Report to the Board of Education (Public)

Date: May 24, 2023
From: Christel Brautigam – Acting Deputy Superintendent
Subject: School Charges for the 2023-2024 School Year

RECOMMENDATION:

THAT the Board of Education (Richmond) approve the 2023-2024 Schedule of School Charges for Elementary and Secondary Schools in accordance with the School Act.

INTRODUCTION:

The purpose of this report is to provide background information on the school charges for the 2023-2024 school year and to confirm that all fees charged within School District #38 (Richmond) are in compliance with both the School Act and Board Policy.

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

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

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

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

POLICY CONSIDERATIONS BACKGROUND

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

a.) Policy 102 Diversity and Inclusion

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

Adopted: 07 December 2009

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

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

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

Adopted: 07 December 2009

CONSULTATION

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

ORGANIZATIONAL IMPACT – FEES FOR 2023-2024

ELEMENTARY SCHOOLS

- Optional School Supplies (which are not a fee but a school supply service for parents) have been noted each year for Trustees' information. Due to inflation, the cost of supplies are on average 10.5% higher than in 2022. To that end it is recommended that the cost of basic school supplies be increased to \$33.00 from \$30.00 for the 2023/24 school year. Given the convenience as well as the low cost

of supplies purchased centrally by the district, it has been noted that a vast majority of parents choose the district basic school supplies option. As always, parents do have the option to purchase their own school supplies if they so choose.

- The Optional Kindergarten Cooking/Snack program is both a convenience to parents in providing snacks for recess and breaks, as well as a learning opportunity for students in the areas of nutrition, food preparation and basic living skills. Differences in costs per school are due largely to the cooking portion of the program - more cooking activities equal higher costs per student. This fee is not a requirement and is simply offered as a service to families.
- Most of our elementary schools also provide Student Agendas which are purchased through the district's purchasing department at a significant cost saving to families. In addition, schools have the option of customizing the school planners with information and artwork. Hence, the difference in pricing as noted below.
- Families are encouraged to purchase these planners which help develop organizational skills and act as a two-way communication tool between school and home. In accordance with Policy 102, families unable to pay this fee will have it waived.

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

School	School Supplies Fee	Agenda Fee	Cooking Fee
Anderson	\$33.00	\$6.00	\$15.00
Blair	\$33.00	\$5.00	\$15.00
Blundell	\$33.00	\$6.00	-
Bridge	\$33.00	\$6.00	\$15.00
Brighthouse	\$33.00	\$6.00	\$15.00
Byng	\$33.00	\$6.00	\$20.00
Cook	\$33.00	\$5.00	\$15.00
Currie	\$33.00	\$6.00	-
DeBeck	\$33.00	\$6.00	-
Diefenbaker	\$33.00	\$5.00	\$15.00
Dixon	\$33.00	\$6.00	\$10.00
Errington	\$33.00	\$6.00	\$15.00
Ferris	\$33.00	\$6.00	\$20.00
Garden City	\$33.00	\$6.00	-
Gilmore	\$33.00	\$6.00	\$10.00
Grauer	\$33.00	\$6.00	\$10.00
Hamilton	\$33.00	\$6.00	\$10.00
Homma	\$33.00	\$6.00	-
Kidd	\$33.00	\$6.00	-
Kingswood	\$33.00	\$6.00	\$20.00

Lee	\$33.00	\$5.00	\$20.00
Maple Lane	\$33.00	\$6.00	\$25.00
McKay	\$33.00	\$6.00	\$15.00
McKinney	\$33.00	\$5.00	\$20.00
McNeely	\$33.00	\$5.00	\$10.00
Mitchell	\$33.00	Paid by PAC	\$20.00
Quilchena	\$33.00	\$6.00	\$15.00
Spul'u'kwuks	\$33.00	\$6.00	\$20.00
Steves	\$33.00	\$5.00	-
Tait	\$33.00	\$6.00	\$20.00
Talmey	\$33.00	\$5.00	-
Thompson	\$33.00	\$6.00	\$15.00
Tomsett	\$33.00	\$6.00	\$15.00
Westwind	\$33.00	\$6.00	\$20.00
Whiteside	\$33.00	\$6.00	\$20.00
Woodward	\$33.00	Paid by PAC	\$15.00
Wowk	\$33.00	\$6.00	\$20.00

SECONDARY SCHOOLS

Basic Fees:

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

Advanced Placement Exams:

All of our secondary schools, except for Richmond Secondary, offer a variety of Advanced Placement courses (AP). Graduation is not dependent on these final exams. As such, students may choose to write AP final exams for a fee of \$150.00 per course.

International Baccalaureate (IB):

Richmond Secondary is the only secondary school in the district that offers the IB Diploma and Certificate Programs for grades 11 & 12. Students participating in the IB Diploma Program are assessed a fee of \$650.00. Students participating in the IB Certificate Program are assessed a fee for each IB course of \$175.00 to a maximum of \$650.00.

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

School	Student Fee	AP Exam	AP Exam French of Mandarin	IB Diploma Program Fee	IB Course Fee (Certificate)
Boyd	\$28.00	\$150.00			
Burnett	\$28.00	\$150.00	\$150.00		
Cambie	\$28.00	\$150.00			
MacNeill	\$28.00	\$150.00			
McMath	\$28.00	\$150.00	\$150.00		
McNair	\$28.00	\$150.00			
McRoberts	\$28.00	\$150.00	\$150.00		
Palmer	\$28.00	\$150.00	\$150.00		
Richmond	\$28.00			\$650.00	\$175.00
SLSS	\$28.00	\$150.00			
Horizons & Station Stretch	\$25.00				

Academies:

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

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

FINANCIAL IMPACT

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

PERSONNEL IMPACT

There is no foreseeable impact on school personnel.

SUSTAINABILITY CONSIDERATIONS

There is no anticipated impact for the upcoming school year.

ALTERNATIVES/OPTIONS (Other Considerations)

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

CONCLUSION

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

Christel Brautigam
Acting Deputy Superintendent

Report to the Board of Education (Public)

DATE: May 24, 2023

FROM: Shaun Sephton, Director of Richmond International Education

SUBJECT: **Richmond International Education Tuition Fee Increase Effective 2024/25 School Year**

RECOMMENDATION:

THAT the Board of Education (Richmond) approve a tuition fee increase for students registered in Richmond International Education (RIE) from CAD\$15,000 (Fifteen Thousand Canadian Dollars) per year, to CAD\$16,000 (Sixteen Thousand Canadian Dollars) per year, effective September of 2024-2025 school year.

POLICY CONSIDERATIONS:

The recommendation to increase the tuition fee follows guidelines outlined in Policy 611.3.

BACKGROUND:

A review of 2024-2025 program tuition fees for peer international education programs shows that our tuition fee will be at approximately the midpoint of other Metro Vancouver school districts. Our tuition fee requires an upward adjustment to reflect the quality of the program being delivered to international students and to remain competitive with our peer programs.

DISTRICTS	September 2024 Tuition
Coquitlam	\$16,500
West Vancouver	\$16,300
Burnaby	\$16,250
Vancouver	\$16,000
Richmond	\$16,000
North Vancouver	\$16,000
Surrey	\$15,700
Langley	\$15,500
New West	\$15,500
Delta	\$15,250

It is the view of RIE staff that the recommended tuition fee increase will have little to no impact on the marketability of the program given that many of our peer Metro Vancouver School Districts have raised tuition fees for the 2023-2024, and others will do so for 2024-2025 school year.

Therefore, RIE is recommending that the Board keeps pace with the fee structures of peer Metro Vancouver School Districts effective September of 2024-2025 school year.

CONSULTATION:

Discussions have taken place with senior staff, finance, the international education team, and other stakeholders. Consultation regarding the recommendation to increase the tuition fee follows guidelines as outlined in Policy 611.3-R.

The recommendation should lead to increased international education program revenue, which will offset inflation pressures, market conditions, and further avail the Board of greater flexibility in delivering educational programs to all Richmond students.

CONCLUSION:

The international education program will remain a viable means of support for various initiatives of the Board of Education. The tuition fee adjustment suggested will further serve to support the provision of financial support to the Board while continuing to position Richmond within the Metro Vancouver region as a strong and desirable program.

While challenges remain, RIE staff hold a positive outlook for international education programs in Richmond for the next three-year cycle. We look forward to the support of the Board as our program continues to evolve and thrive.

Respectfully Submitted,

*Shaun Sephton
Director, International Education*

Education Committee
Public Meeting Minutes

Wednesday, April 19, 2023 – 6:00 pm
Via Zoom

Present:

Chairperson
Vice Chairperson
Trustee Member
Trustee
Trustee
Assistant Superintendent
Technology Curriculum Coordinator
Digital Literacy and ADST Teacher Consultant
Pro-D Officer, Richmond Teachers' Association
Richmond Management and Professional Staff
Past President, Richmond District Parents' Association
Member, Richmond Association of School Administrators
Executive Assistant (Recording Secretary)

H. Larson
D. Yang
A. Wong
K. Hamaguchi
D. Tablotney
J. MacMillan
J. Tang
C. Loat
J. Cho
T. Jackson
D. McFie
A. Pikkarainen
S. Khan

*Present for a portion of the meeting

The meeting was called to order at 6:00 pm.

The Richmond Board of Education acknowledged and thanked the First Peoples of the hən̓q̓əmiñəm 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 meeting held Wednesday, February 15, 2022, were approved as circulated.

3. Digital Literacy & Applied Design, Skills, Technology in SD38 Classrooms

Assistant Superintendent, Jane MacMillan introduced Technology Curriculum Coordinator, Christopher Loat, and Digital Literacy and ADST Teacher Consultant, Jonathan Tang. They presented a PowerPoint and discussed the current digital resource tools students have access to, and how students are taught to integrate the technology they use at home in school. Loat and Tang displayed the designs students created from various technology resources, and how, through the tools, students demonstrated their learning and understanding together. They also informed the committee how these resources and tools allow students to engage in critical thinking such as

trouble shooting and finding solutions to problems. Trustees and stakeholders expressed their gratitude to the educators for the presentation, and the work they're doing to help students build skills for the future through innovation. Staff responded to questions from trustees and stakeholders regarding the challenges that arise from the advancement of technology and how to remain up-to-date with learning.

4. Next Meeting Date – Wednesday, May 17, 2023 at 6:00 pm.

5. Adjournment

The meeting adjourned at 7:20 pm.

Respectfully Submitted,

Heather Larson

Chairperson, Education Committee

Facilities and Building Committee

Public Meeting Minutes

Wednesday, April 5, 2023 - 4:30 pm
Via Zoom

Present:

Chairperson	K. Hamaguchi
Vice-Chairperson	D. Tablotney
Trustee Member	H. Larson
Trustee Alternate	A. Wong
Trustee	R. Belleza
Acting Superintendent	R. Ryan
Secretary Treasurer	C. Wang
Executive Director, Facilities Services/Richmond Project Team	F. Geyer
President, Richmond Teachers' Association	L. Baverstock
2nd Vice-President, Richmond Teachers' Association	S. Wenglowksi
Representative, Richmond Management and Professional Staff	J. Canlas
Past President, Richmond District Parents Association	D. McFie
President, Richmond Association of School Administrators	M. Murray
Executive Assistant (Recording Secretary)	T. Lee

The meeting was called to order at 4:31 pm.

The Richmond Board of Education acknowledged and thanked the First Peoples of the hə́nqə́mihən 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

Minutes from the March 1, 2023 meeting was approved as circulated.

3. Facilities Planning Update (standing item)

The Executive Director, Facilities Services/Richmond Project Team spoke to his report as included in the agenda package.

The President of Richmond Teachers' Association commented on bringing clarity regarding the determination of portable and modular units for schools.

The Executive Director then responded to trustees' questions regarding how the Ministry makes decisions on Capital Plan projects and City Centre growth planning.

4. Capital Projects Update (standing item)

The Executive Director, Facilities Services/Richmond Project Team spoke to his report as included in the agenda package. The President of Richmond Teachers' Association thanked the Executive Director and his team for their on-going communication with teachers regarding the ventilation upgrade.

5. Facilities Services Update (standing item)

The Executive Director, Facilities Services/Richmond Project Team spoke to his report as included in the agenda package. He then responded to a trustees' question regarding rental income and expenses and child care revenue. The Executive Director also responded to a question from the Past President of Richmond District Parents Association regarding lighting upgrades for McMath Elementary School.

6. Minutes for Information

(a) CHILD CARE DEVELOPMENT ADVISORY COMMITTEE MEETING

Minutes of Meetings held January 4, 2023 and February 1, 2023 were attached for information.

7. Next Meeting Date – Wednesday, May 3, 2023 at 4:30 pm

8. Adjournment

The meeting adjourned at 5:26 pm.

Respectfully Submitted,

*Ken Hamaguchi
Chairperson, Facilities and Building Committee*

Finance and Legal Committee

Public Meeting Minutes

Wednesday, April 19, 2023 – 10:00 am
Via Zoom

Present:

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

*Present for a portion of the meeting

The meeting was called to order at 10:02 am.

The Richmond Board of Education acknowledged and thanked the First Peoples of the hən̓q̓əmiñəm 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 meeting held Wednesday, February 15, 2023, were approved as circulated.

3. Human Resources Update

The Executive Director, Human Resources spoke to her report as included in the agenda package. She then answered questions regarding teacher recruitment, Educational Assistants shortages, and Teacher Teaching On Call shortages.

The President, Richmond Teachers' Association requested for a report to be presented at a future committee meeting on staffing challenges, including more details for specific positions.

The President, Richmond Teachers' Association left the meeting at 10:28am

4. Trustees' Expenses for Three Months Ending March 31, 2023 (Recommendation)

The Assistant Secretary Treasurer provided a report on trustees' expenses for the three months ending March 31, 2023. It was agreed that a recommendation be forwarded to the April 26, 2023 board meeting for approval:

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

BE IT RESOLVED that in accordance with the *School Act*, the Board of Education of School District No. 38 (Richmond) approves Trustees' expenses paid during the three-month period ended March 31, 2023, in the amount of \$4,185.42.

5. Budget Update

The Secretary Treasurer presented a budget update highlighting the 2023/2024 base budget is projecting a surplus of \$1.5 million. She noted the preliminary base budget includes assumptions of enrollment growth revenues and expenses, which will be updated in September with actual enrollment numbers.

The Secretary Treasurer then noted three common themes of the draft budget proposals:

- Continue to provide high-quality education to students and meet diverse student needs;
- Provide critical support to the system; and
- Align resource allocation with priorities and goals of Strategic Plan.

She also highlighted budget proposals in addition to the base budget including increases in enrolling teacher FTEs (full-time equivalent) and education assistant FTEs. She continued her presentation explaining the Feeding Futures School Food Programs Fund is part of the special purpose fund and noted that staff are initiating discussions to implement the fund.

She concluded her presentation by showing key dates for the budget process and encouraged stakeholders to participate in the upcoming board meeting on April 26 where the Board will have a Committee of the Whole to provide an opportunity for stakeholders to provide input and feedback before the final budget is presented at the May 24 board meeting.

The Secretary Treasurer then responded to a trustee's question regarding local capital reserves.

6. Next Meeting Date – Wednesday, May 17, 2023 at 10:00 am.

7. Adjournment

The meeting adjourned at 10:43 am.

Respectfully Submitted,

*Donna Sargent
Chairperson, Finance and Legal Committee*

Report to the Board of Education (Public)

DATE: May 24, 2023

FROM: Debbie Tablotney, Chairperson of Policy Committee

SUBJECT: Policy 101 and 101-R: Strategic Planning

RECOMMENDATION:

THAT the Board of Education approve the attached revised **Policy 101 and 101-R: Strategic Planning**, in accordance with Board Policy 204: *Creation and Revision of Policy and Regulations*.

BACKGROUND:

At the January 25th public meeting of the Board of Education, the Board approved Policy 101 and 101-R for entry into the stakeholder review process. The stakeholder review process took place from January 26th to March 6th and no additional feedback was received from stakeholder groups. It should be noted that stakeholder input was received and incorporated into the draft revised policy prior to it being entered into the formal stakeholder review process.

As indicated below, the policy has been in discussion at Policy Committee since June 2022 and has benefitted from significant discussion and revision since then. The final version of the revised policy reflects these discussions.

TIMELINE:

June 2022	In-camera Policy Committee meeting	Initial discussion by members of Policy Committee including feedback on proposed timeline and potential scope of revisions.
October 2022	Public Policy Committee meeting	Initial public report outlining rationale for policy revision and timeline. Opportunity for preliminary feedback from trustee and stakeholder representatives.
December 2022	Public Policy Committee meeting	Draft revised policy shared for preliminary feedback from trustee and stakeholder representatives.
January 2023	Public Policy Committee meeting	Revised policy reflecting preliminary feedback shared with committee. Referral to Board for entry into stakeholder review process.

January 2023	Public Board meeting	Board approval for entry into stakeholder review process
February-March 2023	Stakeholder Review Process	
April 2023	Public Policy Committee	Final revisions based on stakeholder review process. Notice of motion to April Board meeting for final approval at May board meeting.
April 2023	Public Board meeting	Board approval of notice of motion for final approval at May board meeting.
May 2023	Public Board meeting	Possible final approval of revised policy.

CONCLUSION:

Policy 101 currently reflects an outdated Board planning process and required significant revision in order to accurately reflect the Board's new strategic planning process. The process and timeline described in this report has provided the necessary opportunities for trustee members of the committee and stakeholder representatives to fully engage in the revision process and the result is a proposed revised policy that reflects current district practice and Ministry of Education and Child Care expectations.

Respectfully Submitted,

*Debbie Tablotney
Chairperson, Policy Committee*

Attachments:

*Revised Policy 101: Strategic Planning
New Policy 101-R: Strategic Planning*

DISTRICT PHILOSOPHY

Policy 101

Strategic Planning

Foundational Statement

The Board of Education is committed to supporting the educational journey of every student in the Richmond School District. We recognize that the world is in a state of continual change, and we must therefore adapt our learning environments to ensure that every student can thrive and be successful.

Equity and inclusion are foundational to learning and leading, and are critical to success, well-being, and fulfillment. It is our mission to ensure that all 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.

The Board also recognizes the critical importance of taking a central and active role in Truth and Reconciliation and is fully committed to ensuring that Indigenous Peoples' history, perspectives, and learning approaches are embedded within district planning and practices.

Through thoughtful planning and deliberate action, we believe that we can inspire and support everyone in our educational community to be lifelong learners who understand their role as global citizens. Every aspect of the strategic planning process is designed to support these foundational principles. The Board of Education believes that alignment amongst provincial, district and school level planning is crucial in order to ensure the continuous improvement of educational outcomes for all students.

Legislative Requirement

In accordance with the British Columbia Framework for Enhancing Student Learning (FESL) Policy, Boards of Education are required to set, create and maintain a strategic plan, annually reporting on student outcomes. The strategic planning process provides the Board of Education and the District with a clear and evidence-based path forward that sets a plan in place to support student achievement. Effective planning ensures public resources entrusted to the Board of Education are used for optimal results in terms of student achievement.

DISTRICT PHILOSOPHY

Policy 101-R

Strategic Planning:

Strategic Plan Development:

The Board of Education shall, on a five-year cycle, develop and implement a strategic plan that identifies the higher-level strategic priorities of the district as well as more specific goals and objectives that support each strategic priority.

Communication:

Upon completion of the strategic plan, the Superintendent shall develop and implement a communications strategy advertising the strategic plan with members of the school district and the community. Part of that strategy shall include making provisions for the distribution of the strategic plan and its placement on the District website.

Consultation and Review

During the term of the strategic plan, the Board shall periodically consult with stakeholders to seek their input into adjustments to the plan that may need to be considered for the following school year. In the final year of the existing strategic plan, the Board shall engage in a comprehensive review and consultation process with students, stakeholders and community partners. Results of this process shall form the basis of the next strategic plan.

Operational Plans

Under the direction of the Superintendent, staff will create operational plans that reflect the five-year term of the strategic plan. Operational plans for each objective will include:

- a clear indication of the senior staff person responsible
- key actions to be taken to achieve each objective
- clear timelines for the achievement of each objective
- success indicators

Operational plans will reflect the fact that the objectives contained in the strategic plan are intended to be achieved over the five-year cycle of the plan.

Alignment of Planning

District level strategic planning will incorporate and be aligned with the Provincial Framework for Enhancing Student Learning (FESL) Policy and school level planning.

The District shall have an annual planning cycle that links the FESL to the District Strategic Plan. The Strategic Plan is then linked to school stories. Areas of focus contained in school stories will be considered as part of the evidence gathered to inform the development and monitoring of the District Plan. District operational plans and the distribution of resources (human, financial and technological) will be aligned with the outcomes set out in the Strategic Plan.

Provincial Level Planning

The provincial Framework for Enhancing Student Learning (FESL) combines accountability with evidence-based decision making to support a system wide program of continuous improvement. It brings a formalized approach to the planning and reporting expectations for all school districts with a focus on improving student learning and enhancing the intellectual, social and career development of all students in the K-12 public system.

District Level Planning

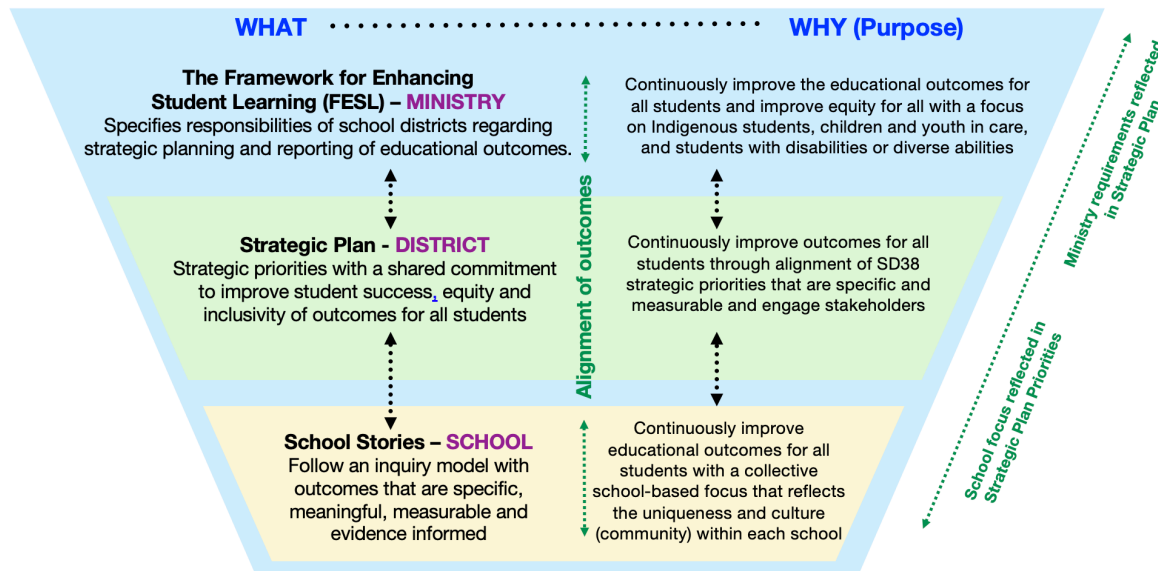
The Board of Education shall, on a five-year cycle, develop and implement a strategic plan that identifies the higher-level strategic priorities of the district as well as more specific goals and objectives that support each strategic priority. The plan will be based on feedback obtained from students, stakeholders, and community partners.

School Level Planning

Under the direction of the Superintendent or delegate, school principals shall, on an annual basis, update the school story for their school. The school story will follow an enquiry model with outcomes that are specific, meaningful, measurable, and evidence informed. Throughout the year, each school will engage in a process to continuously monitor and revise its school story to demonstrate how the school community is working on improving learning outcomes for students by setting a focus to improve student achievement based on a continual cycle of inquiry.

Strategic Alignment - Connecting the Dots

How are we working to put systems in place that continuously improve the educational outcomes for all students?



Board Adoption:

Annual Reporting Cycle

Staff will report to the Board and stakeholders using a variety of methods over the course of each school year:

Annual Report to the Board:

Each September, staff will provide the Board with an annual report that includes two components:

1. Progress made on items scheduled for focus *in the previous 12 months*.
 - a. This will contain specific reference to the actions, outputs and success indicators relating to objectives scheduled to be focused on during the previous year:
2. Areas of focus *for the upcoming year*:
 - a. This will contain upcoming areas of focus identified by the Board within the existing Strategic Priorities and goals.

Quarterly Reports:

In addition to the Annual Report to the Board in September, staff will provide progress updates to the Board three times each year. Each strategic priority will be reported on once during each school year. These reports will be provided in public.

Standing Committee Updates:

As part of the usual workflow of standing committees, staff will provide reports and updates on a variety of topics. This will provide a venue for discussion and input amongst trustees, and where appropriate, stakeholders.

Annual Framework for Enhancing Student Learning (FESL) Report to the Minister of Education:

In accordance with requirements contained in the Enhancing Student Learning Reporting Order, districts are required to submit an annual report to the Minister of Education which outlines progress made in relation to a number of predetermined student outcomes. This report must be submitted by September 30th of each year. The report will be shared with the Board prior to submission, and trustees and stakeholders will have the opportunity to engage in discussion about the contents of the report at a public meeting of the Education Committee.

Report to the Board of Education (Public)

DATE: May 24, 2023

FROM: Debbie Tablotney, Chairperson, Policy Committee

SUBJECT: Policy 201 and 201 Bylaw: Board Operations

NOTICE OF MOTION TO JUNE 21, 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 June 21, 2023 Public meeting of the Board of Education (Richmond) to approve revised **Policy 201 and 201 Bylaw: Board Operations**.

BACKGROUND:

At the February 22nd public meeting of the Board of Education, the Board approved Policy 201 and 201 Bylaw for entry into the stakeholder review process. The stakeholder review process took place from February 23 to April 28, 2023, and no additional feedback was received from stakeholder groups. It should be noted that stakeholder input was received and incorporated into the draft revised policy prior to it being entered into the formal stakeholder review process.

As indicated below, the policy has been in discussion at Policy Committee since October 2022 and has benefitted from significant discussion and revision since then. The final version of the revised policy reflects these discussions.

TIMELINE:

October 2022	In-Camera Policy Committee Meeting	Initial 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. Referral to Board for entry into stakeholder review process.
February 2023	Public Board Meeting	Board approved 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 stakeholder review process. 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:

Following the revision process and timeline outline above for Policy 201 and 201 Bylaw, the Board operations have been updated to align with current practices. The process and timeline described in this report has provided the necessary opportunities for trustee members of the committee and stakeholder representatives to fully engage in the revision process.

Respectfully Submitted,

*Debbie Tablotney
Chairperson, Policy Committee*

Attachments:

*Revised Policy 201 Board Operations
Revised Policy 201 Bylaw*

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.

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 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 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.

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, 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.

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: *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
Board Adoption with Amendments:

2. Annual Organizational Meeting

2.1 An organizational meeting of the Board shall be held the 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 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 18:50 (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 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

Board Adoption with Amendments:

3.3.2 Public notice of regular meetings and proposed agendas shall be posted on the district website, 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 if possible. Supporting documents for the meeting 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 by the public to have briefs and presentations placed on the agenda may be made by notifying the office of the Secretary-Treasurer in writing by 09:00 (9:00 am) 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 (9:00 am) 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 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

Adopted: 02 June 2008

Board Adoption with Amendments: 17 November 2008

Board Adoption with Amendments: 10 October 2018

Board Adoption with Amendments:

consent.

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 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.

Adopted: 02 June 2008

Board Adoption with Amendments: 17 November 2008

Board Adoption with Amendments: 10 October 2018

Board Adoption with Amendments:

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.

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 presidents/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 (9:00 am) 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 (7:00 pm). The content of a brief presented in public should be public in nature. Complaints or concerns that identify an individual 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.

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 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

Board Adoption with Amendments:

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.

7.3 A rule, other than the requirement for notice of meetings, may be suspended or an additional

Adopted: 02 June 2008

Board Adoption with Amendments: 17 November 2008

Board Adoption with Amendments: 10 October 2018

Board Adoption with Amendments:

rule adopted temporarily for one or more meetings by unanimous consent or by a two-thirds vote of the trustees present.

7.4 Notwithstanding 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 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

Board Adoption with Amendments: 10 October 2018

Board Adoption with Amendments:

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.

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.

Adopted: 02 June 2008

Board Adoption with Amendments: 17 November 2008

Board Adoption with Amendments: 10 October 2018

Board Adoption with Amendments:

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.

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 to vote. The Chair has the right to vote and must vote if there is a tie.

Adopted: 02 June 2008

Board Adoption with Amendments: 17 November 2008

Board Adoption with Amendments: 10 October 2018

Board Adoption with Amendments:

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, 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 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 they are 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 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.

Therefore, if a trustee is concerned, 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, 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:

Adopted: 02 June 2008

Board Adoption with Amendments: 17 November 2008

Board Adoption with Amendments: 10 October 2018

Board Adoption with Amendments:

- the trustee may declare for the record the reason they believe 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 they intend 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

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 pedagogy;
- Student learning;
- Learning resources;
- Research on teaching and learning;

Adopted: 02 June 2008

Board Adoption with Amendments: 17 November 2008

Board Adoption with Amendments: 10 October 2018

Board Adoption with Amendments:

- Showcase district programs and effective educational 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

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 a 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

Adopted: 02 June 2008

Board Adoption with Amendments: 17 November 2008

Board Adoption with Amendments: 10 October 2018

Board Adoption with Amendments:

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. Other Board-Established Committees

14.1 The Board may establish advisory committees to study, provide guidance or advice, or report on specific matters.

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

14.3 The purpose and terms of reference of an advisory 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 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 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 shall be its Chairperson. The Chairperson shall preside at all advisory committee meetings.

Adopted: 02 June 2008

Board Adoption with Amendments: 17 November 2008

Board Adoption with Amendments: 10 October 2018

Board Adoption with Amendments:

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.

Adopted: 02 June 2008

Board Adoption with Amendments: 17 November 2008

Board Adoption with Amendments: 10 October 2018

Board Adoption with Amendments:

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.

Report to the Board of Education (Public)

DATE: May 24, 2023

FROM: Debbie Tablotney, Chairperson, Policy Committee

SUBJECT: Notice of Motion - Policy 311/311-R: Freedom of Information and Protection of Privacy

NOTICE OF MOTION TO JUNE 21, 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 June 21, 2023 Public meeting of the Board of Education (Richmond) to approve new **Policy 311/311-R: Freedom of Information and Protection of Privacy**.

BACKGROUND:

Legislative Requirements

In November 2021, the legislature enacted amendments to British Columbia's Freedom of Information and Protection of Privacy Act (FIPPA). One of those amendments is a requirement that public bodies, including school districts, have a privacy management program in place.

The privacy management program should include:

- The development of a privacy policy,
- Appointment of a privacy officer or individual who will be the point of contact for privacy related issues and supporting FIPPA compliance,
- A process for completing and documenting privacy impact assessments,
- A documented process for responding to privacy complaints and privacy breaches,
- Privacy training and education to ensure that employees are aware of their privacy obligations, and
- Regular review and updating of the privacy management program.

Therefore, it is recommended that the district proceed to adopt the following:

- A privacy policy,
- A privacy breach policy and process,
- A privacy impact assessment (PIA) policy and process,
- A personal information management program, and
- A privacy training program for all employees.

Privacy Policy

The main purposes of a privacy policy are to:

- Set out an organization's commitment to privacy and to describe in broad term how it protects personal information,
- Ensure employees clearly understand their obligations to preserve privacy,

- Ensure staff, students and members of the public understand how their personal information may be collected, used and disclosed; and
- Explain to individuals how to make complaints and their rights under FIPPA.

Privacy Breach Policy and Process

A public body can establish a privacy breach policy including procedures in accordance with the privacy policy and FIPPA. Its purposes are to:

- Ensure staff understand their obligations under FIPPA to report privacy breaches,
- Establish accountabilities and a response plan in the event of a privacy breach, and
- Explain how the district will satisfy its obligation to report privacy breaches.

Privacy Impact Assessment Policy and Process

A privacy impact assessment (PIA) is a due diligence process that requires an organization to work through a checklist of FIPPA compliance-related questions in relation to an initiative or program that collects, uses and/or disclose personal information. The process is intended to identify whether an initiative or program is FIPPA compliant.

The 2021 legislative amendments to FIPPA imposed a new requirement on public bodies to perform a PIA on all new or significantly revised initiatives or programs that are enacted effective February 1, 2023. Prior to these amendments, PIAs were required only in a limited number of circumstances, such as data linking and common programs.

The 2021 amendments also introduced a requirement for public bodies to carry out both a PIA and a supplemental review in relation to any initiatives or programs that involve the storage of sensitive personal information outside of Canada.

The purposes of a PIA policy and process are to:

- Ensure all employees understand that there is an obligation to conduct PIAs and that their project planning includes time to complete a PIA,
- Ensure program areas do not commit to initiatives that involve the storage of sensitive personal information outside of Canada unless all required PIAs and supplemental reviews have been completed, and
- Set out the accountability and support for employees to complete the PIAs.

PROPOSED TIMELINE:

February 2023	In-camera Policy Committee meeting	Initial discussion by members of Policy Committee including feedback on proposed timeline and intent of the proposed policy.
April 2023	In-camera Policy Committee meeting	Draft policy shared for feedback from Policy Committee trustee representatives.
May 2023	Public Policy Committee meeting	Revised policy reflecting trustee feedback shared with the Committee. Referral to Board for notice of motion.
May 2023	Public Board meeting	Notice of motion for approval of policy at June Board meeting.

June 2023	Public Board meeting	Possible final approval of new policy.
-----------	----------------------	--

CONCLUSION:

It is recommended that the proposed privacy policy be included in the 300 Administration section of the board policy framework. In accordance with Board Policy 204-R, it is also recommended that the draft policy not be placed into the stakeholder review process as it is a legislative mandated policy and administrative in nature.

Respectfully Submitted,

*Debbie Tablotney
Chairperson, Policy Committee*

Attachments:

1. *Draft Policy 311 Freedom of Information and Protection of Privacy*
2. *Draft Policy 311-R Privacy Management*
3. *Draft Policy 311-G A Privacy Impact Assessment*
4. *Draft Policy 311-G B Critical Incident and Privacy Breach Procedure*
5. *Draft Policy 311-G C Personal Information Management Program*

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.

ADMINISTRATION

Policy 311

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

The Board of Education of School District No. 38 (Richmond) is committed to ensuring the privacy, confidentiality and security of all personal information that it collects, uses, discloses and maintains in connection with its programs and activities. The Board complies with the *School Act* and the *Freedom of Information and Protection of Privacy Act* in relation to the protection of privacy. This Policy sets out the Board's commitment, standards and expectations regarding the appropriate practices for the collection, use and protection of personal information.

ADMINISTRATION	Policy 311-R
FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY	

1. Principles

The Board of Education of School District No. 38 (Richmond) ("District"), Trustees and all District Employees shall uphold the privacy, confidentiality and appropriate use of personal information in compliance with the *School Act*, *Freedom of Information and Protection of Privacy Act (FIPPA)* and the Guidelines, including by:

- being open and transparent about the purposes for which personal information may be collected and used by the District;
- collecting and using personal information only as necessary to carry out the District's authorized programs and activities;
- sharing personal information internally with Employees only on a need-to-know basis;
- sharing personal information with third parties with the knowledge and consent of affected individuals, unless otherwise authorized or required under *FIPPA*, the *School Act* or other applicable laws;
- ensuring personal information is protected against unauthorized access, use, disclosure, loss or destruction; and
- complying with *FIPPA* and all procedures for the accuracy, protection, use, disclosure, storage, retrieval, correction and appropriate use of personal information.

2. Transparency and Accountability

The Board strives to be open and transparent with the community about its programs and activities, and has processes in place to support the timely response to access requests submitted under *FIPPA* and the proactive release of information of interest to the community.

3. Responsibility

The Superintendent of Schools has been designated by the Board as the "Head" of the District for the purposes of *FIPPA*, and has overarching responsibility for ensuring compliance with this Policy, *FIPPA* and the requirements of the *School Act* pertaining to privacy management.

4. Complaints

The District will respond to and, where appropriate, investigate, all complaints that it receives under this Policy concerning its personal information management practices.

Adopted:

5. Definitions

- 5.1 “**Employees**” means all employees, contractors and volunteers of the District;
- 5.2 “**FIPPA**” means the *British Columbia Freedom of Information and Protection of Privacy Act*, and regulations thereto;
- 5.3 “**Personal information**” means recorded information about an identifiable individual, that is within the control of the District, and includes information about any student or any Employee of the District. Personal information does not include an individual’s business contact information, such as business address, email address, and telephone number, that would allow a person to be contacted at work;
- 5.4 “**Guidelines**” means procedures enacted by the District under its Policy on Freedom of Information and Protection of Privacy.

References

Freedom of Information and Protection of Privacy Act, R.S.B.C. 1996, c. Part 3
School Act, R.S.B.C. 1996, c. 412 sections 9, 79(3)
Student Records Disclosure Order (M14/91)

ADMINISTRATION

Policy 311-G (A)

Privacy Impact Assessments

Purpose

The Board of Education of School District No. 38 (Richmond) ("District") is responsible for ensuring that it protects the Personal Information within its custody and control, including by complying with the provisions of the *Freedom of Information and Protection of Privacy Act* ("FIPPA"). FIPPA requires that the District conduct a Privacy Impact Assessment ("PIA") to ensure that all collection, use, disclosure, protection and processing of Personal Information by the District is compliant with FIPPA.

A Privacy Impact Assessment (PIA) is an in-depth review of any new or significantly revised initiative, project, activity, or program to ensure that it is compliant with the provisions of FIPPA, to identify and mitigate risks arising from the initiative and to ensure that the initiative appropriately protects the privacy of individuals.

The purpose of these Guidelines is to set out the District's process for conducting PIAs in accordance with the provisions of FIPPA.

1. Definitions

- 1.1 "**Employee(s)**" means all employees, contractors and volunteers of the District;
- 1.2 "**FIPPA**" means the *British Columbia Freedom of Information and Protection of Privacy Act*, and regulations thereto;
- 1.3 "**Guidelines**" means procedures enacted by the District under its Policy on Freedom of Information and Protection of Privacy;
- 1.4 "**Head**" means the Superintendent of Schools or any person to whom the Superintendent has delegated (in writing) their powers under these Guidelines;
- 1.5 "**Initiative**" means any enactment, system, project, program or activity of the District;
- 1.6 "**Personal information**" means any recorded information about an identifiable individual that is within the control of the District and includes information about any student or any Employee of the District. Personal Information does not include an individual's business contact information, such as business address, email address and telephone number, that would allow a person to be contacted at work;
- 1.7 "**PIA**" means a Privacy Impact Assessment performed in accordance with the requirements of FIPPA;
- 1.8 "**Privacy Officer**" means the Secretary Treasurer who has been designated by the Head as the Privacy Officer for the District;

- 1.9 **"Responsible Employee"** means the Department Head or other Employee who is responsible for overseeing an Initiative, and in the event of doubt, means the Employee designated in the PIA as the Responsible Employee;
- 1.10 **"Supplemental Review"** means an enhanced process for reviewing the privacy and data security measures in place to protect sensitive Personal Information in connection with an Initiative involving the storage of Personal Information outside of Canada.

2. Scope & Responsibility

- 2.1 These Guidelines apply to all new and significantly revised Initiatives of the District.
- 2.2 All Employees are expected to be aware of and follow these Guidelines in the event that they are involved in a new or significantly revised Initiative.
- 2.3 Departments and management employees are responsible to plan and implement new or significantly revised Initiatives in accordance with the requirements of these Guidelines.

3. District Responsibilities

- 3.1 The Superintendent of Schools is the "Head" of the District for all purposes under *FIPPA*.
- 3.2 The Superintendent of Schools has delegated the administration of these Guidelines to the Secretary Treasurer, who is the "Privacy Officer" of the District for all purposes under *FIPPA*.
- 3.3 The Privacy Officer is responsible to, in consultation with the Head, ensure that all PIAs and Supplemental Reviews are completed in accordance with the requirements of *FIPPA* and these Guidelines.

4. Responsibilities of All Employees

- 4.1 Any Employee responsible for developing or introducing a new or significantly revised Initiative that involve or may involve the collection, use, disclosure or processing of Personal Information by the District must report that Initiative to the Privacy Officer at an early stage in its development.
- 4.2 All Employees involved in a new or significantly revised Initiative will cooperate with the Privacy Officer and provide all requested information needed to complete the PIA.
- 4.3 All Employees will, at the request of the Privacy Officer, cooperate with the Privacy Officer in the preparation of any other PIA that the Privacy Officer decides to perform.

5. The Role of the Responsible Employee

Responsible Employees are responsible for:

- 5.1 ensuring that new and significantly revised Initiatives for which they are the Responsible Employee are referred to the Privacy Officer for completion of a PIA;
- 5.2 supporting all required work necessary for the completion and approval of the PIA;
- 5.3 being familiar with and ensuring that the Initiative is carried out in compliance with the PIA; and
- 5.4 requesting that the Privacy Officer make amendments to the PIA when needed and when significant changes to the Initiative are made.

6. Initiatives Involving the Storage of Personal Information Outside of Canada

- 6.1 Employees may not engage in any new or significantly revised Initiative that involves the storage of Personal Information outside of Canada until the Privacy Officer has completed and the Head has approved a PIA and any required Supplemental Review.
- 6.2 The Responsible Employee or Department may not enter into a binding commitment to participate in any Initiative that involves the storage of Personal Information outside of Canada unless any required Supplemental Review has been completed and approved by the Head.
- 6.3 It is the responsibility of the Privacy Officer to determine whether a Supplemental Review is required in relation to any Initiative, and to ensure that the Supplemental Review is completed in accordance with the requirements of *FIPPA*.
- 6.4 The Privacy Officer is responsible for reviewing and, if appropriate, approving all Supplemental Reviews and in doing so must consider risk factors including:
 - 6.4.1 the likelihood that the Initiative will give rise to an unauthorized collection, use, disclosure or storage of Personal Information;
 - 6.4.2 the impact to an individual of an unauthorized collection, use, disclosure or storage of Personal Information;
 - 6.4.3 whether the Personal Information is stored by a service provider;
 - 6.4.4 where the Personal Information is stored; and
 - 6.4.5 whether the Supplemental Review sets out mitigation strategies proportionate to the level of risk posted by the Initiative.

- 6.5 Approval of a Supplemental Review by the Head shall be documented in writing.

7. Inquiries

- 7.1 Questions or comments about these Guidelines may be addressed to the Privacy Officer at privacy@sd38.bc.ca. The District will respond to all inquiries in writing.

Related Acts and Regulation

School Act

British Columbia Freedom of Information and Protection of Privacy Act (FIPPA)

Supporting References, Policies, Procedures and Forms

Policy 311 Freedom of Information and Protection of Privacy

Policy 311-R Privacy Management

ADMINISTRATION

Policy 311-G (B)

Critical Incident and Privacy Breach Procedure

1. Purpose

The Board of Education of School District No. 38 (Richmond) ("District") is committed to ensuring the protection and security of all personal information within its control. That commitment includes responding effectively and efficiently to privacy breach incidents that may occur.

The purpose of these Guidelines is to set out the District's process for responding to significant privacy breaches and to complying with its notice and other obligations under the *Freedom of Information and Protection of Privacy Act (FIPPA)*.

2. Scope & Responsibility

All Employees of the District are expected to be aware of and follow these Guidelines in the event of a privacy breach. These Guidelines apply to all Employees.

3. District Responsibilities

- 3.1 The Superintendent of Schools is the "Head" of the District for all purposes under the *FIPPA*.
- 3.2 The Superintendent has delegated the administration of these Guidelines under *FIPPA* to the Secretary Treasurer, who is the "Privacy Officer" of the District for all purposes under *FIPPA*.
- 3.3 The Privacy Officer is responsible to, in consultation with the Head, ensure that all procedures are completed to respond to privacy breach in accordance with the requirements of *FIPPA* and these Guidelines.

4. Definitions

- 4.1 "**Employee(s)**" means the employees, contractors and volunteers of the District;
- 4.2 "**FIPPA**" means the *British Columbia Freedom of Information and Protection of Privacy Act*, and regulations thereto;
- 4.3 "**Guidelines**" means procedures enacted by the District under its Policy on Freedom of Information and Protection of Privacy;
- 4.4 "**Head**" means the Superintendent of Schools or any person to whom the Superintendent has delegated (in writing) their powers under these Guidelines;
- 4.5 "**Personal information**" means any recorded information about an identifiable individual that is within the control of the District, and includes information about any

Adopted:

student or any Employee of the District. Personal Information does not include an individual's business contact information, such as business address, email address and telephone number, that would allow a person to be contacted at work;

- 4.6 **"Privacy Breach"** means the theft or loss of or the collection, use or disclosure of Personal Information not authorized by *FIPPA*, and includes cyber and ransomware attacks and other situations where there are reasonable grounds to believe that any such unauthorized activities have taken place or there is a reasonable belief that they will take place;
- 4.7 **"Privacy Officer"** means the Secretary Treasurer who has been designated by the Head as Privacy Officer for the District;
- 4.8 **"Records"** means books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by graphic, electronic, mechanical or other means, but does not include a computer program or other mechanism that produces records.

5. Responsibilities of Employees

- 5.1 All Employees must without delay report all actual, suspected or expected Privacy Breach incidents of which they become aware in accordance with these Guidelines. All Employees have a legal responsibility under *FIPPA* to report Privacy Breaches to the Head.
- 5.2 Privacy Breach reports may also be made to the Privacy Officer, who has delegated responsibility for receiving and responding to such reports.
- 5.3 If there is any question about whether an incident constitutes a Privacy Breach or whether the incident has occurred, Employees should consult with the Privacy Officer.
- 5.4 All Personnel must provide their full cooperation in any investigation or response to a Privacy Breach incident and comply with these Guidelines for responding to Privacy Breach incidents.
- 5.5 Any Employee who knowingly refuses or neglects to report a Privacy Breach in accordance with these Guidelines may be subject to discipline, up to and including dismissal.

6. Privacy Breach Response

6.1 Step One – Report and Contain

6.1.1 Upon discovering or learning of a Privacy Breach, all Employees shall:

1. Immediately report the Privacy Breach to the Privacy Officer.
2. Take any immediately available actions to stop or contain the Privacy Breach, such as by:
 - isolating or suspending the activity that led to the Privacy Breach; and

Adopted:

- taking steps to recover Personal Information, Records or affected equipment.
3. Preserve any information or evidence related to the Privacy Breach in order to support the District's incident response.
- 6.1.2 Upon being notified of a Privacy Breach the Privacy Officer in consultation with the Head, shall implement all available measures to stop or contain the Privacy Breach. Containing the Privacy Breach shall be the first priority of the Privacy Breach response, and all Employees are expected to provide their full cooperation with such initiatives.

6.2 Step Two – Assessment and Containment

- 6.2.1 The Privacy Officer shall take steps to, in consultation with the Head, contain the Privacy Breach by making the following assessments:
1. the cause of the Privacy Breach;
 2. if additional steps are required to contain the Privacy Breach, and, if so, to implement such steps as necessary;
 3. identify the type and sensitivity of the Personal Information involved in the Privacy Breach, and any steps that have been taken or can be taken to minimize the harm arising from the Privacy Breach;
 4. identify the individuals affected by the Privacy Breach, or whose Personal Information may have been involved in the Privacy Breach;
 5. determine or estimate the number of affected individuals and compile a list of such individuals, if possible; and
 6. make preliminary assessments of the types of harm that may flow from the Privacy Breach.
- 6.2.2 The Privacy Officer, in consultation with the Head, shall be responsible to, without delay, assess whether the Privacy Breach could reasonably be expected to result in significant harm to individuals ("**Significant Harm**"). That determination shall be made with consideration of the following categories of harm or potential harm:
1. bodily harm;
 2. humiliation;
 3. damage to reputation or relationships;
 4. loss of employment, business or professional opportunities;
 5. financial loss;

6. negative impact on credit record;
7. damage to, or loss of, property;
8. the sensitivity of the Personal Information involved in the Privacy Breach; and
9. the risk of identity theft.

6.3 Step Three – Notification

- 6.3.1 If the Head determines that the Privacy Breach could reasonably be expected to result in Significant Harm to individuals, then the Head shall make arrangements to:
 1. report the [Privacy Breach](#) to the Office of the Information and Privacy Commissioner; and
 2. provide notice of the Privacy Breach to affected individuals, unless the Head determines that providing such notice could reasonably be expected to result in grave or immediate harm to an individual's safety or physical or mental health or threaten another individual's safety or physical or mental health.
- 6.3.2 If the Head determines that the Privacy Breach does not give rise to a reasonable expectation of Significant Harm, then the Head may still proceed with notification to affected individual if the Head determines that notification would be in the public interest or if a failure to notify would be inconsistent with the District's obligations or undermine public confidence in the District.
- 6.3.3 Determinations about notification of a Privacy Breach shall be made without delay following the Privacy Breach, and notification shall be undertaken as soon as reasonably possible. If any law enforcement agencies are involved in the Privacy Breach incident, then notification may also be undertaken in consultation with such agencies.

6.4 Step 4 - Prevention

- 6.4.1 The Privacy Officer in consultation with the Head, shall complete an investigation into the causes of each Breach Incident reported under these Guidelines, and shall implement measures to prevent recurrences of similar incidents.
- 6.4.2 The Privacy Officer may suggest any necessary changes to operating procedures to prevent recurrence of similar Privacy Breach incidents in the future as instructed by the Head.

7. Inquiries

- 7.1 Questions or comments about these Guidelines may be addressed to the Privacy Officer at privacy@sd38.bc.ca. The District will respond to all inquiries in writing.

Related Acts and Regulations:

School Act

British Columbia Freedom of Information and Protection of Privacy Act (FIPPA)

Supporting References, Policies, Procedures and Forms

Policy 311 Freedom of Information and Protection of Privacy

Policy 311-R Privacy Management

ADMINISTRATION

Policy 311-G (C)

Personal Information Management Program

Purpose

As a public body that is subject to the *British Columbia Freedom of Information and Protection of Privacy Act* (the "Act" or *FIPPA*), the Board of Education of School District No. 38 (Richmond) ("District") is committed to upholding the principles of privacy, transparency and accountability. This means that the District recognizes the fundamental importance of maintaining the privacy and security of the personal information that it collects, uses and discloses in the course of its operations and programs. The District also acknowledges and supports transparency with the community by facilitating access to District records and information in accordance with the requirements of the Act.

1. Definitions

- 1.1 "**Consent**" means express written consent to the collection, use or disclosure of personal information;
- 1.2 "**Employee(s)**" means the employees, contractors and volunteers of the District;
- 1.3 "**FIPPA**" means the *British Columbia Freedom of Information and Protection of Privacy Act*, and regulations thereto;
- 1.4 "**Head**" means the Superintendent of Schools, or any person to whom the Superintendent has delegated (in writing) their powers under these Guidelines;
- 1.5 "**Privacy Officer**" means the Secretary Treasurer who has been designated by the Head as the Privacy Officer for the District;
- 1.6 "**Personal Information**" means any recorded information about an identifiable individual that is within the control of the District and includes information about any student or any Employee of the District. Personal Information does not include an individual's business contact information, such as business address, email address and telephone number, that would allow a person to be contacted at work;
- 1.7 "**Guidelines**" means procedures enacted by the District under its Policy on Freedom of Information and Protection of Privacy;
- 1.8 "**Records**" means books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by graphic, electronic, mechanical or other means, but does not include a computer program or other mechanism that produces records.

2. Principles

- 2.1 Employees are responsible for:

Adopted:

- making reasonable efforts to familiarize themselves with these Guidelines and the requirements of *FIPPA*, including by participating in privacy training initiatives offered by the District;
- following responsible information management practices to ensure that the District collects, uses and discloses Personal Information in compliance with *FIPPA* and other applicable laws;
- seeking at all times to protect Personal Information against unauthorized collection, use and disclosure, including by limiting the sharing of sensitive Personal Information on a need to know basis;
- cooperating with District Guidelines to facilitate the appropriate release of Records within its custody or control in response to access requests received from members of the community under *FIPPA*;
- cooperating with District Guidelines for the completion of privacy impact assessments; and
- reporting privacy breaches to the District in accordance with the District's Guidelines.

3. Accountability

- 3.1 The Superintendent of Schools is the "Head" of the District for all purposes under the *FIPPA*.
- 3.2 The Superintendent has delegated the administration of these Guidelines under *FIPPA* to the Secretary Treasurer, who is the "Privacy Officer" of the District for all purposes under *FIPPA*.
- 3.3 The Head is responsible to appoint, oversee and, if appropriate, delegate responsibility to the Privacy Officer for the District to supervise its Personal Information management program.

4. Commitment to Privacy Protection

- 4.1 The District protects the privacy of students, Employees and individuals whose Personal Information it collects, uses, shares and retains, and expects all Employees to follow responsible information management practices to ensure that the District fully complies with its obligations under *FIPPA* and other applicable laws.
- 4.2 The District and Employees respect the privacy and confidentiality of Personal Information entrusted to them in the course of their duties, and collects, uses and discloses Personal Information only where authorized by *FIPPA*.

5. Purposes for Collecting Personal Information

- 5.1 The District communicates the purposes for which Personal Information is collected at or before the time the information is collected, unless otherwise permitted or required by *FIPPA*.
- 5.2 In the ordinary course of carrying out its programs and activities, the District collects Personal Information of its students for purposes including:

Adopted:

- registration, enrollment and transfer of students;
- to provide and deliver educational programs and services;
- to accommodate students with special needs;
- to communicate with students and respond to inquiries or complaints;
- to prepare and provide assessments of student performance;
- to supervise and ensure the safety and security of the District (such as through the use of video surveillance);
- to investigate and respond to accidents, safety events, misconduct and similar incidents;
- to ensure compliance with applicable District bylaws, policies and other laws;
- to make all required reports and filings to the Ministry of Advanced Education; and
- for other purposes set out in the Guidelines or required under applicable laws.

5.3 In the ordinary course of carrying out its employment programs and activities, the District collects the Personal Information of prospective, current and former Employees for purposes including:

- hiring and recruitment;
- to manage and administer the employment relationship;
- to communicate with authorized union representatives;
- to administer employment compensation and benefits;
- to evaluate performance and manage disciplinary incidents;
- to supervise and ensure the safety and security of the District (such as through the use of video surveillance);
- to investigate and respond to accidents, safety events, misconduct and similar incidents;
- to ensure compliance with applicable District policies and other applicable laws; and
- for other purposes set out in the Guidelines or required under applicable laws.

6. Collection, Use and Disclosure Of Personal Information

- 6.1 The District limits the Personal Information it collects to information to what is related to and necessary in order to carry out its programs and activities or for other purposes authorized by *FIPPA*.
- 6.2 The District seeks to collect Personal Information by fair, lawful and transparent means, including by collecting Personal Information directly from the individual, except where otherwise authorized by *FIPPA*.
- 6.3 The District seeks to inform individuals from whom it collects Personal Information the purposes for which the information is being collected, the legal authority for collecting it and the name and contact information of someone at the District who can answer questions about the collection and use of the information;
- 6.4 The District limits the internal and external use and sharing of Personal Information to what is required and authorized by *FIPPA* or consented to by the individual.
- 6.5 The District only uses or discloses Personal Information for the purpose for which it was collected, except with the individual's consent or as otherwise required or permitted by *FIPPA* or other laws.

7. Securing Personal Information

- 7.1 The District protects Personal Information by ensuring it has reasonable security safeguards in place which are appropriate to the sensitivity of the information. Such security safeguards shall include consideration of physical security, organizational security and electronic security.
- 7.2 All Employees have a duty to protect the privacy and security of Personal Information collected and used by them as part of their ongoing employment responsibilities, including by complying with the terms of these Guidelines, and all related Guidelines.
- 7.3 The District provides training to all Employees to ensure they have the requisite knowledge to ensure compliance with the terms of these Guidelines and the *FIPPA*.

8. Retention

- 8.1 The District does not seek to retain Personal Information longer than necessary to satisfy the District's applicable operational, instructional, financial and legal needs.
- 8.2 Personal information that is no longer required for either administrative, operational, financial, legal or historical purposes shall be securely destroyed in a confidential manner in accordance with District policies and approved record retention protocols.

9. Accuracy and Correction

- 9.1 The District shall make reasonable efforts to ensure the accuracy of the Personal Information that they collect and use in the course of performing their duties.
- 9.2 Individuals have the right to request the correction of their Personal Information, and the District will receive and respond to such requests in accordance with the *FIPPA* and District Guidelines.

10. Access to Information

- 10.1 The District supports appropriate transparency and accountability in its operations by making information available to the public as permitted or required under *FIPPA*.
- 10.2 The Head shall, on at least an annual basis, consider and designate categories of Records that will be made available to the public without the need to make a request in accordance with *FIPPA*.
- 10.3 The District recognizes that individuals may make requests for access to Records within the custody and control of the District, and the District will respond to such requests in accordance with *FIPPA* and the Guidelines.
- 10.4 The District recognizes that individuals have a right to access their own Personal Information within the custody and control of the District, and will facilitate such access in accordance with the requirements of *FIPPA*.

11. Inquiries

- 11.1 Questions or comments about these Guidelines may be addressed to the Privacy Officer at privacy@sd38.bc.ca. The District will respond to all inquiries in writing.

Related Acts and Regulations:

[School Act](#)

[British Columbia Freedom of Information and Protection of Privacy Act \(FIPPA\)](#)

Supporting References, Policies, Procedures and Forms

Policy 311 Freedom of Information and Protection of Privacy

Policy 311-R Privacy Management

Report to the Board of Education (Public)

DATE: May 24, 2023

FROM: Debbie Tablotney, Chairperson, Policy Committee

SUBJECT: Notice of Motion - Policy 621/621-R: Financial Planning and Reporting and Policy 631-R: Accumulated Operating Surplus and Capital Reserves

NOTICE OF MOTION TO JUNE 21, 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 June 21, 2023 Public meeting of the Board of Education (Richmond) to approve revised **Policy 621/621-R Financial Planning and Reporting and Policy 631-R Accumulated Operating Surplus and Capital Reserves**.

BACKGROUND:

The district currently follows Policy 621 and 631 to govern financial reporting and management of accumulated surpluses. These policies facilitate a robust budgeting process, which includes consultation, monitoring and financial reporting. While Policy 621 and 631 reflect many elements of the Ministry's policies, the district's policies do not fully comply with the Ministry's requirements. According to the Ministry, all school districts must have financial management policies that align with the directives of the Ministry Financial Planning and Reporting Policy and Accumulated Operating Surplus Policy.

To align with the Ministry's directives, Policy 621-R is required to incorporate the following provisions:

- The Board must develop and implement a three-year financial plan to the Ministry.
- The three-year financial plan should encompass the Board's educational and operational goals, including enhancing student educational outcomes.
- The Board is obligated to publish the budget consultation process on its website.
- The Board is required to provide updates in its financial reports on the alignment of its resources with its strategic priorities.

Policy 631-R is required to include the following provisions:

- The Board's guidelines for establishing internally restricted operating surplus.
- Inclusion of a surplus category labeled "surplus restricted for future capital cost sharing".
- Reporting of accumulated operating surplus and capital reserves.

District staff have been working collaboratively with Ministry officials to review and modify Policy 621 and 631, ensuring adherence to Ministry policies and directives. The proposed amendments to Policy 621 and 631 can be found in the attachments accompanying this report.

PROPOSED TIMELINE:

April 2023	In-camera Policy Committee meeting	Initial discussion by members of Policy Committee including feedback on proposed timeline, draft revisions of Policy 621, 621R and 631R, and intent of the proposed revisions.
May 2023	Public Policy Committee meeting	Revised Policy 621, 621R and 631R, reflecting trustee feedback. Referral to Board for Notice of Motion.
May 2023	Public Board meeting	Notice of motion for approval at June Board meeting.
June 2023	Public Board meeting	Possible final approval of the policy revisions.

CONCLUSION:

As per Board Policy 204-R, it is recommended that the draft amendments not be placed into the stakeholder review process, as the changes are ministry mandated policy changes and administrative in nature.

It is therefore recommended that the proposed amendments to Policy 621, 621-R and 631-R be brought forwarded to the Board at its May 24 public meeting for Notice of Motion, and be subsequently approved by the Board in its June 21 public meeting.

Respectfully Submitted,

*Debbie Tablotney
Chairperson, Policy Committee*

Attachments:

Amended Policy 621, 621-R: Financial Planning and Reporting

Amended Policy 631-R: Accumulated Operating Surplus and Capital Reserves

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 621

Financial Planning and Reporting

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

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

FINANCE

Policy 621-R

Financial Planning and Reporting

Annual and Amended Annual Budgets

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

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

The Board will develop and implement a multi-year financial plan that reflects the implementation and maintenance of the Board's educational and operational objectives including enhanced student educational outcomes.

To comply with the Ministry of Education and Child Care Financial Planning and Reporting Policy and the Accumulated Operating Surplus Policy, when the Board is developing its multi-year financial plans, it will post information on its website about how, where and when the local community and education partner groups, including local First Nations and the Metis Nation BC, can participate in developing the financial plans.

The Board will also report its progress on aligning funding and resources with their strategic priorities and other operational needs of the school district by posting annual information on its website as part of its report to the education partners and the public.

Quarterly Financial Results and Projections

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

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

Annual Financial Statements

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

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

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

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

Financial Statement Discussion and Analysis

The Financial Statement Discussion and Analysis (FSD&A) should be read in conjunction with the audited financial statements and accompanying notes of the school district. The purpose of the FSD&A is to highlight information and provide explanations which enhances the reader's understanding of the school district's financial statements as well as the factors that influenced the financial results presented in these statements.

The preparation and presentation of the FSD&A is a Ministry requirement. The FSD&A, along with the audited financial statements, will be presented annually to the Audit Committee.

FINANCE

Policy 631-R

Accumulated Operating Surplus and Capital Reserves

By continually measuring progress towards achieving its accumulated operating surplus and capital reserves objectives, the School District can attain greater fiscal stability and better support the success of all students.

The Board will target to maintain an unrestricted accumulated operating surplus and local capital reserve balance of between 2% and 4% of the district's annual operating expenditures. Allocation of funds from the accumulated operating surplus and local capital reserves will be approved by the Board through the district's budget process. The projected accumulated operating surplus and local capital reserve will be reported to the Board, when presenting the Annual and Amended Annual Budgets, as well as, the year-end Audited Financial Statements.

Authority

Boards of Educations are required, by legislation, to prepare balanced annual operating budgets, which may include the use or appropriation of prior year accumulated surplus. The Secretary Treasurer shall be responsible for recommending the necessary increases/decreases and transfers so that the School District's accumulated operating surplus is maintained in accordance with this Policy and Regulation.

Accumulated Operating Surplus

The accumulated operating surplus allows the District to:

- Manage the District's financial risks and mitigate short-term volatility.
- Create a contingency fund for unforeseen circumstances. The Board recognizes that any operating revenue, not expended in a fiscal year, is added to the accumulated surplus which is presented as either internally restricted or unrestricted surplus.
- Budget for one-time and/or multi-year funding of student learning initiatives, operations projects and education programs.

The accumulated operating surplus can either be internally restricted or unrestricted. Internally restricted surplus is any accumulated operating surplus that has been designated, through a board motion or bylaw, for a specific purpose or uses. Unrestricted surplus is any accumulated operating surplus that has not been designated for a specific purpose or use.

Internally Restricted Operating Surplus

To support long-term financial planning the Board can restrict operating surplus for use in future years within ministry specified guidelines. Restrictions can be made for items that are identified by the Board, directly related to the Board's priorities and goals outlined in its Strategic Plan, or that meet the operational needs of the District. The three streams of internally restricted operating surplus are:

Board Adoption: December 16, 2020
Board Approval with Revisions:

- Restricted due to the nature of constraints on the funds;
- Restricted for anticipated unusual expenses identified by the board; and
- Restricted for operations spanning multiple school years.

Examples of internally restricted surplus:

- School programs and school generated fund carry-forwards.
- Educational programs or initiatives.
- Purchase order commitments.
- Impact of emerging events.
- The elimination of any deficit arising at the end of a fiscal year of operations.

Transfer of Funds

It is expected that the annual operating budget will allow transfers to local capital which are sufficient to allow efficient acquisition and replacement of assets. Transfer to or from local capital shall be authorized through the budget bylaw process or by separate Board motion.

The Secretary Treasurer will recommend the necessary allocations and transfers so that the District's restricted operating surplus and unrestricted operating surplus are maintained in accordance with this Policy and Regulation.

Local Capital Reserve

Local capital reserve includes accumulated capital funds, generated from Board allocation by motion or through the budget bylaw process, and disposition of capital assets originally acquired with local capital funds and investment income generated on holding funds on deposit.

Local capital reserve funds support local capital expenditures as defined in the *School Act*, such as the following categories:

- Furniture and equipment acquisition.
- Technology equipment acquisition.
- Building improvements, renovations and additions.
- Vehicle acquisition.
- Other capital initiatives and projects.
- Contingency for unanticipated capital expenditures.

Restricted for Future Capital Cost Sharing

To support major capital projects that are identified in the Board's Five-year Capital Plan and approved by the Ministry for concept plan or business case development, the Board may restrict operating or capital fund balances to satisfy capital project cost share expectations at the time the project is brought forward for funding approval.

Unrestricting Internally Restricted Surplus Funds

Internally restricted surplus is any accumulated surplus that has been designated for a specific purpose or use. The Board shall have the authority to unrestrict surplus funds, that have been previously internally restricted, through the budget bylaw process or by separate Board motion.

Reporting

The Board will use the Ministry financial reporting framework and template to provide an annual report on the budget allocation decisions, including operating surplus and local capital, demonstrating that approved allocations support the Board's strategic objectives.

Policy Committee
Public Meeting Minutes

Monday, April 17, 2023 – 11:00 am
Via Zoom

Present:

Chairperson	D. Tablotney
Vice Chairperson	H. Larson
Trustee Member	D. Yang
Trustee Alternate	R. Belleza
Trustee	A. Wong
Acting Superintendent	R. Ryan
Secretary Treasurer	C. Wang
President, Richmond Teachers' Association	L. Baverstock
1 st 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
President, Canadian Union of Public Employees 716	I. Hillman
Executive Assistant (Recording Secretary)	J. Coronel

The Chairperson called the meeting to order at 11:04 am.

The Richmond Board of Education acknowledged and thanked the First Peoples of the hə́n̓qə́m̓iṇ̓ə́m̓ 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

Minutes of the meeting held February 13, 2023 were approved as circulated.

3. Policy 101: Strategic Planning (formerly referred to as Goals and Objectives)

The Acting Superintendent spoke to his report as included in the agenda package. The President of Richmond Teachers' Association commented that with the current workload of teachers, they cannot be expected to take on the implementation of the strategic plan unless there is explicit training. The Acting Superintendent agreed that explicit teaching is required to align the great work of teachers with the strategic plan.

Trustees thanked stakeholders for their input in the review process of Policy 101, which provides the foundational principles of the district.

The Committee agreed to forward the following **RECOMMENDATION** to the Board:

THAT the Policy Committee submit a Notice of Motion at the April 26th public meeting of the Board of Education that Policy 101 and 101-R, Strategic Planning, be considered for approval at the May 24th public meeting of the Board of Education.

4. Status of Current and Anticipated Items

An updated status document was provided with the agenda package.

5. Next Meeting Date – Monday May 15, 2023 at 11:00 am.

6. Adjournment

The meeting adjourned at 11:20 am.

Respectfully Submitted,

*Debbie Tablotney
Chairperson, Policy Committee*