

Finance and Legal Committee Public Meeting Agenda

Wednesday, February 14, 2024 – 10:00 am
via Zoom

<https://sd38.zoom.us/j/61682589146>

Passcode: 6000

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

1. Adopt Agenda
2. Approve Minutes
Public minutes from meeting held November 15, 2023 attached.
3. Human Resources Update
Report from the





Report to the Finance and Legal Committee Public

Date: February 14, 2024
From: Chris Stanger, Assistant Superintendent, Human Resources
Subject: Healthy Workplace

The following report to the Finance and Legal Committee is for information only. No further action is required at this time.

INTRODUCTION

The district strategic plan's priority four focuses on a progressive workplace. Goal three within this priority emphasizes employee health and well-being as valued and supported within a culture of caring. To meet this goal, the district provides employee access to a variety of wellness services through the employee and family assistance program (EFAP). This update shares several highlights from the district's January to December 2023 annual use report.

Key Findings

From January 1 to December 31, 2023 the district supported 759 EFAP cases, with 196 cases opened in the last quarter. The yearly overall employee (3000 +) use rate for 2023 was 29%, which was an 11% increase compared to 2022. Employees accessed over 3, 413 hours of direct support service.

The top service types include:

- 81% counselling (620 cases)
- 7% legal referral service (53 cases)

The top three primary presenting counselling matters include:

- 13% emotional/personal (96 cases) – stress, grief, loss, depression, mental health
- 12% anxiety (90 cases)
- 9% partnership concerns/family relationships (69/76 cases)

While the majority of counselling support services were related to ongoing matters, our EFAP provider did respond to 24 crisis cases where the caller required immediate counselling support.

From a demographics perspective, 66% of all files opened were for return EFAP users with a new concern, 22% were new users, and 11% accessed services for a recurring matter. 79% of files were opened for employees, with 13% of files opened for dependent children, and 8% opened for employee's partners. With respect to our employee groups, 46% of those accessing support were teachers (RTA), 22% were support staff (CUPE), 2% were administrators and exempt staff. The remaining 30% were family members.

Referrals to our EFAP services comes in a variety of forms. During 2023, 45% of referrals came from word of mouth, 29% came from EFAP promotional materials, and 5% came through email inquiries.

Report to the Finance and Legal Committee Public

Date:

From:

Subject: u - ' u U - December 31, 2023

RECOMMENDATION

WHEREAS

BE IT RESOLVED

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Report to the Finance and Legal Committee Public

Date:

From:

Subject: 2023/24 Amended Annual Budget Bylaw

RECOMMENDATION

THAT

2023/2024 AMENDED BUDGET HIGHLIGHTS CAPITAL FUND: (Schedule 4)

Amended Annual Budget

School District No. 38 (Richmond)

June 30, 2024

School District No. 38 (Richmond)

June 30, 2024

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

AMENDED ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 38 (RICHMOND) (called the "Board") to adopt the Amended Annual Budget of the Board for the fiscal year 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 "

1. The Board has complied with the provisions of the Ministerial Orders, and Ministry of Education and Child Care Policies respecting the Amended Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 38 (Richmond) Amended Annual Budget Bylaw for fiscal year 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 \$354,663,935 for the 2023/2024 year was prepared in accordance with the
4. Statement 2, 4 and Schedules 1 to 4 are adopted as the Amended Annual Budget of the Board for the fiscal year 2023/2024.

READ A FIRST TIME THE 21st DAY OF FEBRUARY, 2024;

READ A SECOND TIME THE 21st DAY OF FEBRUARY, 2024;

READ A THIRD TIME, PASSED AND ADOPTED THE 21st DAY OF FEBRUARY, 2024.

Chairperson of the Board

(Corporate Seal)

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 38 (Richmond) Amended Annual Budget Bylaw 2023/2024, adopted by the Board the 21st DAY OF FEBRUARY, 2024.

Secretary Treasurer

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

	2024 Amended Annual Budget	2024 Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	22,004.688	21,502.000
Adult	55.438	52.250
Other	701.000	612.500
Total Ministry Operating Grant Funded FTE's	22,761.125	22,166.750
Revenues		
	\$	\$
Provincial Grants		
Ministry of Education and Child Care	298,826,371	284,671,022
Other	87,917	54,100
Federal Grants	2,002,904	1,929,286
Tuition	20,155,758	17,635,890
Other Revenue	7,850,991	6,567,860
Rentals and Leases	1,617,788	1,468,744
Investment Income	5,597,295	4,909,548
Amortization of Deferred Capital Revenue	11,023,319	11,088,961
Total Revenue	347,162,343	328,325,411
Expenses		
Instruction	285,198,427	270,201,709
District Administration	8,986,569	8,566,376
Operations and Maintenance	50,332,711	50,570,643
Transportation and Housing	1,981,960	2,016,107
Debt Services	240,000	215,000
Total Expense	346,739,667	331,569,835
Budgeted Surplus (Deficit), for the year	422,676	(3,244,424)
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	422,676	(3,244,424)
Budgeted Surplus (Deficit), for the year	422,676	(3,244,424)

1

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

Statement 2

2024 Amended
Annual Budget

2024
Annual Budget

	2024 Amended Annual Budget \$	2024 Annual Budget \$
Surplus (Deficit) for the year	422,676	(3,244,424)
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	(7,020,477)	(11,484,510)
From Deferred Capital Revenue	(24,417,844)	(11,259,637)
From Capital Leases	(3,650,800)	(3,382,076)
Total Acquisition of Tangible Capital Assets	(35,992,912)	(27,030,014)

	Operating Fund \$	Special Purpose Fund \$	Capital Fund \$	2024 Amended Annual Budget \$
Accumulated Surplus (Deficit), beginning of year	14,442,019	-	152,029,804	166,471,823
Changes for the year				
Net Revenue (Expense) for the year	5,800,000	903,791	(6,281,115)	422,676
Interfund Transfers				
Tangible Capital Assets Purchased		(903,791)	903,791	-
Local Capital	(5,800,000)		5,800,000	-
Net Changes for the year	-	-	422,676	422,676
Budgeted Accumulated Surplus (Deficit), end of year	14,442,019	-	152,452,480	166,894,499

	2024 Amended Annual Budget \$	2024 Annual Budget \$
Revenues		
Provincial Grants		

	2024 Amended Annual Budget \$	2024 Annual Budget \$
Provincial Grants - Ministry of Education and Child Care		
Operating Grant, Ministry of Education and Child Care	234,586,866	228,570,622
Other Ministry of Education and Child Care Grants		
Pay Equity	2,215,706	2,215,706
Funding for Graduated Adults	404,915	246,150
Student Transportation Fund	21,608	21,608
Support Staff Benefits Grant	230,836	230,836
FSA Scorer Grant	27,292	27,292
Early Learning Framework (ELF) Implementation	3,168	3,168
Labour Settlement Funding	4,024,349	-
Integrated Child and Youth Teams	375,865	903,840
Total Provincial Grants - Ministry of Education and Child Care	241,890,605	232,219,222
Provincial Grants - Other	87,917	54,100
Tuition		
Summer School Fees	254,260	254,281
Continuing Education	1,164,998	1,007,609
International and Out of Province Students	18,736,500	16,374,000
Total Tuition	20,155,758	17,635,890
Other Revenues		
Other School District/Education Authorities	529,200	529,200
Miscellaneous		
Cafeteria	293,791	260,000
Miscellaneous	1,000	1,500
Total Other Revenue	823,991	790,700
Rentals and Leases	1,617,788	1,468,744
Investment Income	3,652,295	3,380,548
Total Operating Revenue	268,228,354	255,549,204

	2024 Amended Annual Budget \$	2024 Annual Budget \$
Salaries		
Teachers	110,891,415	108,149,807
Principals and Vice Principals	14,604,331	14,115,899
Educational Assistants	20,831,222	19,980,787
Support Staff	24,640,785	24,343,989
Other Professionals	7,243,161	7,158,870
Substitutes	11,574,561	9,901,937
Total Salaries	189,785,475	183,651,289
Employee Benefits	49,466,277	46,553,646

School District No. 38 (Richmond)

Amended Annual Budget - Operating Expense by Function, Program and Object

1 Instruction

1.02 Regular Instruction

1.03 Career Programs

1.07 Library Services

1.08 Counselling

1.10 Special Education

1.20 Early Learning and Child Care

1.30 English Language Learning

1.31 Indigenous Education

	2024 Amended Annual Budget \$	2024 Annual Budget \$
Revenues		
Provincial Grants		
Ministry of Education and Child Care	56,935,766	52,451,800
Federal Grants	2,002,904	1,929,286
Other Revenue	6,995,000	5,777,160

School District No. 38 (Richmond)

Amended Annual Budget - Changes in Special Purpose Funds
 Year Ended June 30, 2024

	Classroom Enhancement Fund - Staffing \$	Classroom Enhancement Fund - Remedies \$	Mental Health in Schools \$	Changing Results for Young Children \$	Early Childhood Education Dual Credit Program \$	Student & Family Affordability \$	JUST B4 \$	SEY2KT (Early Years to Kindergarten) \$	ECL Early Care & Learning \$
Deferred Revenue, beginning of year	-	-	46,332	16,629	42,822	515,667	13,163	16,863	11,015
Add: Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	43,024,547	402,692	48,000	11,250	25,000		50,000	19,000	175,000
Federal Grants									
Other							80,000		
Investment Income									
	43,024,547	402,692	48,000	11,250	25,000	-	130,000	19,000	175,000
Less: Allocated to Revenue Recovered	43,024,547	402,692	94,332	27,879	67,822	515,667	143,163	35,863	186,015
Deferred Revenue, end of year	-	-	-	-	-	-	-	-	-
Revenues									
Provincial Grants - Ministry of Education and Child Care	43,024,547	402,692							
Federal Grants									
Other Revenue									
Investment Income									
Expenses									
Salaries									
Teachers									
Principals and Vice Principals									
Educational Assistants									
Support Staff									
Other Professionals									
Substitutes									
Employee Benefits									
Services and Supplies									
Net Revenue (Expense) before Interfund Transfers									
Interfund Transfers									
Tangible Capital Assets Purchased									
Net Revenue (Expense)									

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School District No. 38 (Richmond)
Amended Annual Budget - Changes in Special Purpose Funds

Deferred Revenue, beginning of year

Add:

	Invested in Tangible Capital Assets \$	Local Capital \$	Fund Balance \$	2024 Annual Budget \$
Revenues				
Other Revenue		32,000	32,000	-
Investment Income		1,900,000	1,900,000	

Report to the Finance and Legal Committee Public

Date: February 14, 2024

From: Kris Wilkins, Director, Facilities Services
Cintha Winters, Manager, Operations and Rentals

Subject: 2024/2025 Facility Rental Rates

RECOMMENDATION

THAT the Board of Education approve a five per cent (5%) increase to both non-commercial (not-for-profit) and commercial (for profit) facility rental rates for the 2024/2025 fiscal year as presented herein.

POLICY CONSIDERATIONS

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

BACKGROUND

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

Schedule of Charges for Use of School Facilities

01 July 2024 to 30 June 2025

1. School facilities shall be provided free of charge to Richmond school/parent groups, and to Richmond

Space	Non-commercial	Commercial
Daily Rates		
Parking Lot (Daily Rate)	\$497.00	\$1,102.50
Movie Shoot - Exterior	N/A	\$1,380.00
Movie Shoot - Interior	N/A	\$3,860.00

Custodial Charges:

Hourly	
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Rate Category	All Rates Per Hour Unless Stated		Total Average All Districts		Total Average High Low		SD38 Richmond		SD36 Surrey		SD37 Delta		SD41 Burnaby		SD43 Coquitlam		SD35 Langley		SD42 Maple Ridge		SD39 Vancouver			
	Non commercial	Commercial	Non commercial	Commercial	Non commercial	Commercial	Non commercial	Commercial	Non commercial	Commercial	Non commercial	Commercial	Non commercial	Commercial	Non commercial	Commercial	Non commercial	Commercial	Non commercial	Commercial	Non commercial	Commercial		
Classroom/MP Room/Staff Room/Kitchen/Hallway	\$17.86	\$33.86	\$17.48	\$32.68	\$21.53	\$38.95	\$21.00	\$43.00	\$15.00	\$30.00	\$20.16	\$25.29	\$22.25	\$43.75	\$14	\$30	\$8.80	\$16.61	\$27.54	\$48.96	\$16.20	\$21.60		
Gym Elementary or Secondary Small	\$46.47	\$94.95	\$52.37	\$114.13	\$45.10	\$102.50	\$39.00	\$92.00	\$35.00	\$75.00	\$63.21	\$78.25	\$86.75	\$173.25	\$18	\$55	\$41.25	\$125.66	\$38.55	48.33	\$51.39	\$64.43		
Gym Secondary Large	\$70.81	\$147.93	\$80.75	\$187.15	\$47.15	\$131.20	\$63.00	\$142.00	\$45.00	\$115.00	\$100.92	\$143.86	\$132.50	\$285.75	\$29	\$120	\$82.50	\$157.08	\$66.42		\$88.56			
Library Elementary	\$30.85	\$63.36	\$31.55	\$71.25	\$45.10	\$102.50	\$29.00	\$64.00	\$25.00	\$40.00	\$35.31	\$44.14	\$43.75	\$86.75	\$18	\$48	\$19.80	\$58.14						
Library Secondary	\$41.69	\$78.30	\$44.87	\$79.45			\$32.00	\$76.00			\$35.31	\$44.14	\$57.75	\$114.75										
Home Economics	\$44.88	\$95.38	\$44.87	\$110.38			\$32.00	\$76.00					\$57.75	\$114.75										
Cafeteria (seating only)	\$47.74	\$100.55	\$52.31	\$106.00	\$45.10	\$102.50	\$39.00	\$92.00	\$40.00	\$80.00	\$65.61	\$82.07	\$57.75	\$114.75	\$39	\$132								
Playing Field/Running Track							\$22.00	\$40.00													\$1.64	\$58.21	\$2.18	\$79.88
Theatre					\$45.10	\$102.50	\$74.00	\$150.00	\$80.00	\$115.00														
Parking Lot					\$410/Day		\$35.00	\$85.00																
Daycare/Preschool/Before & After School Care					\$8.50	\$8.50	\$10.00	\$15.00																
Custodial Charges	\$50.43	\$50.43	\$50.43	\$50.43	\$28.05	\$34.50	\$72.00	\$72.00	\$30.59	\$30.59			\$73.25	\$43.00	\$43.00									
Cancellation/Amendment Fee													\$102.5/Day	\$367.50/Day	\$735/Day									
Security to open/close (when no custodian on site)													Per Lease Agreement	\$15	\$15									
Badminton/Volleyball Stanchions and/or Nets													\$35.86											
Indoor Soccer Nets (Hockey Nets)																								
Chairs (unit cost)					\$97/Flat rate			\$5/Per Unit																
Tables (unit cost)					\$97/Flat Rate			\$10/Per Unit																
Projector (per day)																								
Lighting Theatre (per day)																								
Sound System (per day)																								
Mats blue soft mats in gyms																								
Piano																								
Gym Floor Covering (Flat rate)																								

\$77.30/hour 4 hour minimum
 \$25 processing fee

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