



Board of Education
School District #38 (Richmond)

Report to the Board of Education (Richmond)

DATE: October 17, 2011

FROM: Nancy Brennan, Assistant Superintendent

SUBJECT: Neighbourhood Learning Centre Staffing and Policy

RECOMMENDATION

THAT the Board of Education (Richmond) approve, as outlined in this report, the timeline, Open House format, and recommendations re staffing and Steering Committee for the Neighbourhood Learning Centre at Samuel Brighthouse Elementary School.

AND FURTHER THAT the Board refer the attached draft policy revisions to the Policy Committee for discussion, revision, and eventual dissemination to stakeholder groups for input.

POLICY CONSIDERATIONS

As stated in a report to the Board on March 7, 2011:

"Given that Neighbourhood Learning Centres are a new idea, there is no existing Board policy related to how the space will be allocated and how it will be supervised. Currently, Policy 1004.1 "Community Use of School Facilities", states 'It is the policy of the Board to encourage community use of school facilities, providing such use does not conflict with the regular or extra-curricular programme of the school, or the Continuing Education programme offered through the School District.'

Certain sections within the Regulation will have to be revised, or a separate regulation related specifically to NLCs will have to be written.

Attached to this report is Draft Policy #1004.1: "Community Use of School Facilities and Neighbourhood Learning Centres" (Appendix A). A new document (Appendix B) has also been created (Policy 1004.11R, Community Use of Neighbourhood Learning Centres) which is similar to the regulations related to community use of other school facilities

Also attached is the proposed set of regulations to be given to potential renters and an application form developed specifically for the Neighbourhood Learning Centre (Appendices C and D).

BACKGROUND /INTRODUCTION

The purpose of this report is to provide a review of the factors surrounding the opening of the SD 38 (Richmond) Neighbourhood Learning Centre, on the grounds of Samuel Brighthouse Elementary School. This work was begun by Margaret Dixon, Literacy Richmond Outreach Coordinator, and was continued by Project Consultant Moira Munro, former Vice Principal of McNair Secondary School, with a view to guiding the process through to the opening of the Centre. The consultancy commenced on May 9, 2011, and continued into early fall, 2011. (See Appendix E, Consultations.) The final report

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to the Board of Education (Richmond) has been prepared by Ms. Munro and Assistant Superintendent, Nancy Brennan.

The methodology included meetings with relevant personnel in SD 38 (Richmond), interviews with school and school district staff in many areas of the province by telephone and Skype, and research into Ministry of Education and School District documents describing the history of Neighbourhood Learning Centres in general, and the Richmond model in particular.

The mandate for this report, as established in May of 2011, was as follows:

- Analyse factors surrounding establishment and operation of NLC
- Liaise with other districts to investigate their ways of running community schools, etc.
- Suggest policy revisions
- Revise existing timeline for opening, staffing and access to the NLC
- Make recommendations about: the application process, rental rates, supervision of the site etc.
- Coordinate roles of the school, rentals department and community literacy group
- Meet with various district staff as required
- Report to Senior Staff by mid-August with recommendations in all of the above
- Maintain data for an eventual report to the Board of Education in early Fall

CONSULTATION

Consultation for this report began with relevant personnel in SD 38, and moved on to staff of schools and school districts cited on the Ministry Neighbourhood Learning Centres website www.neighbourhoodlearningcentres.gov.bc.ca as having "Success Stories". Some of the individuals contacted suggested other schools or school districts that were worth exploring. Throughout the province, in person, on the phone, and on Skype, people were generous with time and information. A complete list of those consulted can be found in Appendix E.

Significant differences were noted between the Richmond situation and those cited:

- Many of those contacted, while passionate about their programs, have maintained their Community School status rather than fully embracing the new Neighbourhood Learning Centre model.
- They continue to serve their student population more so than the community at large.
- Most districts are housing programs within existing elementary or secondary school buildings; some have taken over buildings no longer used for classes.
- No district seems to have a brand new, dedicated building at this point, and although a few are in the works, the SD38 Neighbourhood Learning Centre will likely be a working reality before any of them.
- In some cases, the economic downturn, and resulting budget constraints put plans on hold for a time.
- A number of the remaining Community Schools throughout the province are operating as Non-Profit Societies, with charitable status, sanctioned by their school district. Those involved were enthusiastic about this way of organizing, and reported that it allows them to operate somewhat at arm's length, while staying within the oversight of the district. It also allows them to apply for grants from a variety of organizations, and to fund a Community Coordinator position. However, Richmond District has expressed a strong interest in maintaining control of the Neighbourhood Learning Centre operation, and so the establishment of a separate Non-Profit Society is not recommended at this time.

As has been the case in SD 38, all jurisdictions consulted undertook careful planning, including many meetings within the community, and "visioning" exercises with stakeholder groups.

In every instance, it is clear that volunteers are the backbone of service to their communities, whether as hands-on workers, or serving as Steering Committee or Board Members.

Sandy McIntosh, Facility Manager of The Caring Place, Richmond, was most generous with her time, and contributed valuable information on the smooth day-to-day operation of that building, including a list of standard items required by renters; a list of rental costs per room, differentiated for day and evening rentals; and samples of useful forms. Although the Caring Place is a larger, multifaceted operation run by a Non-Profit Society, some of the systems Sandy described could well be useful in operating the NLC. For example, renters can book space three months in advance, and allowing for-profit renters does help to defray the costs of the non-profit renters.

The Caring Place and the Neighbourhood Learning Centre will serve the needs of many of the same local groups within the Richmond Community. Several of those groups have already expressed a desire, through their membership in the District Literacy Committee, to apply to rent space in the NLC.

ORGANIZATIONAL IMPACT (INTENDED USE OF NLC)

Literacy Richmond

"The literacy program need for this community is well understood, and a combination of events has resulted in the opportunity to serve this need in a meaningful way through the NoL [Neighbourhoods of Learning] program. The result is the Family Literacy Centre component of the NoL proposal. This centre is intended to effectively reach out to the families of students in the neighbourhood, and address their collective literacy needs. The program goes beyond the immediate and narrow to include social and cultural literacy in a Canadian context, and family support."

"The building of the Neighbourhood Learning Centre, [originally] scheduled to open in September 2011, will be an integral part of Richmond literacy activities and resources. The central task group for Literacy Richmond consists of representatives from a variety of community agencies. They oversee the work of the Literacy Outreach Coordinator, ensure that the goals of the Richmond Literacy Plan are being addressed, make suggestions for further literacy work and monitor the spending of the community grants. Meetings are held on an as needed basis. Members of this group are:

Margaret Dixon	Literacy Outreach Coordinator
De Whalen	Women's Resource Centre (Financial Steward)
Dace Starr	Richmond Public Library
Barbara Fitzpatrick	Sunrise Rotary Club, Chair of Task Group
Ann Dauphinee	Vancouver Coastal Health
Audrey Truth	SUCCESS

In addition, a Community Partners Meeting is held bi-monthly. Participation in these meetings varies from 16-24 people representing the wide spectrum of not-for-profit organizations in Richmond. At these meetings, progress on the Literacy Plan is discussed and suggestions for further enhancements are made. Each group that has received community funding reports on the progress of their project. Various guest speakers dealing with a particular aspect of literacy are often received at these meetings."

Richmond Community Literacy Plan 2009/2010 and Beyond

Following the July 13, 2011 meeting at the Caring Place, Literacy Richmond Outreach Coordinator Marg Dixon sent the following updated Literacy Plan to the Community Literacy Partners:

1. Connect with recent immigrants to provide information on literacy initiatives and service in the community.

2. Increase access to literacy initiatives and services for 'hard to reach' populations.
3. Increase the literacy skills of entry-level workers in Richmond and increase the capacity of workplaces to provide literacy resources and opportunities.
4. Coordinate and streamline Richmond literacy activities and resources.
5. Promote the importance of literacy and lifelong learning to all residents in Richmond.
6. Capitalize on the strong family structure in Richmond to promote literacy in the community.
7. Increase the health literacy of Richmond residents.
8. Work together in a collaborative fashion with organizations in Richmond to increase literacy.
9. Encourage all non-English speakers in having an understanding of the importance of literacy in their first language.
10. Carry out research to ensure that the best literacy programs are offered and the needs of the community are fulfilled.

Neighbourhood Learning Centre Guiding Principles

Over a period of several months, a sub-Task Force of the larger Literacy Richmond Committee collected and collated the data obtained from the larger group meetings, and wrote the following guiding principles, as outlined in the March 7, 2011 Report to the Board of Education (Richmond) by N. Brennan, Assistant Superintendent.

The Neighbourhood Learning Centre will house programs and services that:

- are of mutual benefit to both Samuel Brighthouse elementary School and the community at large
- serve the Richmond Community
- provide an array of services, supports and resources for individuals from infants to seniors
- can operate independently within the facility
- can function in a multi-use space
- are not-for-profit organizations
- encompass the broad spectrum of literacy
- meet the priorities reflected in the Richmond Community Literacy Plan

Potential Uses for the NLC Space

Representatives from the Community Literacy Partners' Committee brainstormed possible purposes and uses for the NLC, as follows:

- Health and Vision screening (Vancouver Coastal Health)
- Large group parent information sessions (Richmond Family Place)
- English conversation sessions (SUCCESS)
- Student programs related to literacy (ISS BC)
- Sessions in financial literacy (Vancity)
- Large and small group training sessions (Richmond Women's Resource Centre)
- Training reading tutors (Kwantlen Polytechnic University)
- Youth and adult literacy sessions (Touchstone Family Association)

Use the NLC Guiding Principles provided above, as well as the suggestions listed here, the NLC steering committee will review all applications to decide on suitable candidates for the NLC.

Projected Timeline For Occupancy

Given the need to ensure that the NLC will serve the community effectively, care should be taken to proceed in a timely fashion. Following is the projected timeline:

- publicity throughout the community in late October/early November
- Open House/Welcome in November (after the Brighthouse School Opening date)

- applications (and information package) available at Open House
- applications submitted by late November/early December
- decisions made by the Steering Committee by December 31st, 2011
- preparation of site in January
- rentals to begin Feb 1 or Mar. 1

Open House

In order to welcome the community and acquaint potential user groups with all the NLC will have to offer, an Open House should be held. Announcements in the local press, on the SD 38 website, in Community Centres, and on the Richmond Library website, are a few of the possibilities for publicity regarding the date and time. Members of a variety of community agencies have offered to assist with publicity, as well as with planning and carrying out the evening. An information package should be available to the public. The package should include the following:

- Ministry of Education Vision
- Guiding Principles
- Timeline for Occupancy (as outlined above)
- District Policy Related to NLC
- NLC Regulations for Distribution to User Groups
- Rental Application Form
- Liability Insurance Information
- Map of the NLC

FINANCIAL/PERSONNEL IMPACT

The mandate for the SD 38 Neighbourhood Learning Centre, as well as for those throughout the province, is that it must be available to the community seven days a week, three hundred and sixty-five days a year. The implications of this are complicated, in terms of the cost of operating, staffing and maintaining the building, while charging fair rent to those groups wishing to use space for meetings, workshops etc. Many, if not all, of those groups will be Non-Profit Societies, such as SUCCESS, Richmond Women's Centre, and Touchstone Family Association, that must use their limited resources wisely in order to serve their clients effectively. Fees currently charged to community users of existing District spaces (see Appendix F) are generally on a cost recovery basis, and groups using the NLC space also will be expected to pay their share of operating and ongoing expenses.

According to the Assistant Manager of Operations, SD 38, after factoring in the cost of yearly operation and maintenance, the operational costs for the entire NLC could be set at \$13.00 per hour, (see Appendix F). This however, does not include the cost of any additional staffing that may be required to supervise the site. Below is a suggested staffing option that we believe would allow for the Neighbourhood Learning Centre to operate on the cost recovery basis required by the Ministry of Education.

Given the projected year round timeframe for availability of the NLC to community groups, the issue of staffing is a crucial piece of the puzzle. Having what we believe to be adequate staffing, while keeping to a cost recovery position, presents difficulties and may mean that the rates that we need to charge to cover these costs are prohibitive to some of the non-profit groups that hope to rent our space. Initially, the rental calendar may not be full, resulting in a real possibility of gaps in time between rental groups, necessitating flexible hours for supervisory and custodial staff. All of this data (i.e actual usage of space) will need to be gathered and tracked over the first year in order to ensure that we are neither over nor understaffing the NLC.

Recommendations

Oversight

A District NLC Steering Committee consisting of representatives from: Brighthouse School Administration, District Senior Staff, the Board of Education (Richmond), Richmond Literacy Committee, and Facilities and Finance would be the appropriate body to make decisions on rental applications, possibly control rental times to have fewer gaps in the schedule, and oversee the ongoing operation of the facility. It is clear that a review of all aspects of the Neighbourhood Learning Centre should be reviewed initially within six months of opening, and thereafter on a yearly basis to ensure that costs are being covered.

Staffing

In addition to operation and maintenance costs, staffing costs must be factored into NLC rental rates, thereby automatically increasing the hourly rate. The steering committee will do its utmost to try to keep these rates at or below the existing non-commercial rate for use of School Facilities.

Providing keys and security information to renters would not seem to be a feasible option, given the large number of possible user groups, as well as the number of people within those groups who may wish to have access at various times. In addition, existing policies regarding Health and Safety, and Buildings and Grounds Security must be considered in this new context. Given the proximity of the NLC to Samuel Brighthouse School, there will be an anticipated impact on administration and school office personnel.

Therefore the following staffing changes are recommended:

- **An increase of 0.20 FTE to Brighthouse administration time** (cost: \$ 21,300 per year), subsidized by rental charges, would serve to deal with site supervision and problem solving on a weekday basis, during school hours. Opening up the facility for the first user group, conducting a "walkabout" site review, and being prepared to assist renters if necessary to solve minor problems would be the main duties. Brighthouse Administrators would need to be provided with a list of rental groups and times each week. In addition, there should be one person to guide the initial organization of the facility, including equipping, setting up workable systems, and placing appropriate signage. This could be done by the Brighthouse admin team.
- **A Facilities Booking Clerk** (see attached job description, Appendix G) **to be hired on a 4 hour a day basis** (7 hours/day in July and August) to deal with those rentals outside of school hours. This person would be responsible for taking all bookings related to the NLC, as well as to be on hand for evening rentals. The exact hours of work would need to be determined, but would most likely be 5:00 pm to 9:00 pm, Monday to Friday (20 hours per week, 35 hrs per week in July and August, cost: \$30,261 per year). Clear lines of communication would have to be established to inform Brighthouse Administration, as well as custodial staff, of dates, times, and names of user groups.
- Custodial service could be provided for by **an increase in the Brighthouse afternoon shift custodial time to include the NLC during the week**. Any increase in custodial time would be factored into rental costs (10 hours/week , 52 weeks per year, cost: \$ 10,696/year).
- Those user groups who would be renting NLC space **on the weekend would need to pay the additional rental custodian costs**, as is currently the case in all of our other district facilities

It is anticipated that the added staffing outlined above would mean that the rental costs for the entire NLC would be **approximately \$ 43/hour**. Using this information, the NLC Steering Committee would then set the rental rates for the individual rooms within the NLC, based on both an

hourly and a daily basis. Following the six-month review by the NLC Steering Committee, if all of the above factors are not proving to be appropriate for the efficient operation of the Centre, other options may have to be considered.

SUSTAINABILITY CONSIDERATIONS

At this point, it is extremely difficult to gauge the popularity of the NLC and just how often it will be used and by whom. Given that this venture is new not only to Richmond, but elsewhere in the province as well, it is essential that the Steering Committee being closely involved in most of the initial decisions regarding start-up, access to the NLC, etc. Also essential is the regular review of rates, staffing, user groups, hours of operation, etc. The mandate is to operate on a cost recovery basis and to make this location accessible to the appropriate user groups and therefore, we must be diligent in our supervision of all aspects of the site.

ALTERNATIVES/OPTIONS

As mentioned earlier in this report, some other school districts are operating their NLCs under the auspices of Non-Profit Societies. There has been some initial conversation at the Senior Staff level as to the option of leasing the entire NLC building (on a yearly basis) to one Richmond Not-for Profit Society and then allowing them to "sub-let" to other Non-Profit groups (with the approval of the District NLC Steering Committee). This would greatly reduce our staffing costs as it would not be district staff who would oversee the day to day running of the Centre, but rather the non-profit group's own personnel. Whoever were to assume this lease would have to use district maintenance personnel (ie. custodian, repair staff, etc.) in the day to day operation of the building.

While this may be an option to consider in the future, it was felt that at this time, SD 38 staff should be the primary group making any and all decisions related to the NLC.

CONCLUSION

Planning for the Neighbourhood Learning Centre began with the recognition that literacy, in all its forms, is an essential part of the quality of life in the community of Richmond. The Centre is intended to become an integral part of this community, and to help to address the literacy needs of the growing population now and in the future. It should, as the District Literacy Plan states, "...be promoted as a safe and non-judgmental place for individuals to access literacy services." In order for the Centre to fulfill its mandate, and to become the success all interested groups have been working for, attention must be given to the details of its startup and continuing daily operation.

Nancy Brennan
Assistant Superintendent

APPENDIX A

Policy 1004.1

Community Use of School Facilities and Neighbourhood Learning Centres

It is the policy of the Board to encourage community use of school facilities, providing such use does not conflict with the regular or extra-curricular programme of the school, or the Continuing Education programme offered through the School District.

In the case of the Brighthouse Neighbourhood Learning Centre, priority for usage will be given to community groups and/or organizations which

- *Serve the Richmond community*
- *Encompass the broad spectrum of literacy*
- *Are of mutual benefit to both the school and the community at large*
- *Are non-profit*
- *Provide an array of services, support and resources for individuals from infants to seniors*
- *Provide programs that reflect the priorities of the Richmond Community Literacy Plan*

Adopted: 05 March 1990

APPENDIX B

Policy 1004.11-R

Community Use of Neighbourhood Learning Centres

Application

The Neighbourhood Learning Centre (NLC) application form shall be used for the submission of all requests for rental. One copy of the rental form will be returned to the user with a confirmation number. All rental applications will be adjudicated by the NLC Steering Committee, consisting of representatives from: Brighthouse School Administration, District Senior Staff, Board of Education, Richmond Literacy Committee, Facilities, Finance.

Yearly or series rentals must be submitted one month before the first date requested. One-time rentals must be submitted a minimum of seven days prior to date requested.

Liability

Groups using the NLC are responsible for carrying their own accident insurance protection. The School Board carries liability insurance to indemnify itself against its liability as the owner of the building and facility, and the negligence, if its employees in carrying out their employment duties. Thus, the Board will only be liable when negligence on the part of the Board or an employee is proven by the person suffering the injury or damage.

Groups using the NLC are required to take out Public Liability Insurance.

Equipment

Basic equipment for meeting rooms will be provided (chairs, tables, AV, chart stands)

Consumption of Alcoholic Beverages on School Board Property

Specific request to consume alcohol on School Board Property will only be considered for long-term NLC user group activities, and any such request must be submitted in writing to the Superintendent of Schools for approval. Such approvals will be restricted to the consumption of wine and/or beer. A group may be asked to post a \$300 (or greater) cash deposit. A liquor license must be obtained by the group requesting use of the facility. The group must provide evidence that they have obtained a host liquor liability insurance policy for the benefit of the group and the Board.

Time of Use

Weekdays	8:00 a.m. to 10:00 p.m.
Saturdays	8:00 a.m. to 10:00 p.m.
Sundays	8:00 a.m. to 2:00 p.m.

Supervision

Groups are required to ensure that there is appropriate supervision of activities at all times.

Reports

Reports of damage, littering or misconduct resulting from community use of the NLC shall be submitted by the Brighthouse Elementary School administration to the office of the Secretary-Treasurer and the Operations manager. All reports of injury or damage shall be on an Incident Report Form provided by the Schools Protection Program, and in cases of injury, the report shall be sent to the Secretary-Treasurer immediately.

Damage, Loss or Theft

Groups using the NLC facilities shall accept responsibility for the cost of repairing any damage occurring during use and/or of replacing any equipment lost or stolen during such use, and shall pay any resultant costs.

Reservation and Cancellation

A minimum of seven days' notice is required for a reservation and for cancellation.

Rental Charges

The Board shall, from time to time, establish such charges as it considers appropriate for the use of the NLC. The schedule of rental charges shall be available from the Rentals Clerk, the office of the Secretary-Treasurer, and the office of the Operations Manager.

Capacity

Occupancy/seating capacity of each room in the NLC is as per the Fire Marshall's regulations, and is indicated on the reverse of the application form.

Use of Gymnasium

Use of the Samuel Brighthouse school gymnasium is separate from use of the NLC, and must be requested through the School District Rentals Clerk. The gym will only be available outside of school hours. All users shall be advised of the rules and regulations when making arrangements through the Rentals Clerk.

Removal of Litter

Groups using the NLC are requested to ensure that material discarded by any member of the group is disposed of or recycled appropriately before the facility is vacated

Instructions to School Board Employees

The Board shall establish, from time to time, such instructions as it considers appropriate to School Board employees in charge of School Board facilities, and the Rentals Clerk shall ensure that all employees in charge of usage receive a copy of the regulations approved by the Board.

Forfeiture of Use

In the event of violation of any of the foregoing, the Board reserves the right to cancel the use of the NLC facility and/or its equipment.

DRAFT

APPENDIX C

SCHOOL DISTRICT NO. 38 (RICHMOND) NEIGHBOURHOOD LEARNING CENTRE

REGULATIONS

All groups are subject to the following Regulations:

The Neighbourhood Learning Centre, may be used by groups and organizations within the community according to the following guidelines:

- Priority:** Priority will be given to organizations that:
- * Serve the Richmond Community
 - Encompass the broad spectrum of literacy
 - Be of mutual benefit to both Samuel Brighthouse Elementary School, and the community at large (Might schools rent space after user groups? Apply & pay as per regulations?)
 - Are non-profit
 - Provide an array of services, supports and resources for individuals from infants to seniors
 - * Provide programs that reflect the priorities of the Richmond Community Literacy Plan
- Booking:** Complete the NLC application form, and submit to the NLC Steering Committee c/o District Staff, along with proof of Liability Insurance.
A minimum of seven days notice is required when making a reservation.
- Cancelling:** A minimum of seven days notice is required for cancellation. Less than seven days notice will result in a charge to the rental group. The Board reserves the right to revise any reservation with seven days notice.
- Payment:** Payment is required prior to the rental start date.
- Insurance:** Groups are required to provide proof of Public Liability Insurance.
- Smoking:** Smoking is prohibited in or near the premises as per SD 38 Board Policy, and City of Richmond By-Law #6989, part 6-1 Areas of Smoking Prohibition.
- Set-Up & Clean Up:** All set-up and clean-up must be done by the renter. Furniture must be returned to its original room set-up as shown in the diagrams posted in each room. All groups must wipe down tables, chairs and counters. Disposables and recyclables must be put in the appropriate containers.
- Security:** Renters must lock all doors and windows before leaving.
- Kitchen:** Refer to posted guidelines regarding kitchen use. Renters must ensure that a responsible attendant is present in the kitchen at all times during activities.
- Parking:** No parking in spots designated for Brighthouse staff.
- Gym:** Brighthouse School will have daytime use of the gym. Requests for gym rental will be treated separately through the District Rentals Clerk.
Non-marking shoes must be worn for gym activities. Regular shoes or black-soled runners are not permitted.
- Misuse:** Misuse of the facility or failure to abide by these terms and conditions may result in cancellation of future rentals

APPENDIX D

**SCHOOL DISTRICT NO. 38 (RICHMOND)
NEIGHBOURHOOD LEARNING CENTRE
RENTAL APPLICATION**

APPLICANT INFORMATION:

Date of application: _____ Name of Organization: _____

Contact Name: _____ Position in Organization: _____

Address: _____ Postal Code: _____

Work Phone: _____ Cell Phone: _____ Fax: _____

Email: _____

BOOKING INFORMATION:

Day(s) of the week: Mon. Tue. Wed. **Thu.** Fri. Sat. Sun.

Type of Booking: one event **weekly** monthly block

Start Date: _____ End Date: _____

Start Time: _____ End Time: _____ (including setup time)

Type of Event as it relates to Literacy and the Guiding Principles: (Be specific.):

Room(s) Requested: _____

Estimated Attendance: _____ Age of Attendees: preschool youth adult senior

Non-School District equipment being used: _____

*See Rentals Package for list of available School District furniture and equipment.

I have received a copy of the Regulations, and agree to abide by them.

Signature

Submit completed form to Brighthouse Principal or Vice-Principal.

OFFICE USE ONLY:

Confirmation #: _____ Payment: _____ **CNCL-174**

APPENDIX E

CONSULTATIONS

May 12/11 D. Hallwood , Acting General Manager, Maintenance & Operations, SD38
M. Beausoleil, Assistant Manager, Operations, SD38

Preliminary discussion re: break-even costs, including maintenance, repairs, custodial staff; point of contact for rentals

May 12/11 N. Brennan, Assistant Superintendent, SD38
M. Dixon, Literacy Outreach Coordinator, Richmond

Discussion re: possible revision of timeline; need for more space for agencies already using Caring Place; literacy (in the broad sense) as a focus; need to rewrite existing use of school facilities policy; need for point of contact to deal with issues, and attend if necessary (other than custodian); need for screening group for rental applications

May 17/11 A. Heeney, Principal, Brighthouse Elementary School, SD38

Discussion re: existing YMCA daycare; growing school population; questions regarding admin involvement, and how that might affect Brighthouse/Sea Island time; need to work together, perhaps share programs and constituents; issue of safe and adequate parking; only "safe" groups should be allowed to rent

May 24/11 E. Thorleifson, Manager of Facilities, SD38

Discussion re: background documents (forwarded to me); completion timeline; garden space; suggested contacting General Gordon School in Vancouver re: visioning session; Clare Avison, Ministry of Education, re: healthy kitchens initiative

May 24/11 Community Literacy Meeting
M. Dixon, Literacy Outreach Coordinator, Richmond, Chairperson
VanCity, SUCCESS, Women's Centre, N. Brennan, S. McIntosh

Discussion re: timeline of NLC; challenges in staffing & running a centre which is to be open seven days a week, three hundred and 65 days a year; possible submissions from groups describing their needs

May 31/11 S. McIntosh, Facility Manager, Caring Place, Richmond

Tour of facility; discussion re: daily operation of the building; managing lessees, tenants and their needs; security; safety; rental fees; rules and regulations for renters; forms; payment terms

June 2/11 S. Wallace, Principal, Central Elementary School, SD 33 (Chilliwack)

Discussion re: location, population, needs of Central; existing programs; supported by grants and fundraising; groups include Chilliwack Community Services, Ministry of Children and Families, University of the Fraser Valley

June 2/11 B. George, Community School Coordinator, Blueberry Creek School, Castlegar, SD20 (Kootenay-Columbia)

Discussion re: history of Blueberry Creek School; has Community School designation; importance of Non-Profit Society status; staff includes a Social Services Facilitator; two Early Childhood Educators, and two support staff for Special Needs clients

June 2/11 Rentals Clerk, Richmond City Hall

Discussion re: rental regulations; some weekly, some monthly; majority are short-term; cost recovery; refundable damage deposit; cancellation policy; no political or commercial events; most sites designed for meetings

June 7/11 P. Welbedagt, Executive Director, West Abbotsford Community School Society, SD34 (Abbotsford)

Discussion re: "Literacy Matters" umbrella; Non-Profit Society Status; programs for students after school and holidays; referral to Andrea Senft, Community Developer, SD34 (Abbotsford)

June 7/11 L. Smith, Vancouver Community Schools Coordinator, West 2 Community Schools Team, SD39 (Vancouver)

Discussion re: visioning projects for General Gordon and Queen Mary Schools; Budget constraints slowed further progress; plans now back on, Strathcona included

June 7/11 P. Horstead, Assistant Superintendent, SD36 (Surrey)

Discussion re: community co-coordinators in each of four zones who pursue grants and build relationships; worked with consultant from Portland on Community Schools projects; programs are welcome if they meet the "intended impact" – to help kids in partnership with the community; also used New York Children's Aid Society model to provide extended learning activities for communities; funding from United Way, City of White Rock, City of Surrey, Westin, Canadian Tire, Golf BC and other sports agencies; Royal Bank, coast Capital, Ministry of Culture and Sport; need for people who can write grant applications; received \$600,000 in grants last year; district rental person handles contact; approval of additional space to accommodate NLC at Grandview Heights Elementary, as of 2011-02-11

June 8/11 A. Senft, Community Developer, SD34 (Abbotsford)

Discussion re: centre opening fall 2012; position of "Community Developer"; funded by SD34; did a neighbourhood assessment; application had to state how the group supported the neighbourhood vision; Youth Centre, Health Centre, MCF, ESL, financial literacy, Parks & Rec; attached to Abbey Collegiate; rental costs will just cover maintenance; total of 12,000 sq.m.; Non-Profit Society under SD34 control

June 8/11 A. Cooper, Superintendent of Schools, SD19 (Revelstoke)

Discussion re: high school centre opens Sept./11; elementary site opens Sept./12; keys to preparation; need for Steering Committee; need to present opportunity to community via advertising; all must understand the opportunity; not just expansion into new space; forwarded document (via Skype): Revelstoke Schools Project: Neighbourhoods of Learning Proposal

June 9/11 D. Brow, Director of Instruction, Personnel Services, SD38

Discussion re: appropriate staffing for NLC; possibly Custodian plus Facilities Booking Clerk

June 9/11 N. Brennan, Assistant Superintendent, SD38

Discussion re: possible timeline; changes to current SD38 application form; terms and conditions needed; possible package to be prepared for Open House including guiding principles, timeline, application form, terms & conditions, applicable Board policies, plan of NLC building and gardens, list of suggested uses; dates for report to Senior Staff and presentation to Trustees

June 14/11 D. Hallwood, Acting General Manager, Maintenance & Operations, SD38
M. Beausoleil, Assistant Manager, Operations, SD38
B. Hewson, General Manager, Maintenance & Operations, SD38

Discussion re: costs, including heat, light, painting, roofing, custodial; Facilities Booking Clerk 4 hrs./day too much; rentals can be handled through existing system; proof of liability insurance prior to approval; payment taken in advance, no cash, no credit cards at present

June 14/11 J. Ellis, Community School Coordinator, Slocan SD8 (Kootenay Lake)

Discussion re: \$175,000 Community School funding from SD8; Non-Profit Society with charitable status; took over old maintenance facility, and recently bought it; youth centre, learning centre, day care, multi-media lab, food Bank, summer programs; J. Ellis is funded by the Society; volunteer base of 30 regulars; centre has 5 rooms plus main office; J. applies for grants

June 20/11 N. Brennan Assistant Superintendent, SD38

Discussion re: changes to application form; changes to terms & conditions; staffing possibilities; custodial time; use of gym; list of furniture should be included in info package

June 20/11 E. Thorleifson, Manager of Facilities, SD38

Discussion re: Busby sending a clear schematic; moving the gym doors to accommodate access to the kitchen without going through the gym; phone & PA system; garden plots will be allocated for NLC

June 21/11 M. Dixon, Literacy Outreach Coordinator, Richmond

Discussion re: update on activities to date; brainstorm ideas re: supervision, custodial opportunities; reviewed & revised application form and terms & conditions; sending forms to T. Mendoza at rentals for suggestions; review of open house package as it is developed

June 21/11 T. Mendoza, Rentals Clerk, SD 38

Consultation (via email) re: additions/deletions/suggestions for the revised rentals application form and terms & conditions

June 29/11 S. McIntosh, Facility Manager, Caring Place, Richmond

Discussion re: Non-Profit Society, started before Sandy's employment commenced; file taxes, pay annual fees, hold AGM; audited yearly by Ian J. Bye; volunteer Board max 16 for 9 yr. term, reviewed every three years; reviewed application form and terms & conditions; Caring Place only rents to churches on Sundays

July 5/11 A. Heeney, Principal, Brighthouse Elementary School, SD38
M. Dixon, Literacy Outreach Coordinator, Richmond

Discussion re: Brighthouse Grand Opening, Oct. 19/11; possibilities for staffing of NLC; possibility of Margaret Dixon having office hours; possibility of an increase in Brighthouse admin time to

accommodate Monday to Friday supervision of site; possibilities for custodial time; NLC open house early November; Literacy Committee will help to organize the evening; gym use only outside of school hours; multi-purpose room not available; gym rentals to go through normal channels

July 13/11 N. Brennan, Assistant Superintendent, SD38

Discussion re: policy revisions; participation of Brighthouse administration; control of rental times to prevent time gaps and facilitate supervision; need for cost estimates from maintenance & operations

July 13/11 District Literacy Committee Meeting
M. Dixon, Literacy Outreach Coordinator, Richmond

Discussion re: progress of NLC; possibility of using a volunteer coordinator; issues of supervision and liability; example: Sea Island Community Centre is staffed 20 hrs/wk; renters have code & key; possibilities for publicity for NLC Open House

Aug. 23/11 N. Brennan, Assistant Superintendent, SD 38

Discussion re: revisions to report

Aug. 24/11 M. Pamer, Superintendent, SD 38
N. Brennan, Assistant Superintendent, SD 38

Discussion re: content of report; further revisions; implications for SD 38

Sept.9/11 N. Brennan, Assistant Superintendent, SD 38
M. De Mello, Secretary Treasurer, SD 38
B. Hewson, General Manager, Maintenance and Operations, SD 38
M. Beausoleil, Assistant Manager, Operations, SD 38

Discussion re: custodial time; supervision of NLC; rental charges to support a cost-recovery position

Sept. 14/11 District Literacy Committee Meeting (and members)
M. Dixon, District Literacy Outreach Coordinator, Richmond
N. Brennan, Assistant Superintendent, SD 38

Discussion re: summary of report; recommendations; options for site supervision and operation

APPENDIX F**BRIGHOUSE Neighbourhood Learning Centre***Operating Cost (excluding staffing) for 350 sq. meters (based on a 5-day week)*

	DAILY	WEEKLY	MONTHLY	YEARLY
Custodial	54.00	270.00	1080.00	12960.00
HVAC	19.70	98.50	394.00	4728.00
Roofing	6.00	30.00	120.00	1440.00
Electrical	13.68	68.40	273.60	3283.20
Natural Gas	1.44	7.20	28.80	3456.00
Security Monitor	1.00	5	20	240
TOTALS	95.82	479.10	1916.40	22996.80

Current Room Rates (per hour based on 8 hrs/day @ \$11.97)

	NON-COMMERCIAL	COMMERCIAL
Classroom	19.00	35.00
Multi-Purpose	40.00	92.00
Gym (Elementary)	40.00	92.00

APPENDIX G – Facilities booking Clerk Job Description



SCHOOL DISTRICT NO. 38 (RICHMOND)

JOB DESCRIPTION

Job Title: FACILITIES BOOKING CLERK

Date: November 30, 1999

Former Job Title: Rentals Clerk

STATEMENT OF JOB PURPOSE

This position ensures District facilities that are scheduled for use by various user groups is in accordance with District policies and procedures. The incumbent coordinates facility use by booking gyms, classrooms, and other District facilities used by the schools, District, and the Public. Generates appropriate documents such as rental contracts, invoices, and reports. This position is under the supervision of the Secretary - Treasurer, but work is performed with minimal direction.

MAJOR DUTIES AND RESPONSIBILITIES

(This is not an exhaustive list of the duties to be performed.)

- Coordinates and books school sponsored activities, out of school daycare, board office meetings, seminars, classes and other community use of District Facilities in conjunction with bookings received from the City of Richmond's Leisure Services and according to District policies and procedures.
- Enters information from completed applications for the rental and use of District facilities into a computerized booking system in conjunction with the City of Richmond's Leisure Services and according to District policies and procedures.
- Confirms arrangements, generates rentals contracts, and obtains signatures from user groups for rental agreements. Makes adjustments as necessary and informs schools and user groups of changes to rental schedules. Books alternate facilities for bumped user groups as necessary.
- Invoices user groups and communicates with Accounting Clerk regarding payment for the rental of school facilities. Receives payments from user groups, issues receipts, and forwards money to Accounting Clerk for deposit. Follows up on outstanding invoices and refers delinquent accounts to the Accountant.
- Receives comments and concerns regarding user group conduct, documents incidents and advises Secretary-Treasurer of repeated indiscretions as necessary.
- Responds to inquiries from schools and private groups and provides information regarding the rental of District facilities.
- Maintains familiarity with district facilities, availability of rental spaces and with District policies and joint agreements that relate to the rental of District facilities.
- Generates reports related to the rental of school facilities as required.
- Maintains filing systems for rental agreements.
- Performs other job related and clerical duties of comparable difficulty, importance and responsibility as required.

REQUIRED QUALIFICATIONS *(Knowledge, abilities and skills)*

- Grade 12 including or supplemented by Business Education courses plus one (1) year relevant clerical experience or an equivalent combination of education and experience.
- Working knowledge of computer software applicable to the position.
- Ability to organize workload, work under periodic pressure and complete assignments with minimal supervision.
- Strong interpersonal skills, including the ability to use tact and discretion in resolving problems and in communications with District staff, Administrators and the public.
- Ability to compute with accuracy and speed, in order to cost out invoices.
- Ability to key enter information with accuracy.
- Ability to operate standard office equipment.

Community Use of School Facilities and Neighbourhood Learning Centres

It is the policy of the Board to encourage community use of school facilities, providing such use does not conflict with the regular or extra-curricular programme of the school, or the Continuing Education programme offered through the School District.

In the case of the Brighthouse Neighbourhood Learning Centre, priority for usage will be given to community groups and/or organizations which

- Serve the Richmond community
- Encompass the broad spectrum of literacy
- Are of mutual benefit to both the school and the community at large
- Are non-profit
- Provide an array of services, support and resources for individuals from infants to seniors
- Provide programs that reflect the priorities of the Richmond Community Literacy Plan

Adopted: 05 March 1990

Policy 1004.11-R

Community Use of Neighbourhood Learning Centres

Application

The Neighbourhood Learning Centre (NLC) application form shall be used for the submission of all requests for rental. One copy of the rental form will be returned to the user with a confirmation number. All rental applications will be adjudicated by the NLC Steering Committee, consisting of representatives from: Brighthouse School Administration, District Senior Staff, Board of Education, Richmond Literacy Committee, Facilities, Finance.

Yearly or series rentals must be submitted one month before the first date requested. One-time rentals must be submitted a minimum of seven days prior to date requested.

Liability

Groups using the NLC are responsible for carrying their own accident insurance protection. The School Board carries liability insurance to indemnify itself against its liability as the owner of the building and facility, and the negligence, if its employees in carrying out their employment duties. Thus, the Board will only be liable when negligence on the part of the Board or an employee is proven by the person suffering the injury or damage.

Groups using the NLC are required to take out Public Liability Insurance.

Equipment

Basic equipment for meeting rooms will be provided (chairs, tables, AV, chart stands).

Consumption of Alcoholic Beverages on School Board Property

Specific request to consume alcohol on School Board Property will only be considered for long-term NLC user group activities, and any such request must be submitted in writing to the **GNCL-181** **GNCL-181**

of Schools for approval. Such approvals will be restricted to the consumption of wine and/or beer. A group may be asked to post a \$300 (or greater) cash deposit. A liquor license must be obtained by the group requesting use of the facility. The group must provide evidence that they have obtained a host liquor liability insurance policy for the benefit of the group and the Board.

Time of Use

Weekdays	8:00 a.m. to 9:00 p.m.
Saturdays	8:00 a.m. to 9:00 p.m.
Sundays	8:00 a.m. to 3:00 p.m.

Supervision

Groups are required to ensure that there is appropriate supervision of activities at all times.

Reports

Reports of damage, littering or misconduct resulting from community use of the NLC shall be submitted by the Brighthouse Elementary School administration to the office of the Secretary-Treasurer and the Operations manager. All reports of injury or damage shall be on an Incident Report Form provided by the Schools Protection Program, and in cases of injury, the report shall be sent to the Secretary-Treasurer immediately.

Damage, Loss or Theft

Groups using the NLC facilities shall accept responsibility for the cost of repairing any damage occurring during use and/or of replacing any equipment lost or stolen during such use; and shall pay any resultant costs.

Reservation and Cancellation

A minimum of seven days' notice is required for a reservation and for cancellation.

Rental Charges

The Board shall, from time to time, establish such charges as it considers appropriate for the use of the NLC. The schedule of rental charges shall be available from the Rentals Clerk, the office of the Secretary-Treasurer, and the office of the Operations Manager.

Capacity

Occupancy/seating capacity of each room in the NLC is as per the Fire Marshall's regulations, and is indicated on the reverse of the application form.

Use of Gymnasium

Use of the Samuel Brighthouse school gymnasium is separate from use of the NLC, and must be requested through the School District Rentals Clerk. The gym will only be available outside of school hours. All users shall be advised of the rules and regulations when making arrangements through the Rentals Clerk.

SCHOOL DISTRICT NO. 38 (RICHMOND)
NEIGHBOURHOOD LEARNING CENTRE

REGULATIONS

All groups are subject to the following Regulations:

The Neighbourhood Learning Centre, may be used by groups and organizations within the community according to the following guidelines:

- Priority: Priority will be given to organizations that:
- * Serve the Richmond Community
 - Encompass the broad spectrum of literacy
 - Be of mutual benefit to both Samuel Brighthouse Elementary School, and the community at large (Might schools rent space after user groups? Apply & pay as per regulations?)
 - Are non-profit
 - Provide an array of services, supports and resources for individuals from infants to seniors
 - * Provide programs that reflect the priorities of the Richmond Community Literacy Plan
- Booking: Complete the NLC application form, and submit to the NLC Steering Committee c/o District Staff, along with proof of Liability Insurance.
A minimum of seven days notice is required when making a reservation.
- Cancelling: A minimum of seven days notice is required for cancellation. Less than seven days notice will result in a charge to the rental group. The Board reserves the right to revise any reservation with seven days notice.
- Payment: Payment is required prior to the rental start date.
- Insurance: Groups are required to provide proof of Public Liability Insurance.
- Smoking: Smoking is prohibited in or near the premises as per SD 38 Board Policy, and City of Richmond By-Law #6989, part 6-1 Areas of Smoking Prohibition.
- Set-Up & Clean Up: All set-up and clean-up must be done by the renter. Furniture must be returned to its original room set-up as shown in the diagrams posted in each room. All groups must wipe down tables, chairs and counters. Disposables and recyclables must be put in the appropriate containers.
- Security: Renters must lock all doors and windows before leaving.
- Kitchen: Refer to posted guidelines regarding kitchen use. Renters must ensure that a responsible attendant is present in the kitchen at all times during activities.
- Parking: No parking in spots designated for Brighthouse staff.
- Gym: Brighthouse School will have daytime use of the gym. Requests for gym rental will be treated separately through the District Rentals Clerk.
Non-marking shoes must be worn for gym activities. Regular shoes or black-soled runners are not permitted.
- Misuse: Misuse of the facility or failure to abide by these terms and conditions may result in cancellation of future rentals

SCHOOL DISTRICT NO. 38 (RICHMOND)
NEIGHBOURHOOD LEARNING CENTRE
RENTAL APPLICATION

APPLICANT INFORMATION:

Date of application: _____ Name of Organization: _____

Contact Name: _____ Position in Organization: _____

Address: _____ Postal Code: _____

Work Phone: _____ Cell Phone: _____ Fax: _____

Email: _____

BOOKING INFORMATION:

Day(s) of the week: Mon. Tue. Wed. Thu. Fri. Sat. Sun.

Type of Booking: one event weekly monthly block

Start Date: _____ End Date: _____

Start Time: _____ End Time: _____ (including setup time)

Type of Event as it relates to Literacy and the Guiding Principles: (Be specific.):

Room(s) Requested: _____

Estimated Attendance: _____ Age of Attendees: preschool youth adult senior

Non-School District equipment being used:

*See Rentals Package for list of available School District furniture and equipment.

I have received a copy of the Regulations, and agree to abide by them.

Signature

Submit completed form to Brighthouse Elementary School office.

OFFICE USE ONLY:

Confirmation #: _____ Payment: _____ **CNCL-185**

Neighbourhood Learning Centre: 5 available spaces:

Room 2 (office space): 11.4 m daily, weekly, monthly rates
(123 sq ft)

\$45/day
\$215/week
\$850/ month

Room 3 (conference room): 19.4 m2 4 hr, daily, weekly, monthly rates
(209 sq ft)

\$30/4 hrs
\$55/daily
\$260/weekly
\$1000/monthly

Room 4 (conference room): 26.4 m2 4 hr, daily, weekly, monthly rates
(284 sq ft)

\$35/4 hrs
\$60/daily
\$280/weekly
\$1080/monthly

Room 5 (flex space with sink): 75 m2 4 hr and daily rates
(807 sq ft)

\$65/4hrs
\$120/daily

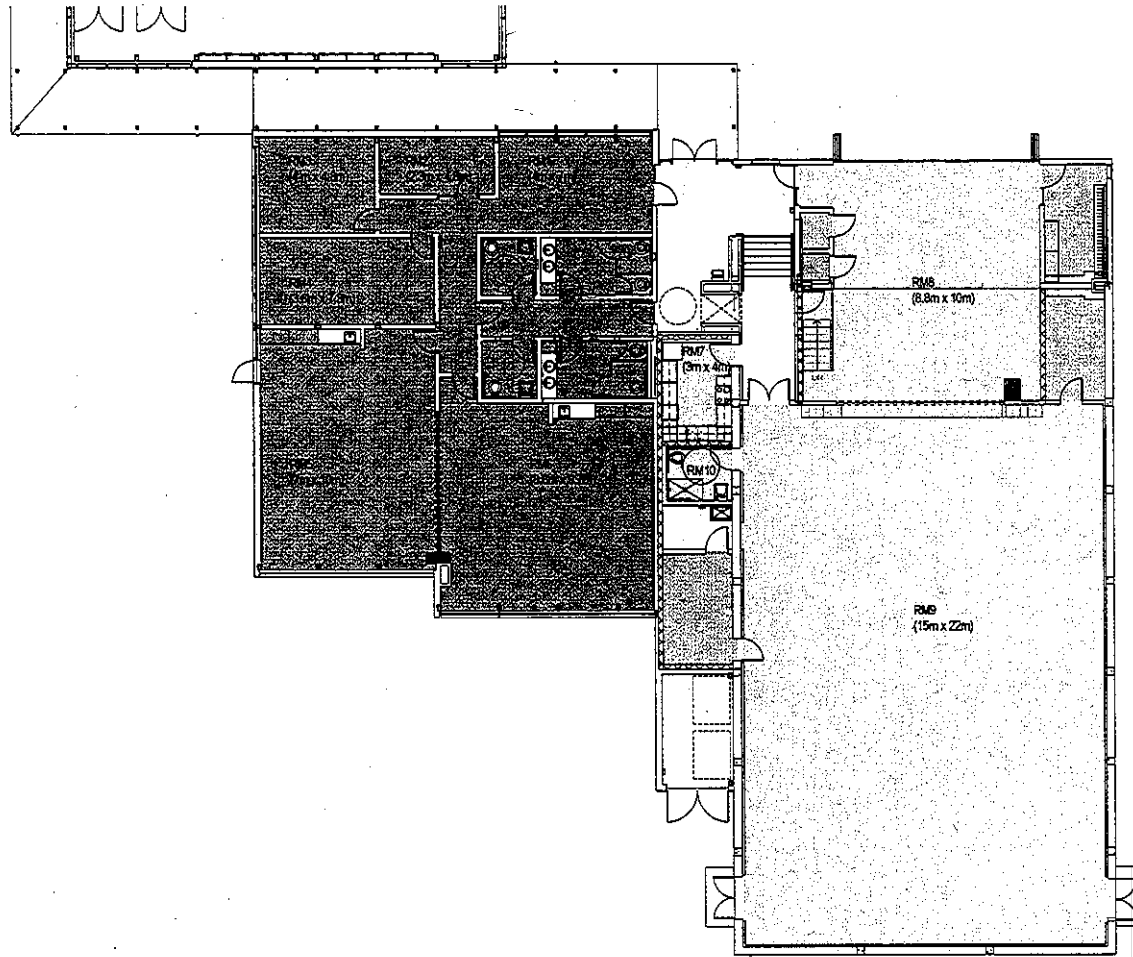
Room 6 (flex space with sink): 84 m2 4 hr and daily rates
(904 sq ft)

\$70/4hrs
\$130/daily





Room 5 and 6 combined: 159m2 4 hr and daily rates
(1711 sq ft)

\$120/4 hrs
\$230/daily

For more information, contact Margaret Dixon at: margaretjdixon@gmail.com



- RM1 - RECEPTION - 29.2 m²
- RM2 - NURSE - 11.4 m²
- RM3 - OFFICE - 19.4 m²
- RM4 - OFFICE - 26.4m²
- RM5 - FLEX SPACE - 75 m²
- RM 6 - FLEXSPACE - 84 m²
- RM7 - KITCHENETTE - 12 m²
- RM 8 - STAGE/MRP - 90 m²
- RM 9 - GYMNASIUM - 338 m²
- RM 10 - WC/SHOWER - 6m²

-  Gym
-  Multipurpose
-  Neighbourhoods of Learning
-  Storage - Gym

CNCL-187
 USBY
 PERKINS
 + WILL



Samuel Brighthouse Elementary School - 6800 Azure Road, Richmond, BC
 School District No. 38 (Richmond)



GROUND FLOOR
 PLAN - NLC

RICHMOND COMMUNITY LITERACY PLAN 2009/2010 AND BEYOND

1. Connect with recent immigrants to provide information on literacy initiatives and service in the community.
2. Increase access to literacy initiatives and services for 'hard to reach' populations.
3. Increase the literacy skills of entry-level workers in Richmond and increase the capacity of workplaces to provide literacy resources and opportunities.
4. Coordinate and streamline Richmond literacy activities and resources.
5. Promote the importance of literacy and lifelong learning to all residents in Richmond.
6. Capitalize on the strong family structure in Richmond to promote literacy in the community.
7. Increase the health literacy of Richmond residents.
8. Work together in a collaborative fashion with organizations in Richmond to increase literacy.
9. Encourage all non-English speakers in having an understanding of the importance of literacy in their first language.
10. Carry out research to ensure that the best literacy programs are offered and the needs of the community are fulfilled.

Projected Timeline For Occupancy

- Open House November 16, 2011 2:00 to 4:00 pm
- Applications (and information package) available at Open House
- Applications submitted by December 9, 2011
- Decisions made by the Steering Committee by January 13, 2012
- Notifications to successful renters by January 27, 2012
- Rentals to begin Mar. 1

CNCL-188



NEIGHBOURHOOD LEARNING CENTRE GUIDING PRINCIPLES

Over a period of several months, a sub-Task Force of the larger Literacy Richmond Committee collected and collated the data obtained from the larger group meetings, and wrote the following guiding principles, as outlined in the March 7, 2011 Report to the Board of Education (Richmond) by N. Brennan, Assistant Superintendent.

The Neighbourhood Learning Centre will house programs and services that:

- Are of mutual benefit to both Samuel Brighthouse Elementary School and the community at large
- Serve the Richmond Community
- Provide an array of services, supports and resources for individuals from infants to seniors
- Can operate independently within the facility
- Can function in a multi-use space
- Are not-for-profit organizations
- Encompass the broad spectrum of literacy
- Meet the priorities reflected in the Richmond Community Literacy Plan

