

## **Finance and Legal Committee**

### **Public Meeting Agenda**

**Wednesday, May 15, 2024 – 10:00 am**  
**via Zoom**

<https://sd38.zoom.us/j/64990129897>

Passcode: 6000

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

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- 1. Adopt Agenda**
- 2. Approve Minutes**  
Public minutes from meeting held April 17, 2024 attached.
- 3. Human Resources Update**  
Report from the Assistant Superintendent, Human Resources attached.
- 4. Feeding Futures Update**  
Report from the Director of Instruction, Student Services & Data Analytics and Manager, Feeding Futures attached.
- 5. Student and Family Affordability Fund Update**  
Report from the Director of Instruction, Student Services & Data Analytics attached.
- 6. Next Meeting Date – Wednesday, June 12, 2024 at 10:00 am**
- 7. Adjournment**

## Finance and Legal Committee

### Public Meeting Minutes

Wednesday, April 17, 2024 – 10:00 am  
Via Zoom

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**Present:**

Chairperson

Vice Chairperson

Trustee Member

Trustee Alternate

Secretary Treasurer

Assistant Secretary Treasurer

1st Vice President, Richmond Teachers' Association

2nd Vice President, Richmond Teachers' Association

Representative, Richmond Management and Professional Staff

Vice President, Richmond Association of School Administrators

Executive Assistant (Recording Secretary)

D. Sargent

K. Hamaguchi

R. Belleza

A. Wong

C. Wang

M. Fu

S. Wengloswki

F. Marsic

R. Corbin

A. Goulas

T. Lee

The meeting was called to order at 10:00 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 14, 2024, were approved as circulated.

#### 3. Human Resources Update

The Secretary Treasurer noted the Assistant Superintendent, Human Resources sent his regrets due to a scheduling conflict and any questions regarding the report will be collected and provided to human resources for a response. She then provided a brief highlight of the report noting the collaborative approach in projecting staffing allocations.

The Secretary Treasurer then responded to questions from the 2nd Vice President, Richmond Teachers' Association on staffing needs in schools that will be full for the coming year and data regarding designated overflow schools for extra students.

The Chairperson then inquired regarding funding for student support that arrive in schools mid-year.

The Secretary Treasurer then responded to a trustee's question on the annual budget and funding for staffing allocations.

**4. Trustees' Expenses for the 3 Months Ending March 31, 2024**

The Assistant Secretary Treasurer referred to her report as included in the agenda package. The Committee agreed to forward the following recommendation to the Board:

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

**BE IT RESOLVED** that in accordance with the School Act, the Board of Education of School District No. 38 (Richmond) approves Trustees' expenses paid during the three-month period ended March 31, 2024, in the amount of \$5,729.94.

**5. Next Meeting Date – Wednesday, May 15, 2024 at 10:00 am.**

**6. Adjournment**

The meeting adjourned at 10:14 am.

*Respectfully Submitted,*

*Donna Sargent  
Chairperson, Finance and Legal Committee*

## Report to the Finance and Legal Committee Public

**Date:** May 15, 2024  
**From:** Chris Stanger, Assistant Superintendent, Human Resources  
**Subject:** **Human Resources Update – Staffing Information Update**

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

### INTRODUCTION

The district strategic plan's priority four focuses on a progressive workplace. Goal four within this priority emphasizes recruiting High-quality staff with growth potential retained in all positions across the district. This update shares several staffing highlights for information.

### Continued Education Assistant (EA) Shortages

HR staff monitor daily EA absences, dispatches and unfilled EA absences. Since March, the daily average of EA absences has been 69. However, the daily average of On-Call EAs picking up shifts to cover absences has been 27. Consequently, the district continues to experience daily unfilled EA assignments at an average of 42/day spread across all school and learning center sites.

The district's difficulty filling daily EA absences is not singularly a result of having too few EAs available on the On-Call roster. Rather, the difficulty is that not all available On-Call EAs are picking up work each day. As of March 2024, the district had 91 On-Call EAs deemed available for daily work as replacement EAs. 18 of these are currently assigned to temporary positions, which leaves 73 available to fill daily absences, which as noted above is typically 69.

HR staff continue to apply significant efforts to recruit and hire On-Call EAs, but also are focused on understanding why not all On-Call EAs are accepting daily work, as well as what more staff can do to ensure On-Call EAs are accepting all available daily work. For example, staff are implementing an engagement survey for On-Call staff to gather insights about their experience and why they are not accepting work. The result of this can then guide next steps to respond to this ongoing matter.

### Spring School Staffing for 2024/25

As noted in our April update, Human Resources, Central Registration, Learning Services, and the Secretary Treasurer's staff have collaborated with school principals and vice principals to prepare preliminary 2024/25 staffing allocations which were provided to Secondary schools on April 26<sup>th</sup> and to Elementary schools on May 3<sup>rd</sup>.

For the 2024/25 school year the domestic student population is projected to grow by 2.4% to an anticipated 22,147. The international student population is expected to remain stable for the 2024/25 school year at 875 students. As a result of enrolment growth, as well as shifting enrolment between schools, staff have identified needed changes to the number of allocated class divisions at various elementary schools for the year ahead. The following schools are allocated additional classes:

- Anderson (2)
- Brighthouse (2)
- Diefenbaker LFI (1)
- Garden City (1)
- Talmey (1)
- Tomsett (2)

Meanwhile, the following schools are downsizing classes:

- Byng (1)
- Diefenbaker Neighbourhood (1)
- Hamilton (1)

At Secondary due to enrolment fluctuations, at this time, we have added a net of 3.4286 classroom enhancement fund (CEF) FTE across all schools in comparison to the total classroom CEF FTE allocated to support class size and composition pressures in the current school year.

Looking forward, staffing allocations will be reviewed regularly from mid-May through to the end of September when the Ministry takes a 'snapshot' of the district's student data information to determine actual student funding for the 2024/25 school year. Adjustments to staffing allocations will be made as emerging needs arise – such as new registrations arriving over the summer.

#### **CONCLUSION**

Human Resources staff are working diligently to manage and reduce daily On-Call EA staff shortages, as well working in collaboration with Principals/Vice Principals, Central Registration and Secretary Treasurer planning staff to provide staffing allocations for the 2024/25 school year in relation to projected and emergent enrolment data and established staffing formulas.

Respectfully submitted,

Chris Stanger,  
*Assistant Superintendent, Human Resources*

## Report to the Finance and Legal Committee Public

**Date:** May 15, 2024

**From:** Ravinder Johal, Director of Instruction – Student Services & Data Analytics  
Ian Lai, Manager – Feeding Futures

**Subject:** **Feeding Futures - Update**

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

### INTRODUCTION

The purpose of this report is to provide updated information regarding the Ministry of Education and Child Care’s Feeding Futures School Food Programs Fund and implementation in the Richmond School District. This fund has provided significant augmented support in addition to district resources for students facing food insecurity. Commencing in the 2023/2024 school year, Richmond School District’s allocation is \$2.37 per year for three years.

### BACKGROUND

In April 2023, the Ministry announced the establishment of the Feeding Futures School Food Programs Fund, focused specifically on expanding nutrition programs and creating new opportunities for students facing food insecurity.

Funding use includes, but is not limited to:

- Increasing and enhancing nutritional opportunities for students throughout the day (i.e. breakfast programs, lunch supports, snack cupboards).
- Maintaining existing programs and supporting development of new programs.
- Supporting long-term agreements and partnerships with non-profit organizations, local catering companies and food suppliers/distributors.
- Purchasing equipment and small appliances to facilitate the delivery of food programs.
- Grocery gift cards for students during natural breaks in the school year when classes are not in session.
- Allocations to support specific vulnerable students in such areas as alternate programs and supports accessed through the Indigenous Success Department.

The fund also allowed for the hiring of a new position of Manager, Feeding Futures, to support implementation of this fund.

### DISCUSSION

Consultation and communication with stakeholder groups began in Fall 2023, including meetings with district staff, Richmond Teacher’s Association, Richmond Association of School Administrators, students

and Richmond District Parent Association, among others. Feedback was also requested from Indigenous stakeholder groups including Musqueam First Nation and Métis Nation BC. Information about Feeding Futures continues to be shared with families through school communication processes such as newsletters, and district-wide through the district website. A key priority in sharing and receiving information from families remains a focus on confidentiality and honouring the privacy of those reaching out for support.

Following a needs assessment survey for school-based administrators at the beginning of the school year, existing structures were reviewed and new opportunities as well as potential constraints were identified. All schools received an initial allocation of funds to support existing food programs at each site, based on school population and Social Services Index data. There are a number of district initiatives that have evolved this year, including the following:

- In collaboration with Purchasing and Facilities departments, at least one community fridge has been installed at each school site.
- A centralized ordering system has been developed to ease the time burden of staff going in-person to make food purchases and to build consistency across sites.
- A commitment to enhancing the nutritional quality and variety of food available to students.
- Expanding the number of community partners that can support the delivery of breakfast, lunch, and snack programs to increase access and availability to more students.

## **CONCLUSION**

The Feeding Futures School Food Programs Fund allows the district to provide significantly enhanced nutrition support and services to students across the district. This also provides support aligned with Goal 1 of the Board's Strategic Plan Priority 2, Equity and Inclusion, to support equitable and inclusive learning environments for all learners.

Respectfully Submitted:

Ravinder Johal  
Director of Instruction – Students Services & Data Analytics

Ian Lai  
Manager – Feeding Futures

## Report to the Finance and Legal Committee Public

**Date:** May 15, 2024  
**From:** Ravinder Johal, Director of Instruction – Student Services & Data Analytics  
**Subject:** **Student and Family Affordability Fund - Update**

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

### INTRODUCTION

The purpose of this report is to provide updated information regarding the Ministry’s Student and Family Affordability Fund. This fund was initially a one-time special purpose fund to provide significant augmented support beyond district resources for financially vulnerable students for the 2022/2023 school year. Recognizing that families continue to struggle with rising costs for a range of goods and services, the Ministry recently announced a replenishment of additional one time funds for the Student and Family Affordability Fund to directly support parents and guardians of K – 12 students with school-related costs. Richmond School District’s allocation is \$809 000.

### BACKGROUND

The Student and Family Affordability Fund is designed to assist families who require financial assistance with school-related costs such as school and course fees, workbooks, specialty supplies, field trips and other school-related charges and costs. The goal of this fund is to directly offset costs to parents, guardians, and students, such as school supplies or other cost pressures they are facing.

For the initial launch of the funding in the 2022/2023 school year, Student and Family Affordability funds focused on food security supports, school fees and other school-related cost pressures. Additional fund availability was put in place for clothing and footwear needs, and school-based allocations were created to provide individual schools the opportunity to address the unique needs within their contexts. In Spring 2023, the Ministry announced ongoing Feeding Futures funding that would be provided to districts for three years commencing in 2023/2024, utilized specifically to expand nutrition and food programs throughout the district. As such, the renewed funding does not extend to nutritional funding supports.

Current funding use includes, but is not limited to:

- providing basic school supplies that might otherwise be purchased by parents, guardians, and students (e.g. pens, paper)
- waiving education-related fees (e.g., additional supplies for shop, culinary and craft classes, workbooks, camps, field trips, relevant cultural events, other student society meetings including those related to equity, diversity, and inclusion, and instrument and equipment fees or other fees charged by school districts)

- fees for school sports and other school activities
- provide support for the purchase of clothing and footwear required for school sports and other school activities

## **DISCUSSION**

The replenishment of the [Student and Family Affordability Fund](#) provides continued enhanced support students and families with affordability concerns.

For the remainder of the 2023/2024 school year, the replenishment of the Student and Family Affordability Fund will be utilized as follows:

- school-based allocations provided to individual schools to address their specific context and support families with costs related to their child's schooling
- targeted funds allocated to support specific vulnerable students in such areas as alternate programs and supports accessed through the Indigenous Success Department
- the purchase of clothing and footwear gift cards coordinated at the district level

It is anticipated that this additional resourcing will support students and families facing affordability concerns for the remainder of the school year, with carryover funding to be utilized in 2024/25. Opportunities may continue to evolve as they arise through feedback and ongoing discussion with partner groups within the funding guidelines provided by the Ministry.

Similar to last year, information is being shared with families through school communication processes such as newsletters and district-wide through the district website. An ongoing value in sharing and receiving information from families is a focus on confidentiality and honouring the privacy of those reaching out for support.

## **CONCLUSION**

The replenishment of the Student and Family Affordability Fund will enable the district to provide significant enhanced support to students and families facing affordability concerns. This also provides support aligned with Goal 1 of the Board's Strategic Plan Priority 2, Equity and Inclusion, to support equitable and inclusive learning environments for all learners.

Respectfully Submitted:

Ravinder Johal  
Director of Instruction – Student Services & Data Analysis