

**FINANCE & LEGAL COMMITTEE
PUBLIC MEETING AGENDA**

DATE: WEDNESDAY, SEPTEMBER 18, 2019

TIME: 11:00 AM

LOCATION: 1ST FLOOR BOARDROOM, SCHOOL BOARD OFFICE

The Richmond Board of Education acknowledges and thanks the First Peoples of the hən̓q̓əmiñəm (hun-ki-meen-um) language group on whose traditional and unceded territories we teach, learn and live.

- 1. ADOPT AGENDA**
- 2. APPROVE MINUTES**
Attachment: Public minutes from meeting held June 19, 2019
- 3. HR STAFFING UPDATE**
Attachment - Executive Director, Human Resources
- 4. 2018/19 APPROVED BUDGET ADDITIONS – UPDATE AS AT JUNE 30, 2019**
Attachment - Assistant Secretary Treasurer
- 5. TRUSTEES’ EXPENSES FOR THE THREE MONTHS ENDING JUNE 30, 2019**
Attachment - Assistant Secretary Treasurer
- 6. FOCUSED EDUCATION RESOURCES**
Attachment - Secretary Treasurer
- 7. NEXT MEETING DATE – WEDNESDAY, OCTOBER 16, 2019 at 11:00 am**
- 8. ADJOURNMENT**

School District No. 38 (Richmond)
7811 Granville Avenue, Richmond, BC V6Y 3E3

FINANCE & LEGAL COMMITTEE PUBLIC MEETING MINUTES

Minutes of a **PUBLIC** meeting of the Finance & Legal Committee held in the 1st Floor Meeting Room, School District Administration Building, 7811 Granville Avenue, Richmond BC, on Wednesday, June 19, 2019 at 11:00 a.m.

Present:

Ken Hamaguchi, Committee Chairperson
Debbie Tablotney, Trustee Member
Norm Goldstein, Trustee Alternate
Heather Larson, Trustee
Roy Uyeno, Secretary Treasurer
Laura Buchanan, Executive Director Human Resources
Mike Beausoleil, Director, Maintenance, Operations & Transportation
Liz Baverstock, President, Richmond Teachers' Association
Tim McCracken, 1st Vice President, Richmond Teachers' Association
Dionne McFie, President, Richmond District Parents Association
Wanda Plante, Executive Assistant (Recorder)

Regrets:

Richard Lee, Trustee, Committee Vice-Chairperson
Frank Geyer, Executive Director, Planning & Development

The Chairperson called the meeting to order at 11:05 a.m.

1. APPROVAL OF AGENDA

The agenda was adopted as circulated.

2. APPROVAL OF MINUTES

The minutes of the May 24, 2019 public meeting were approved.

3. FUNDING MODEL REVIEW UPDATE

The Secretary Treasurer spoke to the report as included with the agenda package providing a Ministry update on the 22 recommendations from a Working Groups, Advisory Committee to improve K-12 funding of public education by creating a system

that will be equitable and fair for all school districts. Final results are expected in the Fall 2019 and next steps toward the implementation of the Funding Model will be determined. Discussion ensued regarding quantum funding and benefits of advocating for a delay in the implementation of the funding model.

ACTION:

Write a letter to the MoE expressing concern about the timing of the funding model announcement and the implication of the consultation period following technical modeling of the funding model review.

The Executive Director, Human Resources departed the meeting at 11:17 am during the above item and returned at 11:19 am.

4. SELECT STANDING COMMITTEE 2020 BUDGET UPDATE

The Secretary Treasurer advised that the District accompanied by stakeholders will present in person to the Select Standing Committee on Friday, June 21, 2019 in Surrey.

5. NEXT MEETING DATE – Wednesday, September 18, 2019 at 11:00 am

6. MINUTES FOR INFORMATION

a) CHILD CARE DEVELOPMENT ADVISORY COMMITTEE MEETING

Nil.

b) CAMBIE COORDINATING COMMITTEE MEETING

Nil.

7. ADJOURNMENT

The meeting adjourned at 11:29 am.

Respectfully Submitted,

Ken Hamaguchi, Chairperson
Finance & Legal Committee

Report to the Board of Education (Richmond) PUBLIC Finance & Legal Committee

DATE: September 11 2019

FROM: Laura Buchanan, Executive Director, Human Resources

SUBJECT: HR Staffing Update

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

Preliminary Enrolment Estimates

The District is in the process of confirming preliminary enrolment estimates in advance of upcoming Ministry of Education data collections.

The 2019/2020 operating budget was based on funded FTE as follows:

Total FTE Regular School Age Funded Enrolment:	19,652
Total FTE Elementary School Age Enrolment:	11,402
Total FTE Secondary School Aged Enrolment:	8,250

Actual school age funded FTE enrolment is currently estimated at:

Total FTE Elementary School Age Enrolment:	11,663
Total FTE Secondary School Aged Enrolment:	TBD – week of September 23

The increase of 261 funded elementary school aged students has resulted in additional elementary staffing requirements. This increase is expected to be confirmed at the end of September.

Increases in FTE funded enrolment drive not only operating budget increases but also increased staffing requirements under the restored collective agreement language. Most notably, the staffing ratio for Resource teachers is based on a ratio of 1 FTE Resource teaching position for every 342 FTE funded students.

ELL enrolment is also in the process of being assessed and confirmed. It is expected that ELL enrolment, particularly at the elementary level, has increased. While this increase would provide additional operating budget funds, it would also require increased staffing levels under the restored collective agreement language.

CEF Staffing

For the first year, SD 38 is expected to receive sufficient CEF staffing to be able to meet collective agreement staffing requirements at the start of the year.

Overhead funding \$5,437,899 remains sufficient to support the varied infrastructure necessary to support the CEF funded teacher FTE across the province.

Additional specific CEF information will be provided at the October Finance and Legal Committee meeting.

Non-Enrolling Staffing

The district remains unable to hire a sufficient number of fully qualified non-enrolling teachers for Learning Assistance, Learning Resource and English Language Learning (ELL) positions. As a result, unfilled positions in these areas will transition into Learning Support / Helping Teacher positions, which have fewer required qualifications. It is anticipated that all of these positions will be able to be filled in the coming weeks. However, the filling of these positions will likely occur from the TTOC list, thus increasing the pressure and challenges in filling teachers' daily absences.

Laura Buchanan
Executive Director, Human Resources

Report to the Finance and Legal Committee
Public

DATE: September 4, 2019

FROM: Maria Fu, Assistant Secretary Treasurer

2018/19 Approved Budget Additions – Update as at June 30, 2019

INTRODUCTION

During the 2018/19 budget process, the Board approved budget adjustments totaling \$4,713,000. The following is the status update of each of the budget item.

Respectfully submitted,

Maria Fu
Assistant Secretary Treasurer

School District No. 38 Richmond

Approved Budget Adjustments - 2018/2019 - UPDATE

Description	One-Time / Ongoing	Staff Responsible	FTE	\$	Status - Update June 30, 2019
School-Based Supplies budgets <i>This request reinstates prior year cuts to school-based supplies budgets and provides more classroom resources for students</i>	on-going	Roy Uyeno	-	250,000	Completed.
Classroom Audio-Video Support <i>This request is to support the urgent and on-going need for installation of fixed projectors in classrooms. Currently there is a significant demand and backlog of installs due to insufficient dedicated labour for this project</i>	one-time pilot	Rob Laing	2.0	244,000	2018/19 Project ON HOLD - restarted May 2019 with external posting for AV technician and electrician. Carryforward balance to 2019/20.
Central Registration Centre Clerical Support <i>1) The request is to add one admin assistant positions to provide additional support to the Central Registration department as the volume and complexity of the work has increased substantially</i>	on-going	Scott Robinson	1.0	50,000	Temporary position in place. Full time position will be posted Summer 2019.
Learning and Assessment with Technology <i>1) Request is for one additional teacher consultant for technology</i> <i>2) Request is for two Tech Services Support positions to provide additional support (CUPE)</i>	on-going on-going	Scott Robinson Rob Laing	1.0 2.0	90,000 140,000	Completed. Completed.
Educational Change through Innovation Grants <i>Current innovation grant budget is 100,000</i> <i>Given rapid pace of innovation being driven by requirements of revised curriculum, the current budget is restricting staff innovation opportunities</i>	on-going	Lynn Archer	-	100,000	Completed.
Director of Instruction - Technology & Curriculum <i>This request is to add a temporary (18 months) Director of Instruction to coordinate and support new technology transformation initiatives and develop cohesive intentional plan</i>	on-going (temporary)	Scott Robinson	1.0	170,000	Filled effective Feb 1/19 so temp position will expire Aug 1/20.
Mentoring and Pro-D Support <i>Request is for a 1.0 FTE teacher consultant for Mentoring and Pro-D Support</i>	on-going	Wendy Lim/Richard Steward	1.0	100,000	Completed.
Leadership Development/Coaching <i>Request is for 1) Coaching training for Principals/VPs and RMAPS staff; 2) Coaching training for teachers</i>	on-going	Wendy Lim/Richard Steward	2.0	200,000	Completed.

School District No. 38 Richmond

Approved Budget Adjustments - 2018/2019 - UPDATE

Description	One-Time / Ongoing	Staff Responsible	FTE	\$	Status - Update June 30, 2019
Health and Safety - Vaccinations and WHMIS Training <i>Request is for a Hepatitis A/B Vaccination program for at risk staff projected one-time cost of \$70,000 and WHMIS hazardous materials training for science and tech ed teachers</i>	one-time on-going	Laura Buchanan	- -	70,000 41,000	Completed. Completed.
District PA Systems Replacement <i>PA systems in schools are over 12 years old and head end units, speakers and wiring is failing. Upgrading to new IP based standards is recommended. PA systems are vital for safety and security in our schools. (Estimated funding over 3 years is \$1,400,000)</i>	one-time	Rob Laing	-	460,000	Completed this year's portion of the request. However, this is a multi-year project and will continue next year. Equipment has been ordered for the 2019/20 budget request and work continuing in the summer on the next set of schools.
Fleet Maintenance Vehicles Replacement <i>Replacement of aging vehicles is requested to ensure maintenance and operations staff can safely operate vehicles and reduce maintenance costs (Estimated funding over 2 years is \$900,000)</i>	one-time	Mike Beausoleil	-	450,000	Completed.
Emergency Preparedness <i>Request is to develop and support a District Emergency Preparedness Plan including staff, training and resources that will focus on district response to critical incidents, natural disasters and emergency situations</i>	on-going one-time	Wendy Lim/Scott Robinson	0.8	100,000 350,000	Completed. Completed.
Video Surveillance <i>The request is for \$600,000 to fund a pilot to install a video surveillance system in 10 secondary and 5 elementary schools. (Estimated funding over 3 years is \$600,000)</i>	one-time	Wendy Lim/ Rob Laing	-	200,000	2018/19 Project ON HOLD; Plan to reinstate in 2019/20-carryforward balance.
Playground Equipment Replacement Support <i>This request is to establish district support for playground equipment replacement in collaboration with School/PAC fund raising initiatives to provide funds to assist schools in purchasing new playground equipment. This is in addition to the Ministry of Education capital program for playground equipment. (Estimated funding over 10 years is \$600,000)</i>	on-going	Roy Uyeno/ Mike Beausoleil	-	60,000	In Progress - Depends on school requests. Kidd and Quilchena received funding.

School District No. 38 Richmond

Approved Budget Adjustments - 2018/2019 - UPDATE

Description	One-Time / Ongoing	Staff Responsible	FTE	\$	Status - Update June 30, 2019
HVAC Technician <i>Request is to add a qualified HVAC technician to reduce costs of contracted service providers and generate additional operating savings</i>	on-going one-time	Mike Beausoleil	1.0	42,000 60,000	SD38 student working part time in HVAC. He will fill this full time position July 2019. Completed.
Environmental Stewardship <i>This request is to increase the current .2 teacher consultant - environmental stewardship by .4 fte in order to provide additional leadership and curricular support</i>	on-going	Wendy Lim	0.4	36,000	Completed.
Inflation on Services and Supplies <i>Elimination of inflation on services and supplies excluding utilities currently included in the base budget</i>	on-going	Roy Uyeno	-	(300,000)	Completed.
Network Security <i>Request is for funding to conduct network penetration testing to identify vulnerabilities in the district's IT network to ensure adequacy of our security protocols, processes, network software and equipment to protect our data and systems</i>	one-time	Rob Laing	-	50,000	2nd round of penetration test scheduled to be completed in Sept/Oct 2019 once firewalls have fully been set-up and summer work has been completed.
Data Centre Upgrades <i>Data Centre server and network equipment upgrades are needed to replace legacy equipment and expand storage area network capacity</i>	one-time	Rob Laing	-	250,000	Completed.
Contingency Reserves a) International Education Reserve <i>The district currently has \$500,000 in a restricted reserve to mitigate potential loss of net revenues. This recommendation requests increasing the reserve on a one-time basis</i>	reserve allocation	Roy Uyeno		500,000	Completed.
b) Funding Model Review - Contingency <i>The Ministry of Education is conducting a Funding Model review to be completed fo 2019/20. To mitigate the impact of potential operating grant reduction the district could hold a contingency reserve</i>	reserve allocation			1,000,000	Completed.
			12.2	4,713,000	

Total on-going - Operating Fund

1,201,000

Total one-time - Local Capital Reserve

2,012,000

Total reallocation of existing Restricted Local Capital Reserve

1,500,000

4,713,000

Report to the Finance and Legal Committee
Public

DATE: September 4, 2019

FROM: Maria Fu, Assistant Secretary Treasurer

Trustees' Expenses for the Three Months Ending June 30, 2019

RECOMMENDATION

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 June 30, 2019, in the amount of \$4,553.55.

BACKGROUND

Pursuant to the School Act, the board is required to approve by resolution expenses incurred by Trustees.

During the three-month period ended June 30, 2019 expenses totaling \$4,553.55 were paid to the Trustees.

In accordance with the requirements of the School Act, would the Finance & Legal Committee please consider the recommendation noted.

FINANCIAL IMPACT

Charges to the Board for the three-month period ending June 30, 2019, total \$4,553.55.

CONCLUSION

The Finance & Legal Committee recommends the Board approve Trustees' expenses for the three months ending June 30, 2019.

Respectfully submitted,

Maria Fu
Assistant Secretary Treasurer

TRUSTEES EXPENSES

DATE	DESCRIPTION	N. GOLDSTEIN	K. HAMAGUCHI	H. LARSON	R. LEE	S. NIXON	D. SARGENT	D. TABLOTNEY	TOTAL
Apr 3/19	BCSTA-Provincial Council observer - accommodation			197.40					197.40
Apr 3/19	Cell phone reimbursement - Feb 2019	40.00							40.00
Apr 3/19	Cell phone reimbursement - Mar 2019	40.00							40.00
Apr 3/19	Cell phone reimbursement - Apr 2019			50.00	50.00	50.00			150.00
May 1/19	Cell phone reimbursement - Apr 2019	40.00							40.00
May 1/19	Cell phone reimbursement - May 2019	40.00							40.00
May 1/19	Cell phone reimbursement - Dec 2018-Apr 2019		250.00						250.00
May 15/19	Cell phone reimbursement - May 2019		50.00	50.00	50.00	50.00			200.00
May 27/19	UBC-Ext Programs & Learning Tech			126.00					126.00
May 30/19	BCSTA AGM 2019 - registration and pre-registration	619.50	519.75	619.50	619.50			619.50	2,997.75
June 13/19	Cell phone reimbursement - June 2019	40.00	50.00	50.00	50.00	50.00			240.00
June 13/19	BCSTA 2018 Trustee Academy - meal - Nov 30, 2018	33.20	33.20	33.20	33.20	33.20	33.20	33.20	232.40
	TOTALS PAID: April 1 to June 30, 2019	852.70	902.95	1,126.10	802.70	183.20	33.20	652.70	4,553.55

Introducing - Focused Education Resources

It's official! Educational Resource Acquisition Consortium (ERAC) and BC Education Marketplace (BCEM) are operating as a new, incorporated not-for profit society – **Focused Education Resources**.

Our mission is simple and vitally important: **Focused Education Resources supports excellence in K-12 education**. Our immediate goal is to establish a sustainable organization that demonstrates and maintains strong value and exceptional service for our members and other stakeholders. You'll be hearing a lot from us in the 2019/2020 school year as we work to build mutually beneficial relationships with our education partners and to establish a collaborative approach to strategic growth and identification of new initiatives.

While this may be the beginning of a new collaborative model, we are committed to honouring the important legacy pieces from both ERAC and BCEM.

What Hasn't Changed?

- ✓ Learning resource evaluations and professional learning offerings;
- ✓ Collaborative procurement projects and access to professional procurement advice;
- ✓ Privacy advice and support, including Privacy Impact Assessments (PIAs) and the annual Due Diligence workshop in early fall;
- ✓ Information Technology services, including the annual IT4K12 conference.

As we evolve and grow, the *Learning Resources Advisory* and *Technology Leadership Advisory Committees* will continue their work advising and providing valuable insight to us on behalf of the sector, and soon we hope to welcome the addition of a Procurement Advisory Committee.

What Has Changed?

We have a new Board of Directors who lend their expertise and experience in the K-12 Education sector to set the strategic direction for the organization. Current members of the Board are:

- | | |
|--|--|
| ✓ Chairperson: Mark Pearmain | <i>Superintendent, North Vancouver School District #44</i> |
| ✓ Vice Chairperson: Lynda Minnabarriet | <i>Secretary-Treasurer, Gold Trail School District #74</i> |
| ✓ Sterling Olson | <i>Secretary-Treasurer, Vernon School District #22</i> |
| ✓ Angus Wilson | <i>Superintendent, Mission School District #75</i> |
| ✓ Eleanor Liddy | <i>Executive Director, Ministry of Education</i> |
| ✓ Kim Horn | <i>Executive Director, Ministry of Education</i> |

To best serve the sector we have made some strategic hiring decisions. Kelly Pollack joined the organization as a full time Executive Director on April 1st and has been managing the transition process, hiring new staff and working with the new Board to develop a three-year Strategic Plan.

In June Michael Frost joined us as the new Director of Procurement Services, and brings an extensive skill set with over 20 years of public sector procurement. We have more recently welcomed Rakesh Thobhani as Finance and Operations Manager and his strong experience supporting both not-for-profit and private sector organizations is an advantage for us as we kick off operations. We will continue to onboard highly skilled and experienced staff in the future to serve our members and other stakeholders.

And we are already working on our support to the sector. An RFP for Menstrual Products is currently out to tender and closes shortly, and we will be looking for the most advantageous products and pricing that we can offer to all School Districts. Also, on our radar is the development of a list of qualified suppliers that can support School Districts as you renew or negotiate your Local Education Agreements.

We have appreciated your input and advice in building the vision for this new organization. We look forward to further engagement with you as Focused Education Resources evolves.

Mark Pearmain
Chair, Board of Directors



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Kelly Pollack
Executive Director



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