

**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 3<sup>rd</sup> Floor Meeting Room, School District Administration Building, 7811 Granville Avenue, Richmond BC, on Wednesday, October 16, 2019 at 11:00 a.m.

Present:

Ken Hamaguchi, Committee Chairperson  
Debbie Tablotney, Trustee Member  
Norm Goldstein, Trustee Alternate  
Rick Ryan, Deputy Superintendent of Schools  
Roy Uyeno, Secretary Treasurer  
Maria Fu, Assistant Secretary Treasurer  
Laura Buchanan, Executive Director Human Resources  
Liz Baverstock, President, Richmond Teachers' Association  
Mark Hoath, President, Richmond Association of School Administrators  
Lynne Farquharson, Past President, Richmond Retired Teachers' Association  
Wanda Plante, Executive Assistant (Recorder)

Regrets: Richard Lee, Committee Vice-Chairperson

The Chairperson called the meeting to order at 11:05 am

**1. APPROVAL OF AGENDA**

The agenda was adopted as circulated.

**2. APPROVAL OF MINUTES**

The minutes of the September 18, 2019 public meeting were approved.

**3. HR STAFFING & ENROLMENT UPDATE**

The Executive Director, Human Resources updated attendees that district total K-12 enrolment has increased by an estimated 242 students and advised that increases in FTE funded enrolment will result in funding increases but also increased staffing requirements. She further added that the total ELL enrolment (K-12) has increased by 311 students, from the prior year that will result in increased staffing levels under the

restored collective agreement language. The Executive Director, Human Resources reported that unfilled non-enrolling teaching positions remain unfilled in the district and advised that all unfilled non-enrolling positions were transitioned into Learning Support/Helping Teacher positions, which have fewer required qualifications. In efforts to attract teachers who may only be able to work in a part time position, these unfilled positions will be re-posted as part time positions, however, some positions may remain unfilled for the entire school year. The Executive Director reported that despite hiring challenges, our schools remain well re-sourced and supported with teachers in positions, however significant obstacles remain with Education Assistant positions being unfilled due to the lack of supply of Education Assistants at this time, although successful REAP graduates will be available to work in the district by mid-November. She highlighted that for the first complete school year, SD38 is expected to receive sufficient CEF staffing to be able to meet collective agreement staffing requirements at the start of the year and noted that the District and the RTA reached an agreement as to how to allocate unused 2018/2019 remedy funding.

Discussion ensued regarding the REAP program and the existing challenges to fill positions for Educational Assistants.

**4. FUNDING MODEL REVIEW UPDATE**

An overview and timeline of the Funding Model was provided by the Secretary Treasurer in which he advised that an Independent Review Panel was appointed by the Ministry of Education in Feb 2018 to assist in reviewing the current funding model and providing recommendations on a new funding model. A final report which included 22 recommendations was presented in December 2018 by the Independent Review Panel. He further noted the establishment of four working groups 1) Financial Management, 2) Adult and Continuing Education 3) Inclusive Education 4) Online Learning in March 2019-August 2019 to assess the implications of the Panel's recommendations, identify challenges and to provide suggestions. The Secretary Treasurer added that the Ministry of Education will review and may consider implementing per-headcount funding rather than by course for students of Grade 10-12. He noted that a meeting with the Ministry, Board Chairs and Secretary Treasurers is scheduled soon and anticipates that a Ministry funding model will be released by the end of November.

**5. TRUSTEES' EXPENSES FOR THE THREE MONTHS ENDING SEPTEMBER 30, 2019.**

It was agreed to forward the following:

**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 September 30, 2019 in the amount of \$720.00.

**6. NEXT MEETING DATE – WEDNESDAY, NOVEMBER 20 at 11:00 am**

**7. ADJOURNMENT**

The meeting adjourned at 11:37 am.

Respectfully Submitted,

Ken Hamaguchi, Chairperson  
Finance & Legal Committee