

**FINANCE & LEGAL COMMITTEE
PUBLIC MEETING AGENDA**

**DATE: WEDNESDAY, APRIL 17, 2019
11:00 AM**

The Richmond Board of Education acknowledges and thanks the First Peoples of the hən̓q̓əmiṇəm (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 February 20, 2019
- 3. TRUSTEES' EXPENSES**
Attachment: Director of Financial Services
- 4. DRAFT JOINT DISTRICT RESPONSE LETTER RE: FUNDING MODEL REVIEW**
Attachment will be provided at the meeting: Secretary Treasurer
- 5. BUDGET UPDATE**
Verbal: Secretary Treasurer
- 6. 2019-2020 FINANCE AND LEGAL COMMITTEE MEETING SCHEDULE**
Discussion – Determine meeting time and dates from September 2019 to June 2020.
Public meetings are scheduled from 11:00 am – 12:00 pm
- 7. NEXT MEETING DATE**
The next meeting is scheduled for Wednesday, May 15, 2019 at 11:00 am
- 8. MINUTES FOR INFORMATION**
 - (a) CHILD CARE DEVELOPMENT ADVISORY COMMITTEE MEETING**
Nil
 - (b) CAMBIE COORDINATING COMMITTEE MEETING**
Meeting is scheduled for Wednesday, May 8, 2019, at 9:00 am in the Cambie Community Centre Meeting Room
- 9. 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, February 20, 2019 at 11:00 a.m.

Present:

Ken Hamaguchi, Committee Chairperson
Richard Lee, Trustee, Committee Vice-Chairperson
Debbie Tablotney, Trustee
Heather Larson, Trustee
Scott Robinson, Deputy Superintendent
Roy Uyeno, Secretary Treasurer
Laura Buchanan, Executive Director Human Resources
Maria Fu, Director, Financial Services
Liz Baverstock, President, Richmond Teachers' Association
Tim McCracken, 1st Vice President, Richmond Teachers' Association
Jose Pelayo, President, Richmond Management Administration Professional Staff
Lynne Farquarson, Past President, Richmond
Dionne McFie, President, Richmond District Parents' Association*
Wanda Plante, Executive Assistant (Recorder)

Regrets: Frank Geyer, Executive Director, Planning & Development
Mike Beausoleil, Director, Maintenance, Operations & Transportation

*Joined the meeting already in progress

The Chairperson called the meeting to order at 11:05 a.m. and began by introductions.

The President, Richmond District Parents' Association joined the meeting at 11:06 am during the above item.

1. APPROVAL OF AGENDA

The agenda was adopted as circulated.

2. APPROVAL OF MINUTES

The minutes of the December 20, 2019 public meeting were amended to reflect that the 1st Vice President of RTA was present and approved.

3. TRUSTEES' EXPENSES

Following a brief discussion, 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 in the three-month period ended December 31, 2018, in the amount of \$50.00.

NEXT MEETING DATE:

4. BUDGET UPDATE

The Secretary Treasurer advised there will be a joint Trustee/Stakeholder workshop tomorrow evening to share our first draft of the 3-year base budget picture. He noted that the landscape has improved slightly from last spring due to an increase in student enrollment and additional identified savings of the employer portion (reduced effective Jan 2019) of the teacher pension plan premium which will generate \$1.3 million annually to the district. The district will continue to receive ministry funding for enrollment growth and classroom enhancement funding. The Secretary Treasurer anticipates a March 15 government budget announcement regarding the employer health tax relief. The Provincial budget announcement included funding to improve access to mental health and support school programs for youth and early development years and he added that government funding will continue for seismic upgrading and replacements.

Discussion ensued and trustees and attendees had comments and questions regarding mental health boundary centres and clarification was provided regarding unrestricted budgets.

5. 2018/2019 AMENDED ANNUAL BUDGET BYLAW

The Director, Financial Services spoke to her report as included with the agenda package. A clarification regarding the budget was provided by the Director, Financial Services and it was agreed to forward the following:

RECOMMENDATION

THAT the Board of Education (Richmond) approve the appropriation of an additional \$1,244,000 to the Local Capital Fund, resulting in the 2018/2019 Local Capital Transfer amount from \$3,756,000 to \$5,000,000.

AND FURTHER THAT the Board of Education (Richmond) approve the 2018/19 Amended Annual Budget Bylaw by way of three readings prior to February 28, 2019.

BACKGROUND

As directed by the Ministry of Education, this budget bylaw has been prepared in accordance with the Public Sector Accounting Board (PSAB) standards for not for profit organizations, and Section 23.1 of the Budget Transparency and Accountability Act of the Province of British Columbia, supplemented by Regulations 257/2010 and 198/2011 issued by the Province of British Columbia Treasury Board.

This format requires that the Board approve a budget for each of the Operating, Special Purpose and Capital funds.

As such, the Amended Annual Budget Bylaw amount of \$263,870,642 comprises combined expenditures across all funds.

CURRENT RESULTS

The 2018/19 Amended Annual Budget reflects the announced Interim Operating Grant from the Ministry of Education based on the September 30, 2018 student enrolment count. The February and May 2019 counts are still estimates.

NEXT MEETING DATE:

As per the 2017/18 Audited Financial Statements auditor finding, revenues and expenses have been "grossed up" accordingly in the Operating Fund to reflect the costs and income from the Shenzhen, Connections and Homestay programs. Prior to the "gross up" method, the net surpluses were budgeted using the netting method. There is no additional net impact to the Operating Fund due to the change in reporting method.

The approved 2017/18 budget appropriation, in the amount of \$1,559,512, to balance the 2018/19 Annual Budget is not required in the 2018/19 Amended Annual Budget. As a result, this appropriation is removed and is now an unrestricted surplus.

6. FUNDING MODEL REVIEW UPDATE

The Secretary Treasurer spoke to the attached January 22, 2019 letter from the Ministry of Education informing education partners of the recommendations from the consultation process for the funding model review. Partners and stakeholders will work in partnership with the Ministry towards a funding system that is responsive, equitable, stable, transparent and accountable. A recent Deputy Minister-led partner forum was held to develop a common understanding of the current funding model, the review process and the recommendations as well as to clarify the upcoming engagement process and timelines.

Discussion ensued regarding the challenges on the elimination of the classroom enhancement funding because of local collective agreement language and trustees had comments and questions regarding adult education, financial management recommendations, allocation of inclusive education supplement and benefits of targeted funding.

7. FINANCE & LEGAL 2019 MEETING SCHEDULE

The Chairperson advised the cancellation of the March meeting as it is unlikely that there will be sufficient business to hold one and at this time we do not expect there to be any items of such urgency that they cannot wait until the next scheduled date of Wednesday April 17, 2019.

8. MINUTES FOR INFORMATION

(a) CHILD CARE DEVELOPMENT ADVISORY COMMITTEE MEETING

Nil

(b) CAMBIE COORDINATING COMMITTEE

The next meeting is scheduled for Wednesday, May 8, 2019.

9. ADJOURNMENT

The meeting adjourned at 11:49 am.

Respectfully Submitted,



Ken Hamaguchi, Chairperson
Finance & Legal Committee

**Report to the Finance
and Legal Committee -
Public**

DATE: April 8, 2019

FROM: Maria Fu, Director of Financial Services

SUBJECT: Trustees' Expenses for the Three Months Ending Mar 31, 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 March 31, 2019, in the amount of \$9,768.72.

BACKGROUND

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

During the three-month period ended March 31, 2019 expenses totaling \$9,768.72 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 March 31, 2019, total \$9,768.72.

CONCLUSION

The Finance & Legal Committee recommends the Board approve Trustees' expenses for the three months ending March 31, 2019.

Respectfully submitted,



Maria Fu
Director of Financial Services

TRUSTEES EXPENSES

DATE	DESCRIPTION	N. GOLDSTEIN	K. HAMAGUCHI	H. LARSON	R. LEE	S. NIXON	D. SARGENT	D. TABLOTNEY	TOTAL
Jan 9/19	Cell phone reimbursement - Dec 2018/Jan 2019			100.00					100.00
Jan 9/19	Cell phone reimbursement - Jan 2019				50.00				50.00
Jan 20/19	BCPSEA AGM 2019 - registration						262.50		262.50
Jan 20/19	BCSTA 2018 Trustee Academy conference - accommodation, parking	557.56	557.56	557.56		557.56			2,230.24
Jan 20/19	BCSTA 2018 Trustee Academy conference - accommodation				455.92			455.92	911.84
Jan 20/19	BCSTA 2018 Trustee Academy conference - parking						101.64		101.64
Jan 23/19	BCSTA 2018 Trustee Academy conference - registration, pre-conference registration	682.50		682.50	682.50			682.50	2,730.00
Jan 23/19	BCSTA 2018 Trustee Academy conference - registration		551.25			551.25			1,102.50
Feb 6/19	Cell phone reimbursement - Feb 2019			50.00	50.00				100.00
Feb 6/19	Cell phone reimbursement - Jan/Feb 2019					100.00			100.00
Feb 21/19	Cell phone reimbursement - Jan 2019	40.00							40.00
Mar 6/19	Cell phone reimbursement - Mar 2019			50.00	50.00	50.00			150.00
Mar 6/19	BCSTA/BCPSEA 2019 Trustee Orientation conference - registration	472.50		472.50		472.50		472.50	1,890.00
	TOTALS PAID: Jan 1 to Mar 31, 2019	1,752.56	1,108.81	1,912.56	1,288.42	1,731.31	364.14	1,610.92	9,768.72