

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, December 19, 2018 at 11:00 a.m.

Present:

Ken Hamaguchi, Committee Chairperson
Debbie Tablotney, Trustee
Heather Larson, Trustee
Scott Robinson, Deputy Superintendent
Roy Uyeno, Secretary Treasurer
Laura Buchanan, Executive Director Human Resources
Frank Geyer, Executive Director, Planning & Development
Mike Beausoleil, Director, Maintenance, Operations & Transportation
Maria Fu, Director, Financial Services*
Tim McCracken, 1st Vice President, Richmond Teachers' Association
Jose Pelayo, President, Richmond Management Administration Professional Staff
Dionne McFie, President, Richmond District Parents' Association
Wanda Plante, Executive Assistant (Recorder)

Regrets: Richard Lee, Trustee, Committee Vice-Chairperson

*Present for a portion of the meeting

The Chairperson called the meeting to order at 11:03 a.m.

1. APPROVAL OF AGENDA

The agenda was adopted as circulated.

2. APPROVAL OF MINUTES

The minutes of the September 18, 2018 public meeting (previously called Personnel & Finance) were approved as circulated.

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 September 30, 2018, in the amount of \$66.00.

The Director of Financial Services departed the meeting at 11:05 am

NEXT MEETING DATE: WEDNESDAY, JANUARY 16, 2019

The President, Richmond District Parents' Association joined the meeting at 11:08 am

4. BUDGET UPDATE

2018/2019 Operating Grant Announcements

Highlights from the announcement were reviewed including Enrolment Changes from September 2017 to September 2018 for BC school districts.

2018/2019 Budget Projections

A 2018/2019 Budget Update information document was distributed to attendees and the Secretary Treasurer noted various approved budget adjustments, projected student enrolment, Ministry operating grants and summarized key budget changes for 2018/2019. He also reviewed the teacher complement, classroom enhancement allocation, additional funding in unique student categories and noted that the ministry has not confirmed the impact for the employer health tax effective January 1, 2019. The Secretary Treasurer advised that although we are projected to end the year with a surplus, Finance continues to work on key areas of revenue categories and identify additional expenditure costs to complete the amended budget by the end of February 2019. The Executive Director, Human Resources noted that Educational Assistant positions have been added as there continues to be a significant demand.

5. 2019/2020 BUDGET PROCESS

The Secretary Treasurer advised that Finance continues to review all projections and key budget factors to complete the amended budget. Information will be gathered following consultation, input and feedback from the Budget Advisory group meeting, trustee budget workshops and public and stakeholder budget sessions to assist the Board in their consideration, deliberation and approval of the 2019/2020 Annual Budget by end of April 2019.

Trustees had comments and questions regarding the benefits of engaging the public during the budget consultation process using online alternatives.

6. 2017-2018 SOFI REPORT

The Secretary Treasurer advised the 2017/2018 Statement of Financial Information which included our latest year end audited financial information is filed annually with the Ministry and is also posted on our district website

7. FUNDING MODEL REVIEW UPDATE

The Secretary Treasurer advised a Ministry announcement will be announced later today.

8. FINANCE & LEGAL 2019 MEETING SCHEDULE

The 2019 meeting schedule was reviewed.

9. MINUTES FOR INFORMATION

(a) CHILD CARE DEVELOPMENT ADVISORY COMMITTEE MEETING

Nil

(b) CAMBIE COORDINATING COMMITTEE

The next meeting is scheduled for Friday, May 3, 2019.

NEXT MEETING DATE: WEDNESDAY, JANUARY 16, 2019

10. ADJOURNMENT

The meeting adjourned at 11:33 am.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Ken HF". The signature is written in a cursive, somewhat stylized font.

Ken Hamaguchi, Chairperson
Finance & Legal Committee