

**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, November 20, 2019 at 11:00 a.m.

Present:

Ken Hamaguchi, Committee Chairperson  
Norm Goldstein, Trustee Alternate  
Heather Larson, Trustee  
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  
Tim McCracken, Vice-President, Richmond Teachers' Association  
Ian Hillman, President, CUPE  
Jose Pelayo, Richmond Management Administration Professional Staff  
Wanda Plante, Executive Assistant (Recorder)

Regrets: Richard Lee, Committee Vice-Chairperson  
Debbie Tablotney, Trustee Member  
Lynne Farquharson, Past President, Richmond Retired Teachers' Association

The Chairperson called the meeting to order at 11:00 am

**1. APPROVAL OF AGENDA**

The agenda was adopted as circulated.

**2. APPROVAL OF MINUTES**

The minutes of the October 16, 2019 public meeting were approved.

**3. HR STAFFING & ENROLMENT UPDATE**

The Executive Director, Human Resources referred to her report as attached. The President of the Richmond Teachers' Association commented on the CEF & Staffing Report regarding the decision on 3 student category outcomes from the provincial arbitration issued in late August which has impacted class composition and remedy rules in our district. Specifically, Category H which was previously considered a Low Incidence Category will now be considered a High Incidence category which has the potential to change how classes and students are organized for the 2020/2021 school year.

Discussed ensued regarding the continued recruitment challenges with EA positions at Aspen and ELC and the recent decision to increase the hours for the LS-EA positions at Aspen and ELC from 32 to 35 hours per week given the complex nature of the students in these two programs. The Executive Director, Human Resources advised that the increase of 3 hours will be funded by the 2019/2020 LIF budget which at this time, is able to fund staffing for those two sites and noted ongoing communication with CUPE regarding all EA positions.

#### **4. FUNDING MODEL REVIEW UPDATE**

The Secretary Treasurer presented and spoke to his power point presentation providing an overview of:

- Provincial Budget Timelines
- Funding Model - Equity
- Funding Model - Headcount
- Funding Model Inclusive Education
- Funding Model - Other Potential Impacts
- SD38 Budget Approach to 2020/2021

The Secretary-Treasurer further advised that the new Ministry funding model is anticipated to be released by March 2020. The Recording Secretary will forward a copy of the power point presentation to attendees.

#### **5. 2020-2021 BUDGET PROCESS**

Attendees were advised by the Secretary Treasurer that a similar process as last year will occur where Finance will continue to review all projections and essential budget factors to complete the amended budget. All information will then be gathered following consultation, including input and feedback from the Budget Advisory group meeting, trustee budget workshops, public and stakeholder budget sessions to assist the

Board in their consideration and approval of the 2020/2021 Annual Budget by the end of April 2020.

## **RECOMMENDATION**

**THAT** the timeline for the 2020/2021 budget process be approved, as presented; and **FURTHER THAT** staff be directed to post the timeline on the district's website.

## **BACKGROUND**

The Richmond School District has in prior years developed a budget process timeline that spanned a period from November to June (7 months). There are a number of reasons for the lengthy process timeline:

- Base Budget development work
- Confirmation of Ministry of Education Operating Grant funding
- Budget proposal development
- Stakeholder and Public input and consultation
- Trustee budget deliberations
- Budget submission deadline of June 30<sup>th</sup>

Logistically, the lengthy budget process timeline creates challenges to ensure staffing changes, layoff notices and post and fill can be completed by June 30<sup>th</sup> each year, so that schools can be organized for September. This is the primary reason why most school districts complete their budget by April 30<sup>th</sup>. In addition, the longer timeline results in a shorter time frame for Finance staff to complete and compile the budget once budget deliberations and board approval happens in June.

## **CONCLUSION**

For the 2020/2021 budget process and on a go forward basis, it is recommended that the budget process timeline be condensed to a period from November to April (5 months). Staff are committed to a streamlined, efficient and effective budget process. To ensure that there continues to be the same level of inclusion, engagement, input and consultation from stakeholders and the public and sufficient time for staff to develop the budget and for Board deliberation, the new budget process timeline will reflect an earlier completion of the base budget and budget proposal development. In addition, budget meetings, workshops and presentations will be scheduled within the process timeline and advanced notice will be communicated to the public, stakeholders and Trustees.

**6. NEXT MEETING DATE – WEDNESDAY, JANUARY 15, 2020 at 11:00 am**

**7. ADJOURNMENT**

The meeting adjourned at 12:02 am.

Respectfully Submitted,

Ken Hamaguchi, Chairperson  
Finance & Legal Committee