

**FINANCE AND LEGAL COMMITTEE
PUBLIC MEETING AGENDA**

DATE: WEDNESDAY, JANUARY 20, 2021

TIME: 11:00 AM

LOCATION: ZOOM MEETING LINK

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 Nov 18, 2020
- 3. HUMAN RESOURCES UPDATE**
Attachment – Executive Director, Human Resources
- 4. TRUSTEES' EXPENSES FOR THE MONTH ENDING DECEMBER 31, 2020**
Attachment - Assistant Secretary Treasurer
- 5. 2019-2020 STATEMENT OF FINANCIAL INFORMATION**
Verbal – Assistant Secretary Treasurer
- 6. NEXT MEETING DATE – WEDNESDAY FEBRUARY 17, 2021 at 11:00 am**
- 7. 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 via Zoom meeting link, on Wednesday, November 18, 2020 at 11:00 a.m.

Present:

Ken Hamaguchi, Committee Chairperson
Richard Lee, Committee Vice-Chairperson
Norm Goldstein, Trustee Alternate
Debbie Tablotney, Trustee
Heather Larson, Trustee
Rick Ryan, Deputy Superintendent
Roy Uyeno, Secretary Treasurer
Maria Fu, Assistant Secretary Treasurer
Laura Buchanan, Executive Director, Human Resources
Frank Geyer, Executive Director, Facilities Services
Rob Laing, Executive Director, Learning and Business Technologies
Liz Baverstock, President, Richmond Teachers' Association
Ian Hillman, President, CUPE
Stacey Robinson, Vice President, CUPE
Roger Corbin, Richmond Management Administrators Professional Staff
Andrew Scallion, President, Richmond District Parents Association
Wanda Plante, Executive Assistant (Recorder)

Regrets: Lynne Farquharson, Past President, Richmond Retired Teachers' Association

The Chairperson called the meeting to order at 11:04 am

1. APPROVAL OF AGENDA

The agenda was adopted as circulated.

2. APPROVAL OF MINUTES

The minutes of the September 16, 2020 public meeting were approved as circulated.

3. HUMAN RESOURCES STAFFING UPDATE

The Executive Director, Human Resources advised a more detailed report will be provided at the next meeting. She updated attendees that additional federal funding resulted in hiring significantly more teaching staff and other staff to help support the Safe Return to Class initiative. The Executive Director, Human Resources also noted the reassignment of district-based teachers to support transition remote based learning offerings such as Webinars. She provided an update on Remedy and advised that the district will see a reduction this year as resulting from the Jackson arbitration

4. 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 during the three-month period ended September 30, 2020, in the amount of \$870.00.

5. DRAFT 2021-2022 BUDGET PROCESS

The Secretary Treasurer spoke to the draft 2021-2022 budget process timeline as included in the agenda package and noted an assumption that we likely will continue to be in a pandemic situation in the spring 2021. The Secretary Treasurer emphasized the importance of being flexible as we adjust to potential changes this year which could result in a protracted and longer budget process than normal. He further advised that we will continue to have an inclusive fulsome process while continuing to share information, conduct virtual meetings and engage in public consultation and stakeholder feedback as part of the budget process.

A formal report on the budget process and timeline will be provided to the Board in December for their consideration and approval.

The Secretary Treasurer reviewed the draft 2021/2022 Budget Process Timeline and advised that staff are updating our current year budget based on projected revenue, expenses and will be adjusting this year's budget to reflect the slight enrolment decline (as a result from the pandemic) and impact on our Ministry of Education operating grant expected on December 18, 2020.

He also advised that work is underway to review all expenditures and other revenues including international education and recalculating what our projections will be to the end of this year. The Secretary Treasurer remains hopeful once enrolment projections are complete that there will be an increase in our 3 year enrollment in terms our regular school aged enrolment numbers assuming the pandemic comes to an end sometime in 2021.

He further advised that in addition to trustee workshops, we will continue the same level of inclusion, engagement, input and consultation from stakeholders and the public and noted there may be a provincial budget announcement delay to March 2021 due to the recent election that may impact and delay our budget approval to the end of June.

There were comments and questions regarding the funding model review and future international student projections.

**6. NEXT MEETING DATE – WEDNESDAY, JANUARY 20, 2021 @ 11:00 AM VIA ZOOM
MEETING LINK**

7. ADJOURNMENT
The meeting adjourned at 11:30 pm.

Respectfully Submitted,

Ken Hamaguchi, Chairperson
Finance & Legal Committee

Report to the Finance and Legal Committee
Public

DATE: January 14, 2021
FROM: Laura Buchanan, Executive Director, Human Resources
SUBJECT: HR Update

The following report is for information purposes only. No further action is required at this time.

1. Remedy – Class Size & Composition – Mid-Year Update:

The District and the RTA have once again reached an agreement regarding the outstanding unspent remedy funds accrued in previous school years.

Remaining Funds

2018-19	\$73,968
2019-20	\$210,231
TOTAL	\$284,199

It was anticipated at the commencement of the 2019-20 school year that all outstanding funds from previous school years would be spent, as well as most of the funds accrued during that year. The onset of the pandemic in March 2020 interrupted and halted both teachers' ability to access remedy accrued during that year, and schools' ability to spend their allocated funds carried over from previous years.

While the current agreement is similar to those reached in previous years, there are some notable changes to help ensure all outstanding funds can be spent, given our current context:

- Revised/streamlined funds allocation process determined by each school's staff committee;
- Removal of the requirement for district level plan approval;
- At least 30% of each school's allocated amount must be spent of supplies and resources.

Accrual and Spending Comparison 2019-20 vs. 2020-21

Significantly less remedy is being accrued this school year compared to the previous year. Implementation of last year’s special designation file review results is largely responsible for the decreased remedy due to a significant reduction in the number of classes not reaching the collective agreement requirements.

This reduction only impacts remedy eligibility; it does not reduce the funding the district receives from the ministry nor the direct support provided to students.

Period	Annual Remedy (Cost)	Amount Utilized within year	Amount Utilized in previous Carry Forward	Amount Carry Forward
18/19	\$423,743	\$296,342	\$53,433	\$73,968
19/20	\$343,332	\$59,133	N/A	\$210,231
20/21	\$131,328		N/A	N/A

2. Foundations of a Healthy Workplace – Budget Update:

Federal Funds:

Budget:

\$185,000

Focus Area:

Employee health and support budget, targeted for:

- increased employee counselling support through our Employee Assistance Program;
- introduction of the LifeSpeak platform, a complete digital wellness platform which gives employees and their family members instant access to expert advice on all kinds of topics that matter to them.
- Supplement the funding for the Foundations of a Healthy Workplace initiative.

Expenditures to Date: Focus Area:

\$60,000

Increased employee counselling support through our Employee Assistance Program

\$24,000

LifeSpeak platform (annual cost)

\$42,000

Supplement for the Foundations of a Healthy Workplace initiative, through partial reimbursement for the cost of the Shingles vaccine for eligible employees. 278 employees participated in the initiative.

Remaining Federal Funds:

\$59,000

It is expected that approximately 50% of this remaining budget will be required to support increased employee counselling needs.

The remaining budget will be added to supplement the operating budget funds as set out below.

Operating Budget Funds:

\$50,000 (one time):

The planning for these funds is expected to be finalized by January 31, for immediate introduction to employees across the district.

Focus areas will include: mental wellness support, additional vaccine offerings, physical fitness support, on-site health assessments and webinars/workshops.

All of which is respectfully submitted,

Laura Buchanan
Executive Director, Human Resources

Report to the Finance and Legal Committee
Public

DATE: January 12, 2021

FROM: Maria Fu, Assistant Secretary Treasurer

Trustees' Expenses for the Three Months Ending December 31, 2020

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 December 31, 2020, in the amount of \$1,570.02.

BACKGROUND

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

During the three-month period ended December 31, 2020 expenses totaling \$1,570.02 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 December 31, 2020, total \$1,570.02.

CONCLUSION

The Finance & Legal Committee recommends the Board approve Trustees' expenses for the three months ending December 31, 2020.

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
2020-10-01	Cell phone reimbursement - Oct 2020	40.00	50.00	50.00	50.00	50.00		50.00	290.00
2020-10-28	Cell phone reimbursement - Nov 2020	40.00	50.00	50.00	50.00	50.00		50.00	290.00
2020-11-25	Cell phone reimbursement - Dec 2020	40.00	50.00	50.00	50.00	50.00		50.00	290.00
2020-12-09	BCSTA Trustee Academy - Nov 27-28, 2020	116.67	116.67	116.67	116.67	116.67		116.67	700.02
	TOTALS PAID: Oct 1 to Dec 31, 2020	236.67	266.67	266.67	266.67	266.67	0.00	266.67	1,570.02