

**FINANCE AND LEGAL COMMITTEE  
PUBLIC MEETING AGENDA**

**DATE: WEDNESDAY, APRIL 21, 2021**

**TIME: 11:00 AM**

**LOCATION: VIA ZOOM MEETING LINK**

<https://sd38.zoom.us/j/63957331509>

Passcode: 6000

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 February 17, 2021

**3. HUMAN RESOURCES UPDATE**

Nil

**4. BUDGET UPDATE**

Verbal - Secretary Treasurer

**5. TRUSTEES' EXPENSES**

Attachment – Assistant Secretary Treasurer

**6. FEED-U-CATE UPDATE**

Attachment – Director of Instruction

**7. MINUTES FOR INFORMATION**

**(a) CHILD CARE DEVELOPMENT ADVISORY COMMITTEE MEETING**

Nil

**(b) CAMBIE COORDINATING COMMITTEE MEETING**

Next Meeting is Scheduled for Wednesday May 19, 2021 at 4:30 pm via Webinar  
City of Richmond is hosting.

**8. NEXT MEETING DATE – WEDNESDAY MAY 19, 2021 at 11:00 am**

**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 via Zoom Webinar meeting link, on Wednesday, February 17, 2021 at 11:00 a.m.

Present:

Debbie Tablotney, Committee Chairperson  
Ken Hamaguchi, Committee Vice-Chairperson  
Richard Lee, Trustee Member  
Heather Larson, Trustee Alternate  
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  
Liz Baverstock, President, Richmond Teachers' Association  
Tim McCracken, 1<sup>st</sup> Vice-President, Richmond Teachers' Association  
Mark Hoath, President, Richmond Association of School Administrators  
Wennie Walker, Vice President, Richmond Association of School Administrators  
Ian Hillman, President, CUPE  
Stacey Robinson, Vice President, CUPE  
Roger Corbin, Richmond Management Administrators Professional Staff  
Dionne McFie, Past President, Richmond District Parents Association  
Wanda Plante, Executive Assistant (Recorder)

Regrets: Rob Laing, Executive Director, Learning and Business Technologies  
Andrew Scallion, President, Richmond District Parents Association

The Chairperson called the meeting to order at 11:03 am and read the following message:

*As we move into this new calendar year, the Board is aware that many committees and working groups have new members and representatives, so we would like to remind participants in our meeting of the terms of reference for this committee and also of how we interact with each other during meetings.*

*We pride ourselves in this district on always interacting with each other in a respectful way that adheres to our district code of conduct. We do this by engaging in constructive and respectful dialogue at all times. When we disagree, we do so in a manner that maintains the dignity of all involved and we address concerns according to district processes. This is a workplace for many members of the committee and we are also committed to ensuring a safe and respectful work environment for all our employees at all times. We're looking forward to our collective work with you all this year.*

Followed by the Terms of Reference that the Finance and Legal Committee will:

- Consider and make recommendations to the Board on the district's operating, special purpose and capital budgets;
- Consider and make recommendations to the Board on the school district's business and accounting services;
- Provide advice and information to the Board to support the efficient and effective fiscal management and operations of the school district;
- Where applicable to receive, consider and discuss input from stakeholder groups regarding finance and budget matters referred to the Committee;
- Consider, recommend and provide advice and information to the Board on contracts, collective agreement negotiations/bargaining and legal matters pertaining to school district's business and operations; and
- Consider such other matters as may be referred by the Board and make recommendations as required.

**1. APPROVAL OF AGENDA**

The agenda was amended and adopted to add Budget Update as Item 6 and move remaining agenda items down accordingly.

**2. APPROVAL OF MINUTES**

The minutes of the January 20, 2021 public meeting were approved as circulated.

**3. HUMAN RESOURCES UPDATE**

The Executive Director, Human Resources updated attendees that work and preparation for the upcoming spring staffing season has begun and addressed the 2020 staffing challenges and student enrolment uncertainty. She advised that her department is working within our budgets and allocating our staffing in a way that we can best serve students as well as meeting our collective agreement obligations for teaching staff, class

size and composition provisions. The Executive Director, Human Resources further advised that preparation and planning with the most current enrolment information will begin next month to assist schools to work through and understand staffing that will be allocated to them and confirmed in September. She praised the dedicated team in learning services, educational assistants and school-based administrators who work together to identify and understand student needs.

The Executive Director, Human Resources provided a brief overview on the Foundations of a Healthy Workplace which is a broad-based initiative to support employees in their health and well-being throughout the remainder of this year. She advised that her department will be building a plan for the coming year as they have received positive participation and feedback from employees regarding offerings on vaccines and hearing tests.

**4. AMENDED ANNUAL BUDGET BYLAW**

The Assistant Secretary Treasurer spoke to her report as included with the agenda package and advised attendees that the amended annual budget requires Board approval and submission to the Ministry by the end of February. The Assistant Secretary Treasurer provided an overview of the 2020/2021 Amended Annual Budget Operating Fund Revenue, Expenditures, Special Purpose Fund and Capital Fund.

Comments and questions regarding the early career mentorship funding, continued impact of Covid on staff, substitute costs, lack of additional funding and expenditures.

Following a brief discussion, it was agreed to forward the following:

**RECOMMENDATION**

**THAT** the Board of Education (Richmond) approve the reduction in the appropriation to the Local Capital Fund of \$200,000 resulting in the 2020/2021 Local Capital Transfer amount from \$4,897,000 to \$4,697,500.

**AND FURTHER THAT** the Board of Education (Richmond) approve the 2020/2021 Amended Annual Budget Bylaw by way of three readings and that the Board authorizes the Chair of the Board, Superintendent and Secretary Treasurer to sign the 2020/2021 Amended Annual Budget Bylaw and submit the 2020/2021 Amended Annual Budget

Bylaw together with the 2020/2021 Amended Annual Budget to the Ministry of Education by February 28, 2021.

**5. 2019-2020 AND 2020/2021 APPROVED BUDGET ADJUSTMENTS**

The Assistant Secretary Treasurer spoke to her report as included with the agenda package and provided a status update for each of the 2019/20 and 2020/21 board approved budget adjustments and the carryforward of the 2018/19 approved item of video surveillance for \$200,000 that was reinitiated in 2019/20. She further noted that remaining funds of any approved projects that cannot be completed by the end of June 30, 2021 will be reserved to complete the outstanding projects in the next school year.

**6. BUDGET UPDATE**

The Secretary Treasurer provided a verbal budget update to attendees acknowledging the challenging year that has impacted both our current and next year's budgets. He advised that a preliminary budget picture was shared with trustees, senior team and stakeholder representatives at a recent Budget Advisory Working Group meeting. The Secretary Treasurer further noted that a balanced amended budget was achieved by accessing accumulated surpluses to help balance the shortfall for the current year. For next year, a number of factors are contributing to our shortfall, most notably the pandemic which will continue to impact revenues including international education enrollments. The Secretary Treasurer further advised that we've adjusted our next year's budget for a lower level of Ministry operating grant funding as a result of subtle changes that the Ministry has made to the current years funding formula. Lower CEF (classroom enhancement fund) overhead funding and annual cost pressures will also impact our budget numbers for next year. The Secretary Treasurer gratefully acknowledged the additional \$9.2 million of provincial and federal one-time funding this year to support school districts through the pandemic. He further advised the Ministry operating grant funding announcement is scheduled for March 12, 2021 and emphasized the need to look at factors and strategies on how we might have to balance our budget for next year.

Discussion regarding the budget ensued and the Secretary Treasurer emphasized that meetings of the Budget Advisory Working Group is an opportunity for trustees and stakeholders to engage in discussion in conjunction with input from key stakeholders.

**7. NEXT MEETING DATE – WEDNESDAY, APRIL 21, 2021**

**8. ADJOURNMENT**

The meeting adjourned at 11:55 pm.

Respectfully Submitted,

Debbie Tablotney, Chairperson  
Finance and Legal Committee

DRAFT

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

**DATE:** April 14, 2021

**FROM:** Maria Fu, Assistant Secretary Treasurer

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**Trustees' Expenses for the Three Months Ending March 31, 2021**

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**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, 2021, in the amount of \$870.00.

**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, 2021 expenses totaling \$870.00 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, 2021, total \$870.00.

**CONCLUSION**

The Finance & Legal Committee recommends the Board approve Trustees' expenses for the three months ending March 31, 2021.

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
2021-01-06	Cell phone reimbursement - Jan 2021	40.00	50.00	50.00	50.00	50.00		50.00	290.00
2021-02-03	Cell phone reimbursement - Feb 2021	40.00	50.00	50.00	50.00	50.00		50.00	290.00
2021-03-04	Cell phone reimbursement - Mar 2021	40.00	50.00	50.00	50.00	50.00		50.00	290.00
									0.00
	<b>TOTALS PAID: Jan 1 to Mar 31, 2021</b>	<b>120.00</b>	<b>150.00</b>	<b>150.00</b>	<b>150.00</b>	<b>150.00</b>	<b>0.00</b>	<b>150.00</b>	<b>870.00</b>



**Report to Finance & Legal Committee**  
**Public**

**DATE:** April 14, 2021  
**FROM:** Richard Steward, Director of Instruction  
**SUBJECT:** Feed-U-Cate Food Security Initiatives

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The following report is for information only. No further action on the part of the Board is required at this time.

**Introduction**

This memo provides an update on food security initiatives currently operating within the Richmond School District. These programs are designed to support our students, and their families, during the pandemic using external funding donations and accumulated funds in both the Feed-U-Cate and Child Poverty Initiative accounts. It should be noted that the majority of school-based food programs have been significantly reduced due to Covid related health and safety protocols.

**Current Status**

Three district wide food security initiatives are currently operating:

Meals in Schools:

The Richmond Food Security Society has been contracted to produce three lunches per week for 100 students. The meals are delivered to 20 schools by community volunteers. In addition, six schools provide a minimum of 3 lunches per week to 65 students. This program is not slated to continue beyond the current school year, as it is anticipated that school-based supports in place prior to the pandemic will resume.

Funding Source:	Feed-U-Cate
Budget:	\$64,000.00
Start Date:	January 2021
End Date:	June 2021

Enhanced Food Hampers:

The district has partnered with Save-On Terra Nova to provide hampers containing perishable and non-perishable food items every two weeks to families in need. The district orders and pays for the hampers and Save-On Foods delivers the hampers at no charge. This program is not slated to continue beyond the current school year due to the high cost (currently \$20,000.00/month) of providing the hampers.

Funding Sources:	External grants and the District Child Poverty Fund
Budget:	\$175,000.00 (External = \$48,000.00, Internal = \$123,000.00)
Start Date:	July 2020
End Date:	June 2021

Backpack Buddies:

This program provides students with enough food for the weekend each Friday. The food is dropped off at school for students or their parents to take home. 'Backpack Buddies' organization fund this program in its entirety and has offered to support up to 200 students on an ongoing basis. The district is currently in discussions with community partners to provide sites for drop-off and pick-up during the summer holiday.

Funding Source:	Backpack Buddies ( <a href="https://www.backpackbuddies.ca">https://www.backpackbuddies.ca</a> )
Budget:	\$0.00
Start Date:	April 2021
End Date:	Indefinite

**Conclusion**

Ongoing Feed-U-Cate donations and annual Child Poverty Initiative funding will allow support and programs in place before the pandemic to continue but cannot continue with the more extensive district-sponsored programs outlined in this memo. The district will be assisting schools and families in accessing community resources.

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*Richard Steward*  
*Director of Instruction*