

**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