

**FINANCE AND LEGAL COMMITTEE
PUBLIC MEETING AGENDA**

**DATE: WEDNESDAY, APRIL 20, 2022
TIME: 10:00 AM**

<https://sd38.zoom.us/j/69187244760>
Passcode: 6000

The Richmond Board of Education acknowledges and thanks the First Peoples of the hə́ŋqəmiŋəm (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 16, 2022
- 3. COMMITTEE MEETING FORMAT**
- 4. TRUSTEE STIPEND REVIEW**
Attachment: Report from the Assistant Secretary Treasurer
- 5. TRUSTEES' EXPENSES FOR THREE MONTHS ENDING IN MARCH 31, 2022**
Attachment: Recommendation from the Assistant Secretary Treasurer
- 6. BUDGET UPDATE**
Presentation by the Secretary Treasurer
- 7. FOOD SECURITY INITIATIVES**
Attachment: Report from the Director of Instruction, Learning Services
- 8. NEXT MEETING DATE – WEDNESDAY MAY 18, 2022 at 10:00 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 meeting, on Wednesday, February 16, 2022 at 10:00 a.m.

Present:

Donna Sargent, Chairperson
Ken Hamaguchi, Vice-Chairperson
Norman Goldstein, Trustee Member
Cindy Wang, 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, 1st Vice President, Richmond Teachers' Association
Ian Hillman, President, Canadian Union of Public Employees 716*
Mike Murray, President, Richmond Association of School Administrators
Roger Corbin, Richmond Management and Professional Staff
Dionne McFie, Past President, Richmond District Parents Association
Joyce Coronel, Executive Assistant (Recording Secretary)

**Present for a portion of the meeting*

The Chairperson called the meeting to order at 10:01 am.

1. APPROVAL OF AGENDA

The agenda was adopted as circulated.

2. APPROVAL OF MINUTES

The minutes of the January 19, 2022 public meeting was approved as circulated.

3. HUMAN RESOURCES UPDATE

The Executive Director, Human Resources provided some updated information on her report which showed the current employee absence trend across the District. She noted the overall decline in employee absences and TTOC shortage in January and February.

The President, Richmond Teachers' Association commented on the effectiveness of COVID safety measures and expressed their appreciation to the District for providing N95 masks, rapid test kits and air purifiers in the classrooms.

The Chairperson thanked stakeholders and staff for working together to keep schools safe.

The President, CUPE 716 joined the meeting at 10:06 am.

4. 2021/2022 AMENDED ANNUAL BUDGET BYLAW

The Assistant Secretary Treasurer referred to her report as included in the agenda package and explained that the Amended Budget is based on actual September student enrolment count and the estimated February and May 2022 counts.

She then provided some highlights of her report:

- The 2021/2022 Amended Annual Budget Operating Fund revenue is \$4.6 million more than the 2021/2022 Annual Budget, which was offset by increases in expenditures of the same amount, mainly due to increases in staffing costs
- The 2021/2022 Amended Annual Budget Special Purpose Fund grant revenue received is \$4.7 million higher than the 2021/2022 Annual Budget
- The transfer to Local Capital from the Operating Fund (\$2.4 million) is reflected in the Capital Fund

The Chairperson thanked the Finance team for keeping the District in a good financial position.

It was agreed that a **RECOMMENDATION** be forwarded to the February 23, 2022 meeting of the Board:

THAT the Board of Education (Richmond) approve the 2021/2022 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 2021/2022 Amended Annual Budget Bylaw and submit the 2021/2022 Amended Annual Budget Bylaw together with the 2021/2022 Amended Annual Budget to the Ministry of Education by February 28, 2022.

5. MINUTES FOR INFORMATION

(a) Cambie Coordinating Committee Meeting

Meeting minutes from May 19, 2021 were attached for information. Trustee Goldstein pointed out an error in the Minutes where he was referred to as Chairperson. The Executive Assistant offered to request the City to correct this error.

6. NEXT MEETING DATE – WEDNESDAY APRIL 20, 2022 at 10:00 am

7. ADJOURNMENT

The meeting adjourned at 10:26 am.

Respectfully Submitted,

Donna Sargent, Chairperson
Finance & Legal Committee

Report to the Finance and Legal Committee Public

DATE: April 12, 2022

FROM: Maria Fu, Assistant Secretary Treasurer

SUBJECT: Trustee Stipend Review

This memorandum is provided for information purposes only; no further action is required by the Board.

BACKGROUND

In the Guidelines to Policy 203 "Trustee Stipend and Expenses", it states:

"Before the end of the trustees' term, the trustee stipend will be reviewed to ensure the current value is comparable with school districts in the region whose stipend similarly includes an undocumented allowance for expenses incurred within the district."

The table below shows the trustee stipends for comparable school districts in BC.

Effective January 2022:

	SD38 Richmond	SD34 Abbotsford	SD35 Langley	SD37 Delta	SD41 Burnaby	SD44 North Vancouver	SD39 Vancouver
Student Enrolment	20,990.6375	19,924.5625	22,529.6875	15,972.5625	25,227.2814	15,832.0000	49,361.1375
Chair	\$31,310.24	\$32,270.00	\$32,177.00	\$33,210.00	\$32,160.00	\$30,594.96	\$35,211.00
Vice Chair	\$29,768.96	\$28,400.00	\$31,122.00	\$31,482.00	\$31,111.00	\$29,050.56	\$34,453.00
Trustee	\$28,334.80	\$25,810.00	\$30,067.00	\$30,072.00	\$30,062.00	\$28,226.04	\$32,503.00

As such, the School District No. 38 (Richmond) trustee stipends appear to be comparable with school districts in the region.

Respectfully submitted,

Maria Fu
Assistant Secretary Treasurer

Report to the Finance and Legal Committee Public

DATE: April 11, 2022

FROM: Maria Fu, Assistant Secretary Treasurer

SUBJECT: Trustees' Expenses for the Three Months ending March 31, 2022

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, 2022, in the amount of \$4,877.20.

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, 2022, expenses totaling \$4,877.20 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, 2022, total \$4,877.20.

CONCLUSION

The Finance & Legal Committee recommends the Board approve Trustees' expenses for the three months ending March 31, 2022.

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
2022-01-21	BCSTA Academy - Dec 2021 Registration - Conference and Pre-Conference	708.75	577.50	577.50	577.50	708.75			3,150.00
2022-01-21	BCSTA Academy - Dec 2021 Registration - Accommodation	229.44		458.88		458.88			1,147.20
2022-02-02	Cell phone reimbursement - Feb 2022	40.00	50.00	50.00	50.00	50.00		50.00	290.00
2022-03-02	Cell phone reimbursement - March 2022	40.00	50.00	50.00	50.00	50.00		50.00	290.00
	TOTALS PAID: Jan 1 - March 31, 2022	1,018.19	677.50	1,136.38	677.50	1,267.63	0.00	100.00	4,877.20

Report to Finance & Legal Committee Public

DATE: April 12, 2022

FROM: Ravinder Johal, Director of Instruction

SUBJECT: Food Security Initiatives

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 across elementary and secondary schools. In addition to the district's long established Feed-U-Cate program, a number of the programs are also based on partnerships with community organizations.

Current Status

Feed-U-Cate

Schools are able to apply to Feed-U-Cate to support site-based programs or when their needs cannot be met through other options such as lunch programs offered by Richmond Food Bank Society or weekend supplements provided by Backpack Buddies. Applications to the Feed-U-Cate fund are reviewed by the district's Poverty Task Force on an ongoing basis through the school year.

Funding Sources:	Donations to Feed-U-Cate (sd38.bc.ca/feed-u-cate)
Budget:	\$24,000
Start Date:	September, 2021
End Date:	June, 2022

Breakfast Club of Canada

Working in tandem with the Richmond Food Bank Society, five schools are currently piloting a 'Grab and Go' breakfast program that runs Tuesday through Friday, supporting 200 students. There is a potential opportunity to expand this to an additional five schools for the 2022/23 school year.

Funding Sources:	Breakfast Club of Canada (https://www.breakfastclubcanada.org)
Budget:	\$13,000

Start Date: September, 2021
End Date: June, 2022

Richmond Food Bank – Daily Lunches and Monthly Snacks

The Richmond School District's Child Poverty Initiative provides \$7 500 each year to support initiatives with the Richmond Food Bank. Schools can request an allotment of non-perishable snacks that are delivered each month to their site; over 2 500 snacks are delivered each month to schools throughout the district. In addition, schools can request daily lunches; approximately 150 daily lunches are provided throughout the district.

Funding Sources: SD 38 and Richmond Food Bank Society
(<https://richmondfoodbank.org>)
Budget: \$7,500
Start Date: September, 2021
End Date: June, 2022

Backpack Buddies

This program provides students with enough food for the weekend each Friday. The food is dropped off at the 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.

Funding Sources: Backpack Buddies (<https://www.backpackbuddies.ca>)
Budget: 0.00
Start Date: September, 2021
End Date: June, 2022

Conclusion

Ongoing Feed-U-Cate donations and community partnerships support schools and students in need. As noted last year, the district will continue to assist schools and families in accessing community resources.

Respectfully submitted,

*Rav Johal
Director of Instruction*