

**FINANCE AND LEGAL COMMITTEE
PUBLIC MEETING AGENDA**

**DATE: WEDNESDAY, JUNE 15, 2022
TIME: 10:00 AM**

<https://sd38.zoom.us/j/66417238024>

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 May 18, 2022

3. HUMAN RESOURCES UPDATE

Attachment: Report from the Executive Director, Human Resources

4. MINUTES FOR INFORMATION

(a) Cambie Coordinating Committee Meeting

Attachment: Draft Minutes of Meeting held May 18, 2022

The next meeting is scheduled on May 17, 2023 to be hosted by the City.

5. NEXT MEETING DATE – To be confirmed

6. 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, May 18, 2022 at 10:00 a.m.

Present:

Donna Sargent, Chairperson
Ken Hamaguchi, Vice-Chairperson
Norman Goldstein, Trustee Member
Cindy Wang, Secretary Treasurer
Laura Buchanan, Executive Director, Human Resources
Rav Johal, Director of Instruction, Learning Services
Ian Hillman, President, Canadian Union of Public Employees 716
Mike Murray, President, Richmond Association of School Administrators
Jason Leslie, Vice 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)

Regrets:

Maria Fu, Assistant Secretary Treasurer
Lynne Farquharson, Richmond Retired Teachers' Association

The Chairperson called the meeting to order at 10:03 am.

1. APPROVAL OF AGENDA

The agenda was adopted as circulated.

2. APPROVAL OF MINUTES

The minutes of the April 20, 2022 public meeting was approved as circulated.

3. BUDGET UPDATE

The Secretary Treasurer informed the Committee that the Finance team is currently preparing the 2022/2023 Budget Bylaw and its supporting documents for the public Board meeting on May 25. She thanked Trustees, stakeholders, and staff for their budget feedback. The Chairperson also thanked the Secretary Treasurer and staff for their hard work.

4. SELECT STANDING COMMITTEES BUDGET 2023 PROCESS

The Secretary Treasurer spoke to her report as included in the agenda package. She noted that the district has yet to receive confirmation from the Parliamentary Committee's

office if the district will be presenting before the Select Standing Committee. There were no questions or comments.

5. FOOD SECURITY INITIATIVES

The Director of Instruction, Learning Services presented on the following:

- Current model of the district's food security initiatives
- The impact of COVID on the current model
- Feed-U-Cate program
- Community partnerships
- Potential gaps

He then responded to Trustee Goldstein's inquiry on how other school districts address food security issues. The Chairperson proposed that a report on Food Security Initiatives be presented to a future Council Board meeting to have a bigger discussion on this topic.

6. NEXT MEETING DATE – WEDNESDAY JUNE 15, 2022 at 10:00 am

7. ADJOURNMENT

The meeting adjourned at 10:27 am.

Respectfully Submitted,

Donna Sargent, Chairperson
Finance & Legal Committee

Report to the Finance & Legal Committee PUBLIC

DATE: June 9 2022

FROM: Laura Buchanan, Executive Director, Human Resources

SUBJECT: Human Resources Update

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

Recruitment and Staffing Update:

Support Staff:

- Recruitment is ongoing for a wide variety of CUPE support positions. Particularly challenging to fill at this time are EAs, both full time and on-call, noon-hour supervisors, clerical staff, bus drivers, painters and HVAC technicians.
- Education Assistant staffing processes are ongoing, including the identification of staffing allocations by school to address changing or increasing student need.
- Implementation of the 22-23 budget with respect to CUPE staffing adjustments is underway and will be implemented for July 1 2022.

Teaching Staff:

- Recruitment and interviewing is ongoing throughout the year.
- At this time, internal teacher posting rounds are underway, positions are being filled in a timely manner across all schools in the district.
- Generally, staffing allocations at many secondary schools are relatively stable in comparison to previous years. Schools in the city centre area of the district, namely Palmer and MacNeill, are seeing significant enrolment growth and thus increased staffing allocations for teaching positions.

Administrators:

Administrator recruitment initiated in the fall of 2021 was concluded in December 2021 and candidates appointed into pools. Candidates from these pools were appointed into administrator assignments for February 1 2021 and upcoming for July 1 2021.

Due to increased turnover in administration positions (specifically retirements and leaves of absence) the district has initiated a Spring 2022 round of administrator recruitment, which is currently underway.

Once completed, a second announcement of administrator appointments will be issued in late June.

Management Staff:

Generally, management staffing is stable and turnover in management positions remains low and within expected parameters.

Laura Buchanan
Executive Director, Human Resources



Minutes of Cambie Coordinating Committee Meeting

Thursday, May 18, 2022

Via Zoom Meeting

4:00 pm -5:00 pm

In Attendance:

Donna Sargent - Trustee, Richmond School District #38
Cindy Wang - Secretary Treasurer, Richmond School District #38
Christel Brautigam - Assistant Superintendent, Richmond School District #38
Mike Jaswal - Principal, Cambie Secondary School, Richmond School District #38
Nik Nashlund - Vice Principal, Cambie Secondary School, Richmond School District #38
Joyce Coronel – Executive Assistant, Richmond School District #38

Elizabeth Ayers - Director, Recreation and Sport Services, City of Richmond
Kristen Close - Manager, Community Recreation Services, City of Richmond
Stefanie Myler - Area Coordinator, Cambie Community Centre, City of Richmond
Marie Mutagh - President, East Richmond Community Association

Regrets:

Carol Day, Councillor, City of Richmond
Richard Lee, Trustee, Richmond School District #38

The meeting was called to order at 4:03 pm.

1. Approval of Agenda

The agenda was approved as circulated.

2. Introductions

The meeting attendees introduce themselves.

3. Approval of Minutes

The minutes of the May 19, 2021 meeting were approved as circulated.

4. Business Arising

a) COVID-19 Update

Many students and staff still choose to wear masks despite the lifting of the mask mandate in schools. Everyone is treated with respect on their choice to wear a mask or not. Students are reminded regularly to stay home if they have symptoms or are not feeling well. Generally, the school has been moving forward with their sports and extracurricular activities. With the Community Centre now open to the public, students are back in the common areas and hallways and have been complying with protocols, as they change.

Trustee Sargent noted that food security concerns of students and families were highlighted during COVID and she proposed that this be brought forward to a future Council Board meeting to have a bigger discussion with the City.

b) School access during Summer 2022 – Areas, other groups, turnaround time for school start-up

Parts of C-Wing and entire D-Wing are available for use by the Community Centre this summer. The school will be busy this summer as the district's Education Assistants' program and International program will be using some rooms as well. Custodial staff will need about a week turnaround time to clean classrooms for school restart in September. Community Centre staff are working on strategies to ensure seamless transition times when they're going into and coming out of their spaces this summer.

Following inquiry from Elizabeth Ayers, discussion ensued on future plans for spaces at Cambie Secondary.

c) King George Plan Update – Table Tennis Plans

Table Tennis has been recently installed. Outdoor tables have also been installed at the Plaza as part of the final phase of the Plaza upgrade.

d) Drainage issue at pathway intersection in Plaza

Nik Nashlund gave a gentle reminder for the City to ensure that the drainage is not blocked during rainy season to avoid water accumulation in the Plaza. City staff noted this reminder and confirmed that Parks has a scheduled preventative maintenance in the Fall.

5. Updates and Successes – Cambie Community Centre and H.J. Cambie Secondary School

Nik Nashlund and Stefanie Myler spoke to their joint report, with the following highlights:

- The working relationship between the School and Community Centre has continued to thrive during the pandemic.
- Upcoming events hosted by the Community Centre are shared to families through the School's "Week-at-a- Glance".
- The Community Centre's Community Facilities Coordinator worked with the Youth Development Coordinator to set up a tile/link on the School's Open House website.

- Cambie Secondary School purchased and installed six picnic tables to be used, in addition to the installation of an outdoor log amphitheatre to be shared with the Community Centre.
- The Board of Directors of the Community Association continue to provide a \$500.00 scholarship to a deserving Cambie graduate.
- Over 30 volunteers from Cambie Secondary School have supported various Community Centre programs.

6. Additional Items

There were no additional items.

7. Next Meeting

The next meeting will be held on Wednesday, May 23, 2023 at 3:30 pm and will be hosted by the City in the Board Room of the Community Centre, or possibly at the King George Plaza (weather dependent).

8. Adjournment

The meeting adjourned at 4:46 pm.

DRAFT