

**FINANCE AND LEGAL COMMITTEE  
PUBLIC MEETING AGENDA**

**DATE: WEDNESDAY, JANUARY 18, 2023  
TIME: 10:00 AM**

<https://sd38.zoom.us/j/61923198304>  
**Passcode: 6000**

The Richmond Board of Education acknowledges and thanks the First Peoples of the hən̓q̓əmiñəm 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 September 14, 2022
- 3. INTRODUCTIONS AND REVIEW OF COMMITTEE TERMS OF REFERENCE**  
Attachment: Terms of Reference
- 4. HUMAN RESOURCES UPDATE**  
Attachment: Report from the Executive Director, Human Resources
- 5. 2021/2022 STATEMENT OF FINANCIAL INFORMATION**  
Verbal Update from Assistant Secretary Treasurer
- 6. TRUSTEES' EXPENSES FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2022**  
Attachment: Report from the Assistant Secretary Treasurer
- 7. TRUSTEES' EXPENSES FOR THE 3 MONTHS ENDING DECEMBER 31, 2022**  
Attachment: Report from the Assistant Secretary Treasurer
- 8. NEXT MEETING DATE – WEDNESDAY FEBRUARY 15, 2023 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, September 14, 2022 at 10:00 a.m.

Present:

Donna Sargent, Chairperson  
Ken Hamaguchi, Vice-Chairperson  
Norm Goldstein, Trustee Member  
Heather Larson, Trustee  
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, 1<sup>st</sup> Vice President, Richmond Teachers' Association  
Mike Murray, President, Richmond Association of School Administrators\*  
Ian Hillman, President, CUPE 716  
Roger Corbin, Richmond Management and Professional Staff  
Hugo David Madeira, Vice President, Richmond District Parents Association  
Dionne McFie, Past President, Richmond District Parents Association  
Joyce Coronel, Executive Assistant (Recording Secretary)

Regrets:

Lynne Farquharson, Richmond Retired Teachers' Association

*\*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 June 15, 2022 public meeting was approved as circulated.

### **3. HUMAN RESOURCES UPDATE**

The Executive Director, Human Resources provided recruitment and staffing updates as noted in her report. She mentioned that Human Resources is actively working to fill teaching positions. She then responded to a question from the President, Richmond Teachers' Association, on additional funding under the Classroom Enhancement Fund (CEF).

The President, Richmond Teachers' Association expressed her concerns on staffing shortages despite best efforts to recruit and how this might be an obstacle to support teachers' need such as release time, remedy and training opportunities.

The President, CUPE 716 inquired on steps taken by the district to advocate to the government for wage parity with other organizations such as the City to address the trades staff shortage. The Chairperson commented that she is not aware of any advocacy at the BCSTA level. The Executive Director, Human Resources added that the district is actively working on addressing staff shortages.

*The President, Richmond Association of School Administrators joined the meeting at 10:05 am.*

**4. TRUSTEES' EXPENSES FOR THE 3 MONTHS ENDING JUNE 30, 2022**

The Assistant Secretary Treasurer spoke to her report as included in the agenda package. The Committee agreed to forward the following amended recommendation to the Board:

**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 Finance and Legal Committee recommends that the Board of Education of School District No. 38 (Richmond) approves Trustees' expenses paid during the three-month period ended June 30, 2022, in the amount of \$6,275.79.

**5. 2021/2022 and 2022/2023 BUDGET ADJUSTMENTS UPDATE**

The Assistant Secretary Treasurer spoke to her report as included in the agenda package. The President, Richmond Teachers' Association expressed her appreciation for the helpful information on budget adjustments. The Assistant Secretary Treasurer responded to Trustees' questions on her report.

**6. NEXT MEETING DATE – WEDNESDAY December 7, 2022 at 10:00 am**

As this is the last Committee meeting under the current trustees' term, the Chairperson thanked her colleagues, stakeholder representatives and staff for their commitment to this Committee.

**7. ADJOURNMENT**

The meeting adjourned at 10:27 am.

*Respectfully Submitted,*

*Donna Sargent, Chairperson  
Finance & Legal Committee*

## From Policy 201 Bylaw: Board Operations

### 13.2 TERMS OF REFERENCE

#### 13.2.4 *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 thereon as required.

### 13.4 CONDUCT

- 13.4.1 The Trustee named first to a committee shall preside as Chairperson. In the absence of the Chairperson, the second Trustee named to the standing committee shall preside.
- 13.4.2 No committee shall meet when fewer than two appointed Trustee committee members are present.
- 13.4.3 All committee members and attendees are able to participate fully in discussion. However, only trustees appointed to the committee will vote on recommendations to the Board.
- 13.4.4 The dates, times and places of public and in-camera committee meetings shall be established at each committee's first regular meeting following the appointment of committee members in December.
- 13.4.5 Written notice of committee meetings and agendas shall be available for all Trustees and representative members at least three days before committee meeting dates.
- 13.4.6 The preparation of the agenda and minutes for a committee meeting shall be the responsibility of the committee's Chairperson in cooperation with staff named to assist that committee. Preference on the agenda will be given to items referred by the Board.

**From Policy 201 Bylaw: Board Operations**

13.4.7 Standing committees shall report to the Board matters for action and information. Committee recommendations shall be made in writing. In the event a committee recommendation is not unanimous, a Trustee member of the committee may attach a minority report.

**Report to the Finance & Legal Committee (Richmond)**  
**PUBLIC**

**DATE:** 18 January 2023  
**FROM:** Laura Buchanan, Executive Director, Human Resources  
**SUBJECT:** Human Resources Update

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

**1. CEF FUNDING UPDATE**

In October 2022, the District submitted an additional CEF funding request to the Ministry of Education. Increasing ELL enrolment in the district generated an increased ELL teacher staffing need under the restored collective agreement.

In mid-December, the Ministry of Education approved additional CEF for both enrolling and non-enrolling positions.

Confirmed 2022-2023 CEF funding is as follows:

Teacher FTE:	338.1	Increased from 309.8 FTE in
	\$36,389,193	increased from \$32,344,010 in 2021/2022
Overhead Funding:	\$4,841,324	no change from 2021/2022
Remedy:	\$261,486	increased from \$178,164 in 2021/2022

The additional 28.3 have been filled (or unfilled) as follows:

5.405 Enrolling FTE:	Filled in September 2022
5.295 Non-Enrolling FTE:	Filled in September/October/November 2022
17.6 Non-Enrolling FTE:	Unfilled at the current time, in the process of posting/filling in January 2023. Note that some of this FTE was posted in December 2022 and not filled due to a shortage of teachers.

## **2. STAFFING UPDATE:**

The HR recruitment team continues to dedicate significant resources to all areas of recruitment across all positions in the district. Absence levels have dropped across all positions in the district, particularly in the 1-2 weeks before the winter break. Upon return to school in January, absence levels remained lower than in the fall months, and TTOC and EA shortages alleviated somewhat.

The HR team will continue monitoring staff absence levels and communicating relevant information with stakeholders as appropriate to the circumstances.

An all-employee message was shared in November 2022 and is included in this report for reference. An additional similar communication will be considered for distribution to employees, likely as we approach the Spring Break period.

## **3. FOUNDATIONS OF A HEALTHY WORKPLACE:**

Planned initiatives for January 2023 and beyond continue to be in place, and planning for the following new initiatives are underway:

- Invitation for staff, at each school, to volunteer to be a “Health Champion” for their site. The purpose of this initiative is to highlight and recognize the efforts that are already in place to support employees in their health, provide resources to schools to support current or new initiatives, and to be a communication vehicle between the district staff and school based staff who are involved in this work.
- Development of a Richmond School District partnership with Canadian Blood Services, the “Partners for Life” Program. This program will facilitate team build and community contributions, aligned with our strategic plan goals in this area. Participation is 100% voluntary and anonymous. Many organizations and community groups already participate in this program, with is a way to make a lifesaving difference for members of our community and across Canada.

All of which is respectfully submitted,

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*Laura Buchanan*  
*Executive Director, Human Resources*

**DATE:** November 23, 2022

**TO:** All Employees

**FROM:** Laura Buchanan, Executive Director, Human Resources

**SUBJECT:** Workforce Planning Update

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To all Employees,

As we continue to experience a landscape of ongoing labour supply challenges affecting our school district across various positions, we are providing information relating to overall absences, dispatches and shortages below.

As you review the information below, we also highlight the following:

- District teacher staffing has increased this year compared to last year. The district enrolment count increased by approximately 700 students. This enrolment growth generates a need for approximately 30 additional enrolling teachers. While this is welcomed growth in the district, this growth generates additional staffing pressures and challenges.
- At the current time, mid-year general enrolling teacher vacancies are challenging to fill. There has been an insufficient supply of qualified resource, ELL, technology and counselling teachers for many years now. The district is experiencing an overall teacher shortage, as is the entire province of BC, and Canada, to varying degrees. There are a wide variety of factors contributing to the overall challenge in the province as well as the district, notably high housing and transportation costs/challenges.
- Specific to EAs, the overall EA FTE in the district grew by 8% from October 2021 to October 2022. This increase in FTE generates additional pressure on the ability to fill newly-created positions in a timely manner, and on the supply of available EAs who work on call.
- The tentative renewed collective agreements for teachers and support staff are positive developments for our district and the education sector overall. It is hoped that the wage adjustments provided by the agreements, and the stability to the system that settled collective agreements provide, may improve the labour supply landscape and provide stability to the education system overall.

We hope the information provided here is helpful in sharing the broader district landscape that we are currently experiencing.



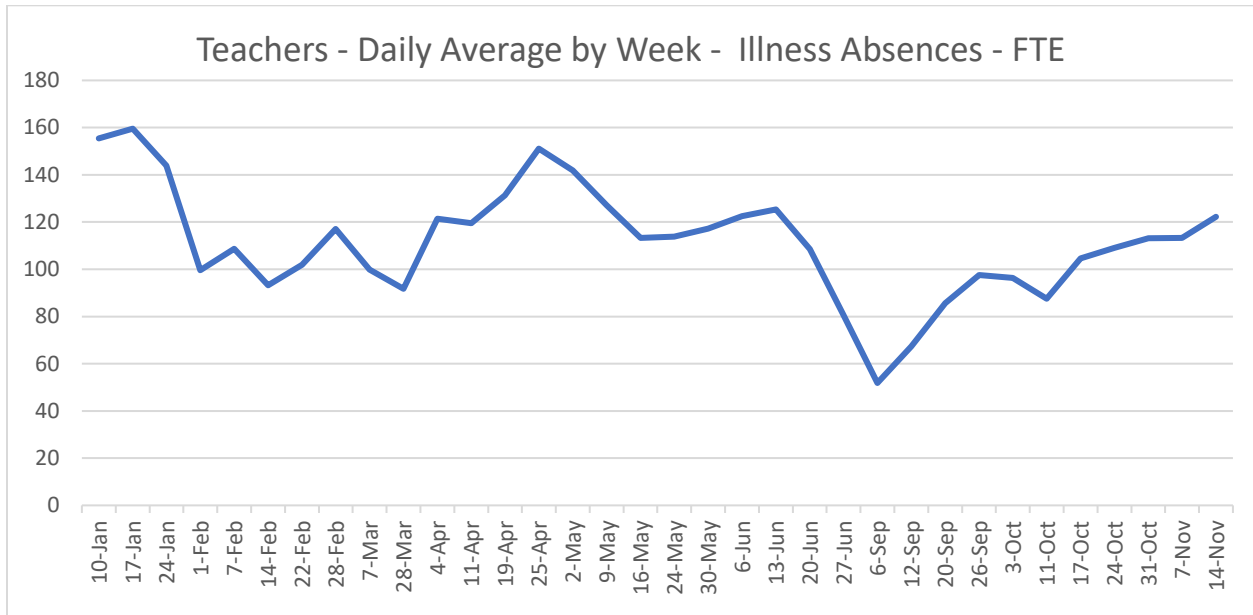
**TEACHER ILLNESS ABSENCES – DAILY AVERAGE BY SCHOOL WEEK:**

The following chart sets out the daily average FTE of teacher absences due to illness for each week since January 2022. The following information supplements and describes the chart:

- The week of January 10<sup>th</sup> 2022: the daily average of teacher absences due to illness was 155.3 FTE teachers (per day).
- The week of April 25<sup>th</sup> 2022: the daily average of teacher absences due to illness was 151.3 FTE teachers (per day).

The chart below shows weekly absence rates since January 2022.

- Of the 34 school weeks set out in the chart:
  - Of the 23 weeks from January – June, 18 of the 23 weeks had daily averages above 100 FTE teacher illness absences.
  - Of the 11 weeks of school this year, 5 of the 11 weeks had daily averages above 100 FTE teacher illness absences. 6 of the 11 weeks had daily averages below 100 illness absences.
  - Prior to the week of October 17, teacher illness absences rates were below an average of 100 FTE teacher illness absences per day.
  - Since the week of October 17, teacher illness absences rates have varied between 105 FTE per day, as a weekly average, and 122 FTE per day, as a weekly average.



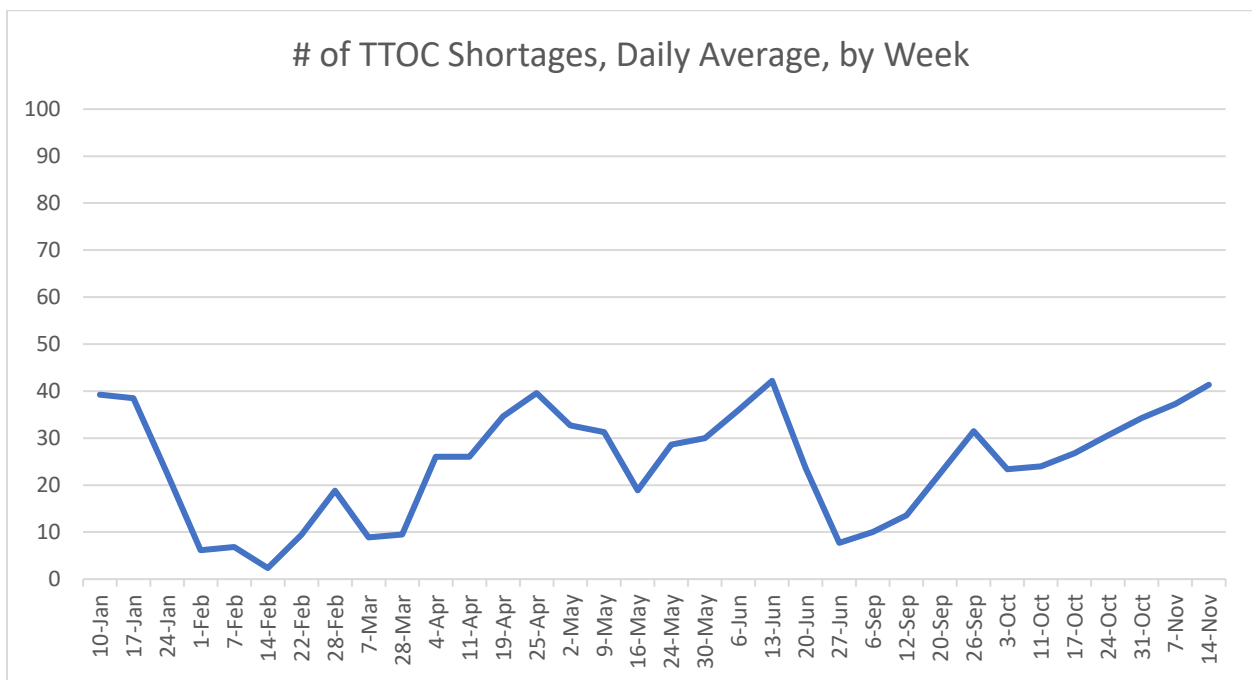
\*\*\*Current teacher illness rates are significantly below the peak weeks of illness in January and April 2022, when incorporating the growth in teaching positions, namely 23.0 FTE more elementary enrolling positions alone.\*\*\*

## TTOC SHORTAGES

The following chart sets out the daily average TTOC shortages for each week since January 2022. The following information supplements and describes the chart:

○ 36 – average TTOC shortage per day	○ January 2022	○ January 2022 had an average shortage of 36 TTOCs per day, with 2 days at 57 and 59, and 3 days between 40-50.
○ 9 – average TTOC shortage per day	○ February 2022 – March 2022	○ 13 days in February had TTOC shortages under 10 TTOCs per day.
○ 29 – average TTOC shortage per day	○ April, May and June 2022	○ April, May and June 2022 had an average shortage of TTOCs per day at 29 TCOCS per day
○ 19 – average TTOC shortage per day	○ September 2022	○ The daily average for TTOC shortages in September 2022 was 19 TTOCs per day.
○ 26 – average TTOC shortage per day	○ October 2022	○ The daily average for TTOC shortages in October 2022 was 26 TTOCs per day.
○ 37 – average TTOC shortage per day	○ November 2022	○ The daily average for TTOC shortages in November 2022 (to Nov 18) was 37 TTOCs per day.

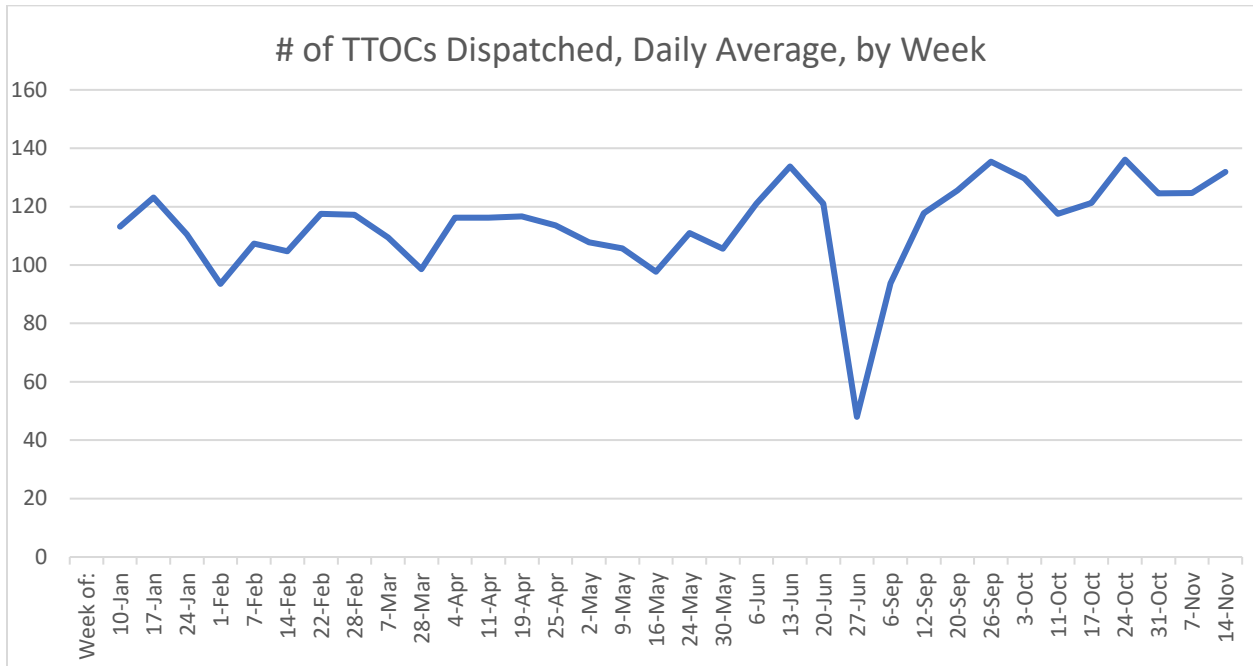
\*\*\*Current TTOC shortages are matching closely with shortages rates from April-May-June 2022, even with growth in teaching positions, namely 23.0 FTE more elementary enrolling positions alone.\*\*\*



## TTOC DISPATCHES

The following chart sets out the daily average TTOC dispatches for each week since January 2022.

- TTOC dispatches are exceeding the average daily dispatch rate from January 2022 – June 2023.
- Since September 12, an average of 127 TTOCs are dispatched each day.

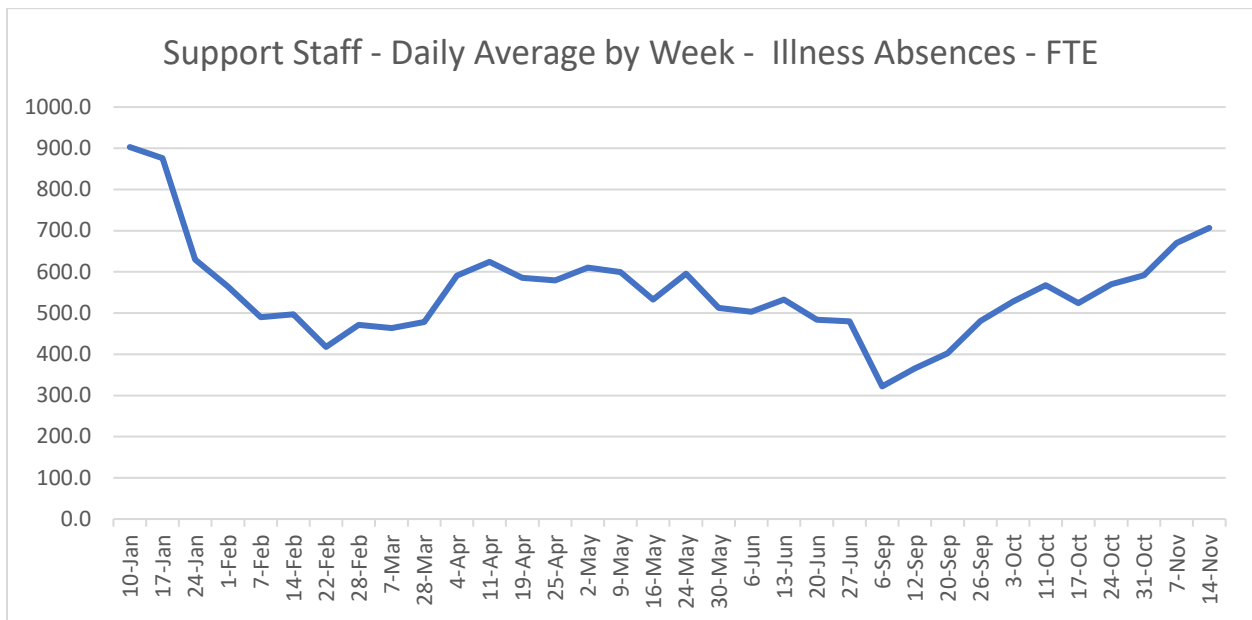


**SUPPORT STAFF ILLNESS ABSENCES – DAILY AVERAGE BY SCHOOL WEEK:**

The following chart sets out the daily average FTE of support staff absences due to illness for each week since January 2022. The following information supplements and describes the chart:

○ 815 absence hours:	○ January 2022	○ Peak illness absence hours, at 815 absence hours each day, on average.
○ 480 absence hours:	○ February 2022 – March 2022	○ The daily average for support staff absences due to illness was 480 hours per day.
○ 555 absence hours:	○ April 2022 – June 2022	○ The daily average for support staff absences due to illness was 555 hours per day.
○ 390 absence hours:	○ September 2022	○ The daily average for support staff absences due to illness was 390 hours per day.
○ 554 absence hours:	○ October 2022	○ The daily average for support staff absences due to illness was 554 hours per day.
○ 654 absence hours:	○ November 2022 (to Nov 18)	○ The daily average for support staff absences due to illness was 654 hours per day.

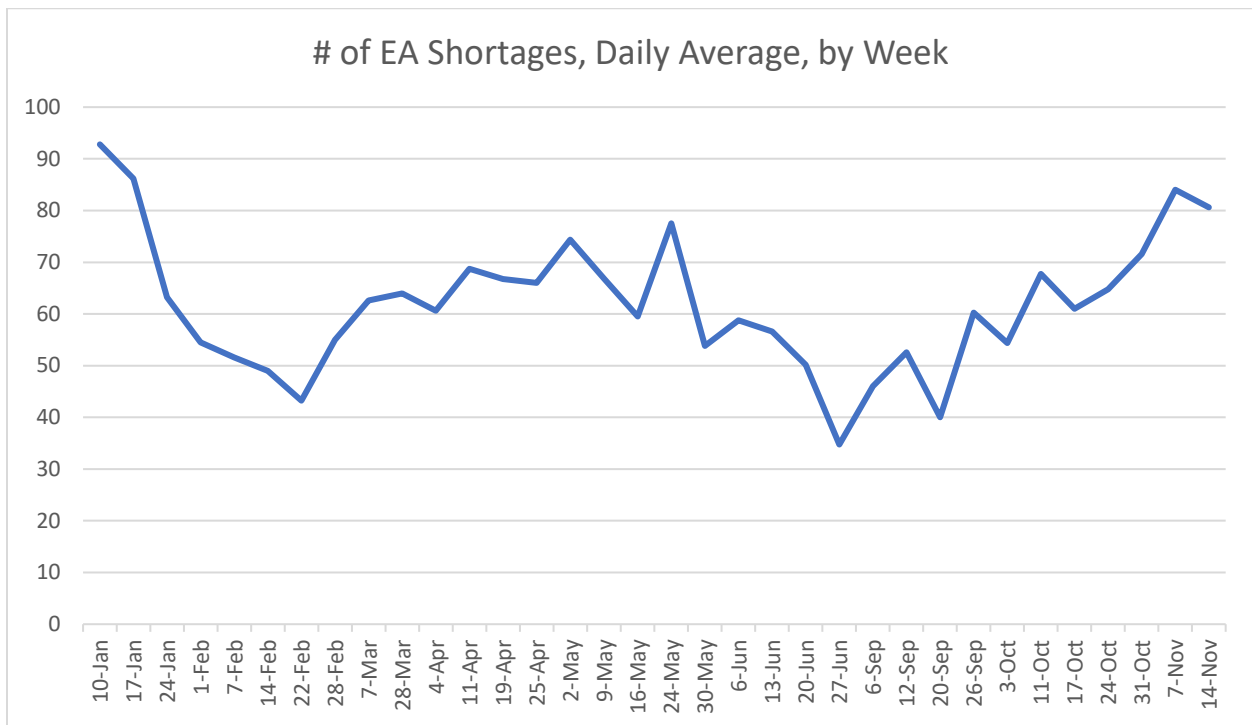
\*\*\*Current support staff absence rates are approximating the absence rates from April-May-June 2022, when incorporating the growth in support staff positions, namely 8% growth in Education Assistant positions.\*\*\*



## EA SHORTAGES

The following chart sets out the daily average EA shortages for each week since January 2022. The following information supplements and describes the chart:

○ EA shortages of over 50 per day:	○ January 2022	○ January 2022 had days of EA shortages of 57 and 59 per day, and 3 days of 42, 48 and 49 EA shortages.
○ EA shortages of 55 per day:	○ February 2022 – March 2022	○ The daily average for EA shortages in September 2022 was 55 EA shortages per day.
○ EA shortages of 61 per day	○ April, May and June 2022	○ The daily average for EA shortages in April, May and June 2022 was 61 EA shortages per day.
○ EA shortages of 50 per day:	○ September 2022	○ The daily average for EA shortages in September 2022 was 50 EA shortages per day.
○ EA shortages of 62 per day:	○ October 2022	○ The daily average for EA shortages in October 2022 was 62 EA shortages per day.
○ EA shortages of 78 per day:	○ November 2022	○ The daily average for EA shortages in November (to Nov 18) 2022 is 78 EA shortages per day.

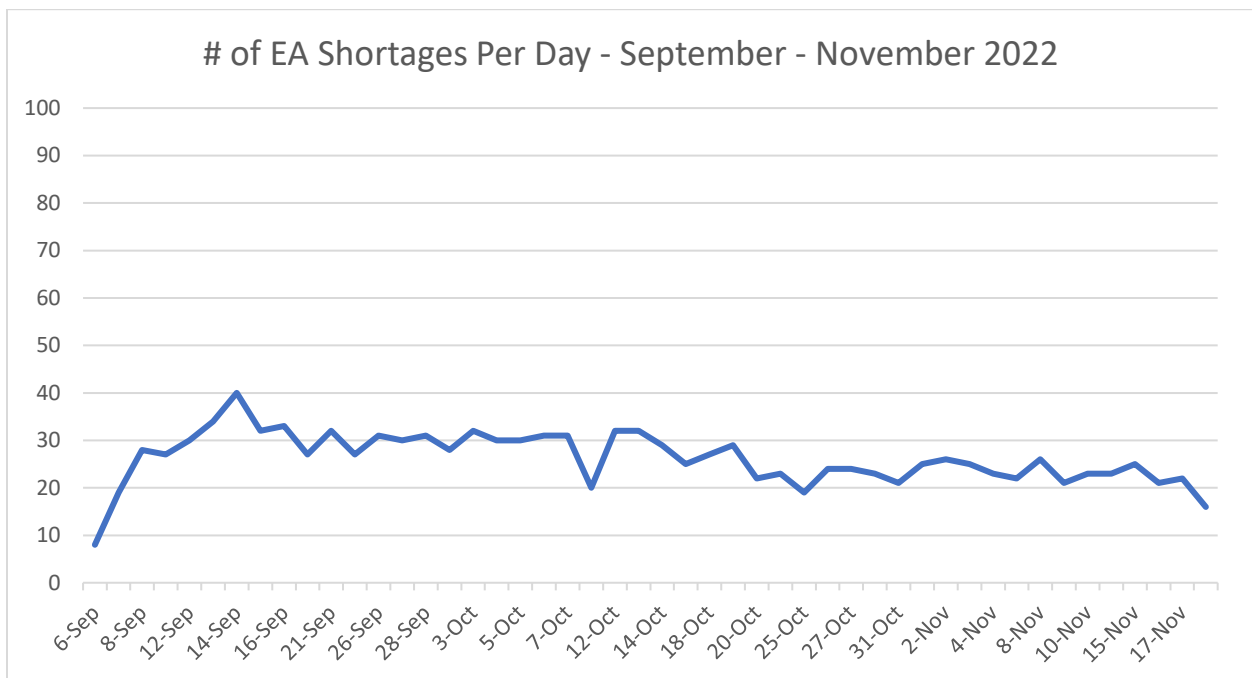


## EA DISPATCHES

The following chart sets out the daily average EA dispatches for each week since January 2022. The following information supplements and describes the chart:

○ 26 EAs on call dispatched per day:	○ January 2022 – June 2022	○ The daily average for EA dispatches from January – June 2022 was 26 per day.
○ 28 EAs on call dispatched per day:	○ September 2022	○ The daily average for EA dispatches in September 2022 was 28 per day.
○ 26 EAs on call dispatched per day:	○ October 2022	○ The daily average for EA dispatches in October 2022 was 26 per day.
○ 22 EAs on call dispatched per day: ○	○ November 2022	○ The daily average for EA dispatches in November 2022 (to Nov 18) was 22 per day.

\*\*\*The availability of EAs on call remains insufficient to replace all EAs absent each day. \*\*\*



## CONCLUSION:

We hope the information provided here is helpful in sharing the broader district landscape that we are currently experiencing. As referenced in the introduction, there is a teacher shortage being experienced in the Richmond School District, the Province of BC and across Canada. While there are various provincial initiatives underway attempting to address the challenge in both the short and long term, the district remains focused on the areas that are within our control with respect to attracting and retaining teachers.

EA shortages have been occurring in the education sector for many, many years. The EA shortage numbers set out in this report cannot be addressed only through increasing EA recruitment and hiring, but rather should be considered through a systems lens.

We appreciate *everyone's* ongoing efforts to work through the operational and educational challenges that this landscape presents. The HR team continues to dedicate significant resources to recruitment to increase our staffing across a wide variety of positions in the district.

*Laura Buchanan*  
*Executive Director, Human Resources*

**Report to the Finance & Legal Committee (Richmond)**  
**PUBLIC**

**DATE:** 18 January 2023

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

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**Trustees' Expenses for the Three Months Ending September 30, 2022**

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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 September 30, 2022, 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 September 30, 2022, 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 September 30, 2022, total \$870.00.

**CONCLUSION**

The Finance & Legal Committee recommends the Board approve Trustees' expenses for the three months ending September 30, 2022.

Respectfully submitted,

*Maria Fu*  
Assistant Secretary Treasurer



**TRUSTEES EXPENSES**

<b>DATE</b>	<b>DESCRIPTION</b>	<b>N. GOLDSTEIN</b>	<b>K. HAMAGUCHI</b>	<b>H. LARSON</b>	<b>R. LEE</b>	<b>S. NIXON</b>	<b>D. SARGENT</b>	<b>D. TABLOTNEY</b>	<b>TOTAL</b>
2022-07-06	Cell phone reimbursement - July 2022	40.00	50.00	50.00	50.00	50.00		50.00	290.00
2022-08-04	Cell phone reimbursement - Aug 2022	40.00	50.00	50.00	50.00	50.00		50.00	290.00
2022-09-14	Cell phone reimbursement - Sept 2022	40.00	50.00	50.00	50.00	50.00		50.00	290.00
	<b>TOTALS PAID: July 1 to Sept 30, 2022</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 the Finance & Legal Committee (Richmond)**  
**PUBLIC**

**DATE:** 18 January 2023

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

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**Trustees' Expenses for the Three Months Ending December 31, 2022**

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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 December 31, 2022, in the amount of \$5,432.88.

**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, 2022, expenses totaling \$5,432.88 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, 2022, total \$5,432.88.

**CONCLUSION**

The Finance & Legal Committee recommends the Board approve Trustees' expenses for the three months ending December 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	A. WONG	D. YANG	TOTAL
2022-10-13	Cell phone reimbursement - Oct 2022	40.00	50.00	50.00	50.00	50.00		50.00			290.00
2022-11-09	Cell phone reimbursement - Nov 2022		50.00	50.00				50.00		50.00	200.00
2022-12-07	Cell phone reimbursement - Dec 2022		50.00	50.00				50.00		50.00	200.00
2022-12-22	BCSTA 2022 Academy - Dec 1-3 - new trustee orientation fee								194.25	194.25	388.50
2022-12-22	BCSTA 2022 Academy - Dec 1-3 - pre-conference and conference fee		719.25	719.25			719.25	719.25	719.25	719.25	4,315.50
2022-12-22	BCSTA 2022 Academy - Dec 1-3 - transportation		38.88								38.88
	<b>TOTALS PAID: Oct 1 to Dec 31, 2022</b>	<b>40.00</b>	<b>908.13</b>	<b>869.25</b>	<b>50.00</b>	<b>50.00</b>	<b>719.25</b>	<b>869.25</b>	<b>913.50</b>	<b>1,013.50</b>	<b>5,432.88</b>