

Finance and Legal Committee

Public Meeting Agenda

Wednesday, April 19, 2023 – 10:00 am
via Zoom

<https://sd38.zoom.us/j/64991205548>

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**
Public minutes from meeting held February 15, 2023 attached.
- 3. Human Resources Update**
Report from the Executive Director, Human Resources attached.
- 4. Trustees' Expenses for Three Months Ending in March 31, 2023 (Recommendation)**
Report from the Assistant Secretary Treasurer attached.
- 5. Budget Update**
Presentation from the Secretary Treasurer
- 6. Next Meeting Date – Wednesday, May 17, 2023 at 10:00 am**
- 7. Adjournment**

Finance and Legal Committee Public Meeting Minutes

Wednesday, February 15, 2023 – 10:00 am
Via Zoom

Present:

Vice Chairperson

Trustee Member

Trustee Alternate

Trustee

Secretary Treasurer

Assistant Secretary Treasurer

Executive Director, Facilities Services/Richmond Project Team

President, Richmond Teachers' Association

1st Vice President, Richmond Teachers' Association

President, CUPE 716

1st Vice President, CUPE 716

Representative, Richmond Management and Professional Staff

Past President, Richmond District Parents Association

Executive Assistant (Recording Secretary)

R. Belleza

K. Hamaguchi

D. Tablotney

A. Wong

C. Wang

M. Fu

F. Geyer

L. Baverstock

T. McCracken

I. Hillman

S. Robinson*

R. Corbin

D. McFie

J. Coronel

Regrets:

Chairperson

D. Sargent

*Present for a portion of the meeting

The meeting was called to order at 10:02 am.

The Richmond Board of Education acknowledged and thanked the First Peoples of the hən̓q̓əmiñəm language group on whose traditional and unceded territories we teach, learn and live.

1. Adopt Agenda

The agenda was adopted as circulated.

2. Approve Minutes

The minutes of the public meeting held Wednesday, January 18, 2023, were approved as circulated.

3. 2022/2023 Annual Amended Budget Bylaw (Recommendation)

The Assistant Secretary Treasurer provided information on the 2022/2023 Amended Annual Budget which consists of the Operating, Special Purpose, and Capital Funds. She also explained significant changes in the 2022/2023 Amended Annual Budget, as compared to the 2022/2023 Annual Budget.

The President of Richmond Teachers' Association clarified that the additional expense item on indigenous teachers on call refers to Teachers Teaching On-Call who provide relief to support the indigenous focused graduation requirement. The Assistant Secretary Treasurer noted this comment and will rephrase this item in the 2022/2023 Amended Annual Budget.

The President of Richmond Teachers' Association also expressed her concern on funds potentially unspent due to current challenges on teacher recruitment. She urged the Committee to follow up on this to ensure that positions are filled to avoid further delay of service to students.

In response to a question from the Vice Chairperson if the district's budget is stable, sufficient, and sustainable, the Secretary Treasurer explained that based on current information, the district is in a better position compared to the past two years due to an increase in revenue from international students and a projected increase in enrolment. She also noted that more budget information will be shared with stakeholders when they are available in the coming months.

The President of Richmond Teachers' Association agreed with the Secretary Treasurer that the district is in a better financial position primarily due to an unexpected increase in enrolment this school year and the series of budget reductions over the past few years. Without these factors, the district will be in a different financial position because of lack of funding from the provincial government. Trustee Tablotney echoed the statement of the President of Richmond Teachers' Association.

The Secretary Treasurer and Assistant Secretary Treasurer responded to questions from the President of CUPE 716 with regard to percentage salary increase for exempt staff, reporting of labour settlement funding for support staff, as well as potential operating surplus due to unfilled trades positions.

The Committee then agreed to forward the following **RECOMMENDATION** to the Board:

THAT the Board of Education (Richmond) approve the 2022/2023 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 2022/2023 Amended Annual Budget Bylaw and submit the 2022/2023 Amended Annual Budget Bylaw together with the 2022/2023 Amended Annual Budget to the Ministry of Education and Child Care by February 28, 2023.

4. 2023/2024 Facility Rental Rates (Recommendation)

The Executive Director, Facilities Services/Richmond Project Team spoke to his report as included in the agenda package.

The Committee agreed to forward the following **RECOMMENDATION** to the Board:

THAT the Board of Education approves a five per cent (5%) increase to both non-commercial (not-for-profit) and commercial (for profit) facility rental rates for the 2023/2024 fiscal year as presented herein.

5. Next Meeting Date – Wednesday, April 19, 2023 at 10:00 am.

The Vice Chairperson noted that future meetings will be on zoom based on survey results.

6. Adjournment

The meeting adjourned at 11:02 am.

Respectfully Submitted,

*Rod Belleza
Vice Chairperson, Finance and Legal Committee*

DRAFT

Report to the Finance and Legal Committee Public

Date: April 19, 2023
From: Laura Buchanan, Executive Director, Human Resources
Subject: Human Resources Update – Staffing and Recruitment Information

Staffing Update re: Recruitment Challenges

Strategic Priority 4: A Progressive Workplace

Goal 4: High-quality staff with growth potential are recruited and retained in all positions across the district.

Please see below for staffing and recruitment information as the HR team prepares for the regular spring staffing processes over the coming months:

1. Staffing Challenges - General
 - The district, along with the Province of British Columbia, are experiencing staffing shortages for both qualified teachers and educational assistants.
 - This challenge is expected to remain over the foreseeable future.
2. Spring 2022 Teacher Recruitment
 - 121 new hires were made in the Spring of 2022 in preparation for the 2023/2024 school year.
3. Fall/Winter Teacher Recruitment
 - 40 new hires have been made since September 2022 and teacher recruitment is on-going.
4. Enrolling Staffing
 - Enrolling staffing has grown in elementary with an influx of students registering into the district. In September 2022, 17 new classrooms were added throughout the district in response to the growth in population and 4 additional classrooms have been added during this school year as registration remained steady.
 - At times, a classroom may be without a permanent teacher for up to three weeks as HR works to fill vacant positions due to Leaves of Absences. These leaves of absences would include, but are not limited to, maternity leaves, parental leaves, educational leaves, extended sick leaves, or miscellaneous leaves. During this unfilled time, a non-enrolling teacher from the school may be reassigned into the position or a TTOC (Teacher Teaching On Call) may be working in the position.

- Enrolling staffing has increased modestly in secondary, in response to enrolment growth at certain schools.
5. Non-enrolling Staffing
- As in previous years, a modest amount of non-enrolling staffing has been added in the district as a result of Ministry CEF (Classroom Enhancement Fund) monies.
6. TTOC Shortages
- Richmond continues to experience daily TTOC shortages with the average number of unfilled secondary classrooms being five (5) and the average number of elementary classrooms being eighteen (18) this school year.
7. 2023/2024 Teacher Recruitment
- Interviews are currently being held with external candidates in preparation for the 2023/2024 school year.
 - Richmond currently has approximately 145 Teacher Candidates completing their practicums in the district; 30 of whom will be spending an additional 3 weeks in Richmond once the practicum has been completed for further learning.
 - All 145 Teacher Candidates who successfully complete their practicums will be offered an interview and, as appropriate, offered positions in the district.
 - Make A Future has a current selection of postings available to external candidates for the current and coming school year.
8. EA Recruitment
- Recruitment for EA's (Educational Assistants) remains on-gong and to date 42 hires have been made this school year, including all 28 EA students from the REAP program.
9. EA Shortages
- Richmond continues to experience daily EA shortages with the average number of shortages being two (2) per school per day.

All of which is respectfully submitted,

Laura Buchanan
Executive Director, Human Resources

Report to the Finance and Legal Committee Public

Date: April 19, 2023
From: Maria Fu, Assistant Secretary Treasurer
Subject: Trustees' Expenses for the Three Months Ending March 31, 2023

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, 2023, in the amount of \$4,185.42.

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, 2023, expenses totaling \$4,185.42 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, 2023, total \$4,185.42.

CONCLUSION

The Finance & Legal Committee recommends the Board approve Trustees' expenses for the three months ending March 31, 2023.

Respectfully submitted,

Maria Fu
Assistant Secretary Treasurer

TRUSTEES EXPENSES

DATE	DESCRIPTION	R. BELLEZA	K. HAMAGUCHI	H. LARSON	D. SARGENT	D. TABLOTNEY	A. WONG	D. YANG	TOTAL
2023-01-05	Cell phone reimbursement - Jan 2023		50.00	50.00		50.00		50.00	200.00
2023-01-18	Cell phone reimbursement - Nov 2022 to Jan 2023						33.60		33.60
2023-02-01	Cell phone reimbursement - Feb 2023		50.00	50.00		50.00	11.20	50.00	211.20
2023-03-01	Cell phone reimbursement - Mar 2023		50.00	50.00		50.00	11.20	50.00	211.20
2023-02-10	BCSTA 2022 Academy - Dec 1-3 - accommodation, parking		537.36	425.36	425.36	525.36	425.36	525.36	2,864.16
2023-02-10	BCSTA 2022 Academy - Dec 1-3 - dinner			86.81	86.81	86.81	86.81	86.81	434.05
2023-02-10	Richmond Secondary Annual Community Christmas Luncheon			25.00	25.00	25.00	25.00	25.00	125.00
2023-02-17	Headphones						39.93		39.93
2023-02-22	USB						14.55		14.55
2023-02-22	Earpods						28.73		28.73
2023-03-30	2023 Provincial Counsel - Feb 24-25, 2023 - meals			23.00					23.00
	TOTALS PAID: Jan 1 - March 31, 2023	0.00	687.36	710.17	537.17	787.17	676.38	787.17	4,185.42