

Finance and Legal Committee

Public Meeting Agenda

Wednesday, May 17, 2023 – 10:00 am
via Zoom

<https://sd38.zoom.us/j/62929803570>

Passcode: 6000

The Richmond Board of Education acknowledges and thanks the First Peoples of the hən̓q̓əmi̓ñəm language group on whose traditional and unceded territories we teach, learn and live.

- 1. Adopt Agenda**
- 2. Approve Minutes**
Public minutes from meeting held April 19, 2023 attached.
- 3. Human Resources Update**
Report from the Executive Director, Human Resources attached.
- 4. Next Meeting Date – Wednesday, June 14, 2023 at 10:00 am**
- 5. Adjournment**

Finance and Legal Committee

Public Meeting Minutes

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

Present:

Chairperson	D. Sargent
Vice Chairperson	R. Belleza
Trustee Member	K. Hamaguchi
Trustee	A. Wong
Acting Superintendent	R. Ryan
Secretary Treasurer	C. Wang
Assistant Secretary Treasurer	M. Fu
Executive Director, Human Resources	L. Buchanan
President, Richmond Teachers' Association	L. Baverstock*
1 st Vice President, Richmond Teachers' Association	T. McCracken
Pro-D Officer, Richmond Teachers' Association	J. Cho
President, Richmond Association of School Administrators	M. Murray
1 st Vice President, CUPE 716	S. Robinson
Representative, Richmond Management and Professional Staff	R. Corbin
Past President, Richmond District Parents Association	D. McFie
Executive Assistant (Recording Secretary)	T. Lee

Regrets:

Trustee Alternate	D. Tablotney
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*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, February 15, 2023, were approved as circulated.

3. Human Resources Update

The Executive Director, Human Resources spoke to her report as included in the agenda package. She then answered questions regarding teacher recruitment, Educational Assistants shortages, and Teacher Teaching On Call shortages.

The President, Richmond Teachers' Association requested for a report to be presented at a future committee meeting on staffing challenges, including more details for specific positions.

The President, Richmond Teachers' Association left the meeting at 10:28am

4. Trustees' Expenses for Three Months Ending March 31, 2023 (Recommendation)

The Assistant Secretary Treasurer provided a report on trustees' expenses for the three months ending March 31, 2023. It was agreed that a recommendation be forwarded to the April 26, 2023 board meeting for approval:

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.

5. Budget Update

The Secretary Treasurer presented a budget update highlighting the 2023/2024 base budget is projecting a surplus of \$1.5 million. She noted the preliminary base budget includes assumptions of enrollment growth revenues and expenses, which will be updated in September with actual enrollment numbers.

The Secretary Treasurer then noted three common themes of the draft budget proposals:

- Continue to provide high-quality education to students and meet diverse student needs;
- Provide critical support to the system; and
- Align resource allocation with priorities and goals of Strategic Plan.

She also highlighted budget proposals in addition to the base budget including increases in enrolling teacher FTEs (full-time equivalent) and education assistant FTEs. She continued her presentation explaining the Feeding Futures School Food Programs Fund is part of the special purpose fund and noted that staff are initiating discussions to implement the fund.

She concluded her presentation by showing key dates for the budget process and encouraged stakeholders to participate in the upcoming board meeting on April 26 where the Board will have a Committee of the Whole to provide an opportunity for stakeholders to provide input and feedback before the final budget is presented at the May 24 board meeting.

The Secretary Treasurer then responded to a trustee's question regarding local capital reserves.

6. Next Meeting Date – Wednesday, May 17, 2023 at 10:00 am.

7. Adjournment

The meeting adjourned at 10:43 am.

Respectfully Submitted,

*Donna Sargent
Chairperson, Finance and Legal Committee*

DRAFT

Report to the Finance and Legal Committee Public

Date: May 17, 2023
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, tradespersons and HVAC technicians.
- School administrative assistant hiring is ongoing throughout the year; generally, recruitment to fill ongoing positions is sustainable. Challenges remain in having adequate on-call staff available to fill day to day or longer-term vacancies.
- Education Assistants:
 - Staffing processes are ongoing, including the identification of staffing allocations by school to address changing or increasing student need.
 - Availability of on-call EA remains challenging.
 - The new CUPE collective agreement stipend which supports current EAs taking on practicum students will be in effect July 1, 2023. It is hoped this stipend will also serve as a recruitment and retention incentive.

Teaching Staff:

- Recruitment and interviewing is ongoing throughout the year.
- At this time, internal teacher posting rounds are underway this week, and teachers with continuing contracts are able to apply for vacant positions across all schools.
- Generally, staffing allocations at city centre schools are increasing due to continued enrolment growth at these schools, at both elementary and secondary schools.
- Schools outside the city centre core are experiencing generally relative enrolment stability, and thus staffing stability.
- International education enrolment estimates, for the purposes of staffing allocations, remain conservative at this time. It is expected that as we approach September, we will be in a position to increase the staffing allocations attributable to international education enrolment.

Administrators:

- Elementary Vice-Principal recruitment is currently underway, and successful applications are expected to be offered vice principal positions shortly.
- Recruitment for all school-based administrators will commence again in late September, with a completion timeline of late November. Successful candidates will be appointed to candidate pools, to be assigned into vacant positions as the needs arise.

Laura Buchanan
Executive Director, Human Resources