

Finance and Legal Committee

Public Meeting Agenda

Wednesday, September 20, 2023 – 10:00 am
via Zoom

<https://sd38.zoom.us/j/66873531310>

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 May 17, 2023 attached.
- 3. Human Resources Update**
Report from the Assistant Superintendent, Human Resources attached.
- 4. Trustees' Expenses for the 3 Months Ending June 30, 2023**
Report from the Assistant Secretary Treasurer attached.
- 5. Next Meeting Date – Wednesday, October 18, 2023 at 10:00 am**
- 6. Adjournment**

Finance and Legal Committee

Public Meeting Minutes

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

Present:

Chairperson

Trustee Member

Trustee

Secretary Treasurer

Assistant Secretary Treasurer

Executive Director, Human Resources

Executive Director, Facilities Services/Richmond Project Team

President, Richmond Teachers' Association

President, Richmond Association of School Administrators

1st Vice President, CUPE 716

Representative, Richmond Management and Professional Staff

Past President, Richmond District Parents Association

Executive Assistant (Recording Secretary)

D. Sargent

K. Hamaguchi

A. Wong

C. Wang

M. Fu

L. Buchanan

F. Geyer

L. Baverstock

M. Murray

S. Robinson

R. Corbin

D. McFie

T. Lee

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

The Richmond Board of Education acknowledged and thanked the First Peoples of the hən̓q̓əmi̓n̓əm 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, April 19, 2023, were approved as circulated.

3. Human Resources Update

The Executive Director, Human Resources referred to her report as included in the agenda package. She then responded to the Chairperson's question regarding the number of student enrolment at Palmer Secondary, McRoberts Secondary, and McNair Secondary.

The President, Richmond Teachers' Association inquired regarding enrolment at Cambie Secondary and Hugh Boyd Secondary and noted the schools require ongoing support. She also noted that RTA appreciates more full-time equivalent and additional support for students and suggested adjusting

the budget approval timeline from May to April to better align with the staffing timeline in the future.

The Chairperson thanked the Executive Director, Human Resources and her team for their work.

4. Next Meeting Date – Wednesday, June 14, 2023 at 10:00 am.

5. Adjournment

The meeting adjourned at 10:17 am.

Respectfully Submitted,

*Donna Sargent
Chairperson, Finance and Legal Committee*

DRAFT

Report to the Finance and Legal Committee Public

Date: September 20, 2023
From: Chris Stanger, Assistant Superintendent - Human Resources
Subject: **Human Resources Update**

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

Recruitment, Staffing, Enrolment 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, and tradespersons.
- School administrative assistant hiring is ongoing throughout the year; generally, recruitment to fill continuing 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.
 - Our EA recruitment work is ongoing, most of our new recruits have posted into permanent positions, while others will work on an on-call basis.
 - We anticipate there will be 30 REAP graduates this December; the HR team will be working to invite applications and schedule interviews this fall. Our Continuing Education department is planning to offer a part-time REAP cohort in January.
 - At the current time, we are experiencing a similar number of unfilled positions when compared to previous years. However, it is worth noting that our enrolment has increased, which has required additional staffing.

Teaching Staff:

- Recruitment and interviewing is ongoing throughout the year. Since the Spring of 2023, 174 new teachers have been hired into the district. 51 of those teachers have now posted into continuing or temporary positions; others have picked up non-enrolling assignments and the

remaining are available as TTOCs. We have also been fortunate to welcome 4 retired teachers onto our TTOC list.

- Generally, staffing at City Centre schools has increased due to continued enrolment growth at both the elementary and secondary levels. New teaching positions added in late August and early September have been posted and are expected to be filled in the coming days.
- Schools outside of the City Centre core are experiencing capacity pressures as overall domestic and international enrollment has increased. See below for information on enrolment trend. We continue to work closely with Central Registration to manage student placements and balance staffing allocations at schools.
- Secondary Counselling, Learning Resource and ELL positions remain challenging to fill across the district. Fall recruitment will continue to focus on these areas.

Administrators:

- Recruitment for school-based administrators will commence 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 need arise.

Enrolment:

- The total number of K-12 students attending schools, including domestic and international fee-paying students, is on pace to exceed the prior school year, and likely to surpass enrolment projection. The HR department has been working closely with Central Registration to place students and update staffing as required. An enrolment updates will be provided to the Board following the 1701 Ministry reporting requirement on September 30th.

Chris Stanger
Assistant Superintendent, Human Resources

Report to the Finance and Legal Committee Public

Date: September 20, 2023
From: Chris Stanger, Assistant Superintendent, Human Resources
Subject: Human Resources Update

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

Foundations of a Healthy Workplace



Foundations of a Healthy Workplace

This report focusses on key expenditures for Foundations of a Healthy Workplace program offerings during the 2022-2023 school year.

From the Strategic Plan:

Strategic Priority 4: A Progressive Workplace

Goal 3: Employee health and well-being is valued and supported within a culture of caring.

- Objective I Define the district's Foundations of a Healthy Workplace pillars
- Objective II *Identify the primary areas of focus to grow or enhance existing supports.*
- Objective III Build supervisor/management capacity for acknowledging and supporting employee wellness.
- Objective IV *Provide opportunities for employees to engage in health and well-being activities.*

Objectives II and IV were supported through the following program offerings:

Offering:	Approximate Cost:
• Calm App Subscription	\$52,000
• Shingles Vaccination (employees aged 50+)	\$50,000
• Pneumonia Vaccine (where medically recommended)	\$2,500
• Online Yoga	\$2,600
• In-person Yoga	\$3,000
Total Cost for 2022-2023 Program Offerings:	\$110,100

The above cost does not include increased Employee Assistance Program (EAP) usage.

Normally, employee usage of the EAP approximates **1200** hours of counselling support per year.

For the period September 2022 – August 2023, employee usage was approximately **2,200** hours.

This increase can be attributable to the increasing and enduring challenges of working in the public school system during the COVID-19 pandemic. EAP counselling support remains in place and accessible for all employees, and their families, on an on-going basis.

At the current time, we will be engaging with our employee stakeholder groups to review and confirm a draft plan of offerings for the 2023-2024 school year. A finalized plan will be shared with the Committee at a future date.

Chris Stanger
Assistant Superintendent, Human Resources

Report to the Finance and Legal Committee Public

Date: September 20, 2023
From: Maria Fu, Assistant Secretary Treasurer
Subject: Trustees' Expenses for the Three Months Ending June 30, 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 June 30, 2023, in the amount of \$11,539.98.

BACKGROUND

Pursuant to the *School Act*, the board is required to approve by resolution expenses incurred by Trustees.

During the three-month period ended June 30, 2023, expenses totaling \$11,539.98 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 June 30, 2023, total \$11,539.98.

CONCLUSION

The Finance & Legal Committee recommends the Board approve Trustees' expenses for the three months ending June 30, 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
2023-04-13	Cell phone reimbursement - April 2023		50.00	50.00		50.00		50.00	200.00
2023-05-10	Cell phone reimbursement - May 2023		50.00	50.00		50.00	11.20	50.00	211.20
2023-06-07	Cell phone reimbursement - June 2023		50.00	50.00		50.00	11.20	50.00	211.20
2023-04-13	Pathways Clubhouse-Building Pathways for Hope - Ticket			125.00					125.00
2023-04-28	BCSTA AGM Conference 2023 - Accommodation	552.72	552.72	552.72	552.72	552.72	552.72	552.72	3,869.04
2023-04-28	BCSTA AGM Conference 2023 - Dinner	61.61	61.61	61.61	61.61	61.61	61.61	61.61	431.27
2023-05-10	BCSTA AGM Conference 2023 - Parking, Meal			85.40					85.40
2023-05-23	BCSTA AGM Conference 2023 - Pre-conference and Conference Registration	813.75	656.25	813.75	813.75	813.75	813.75	813.75	5,538.75
2023-06-07	BCSTA AGM Conference 2023 - Parking		110.00						110.00
2023-06-07	BCSTA AGM Conference 2023 - Mileage						23.12		23.12
2023-06-07	Pathways Clubhouse-Building Pathways for Hope - Ticket		125.00				125.00		250.00
2023-06-21	RASA Year-End Celebration and Retirement Dinner	60.00	60.00	60.00		60.00	60.00	60.00	360.00
2023-06-21	Pathways Clubhouse-Building Pathways for Hope - Ticket							125.00	125.00
	TOTALS PAID: April 1 - June 30, 2023	1,488.08	1,715.58	1,848.48	1,428.08	1,638.08	1,658.60	1,763.08	11,539.98