

Finance and Legal Committee

Public Meeting Agenda

Wednesday, October 18, 2023 – 10:00 am
via Zoom

<https://sd38.zoom.us/j/67458674357>

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 September 20, 2023 attached.
- 3. Human Resources Update**
Report from the Assistant Superintendent, Human Resources attached.
- 4. Trustees' Expenses for the 3 Months Ending September 30, 2023**
Report from the Assistant Secretary Treasurer attached.
- 5. Minutes for Information**
 - (a) Cambie Coordinating Committee Meeting**
Attachment: Minutes of Meeting held May 17, 2023
The next meeting is scheduled on May 15, 2024 to be hosted by the School District.
- 6. Next Meeting Date – Wednesday, November 15, 2023 at 10:00 am**
- 7. Adjournment**

Finance and Legal Committee

Public Meeting Minutes

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

Present:

Chairperson	D. Sargent
Vice Chairperson	R. Belleza
Trustee	A. Wong
Superintendent	C. Usih
Secretary Treasurer	C. Wang
Assistant Secretary Treasurer	M. Fu
Assistant Superintendent, Human Resources	C. Stanger
President, Richmond Teachers' Association	L. Baverstock
1st Vice President, Richmond Teachers' Association	S. Wenglowski
2nd Vice President, Richmond Teachers' Association	F. Marsic
President, Richmond Association of School Administrators	G. Fitt
President, CUPE 716	S. Robinson
Executive Assistant (Recording Secretary)	T. Lee

The meeting was called to order at 10:00 am.

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

Prior to adoption of the agenda, the Chairperson initiated introductions in the Committee.

1. Adopt Agenda

The agenda was adopted as circulated.

2. Approve Minutes

The minutes of the public meeting held Wednesday, May 17, 2023, were approved as circulated.

3. Human Resources Update

The Assistant Superintendent, Human Resources referred to his report as included in the agenda package. The President, Richmond Teachers' Association expressed her appreciation for the discussions with the Human Resources department and thanked retired staff for taking on Teacher Teaching On Call (TTOC) positions. Trustees then requested for an overall view of staff shortages, a wellness survey for parents, students and staff, and information regarding students who are not

attending schools in their catchment. Trustees also expressed appreciation for the Human Resources team for their work.

The Assistant Superintendent, Human Resources continued his presentation and highlighted employee wellness offerings. The President, Richmond Teachers' Association then commented that it may be too early in the school year to conduct a wellness survey as challenges will appear later in the school year. President, CUPE 716 then highlighted the concern of mental health issues due to staff shortages. The Superintendent also emphasized the importance of employee wellness and mental health in the organization and the Chairperson then noted the possibility of a district-wide appreciation strategy.

4. Trustees' Expenses for the 3 Months Ending June 30, 2023

The Assistant Secretary Treasurer referred to her report as included in the agenda package. The Committee agreed to forward the following 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 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.

5. Next Meeting Date – Wednesday, October 18, 2023 at 10:00 am.

6. Adjournment

The meeting adjourned at 10:31 am.

Respectfully Submitted,

*Donna Sargent
Chairperson, Finance and Legal Committee*

Report to the Finance and Legal Committee Public

Date: October 18, 2023
From: Chris Stanger, Assistant Superintendent, Human Resources
Subject: **Staffing Report**

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

Enrolment Context re Staffing:

Between April and September 30th of 2023, total K-12 enrolment in the district has increased by an estimated 671 students.

Increases in FTE funded enrolment drive not only operating budget increases but also increased staffing requirements under the collective agreement language. Most notably:

- the staffing ratio for Resource teachers is based on a ratio of 1 FTE SERT/Resource teaching position for every 342 FTE funded students.
- The staffing requirement for ELL teachers is based on headcount enrolment of elementary students, by ELL level.

ELL Enrolment:

As a result of the differential between projected and actual 1701 enrolment counts, we are now in the process of revising our ratio driven staffing calculations. ELL enrolment, particularly at the elementary level, has increased by 239 students since our spring projections were calculated. This increase provides additional operating budget funds, and requires increased staffing levels under the collective agreement language.

In the spring of 2023, elementary enrolment, by ELL levels 1 – 5, was projected at:

Spring 2023 Projections for September 2023:

ELL Level:	1	2	3	4	5
Total Student Headcount per ELL Level	1243	1461	1548	1280	790

At the current time, ELL enrolment is expected to be confirmed at:

September 30, 2023 Actual:

ELL Level:	1	2	3	4	5
Total Student Headcount per ELL Level	1410	1706	1734	1380	499

The resulting change in elementary ELL enrolment is as follows:

ELL Level:	1	2	3	4	5
Total Student Headcount per ELL Level	167	245	186	100	(291)

Under the restored collective agreement language, ELL teacher FTE is determined by elementary ELL enrolment. As a result, we will be adjusting our ELL teaching FTE at various schools.

General Staffing Update:

Teacher hiring into the district continues. The following new information is provided:

1. In late September, all unfilled non-enrolling positions were transitioned into Learning Enhancement Teacher positions, which have fewer required qualifications.
2. At the current time, we have identified schools that will be receiving additional ELL staffing and are working to identify whether there are part time teachers who may be able to assume additional FTE. Where this is not possible, we will create ELL postings.
3. Challenges remain with Education Assistant on call positions. Our recruitment team is working continually to add more on call staff to our rosters. REAP students will be graduating in late fall and we will be interviewing these applicants as they complete their program and hope to be able to add all to our work roster by December.

Chris Stanger
Assistant Superintendent, Human Resources

Report to the Finance and Legal Committee Public

Date: October 18, 2023
From: Maria Fu, Assistant Secretary Treasurer
Subject: Trustees' Expenses for the Three Months Ending September 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 September 30, 2023, in the amount of \$3,919.70.

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, 2023, expenses totaling \$3,919.70 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, 2023, total \$3,919.70.

CONCLUSION

The Finance & Legal Committee recommends the Board approve Trustees' expenses for the three months ending September 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
2023-07-06	Cell phone reimbursement - July 2023		50.00	50.00		50.00	11.20	50.00	211.20
2023-08-02	Cell phone reimbursement - Aug 2023		50.00	50.00		50.00	11.20	50.00	211.20
2023-09-13	Cell phone reimbursement - Sept 2023		50.00	50.00		50.00	11.20	50.00	211.20
2023-07-01	2023 CSBA Congress and National Trustee Gathering on Indigenous Education-July 3-5-Registration				1,027.60				1,027.60
2023-07-19	BCSTA-Education Partner and Partner Liaison Meeting-Feb 9-Accommodation					305.93			305.93
2023-09-27	2023 CSBA Congress and National Trustee Gathering on Indigenous Education-July 3-5-Airfare and Accommodation				1,952.57				1,952.57
	TOTALS PAID: July 1 to Sept 30, 2023	0.00	150.00	150.00	2,980.17	455.93	33.60	150.00	3,919.70



Cambie Coordinating Committee Meeting

Wednesday, May 17, 2023
Cambie Community Centre
3:30 – 5:00 p.m.

In Attendance:

Steve Baker, Acting Manager, Community Recreation Services, City of Richmond
Rod Belleza, Trustee, Alternate, Richmond School District No. 38
Jane MacMillan, Assistant Superintendent, Richmond School District No. 38
Keith Miller, Director, Recreation and Sport Services, City of Richmond
Marie Murtagh, President, East Richmond Community Association
Stefanie Myler, Area Coordinator, Cambie Community Centre, City of Richmond
Marcia Timmins, Principal, Cambie Secondary School, Richmond School District No. 38
Cindy Wang, Secretary Treasurer, Richmond School District No. 38
Alice Wong, Trustee Representative, Richmond School District No. 38

Absent:

Christel Brautigam, Acting Deputy Superintendent, Richmond School District No. 38
Kirsten Close, Manager, Aquatics and Community Wellness, City of Richmond
Joyce Coronel, Executive Assistant to the Secretary Treasurer, Richmond School District No. 38
Kash Heed, Councillor, City of Richmond
Heather Larson, Board Vice Chairperson, Richmond School District No. 38
Stephanie Paukov, Vice Principal, Cambie Secondary School, Richmond School District No. 38
Donna Sargent, Trustee, Richmond School District No. 38
Debbie Tablotney, Trustee, Chairperson, Richmond School District No. 38
David Yang, Trustee, Richmond School District No. 38

1. Approval of Agenda

The agenda was approved and circulated.

2. Introductions

All meeting attendees introduced themselves.

3. Approval of Minutes – May 18, 2022

The minutes of the May 18, 2022, meeting were approved as circulated.

4. Updates and Successes – Marcie Timmins and Stefanie Myler

Administrative staff at both sites foster a positive working relationship. Ongoing communication through emails, meetings and impromptu discussions speak to the strong and thriving relationship between staff at Cambie Community Centre and Cambie Secondary School. An example of this collaboration took place prior to the retirement of senior community centre programming staff, as staff met to discuss and ensure a smooth transition plan was in place.

Plans continue to maximize gym space for Cambie Community Centre programs, such as volleyball, when school is not in session.

In addition, there are over 100 youth attending the Friday night youth programs at Cambie Community Centre. Marcie Timmins, Principal, Cambie Secondary School, mentioned staff have built positive relationships with children and youth.

Stefanie Myler, Area Coordinator, Cambie Community Centre, highlighted collaborative initiatives with the school and community centre. East Richmond Community Association has increased the East Richmond scholarship funds from \$500 to \$750, to be awarded to two students. Volunteer opportunities have increased with some programs having over 40 volunteers. Additionally, there are more employment opportunities since the COVID-19 pandemic.

5. Additional Items

Youth Outreach Workers – Steve Baker

The City's Youth Outreach program has recently restarted with two previously vacant Youth Outreach Worker positions being filled on the Community Recreation team. The Youth Outreach Workers provide support for youth in the community by connecting with low asset youth and helping them access recreational programs and services throughout the City. The youth workers will also work closely with youth coordinators across the City to support programs and services for youth.

While the youth workers will provide support to youth across the City, one of them will be based out of Cambie Community Centre with the other based out of Thompson Community Centre. By doing so, the youth workers will be able to support peak youth program times at the two centres, including Friday night drop-in sports and social activities.

Summer Active Pass – Steve Baker

Children and youth (ages 5–18 years) will be able to purchase a Summer Active Pass for \$29 that provides unlimited access to drop-in swim, skate, pitch and putt golf, and fitness activities. Other select activities at community centres will also be included. The pass is valid from June 10, 2023, to September 24, 2023. The Summer Pass provides affordable and unlimited access to drop-in programs and encourages youth to attend with their peers. Steve Baker asked if the Richmond School District No. 38 (District) could help with promoting the pass.

Rod Belleza, Trustee, Alternate, District, asked if there is any support for out of school youth. Stefanie Myler, commented that the Recreation Fee Subsidy program (RFSP) can help those youth not in school.

ParticipACTION Community Challenge – Stefanie Myler

Stefanie Myler reported that Richmond was awarded BC's Most Active Community in last year's ParticipACTION Community Challenge and the City would like to secure the title again this year. Through the month of June, the public, including staff and students, are encouraged to download the ParticipACTION app, register their Richmond postal code and track their physical activity minutes. From June 5, 2023, to June 9, 2023, District classrooms are encouraged to participate in the Most Active Classroom Challenge by tracking their physically active minutes. The classroom with the most active minutes will win family swim passes that can be used at any Richmond aquatic facility and all classes that participate in the challenge will be entered into a draw to win complimentary passes to the Richmond Olympic Experience at the Richmond Olympic Oval. A variety of activities are also being planned for the community to get active and participate in the challenge throughout the month of June.

Cambie Community Centre Roof Enhancement – Marie Murtagh

Marie Murtagh, President, East Richmond Community Association, noted concerns about the appearance of the rusting roof panels. Marie Murtagh asked if anything could be done to address the areas near the entrance of the community centre this year.

Cindy Wang, Secretary Treasurer, District, mentioned that the facilities director of the District has scheduled work for the metal coating this summer and next summer. The work is unable to be completed at one time and therefore must be done over two summers. The higher-risk upper areas of the roof are scheduled for 2023, and the lower portions of the roof are scheduled for 2024.

Marie Murtagh emphasized the importance in maintaining the exterior appearance of the building and the role it plays towards the image of the community centre. Marie noted that the majority of wear is lower to the ground, where it is more visible.

Current Challenges

Rod Belleza asked about current challenges that the school and community centre are experiencing, and if there are ways that the District could provide support.

Stefanie Myler indicated that staff turnover was a challenge for both the school and community centre, and that the City and District continue to communicate and collaborate throughout staffing changes.

Stefanie Myler also noted that school and community centre staff meet regularly to coordinate and support operations, programs and initiatives to best meet the needs of students and the community. As an example, programming staff have identified rugby as being popular with students and have worked on the development of additional rugby programming.

Jane MacMillian, Assistant Superintendent, District, commented that the communication between the District and the City is really strong. Keith Miller also recognized ongoing coordination and collaboration between Cambie Secondary School and Cambie Community Centre staff.

6. Next Meeting:

The next meeting will be held on Wednesday, May 15, 2024.

7. Adjournment

The meeting was adjourned at 4:07 p.m.

Anthony Soon, Departmental Associate 1
Recorder

Distribution:

Steve Baker, Acting Manager, Community Recreation Services, City of Richmond
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