

## **Finance and Legal Committee**

### **Public Meeting Agenda**

**Wednesday, November 15, 2023 – 10:00 am**  
**via Zoom**

<https://sd38.zoom.us/j/65193331538>

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.

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- 1. Adopt Agenda**
- 2. Approve Minutes**  
Public minutes from meeting held October 18, 2023 attached.
- 3. Human Resources Update**  
Report from the Assistant Superintendent, Human Resources attached.
- 4. 2024/25 Annual Budget Process and Timeline**  
Report from the Secretary Treasurer attached.
- 5. Next Meeting Date – Wednesday, December 13, 2023 at 10:00 am**
- 6. Adjournment**

## Finance and Legal Committee

### Public Meeting Minutes

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

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**Present:**

Chairperson	D. Sargent
Vice Chairperson	R. Belleza
Trustee Member	K. Hamaguchi
Trustee	A. Wong
Superintendent	C. Usih
Secretary Treasurer	C. Wang
Assistant Secretary Treasurer	M. Fu
District Administrator, Human Resources	T. Major
2nd Vice President, Richmond Teachers' Association	F. Marsic
Representative, Richmond Management and Professional Staff	R. Corbin
Representative, Richmond Association of School Administrators	W. Walker
Executive Assistant (Recording Secretary)	T. Lee

**Regrets:**

Vice President, Richmond Association of School Administrators	A. Goulas
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The meeting was called to order at 10:00 am.

The Richmond Board of Education acknowledged and thanked the First Peoples of the hən̓q̓əmi̓n̓əm̓ 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, September 20, 2023, were approved as circulated.

### 3. Human Resources Update

The District Administrator, Human Resources presented on the report as included in the agenda package on behalf of the Assistant Superintendent, Human Resources. She then provided further details regarding ELL supports following a question from the Chairperson.

The Secretary Treasurer responded to the 2nd Vice President's, Richmond Teachers' Association question regarding adjusting the budget approval timeline from May to April to better align with the recruitment process and staffing timeline. The Superintendent thanked the 2nd Vice President, Richmond Teachers' Association for the feedback and noted district staff will work together to assess the options to move forward. Discussion then ensued regarding budget timelines.

Following a question from a trustee regarding staffing shortages and recruitment challenges, the Superintendent provided a brief update from a BCSSA All Superintendents Meeting. His update highlighted that, given the province-wide recruitment challenges in the K-12 education sector, the district is performing relatively well in terms of staffing for the new school year when compared to school districts in other regions of the province.

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

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 September 30, 2023, in the amount of \$3,919.70.

### 5. Minutes for Information

#### (a) Cambie Coordinating Committee Meeting

Minutes of Meeting held May 17, 2023 were attached for information. 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

The meeting adjourned at 10:24 am.

*Respectfully Submitted,*

*Donna Sargent*  
*Chairperson, Finance and Legal Committee*

## Report to the Finance and Legal Committee Public

**Date:** November 15, 2023  
**From:** Chris Stanger, Assistant Superintendent, Human Resources  
**Subject:** **Healthy Workplace**

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

### **BACKGROUND**

The district strategic plan's priority four focuses on a progressive workplace. Goal three within this priority emphasizes employee health and well-being as valued and supported within a culture of caring. To meet this goal, Human Resources offers a variety of initiatives designed to foster employees' physical and mental health. This update shares several highlights for information.

### **Immunizations**

Each year the district offers access to various immunizations: Flu, Shingles, Hepatitis A/B, Pneumonia, Tetanus, MMR, HPV. In the 2022/23 school year, the district's cost for this program was \$20,482.50. For the 2023/24 school year the district continues to provide free Flu vaccines for all employees. On November 3<sup>rd</sup> a Flu clinic was conducted at the Works Yard for Facilities staff where 35 employees received vaccinations. Currently Shingles vaccine is offered at half price to employees over 50 years of age. For the 2024 school year Shingles vaccines will be free to all employees. The next district immunization clinic is scheduled for November 20<sup>th</sup> between 3:30-5:30 at Palmer Secondary. Online registration is required. Visit <https://immunize.io/rsd38/> to book an appointment.

### **Calm App**

As noted previously, the district owns site licenses for all employees for this mindful practices App to support employee's mental health. The yearly district cost is \$52,000.00. There are over 1000 active users who focus their use on listening to meditative music, engaging in meditation strategies, listening to sleep stories/strategies.

### **Fitness Classes**

The district sponsors in person Monday Zumba classes at Brighthouse elementary, as well as in person Yoga at Grauer Elementary on Wednesdays. In addition to in person classes, the district sponsors two forms of virtual yoga. Gentle Hatha Yoga classes are on Monday nights at 5:45 pm and Vinyasa Flow classes are on the last Tuesday of each month. These programs are offered over [ZOOM](#). The district budgeted \$5,600.00 for these programs in the 2023/24 school year. We have 70 employees participating regularly in these classes.

### **Healthy Workplace Initiative Grants**

This year the district has offered grants to support employee-initiated health and well-being activities. Currently the district provides \$700.00/year for the longstanding employee Basketball club at Errington Elementary, and \$500.00/year towards a newly established employee Pickleball club at Errington. Both

clubs draw membership from across the district with a contact list of 50 employees and a weekly rotating turnout of 10-15 employees.

**CONCLUSION**

Human Resources staff have worked to provide health and well-being initiatives that promote overall employee wellness in alignment with strategic plan priorities.

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*Respectfully Submitted*

*Chris Stanger  
Assistant Superintendent, Human Resources*

## Report to the Finance and Legal Committee Public

**Date:** November 15, 2023  
**From:** Cindy Wang, Secretary Treasurer  
**Subject:** **2024/25 Annual Budget Process and Timeline**

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### RECOMMENDATION

**THAT** the Board of Education (the Board) approve the 2024/25 Annual Budget process and timeline as presented; and **FURTHER THAT** the Board direct staff to publish the 2024/25 budget process and timeline on the district's website.

### DISCUSSION

#### Budget Guiding Principles

The annual budget process is guided by a set of principles developed by the Board of Education in consultation with stakeholders. These guiding principles include:

- The budget will support and align to the board's strategic plan and priorities and reflect the board's commitment to responsible long term fiscal planning;
- Budget processes will be inclusive, transparent and will encourage stakeholder and community input;
- All budget decisions will be focused on creating and maintaining educational programs and services for students which maximize opportunities for learning;
- Budget decisions will support a culture of innovation and responsiveness to system change, while maintaining cost effectiveness and long term sustainability;
- Business and operational services and systems required to support schools and students will be based on best practices and maintained in an efficient and cost effective manner; and
- Budget decisions will be based on accurate, relevant data and information.

#### Budget Process and Planning Cycle

The district operates under the authority of the *School Act* of British Columbia as a corporation and receives about 91 per cent of revenue from the Government of British Columbia through the Ministry of Education and Child Care. In accordance with the *School Act*, school districts must approve a balanced budget for the upcoming school year and submit it to the Ministry of Education and Child Care before June 30 each year.

The district develops its annual budget that supports its vision, mission and values, and considers its priorities and goals of the strategic plan. The district's strategic priorities and resource allocation are centred around student learning.

The district's budget is prepared in accordance with the *Budget Transparency and Accountability Act* supplemented by regulations 257/2010 and 198/2011 issued by the Treasury Board of the Province of British Columbia, which establish government's financial reporting and accountability framework. This

budget process follows Board Policy 601 Budget, 621 Financial Reporting, and 631 Accumulated Operating Surplus and Capital Reserves.

The district begins its annual budget process in January with a stakeholder and community engagement process and completes the process by the end of April with the approval of the annual budget. The board approves the budget by the end of April to ensure contractual obligations and annual staffing timeliness are met.

Once the annual budget is approved, it is continuously updated for known changes in estimates, updated grant funding, and current information on trends impacting the district’s financial operations. These changes are consolidated into the amended budget approved by the board and submitted to the ministry by February 28 of the fiscal year.

**Budget Consultation**

The budget consultation process is a two-way dialogue between the board and its education partner groups to establish priorities for the upcoming school year. This process allows for valuable input into the district’s fiscal resource allocation and decision making.

The board offers partner groups and the public multiple opportunities to present their priorities of the operating budget to the board prior to the approval of the annual budget at the end of April. The table below presents the specific meetings to complete the 2024/25 Annual Budget consultation, offering various opportunities for stakeholder engagement.

A key component of the budget consultation process is the Budget Advisory Working Group (BAWG) meetings. The BAWG is comprised of the Board of Education and representatives from key stakeholder groups, including Richmond Teachers’ Association (RTA), Canadian Union of Public Employees (CUPE) Local 716, Richmond Association of School Administrators (RASA), Richmond District Parents Association (RDPA) and Richmond Management and Professional Staff (RMAPS). Two meetings will be scheduled for January 15, 2024 and March 7, 2024 to provide budget updates and gather feedback and input from the stakeholders.

Date	Meeting	Goal
<b>November 22, 2023</b>	Public Board Meeting	Approval of 2024/25 budget process and timeline.
<b>January 8, 2024</b>	Trustee Budget Workshop	An opportunity for Trustees to review and discuss preliminary 2024/25 budget information.
<b>January 11, 2024</b>	Richmond Leadership Team (RLT) Meeting Budget Consultation	Preliminary budget information presented to RLT for their feedback and input.
<b>January 15, 2024</b>	Budget Advisory Working Group Meeting	The board and education partner groups are presented with preliminary budget information; engage in round table discussions on the alignment between the fiscal plan and strategic plan priorities and goals.
<b>February 14, 2024</b>	Finance & Legal Committee Meeting	Preliminary 2024/25 three-year budget information presented to the Committee In-camera meeting.

<b>February 21, 2024</b>	Public Board Meeting	Approval of 2023/24 Amended Budget.
<b>March 7, 2024</b>	Budget Advisory Working Group Meeting	Preliminary three-year fiscal plan and draft budget proposals presented to education partner groups for feedback and input.
<b>March 13, 2024</b>	Public Board Meeting – Annual Budget Committee of the Whole	The public and stakeholders are invited to comment on the preliminary annual budget proposals during the Committee of the Whole of the public board meeting.
<b>April 2, 2024</b>	Trustee Budget Workshop	An opportunity for Trustees to discuss draft budget proposals; staff finalize the annual budget following Trustee Workshop.
<b>April 24, 2024</b>	Public Board Meeting	Final approval through three readings of the budget bylaw.

Members of the community are welcome to submit feedback and ask questions via email to [sd38budgetfeedback@sd38.bc.ca](mailto:sd38budgetfeedback@sd38.bc.ca) or in writing to the Office of the Secretary Treasurer, Board of Education of School District No. 38, 7811 Granville Avenue, Richmond, BC V6Y 3E3.

## **CONCLUSION**

The District’s annual budget serves as an operational plan in financial terms for carrying out the district’s strategic priorities and goals for the upcoming school year. The budget process is an effective process to engage staff, stakeholders and the public in a transparent and inclusive manner to receive their input and feedback on the district’s financial plan. For the 2024/25 Budget process, it is recommended that the budget process and timeline be approved as presented.

Respectfully submitted,

Cindy Wang, MSc, CPA-CA  
Secretary Treasurer

Attachment: 2024/25 Annual Budget Timeline Table



**School District No. 38 Richmond**  
**2024/25 Annual Budget Process and Timeline**

November	December	January	February	March	April
<b>Amended Budget</b>		<b>Budget Consultation and Preparation</b>			<b>Budget Approval</b>
<ul style="list-style-type: none"> <li>- Update 2023/24 school year operating budget to reflect September 30, 2023 actual enrolment</li> <li>- Board approval of 2024/25 budget process and timeline (November 22, 2023 Public Board Meeting)</li> <li>- Ministry operating grants and special purpose funds announcement (December 15, 2023)</li> <li>- Update three year enrolment projections 2024/25 - 2026/27</li> <li>- Update three year financial projections 2024/25 - 2026/27</li> </ul>		<ul style="list-style-type: none"> <li>- Board Approval of 2023/24 Amended Budget Bylaw (February 21, 2024 Public Board Meeting)</li> <li>- Budget consultation - gather stakeholder and public input and feedback               <ul style="list-style-type: none"> <li>- Budget Advisory Working Group meetings</li> <li>- Committee of the Whole (March 13, 2024 Public Board Meeting)</li> <li>- Board consideration of stakeholder and public input and feedback</li> </ul> </li> <li>- Develop three-year budget and draft 2024/25 Annual Budget</li> <li>- Provincial Government Budget announcement (February 2024)</li> <li>- Ministry 2024/25 funding announcement (March 2024)</li> </ul>			<ul style="list-style-type: none"> <li>- Board deliberations on draft budget (early April)</li> <li>- Finalization of Budget 2024/25</li> <li>- Board approval of 2024/25 Annual Budget (April 24, 2024 Public Board Meeting)</li> </ul>