

Finance and Legal Committee

Public Meeting Agenda

Wednesday, April 17, 2024 – 10:00 am
via Zoom

<https://sd38.zoom.us/j/68912091882>

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 February 14, 2024 attached.
- 3. Human Resources Update**
Report from the Assistant Superintendent, Human Resources attached.
- 4. Trustees' Expenses for the 3 Months Ending March 31, 2024**
Report from the Assistant Secretary Treasurer attached.
- 5. Next Meeting Date – Wednesday, May 15, 2024 at 10:00 am**
- 6. Adjournment**

Finance and Legal Committee
Public Meeting Minutes

Wednesday, February 14, 2024 – 10:00 am
Via Zoom

Present:

Chairperson
Vice Chairperson
Trustee Member
Trustee Alternate
Superintendent of Schools
Secretary Treasurer
Assistant Secretary Treasurer
Assistant Superintendent, Human Resources
Director, Facilities Services
Manager, Operations and Rentals
President, Richmond Teachers' Association
1st Vice President, Richmond Teachers' Association
2nd Vice President, Richmond Teachers' Association
President, Canadian Union of Public Employees 716
Representative, Richmond Management and Professional Staff
Vice President, Richmond Association of School Administrators
Executive Assistant (Recording Secretary)

D. Sargent
K. Hamaguchi
R. Belleza
A. Wong
C. Usih*
C. Wang
M. Fu
C. Stanger
K. Wilkins
C. Winters
L. Baverstock
S. Wengloswki*
F. Marsic
S. Robinson
R. Corbin
A. Goulas
T. Lee

*Present for a portion of the meeting

The meeting was called to order at 10:00 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, November 15, 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 (RTA) noted the appreciation by RTA for the health and well-being support services provided by the district.

The Assistant Superintendent, Human Resources then responded to questions regarding other services the district provides and further details on focused workshops. Discussion then ensued regarding the employee and family assistance program (EFAP) and if it is addressing the needs of staff.

4. 2022/23 Statement of Financial Information

The Assistant Secretary Treasurer provided an update regarding the 2022/23 Statement of Financial Information (SOFI) and noted that the statement has been made publicly available on the district's website.

5. Trustees' Expenses for the 3 Months Ending December 31, 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 December 31, 2023, in the amount of \$10,514.25.

6. 2023/24 Amended Annual Budget Bylaw

The Assistant Secretary Treasurer provided information on the 2023/24 Amended Annual Budget which consists of the Operating, Special Purpose, and Capital Funds. She also explained significant changes in the 2023/24 Amended Annual Budget, as compared to the 2023/24 Annual Budget.

The Assistant Secretary Treasurer then responded to a question from the President, Richmond Teachers' Association regarding funding for the Integrated Child and Youth Teams.

Following questions from a trustee, the Assistant Secretary Treasurer and Secretary Treasurer provided further information regarding the student enrolment count estimates and the enterprise risk management process for the 2023/24 Amended Annual Budget.

7. 2024/25 Facility Rental Rates

The Director, Facilities Services 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 approve a five per cent (5%) increase to both non-commercial (not-for-profit) and commercial (for profit) facility rental rates for the 2024/2025 fiscal year as presented herein.

8. Next Meeting Date – Wednesday, April 17, 2024 at 10:00 am.

9. Adjournment

The meeting adjourned at 10:48 am.

Respectfully Submitted,

*Donna Sargent
Chairperson, Finance and Legal Committee*

DRAFT

Report to the Finance and Legal Committee Public

Date: April 17, 2024

From: Chris Stanger, Assistant Superintendent, Human Resources

Subject: **Human Resources Update – Spring Staffing Processes for 2024/25**

The following report to the committee is for information purposes only. No further action on the part of committee is required.

INTRODUCTION

With the annual 2024/25 Budget process approaching approval, Human Resources, Central Registration, Learning Services, and the Secretary Treasurer’s staff are collaborating with school principals and vice principals to prepare for preliminary 2024/25 staffing allocations. The following is information on the staffing processes that are underway.

INFORMATION

Student enrolment projections drive staffing decisions. As reported to the Board recently, for the 2024/25 school year the domestic student population is projected to grow by 2.4% to an anticipated 22,147. The international student population is expected to remain stable for the 2024/25 school year at 875 students.

Teacher staffing allocations at schools in relation to enrolment projections are primarily driven by collective agreement enrolling class size limits and non-enrolling ratios. At this time, Human Resources and Central Registration staff have been meeting with School Principals and Vice Principals to review their projected enrolment for domestic, international students, and identified English language learners. As part of these enrolment review meetings, staff have also been gathering information about contextual complexities that can inform any supplementary staffing decisions.

Once these meetings are completed Human Resources and Central Registration staff will meet with staff from the Secretary Treasurer’s department to collaboratively develop the projected staffing allocations. In addition to working collaboratively with principals/vice principals, Central Registration and the Secretary Treasurer’s staff, Human Resources staff consult with the Richmond Teacher’s Association regarding the proposed teacher staffing allocation model – specifically the proposed allocation of non-enrolling staffing. The RTA provides valuable feedback that informs adjustment decisions staff may make to particular allocations.

Preliminary teacher staffing allocations are scheduled to go out to schools by the beginning of May. This will give principals and vice principals time to consult with staff, develop teaching assignments in relation to emerging draft school organisation plans/timetables, and determine initial vacancies to be posted beginning on May 13th, 2024, and in a subsequent round beginning on June 3rd. Vacancies arising after June 7th will be posted daily through to June 28th and then resume on August 19th. Regarding non-teaching staffing allocations, such as Educational Assistance, Office and Admin staff, are driven by a variety of factors, which include: CUPE collective agreement provisions, school overall

population, identified low and high incident student population needs, contextual complexities. These allocations are developed in collaboration with Human Resources, Learning Services staff, the Secretary Treasurer and Assistants/Deputy Superintendents. As always, we seek and value feedback from partner groups such as RASA and CUPE with respect to staffing needs in schools in relation to these important non-teaching roles. These allocations will be provided to schools in stages beginning in early May.

Looking forward, staffing allocations will be reviewed regularly from mid-April through to the end of September when the Ministry takes a 'snapshot' of the district's student data information to determine actual student funding for the 2024/25 school year. Adjustments to staffing allocations will be made as emerging needs arise – such as new registrations arriving over the summer. After the 'snapshot' has occurred, staffing allocations will again be reviewed and any required additional staff will be added to schools.

CONCLUSION

Human Resources staff are working in collaboration with Principals/Vice Principals, Central Registration and Secretary Treasurer planning staff to develop proposed staffing allocations in relation to projected and emergent enrolment data and established staffing formulas with the aim of providing projected staffing allocations to schools in a timely fashion that can be as responsive as possible to emerging enrolment and corresponding staffing needs from April through to the early fall of 2024.

Respectfully submitted,

Chris Stanger,
Assistant Superintendent, Human Resources

Report to the Finance and Legal Committee Public

Date: April 17, 2024
From: Maria Fu, Assistant Secretary Treasurer
Subject: Trustees' Expenses for the Three Months Ending March 31, 2024

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, 2024, in the amount of \$5,729.94.

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, 2024, expenses totaling \$5,729.94 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, 2024, total \$5,729.94.

CONCLUSION

The Finance & Legal Committee recommends the Board approve Trustees' expenses for the three months ending March 31, 2024.

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
2024-01-04	Cell phone reimbursement - Jan 2024		50.00	50.00		50.00	11.20	50.00	211.20
2024-02-14	Cell phone reimbursement - Feb 2024		50.00	50.00		50.00	11.20	50.00	211.20
2024-03-13	Cell phone reimbursement - Mar 2024		50.00	50.00		50.00	11.20	50.00	211.20
2024-02-28	Richmond Bayanihan Society of BC - dinner						45.00		45.00
2024-03-27	BCSTA AGM 2024 - April 18-19, 2024 - accommodation	721.62	721.62	721.62	721.62	721.62	721.62	721.62	5,051.34
	TOTALS PAID: Jan 1 to Mar 31, 2024	721.62	871.62	871.62	721.62	871.62	800.22	871.62	5,729.94