

Finance and Legal Committee

Public Meeting Minutes

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

Present:

Chairperson	D. Sargent
Vice Chairperson	K. Hamaguchi
Trustee Member	R. Belleza
Trustee Alternate	A. Wong
Superintendent of Schools	C. Usih*
Secretary Treasurer	C. Wang
Assistant Secretary Treasurer	M. Fu
Assistant Superintendent, Human Resources	C. Stanger
Director, Facilities Services	K. Wilkins
Manager, Operations and Rentals	C. Winters
President, Richmond Teachers' Association	L. Baverstock
1st Vice President, Richmond Teachers' Association	S. Wengloswki*
2nd Vice President, Richmond Teachers' Association	F. Marsic
President, Canadian Union of Public Employees 716	S. Robinson
Representative, Richmond Management and Professional Staff	R. Corbin
Vice President, Richmond Association of School Administrators	A. Goulas
Executive Assistant (Recording Secretary)	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*