

## **Finance and Legal Committee**

### **Public Meeting Agenda**

**Wednesday, June 12, 2024 – 10:00 am**  
**via Zoom**

<https://sd38.zoom.us/j/68282881151>

Passcode: 6000

The Richmond Board of Education acknowledges and thanks the First Peoples of the hən̓q̓əmiñəm 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 May 15, 2024 attached.
- 3. Human Resources Update**  
Report from the Assistant Superintendent, Human Resources attached.
- 4. Feeding Futures Update**  
Report from the Director of Instruction, Student Services & Data Analytics and Manager, Feeding Futures attached.
- 5. Student and Family Affordability Fund Update**  
Report from the Director of Instruction, Student Services & Data Analytics attached.
- 6. Next Meeting Date – September 2024**
- 7. Adjournment**

## Finance and Legal Committee

### Public Meeting Minutes

Wednesday, May 15, 2024 – 10:00 am  
Via Zoom

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**Present:**

Chairperson

Vice Chairperson

Trustee Member

Trustee Alternate

Superintendent of Schools

Assistant Secretary Treasurer

Assistant Superintendent, Human Resources

Director of Instruction, Student Services & Data Analytics

Manager, Feeding Futures

President, Richmond Teachers' Association

Representative, Richmond Management and Professional Staff

Vice President, Richmond Association of School Administrators

President, Canadian Union of Public Employees 716

Executive Assistant (Recording Secretary)

D. Sargent

K. Hamaguchi

R. Belleza

A. Wong

C. Usih

M. Fu

C. Stanger

R. Johal

I. Lai

L. Baverstock\*

R. Corbin

A. Goulas

S. Robinson\*

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, April 17, 2024, were approved as circulated.

#### 3. Human Resources Update

The Assistant Superintendent, Human Resources spoke to his report as included in the agenda package.

The President, Richmond Teachers' Association expressed her appreciation for the collaborative efforts among staff and partner groups, commended the proactive approach to staffing, and acknowledged the board for moving the budget process timeline from May to April. Additionally, she emphasized the ongoing impact of staffing shortages on schools, particularly in terms of teachers' ability to support students on a daily basis.

The President, Canadian Union of Public Employees 716 commented on ongoing efforts with HR to address recruitment challenges and expressed anticipation for the engagement survey results to understand the reasons behind EA availability issues. Additionally, she thanked the board and Assistant Superintendent, Human Resources for their receptiveness to suggestions, with hopes for continued collaboration in addressing these challenges.

Discussion then ensued regarding EA shortages.

#### **4. Feeding Futures Update**

The Director of Instruction, Student Services & Data Analytics and Manager, Feeding Futures, presented an overview and update of the Feeding Future Program.

The Manager, Feeding Futures then responded to a question from a trustee regarding the new National School Food Program, while the Director of Instruction, Student Services & Data Analytics responded to inquiries about the program's future and its long-term support for students.

#### **5. Student and Family Affordability Fund Update**

The Chairperson noted that due to time constraints in this meeting, agenda item 5 will be postponed until the next meeting.

#### **6. Next Meeting Date – Wednesday, June 12, 2024 at 10:00 am.**

#### **7. Adjournment**

The meeting adjourned at 10:57 am.

*Respectfully Submitted,*

*Donna Sargent  
Chairperson, Finance and Legal Committee*

## Report to the Finance and Legal Committee Public

**Date:** June 12, 2024  
**From:** Chris Stanger, Assistant Superintendent, Human Resources  
**Subject:** **HR Update – Information Update**

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The following update to the 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 two within this priority emphasizes professional learning development for all staff is promoted and encouraged. Goal three identifies that employee health and well-being is valued and supported within a culture of caring. This update shares several staffing highlights for information.

### **SETTLEMENT AGREEMENT**

HR staff and the RTA have developed the ability to problem solve matters in ways that result in outcomes that collaboratively support shared priorities, which include: providing additional support for student learning needs; supporting staff's ability to best meet learners' needs.

The classroom enhancement fund (CEF) is a yearly staffing and resource allocation provided by the Ministry of Education and Childcare to ameliorated complexities in specifically identified classroom learning environments. Due to recruitment challenges in a previous school year the district was not able to fill 7.4 FTE of CEF staffing. As a result, RTA and HR staff dialogued over how to ensure this FTE was allocated in the 24/25 school year that would support staff and learning environments in ways that align with the purpose of CEF staffing and meet share professional learning priorities. The plan includes:

1. 3.0 FTE will be used to create a 1.0 District Mentoring Support – ELL/LRT/LET Position for a 3-year term.
2. 2.857 FTE will be used to offer 2 blocks for each of 10 secondary schools to create Literacy and Numeracy Support Facilitators.
3. 1.929 FTE shall be used to provide 360 TTOC release days to elementary schools for the purpose of facilitating collaboration time to promote the development of student literacy and numeracy skills.

### **SHARED HEALTH AND SAFETY TRAINING**

HR and Learning Services staff have worked collaboratively with the CUPE and RTA executive teams to identify Health and Safety training priorities for both CUPE and RTA staff in the 24/25 school year. Emerging from these productive discussions, partners identified a shared goal of ensuring all staff were

treated with compassion when faced with workplace safety incidents. From a process and strategy perspective the group committed to developing:

- Joint team training (RTA/CUPE/Admin) sessions
- Materials for staff to draw from that reinforces the importance of reporting safety incidences
- Signage in staffrooms/washrooms re: reporting
- Learning experiences to assist managers and PVPs with supporting injured employees

## **CONCLUSION**

Human Resources staff are working collaboratively with our union partners to both support the health and well-being of our employee groups and ensure staffing resources are effectively allocated to meet the professional learning and student support needs in complex learning environments.

Respectfully submitted,

Chris Stanger,  
*Assistant Superintendent, Human Resources*

## Report to the Finance and Legal Committee Public

**Date:** June 12, 2024

**From:** Ravinder Johal, Director of Instruction – Student Services & Data Analytics  
Ian Lai, Manager – Feeding Futures

**Subject:** **Feeding Futures – Update**

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

### INTRODUCTION

The purpose of this report is to provide updated information regarding the Ministry of Education and Child Care’s Feeding Futures School Food Programs Fund and expenditures in the Richmond School District. Commencing in the 2023/2024 school year, Richmond School District’s allocation is \$2.37 million per year for three years.

### BACKGROUND

In April 2023, the Ministry announced the establishment of the Feeding Futures School Food Programs Fund, focused specifically on expanding nutrition programs and creating new opportunities for students facing food insecurity.

Funding use includes, but is not limited to:

- Increasing and enhancing nutritional opportunities for students throughout the day (i.e. breakfast programs, lunch supports, snack cupboards).
- Maintaining existing programs and supporting development of new programs.
- Supporting long-term agreements and partnerships with non-profit organizations, local catering companies and food suppliers/distributors.
- Purchasing equipment and small appliances to facilitate the delivery of food programs.
- Grocery gift cards for students during natural breaks in the school year when classes are not in session.
- Allocations to support specific vulnerable students in such areas as alternate programs and supports accessed through the Indigenous Success Department.

The fund also allowed for the hiring of a new position of Manager, Feeding Futures, to support implementation of this fund.

## **FEEDING FUTURES FUND EXPENDITURES**

With funding of \$2.37 million for 2023/2024, total allocations to June 4 are in the amount of \$1.9 million, specified as follows:

- Staffing: \$80 000
- Community Partners: \$511 000
- Allocation to Schools: \$347 000
- Gift Cards: \$813 000
- Equipment and Small Appliances: \$149 000
- Alternate Programs: \$8 100
- Indigenous Education: \$10 500

## **CONCLUSION**

The Feeding Futures School Food Programs Fund allows the district to provide significantly enhanced nutrition support and services to students across the district. This also provides support aligned with Goal 1 of the Board’s Strategic Plan Priority 2, Equity and Inclusion, to support equitable and inclusive learning environments for all learners.

Respectfully Submitted:

Ravinder Johal  
Director of Instruction – Students Services & Data Analytics

Ian Lai  
Manager – Feeding Futures

## Report to the Finance and Legal Committee Public

**Date:** May 15, 2024

**From:** Ravinder Johal, Director of Instruction – Student Services & Data Analytics

**Subject:** Student and Family Affordability Fund – Update

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

### INTRODUCTION

The purpose of this report is to provide updated information regarding the Ministry’s Student and Family Affordability Fund. This fund was initially a one-time special purpose fund to provide significant augmented support beyond district resources for financially vulnerable students for the 2022/2023 school year. Recognizing that families continue to struggle with rising costs for a range of goods and services, the Ministry recently announced a replenishment of additional one time funds for the Student and Family Affordability Fund to directly support parents and guardians of K – 12 students with school-related costs. Richmond School District’s allocation is \$809 000.

### BACKGROUND

The Student and Family Affordability Fund is designed to assist families who require financial assistance with school-related costs such as school and course fees, workbooks, specialty supplies, field trips and other school-related charges and costs. The goal of this fund is to directly offset costs to parents, guardians, and students, such as school supplies or other cost pressures they are facing.

For the initial launch of the funding in the 2022/2023 school year, Student and Family Affordability funds focused on food security supports, school fees and other school-related cost pressures. Additional fund availability was put in place for clothing and footwear needs, and school-based allocations were created to provide individual schools the opportunity to address the unique needs within their contexts. In Spring 2023, the Ministry announced ongoing Feeding Futures funding that would be provided to districts for three years commencing in 2023/2024, utilized specifically to expand nutrition and food programs throughout the district. As such, the renewed funding does not extend to nutritional funding supports.

Current funding use includes, but is not limited to:

- providing basic school supplies that might otherwise be purchased by parents, guardians, and students (e.g. pens, paper)
- waiving education-related fees (e.g., additional supplies for shop, culinary and craft classes, workbooks, camps, field trips, relevant cultural events, other student society meetings including



those related to equity, diversity, and inclusion, and instrument and equipment fees or other fees charged by school districts)

- fees for school sports and other school activities
- provide support for the purchase of clothing and footwear required for school sports and other school activities

## **DISCUSSION**

The replenishment of the [Student and Family Affordability Fund](#) provides continued enhanced support students and families with affordability concerns.

For the remainder of the 2023/2024 school year, the replenishment of the Student and Family Affordability Fund will be utilized as follows:

- school-based allocations provided to individual schools to address their specific context and support families with costs related to their child's schooling
- targeted funds allocated to support specific vulnerable students in such areas as alternate programs and supports accessed through the Indigenous Success Department
- the purchase of clothing and footwear gift cards coordinated at the district level

It is anticipated that this additional resourcing will support students and families facing affordability concerns for the remainder of the school year, with carryover funding to be utilized in 2024/25. Opportunities may continue to evolve as they arise through feedback and ongoing discussion with partner groups within the funding guidelines provided by the Ministry.

Similar to last year, information is being shared with families through school communication processes such as newsletters and district-wide through the district website. An ongoing value in sharing and receiving information from families is a focus on confidentiality and honouring the privacy of those reaching out for support.

## **STUDENT AND FAMILY AFFORDABILITY FUND EXPENDITURES**

A year-end summary report of expenditures was submitted to the Ministry in July, 2023. In 2022/2023, the district received \$1.96 million in affordability funding, with a total of \$1.44 million allocated in the following areas in support of vulnerable students and families:

- Food Security: \$872 000
  - School based nutrition programs
  - Partner programs to support additional nutrition needs
  - Supports for winter, spring, and summer break
- Family Assistance: \$573 000
  - School-related extra-curricular participation
  - Field Trips
  - Transportation
  - Student Supplies

- Clothing and Footwear
- Student Fees

Targeted funds were allocated to support specific vulnerable students in such areas as alternate programs and supports accessed through the Indigenous Success Department.

The district was able to carryover \$515 000 to start the 2023/24 school year, with funding allocated as follows in September, 2023:

- Allocations to Schools: \$345 000
  - Support families requiring assistance with school-related expenses
- Allocation to Clothing/Footwear: \$90 000
- Allocation to Alternate Programs: \$50 000
- Allocation to Indigenous Education: \$30 000

With the additional \$809 000 of funding provided by the Ministry in April, 2024, it has been allocated as follows:

- Allocation to Schools: \$137 000
- Allocation to Clothing/Footwear: \$33 000
- Allocation to Alternate Programs: \$20 000
- Allocation to Indigenous Education: \$10 000
- Anticipated carryover to 2024/25 school year: \$609 000

## **CONCLUSION**

The replenishment of the Student and Family Affordability Fund will enable the district to provide significant enhanced support to students and families facing affordability concerns. This also provides support aligned with Goal 1 of the Board's Strategic Plan Priority 2, Equity and Inclusion, to support equitable and inclusive learning environments for all learners.

Respectfully Submitted:

Ravinder Johal

Director of Instruction – Student Services & Data Analysis