

## **Finance and Legal Committee**

### **Public Meeting Agenda**

**Wednesday, September 18, 2024 – 10:00 am**  
**via Zoom**

<https://sd38.zoom.us/j/69757261829>

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 June 12, 2024 attached.
- 3. Human Resources Update**  
Report from the Executive Director, Human Resources attached.
- 4. Trustees' Expenses for the 3 Months Ending June 30, 2024**  
Report from the Assistant Secretary Treasurer attached.
- 5. Next Meeting Date – Wednesday, October 16, 2024 at 10:00 am**
- 6. Adjournment**

## Finance and Legal Committee Public Meeting Minutes

Wednesday, June 12, 2024 – 10:00 am  
Via Zoom

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**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 Superintendent, Human Resources	C. Stanger*
Director of Instruction, Student Services & Data Analytics	R. Johal
District Administrator, Human Resources	T. Major*
Manager, Feeding Futures	I. Lai
President, Richmond Teachers' Association	L. Baverstock
1 <sup>st</sup> Vice President, Richmond Teachers' Association	F. Marsic
Representative, Richmond Management and Professional Staff	R. Corbin
President, Richmond Association of School Administrators	G. Fitt
Executive Assistant (Recording Secretary)	J. Coronel

\*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.

The Assistant Superintendent, Human Resources introduced Tanya Major who will assume the role of Executive Director, Human Resources on September 1, 2024. Attendees then introduced themselves.

The Chairperson thanked the Assistant Superintendent, Human Resources for all his contributions to the district and wished him well on his upcoming retirement.

### 1. Adopt Agenda

The agenda was adopted as circulated.

### 2. Approve Minutes

The minutes of the public meeting held Wednesday, May 15, 2024, were approved as circulated.

### **3. Human Resources Update**

The Assistant Superintendent, Human Resources and District Administrator, Human Resources spoke to the Human Resources Update as included in the agenda package, with the following highlights:

- Settlement Agreement with RTA on CEF staffing allocation
- Shared Health and Safety Training

The President, Richmond Teachers' Association emphasized the importance of CEF staffing allocations under the Settlement Agreement. The Chairperson expressed her appreciation for the collaborative approach between RTA and HR team to support staff and learning environments.

In response to trustees' questions, the Assistant Superintendent shared examples of health and safety concerns of staff in the workplace. Additionally, he provided information on health and safety training for school administrators to support staff involved in workplace safety incidents.

*C. Stanger left the meeting at 10:30 am. T. Major left the meeting at 10:37 am.*

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

The Director of Instruction, Student Services & Data Analytics and Manager, Feeding Futures, presented an update on the Feeding Futures Program, including learnings and challenges of schools in the implementation of the program.

In response to trustees' questions, the Director of Instruction, Student Services & Data Analytics explained the criteria used for determining school allocations and how students receive support from community partners during school breaks. The Manager, Feeding Futures also mentioned that data from the Ministry is available to assess the program's success in the district.

The President, Richmond Teachers' Association inquired on community supports available for students during summer break. The Chairperson expressed her concern about the sustainability of the Feeding Futures program.

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

The Director of Instruction, Student Services & Data Analytics spoke to his report as included in the agenda package. He then responded to trustees' questions on allocation of the fund balance for next school year, feedback from recipients, and plans in place to sustain this support in the long term.

### **6. Next Meeting Date – September 2024**

### **7. Adjournment**

The meeting adjourned at 10:55 am.

*Respectfully Submitted,*

*Donna Sargent  
Chairperson, Finance and Legal Committee*

DRAFT

## Report to the Finance and Legal Committee Public

**Date:** September 18, 2024  
**From:** Tanya Major, Executive Director Human Resources  
**Subject:** **Human Resources Update**

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The following report to the Committee is for information only. No further action is required at this time.

### **Recruitment, Staffing, Enrolment Update:**

#### *Support Staff:*

- Recruitment is ongoing for a wide variety of CUPE support positions. Particularly challenging to fill at this time are EAs, both full-time and on-call, and tradespersons.
- Education Assistants:
  - Staffing processes are ongoing, including the identification of staffing allocations by school to address changing or increasing student need.
  - Our EA recruitment work is ongoing, many of our new recruits have posted into permanent positions, while others will work on an on-call basis.
  - We anticipate there will be 30 REAP graduates this December; the HR team will be working to invite applications and schedule interviews this fall. A second cohort of 30 will be graduating in February and our Continuing Education department is in the planning stages to offer another part-time REAP cohort in February.
  - At the current time, we are experiencing a similar number of unfilled positions when compared to previous years. However, it is worth noting that our enrolment has increased, which has required additional staffing.

#### *Teaching Staff:*

- Recruitment and interviewing is ongoing throughout the year. Since the Spring of 2024, 124 new teachers have been hired into the district. 36 of those teachers have now posted into continuing or temporary positions; others have picked up non-enrolling assignments and the remaining are available as TTOCs.
- Staffing at City Centre schools has increased again this year due to continued enrolment growth at both the elementary and secondary levels. New teaching positions added in late August and early September have been posted and are expected to be filled in the coming days.
- Schools outside of the City Centre core are experiencing capacity pressures as overall domestic and international enrollment has increased. See below for information on enrolment trend. We continue to work closely with Central Registration to manage student placements and balance staffing allocations at schools.
- Secondary Counselling, French Immersion, Learning Resource and ELL positions remain challenging to fill across the district. Fall recruitment will continue to focus on these areas.

*Enrolment:*

- The total number of K-12 students attending schools, including domestic and international fee-paying students, is on pace to exceed the prior school year, and likely to surpass enrolment projection. The HR department has been working closely with Central Registration to place students and update staffing as required. An enrolment update will be provided to the Board following the 1701 Ministry reporting requirement on September 30<sup>th</sup>.

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*Tanya Major*  
*Executive Director, Human Resources*

## Report to the Finance and Legal Committee Public

**Date:** September 18, 2024  
**From:** Maria Fu, Assistant Secretary Treasurer  
**Subject:** Trustees' Expenses for the Three Months Ending June 30, 2024

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### 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 June 30, 2024, in the amount of \$7,328.32.

### BACKGROUND

Pursuant to the *School Act*, the board is required to approve by resolution expenses incurred by Trustees.

During the three-month period ended June 30, 2024, expenses totaling \$7,328.32 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 June 30, 2024, total \$7,328.32.

### CONCLUSION

The Finance & Legal Committee recommends the Board approve Trustees' expenses for the three months ending June 30, 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
2024-04-10	Cell phone reimbursement - Apr 2024		50.00	50.00		50.00	11.20	50.00	211.20
2024-05-08	Cell phone reimbursement - May 2024		50.00	50.00		50.00	11.20	50.00	211.20
2024-06-05	Cell phone reimbursement - Jun 2024		50.00	50.00		50.00	11.20	50.00	211.20
2024-06-27	RASA Retirement dinner - Jun 19, 2024	60.00	60.00	60.00		60.00	60.00	60.00	360.00
2024-04-04	BCSTA Conference - Nov 23-25 - parking refund/adjustment		54.02	(55.97)	(55.97)		(55.97)	(0.97)	(114.86)
2024-05-08	BCSTA AGM-Apr 18-21, 2024 - registration and pre-conference fees	813.75	813.75	813.75	813.75	813.75	813.75	656.25	5,538.75
2024-05-08	BCSTA AGM-Apr 18-21, 2024 - meal and transportation						38.08	31.50	69.58
2024-05-08	BCSTA AGM-Apr 18-21, 2024 - transportation			33.11					33.11
2024-05-08	BCSTA AGM-Apr 19 - dinner	101.69	101.69	101.69	101.69	101.69	101.69		610.14
2024-06-05	BCSTA AGM-Apr 18-21, 2024 - parking		142.00						142.00
2024-06-27	UBC Chan Centre - Valedictory Ceremonies - June 4 and 9 - mileage						56.00		56.00
	<b>TOTALS PAID: Apr 1 to Jun 30, 2024</b>	<b>975.44</b>	<b>1,321.46</b>	<b>1,102.58</b>	<b>859.47</b>	<b>1,125.44</b>	<b>1,047.15</b>	<b>896.78</b>	<b>7,328.32</b>