

Finance and Legal Committee

Public Meeting Agenda

Wednesday, October 16, 2024 – 10:00 am
via Zoom

<https://sd38.zoom.us/j/65623977671>

Passcode: 6000

The Richmond Board of Education acknowledges and thanks the First Peoples of the hən̓q̓əmiḥəm language group on whose traditional and unceded territories we teach, learn and live.

- 1. Adopt Agenda**
- 2. Approve Minutes**
Public minutes from meeting held September 18, 2024 attached.
- 3. Human Resources Update**
Report from the Executive Director, Human Resources attached.
- 4. Trustees' Expenses for the Three Months Ending September 30, 2024**
Report from the Assistant Secretary Treasurer attached.
- 5. Minutes for Information**
 - (a) Cambie Coordinating Committee Meeting**
Attachment: Minutes of Meeting held May 15, 2024
The next meeting is scheduled on May 7, 2025 to be hosted by the City of Richmond.
- 6. Next Meeting Date – Wednesday, November 13, 2024 at 10:00 am**
- 7. Adjournment**

Finance and Legal Committee Public Meeting Minutes

Wednesday, September 18, 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
Executive Director, Human Resources	T. Major
Director of Instruction, Learning and Business Technologies	W. Walker
President, Richmond Teachers' Association	L. Baverstock
1st Vice President, Richmond Teachers' Association	S. Wenglowski
Representative, Richmond Management and Professional Staff	R. Corbin
President, Richmond District Parents Association	C. Huang
President, Richmond Association of School Administrators	N. Widdess
Vice President, Richmond Association of School Administrators	A. Goulas
President, Canadian Union of Public Employees Local 716	S. Robinson
Executive Assistant (Recording Secretary)	T. Lee

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.

As this was the first meeting of the new school year, the Chairperson initiated introductions among the Committee members.

1. Adopt Agenda

The agenda was adopted as circulated.

2. Approve Minutes

The minutes of the public meeting held Wednesday, June 12, 2024, were approved as circulated.

3. Human Resources Update

The Executive Director, Human Resources referred to her report as included in the agenda package, highlighting the recruitment process for the new school year.

The President, Richmond Teachers' Association (RTA) expressed appreciation for the Human Resources team's efforts and collaboration with the RTA in staffing. She then noted the need for better support for public education to address recruitment challenges.

The President, Canadian Union of Public Employees Local 716 also noted the recruitment challenges and staffing shortages in schools and acknowledged their collaboration with HR to develop strategies to incentivize individuals to join the district.

Discussion followed regarding pensionable service and staffing challenges in the province.

In response to a trustee's question, the Executive Director of Human Resources addressed the number of classrooms without assigned teachers.

Following a question from the President, Richmond District Parents Association, the Superintendent of Schools noted that school specific issues and concerns should be directed to the principal of the school for appropriate context and guidance. The Executive Director, Human Resources then provided additional details on the recruitment process for counselors.

4. Trustees' Expenses for the Three Months Ending June 30, 2024

The report was 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 June 30, 2024, in the amount of \$7,328.32.

5. Next Meeting Date – Wednesday, October 16, 2024 at 10:00 am

6. Adjournment

The meeting adjourned at 10:34 am.

Respectfully Submitted,

*Donna Sargent
Chairperson, Finance and Legal Committee*

Report to the Finance and Legal Committee Public

Date: October 18, 2024
From: Tanya Major, Executive Director, Human Resources
Subject: **Staffing Report**

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.

Enrolment Context Regarding Staffing

Between April and September 30th of 2024, total K-12 enrolment in the district has increased. Increases in FTE funded enrolment drive not only operating budget increases but also increased staffing requirements under the collective agreement language. Most notably:

- The staffing ratio for Resource teachers is based on a ratio of 1 FTE SERT/Resource teaching position for every 342 FTE funded students.
- The staffing ratio for Learning Assistance teachers is based on a ratio of 1 Learning Assistance teaching position for every 504 FTE funded students.

As a result of the differential between projected and actual enrolment counts, we are now in the process of revising our ratio driven staffing calculations. Both learning resource and learning assistance staffing allocations have increased due to student enrolment. This increase provides additional Classroom Enhancement Funding and requires increased staffing levels under the collective agreement language.

General Staffing Update

Teacher hiring into the district continues. The following new information is provided:

1. In early October, all unfilled non-enrolling positions were transitioned into Learning Enhancement Teacher positions, which have fewer required qualifications.
2. At the current time, we have identified schools that will be receiving additional learning resource/learning assistance staffing and are working to identify whether there are part time teachers who may be able to assume additional FTE. Where this is not possible, we will create teacher postings.
3. Challenges remain with Education Assistant on call positions. Our recruitment team is working continually to add more on call staff to our rosters. REAP students will be graduating in December and we will be interviewing these applicants as they complete their program and hope to be able to add all to our work roster by year end.

Tanya Major
Executive Director, Human Resources

Report to the Finance and Legal Committee Public

Date: October 16, 2024
From: Maria Fu, Assistant Secretary Treasurer
Subject: Trustees' Expenses for the Three Months Ending Sept 30, 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 September 30, 2024, in the amount of \$1,263.60.

BACKGROUND

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

During the three-month period ended September 30, 2024, expenses totaling \$1,263.60 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 September 30, 2024, total \$1,263.60.

CONCLUSION

The Finance & Legal Committee recommends the Board approve Trustees' expenses for the three months ending September 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
2024-07-04	Cell phone reimbursement - July 2024		50.00	50.00		50.00	11.20	50.00	211.20
2024-08-14	Cell phone reimbursement - Aug 2024		50.00	50.00		50.00	11.20	50.00	211.20
2024-09-11	Cell phone reimbursement - Sept 2024		50.00	50.00		50.00	11.20	50.00	211.20
2024-08-27	2024 Symposium: Insight and Opportunities:HR in Education-Nov 7-8, 2024-Registration *					630.00			630.00
TOTALS PAID: July 1 to Sept 30, 2024		0.00	150.00	150.00	0.00	780.00	33.60	150.00	1,263.60

* The registration was cancelled on October 3, 2024 and the reversal will be reflected in the following report once it has been refunded.



Cambie Coordinating Committee

Meeting Minutes

Wednesday, May 15, 2024 – 3:30 pm
Cambie Community Centre Boardroom

In Attendance:

Rod Belleza, Trustee, Alternate, Richmond School District
Yvonne Comfort, Manager, Community Recreation Services, City of Richmond
Joyce Coronel, Executive Assistant to the Secretary Treasurer, Richmond School District
Jane Macmillan, Assistant Superintendent, Richmond School District*
Keith Miller, Director, Recreation and Sports Services, City of Richmond
Marie Murtagh, President, East Richmond Community Association
Stefanie Myler, Area Coordinator, Cambie Community Centre, City of Richmond
Marcia Timmins, Principal, Cambie Secondary School, Richmond School District
Alice Wong, Trustee Representative, Richmond School District

*Present for a portion of the meeting

Absent:

Kash Heed, Councillor, City of Richmond
Sandy Hui, Vice Principal, Cambie Secondary School, Richmond School District
Tinh Ngo, Vice Principal, Cambie Secondary School, Richmond School District
Cindy Wang, Secretary Treasurer, Richmond School District

The meeting was called to order at 3:34 pm.

1. Approval of Agenda

The agenda was approved as circulated.

2. Introductions

All meeting attendees introduced themselves.

3. Approval of Minutes

The minutes of the May 17, 2023, meeting were approved as circulated.

4. Updates and Successes

Marcy Timmins and Stefanie Myler shared that a strong and thriving working relationship continues between the school and community centre staff. They highlighted collaborative efforts and resources in the following areas:

- Facility Operations – Space sharing for Harvest Table, Friday Open gym program, among others
- Special Projects and Initiatives – Completion of roof painting project and installation of Bicycle Repair station near the entrance of the community centre
- Youth Support and Promotions – Promotion of community centre programs by Youth Development Coordinator; Wellness Fair for youth staff; and Youth Scholarship from East Richmond Community Association
- Community and School Safety – School Administration and Area Coordinator connect on any emerging issues concerning youth safety or risk management in the building.

Marcy Timmins proposed an initiative to offer inclusive after-school activities for neuro-diverse youth. Discussion then ensued on preliminary strategies for collaboration between the school and community centre staff to implement this initiative. Committee members expressed their support for this work and requested district and City staff to discuss further details.

Jane MacMillan left the meeting at 4:07 pm.

5. Additional Items

5.1 Summer Active Pass

Yvonne Comfort shared that the Summer Active Pass will be offered again this year. Information will be shared to the district for distribution to schools.

5.2 Summer Volunteer Recruitment

Stefanie Myler highlighted summer volunteer opportunities that are currently available at the community centre, such as camp volunteers and seasonal program volunteer support. More information can be found at icanhelp.richmond.ca.

5.3 ParticipACTION Community Challenge

Keith Miller provided information on ParticipACTION Community Challenge for the month of June and noted that organizations such as schools will be able to enter activities and track participation on the ParticipACTION website. City staff will share information with schools when available.

6. Next Meeting

The next meeting will be held on Wednesday, May 7, 2025 at 3:30 pm and will be hosted by the City.

7. Adjournment

The meeting adjourned at 4:29 pm.

Distribution: Rod Belleza, Trustee, Alternate, Richmond School District
Yvonne Comfort, Manager, Community Recreation Services, City of Richmond
Joyce Coronel, Executive Assistant to the Secretary Treasurer, Richmond School District
Kash Heed, Councillor, City of Richmond
Sandy Hui, Vice Principal, Cambie Secondary School, Richmond School District
Gail La Rocque, Departmental Associate 5, Community Services Division, City of Richmond
Jane Macmillan, Assistant Superintendent, Richmond School District
Keith Miller, Director, Recreation and Sports Services, City of Richmond
Marie Murtagh, President, East Richmond Community Association
Stefanie Myler, Area Coordinator, Cambie Community Centre, City of Richmond
Tinh Ngo, Vice Principal, Cambie Secondary School, Richmond School District
Marcia Timmins, Principal, Cambie Secondary School, Richmond School District
Cindy Wang, Secretary Treasurer, Richmond School District
Alice Wong, Trustee Representative, Richmond School District