

Finance and Legal Committee

Public Meeting Agenda

Wednesday, November 13, 2024 – 10:00 am
via Zoom

<https://sd38.zoom.us/j/62214334567>

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 October 16, 2024 attached.
- 3. Human Resources Update**
Report from the Executive Director, Human Resources attached.
- 4. 2025/26 Annual Budget Process and Timeline**
Report from the Secretary Treasurer attached.
- 5. Next Meeting Date – Wednesday, January 15, 2025 at 10:00 am**
- 6. Adjournment**

Finance and Legal Committee

Public Meeting Minutes

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

Present:

Chairperson	D. Sargent
Vice Chairperson	K. Hamaguchi
Trustee Member	R. Belleza
Trustee Alternate	A. Wong
Secretary Treasurer	C. Wang
Assistant Secretary Treasurer	M. Fu
Executive Director, Human Resources	T. Major
President, Richmond Teachers' Association	L. Baverstock
2nd Vice President, Richmond Teachers' Association	F. Marsic
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 9:59 am.

The Richmond Board of Education acknowledged and thanked the First Peoples of the hən̓q̓əmiñəm̓ 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, September 18, 2024, were approved as circulated.

3. Human Resources Update

The Executive Director, Human Resources (HR) referred to her report as included in the agenda package, highlighting the need for increased staffing due to rising enrolment and the transition of Learning Enhancement Teacher positions.

Following a question from a trustee about recruitment and retention, the Secretary Treasurer highlighted the following:

- Moving the budget approval up by one month enhanced the staffing process and facilitated earlier planning for the school year;
- Human Resources, Finance, Central Registration, and Richmond International Education collaborated more closely through a more integrated process; and
- The HR Department's innovative approach to recruitment and retention, which involves close collaboration with education partner groups and school principals.

The Executive Director of Human Resources responded to a trustee's question about the budget for unfilled positions, noting that the budget remains in the staff operating budget until those positions are filled. Currently, there are 5.5 unfilled Learning Enhancement Teacher positions and four unfilled classroom teacher positions.

The President of the Richmond Teachers' Association expressed appreciation for the earlier staffing and budget process. She noted that RTA will continue to collaborate with HR to find solutions for the coming years and thanked HR for their innovative approaches.

The President, CUPE Local 716 thanked HR for all the hard work. The Executive Director of Human Resources then responded to her question about recruitment for educational assistants beyond the REAP program.

The President, Richmond District Parents Association thanked HR and education partner groups for their work. The Executive Director of Human Resources then responded to her question regarding unfilled non-enrolling positions transitioning into Learning Enhancement Teacher positions.

Discussion then ensued expressing gratitude to HR for exploring new approaches to recruitment and retention, and highlighting the value of collaborative relationships and working together.

4. Trustees' Expenses for the Three Months Ending September 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 September 30, 2024, in the amount of \$1,263.60.

5. Minutes for Information

(a) Cambie Coordinating Committee Meeting

Minutes of Meeting held May 15, 2024 were attached for information. The next meeting is scheduled on May 7, 2025 to be hosted by the School District.

The Secretary Treasurer provided information about the committee and Cambie Community Centre, highlighting the shared property and collaborative efforts between the City of Richmond and the school district in developing plans and program offerings for the community.

6. Next Meeting Date – Wednesday, November 13, 2024 at 10:00 am

7. Adjournment

The meeting adjourned at 10:29 am.

Respectfully Submitted,

*Donna Sargent
Chairperson, Finance and Legal Committee*

DRAFT

Report to the Finance and Legal Committee Public

Date: November 13, 2024

From: Tanya Major, Executive Director, Human Resources

Subject: **Healthy Workplace**

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.

BACKGROUND

The district strategic plan's priority four focuses on a progressive workplace. Goal three within this priority emphasizes employee health and well-being as valued and supported within a culture of caring. To meet this goal, Human Resources offers a variety of initiatives designed to foster employees' physical and mental health. This update shares several highlights for information.

Immunizations

Each year the district offers access to various immunizations: Flu, Shingles, Hepatitis A/B, Pneumonia, Tetanus, MMR, and HPV. The first Immunization Clinic was offered on October 25th during the CUPE Conference at MacNeill Secondary School. For the 2024/25 school year, Immunize will not continue to provide Flu and Covid vaccines for employees; information has been provided as to how employees can access these vaccines through their local pharmacies. Employees are still able to access three-hour Covid vaccine leaves as per the Employment Standards Act.

Calm App

The district continues to hold a site license for all employees for this mindful practices App to support employee's mental health. The yearly district cost is \$52,000.00. There are over 1200 active users who focus their use on listening to meditative music, engaging in meditation strategies, and listening to sleep stories/strategies.

Canadian Blood Services

The district has joined the Canadian Blood Services' Partners for Life project, enabling our colleagues across the district to work together as a team to make lifesaving differences to individuals within our community. Employees are encouraged to register at blood.ca.

Family Services and Employee Assistance Program (FSEAP)

The Family Services and Employee Assistance Program (FSEAP) offers our employees and their family free, immediate, confidential assistance online, over the phone, or in-person on a variety of topics. FSEAP also provides monthly newsletters which provide information and additional resources on a number of health and wellness related topics.

Fitness Classes

The district has continued to sponsor in person Tuesday Zumba classes at Brighthouse Elementary, as well as in person Yoga at Grauer Elementary on Mondays and Wednesdays. The district continued the budget

of \$5,600.00 for these programs in the 2024/25 school year. Currently, we have over 70 employees participating regularly in these classes.

Healthy Workplace Initiative Grants

The Foundations of a Healthy Workplace Initiative Grant (HWIG) is an annual fund accessible to various departments and units within the district. This grant is designed to bolster grassroots activities aimed at fostering workplace well-being. Any district employee that represents or would like to represent their department or school is eligible to apply.

This year the district has offered grants to support employee-initiated health and well-being activities. We have recently expanded the application to include not only regular occurring activities, but also to include stand alone, single events. Currently we have received applications for Pickleball and art classes involving approximately 50 employees and we anticipate this number to grow in the coming weeks as further applications are received.

CONCLUSION

Human Resources staff have worked to provide health and well-being initiatives that promote overall employee wellness in alignment with strategic plan priorities.

Respectfully Submitted

*Tanya Major
Executive Director, Human Resources*

Report to the Finance and Legal Committee Public

Date: November 13, 2024
From: Cindy Wang, Secretary Treasurer
Subject: 2025/26 Annual Budget Process and Timeline

RECOMMENDATION

THAT the Chairperson of the Finance and Legal Committee recommend to the Board of Education (the Board) in its November 20, 2024 public meeting that the Board approve the 2025/26 Annual Budget process and timeline as presented; and

FURTHER THAT the Board direct staff to publish the 2025/26 budget process and timeline on the District's website.

DISCUSSION

Annual Budget Process

The District operates as a corporation under the authority of the *School Act* (British Columbia), receiving approximately 91 per cent of its operating revenue from the Government of British Columbia through the Ministry of Education and Child Care. In accordance with the *School Act*, the Board is required to approve a balanced annual budget for the upcoming school year and submit it to the Ministry before June 30 each year.

The District's annual budget is developed to align with its vision, mission and values, while reflecting the priorities and goals outlined in its strategic plan. The budget and resource allocation are centered around student learning, which is the core mandate of the District.

The budget is prepared in accordance with the School Act, Budget Transparency and Accountability Act, along with the Accounting Practices Order, the Financial Planning and Reporting Policy and the K-12 Accumulated Operating Surplus Policy. These legislations and policies establish the financial reporting and budgeting requirements for K-12 Education in the Province. Additionally, the District follows Board Policy 601 Budget, Policy 621 Financial Reporting, and Policy 631 Accumulated Operating Surplus and Capital Reserves, for budget development.

The District's annual budget process begins in January with community engagement and concludes by the end of April with the approval of the Annual Budget by the Board of Education. This timeline ensures the fulfilment of contractual obligations and aligns with the annual staffing process.

Following the annual budget approval, the District continues to monitor and adjust for any updates to Ministry funding, evolving budget factors and emerging trends that may impact the District's financial operations. Any necessary adjustments will be integrated into the Amended Budget in the fall, which will be approved by the Board and submitted to the Ministry by the end of February each year.

Budget Consultation

The budget consultation process enables a collaborative dialogue between the Board and its educational partner groups to help shape priorities for the upcoming school year. This process encourages meaningful input, guiding the District’s allocation of fiscal resources and supporting informed decision-making. To ensure comprehensive engagement, the Board provides various opportunities for partner groups and the public to present their budget priorities in advance of the final budget approval at the end of April.

An essential element of this process is the Budget Advisory Working Group (BAWG) meetings, which include the Board of Education along with representatives from key partner groups including the Richmond Teachers’ Association (RTA), Canadian Union or Public Employees (CUPE) Local 716, Richmond Association of School Administrators (RASA), Richmond Management and Professional Staff (RMAPS), and Richmond District Parents Association (RDPA).

The following table details planned meetings for the 2025/26 Annual Budget consultation process, outlining multiple opportunities for educational partner groups’ involvement.

Date	Meeting	Goal
November 20, 2024	Public Board Meeting	Approval of 2025/26 budget process and timeline.
January 6, 2025	Trustee Budget Workshop	An opportunity for Trustees to review and discuss preliminary 2025/26 budget information.
January 9, 2025	Richmond Leadership Team (RLT) Meeting Budget Consultation	Preliminary budget information presented to the RLT for their feedback and input.
January 13, 2025	Budget Advisory Working Group Meeting	The board and education partner groups are presented with preliminary budget information; engage in round table discussions on the alignment between the fiscal plan and district strategic priorities and goals.
February 12, 2025	Finance & Legal Committee Meeting	Preliminary 2025/26 three-year budget information presented to the Committee In-camera meeting.
February 19, 2025	Public Board Meeting	Approval of 2024/25 Amended Budget.
March 6, 2025	Budget Advisory Working Group Meeting	Preliminary three-year fiscal plan and draft budget proposals presented to educational partner groups for feedback and input.
March 12, 2025	Public Board Meeting – Annual Budget Committee of the Whole	The public and educational partners are invited to comment on the preliminary annual budget proposals during the Committee of the Whole in the public board meeting.
April 1, 2025	Trustee Budget Workshop	An opportunity for Trustees to discuss draft budget proposals; staff finalize the annual budget following Trustee Workshop.
April 23, 2025	Public Board Meeting	Final approval with three readings of the budget bylaw.

Additionally, members of the community are encouraged to ask questions and share feedback by emailing sd38budgetfeedback@sd38.bc.ca or by sending written submissions to the Office of the Secretary Treasurer, Board of Education of School District No. 38, 7811 Granville Avenue, Richmond, BC V6Y 3E3.

CONCLUSION

The District's Annual Budget is as a financial blueprint to support the implementation of District strategic priorities and goals for the upcoming school year. The budget process offers a valuable opportunity to engage staff, educational partners and the public transparently and inclusively, allowing for input and feedback on the District's financial plan. For the 2025/26 budget cycle, it is recommended that the proposed budget process and timeline be approved as presented in this report.

Respectfully submitted,

Cindy Wang, MSc, CPA-CA
Secretary Treasurer

Attachment: Richmond School District 2025/26 Annual Budget Process and Timeline

Richmond School District No. 38
2025/26 Annual Budget Process and Timeline

November		December		January	February	March	April
Amended Budget				Budget Consultation and Preparation			Budget Approval
<ul style="list-style-type: none"> - Update 2024/25 school year operating budget to reflect September 30, 2024 actual enrolment. - Board approval of 2025/26 budget process and timeline (November 20, 2024 public board meeting) - Ministry operating grants and special purpose funds announcement (December 15, 2024) - Update three year enrolment projections 2025/26 - 2027/28 - Update three year financial projections 2025/26 - 2027/28 				<ul style="list-style-type: none"> - Board Approval of 2024/25 Amended Budget Bylaw (February 19, 2025 Public Board Meeting) - Budget consultation - gather partner group and public input <ul style="list-style-type: none"> - Budget Advisory Working Group meetings - Committee of the Whole (March 12, 2025 Public Board Meeting) - Board consideration of stakeholder and public input and feedback - Develop three-year budget and draft 2025/26 Annual Budget - Provincial Budget 2026 announcement (February - March 2025) - Ministry 2025/26 funding announcement (March 2025) 			<ul style="list-style-type: none"> - Board deliberation on draft budget (April 2025) - Finalization of Budget 2025/26 - Board approval of 2025/26 Annual Budget (April 23, 2025 Public Board Meeting)