

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 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, 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*