

Finance and Legal Committee

Public Meeting Minutes

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

Present:

Chairperson	D. Sargent
Vice Chairperson	K. Hamaguchi
Trustee Alternate	A. Wong
Superintendent of Schools	C. Usih
Secretary Treasurer	C. Wang
President, Richmond Teachers' Association	L. Baverstock
2nd Vice President, Richmond Teachers' Association	F. Marsic
President, Richmond District Parents Association	C. Huang
Vice President, Richmond Association of School Administrators	A. Goulas
Representative, Richmond Management and Professional Staff	R. Corbin
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.

1. Adopt Agenda

The agenda was adopted as circulated.

2. Approve Minutes

The minutes of the public meeting held Wednesday, October 16, 2024, were approved as circulated.

3. Human Resources Update

The Secretary Treasurer noted that she would present the report on behalf of the Executive Director, Human Resources (HR), who was unable to attend the meeting due to a scheduling conflict. She highlighted the district's employee wellness initiatives and thanked HR for their efforts in promoting these programs.

A discussion followed regarding Immunize, specifically the clinic's offering of flu and COVID-19 immunizations.

4. **2025/26 Annual Budget Process Timelines**

The Secretary Treasurer spoke to her report as included in the agenda package, noting that the previous year was the first year of implementing the new timeline and process. She highlighted that, based on feedback from educational partners, the new approach has been effective in aligning with the staffing process and fulfilling contractual obligations within the required timeline.

The President of Richmond Teachers' Association and trustees expressed their appreciation to the Secretary Treasurer and her team for establishing a budget process and timeline that allows education partners sufficient time to provide feedback and support the hiring process.

The Committee agreed to forward the following **RECOMMENDATION** to the Board:

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.

5. **Next Meeting Date – Wednesday, January 15, 2025 at 10:00 am**

6. **Adjournment**

The meeting adjourned at 10:12 am.

Respectfully Submitted,

*Donna Sargent
Chairperson, Finance and Legal Committee*