

Finance and Legal Committee

Public Meeting Agenda

Wednesday, April 16, 2025 – 10:00 am
via Zoom

<https://sd38.zoom.us/j/62540607781>

Passcode: 6000

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

- 1. Adopt Agenda**
- 2. Approve Minutes**
Public minutes from meeting held February 12, 2025 attached.
- 3. Human Resources Update**
Report from the Executive Director, Human Resources attached.
- 4. Trustees' Expenses for the 3 Months Ending March 31, 2025**
Report from the Assistant Secretary Treasurer attached.
- 5. Next Meeting Date – Wednesday, May 14, 2025 at 10:00 am**
- 6. Adjournment**

Finance and Legal Committee

Public Meeting Minutes

Wednesday, February 12, 2025 – 10:00 am
Via Zoom

Present:

Chairperson
Vice Chairperson
Trustee Member
Trustee Alternate
Superintendent of Schools
Secretary Treasurer
Assistant Secretary Treasurer
Executive Director, Human Resources
1st Vice President, Richmond Teachers' Association
2nd Vice President, Richmond Teachers' Association
President, Canadian Union of Public Employees 716
President, Richmond District Parents Association
Representative, Richmond Management and Professional Staff
Executive Assistant (Recording Secretary)

D. Sargent
D. Tablotney
K. Hamaguchi
A. Wong
C. Usih
C. Wang
M. Fu
T. Major
S. Wenglowski
F. Marsic
S. Robinson
C. Huang
R. Corbin
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 Chairperson proposed adding "Budget Timeline" as item 5 on the agenda. The agenda was adopted as amended.

2. Approve Minutes

The minutes of the public meeting held Wednesday, January 15, 2025, were approved as circulated.

3. Human Resources Update

The Executive Director, Human Resources, spoke to her report as included in the agenda package. There were no further questions or comments.

4. 2024/25 Amended Annual Budget Bylaw

The Assistant Secretary Treasurer provided information on the 2024/25 Amended Annual Budget which consists of the Operating, Special Purpose, and Capital Funds. She also explained significant changes in the 2024/25 Amended Annual Budget, as compared to the 2024/25 Annual Budget.

Trustees thanked staff for their work and expressed appreciation for the transparency of the process. There were no further questions or comments.

5. Budget Timeline

The Secretary Treasurer acknowledge the Assistant Secretary Treasurer and her team for their work. She then updated the Committee on the 2025/26 budget process, noting that staff will recommend at the February 19, 2025 public board meeting to extend the budget approval timeline from April to May, allowing more time for public consultation and finalizing projections, pending the provincial funding announcement in mid-March. There were no further questions or comments.

6. Next Meeting Date – Wednesday, April 16, 2025 at 10:00 am

7. Adjournment

The meeting adjourned at 10:20 am.

Respectfully Submitted,

*Donna Sargent
Chairperson, Finance and Legal Committee*

Report to the Finance and Legal Committee Public

Date: April 16, 2025

From: Tanya Major, Executive Director, Human Resources

Subject: Human Resources Update – Spring Staffing Processes for 2025/26

The following report to the committee is for information purposes only. No further action on the part of committee is required.

INTRODUCTION

With the annual 2025/26 Budget process approaching approval, Human Resources, Central Registration, Learning Services, and the Secretary Treasurer's staff are collaborating with school principals and vice principals to prepare for preliminary 2025/26 staffing allocations. The following is information on the staffing processes that are underway.

INFORMATION

Student enrolment projections drive staffing decisions. As reported to the Board recently, for the 2025/26 school year the domestic student population is projected to remain stable with a projected enrolment of approximately 22,260. The international student population is expected to soften for the 2025/26 school year.

Teacher staffing allocations at schools in relation to enrolment projections are primarily driven by collective agreement enrolling class size limits and non-enrolling ratios. At this time, Human Resources and Central Registration staff have been meeting with School Principals and Vice Principals to review their projected enrolment for domestic students and identified English language learners. As part of these enrolment review meetings, staff have also been gathering information about contextual complexities that can inform any supplementary staffing decisions.

Once these meetings are completed Human Resources and Central Registration staff will meet with staff from the Secretary Treasurer's department to collaboratively develop the projected staffing allocations. In addition to working collaboratively with principals/vice principals, Central Registration and the Secretary Treasurer's staff, Human Resources staff consult with the Richmond Teacher's Association regarding the proposed teacher staffing allocation model – specifically the proposed allocation of non-enrolling staffing. The RTA provides valuable feedback that informs adjustment decisions staff may make to particular allocations.

Preliminary teacher staffing allocations will be provided to schools by the end of April. This will give principals and vice principals time to consult with staff, develop teaching assignments in relation to emerging draft school organisation plans/timetables, and determine initial vacancies to be posted beginning on May 5th, 2025, and in a subsequent round beginning on May 26th. Vacancies arising after June 2nd will be posted daily through to June 23rd and then resume on August 18th.

Non-teaching staffing allocations, such as Educational Assistants and Office Administrative Assistant staff, are driven by a variety of factors, which include: CUPE collective agreement provisions, school overall population, identified low and high incident student population needs, and contextual complexities. These allocations are developed in collaboration with Human Resources, Learning Services staff, the Secretary Treasurer and Assistant Superintendents. As always, we seek and value feedback from partner groups such as RASA and CUPE with respect to staffing needs in schools in relation to these important non-teaching roles. These allocations will be provided to schools in stages beginning in early May.

Staffing allocations are regularly reviewed from mid-April through to the end of September when the Ministry is provided with the district's student data information to determine actual student funding for the 2025/26 school year. Adjustments to staffing allocations will be made as emerging needs arise such as new registrations over the summer months.

CONCLUSION

Human Resources staff are working in collaboration with Principals/Vice Principals, Central Registration and Secretary Treasurer planning staff to develop proposed staffing allocations in relation to projected and emergent enrolment data and established staffing formulas with the aim of providing projected staffing allocations to schools in a timely fashion that can be as responsive as possible to emerging enrolment and corresponding staffing needs from April through to the early fall of 2025.

Respectfully submitted,

Tanya Major
Executive Director, Human Resources

Report to the Finance and Legal Committee Public

Date: April 16, 2025
From: Maria Fu, Assistant Secretary Treasurer
Subject: Trustees' Expenses for the Three Months Ending March 31, 2025

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 March 31, 2025, in the amount of \$4,435.30.

BACKGROUND

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

During the three-month period ended March 31, 2025, expenses totaling \$4,435.30 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 March 31, 2025, total \$4,435.30.

CONCLUSION

The Finance & Legal Committee recommends the Board approve Trustees' expenses for the three months ending March 31, 2025.

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
2025-01-02	Cell phone reimbursement - Jan 2025		50.00	50.00		50.00	11.20	50.00	211.20
2025-02-12	Cell phone reimbursement - Feb 2025		50.00	50.00		50.00	11.20	50.00	211.20
2025-03-12	Cell phone reimbursement - Mar 2025		50.00	50.00		50.00	11.20	50.00	211.20
2025-01-15	Network of Inquiry and Indigenous Education - May 9-10, 2025 registration			498.75					498.75
2025-02-26	2025 BCPSEA AGM - Jan 30-31, 2025 - accommodation					234.12			234.12
2025-03-12	Rotary Lunar New Year Gala-Feb 9, 2025	108.00							108.00
2025-03-28	BCSTA Trustee Academy-Nov 21-22, 2024 accommodation	497.22	248.61	497.22	497.22	497.22	497.22		2,734.71
2025-03-31	BCSTA Trustee Academy-Nov 21, 2024 dinner	37.69	37.69	37.69	37.69	37.68	37.68		226.12
	TOTALS PAID: Jan 1 to March 31, 2025	642.91	436.30	1,183.66	534.91	919.02	568.50	150.00	4,435.30