

Finance and Legal Committee

Public Meeting Agenda

Wednesday, May 14, 2025 – 10:00 am
via Zoom

<https://sd38.zoom.us/j/69265290917>

Passcode: 6000

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

- 1. Adopt Agenda**
- 2. Approve Minutes**
Public minutes from meeting held April 16, 2025 attached.
- 3. Human Resources Update**
Report from the Executive Director, Human Resources attached.
- 4. Next Meeting Date – Wednesday, June 11, 2025 at 10:00 am**
- 5. Adjournment**

Finance and Legal Committee

Public Meeting Minutes

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

Present:

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

D. Sargent
D. Tablotney
K. Hamaguchi
A. Wong
C. Wang
M. Fu
T. Major
L. Baverstock
S. Robinson
C. Huang
A. Goulas
R. Corbin
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 hən̓q̓əmin̓əm 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, February 12, 2025, were approved as circulated.

3. Human Resources Update

The Executive Director, Human Resources (HR), noted the report was included in the agenda package.

The President, Richmond Teachers' Association acknowledged ongoing collaboration with HR and raised concerns about the impact of staffing shortages on teacher workload and well-being, recommending that teacher wellness and recruitment and retention be considered in the

development of the strategic plan. The President, Canadian Union of Public Employees 716, highlighted similar challenges with Educational Assistants and suggested revisiting the substitute system and exploring flexible staffing models. They both expressed appreciation for ongoing transparent conversations with HR.

The Executive Director, HR acknowledged the ongoing collaboration to address these challenges and appreciated the support and advocacy from partner groups.

In response to a question from the President, Richmond District Parents Association, the Executive Director, HR, confirmed that funding for the 2024/25 school year is secured, but substitute staffing shortages remain a significant challenge.

Discussion focused on the need for more teachers and advocacy strategies to improve staffing and job sustainability.

S. Robinson left the meeting at 10:26 am.

4. Trustees' Expenses for the 3 Month Ending March 31, 2025

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

5. Next Meeting Date – Wednesday, May 14, 2025 at 10:00 am

6. Adjournment

The meeting adjourned at 10:27 am.

Respectfully Submitted,

*Donna Sargent
Chairperson, Finance and Legal Committee*

Report to the Finance and Legal Committee Public

Date: May 14, 2025

From: Tanya Major, Executive Director, Human Resources

Subject: Human Resources Update – Staffing Information Update

The following update to the committee is for information only. No further action on the part of the committee is required at this time.

INTRODUCTION

The district strategic plan's priority four focuses on a progressive workplace. Goal four within this priority emphasizes recruiting High-quality staff with growth potential retained in all positions across the district. This update shares several staffing highlights for information.

Spring School Staffing for 2025/26

As noted in our April update, Human Resources, Central Registration, Learning Services, and the Secretary Treasurer's staff have collaborated with school principals and vice principals to prepare preliminary 2025/26 staffing allocations which were provided to all schools during the month of April.

For the 2025/26 school year the domestic student population is projected to remain stable with a total projection of 22,480 students, despite a decrease in the expected number of kindergarten students due to lower birth rates during COVID. The international student population is expected to dip slightly for the 2025/26 school year with expected enrolment of 742 students.

Looking forward, staffing allocations will be reviewed regularly from mid-May through to the end of September when the Ministry takes a 'snapshot' of 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 from now through the summer.

Teacher Recruitment for 2025/26

As previously reported, this school year the district is hosting 97 teacher candidates from UBC (48 in Elementary and 49 in Secondary). Secondary teacher candidates completed their practicums on Friday, May 2, 2025. These individuals have all been interviewed by the district and have been offered conditional employment based on the successful completion of the UBC Bachelor of Education program. Interviews are beginning with our elementary teacher candidates who will complete their practicums the first week of June. The district has again offered a three-week Community Field Experience to both secondary and elementary practicum students which allows for further growth and development of pre-servicing teaching and professional development within our district.

Recruitment of teachers outside of our teacher candidates remains ongoing and as suitable applications are received through Make A Future, interviews are scheduled and employment offers are made

EA Recruitment

In February of 2025, 27 graduates were hired from the part-time REAP program and many have been hired into positions in our schools. The next offering of the 2 year part time REAP cohort program began in February 2025 and enrolls 30 students. Our next full time REAP program is set to begin this July with completion in November 2025.

Recruitment of educational assistants outside of our REAP program remains ongoing and as suitable applications are received through Make A Future, interviews are scheduled, and employment offers are made

CONCLUSION

Human Resources staff are working diligently to manage and reduce daily On-Call EA staff shortages, as well working in collaboration with Principals/Vice Principals, Central Registration and Secretary Treasurer planning staff to provide staffing allocations for the 2025/26 school year in relation to projected and emergent enrolment data and established staffing formulas.

Respectfully submitted,

*Tanya Major
Executive Director, Human Resources*