

## **Finance and Legal Committee**

### **Public Meeting Agenda**

**Wednesday, September 17, 2025 – 10:00 am**  
**via Zoom**

<https://sd38.zoom.us/j/64268186283>

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.

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**1. Adopt Agenda**

**2. Approve Minutes**

Public minutes from meeting held June 11, 2025 attached.

**3. Human Resources Update**

Report from the Executive Director, Human Resources attached.

**4. Trustees' Expenses for the Three Months Ending June 30, 2025**

Report from the Assistant Secretary Treasurer attached.

**5. Minutes for Information**

**(a) Cambie Coordinating Committee Meeting**

Attachment: Minutes of Meeting held May 7, 2025

*The next meeting is scheduled on May 6, 2026 to be hosted by the School District.*

**6. Next Meeting Date – Wednesday, October 15, 2025 at 10:00 am**

**7. Adjournment**

## Finance and Legal Committee

### Public Meeting Minutes

**Wednesday, June 11, 2025 – 10:00 am**  
**Via Zoom**

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**Present:**

Chairperson	D. Sargent
Trustee Alternate	A. Wong
Superintendent of Schools	C. Usih
Secretary Treasurer	C. Wang
Assistant Secretary Treasurer	M. Fu
Executive Director, Human Resources	T. Major
Director of Instruction, Students Services	R. Johal
Manager, Feeding Futures	I. Lai
2nd Vice President, Richmond Teachers' Association	F. Marsic
3rd Vice President/Pro-D Chair, Richmond Teachers' Association	J. Cho
President, Canadian Union of Public Employees 716	S. Robinson
President, Richmond District Parents Association	C. Huang
Representative, Richmond Management and Professional Staff	R. Corbin
Executive Assistant (Recording Secretary)	T. Lee

**Regrets:**

Trustee Member	K. Hamaguchi
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The meeting was called to order at 10:00 am.

The Richmond Board of Education acknowledged and thanked the First Peoples of the hən̓q̓əmin̓əŋ 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, May 14, 2025, were approved as circulated.

#### 3. Human Resources Update

The Executive Director, Human Resources (HR), noted the report was included in the agenda package. She highlighted access to enhanced health benefits for teachers. She then responded to

the President, Richmond District Parents Association's question regarding health and safety training for employees.

The 2nd Vice President, Richmond Teachers' Association (RTA) and President, Canadian Union of Public Employees 716 thanked staff for prioritizing health and safety training, emphasizing it remains a key concern and noting the need for continued efforts and refresher training.

**4. Feeding Futures Update**

The Director of Instruction, Students Services and Manager, Feeding Futures presented an update on the Feeding Futures Program. They then responded to questions regarding food waste management, staffing challenges, and food delivery logistics in schools.

The Superintendent acknowledged staff for their impactful work on student meal programs and the positive impact on students.

**5. Next Meeting Date – September 2025**

**6. Adjournment**

The meeting adjourned at 10:26 am.

*Respectfully Submitted,*

*Donna Sargent  
Chairperson, Finance and Legal Committee*

## Report to the Finance and Legal Committee (Public)

**Date:** September 17, 2025  
**From:** Tanya Major, Executive Director Human Resources  
**Subject:** Human Resources Update

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The following report to the Committee is for information only. No further action is required at this time.

### Recruitment, Staffing, Enrolment Update

#### *Support Staff:*

- Recruitment continues to be ongoing for a variety of CUPE support positions. Particular focus at this time is being given to the hiring of Educational Assistants, Noon-hour Supervisors, and tradespersons.
- Education Assistants:
  - Staffing processes are ongoing, including the identification of staffing allocations by school to address changing or increasing student need.
  - While our EA recruitment work is ongoing, this summer 24 new hires were onboarded to the district. Many of these new hires have posted into permanent positions, while others are working on an on-call basis.
  - We anticipate there will be 30 REAP graduates this December; the Human Resources team will be working to invite applications and schedule interviews this fall.
  - At the time this report was written, we do not have any unfilled positions.

#### *Teaching Staff:*

- Recruitment and interviewing are ongoing throughout the year. Since January of 2025, 162 new teachers have been hired into the district. Many of those teachers have now posted into continuing or temporary enrolling positions; others have picked up non-enrolling assignments and the remaining are available as TTOCs.
- Secondary Counselling, French Immersion, Learning Resource and ELL positions remain an area of recruitment focus. Fall recruitment will continue to focus on these areas.

#### *Enrolment:*

- The total number of K-12 students attending schools, including domestic and international fee-paying students, is approximately 22,500. The Human Resources department has been working closely with Central Registration to place new students who have registered since the start of the school year. An enrolment update will be provided to the Board following the 1701 Ministry reporting requirement on September 30<sup>th</sup>.

Respectfully submitted,

*Tanya Major*  
Executive Director, Human Resources

## Report to the Finance and Legal Committee (Public)

**Date:** September 17, 2025  
**From:** Maria Fu, Assistant Secretary Treasurer  
**Subject:** Trustees' Expenses for the Three Months Ending June 30, 2025

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### 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 June 30, 2025, in the amount of \$12,784.56.

### BACKGROUND

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

During the three-month period ended June 30, 2025, expenses totaling \$12,784.56 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 June 30, 2025, total \$12,784.56.

### CONCLUSION

The Finance & Legal Committee recommends the Board approve Trustees' expenses for the three months ending June 30, 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
Apr 9/25	Cell phone reimbursement - Apr 2025		50.00	50.00		50.00	11.20	50.00	211.20
May 7/25	Cell phone reimbursement - May 2025		50.00	50.00		50.00	11.20	50.00	211.20
Jun 4/25	Cell phone reimbursement - June 2025		50.00	50.00		50.00	11.20	50.00	211.20
Apr 9/25	2025 International Women's Day Celebration-Mar 8							59.91	59.91
Jun 4/25	BCSTA AGM-April 24-26-registration	656.25	656.25	656.25	656.25	656.25	656.25	656.25	4,593.75
Apr 15/25	BCSTA AGM-April 24-25-accommodation	685.46	685.46	685.46	685.46	685.46	685.46	685.46	4,798.22
Apr 28/25	BCSTA AGM-April 24-self parking	41.66							41.66
Jun 18/25	RASA Year-End Celebration & Retirement Dinner-Jun 6	75.00		75.00			75.00		225.00
May 22/25	Rotary Gala-May 2						175.00	175.00	350.00
Jun 18/25	Building Pathways to Hope-May 1			125.00					125.00
May 7/25	BCSTA AGM-Apr 24-transportation and meal							64.14	64.14
May 22/25	BCSTA AGM-Apr 24-26-mileage and parking	67.58							67.58
May 22/25	BCSTA AGM-Apr 24-26-mileage and parking						24.50		24.50
May 22/25	BCSTA AGM-Apr 24-26-parking and meal		154.67						154.67
Jun 26/25	BCSTA AGM-Apr 25-transportation		20.52						20.52
Apr 24/25	BCSTA AGM-Apr 24-dinner	94.61	94.61	94.61	94.61	94.61	94.61	94.60	662.26
Jun 30/25	BCPSEA Symposium 2024-Nov 7-8-registration					813.75			813.75
Jun 30/25	RSS Chirstmas Luncheon	25.00	25.00	25.00		25.00	25.00	25.00	150.00
	<b>TOTALS PAID: Apr 1 to June 30, 2025</b>	<b>1,645.56</b>	<b>1,786.51</b>	<b>1,811.32</b>	<b>1,436.32</b>	<b>2,425.07</b>	<b>1,769.42</b>	<b>1,910.36</b>	<b>12,784.56</b>



**Cambie Coordinating Committee  
Meeting Minutes**

**Wednesday, May 7, 2025 – 3:30pm  
Cambie Community Centre Boardroom**

**In Attendance:**

Alice Wong, Trustee Representative, Richmond School District No.38  
Yvonne Comfort, Manager, Community Recreation, City of Richmond  
Stefanie Myler, Area Coordinator, Cambie Community Centre, City of Richmond  
Maryam Naser, Assistant Superintendent, Richmond School District No.38  
Marie Murtagh, President East Richmond Community Association  
Tinh Ngo, Administrator, Richmond School District No.38  
Marcy Timmins, Principal, Cambie Secondary, Richmond School District No.38

**Absent:**

Keith Miller, Director, Recreation and Sport Services, City of Richmond  
Kash Heed, Councillor, City of Richmond  
Joyce Coronel, Executive Assistant to the Secretary Treasurer, Richmond School District No. 38

**Tinh left at meeting at 3:50pm.**

The meeting was called to order at 3:38pm

**1. Approval of Agenda**

Bicycle Repair program inquiry was added to the agenda.

**2. Introductions**

All meeting attendees introduced themselves.

**3. Approval of Minutes**

The minutes of May 15, 2024, minutes were approved as circulated.

#### **4. Updates and Successes**

Cambie Secondary School and the Cambie Community Centre continued their successful partnership this year, collaborating on various initiatives that provided mutual benefits to both the school and the community centre.

Facility Operations – Cambie Secondary School and Cambie Community Centre maintain a strong collaborative relationship, meeting regularly to coordinate the rental and shared use of school facilities. Staff from both sites work together to manage scheduling for special events, school tournaments, and minimize disruptions, particularly for the Friday Night Open Gym program, which serves 150–200 youth and young adults weekly. The Community Centre expressed appreciation to the School Administration for their ongoing support in maintaining access to the gym in order to continue to deliver programming to the community.

Community and School Safety – Cambie Secondary School and the Cambie Community Centre continue to collaborate closely on youth safety and risk management. School Administration and the Area Coordinator address emerging concerns as they arise, including incidents involving high-risk behaviour, in coordination with the RCMP when necessary. Both sites also participate in joint safety drills, such as fire, earthquake, and emergency lockdown procedures, to ensure a cohesive response to emergencies.

Youth Support and Promotions – Cambie Community Centre and Cambie Secondary School collaborate on communications and event promotion through tools like the “Week-at-a-Glance” (WAAG) and other media to support cross-marketing of programs. The Youth Development Coordinator actively engages with the school community by attending events such as Club Days to promote initiatives like the P.A.I.N.T program (People for Acceptance and Inclusion not just Tolerance). Additionally, both school and community centre staff are working together to coordinate the East Richmond Community Association Youth Scholarship. Marie Murtagh shared that scholarship application reviews are currently being finalized. She noted that, due to some late student submissions this year, the application process may start earlier next year to help ensure deadlines are met.

#### **5. GO Day – Moving to Cambie for 2025**

The City-wide Girls Only Fitness and Wellness Expo will take place in early November (date TBD) at the Cambie Community Centre, featuring workshops and alternative activities designed to promote physical wellness, boost self-esteem, and encourage meaningful engagement specifically for youth.

Tinh left at 3:50pm

#### **6. ParticipACTION Community Challenge 2025**

An upcoming city-wide initiative encourages physical activity throughout June, with activity tracking from June 1 to the end of the school year. Cambie Community Centre will be hosting a 5km Family Fun Run at King George Park, which will take place on Saturday, June 14, with options to walk, run, or roll. Schools with the highest participation will be eligible to win prizes. City staff will share information with schools when available. Additional details will be available on the City website.



## **7. Summer Reading Club – Physical Literacy Component**

Ongoing partnership with the library for the province-wide Summer Reading Club, which starts June 19, aiming to integrate reading and physical activity at community centres. Last year's program featured activities like a scavenger hunt and special facility visits to promote literacy and physical literacy, with about 2,000 children participating. This year, the collaboration will continue with new innovative activities, encouraging youth and families to engage in both reading and physical activities.

## **8. Opportunities for Collaborative Programming**

Today's meeting was a good opportunity to discuss potential areas where community centre and school staff collaborate, particularly in developing new and exciting programs for the needs of the school as well as equity deserving groups in our community year round.

Em Lee and Marcy Timmins had a discussion about a large group of kids that are underserved and have a hard time maintaining friendships. City staff are looking for a dedicated space and staffing. The School District may consider offering a couple of classrooms to support free-flowing play. Would it be possible to reach out to our EA staff to see if we can make this happen? If so, would the City cover the cost if they were to pick up an extra hour of work? Stef and Yvonne agreed to look into it and report back.

## **9. Bicycle Repair**

Yvonne to look into the bicycle repair program and report back.

## **10. Next Meeting**

Wednesday, May 6, 2026.

## **11. Adjournment**

Meeting adjourned at 4:27pm

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Marie Therese Davies  
Recorder