

## **Finance and Legal Committee**

### **Public Meeting Agenda**

**Wednesday, October 15, 2025 – 10:00 am**  
**via Zoom**

<https://sd38.zoom.us/j/62514385292>

Passcode: 6000

The Richmond Board of Education acknowledges and thanks the First Peoples of the hən̓q̓əmiṇəm 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 September 17, 2025 attached.
- 3. Human Resources Update**  
Report from the Executive Director, Human Resources attached.
- 4. Trustees' Expenses for the Three Months Ending September 30, 2025**  
Report from the Assistant Secretary Treasurer attached.
- 5. Next Meeting Date – Wednesday, November 12, 2025 at 10:00 am**
- 6. Adjournment**

## Finance and Legal Committee

### Public Meeting Minutes

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

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**Present:**

Vice Chairperson  
Trustee Member  
Trustee Alternate  
Superintendent of Schools  
Secretary Treasurer  
Assistant Secretary Treasurer  
Executive Director, Human Resources  
President, Richmond District Parents Association  
Vice President, Richmond Association of School Administrators  
President, Canadian Union of Public Employees Local 716  
Executive Assistant (Recording Secretary)

D. Tablotney  
K. Hamaguchi  
A. Wong  
C. Usih  
C. Wang  
M. Fu  
T. Major  
C. Huang  
A. Goulas  
S. Robinson  
T. Lee

**Regrets:**

Chairperson

D. Sargent

The meeting was called to order at 10:00 am.

The Richmond Board of Education acknowledged and thanked the First Peoples of the hə́ŋqəmiṇəm language group on whose traditional and unceded territories we teach, learn and live.

As this was the first meeting of the new school year, the Chairperson initiated introductions among the Committee members.

**1. Adopt Agenda**

The agenda was adopted as circulated.

**2. Approve Minutes**

The minutes of the public meeting held Wednesday, June 11, 2025, were approved as circulated.

**3. Human Resources Update**

The Executive Director, Human Resources (HR) referred to her report as included in the agenda package, highlighted that most teaching and EA positions have been successfully filled through spring and summer recruitment, with a few remaining postings expected to be filled shortly.

She then responded to various trustees' questions regarding the softening of enrollment, noting updated figures will be provided after the September 30, 2025 report to the Ministry of Education and Child Care, and addressed secondary counselor and French Immersion teacher recruitment.

The Executive Director, HR, also responded to a question from the President of the Richmond District Parents Association regarding staffing amid provincial budget pressures.

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

The report was included in the agenda package. Following a trustee's question, the Assistant Secretary Treasurer noted that the rounding error in the spreadsheet will be corrected to match the report. 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 June 30, 2025, in the amount of \$12,784.56.

**5. Minutes for Information**

**(a) Cambie Coordinating Committee Meeting**

Minutes of Meeting held May 7, 2025 were attached for information. 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**

The meeting adjourned at 10:16 am.

*Respectfully Submitted,*

*Debbie Tablotney  
Vice Chairperson, Finance and Legal Committee*

## Report to Finance and Legal Committee Public

**Date:** October 15, 2025

**From:** Tanya Major, Executive Director, Human Resources

**Subject:** **Human Resources Update: Healthy Workplace**

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The following report to the Finance and Legal Committee is for information only. No further action on the part of the Committee is required at this time.

### **BACKGROUND**

The district strategic plan's priority four focuses on a progressive workplace. Goal three within this priority emphasizes employee health and well-being as valued and supported within a culture of caring. To meet this goal, Human Resources offers a variety of initiatives designed to foster employees' physical and mental health. This update shares several highlights for information.

### **Immunizations**

Each year the district offers access to various immunizations. The first Immunization Clinics are being booked through each school and district location. Immunize will be offering both the Flu and Covid vaccines for employees; information has been provided to each school upon booking for individual employees to sign up. Employees may continue to access three-hour Covid vaccine leaves as per the Employment Standards Act.

### **Canadian Blood Services**

The district has joined the Canadian Blood Services' Partners for Life project, enabling our colleagues across the district to work together as a team to make lifesaving differences to individuals within our community. Employees are encouraged to register at [blood.ca](http://blood.ca).

### **Family Services and Employee Assistance Program (FSEAP)**

The Family Services and Employee Assistance Program (FSEAP) offers our employees and their family free, immediate, confidential assistance online, over the phone, or in-person on a variety of topics. FSEAP also provides monthly newsletters which provide information and additional resources on a number of health and wellness related topics.

### **Fitness Classes**

The district has continued to sponsor in person Tuesday Zumba classes at Brighthouse elementary, as well as in person Hatha Yoga at Grauer Elementary on Mondays and Wednesdays. The district continued the budget of \$5,600.00 for these programs in the 2025/26 school year. As in previous years, these are very popular opportunities.

## **Calm App**

The district continues to hold a site license for all employees for this mindful practices App to support employee's mental health. The yearly district cost has increased to \$60,700.00. The Calm App offers meditative music, meditation strategies, and sleep stories/strategies. Currently, the usage rate is less than 10% of all employees.

## **Healthy Workplace Initiative Grants**

The Foundations of a Healthy Workplace Initiative Grant (HWIG) is an annual fund accessible to various departments and units within the district. This grant is designed to bolster grassroots activities aimed at fostering workplace well-being. Any district employee that represents or would like to represent their department or school is eligible to apply.

This year the district has continued to offer grants to support employee-initiated health and well-being activities that are either regular occurring activities or stand alone, single events.

## **CONCLUSION**

Human Resources staff have worked to provide health and well-being initiatives that promote overall employee wellness in alignment with strategic plan priorities.

*Respectfully Submitted,*

*Tanya Major*

*Executive Director, Human Resources*

## Report to Finance and Legal Committee Public

**Date:** October 15, 2025

**From:** Maria Fu, Assistant Secretary Treasurer

**Subject:** Trustees' Expenses for the Three Months Ending September 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 September 30, 2025, in the amount of \$1,683.60.

### BACKGROUND

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

During the three-month period ended September 30, 2025, expenses totaling \$1,683.60 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 September 30, 2025, total \$1,683.60.

### CONCLUSION

The Finance & Legal Committee recommends the Board approve Trustees' expenses for the three months ending September 30, 2025.

*Respectfully submitted,*

*Maria Fu*  
Assistant Secretary Treasurer

*Attachment: Trustees' Expenses for 3 months ending September 30, 2025*

# TRUSTEES EXPENSES

DATE	DESCRIPTION	R. BELLEZA	K. HAMAGUCHI	H. LARSON	D. SARGENT	D. TABLOTNEY	A. WONG	D. YANG	TOTAL
2025-07-03	Cell phone reimbursement - July 2025		50.00	50.00		50.00	11.20	50.00	211.20
2025-08-13	Cell phone reimbursement - Aug 2025		50.00	50.00		50.00	11.20	50.00	211.20
2025-09-11	Cell phone reimbursement - Sept 2025		50.00	50.00		50.00	11.20	50.00	211.20
2025-07-03	CSBA Congress-July 2-5-event admission fee							1,050.00	1,050.00
	<b>TOTALS PAID: July 1 to Sept 30, 2025</b>	<b>0.00</b>	<b>150.00</b>	<b>150.00</b>	<b>0.00</b>	<b>150.00</b>	<b>33.60</b>	<b>1,200.00</b>	<b>1,683.60</b>