

Finance and Legal Committee

Public Meeting Minutes

Wednesday, October 15, 2025 – 10:00 am
Via Zoom

Present:

Chairperson	D. Sargent
Vice Chairperson	D. Tablotney
Trustee Member	K. Hamaguchi
Trustee Alternate	A. Wong
Superintendent of Schools	C. Usih
Secretary Treasurer	C. Wang
Executive Director, Human Resources	T. Major
President, Richmond District Parents Association	C. Huang
President, Richmond Association of School Administrators	N. Widdess
1 st Vice President, Canadian Union of Public Employees Local 716	N. Williams
Executive Assistant (Recording Secretary)	J. Coronel

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

The Richmond Board of Education acknowledged and thanked the First Peoples of the hə́nqə́mihə́m 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, September 17, 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, highlighting the ongoing immunization clinics being offered in schools. She then addressed questions from the President of Richmond District Parents Association regarding fitness classes and the Calm app. She also noted comments from trustees and partner groups regarding the low usage rate of the Calm app and offered to consider alternative tools to support staff wellness.

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

5. Next Meeting Date – Wednesday, November 12, 2025 at 10:00 am

6. Adjournment

The meeting adjourned at 10:10 am.

Respectfully Submitted,

*Donna Sargent
Chairperson, Finance and Legal Committee*