

## Finance and Legal Committee Public Meeting Minutes

**Wednesday, November 12, 2025 – 10:00 am**  
**Via Zoom**

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**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
Assistant Secretary Treasurer	M. Fu
Executive Director, Human Resources	T. Major
President, Richmond Teachers' Association	L. Baverstock
Vice President, Richmond Teachers' Association	F. Marsic
President, Richmond District Parents Association	C. Huang*
Vice President, Richmond District Parents Association	A. Gong
President, Richmond Association of School Administrators	N. Widdess
President, Canadian Union of Public Employees Local 716	S. Robinson
1 <sup>st</sup> Vice President, Canadian Union of Public Employees Local 716	N. Williams
Representative, Richmond Management and Professional Staff	R. Corbin
Executive Assistant (Recording Secretary)	T. Lee

\*Present for a portion of the meeting

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

The Richmond Board of Education acknowledged and thanked the First Peoples of the hənqəməniħəm 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, October 15, 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.

She then responded to a question from the President, Richmond Teachers' Association (RTA), about staffing levels and TTOC coverage.

In response to a question from a trustee, the Director, HR, confirmed that recruitment for Education Assistants and TTOCs remains ongoing.

### **4. 2026/27 Annual Budget Process and Timeline**

The Secretary Treasurer spoke to her report as included in the agenda package.

She then responded to a question from the President, RTA, regarding the return to a May budget approval timeline and its potential staffing implications, noting that processes are in place to manage potential impacts and that the board's timeline allows for flexibility if new information arises.

The Committee agreed to forward the following recommendation to the board:

**THAT** the Chairperson of the Finance and Legal Committee recommend to the Board of Education (the Board) in its November 19, 2025 public meeting that the Board approve the 2026/27 Annual Budget process and timeline as presented in this report.

### **5. Next Meeting Date – Wednesday, January 14, 2026 at 10:00 am**

### **6. Adjournment**

The meeting adjourned at 10:16 am.

*Respectfully Submitted,*

*Donna Sargent  
Chairperson, Finance and Legal Committee*