

Finance and Legal Committee

Public Meeting Agenda

Wednesday, May 13, 2026 – 10:00 am
via Zoom

<https://sd38.zoom.us/j/61918585169>

Passcode: 6000

The Richmond Board of Education acknowledges and thanks the First Peoples of the hən̓q̓əmi̓ñəm 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 15, 2026 attached.
- 3. Human Resources Update**
Report from the Executive Director, Human Resources attached.
- 4. Sustainability of Feeding Futures Funding and National Food Program Funding**
Update from the Assistant Secretary Treasurer.
- 5. Next Meeting Date – Wednesday, June 10, 2026 at 10:00 am**
- 6. Adjournment**

Finance and Legal Committee
Public Meeting Minutes

Wednesday, April 15, 2026 – 10:00 am
Via Zoom

Present:

Vice Chairperson
Trustee Alternate
Secretary Treasurer
Assistant Secretary Treasurer
Executive Director, Human Resources
1st Vice President, Richmond Teachers' Association
President, Canadian Union of Public Employees 716
President, Richmond District Parents Association
Representative, Richmond Management and Professional Staff
Executive Assistant (Recording Secretary)

D. Sargent
R. Belleza
C. Wang
M. Fu
T. Major
S. Wenglowski
S. Robinson
C. Huang
R. Corbin
T. Lee

Regrets:

Chairperson
Trustee Member

A. Wong
K. Hamaguchi

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

The Richmond Board of Education acknowledged and thanked the First Peoples of the hən̓q̓əmi̓nəm̓ 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 11, 2026, were approved as circulated.

3. Human Resources Update

The Executive Director, Human Resources (HR) spoke to her report as included in the agenda package.

The Vice Chairperson acknowledged the district is facing challenging times and thanked staff, school communities, and partner groups for their ongoing engagement and collaboration.

The Executive Director, HR then responded to questions from the President, RDPA regarding projected student enrolment and Individualized Education Plan (IEP) support within school-based staffing.

She also responded to trustees' questions regarding staffing allocations, enrolment responsiveness, and anticipated Educational Assistant support needs.

4. Trustees' Expenses for the 3 Months Ending March 31, 2026

The Assistant Secretary Treasurer referred to her report as 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, 2026, in the amount of \$7,177.92.

5. Next Meeting Date – Wednesday, May 13, 2026 at 10:00 am

6. Adjournment

The meeting adjourned at 10:13 am.

Respectfully Submitted,

*Donna Sargent
Vice Chairperson, Finance and Legal Committee*

Report to the Finance and Legal Committee Public

Date: May 13, 2026
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 2026-2030 Strategic Plan has a focus on Organizational Effectiveness. Objective two within this priority emphasizes building organizational capacity by recruiting, developing and retaining a diverse workforce while strengthening a culture of well-being, professional learning, leadership and engagement to support student success and system excellence. This update shares several staffing highlights for information.

Spring School Staffing for 2026/27

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 2026/27 staffing allocations which were provided to all schools during the month of April.

Student enrolment projections drive staffing decisions. For the 2026/27 school year the domestic student population is expected to continue declining with a projected enrolment of approximately 22,161. The international student population is also expected to continue its decline for the 2026/27 school year. Much of this decline can be attributed to the federal immigration policy changes and permit caps, along with the increased cost of living in the area.

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 2026/27 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 2026/2027

This school year the district is hosting 120 teacher candidates from UBC (57 in Elementary and 63 in Secondary). Secondary teacher candidates completed their practicums on Friday, May 1, 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 2025.

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 2026, 28 graduates were hired from the part-time REAP program and many have been hired into positions in our schools. Our next full time REAP program is set to begin this July with completion in November 2026.

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

These practices are designed to welcome and support emerging teachers and educational assistants, as well as build affiliation and recruit as many new teachers as possible for the district.

Respectfully submitted,

*Tanya Major
Executive Director, Human Resources*