

Finance and Legal Committee

Public Meeting Agenda

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

<https://sd38.zoom.us/j/69417541742>

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 February 11, 2026 attached.
- 3. Human Resources Update**
Report from the Executive Director, Human Resources attached.
- 4. Trustees' Expenses for the 3 Months Ending March 31, 2026**
Report from the Assistant Secretary Treasurer attached.
- 5. Next Meeting Date – Wednesday, May 13, 2026 at 10:00 am**
- 6. Adjournment**

Finance and Legal Committee

Public Meeting Minutes

Wednesday, February 11, 2026 – 10:00 am
Via Zoom

Present:

Chairperson

Vice Chairperson

Trustee Member

Superintendent of Schools

Secretary Treasurer

Assistant Secretary Treasurer

Executive Director, Human Resources

President, Richmond Teachers' Association

1st Vice President, Richmond Teachers' Association

President, Richmond District Parents Association

Vice President, Richmond District Parents Association

1st Vice President, Canadian Union of Public Employees Local 716

President, Richmond Association of School Administrators

Executive Assistant (Recording Secretary)

A. Wong

D. Sargent

K. Hamaguchi

C. Usih

C. Wang

M. Fu

T. Major

L. Baverstock

S. Wengłowski

C. Huang

A. Gong

N. Williams

N. Widdess

J. Coronel

The meeting was called to order at 10:01 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, January 14, 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 President, Richmond Teachers' Association (RTA) acknowledged the recent tragedy in Tumbler Ridge and noted that the available supports are appreciated by employees.

4. 2025/26 Amended Annual Budget Bylaw

The Assistant Secretary Treasurer provided an overview of the 2025/26 Amended Annual Budget, including the Operating, Special Purpose, and Capital Funds, and outlined the strategies used to balance the budget.

Staff then responded to questions from the Committee regarding increases in Classroom Enhancement Fund staffing and remedy funding, ELL program funding and delivery, and support for international students.

5. Next Meeting Date – Wednesday, April 15, 2026 at 10:00 am

6. Adjournment

The meeting adjourned at 10:50 am.

Respectfully Submitted,

*Alice Wong
Chairperson, Finance and Legal Committee*

DRAFT

Report to the Finance and Legal Committee Public

Date: April 15, 2026
From: Tanya Major, Executive Director, Human Resources
Subject: **Human Resources Update – Spring Staffing Processes for 2026/27**

The following report to the committee is for information purposes only. No further action on the part of committee is required.

INTRODUCTION

With the annual 2026/27 Budget process approaching approval, Human Resources, Central Registration, Learning Services, and the Secretary Treasurer's staff are collaborating with school principals and vice principals to prepare for preliminary 2026/27 staffing allocations. The following is information on the staffing processes that are underway.

INFORMATION

Student enrolment projections drive staffing planning 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.

Teacher staffing allocations at schools in relation to enrolment projections are primarily driven by collective agreement enrolling class size limits and non-enrolling ratios. At this time, Human Resources and Central Registration staff have been meeting with School Principals and Vice Principals to review their projected enrolment for domestic students and identified English language learners. As part of these enrolment review meetings, staff have also been gathering information about contextual complexities that can inform any supplementary staffing decisions.

Once these meetings are completed Human Resources and Central Registration staff will meet with staff from the Secretary Treasurer's department to collaboratively develop the projected staffing allocations. In addition, Human Resources staff consult with the Richmond Teacher's Association regarding the proposed teacher staffing allocation model, specifically the proposed allocation of non-enrolling staffing. The RTA provides valuable feedback that informs adjustment decisions staff may make to particular allocations.

Preliminary teacher staffing allocations will be provided to schools by the end of April. This will give principals and vice principals time to consult with staff, develop teaching assignments in relation to emerging draft school organisation plans/timetables, and determine initial vacancies to be posted beginning on May 11th, 2025, and in a subsequent round beginning on June 1st. Vacancies arising from June 2nd onwards will be posted daily through to June 22nd and then resume on August 24th.

Non-teaching staffing allocations, such as Educational Assistants and Office Administrative Assistant staff, are driven by a variety of factors, which include: CUPE collective agreement provisions, school

overall population, identified low and high incident student population needs, and contextual complexities. As always, we seek and value feedback from partner groups such as RASA and CUPE with respect to staffing needs in schools in relation to these important non-teaching roles. These allocations will be provided to schools in stages beginning in mid May.

Staffing allocations are regularly reviewed from mid-April through to the end of September when the Ministry is provided with 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 over the summer months.

CONCLUSION

Human Resources staff are working in collaboration with Principals/Vice Principals, Central Registration and Secretary Treasurer's financial planning staff to develop proposed staffing allocations in relation to projected and emergent enrolment data and established staffing formulas with the aim of providing projected staffing allocations to schools in a timely fashion that can be as responsive as possible to emerging enrolment and corresponding staffing needs from April through to the early fall of 2026.

Respectfully submitted,

Tanya Major
Executive Director, Human Resources

Report to the Finance and Legal Committee Public

Date: April 15, 2026
From: Maria Fu, Assistant Secretary Treasurer
Subject: Trustees' Expenses for the Three Months Ending March 31, 2026

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 March 31, 2026, in the amount of \$7,177.92.

BACKGROUND

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

During the three-month period ended March 31, 2026, expenses totaling \$7,177.92 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 March 31, 2026, total \$7,177.92.

CONCLUSION

The Finance & Legal Committee recommends the Board approve Trustees' expenses for the three months ending March 31, 2026.

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
2026-01-14	Cell phone reimbursement - Jan 2026		50.00	50.00		50.00	11.20	50.00	211.20
2026-02-11	Cell phone reimbursement - Feb 2026		50.00	50.00		50.00	11.20	50.00	211.20
2026-03-11	Cell phone reimbursement - Mar 2026		50.00	50.00		50.00	11.20	50.00	211.20
									0.00
2026-01-28	Division on Autism and Developmental Disabilities Conference-Jan 14-17-airfare/accommodation/registration/transportation		2,437.61						2,437.61
2026-02-17	BCSTA Trustee Academy-Nov 27-29-accommodation	581.60	581.60	581.60	581.60	581.60	581.60	290.80	3,780.40
2026-02-17	BCSTA Trustee Academy-Nov 27-29-parking					56.00			56.00
2026-02-17	Richmond Secondary Christmas Luncheon-Dec 11						25.00	25.00	50.00
2026-02-17	Richmond Chamber of Commerce-Feb 10-Lunar New Year dinner						99.75		99.75
2026-03-25	RWRC International Women's Day Celebration-Mar 7							70.56	70.56
2026-03-25	Rotary Richmond Sunset Fundraiser-Mar 12							50.00	50.00
	TOTALS PAID: Jan 1 to March 31, 2026	581.60	3,169.21	731.60	581.60	787.60	739.95	586.36	7,177.92