

FINANCE & LEGAL COMMITTEE
PUBLIC MEETING AGENDA

DATE: WEDNESDAY, NOVEMBER 20, 2019

TIME: 11:00 AM

LOCATION: 1ST FLOOR MEETING ROOM, SCHOOL BOARD OFFICE

The Richmond Board of Education acknowledges and thanks the First Peoples of the hən̓q̓əmiñəm (hun-ki-meen-um) language group on whose traditional and unceded territories we teach, learn and live.

- 1. ADOPT AGENDA**
- 2. APPROVE MINUTES**
Attachment: Public minutes from meeting held October 16, 2019
- 3. HR STAFFING UPDATE**
Attachment: Executive Director, Human Resources
- 4. FUNDING MODEL REVIEW UPDATE [STANDING ITEM]**
Verbal: Secretary Treasurer
- 5. 2020-2021 BUDGET PROCESS**
Attachment: Assistant Secretary Treasurer
- 6. FINANCE AND LEGAL 2020 MEETING SCHEDULE**
Wednesday, Jan 15, 2020
Wednesday, Feb 19, 2020
No meeting in March, 2020
Wednesday, Apr 15, 2020
Wednesday, May 13, 2020
Wednesday, Jun 17, 2020
- 7. NEXT MEETING DATE – WEDNESDAY, JANUARY 15, 2020 at 11:00 am**
- 8. ADJOURNMENT**

School District No. 38 (Richmond)
7811 Granville Avenue, Richmond, BC V6Y 3E3

FINANCE & LEGAL COMMITTEE PUBLIC MEETING MINUTES

Minutes of a **PUBLIC** meeting of the Finance & Legal Committee held in the 3rd Floor Meeting Room, School District Administration Building, 7811 Granville Avenue, Richmond BC, on Wednesday, October 16, 2019 at 11:00 a.m.

Present:

Ken Hamaguchi, Committee Chairperson
Debbie Tablotney, Trustee Member
Norm Goldstein, Trustee Alternatee
Rick Ryan, Deputy Superintendent of Schools
Roy Uyeno, Secretary Treasurer
Maria Fu, Assistant Secretary Treasurer
Laura Buchanan, Executive Director Human Resources
Liz Baverstock, President, Richmond Teachers' Association
Mark Hoath, President, Richmond Association of School Administrators
Lynne Farquharson, Past President, Richmond Retired Teachers' Association
Wanda Plante, Executive Assistant (Recorder)

Regrets: Richard Lee, Committee Vice-Chairperson

The Chairperson called the meeting to order at 11:05 am

1. APPROVAL OF AGENDA

The agenda was adopted as circulated.

2. APPROVAL OF MINUTES

The minutes of the September 18, 2019 public meeting were approved.

3. HR STAFFING & ENROLMENT UPDATE

The Executive Director, Human Resources updated attendees that district total K-12 enrolment has increased by an estimated 242 students and advised that increases in FTE funded enrolment will result in funding increases but also increased staffing requirements. She further added that the total ELL enrolment (K-12) has increased by

311 students, from the prior year that will result in increased staffing levels under the restored collective agreement language. The Executive Director, Human Resources reported that unfilled non-enrolling teaching positions remain unfilled in the district and advised that all unfilled non-enrolling positions were transitioned into Learning Support/Helping Teacher positions, which have fewer required qualifications. In efforts to attract teachers who may only be able to work in a part time position, these unfilled positions will be re-posted as part time positions, however, some positions may remain unfilled for the entire school year. The Executive Director reported that despite hiring challenges, our schools remain well re-sourced and supported with teachers in positions, however significant obstacles remain with Education Assistant positions being unfilled due to the lack of supply of Education Assistants at this time, although successful REAP graduates will be available to work in the district by mid-November. She highlighted that for the first complete school year, SD38 is expected to receive sufficient CEF staffing to be able to meet collective agreement staffing requirements at the start of the year and noted that the District and the RTA reached an agreement as to how to allocate unused 2018/2019 remedy funding.

Discussion ensued regarding the REAP program and the existing challenges to fill positions for Educational Assistants.

4. FUNDING MODEL REVIEW UPDATE

An overview and timeline of the Funding Model was provided by the Secretary Treasurer in which he advised that an Independent Review Panel was appointed by the Ministry of Education in Feb 2018 to assist in reviewing the current funding model and providing recommendations on a new funding model. A final report which included 22 recommendations was presented in December 2018 by the Independent Review Panel. He further noted the establishment of four working groups 1) Financial Management, 2) Adult and Continuing Education 3) Inclusive Education 4) Online Learning in March 2019-August 2019 to assess the implications of the Panel's recommendations, identify challenges and to provide suggestions. The Secretary Treasurer added that the Ministry of Education will review and may consider implementing per-headcount funding rather than by course for students of Grade 10-12. He noted that a meeting with the Ministry, Board Chairs and Secretary Treasurers is scheduled soon and anticipates that a Ministry funding model will be released by the end of November.

5. **TRUSTEES' EXPENSES FOR THE THREE MONTHS ENDING SEPTEMBER 30, 2019.**
It was agreed to forward the following:

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, 2019 in the amount of \$720.00.

6. **NEXT MEETING DATE – WEDNESDAY, NOVEMBER 20 at 11:00 am**

7. **ADJOURNMENT**

The meeting adjourned at 11:37 am.

Respectfully Submitted,

Ken Hamaguchi, Chairperson
Finance & Legal Committee

**Report to the Board of Education (Richmond) PUBLIC
Finance & Legal Committee**

DATE: November 14 2019
FROM: Laura Buchanan, Executive Director, Human Resources
SUBJECT: CEF & Staffing Report

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

ELL Enrolment

Across the district, all ELL enrolment (K-12) has increased by over 300 students. This increase provides additional operating budget funds, and also requires increased staffing levels under the restored collective agreement language.

Specifically, the 2019-2020 school year has seen a significant increase in ELL elementary enrolment in SD 38 (funded only).

	Total	Level 1	Level 2	Level 3	Level 4
2018/2019 Elementary ELL Enrolment	4432	546	1322	1422	1142
2019/2020 Elementary ELL Enrolment	4773	736	1306	1558	1173
Difference	341	190	-16	136	31

ELL Level 5 is not included in this data, as it does not generate any ELL FTE staffing under the restored language.

Application of Superior Local ELL Non-Enrolling Language:

The application of the restored collective agreement language generates the following required ELL non-enrolling staffing:

	Total	Level 1	Level 2	Level 3	Level 4
2018/2019 ELL FTE Required:	145.68	27.3	52.88	42.66	22.84
2019/2020 ELL FTE Required:	159.24	36.8	52.24	46.74	23.46
Difference:	13.56	9.5	-.64	4.08	0.62

This increased staffing requirement is directly related to the restored language and superior local language. Without this restored language, SD 38 would NOT be required to add this amount of non-enrolling staffing. Prior to the restoration of the language, the district would have applied an enrolment based increase in ELL staffing, which back in 2017 approximated 1/3 of the increase required under the restored language. This would have been contingent on sufficient budget and funding available.

On November 15th, the district submitted to the Ministry of Education a request for additional 13.56 FTE of CEF staffing. We believe many districts are seeing CEF staffing pressures and have also submitted additional FTE requests this fall.

We will update the committee further as this staffing request is addressed by Ministry of Education staff.

The implementation of this additional FTE is currently being discussed between Finance and HR, and HR and the RTA.

General Staffing Update:

As a follow up to information provided to the committee in October:

- The HR recruitment team continues to expend significant time into the recruitment, selection and onboarding of new teachers in our district. At this time, there remains 5.5 FTE positions unfilled across the district.
- The 5.5 unfilled positions will be prioritized for filling ahead of any new FTE generated from the 2019-2020 ELL enrolment growth. The 5.5 FTE are positions that schools had been planning for, some since spring, whereas the new ELL FTE had not been incorporated into any schools' student support planning processes.
- In response to continued recruitment challenges into EA positions as Aspen and ELC, the decision has been made to increase the hours for the LS-EA positions at Aspen and ELC from 32 to 35 hours per week, given the complex nature of the students in these two programs. The addition of the 3 hours is needed for more extensive preparation, consultation and training. All

existing LS-EAs at Aspen and ELC will go from 32 hours to 35 hours; however, if they do not want to increase to 35 hours, they can remain at 32 hours. The increase of 3 hours will be funded by the 2019/2020 LIF budget which at this time, is able to fund staffing for those two sites.

- REAP graduates are in the process of being interviewed and offered positions contingent upon successful completion of their EA training program. These graduates will be available to work in the district in mid-November.

CEF - Remedy

In late September, the District and the RTA reached an agreement as to how to allocate unused 2018/2019 remedy funding. Schools have now completed their plans for the expenditure of their allocations funds and all spending plans have been approved by the district committee. The allocated funds total \$210,000 across the district. It is hoped and expected that all funds under these spending plans will be expended by June 30 2020.

At the same time, remedy for 2019/2020 has now begun accruing for affected teachers. As was the case the past two years, it is expected to be very challenging for teachers to be able to fully utilized all accumulated remedy during the course of 2019/2020, due to continuing shortages of TTOCs.

On November 15 2019, the district reported to the Ministry of Education required remedy funding for 2019/2020.

CEF – Provincial Arbitration Decision – Implementation for SD 38

In late August, a significant provincial arbitration decision was issued. That provincial arbitration decision has impacted the class composition and remedy rules in our district. The district is currently in the process of developing a plan for assessing the full scope of the impact.

At the current time, we know that one consequential impact of the arbitration decision is that in our district, Category H will now be considered a High Incidence category for the purposes of class composition and remedy ONLY. Previous to the arbitration decision, Category H was considered a Low Incidence category. There is no impact of any other kind with respect to this change. This change does have the potential to change how classes and students are organized for the 2020/2021 school year.

The district work that is currently underway is with respect to the impact on Category G and Q and how these designations count for class composition and remedy ONLY. Again, there is no other impact with respect to these categories. This work has the potential to significantly impact the number of students that count for class composition purposes. Again, the only impact is with respect to the determination of compliance with collective agreement class composition requirements.

The Ministry of Education has introduced a new report for completion in direct response to this arbitration decision, to seek to understand the varied impact of this arbitration decision. The timeline for completion of the report is December 20 2019.

As this district work referenced above gets underway, the Committee will be updated at future meetings.

**School District No. 38 Richmond
2020/2021 Budget Process Timeline**

