

Policy Committee
Public Meeting Agenda

Monday, May 13, 2024 – 11:00 am
via Zoom

<https://sd38.zoom.us/j/68195758296>

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, 2024 attached.
- 3. Policy 400-R5: Smoking and Alcohol Consumption**
Policy 804.1-R: Community Use of District Facilities
Report from the Deputy Superintendent attached.
- 4. Policy 104: Acceptable Use of Information and Communication Services**
Verbal update re: “cellphone policy” from the Executive Director, Learning and Business Technologies
- 5. Status of Current and Anticipated Items**
Status Update attached.
- 6. Next Meeting Date – Monday, June 10, 2024 at 11:00 am**
- 7. Adjournment**

Policy Committee
Public Meeting Minutes

Monday, April 15, 2024 – 11:00 am
Via Zoom

Present:

Chairperson	D. Tablotney
Vice Chairperson	D. Yang
Trustee Alternate	H. Larson
Trustee	A. Wong
Superintendent	C. Usih
Deputy Superintendent	R. Ryan
Secretary Treasurer	C. Wang
President, Richmond Teachers' Association	L. Baverstock
1 st Vice President, Richmond Teachers' Association	S. Wenglowski
2 nd Vice President, Richmond Teachers' Association	F. Marsic
3 rd Vice President, Richmond Teachers' Association	J. Cho
President, Richmond Association of School Administrators	G. Fitt*
Vice President, Richmond Association of School Administrators	A. Goulas
Executive Assistant (Recording Secretary)	J. Coronel

*Present for a portion of the meeting

Regrets:

Trustee Member	R. Belleza
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The Chairperson called the meeting to order at 11:02 am.

The Richmond Board of Education acknowledged and thanked the First Peoples of the hən̓q̓əmi̓n̓əm 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

Minutes of the meeting held February 12, 2024 were approved as circulated.

3. Policy 200: Trustee Role, Responsibilities and Code of Ethics

The Secretary Treasurer spoke to her report as included in the agenda package. The Chairperson also shared the collaborative process undertaken by trustees and staff to revise Policy 200.

In response to a trustee's comment on the timeline for policy approval in relation to the Ministry's April 2024 deadline for school boards, the Secretary Treasurer offered to inform the Ministry that the revision of the board's Trustee Code of Ethics is in the final stages of approval.

The Committee then agreed to forward the following **RECOMMENDATION** to the Board:

THAT the Chairperson of the Policy Committee bring forward a Notice of Motion to the Board of Education at the April 24, 2024, public meeting that a recommendation for the board's consideration will be presented at the May 22, 2024, public meeting to approve revisions to Policy 200/200-R1 and 200-R2: Trustee Role, Responsibilities and Code of Ethics.

G. Fitt joined the meeting at 11:11 am.

4. Policy 204-R: Creation and Revision of Policy and Regulations

The Deputy Superintendent spoke to his report as included in the agenda package.

The Committee then agreed to forward the following **RECOMMENDATION** to the Board:

THAT the Chairperson of the Policy Committee bring forward a Notice of Motion to the Board of Education at the April 24, 2024, public meeting that a recommendation for the board's consideration will be presented at the May 22, 2024, public meeting to approve minor revisions to Policy 204-R.

5. Status of Current and Anticipated Items

The Deputy Superintendent spoke to the updated status document included in the agenda package. Following an inquiry from the President of Richmond Teachers' Association, the Superintendent clarified that the revision of Policy 105-R: District Code of Conduct will become an emergent item due to the recently issued Guidelines for Personal Devices from the Ministry, with a deadline for districts to have their cellphone restriction policy in place by September 2024.

In response to a trustee's question, the Superintendent explained that information will be forthcoming from the Ministry regarding provincial legislation prohibiting disruptive protests outside of schools.

6. Next Meeting Date – Monday, May 13, 2024 at 11:00 am.

7. Adjournment

The meeting adjourned at 11:35 am.

Respectfully Submitted,

*Debbie Tablotney
Chairperson, Policy Committee*

Report to the Policy Committee (Public)

Date: May 13, 2024

From: Rick Ryan, Deputy Superintendent

Subject: **Revisions to Policy 400-R5: Smoking and Alcohol Consumption, and Policy 804.1-R: Community Use of District Facilities**

RECOMMENDATION:

That the Policy Committee recommend to the Board of Education that revised Policy 400-R5: Smoking and Alcohol Consumption, and Policy 804.1-R: Community Use of District Facilities be referred to Partner Group Review Process for the period of May 23 to June 28, 2024.

INTRODUCTION:

The purpose of this report is to provide a draft timeline, background information, and proposed revisions to Policy 400-R5 and 804.1-R.

BACKGROUND:

From time to time, staff will bring forward revisions to existing policies and/or regulations for Policy Committee's consideration. Ultimately, all revisions supported by Policy Committee will require approval at a public meeting of the Board of Education.

POLICY CONSIDERATIONS:

The proposed revisions to Policy 400-R5 and 804.1-R are guided by an identified vulnerability contained in two board policies which can allow for the consumption of alcohol on district property. Staff have received guidance from the district insurance provider and legal counsel regarding the proposed changes.

At the Board of Education In-camera Meeting held on January 24, 2024, the following motion was passed:

***THAT** until such a time that the Board of Education (the Board) has reviewed the policies, that the Board suspend the current language in Policy 804.1-R and Policy 400-R5 with respect to the Superintendent's ability to approve requests for consumption of alcoholic beverages on district property.*

At a special meeting of the Board of Education (In-camera) held on February 2, 2024, the following motion was passed:

***THAT** the Board of Education authorize the Superintendent of Schools to communicate the Board's decision regarding alcohol consumption on school property with staff and public as appropriate.*

Subsequent to the April 15th Policy Committee In-camera Meeting, and at the request of Policy Committee, staff consulted with the legal counsel regarding proposed changes to Policy 400-R5. Counsel input is identified in blue on Policy 400-R5 track changes document.

LEGISLATIVE CONSIDERATIONS:

School Act - Section 85: Power and Capacity

For the purposes of carrying out its powers, functions, and duties under the School Act, a board has the power and capacity to determine local policy.

PROPOSED TIMELINE:

Dates	Meeting	Comments
February 12, 2024	Policy Committee (In-camera)	Initial discussion with Policy Committee for trustee guidance and input.
April 15, 2024	Policy Committee (In-camera)	Report submitted to Policy Committee (In-camera) with draft policy revisions attached. Opportunity for trustee review and feedback.
May 13, 2024	Policy Committee (Public)	Draft revised policy incorporating trustee feedback submitted to Policy Committee (Public). Recommendation to place into Partner Group Review Process from May 23, 2024, to June 28, 2024.
May 22, 2024	Board of Education (Public)	Possible Board approval for entry into Partner Group Review process from May 23, 2024, to June 28, 2024.
May 23, 2024, to June 28, 2024		Partner Group Review process
September 2024 (TBD)	Policy Committee (Public)	Final revisions based on results of Partner Group Review process. Possible Notice of Motion for approval at September board meeting.
September 2024 (TBD)	Board of Education (Public)	Possible Notice of Motion to September board meeting for final approval at October board meeting
October 2024 (TBD)	Board of Education (Public)	Recommendation for board approval of revised policy.

Respectfully submitted,

*Rick Ryan
Deputy Superintendent*

Attachments:

- 1. Policy 400-R5 with proposed revisions (track changes & clean versions)*
- 2. Policy 804.1-R with proposed revisions (track changes & clean versions)*

HUMAN RESOURCES

Policy 400-R5

Smoking, ~~Vaping~~, Alcohol and Drug Consumption/Misuse on Board-Owned and Leased Property and in Board Vehicles

Smoking ~~and Vaping~~

It is the Board's duty to take reasonable measures to ensure the safety and health of employees and students while they are on Board-owned and leased property, and in Board vehicles, and to safeguard the Board's property from fire hazards. For these reasons, the Board prohibits anyone from smoking ~~or vaping~~ on Board-owned and leased property and in Board vehicles.

Alcohol and Drug Consumption/Misuse,

The Board prohibits any employee, ~~contract service provider, volunteer or representative, while on district business~~, on or off the school district premises, ~~from consuming alcohol, cannabis, or purchasing, transferring, using, or possessing illegal drugs as defined in the Government of Canada Controlled Substances Act Section 4(1)~~. The ~~misuse of~~ prescription drugs is also prohibited.

The above prohibitions while ~~on district business~~ include, but are not limited to, persons engaged in ~~supervision of students on field trips of all varieties~~.

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HUMAN RESOURCES

Policy 400-R5

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Smoking and Vaping

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Alcohol and Drug Consumption/Misuse

The Board prohibits any employee, contract service provider, volunteer or representative, while **on district business**, on or off the school district premises, from consuming alcohol, cannabis, or purchasing, transferring, using, or possessing illegal drugs as defined in the Government of Canada Controlled Substances Act Section 4(1). The misuse of prescription drugs is also prohibited.

The above prohibitions while **on district business** include, but are not limited to, persons engaged in supervision of students on field trips of all varieties.

COMMUNITY RELATIONS

Policy 804.1-R

Community Use of District Facilities

Richmond School District facilities may be used by individuals, groups, or organizations within the community according to the following guidelines:

Priority for the Use of District Facilities

The following order of priority will be adhered to in the use of school facilities:

1. District educational activities including early learning programs and extra-curricular programs.
2. Childcare programs (both operated privately, or Board operated).
3. Richmond Continuing Education classes.
4. School community groups.
5. Groups booked through the City of Richmond.
6. Others.

Once a reservation is accepted through the Facility Rentals, cancellation will only occur if the facility reserved is required by the school, by Richmond Continuing Education, or for some special function such as an election. A minimum of seven (7) days' notice will normally be given in the event that cancellation is necessary.

Priority for the Use of Neighbourhood Learning Centres

In the case of a Neighbourhood Learning Centre (NLC), priority for usage will be given to community groups and/or organizations which:

1. Serve the Richmond community.
2. Encompass the broad spectrum of literacy.
3. Are of mutual benefit to both the school and the community at large.
4. Are non-profit.
5. Provide an array of services, support, and resources for individuals from infants to seniors.

Liability

Individuals, groups, or organizations using District property are responsible for securing accident insurance protection and must provide the District with evidence of coverage. The Board carries liability insurance to indemnify it against its liability as the owner of the school and facility, and the negligence of its employees in carrying out their employment duties. Thus, the Board will only be liable when negligence on the part of the Board or an employee is proven by the individual(s) suffering the injury or damage.

Equipment

District equipment may be used only with the permission of the school principal.

Alcohol, Cannabis, Illegal Drugs, Smoking, and Vaping on District Property

The Board prohibits on district property, the consuming of alcohol, cannabis, or purchasing, transferring, using, or possessing illegal drugs as defined in the Government of Canada Controlled Substances Act Section 4(1). Smoking and vaping are also prohibited.

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Damage, Loss, or Theft

Groups using school district facilities ~~accept responsibility for the cost of repairing any damage occurring during community use, and/or of replacing any equipment lost or stolen during such use; and pay any resultant costs.~~ Any group failing to pay charges associated with the use of the school will forfeit future privileges. In addition, the Board reserves the right to take appropriate action to recover such costs and charges.

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Reservation and Cancellation

A minimum of one week's notice is required for a reservation and for cancellation.

Rental Charges

The Board, in accordance with District Policy 804.4 – Fees for Use of District Facilities, ~~sets and annually reviews~~ a Schedule of Charges for the use of District facilities. The Schedule of Charges ~~will~~ be available on the District website and from the Facility Rentals Office.

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Special requests for access to District facilities which are not covered by the normal regulations and the established schedule of charges may be submitted, in writing, to the Secretary-Treasurer for approval. Charges for such special rental situations ~~will~~ be set on an individual basis by the Secretary-Treasurer.

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For a request to be considered for a no-cost rental of NLC space, all of the following criteria must be met:

- All organizations must be non-profit community groups.

The non-profit organization must provide evidence to the Richmond School District that it is operating on a non-profit basis, and its program must provide a definitive community service for residents of Richmond in one, or ~~more~~, of the following areas:

1. Promoting and enhancing the broad spectrum of literacy.
2. Enhancing the provision of childcare programs that practice the shared principles of early learning, Indigenous reconciliation, and inclusivity.
3. Improving learning for those who are economically disadvantaged.

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In its request for the use of the NLC, the non-profit organization must submit an outline of their program to the District that includes:

1. The objectives of the program.
2. A profile of the clientele being served.
3. A schedule of dates and times for the use of the NLC.
4. The space, furniture and other infrastructural needs of the program.
5. The estimated number of clients and staff involved in the program.
6. The processes involved in assessing the success of the program in meeting its objectives.

- The rental should be for a short term period only.
- The request, when considered in conjunction with other approved no-cost rentals of NLC space, must result in a mix of users, programs and agencies that represents the broad spectrum of Richmond community services.

The intent of the criteria in this step is to ensure that the no-cost option is available to as broad a spectrum of non-profit user groups as possible, so that the many segments of the Richmond community that require support can benefit without any group dominating the use of the space at the expense of others.

Capacity

Occupancy/seating capacity of each facility will be limited, as determined by Fire Marshall

regulations.

Forfeiture of Use

In the event of violation of any of the provisions outline above, the Board reserves the right to cancel the use of any school facility and/or equipment.

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Childcares

Licensed childcare programs are permitted to license space that is not required for K-12 educational programs, early learning programs or extra-curricular activities in school facilities or on school grounds and/or to locate a portable building on school grounds, provided that their program will not unfavourably impact student safety, affect District programs and meet requirements of local government. Use of any school facility by a childcare operator requires a written agreement through a License to Occupy. Applicants must meet all District, municipal and childcare licensing requirements.

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Should a relocation of an existing licensed childcare operator or termination of an existing childcare license be necessitated, the Board must, without delay, provide the Minister of Education and Child Care with written notification of the decision in a form and with the information specified by the Ministry of Education and Child Care.

Board Concurrence: 05 March 1990
Board Concurrence with Revision: 28 August 1995
Board Concurrence with Revision: 18 September 1995
Board Concurrence with Revision: 22 April 2014
Adopted Revisions: 23 February 2022

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Adopted Revisions: 23 February 2022

POLICY COMMITTEE: STATUS OF CURRENT AND ANTICIPATED ITEMS

COMPLETED		
	Policy	Dates & Actions
1	Policy 101: Goals and Objectives	Revised policy approved in May 2023
2	Policy 201: Board Operations	Revised policy approved in June 2023
3	Policy 311/311-R: Freedom of Information and Protection of Privacy	New policy approved in June 2023
4	Policy 621/621-R: Financial Planning and Reporting and Policy 631-R: Accumulated Operating Surplus and Capital Reserves	Revised policy approved in June 2023
5	Policy 402/402-R: Public Interest Disclosure Policy	New policy approved in December 2023
6	Policy 701.2-R: Capital Project Design Review Process	Revised policy approved in March 2024

IN PROGRESS		
	Policy	Dates & Actions
1	Policy 200: Trustee Role, Responsibilities and Code of Ethics Senior Staff Responsible: Cindy Wang	<ul style="list-style-type: none"> • Initial IC discussion on proposed timelines and scope of revisions (Sept 2023) • Trustee Workshops on this item have been scheduled for October & November 2023 • IC report on draft revised policy incorporating trustee feedback shared with Committee (Feb 2024) • Public report on draft revised policy, with Recommendation for Notice of Motion for approval at April board meeting (Apr 2024) • For final approval in May board meeting (May 2024)
2	Policy 204-R: Creation and Revision of Policy and Regulations Senior Staff Responsible: Rick Ryan	<ul style="list-style-type: none"> • IC report on draft revised policy with housekeeping revisions shared with Committee (Feb 2024) • Public report on draft revised policy, with Recommendation for Notice of Motion for approval at April board meeting (Apr 2024) • For final approval in May board meeting (May 2024)
3	Policy 400-R5: Smoking and Alcohol Consumption Policy 804.1-R: Community Use of District Facilities Senior Staff Responsible: Rick Ryan	<ul style="list-style-type: none"> • Public report on draft revised policy, with Recommendation to place into Partner Group Review Process from May 23 to June 28, 2024 (May 2024)

POLICY COMMITTEE: STATUS OF CURRENT AND ANTICIPATED ITEMS

ANTICIPATED		
	Policy	Dates & Actions
1	<p>Policy 102: Diversity and Inclusion</p> <p>Senior Staff Responsible: Christel Brautigam</p>	<ul style="list-style-type: none"> • DEI Advisory Committee Policy Update (Dec 2022) • Public report on revised policy checklist from DEI Advisory Committee; Revised policy checklist approved by Policy Committee (Jan 2023) • Policy revision placed on hold to align with an anticipated Ministry DEI framework
2	<p>Policy 103 Bylaw: Complaints by Students, Parents & the Public</p> <p>Senior Staff Responsible: Rick Ryan</p>	<ul style="list-style-type: none"> • Anticipate submission of revised policy to public meeting in 2024
3	<p>Policy 105-R: District Code of Conduct: How we Learn and Work Together Personal Use of District Supplies, Equipment and Facilities</p> <p>Senior Staff Responsible: Cindy Wang</p>	<ul style="list-style-type: none"> • Public report on draft revised policy (Feb 2021) <ul style="list-style-type: none"> - Committee agreed that there would be more discussion and review around process for the revision to be brought back at a later date • Anticipate submission of revised policy to public meeting in 2024
4	<p>Policy 502: Student Behaviour and Discipline</p> <p>Policy 502.1: Maintenance of Orderly Conduct</p> <p>Policy 502.2/502.2-R: Student Suspension or Exclusion from School</p> <p>Policy 502.3/502.3-R: Student Possession of Weapons</p> <p>Senior Staff Responsible: TBD</p>	<ul style="list-style-type: none"> • Update provided by Deputy Superintendent. Policies and regulations will be updated in with District Code of Conduct and brought back to the Committee for further review and feedback (Jan 2021) • Anticipate submission of revised policy to public meeting in 2024
5	<p>Policy 522/522-R: Transportation</p> <p>Senior Staff Responsible: Cindy Wang/Jane MacMillan</p>	<ul style="list-style-type: none"> • Anticipate submission of revised policy to public meeting in 2024
6	<p>Policy 701.11/701.11-R: Naming and Renaming of Board Owned Facilities or Parts of Board Owned Facilities</p> <p>Senior Staff Responsible: Rick Ryan</p>	<ul style="list-style-type: none"> • Update for information from the Deputy Superintendent (Mar 2022) • Policy revision and development placed on hold to allow for the Anti-Racism Working Group Report to the Board • Policy 102 will be reviewed/refreshed to inform and ensure alignment with a redrafted Policy 701.11/701.11-R

POLICY COMMITTEE: STATUS OF CURRENT AND ANTICIPATED ITEMS

ANTICIPATED		
	Policy	Dates & Actions
7	<p>Policy 701.12/701.12-G: Official School Openings</p> <p>Senior Staff Responsible: Cindy Wang</p>	<ul style="list-style-type: none"> • Anticipate submission of revised policy to public meeting in 2024
8	<p>PHASE 3 - Policy Section 700: Facilities:</p> <p>Policy 703.1 - Accident Prevention and Safety Procedure</p> <p>Policy 703.2 - First Aid and Accident Reports</p> <p>Policy 703.5 and Regulation 703.5-R - Health and Safety</p> <p>Policy 703.6 and Regulation 703.6-R - Protection of Employees from Violence in the Workplace</p> <p>Policy 705 and Regulation 705-R - Telephones</p> <p>Policy 706 - Smoke Free Environments</p> <p>Policy 703.7 and Regulation 703.7-R - Closure of Schools Due to Emergent Conditions</p> <p>Policy 707 and Regulation 707-R - Post Disaster Procedures</p> <p>Policy 708 and Regulation 708-R - Video Surveillance</p> <p>Senior Staff Responsible: Cindy Wang</p>	<ul style="list-style-type: none"> • Anticipate submission of revised policy to public meeting in 2024

Policy Placeholder:

Policy 104: Acceptable Use of Information and Communications Services