

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

**MINUTES OF PUBLIC MEETING OF POLICY COMMITTEE**

Date: Monday, May 1, 2017 at 10:30am  
Board Room, Main Floor, Administration Building

Present: Sandra Nixon, Chairperson  
Donna Sargent, Vice Chairperson \*\*  
Debbie Tablotney, Member \*  
Alice Wong, Trustee  
Sherry Elwood, Superintendent of Schools  
Al Klassen, President, Richmond Teachers' Association  
Janice – Parent  
Colleen – Parent  
Patti – Parent  
Flora – Parent  
Sarri – Parent  
Gail Hackenbruch, Executive Assistant (Recording Secretary)

\* Joined the meeting in progress

\*\* Present for a portion of the meeting

The Chair called the meeting to order at 10:38am

**1. ADOPT AGENDA**

The agenda was adopted as presented.

*Trustee Tablotney entered the meeting at 1039am.*

**2. APPROVE MINUTES**

The minutes of the meeting held April 3, 2017 were approved as circulated.

**3. POLICY 100 VISIONING TASK FORCE**

Minutes of meeting held April 19, 2017 were provided for information. The Chair noted the discussions at the April 12 Learning Café, the artifacts submitted, next meeting dates and reporting out timeline. Attendees had comments and questions on: the consultation for proposed revisions to this policy; the development process for the revised vision, mission and values for the district; the timeline for presentation of the draft of the proposed revisions. It was advised that implementation of the new policy is projected for January 2018.

**4. SOGI/GENDER DIVERSITY POLICY DEVELOPMENT PLAN AND TIMELINES**

A memorandum from the Superintendent of Schools was included with the agenda package. The Chair advised on an amendment to the April date that would move into the May 2017 timeline. Attendees had questions and comments on: recruiting student representatives; timeline for the development plan; strategies for obtaining feedback and the type of feedback mechanisms anticipated.

**5. POLICY 105: DISTRICT CODE OF CONDUCT**

The Chair advised that this was anticipated as a walk in item. The Superintendent of Schools advised that for various reasons she had not been able to provide a written memo for this meeting.

She spoke to the feedback received, all of which the Board had seen, advised that she had reviewed and themed the feedback and is now determining what may change from the original proposed revisions as a result of that feedback from staff, stakeholders and the public and noted that the proposed changes would be provided in draft form to the June 5 meeting of the Policy Committee for any additional suggestions. She then noted that a Notice of Motion would be provided to the June 5 public meeting of the Board with final approval of the proposed revisions at the June 19, 2017 public meeting. Attendees had comments and questions on: the opportunity to provide further comments on the proposed revisions to the Code of Conduct at the June 5 public meetings of both Policy Committee and the Board.

*Trustee Sargent left the meeting at 11:02am. during the above item.*

**6. POLICY 703.7 and 703.7-R: CLOSURE OF SCHOOLS DUE TO EMERGENT CONDITIONS AND 703.7-G: CLOSING OF SCHOOLS (SNOW DAYS)**

The current Policy, Regulation and Administrative Guidelines were included with the agenda package. The Superintendent advised that the policy and the message on the district website do not connect and a minor revision may be required. Attendees had comments and questions on: gathering input from district operations staff to ensure what they do is reflected and ideas from the community that would provide the necessary information during snowy weather.

**ACTION:** The Superintendent will gather feedback from district staff and stakeholders on potential housekeeping changes to Policy 703.7, 703.7-R *Closure of Schools Due to Emergency Conditions* and 703.7-G: *Closing of Schools (Snow Days)* and this item will return to a meeting of Policy Committee in the fall 2017.

**7. POLICY REVIEW STATUS [standing item]**

The policy status to April 28, 2017 was included with the agenda package for information. Attendees had comments and questions on: how to know which policies may be coming up for review and the type of review, such as a full policy revision, that is anticipated by staff.

**ACTION:** The Recording Secretary was asked to provide the history on Policy 201: *Bylaw: Board Operations* and provide to Policy Committee members.

**ACTION:** The Recording Secretary to revise the policy status document to include a column that identifies, where possible, whether policies and regulations may be coming forward as a housekeeping item or the full review process.

**8. POSSIBLE AGENDA ITEMS FOR NEXT MEETING**

Policy 100 update; District Code of Conduct; Field Trips.

**9. NEXT MEETING DATE**

The next meeting is scheduled for Monday, June 5, 2017 at 10:30am.

**10. ADJOURNMENT**

The meeting adjourned at 11:25am.

Respectfully Submitted,



Sandra Nixon, Chairperson  
Policy Committee