

POLICY COMMITTEE
Monday, April 16, 2018 @ 10:30am
Board Room, Main Floor, ADMIN BUILDING

PUBLIC MEETING AGENDA

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

1. INTRODUCTIONS

2. ADOPT AGENDA

3. APPROVE MINUTES

Attachment: Minutes from meeting held March 12, 2018

4. SOGI POLICY PROCESS

Verbal update by Superintendent

5. POLICY REVIEW STATUS [standing item]

Attachment: Status to March 30, 2018

6. AGENDA ITEMS FOR UPCOMING MEETINGS

Attachment: Status to April 11, 2018

7. NEXT MEETING DATES

Meetings are scheduled for 10:30am on the following dates: Monday, May 14 and Monday, June 18.

8. ADJOURNMENT

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

MINUTES OF PUBLIC MEETING OF POLICY COMMITTEE

Date: Monday, March 12, 2018 at 10:30am
Board Room, Main Floor, Administration Building

Present: Sandra Nixon, Chairperson
Donna Sargent, Vice Chairperson
Sherry Elwood, Superintendent of School
Tim McCracken, 1st Vice President, RTA
Gail Hackenbruch, Executive Assistant (Recording Secretary)

Apologies: Alice Wong, Member

The Chair called the meeting to order at 10:37am.

1. INTRODUCTIONS

Nil.

2. ADOPT AGENDA

The agenda was adopted as presented.

3. APPROVE MINUTES

The minutes of the meeting held Monday, February 19, 2018 were approved as circulated.

4. SOGI POLICY

The draft proposed SOGI Policy, regulations and administrative guidelines were included with the agenda package. The Superintendent advised that the SOGI Working Group would meet later on March 12 to discuss the consultation pieces, a detailed consultation process and would also assist with the design of the FAQ that would be placed on the district website. she then updated on the feedback process advising that trustees and the SOGI Working Group would receive and consider the feedback and that the Working Group would help influence the final policy. Attendees had comments and questions on: the helpfulness of the development of the FAQ; developing materials to include as information packages for PACs and other stakeholder groups; the plan for public information sessions; the process and timeline for the SOGI Working Group to consider the feedback; the April 12 to June 4 consultation timeline; and the strength in the diversity of the composition of the SOGI Working Group that has drafted the proposed (new) policy.

5. POLICY REVIEW STATUS [standing item]

The policy status document to February 28, 2018 was included with the agenda package for information.

The Chair advised that an update on those policies that the Committee anticipates making significant progress with, as well as the plan for dealing with those other items on the list by the end of this Board's term in October 2018 would be provided to the April 16, 2018 meeting. It was suggested that this update could be passed along to the next elected Board as an information piece.

6. POSSIBLE AGENDA ITEMS FOR NEXT MEETING

Update on Policy 100 Art Contest that will be launched after the approval of the proposed revisions to Policy 100: Vision, Mission, Values.

7. NEXT MEETING DATES

Meetings are scheduled for 10:30am on the following dates: Monday, April 16, Monday, May 14 and Monday, June 18.

8. ADJOURNMENT

The meeting adjourned at 11:02am.




Respectfully Submitted,



Sandra Nixon, Chairperson
Policy Committee

DRAFT

STATUS OF POLICIES
AT MARCH 30, 2018

	Completed after Approval of New Policy Framework
	In Revision/Discussion Process
	Awaiting Review

POLICY	STATUS	COMMENTS/ACTION	REVIEW
Policy 501.8, 501.8-R: Student Admissions, Registration Placement and Transfer	<u>In Development</u> Mar 12/18 – Discussed at Policy Com. Feb 19/18 – Discussed at Policy Com. Nov 20/17 – Discussed at Policy Com. Oct 16/17 – Discussed at Policy Com. Jun 05/17 – Review will be required.	Mar 12/18 – Current proposed changes and how the Long Range Facilities Plan may affect this policy discussed. This item will return to Policy Com. in May 2018 for further discussion of the changes. Feb 19.18 – Discussed at meeting and suggested changes to be made. Item will return to Mar 12/18 Policy Com. meeting. Nov 20/17 – Update provided and will return to Feb Policy Com. meeting. Oct 16/17 – This will return to Policy Committee in November or December 2017 for an update on potential revisions. Jun 05/17 – Briefly discussed and a review is necessary due to the Supreme Court of Canada ruling on class size and composition and the need for additional space in schools. Schedule for Policy Com in fall 2017.	Housekeeping Changes to Policy Anticipated.
Policy 300-R(B): <i>Selection and Appointment of Administrators</i>	<u>In Development</u> (for comprehensive review) Jan 19/18 – Updated on at Policy Com. Jan 15/18 – Updated on at Policy Com. Nov 20/17 – Updated on at Policy Com. Jun 05/17 – Brief update provided to Policy Com. May 1/17 – Update provided at Policy Com.	Feb 19/18 – Discussed and further revisions suggested. Anticipated return to Mar. 12/18 meeting but was not discussed. Now anticipate returning to April or May meeting. Jan 15/18 – Options discussed and further changes suggested. Items return to Feb 2018 in-camera meeting. Nov 20/17 – Option for proposed changes will be provided to Jan 15/2018 meeting. Jun 19/17 – Board reviewed proposed changes. Jun 05/17 – Update was provided on proposed revisions. Will return to future Policy Com. May 1/17 – Verbal update on potential revisions.	Full policy review process anticipated.

CONTINUED Policy 300-R(B): <i>Selection and Appointment of Administrators</i>	Feb 20/17 – Discussed at Policy Com. Oct 24/16 – Discussed at Policy Com. Sep 19/16 – Discussed at Policy Com. Jun 6/16 – Draft revised policy initial review. Apr 4 and May 16/16 – Discussed at Policy Com.	Feb 20/17 – Minor housekeeping changes proposed. Nov 21/16 – To be discussed at future meeting of Policy Com. Sep 19/16 – Potential options for various revisions discussed. Jun 6/16 – Review of proposed revised policy took place over the summer and continues.	Feb 20, 2017 – Minor revisions made and considered as housekeeping
SOGI Policy	<u>Step 2</u> Mar 12/18 - Update at Policy Com. Feb 19/18 - Update at Policy Com. Jan 15/18 – Discussed at Policy Committee in-camera. Nov 20/17 – Update at Policy Com. Jun 05/17 – Update at Policy Com. May 1/27 – Update at Policy Com. Mar 6/17 – Initial discussion at Policy Com.	Mar 12/18 – Discussion at Policy Com. on consultation process, community engagement. Notice of Motion presented to Board for placement of proposed new policy into stakeholder review process on Apr 12/18. Feb 19/18 – Discussed at Policy Com. Draft Policy to be presented to Mar 12/18 public Policy Com. meeting. It was agreed that a notice of Motion will be provided to the Mar 14/18 Board Meeting with a recommendation to place the draft proposed policy into stakeholder review process on Apr 11/18. Jan 15/18 – A revised timeline for this Policy was discussed. An update on the revised timeline was provided in public. Nov 20/17 –Verbal update provided. Anticipate further update in Jan 15/18. Jun 19/17 – The initial meeting took place. Jun 05/17 – Initial meeting of working group that will develop policy is currently being planned. May 1/17 – Board approved the policy development plan and timeline. Anticipate draft policy late fall 2017. Mar 6/17 – Initial discussion.	Full policy review process anticipated.
Policy 704: <i>Retirement of School Facilities</i>	<u>In Development</u> Nov 20/17 –Discussed at Policy Com. Nov 21/16 – Discussed at Policy Com. Oct 24/16 – Discussed at Policy Com. Sep 19/16 – Discussed at Policy Com. Larger discussion planned. Oct 24/16 - Initial discussion.	Nov 20/17 – Discussed and it was suggested that the review would take into account the LRFP and could potentially be in 2019. Will return for discussion and review once LRFP is completed. Nov 21/16 –Discussion on splitting this policy into school closures and disposition of facilities. Review and feedback process also discussed. At conclusion of school closure process, this policy and regulation will be reviewed for any necessary updating.	Full policy review process anticipated.

Policy 513.2: <i>Field Trips</i>	<u>In Development</u> Oct 16/17 – Update provided on status at Policy Com. Jun 05/17 - Discussed at Policy Com. Feb 20/17 – Initial discussion at Policy Com.	Dec 13/17 – The Working Group met and this item will be delayed until May 2018 meeting of Policy Com. Oct 16/17 – Update provided on the pilot at schools. This will return to Policy Committee in January 2018. Jun 05/17 – Update provided and the pilot extended with a report anticipated in the fall 2017. Feb 20/17 – Proposed revisions to align policy with updated field trip practices presented. Policy Com. had further suggestions. Will return to Policy Com. Meeting.	Full policy review process anticipated.
Policy 804.8: <i>Commercialism</i> (previously 1004.8) 400-1R: <i>Employee Conflict</i> 804.9: <i>Donations to Schools</i> (previously 1004.9) 602.7– <i>Gifts, Grants and Benefits</i> (previously 802.7) 805.4– <i>Money Raising Activities at Schools</i> (previously 605.4) 602.9.1-R <i>General Principles for Revenue Generating Activities</i> (previously 802.9.1-R)	<u>In development</u> Jan 23/17 – Update from Superintendent. Nov 21/16 – Update from Superintendent. Oct 24/16 – Update from Superintendent. Sep 19/16 – Discussed at Policy Com. Jun 6/16 – Draft revised policy presented for initial review. May 16/16 – Discussed at Policy Com. Will return to Jun 6/16 meeting. Apr 4/16 – Discussed at Policy Com. Policy Com. Trustees will meet with Sup. to discuss this Policy. Apr 25/16 Discussed at Policy Com.	Jan 23/17 – Superintendent advised on meeting with RDPA President; questions answered and clarity had been provided. The policy will be reviewed for possible updating at a future date. Jun 6/16 - Review of proposed revised policy will continue over summer and return to Sep 19/16 Policy Committee meeting. Apr 25/16 Policy Com. Trustees & Superintendent discussed comparative commercialism policies. Apr 27/15 - Policy Committee discussed various policies related to PAC fundraising or money raising activities in schools that require review. Questions were raised by the PAC Executive about clearly defining the fundraising role of PACs. There are currently some conflicting policies. A review of all policies related to PAC fundraising or money raising activities will be done and return to Policy Com.	Full policy review process anticipated.

Policy 804.1: <i>Community Use of Schools</i>	<u>In Development</u> Nov 21/16 – Discussed at Policy Com. Jun 6/16 – Discussed at Policy Com.	Nov 21/16 - There was discussion on whether to review this policy in conjunction with Policy 704: <i>Retirement of School Facilities</i> . Discussed at the Feb 15, Mar 7, Jun 6, and Nov 21, 2016 meetings of Policy Com. Will return to Policy Committee at the conclusion of LRFP process.	Full policy review process anticipated.
Policy 701.2 and 701.2-R: <i>School Building Planning Review Process</i>	<u>In Development</u> May 1/17 –Discussed at Policy Committee	May 2017 – Briefly discussed and staff indicated a comprehensive review is required with projected timing for commencement in the Fall 2017.	Full policy review process anticipated.
Policy 522 and 522-R: <i>Transportation</i>	<u>In Development</u> Mar 2017 – A review will be required.	Mar 2017 - Discussed at Policy Committee and will be added for review upon completion of the Long Range Facilities Plan.	Full policy review process anticipated.
Policy 201: BYLAW: <i>Board Operations</i>	<u>In Development</u> Mar 12/18 - Discussed at Policy Com. Feb 19/18 – Discussed at Policy Com. Sep 19/16 – Discussed at Policy Com.	Mar 12/18 – The updates to terms of reference of standing committees anticipated at May 2018 meeting. Feb 19/18 – Discussion regarding an update required to add Facilities & Building terms of reference to the Bylaw concluded with a decision to wait until all other terms of reference have been reviewed. This Bylaw will be reviewed for any necessary updates at a future meeting of Policy Com.	Full policy review process anticipated.
Policy Nos. 515-517 Range: Education: Programs	<u>In Development</u> Jan 15/18 – Discussed at Policy Com.	Jan 15/18 – A review of policies in the 515-517 range related to student learning is required and will be reviewed once anticipated advice and direction from the Ministry has been received.	Full policy review process anticipated.

STATUS OF POLICIES
AT MARCH 30, 2018

POLICY	STATUS	COMMENTS/ACTION	REVIEW
Policy 707 and 707-R: <i>Post Disaster Procedures</i>	<u>In Development</u> Nov 20/17 – Discussed at Policy Com. Oct 16/17 – Discussed at Policy Com.	Nov 20/17 – Anticipate setting up a working group to review the policy in Spring 2018. Oct 16/17 – Briefly discussed-review required. Basic emergency resources at all schools to be considered.	Full policy review process anticipated
Policy 104:G: <i>Acceptable Use of Information & Communication Services</i>	Feb 19/18 - Discussed at Policy Com.	Feb 19/18 – Presented Admin Guidelines to Policy Com. and considered by staff as a housekeeping item and for information. After discussion, staff was asked to review and determine if there is a reference to adherence to FOIPPA and whether any further changes may be required. This will return to May 2018 meeting.	Considered as Housekeeping.

STATUS OF POLICIES
AT MARCH 30, 2018

POLICY	STATUS	COMMENTS/ACTION	REVIEW
Policy SECTION 600: <i>Finance</i> [previously Section 800: <i>Business Procedures</i>]	<u>ENTIRE SECTION NOT YET IN THE REVIEW PROCESS</u>	Nov 2/16 <i>Policy 603.5.1-R: Authorized Signatures /Authorization to Contract – Minor change to Authorized Signature Title changed – considered housekeeping.</i> Mar 2014 – New Policy Framework Approved by Board. Previously Section 800: <i>Business Procedures</i> .	Full policy review process anticipated.
Policy SECTION 700: <i>Facilities</i> [previously Section 900: <i>Buildings and Sites</i>]	<u>ENTIRE SECTION NOT YET IN THE REVIEW PROCESS</u>	Mar 2014 – New Policy Framework Approved by Board. Previously this section was numbered 900: <i>Buildings and Sites</i>	Full policy review process anticipated.
Policy SECTION 800: <i>Community Relations</i> [previously Section 1000]	<u>ENTIRE SECTION NOT YET IN THE REVIEW PROCESS</u>	Mar 2014 - New Policy Framework Approved by Board. Previously this section was numbered 1000: <i>Community Relations</i> .	Full policy review process anticipated.
Policies 101: <i>Goals and Objectives</i> , 102: <i>Diversity and Inclusion</i> , 103: <i>Collaboration and Community</i> , 103-R(A): <i>Foundations for Learning</i> , 103-G: <i>Foundations for Learning</i>	<u>ENTIRE SECTION NOT YET IN THE REVIEW PROCESS</u>	Oct 16/17-It was noted at Policy Com that these policies in section 100 will require a future review, some for housekeeping and updating. However, they will remain to complement the proposed revisions to Policy 100: <i>Statement of Philosophy</i> [to be renamed Policy 100: <i>Vision, Mission, Values</i>]	Full policy review process anticipated.

POLICY	STATUS	COMMENTS/ACTION	REVIEW
<i>Policy 100: District Philosophy (now Vision, Mission, Values)</i>	. APPROVED BY BOARD MAR/18	On March 2, 2015, the Board passed a resolution to establish the Policy 100 Re-Visioning Task Force Committee with representatives from stakeholder groups including trustees, CUPE, RASA, RDPA, RTA, RMAPS and students, to participate in the re-visioning of Policy Section 100: <i>District Philosophy</i> . This Task Force had the mission to design the re-visioning process, establish a timeline to invite input from Partner Groups, activate voices of partner groups regarding mission statement, vision statement, and value statements, review collated input, respond to draft revised Policy 100 and to present a draft revised Policy 100.	Underwent full policy revision process.
<i>District Code of Conduct-Policy 105 [prev. 502.1.1] and 105-R</i>	APPROVED BY BOARD JUN/17	The District Code of Conduct (Policy 105) has been in place for many years. In 2015 the District created a working group of stakeholder partners to review and revise Policy 105. In addition, in the fall of 2016, the Ministry of Education directed that all school district Codes of Conduct should be updated with language that speaks to gender orientation and expression.	Underwent full policy revision process
<i>Policy 300-R(B): Selection and Appointment of Administrators</i>	APPROVED BY BOARD APR/17	Minor housekeeping changes made to ensure compliance with updated privacy legislation, professional human resources principles and best practices and to incorporate recent district technology system changes.	Housekeeping changes.
<i>Trustee Professional Development and Travel-Policy 205, 205-R, 205-G</i>	APPROVED BY BOARD NOV 21/16	Policy 205: <i>Trustee Professional Development and Travel</i> is a NEW Policy. Certain sections from current Policy 203: <i>Trustee Stipend, Resources and Expenses</i> were removed and incorporated into this new Policy.	Underwent full policy revision process.
<i>Trustee Stipend, Resources & Expenses-Policy 203, 203-R, 203-G</i>	APPROVED BY BOARD NOV 21/16	Policy 203: <i>Trustee Stipend, Resources and Expenses</i> was reviewed in conjunction with (new) Policy 205: <i>Trustee Professional Development and Travel</i> . After revision and approval, this policy was renamed Policy 203: <i>Trustee Stipend and Expenses</i> .	Underwent full policy revision process.

<i>Student Registration, Enrolment and Placement-Policy 501.8 and 501.8-R [AND renamed Student Admission, Registration, Placement & Transfer]</i>	APPROVED BY BOARD APR/16	Substantive changes made to this policy/regulation as a result of changes to the School Act, the Family Law Act and Immigration legislation and the district's centralized registration. A number of Policies rescinded as a result of approved changes.	Underwent full policy revision process.
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POLICY	STATUS	COMMENTS/ACTION	REVIEW
<i>Video Surveillance-</i> Policy 708, 708-R and 708-G: (previously 908, 908-R & G)	APPROVED BY BOARD APR/16	This policy and its accompanying regulations were adopted by the Board in 2003 and reviewed in 2015/16 to ensure its continued relevance. The revisions reflect the new framework and definitions.	Underwent full policy revision process..
<i>Administering (Prescribed) Medications to Students-Policy</i> 504.3.1; 504.3.1-R and 504.3.1-G	APPROVED BY BOARD FEB/16	In 2013 Health Nurses indicated this regulation was outdated (last revisions approved in 1995) and should be brought into line with updated health care practices. Consultation with health care professionals in Richmond. Regulations became a (new) policy, (revised) regulations and (new) admin. guidelines.	Underwent full policy revision process.
<i>Human Resources-</i> Policy Section 400:	APPROVED BY BOARD APR/14	This section consisted of 69 pages; was reduced to 9 after review ie. 1 policy, 6 regulations and admin. guidelines.	Underwent full policy revision process.
<i>Community Use of Facilities-804.1, 804.1-R, and 804.1-G</i>	APPROVED BY BOARD APR /14	Construction of the Neighbourhood Learning Centre at Brighthouse required a review of this policy (1004.1 in the old framework).	Underwent full policy revision process.
<i>Interscholastic Competitions and Contests-</i> 503.6,503.6-R	APPROVED BY BOARD OCT/14	Policy 1005.2: <i>Interscholastic Athletic Competitions</i> was combined with Policy 503.6: <i>Interscholastic Competitions and Contests</i> to ensure consistent of application of policy for students in both athletic and academic competitions. 1005.2 was subsequently rescinded by the Board.	Underwent full policy revision process.
Policy 703.7: <i>Closure of Schools Due to Emergency Conditions</i>	CONCLUDED ON FEB 19/18	Feb 19/18 – Updated at Policy Com. Staff advised the policy has been reviewed and no changes anticipated. The updated closure process due to emergency conditions now appears on the district website. Jan 15/18 – Discussed and will be placed as item on Feb 19/18 agenda. Nov 20/17 – To be added to Jan 15/18 agenda for discussion and update. May 1/17 – Briefly discussed. Staff to review this policy and its regulation. This will return in the fall 2017.	Policy was reviewed by staff and no changes required.

**POLICY COMMITTEE MEETINGS
SUMMARY OF FUTURE ITEMS**

SUMMARY OF FUTURE ITEMS

POLICY MEETING DATE 2018	PUBLIC ITEM
Feb 19 2018	<ol style="list-style-type: none"> 1. Policy 501.8: Student Admission, Registration, Placement & Transfer 2. SOGI Dev & Revised Timeline 3. Policy 100 Update 4. 703.7 Closure of Schools Due to Emergent Conditions
March 12, 2018	<ol style="list-style-type: none"> 1. Policy 501.8: Student Admission, Registration, Placement & Transfer 2. Policy 104: Acceptable Use of Information and Technology
April 16, 2018	-
May 14 2018	<ol style="list-style-type: none"> 1. Policy 513.2 Field Trips 2. SOGI Working Group Update 3. Policy 104: Acceptable Use of Information and Technology 4. Policy 501.8: Student Admission, Registration, Placement & Transfer 5. Terms of Reference for All Standing Committees
JUNE 18 2018	-
ITEMS	<p>WITH NO DATE FOR DISCUSSION ALLOCATED AS YET</p> <p>Policy 522 and 522-R: <i>Transportation</i>; Policy 804.8: <i>Commercialism</i>; Policy 103 Bylaw: Appeals (housekeeping); Bylaw 201 Board Operations; Critical Incident Protocols / Fair Notice; Policy 704: Retirement of School Facilities; Policy 804.1: <i>Community Use of Schools</i>; Policy 707 and 707-R: <i>Post Disaster Procedures</i>; Policy 701.2-R <i>School Building Planning Review Process</i></p>

Last Updated: April 11, 2018