

POLICY COMMITTEE
MONDAY, JANUARY 7, 2019 @ 10:30am
Board Room, Main Floor, ADMIN BUILDING

PUBLIC MEETING AGENDA

The Richmond Board of Education acknowledges and thanks the First Peoples of the
hən̓q̓əmi̓n̓əm̓ (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 October 15, 2018
- 4. TRUSTEE STIPEND AND EXPENSES - POLICY 203-G**
Attachment: Proposed Revisions to Administrative Guidelines, for information
- 5. SEXUAL ORIENTATION AND GENDER IDENTITY: POLICY 106**
Verbal update.
- 6. ASSESSMENT AND EVALUATION: POLICY 517, 517-R 517-G** [to be renamed
Assessment and Reporting/Communicating Student Learning]
Verbal update.
- 7. SELECTION AND APPOINTMENT OF ADMINISTRATORS: POLICY 300-R** [to be
renamed and renumbered as Policy 401, 401-R and 401-G: *Recruitment and Selection of
Management and Administrative Personnel*]
Verbal update.
- 8. COMPLAINTS AND APPEALS BY STUDENTS, PARENTS AND PUBLIC: BYLAW: 103**
Verbal update.
- 9. POLICY REVIEW STATUS [standing item]**
Attachment: Status to November 30, 2018
- 10. AGENDA ITEMS FOR UPCOMING MEETINGS**
Attachment: Status to November 30, 2018
- 11. NEXT MEETING DATES**
To be determined.
- 12. ADJOURNMENT**

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

MINUTES OF PUBLIC MEETING OF POLICY COMMITTEE

Date: Monday, October 15, 2018 at 10:30am
Board Room, Main Floor, Administration Building

Present: Sandra Nixon, Chairperson
Donna Sargent, Vice Chairperson
Alice Wong, Member
Sherry Elwood, Superintendent of Schools
Scott Robinson, Deputy Superintendent
Jose Pelayo, RMAPS Co-Chair
Liz Baverstock President, Richmond Teachers' Association *
Tim McCracken, 1st Vice President, Richmond Teachers' Association *
Donna Dunn, Pro-D Officer, Richmond Teachers' Association
Colleen Howu, Parent *
Gail Hackenbruch, Executive Assistant (Recording Secretary)

*Joined the meeting in progress

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

1. INTRODUCTIONS

Nil.

2. ADOPT AGENDA

The agenda was adopted as circulated.

3. APPROVE MINUTES

The minutes of the meeting held Monday, September 17, 2018 were approved as circulated.

Liz Baverstock, President, and Tim McCracken, 1st Vice President, RTA, entered the meeting at 10:40am.

**4. STUDENT ADMISSION, REGISTRATION, PLACEMENT AND TRANSFER:
POLICY 501.8-G**

The administrative guidelines that accompany Policy 501.8-G: *Student Admission, Registration, Placement and Transfer*, were included with the agenda package for information. The Deputy Superintendent advised that the revisions made to these administrative guidelines were highlighted at meetings of the Presidents' Council and the RDPA and then provided a high level summary. He noted that these adjustments were necessary due to the changes in the enrolment context of the district specifically with respect to the registration and transfer procedure, some were due to semantics around the language used, a section has been added on registration priorities and that the number of documents required for registration has been reduced to make it easier for parents to register their children. He noted that the version included with this package is not the most current and does not reflect the recent changes.

He then advised that the communication plan for Kindergarten registration involves an increased web presence with a dedicated registration process web page, distribution of flyers and four Kindergarten information evenings. Attendees had comments and questions on: the registration priority periods; Kindergarten registration timing and; the rationale for determining a specific age as a responsible adult under the extended absences for parents/legal guardians. The Deputy Superintendent briefly spoke to the positive comments received on frequently asked questions (FAQ's) that appear on the Kindergarten registration webpage that provides clarification on the process for registration.

ACTION: The Deputy Superintendent to distribute to meeting attendees the most current version of the revisions to Policy 501.8-G: *Student Admission, Registration, Placement and Transfer* and to ensure that the District website reflects the correct student registration dates.

ACTION: The Recording Secretary to attach to these meeting minutes the most up to date version of the revisions to Policy 501.8-G: *Student Admission, Registration, Placement and Transfer*.

Colleen Howu entered at 10:51 am during the above discussion.

5. SEXUAL ORIENTATION AND GENDER IDENTITY: POLICY 106

The Superintendent updated on the implementation of the SOGI policy at schools noting that the first 4 or 5 months in this school year are intended to increase awareness and understanding of the policy, its regulations and administrative guidelines. She advised that the SOGI policy has been highlighted on meeting agendas of administrators and management staff since May 2018 to assist them in understanding the intent of the policy, its regulations and guidelines, to help them become more knowledgeable and to assist them to raise awareness and share with the staff and PAC's at their school. Administrators have also been asked to make certain that their own school processes and/or code of conduct are aligned with the SOGI policy to ensure that everything is working in harmony. She shared information on the district staff that will lead the implementation of this policy by raising awareness, providing relevant and age appropriate resources, developing curriculum, assisting teachers identify resources and helping parents in their understanding of the SOGI policy and the curriculum. She then advised that mental health, wellness and SOGI would be discussed at the November 2 district professional day and that this work would continue throughout the year. She updated on the status of the framing the SOGI District Advisory Committee, that will problem solve on what is working well and where improvements can be made, and advised that the district is not too far off from formalizing this. Attendees had comments and questions on: representation of stakeholder representatives on the SOGI Advisory Committee; having a district focus day for parents and teachers on having conversations around SOGI; providing a report to the next meeting of Policy Committee on the framework of the Advisory Committee and; whether or not the SOGI policy will be translated and offered in different languages to make it more accessible to our community.

6. POLICY REVIEW STATUS [standing item]

The policy review status document to September 30, 2018 was included with the agenda package.

7. AGENDA ITEMS FOR UPCOMING MEETINGS

Nil.

8. NEXT MEETING DATES

To be determined.

9. ADJOURNMENT

The meeting adjourned at 11:22am.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "S. Nixon", is positioned below the text "Respectfully Submitted,".

Sandra Nixon, Chairperson
Policy Committee

DRAFT

GOVERNANCE

Policy 203-G

Trustee Stipend and Expenses

Trustee Stipend

Trustee stipend levels will be approved annually as a separate line item in conjunction with the district operational budget.

Trustee stipends will be adjusted annually according to the rate change in the Vancouver Consumer Price Index (CPI) for the previous year.

Before the end of the trustees' term, the trustee stipend will be reviewed to ensure the current value is comparable with school districts in the region whose stipend similarly includes an undocumented allowance for expenses incurred within the district.

Trustees will not be reimbursed for travel expenses within Richmond, or for other expenses associated with fulfilling their duties in Richmond at meetings, district events and liaison schools. Such expenses are covered by the stipend. Travel expenses outside of Richmond are reimbursable, as set out in "Expenses Claims" section below.

In accordance with the provincial Financial Information Act-Regulation, Trustee stipend levels and expenses reimbursed are reported each fiscal year in the district's Statement of Financial Information. This information is made available on the district's website.

Trustee Expenses

As required, trustees will be provided with resources deemed necessary by the Board.

Upon termination of their role as trustee, equipment provided by the District may be required to be returned to the District.

Expense Claims

- Claims for reimbursement should be submitted within a month of occurrence (and must be submitted by the end of the fiscal year) to the ~~Personnel and Finance Committee Chairperson~~ and the Secretary Treasurer for acceptance and will be paid upon Board approval.
- Expenses claims submitted after the end of the fiscal year in which they were incurred will not be honored.
- Original itemized receipts are required for all expenses with the exception of the per diems.
- Credit card statements and credit card receipts should be accompanied by original itemized receipts.
- In instances where an original receipt is not issued or has been lost, a copy of the credit card statement or credit card slip together with an explanatory note signed by the claimant must accompany all travel and expense claims.
- Trustees are discouraged from using personal credit cards for material expenditures related to Board business, as the rewards accrued can attract a taxable benefit under Canada Revenue Agency regulations. Material expenditures include, but are not limited to capital items such as computers, meeting room bookings, etc. However, it is recognized that for incidental and travel expenses credit cards are an acceptable and appropriate medium for payment.

- Token gifts, not exceeding \$100.00 will be reimbursed with original receipts.
- The following documented travel expenses outside the Lower Mainland will be reimbursed: economy return airfare, bus, ferry, train, or vehicle kilometerage and parking, whichever is the lesser. Vehicle kilometerage **AND MEALS** will be compensated at the BCSTA (BC School Trustees Association) **PER DIEM** rates.
- Expenses incurred outside Canada will be reimbursed in the Canadian equivalent value at the time the expense was incurred.

Ineligible Expenses

Expenses which are ineligible for reimbursement are inclusive of, but not restricted to:

- Any expenses related to accompanying travel companions, except where a spouse or companion has received a written invitation to the event
- Pet care expenses
- Non-business or personal related expenses (hairstylists, toiletry articles)
- Parking and other traffic fines
- Personal travel insurance for non-Board activities
- Insurance coverage for privately owned vehicles
- Expenses for the repairs and cleaning of privately owned vehicles
- Expenses related to damages to privately owned vehicles or to uninsured rental cars
- Interest charges levied on overdue invoices or credit card statements
- Unnecessary stopovers
- Lost or stolen items
- In room entertainment
- Medical bills, prescriptions, etc., except for immunization costs incurred for foreign business travel as required by Public Health Canada
- Alcoholic beverages
- Tobacco




Hosting

Claims for expenses paid by a trustee to host individuals for refreshments or meals in the course of District business require submission of receipts, names of attendees and purpose of the meeting. Reimbursed costs will not exceed the current BCSTA **PER DIEM** rates for meals.

Community Relations and Fundraising

- The Board, upon recommendation of the ~~Personnel and~~ **Finance AND LEGAL** Committee, will annually determine the extent of its paid representation and financial or other contribution to fund raising and community-building functions.
- Trustees who are delegated to attend such functions and who incur expenses as a result will be reimbursed in accordance with these Administrative Guidelines.
- Travel expenses within the District will not be reimbursed.
- The Board will pay for trustee and/or delegated staff attendance only. Attendance will be shared equitably among trustees.

STATUS OF POLICIES
AT NOVEMBER 30, 2018

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




POLICY	STATUS	COMMENTS/ACTION	REVIEW
Policy 300-R(B): <i>Selection and Appointment of Administrators</i>	Step 3 Sep 17/18 - Discussed at Policy Com. Jun 18/18 - Discussed at Policy Com. Jun 13/18 - Presented to in-camera Brd Mtg. May 14/18 - Updated on at Policy Com. Apr 16/18 - Updated on at Policy Com. Feb 18/18 - Updated on at Policy Com. 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.	Sep 26/18 - Board approved placement into stakeholder review process with a Dec. 31/18 response date. Sep 12/18 - a Notice of Motion was provided to the Board that a recommendation for approval of placement into the review process would be provided on Sep 26/18. Jun 18/18 - Discussed at Policy Com. A Notice of Motion to place revisions to Policy 300-R and (new) Pol. 401, 401-R and 401-G into review process will be provided to Sep. mtg. of the Board. Jun 13/18 - Discussed at in-camera Brd Mtg. Brd. requested presentation to next public mtg of Policy Com. May 14/18 - Discussed at Policy Com. Referred to Brd. Mtg. for full discussion. Apr 16/18 - Discussed and further revisions and additions suggested. This will return to the May 2018 meeting. 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 2018 meeting. Jan 15/18 - Options discussed. 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 underway.

<p>Policy 517: <i>Assessment & Reporting</i>; Policy 515.1: <i>Progress Reports of Students</i>, Policy 515.3 and 515.3-R: <i>Promotion of Students</i>, Policy 515.4: <i>Graduation Requirements</i>, Policy 515.5: <i>Permanent Records of Students</i>, Policy 515.6 and 515.6-G: <i>School Completion Certificates</i> and Policy 516.1 and 516.1-R: <i>Challenge</i></p>	<p><u>Step 3</u> Sep 17/18 - Discussed at Policy Com. May 14/18 - Discussed at Policy Com. Public Apr 16/18 - Discussed at Policy Com. In-camera Jan 15/18 - Discussed at Policy Com.</p>	<p>Sep 26/18 – Board approved placement into stakeholder review process with a Dec. 31/18 response date. Sep 17/18 – Discussed at Policy Com. As a Notice of Motion was provided to the Brd. on May 23/18, it was agreed that a REC for placement into stakeholder review process would be provided to Sep 26/18 Brd. Meeting. May 14/18 – Discussed at Policy Com. Policy Chair to provide a memo to the May 23/18 Board meeting advising that the timing will be deferred until full discussion with stakeholder groups. Anticipate Late Fall 2018 for return. May 3/18 – A Notice of Motion was provided to the Board advising the proposed revisions would be presented to the May 23/18 Meeting for placement into stakeholder review process. [subsequently deferred] Apr 16/18 – Discussed at Policy Com. A Notice of Motion to place proposed revisions to Policy 517: <i>Assessment & Reporting</i> into the stakeholder review process, along with a recommendation to rescind Policy 515.1: <i>Progress Reports of Students</i>, Policy 515.3 and 515.3-R: <i>Promotion of Students</i>, Policy 515.4: <i>Graduation Requirements</i>, Policy 515.5: <i>Permanent Records of Students</i>, Policy 515.6 and 515.6-G: <i>School Completion Certificates</i> and Policy 516.1 and 516.1-R: <i>Challenge</i>, will be provided to a future meeting of the Board as they are no longer applicable to current practices in the district and/or province. 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.</p>	<p>Full policy review process underway.</p>
<p>Policy 512.4: <i>French Programs</i></p>	<p><u>Step 1</u> Jun 18/18 – Discussed at Policy Com. Apr 16/18 - Discussed at Policy Com.</p>	<p>Jun 18/18 – This item will be delayed until later in the fall 2018. Apr 16/18 – Proposed revisions to this policy and its accompany regulation were discussed. It was agreed this would return to the May or June 2018 meeting of this Com. for more full discussion.</p>	<p>Full policy review process anticipated</p>

Policy 501.8: <i>Student Admissions, Registration Placement and Transfer</i>	<u>In Development</u> Oct 15/18 - Update provided at Policy Com. Sep 17/18 - Update provided at Policy Com. May 14/18 - Update provided at Policy Com. 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.	Oct 15/18 – the latest revisions to the administrative guidelines that accompany this policy and its regulation were provided for information. Sep 17/18 – the updated Administrative Guidelines for Pol. 501.8 were provided to Policy Com. for info. Jun 18/18 – This item will be discussed at the Sep 17/18 meeting of Policy Com. 2 Phased update anticipated. May 14/18 – Policy Com. Chair advised that this policy review would now be deferred until Fall 2018. 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 Administrative Guidelines.
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 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 804.8: <i>Commercialism</i>) 400-1R: <i>Employee Conflict</i> 804.9: <i>Donations to Schools</i> 602.7- <i>Gifts, Grants and Benefits</i>) 805.4- <i>Money Raising Activities at Schools;</i> 602.9.1-R <i>General Principles for Revenue Generating Activities</i>	<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 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 701.2 and 701.2-R: <i>School Building Planning Review Process</i>	<u>In Development</u> May 1/17 –Discussed at Policy Com.	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 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 103: <i>Bylaw: Complaints by Students Parents and Public</i>	<u>In Development</u> Jun 18/18 – A review will be required	Jun 18/18 – It was advised that would require a review with anticipated timing of the fall 2018.	Full policy review process anticipated.

STATUS OF POLICIES
AT NOVEMBER 30, 2018

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

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 Policy 100: Vision, Mission, Values.	Full policy review process anticipated.

POLICY	STATUS	COMMENTS/ACTION	REVIEW
Policy 201: BYLAW: <i>Board Operations</i>	APPROVED BY BOARD OCT/2018	OCT 10/18 – 3 Readings were Heard and the Board approved revisions to this Bylaw, as a result of updates to the Board’s Terms of Reference for its Standing Committees, changes in the School Act and changes to the Board’s meeting rotation and minor housekeeping revisions.	Housekeeping changes.
Policy 513.2: <i>Field Trips</i>	APPROVED BY BOARD OCT/2018	Oct 10/18 Board approved the revisions to this policy (and renamed Field Trips Off-Site Learning Experiences) to reflect current best practices, address appropriate adult to Student Supervision Ratios, to reflect current best practices, to develop new Field Trip Forms to: 1) provide consistency of practices across the school district; 2) enhance communication amongst the Partner Groups; 3) reflect best practices to enhance educational value, field trip design, and safety and risk management, and; 4) support the new BC Curriculum. Activities related to the Field Trip forms began in Fall 2013 in response to changes in safety and liability protocol associated with ski trips. A Committee of four school administrators was formed to revise a few field trip forms. By early January 2014, the Committee was responding to safety issues related to international trips as well as outdoor and water-based trips. As a result, the Committee evolved into the Field Trip Task Force and in Spring 2015, it became the Field Trip Pilot Team.	Underwent full policy revision process
Policy 106: <i>Sexual Orientation and Gender Identity (SOGI)</i>	APPROVED BY BOARD JUN/2018	In June 2017 the Board passed a resolution requesting staff develop a policy that recognizes the gender diversity of our school district community and that such a policy support an increased awareness and understanding of sexual orientation, gender identity and expression. A Working Group was struck, comprised of district stakeholders including students, with the mission to develop the policy. The policy, regulations and administrative guidelines were drafted, presented to Policy Committee for various revisions and a community engagement and consultation period took place from March to June 2018.	Underwent full policy revision process.

Policy 104: <i>Acceptable Use of Information & Communication Services</i>	APPROVED BY BOARD JUN/2018	<p>Jun 13/18 – Housekeeping revisions approved by Board.</p> <p>May 23/18 – Notice of Motion regarding approval of housekeeping changes presented.</p> <p>May 14/18 – Proposed revision to Policy to incl. reference to appropriate federal and provincial legal and legislative requirements. Notice of Motion presented to May 23/18 Board Mtg. for approval of housekeeping change.</p> <p>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.</p>	Housekeeping change.
Policy 100: <i>Vision, Mission, Values (previously District Philosophy)</i>	APPROVED BY BOARD MAR/2018	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</i>	APPROVED BY BOARD JUN/2017	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 identity, sexual orientation and expression.	Underwent full policy revision process
Policy 300-R(B): <i>Selection and Appointment of Administrators</i>	APPROVED BY BOARD APR/2017	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</i> -Policy 205, 205-R, 205-G	APPROVED BY BOARD NOV/2016	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</i> -Policy 203, 203-R, 203-G	APPROVED BY BOARD NOV/2016	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</i> -Policy 501.8 and 501.8-R [AND renamed <i>Student Admission, Registration, Placement & Transfer</i>]	APPROVED BY BOARD APR/2016	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.
<i>Video Surveillance</i> -Policy 708, 708-R and 708-G	APPROVED BY BOARD APR/2016	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</i> -Policy 504.3.1; 504.3.1-R and 504.3.1-G	APPROVED BY BOARD FEB/2016	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/2014	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</i> -804.1, 804.1-R, and 804.1-G	APPROVED BY BOARD APR /2014	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-503.6,503.6-R</i>	APPROVED BY BOARD OCT/2014	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 - UPDATED TO NOVEMBER 30, 2018

DATE	PUBLIC ITEM
FUTURE ITEMS	DATE FOR DISCUSSION TO BE DETERMINED Policy 103 Bylaw: Appeals (housekeeping) Policy 103 Bylaw: Complaints by Students, Parents and the Public Policy 501.8: Student Admission, Registration, Placement & Transfer Policy 300-R: Selection and Appointment of Administrators Policy 517: Assessment and Evaluation Policy 512.4: French Programs Policy 522 and 522-R: Transportation Policy 701.2-R School Building Planning Review Process Policy 704: Retirement of School Facilities Policy 707 and 707-R: Post Disaster Procedures Policy 804.1: Community Use of Schools Policy 804.8: Commercialism Critical Incident Protocols / Fair Notice
2018	PUBLIC ITEM - DISCUSSED
October 15	Policy 501.8-G: Student Admission, Registration, Placement & Transfer Policy 106: SOGI Update
September 17	Policy 517: Assessment and Evaluation Policy 201: Bylaw: Board Operations Policy 513.2 Field Trips
June 18	SOGI Update Policy 300-R: Selection and Appointment of Administrators
May 14	Policy 513.2 Field Trips SOGI Public Information Sessions Update Policy 104: Acceptable Use of Information and Technology
April 16	SOGI Policy Update
March 12	Policy 501.8: Student Admission, Registration, Placement & Transfer Policy 104: Acceptable Use of Information and Technology
February 19	Policy 501.8: Student Admission, Registration, Placement & Transfer SOGI Dev & Revised Timeline Policy 100 Update Policy 703.7 Closure of Schools Due to Emergent Conditions