

POLICY COMMITTEE
PUBLIC MEETING AGENDA

DATE: MONDAY, OCTOBER 21, 2019
10:30AM
1ST FLOOR BOARD ROOM

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. INTRODUCTIONS

2. ADOPT AGENDA

3. APPROVE MINUTES

Attachment: Minutes of meeting held September 5, 2019

4. NEW POLICY: *Menstrual Products*

Attachment: Memorandum from the Superintendent of Schools

5. NEXT MEETING DATES

A Special Public Policy Committee meeting has been scheduled for Monday, November 4, 2019 at 10:30am.

Future meetings are scheduled for November 18, 2019 and December 16, 2019 at 10:30am.

6. ADJOURNMENT

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

MINUTES OF PUBLIC MEETING OF POLICY COMMITTEE

Date: Wednesday, September 5, 2019 at 10:30am
Board Room, Main Floor, Administration Building

Present: Sandra Nixon, Chairperson
Donna Sargent, Vice Chairperson
Heather Larson, Member
Scott Robinson, Superintendent*
Lynn Archer, Assistant Superintendent*
Roy Uyeno, Secretary Treasurer
Mark Hoath, President, RASA
Tim McCracken, Vice President, Richmond Teachers' Association
JW Cho, RTA
Liz Baverstock RTA
Steve Wenglowski
Jose Pelayo, Co-Chair RMAPS
Catherine Cleary, Executive Assistant (Recording Secretary)

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

1. INTRODUCTIONS

Introductions were made around the table and the Chair welcomed the attendees to the meeting.

2. ADOPT AGENDA

The agenda was adopted as circulated.

3. APPROVE MINUTES

The minutes of the meeting held Monday, June 5, 2019 were approved as circulated.

4. POLICY 704 and POLICY 704-R: Retirement of School Facilities

Memorandum from the Superintendent of Schools

The Superintendent provided an update from the Memorandum and noted that it was proposed there would now be two separate policies for the school closure and disposal processes as suggested by the Board's legal counsel. It was noted that the new policy language is intended to reflect a clearer consultation process and to ensure equitable opportunities for all those potentially impacted at the school level. There was an opportunity for questions and comments which included whether there will be a process for re-opening a school following a closure process. The Superintendent noted that

enrolment and capacity are consistently monitored in all schools and if a school was to be required to accommodate increased enrolment, the Board would consider the re-opening of a school.

ACTION: It was **AGREED** that a recommendation would be brought forward to the September 11, 2019 public meeting of the Board of Education (Richmond) to place proposed revisions to Policy 704 and Policy 704-R: *School Closure and/or Consolidation* and proposed new Policy 704.1 and 704.1-R: *Disposal of School Board Land or Improvements* into the Stakeholder Review Process with a timeline for feedback and input due by November 1, 2019.

5. POLICY 512.4: FRENCH PROGRAMS

Memorandum from Assistant Superintendent Archer

Assistant Superintendent Archer noted that the policy was brought back with a few amendments and changes as suggested from the last meeting. An amendment to remove the word “develop” from the recruitment section in Policy 400 would be updated by Assistant Superintendent Archer.

ACTION: It was **AGREED** that a **NOTICE OF MOTION** would be provided at the September 11, 2019 public meeting of the Board of Education (Richmond) advising that a **RECOMMENDATION** to place proposed revisions to Policy 512.4 and 512.4-R: *French Programs* into the stakeholder review process be presented to the Board at its October 9, 2019 public meeting.

The Superintendent left the meeting at 11:04 am

The Superintendent returned to the meeting at 11:15 am

6. POLICY 513.4 512.5-R: LEARNING RESOURCES

Memorandum from Assistant Superintendent Archer

An update was provided on the language and resources required to provide more flexibility on learning resources options. There were specific questions on the ERAC organization now merged to FERS (Focused Education Resources Society) that will be updated into the policy. The External Resources will also be updated to include a statement around process and it was noted that the School Board Office be changed to Office of the Superintendent.

ACTION: Assistant Superintendent Archer will make the change to the organization now called Focused Education Resources Society on the Acquisition of Learning Resources section and update the External Resources statement around process that was in the Public Agenda package prior to being sent out to Stakeholders for review and feedback.

ACTION: It was **AGREED** that a **NOTICE OF MOTION** would be provided at the September 11, 2019 public meeting of the Board of Education (Richmond) advising that a **RECOMMENDATION** to place proposed revisions to Policy 513.4 & 513.4-R; and Policy 513.5-R & 513.5-G; Policy 513.6 & 513.6-R and Rescind Policy 513.4.1-G: *Learning Resources* into the stakeholder review process be presented to the Board at its October 9, 2019 public meeting.

The Superintendent left the meeting at 11:30 am.

The Assistant Superintendent Archer left the meeting at 11:31 am

7. POLICY 602.9-R: FUNDS RAISED FOR THE SCHOOL

Memorandum from the Assistant Secretary Treasurer

The Secretary Treasurer provided an update and background on the housekeeping change recommended to the Policy to remove the clause that Principals be a signing authority for PACs bank accounts. The Secretary Treasurer highlighted that as PACs are a separate entity from schools and the District, there could be potential liability issues and/or risks associated. He mentioned that both BCCPAC and RDPA recommend not having Principals or their designates as signing officers of PACs. Discussion ensued on the level of support provided by the school district to PACs.

The Committee had questions and discussion ensued on the support provided by the school district to PACs. The Secretary Treasurer offered to assist PACs with an annual finance workshop on best practices and assist Treasurers if needed. The Chairperson acknowledged that providing support would be helpful as the District doesn't have legal authority to oversee any funds raised by PAC.

ACTION: It was **AGREED** that a **NOTICE OF MOTION** would be provided to the October 9, 2019 Board meeting of the Board of Education (Richmond) advising that a **RECOMMENDATION** to remove the clause that school principals be a signing authority for PAC bank accounts contained in Policy 602.9-R: Funds Raised for the School be presented to the Board at its November 13, 2019 public meeting.

8. SUMMARY OF AGENDA ITEMS FOR FUTURE MEETINGS

Status to September 5, 2019

There will be an added timeline column to the Public Status document for when policies come for review. Also, the Diversity Policy will be added and upcoming policy on Menstrual products.

9. NEXT MEETING DATES

The next meeting is scheduled for Monday, October 21, 2019 at 10:30 am. A Special Policy Meeting on *Retirement of Facilities* will be scheduled for Monday, November 4, 2019.

Future meetings are scheduled for 10:30am on the following dates:
Monday, November 18, 2019; Monday, December 16, 2019

10. ADJOURNMENT

The meeting adjourned at 11:41 AM.

Respectfully Submitted,

Sandra Nixon

Sandra Nixon, Chairperson
Policy Committee

Report to the Public Policy
Committee

DATE: October 18, 2019
FROM: Scott Robinson – Superintendent of Schools
SUBJECT: New Policy Regarding Menstrual Products

This report is provided to the Policy Committee for information purposes. No further action on behalf of the committee is required at this time.

INTRODUCTION:

The purpose of this report is to provide background information regarding a new Board policy and administrative guidelines pertaining to the provision of menstrual products in schools.

BACKGROUND:

Earlier this year, the Ministry of Education issued a ministerial order requiring that boards of education provide menstrual products free of charge to all students who may require them. The Ministry has stated that products must be available in schools by the end of the 2019 calendar year. In addition, boards must develop policies and administrative procedures regarding the provision of menstrual products in their schools.

LEGISLATIVE AND POLICY CONSIDERATIONS:

School Act:

Ministerial Order M127/19 states:

- (a) Each board must establish, maintain and make publicly available a policy and procedures for the provision of menstrual products to all students who may require them.
- (b) The policy and procedures must:
 - i. Ensure menstrual products are provided to students of all gender identities or expressions in a manner that protects student privacy;
 - ii. Provide for barrier free, easily accessible menstrual products at no cost to students;
 - iii. Provide for consistent availability and supply of menstrual products in school washrooms; and
 - iv. Incorporate student feedback with respect to the provision of menstrual products.

Board Policy:

At this time, the Richmond Board of Education does not have policy or procedures pertaining to the provision of menstrual products. A draft policy (attachment A) as well as draft administrative guidelines (attachment B) are attached for the reference of committee members. Following initial discussion at the Policy Committee, potential revisions to both documents will be made and revised copies of the draft policy and administrative guidelines will be brought to the next regular meeting of the Policy Committee for further consideration.

CONSULTATION:

The ministerial order requires that student feedback be incorporated into decisions made about the provision of menstrual products and as such, school principals were asked to consult with students at both the secondary and elementary levels. Principals engaged in a variety of methods to obtain feedback from students including surveys and focus groups. The feedback from students at the secondary level was that students would prefer to have the option of both pads and tampons. If only one product was to be made available, the overwhelming feedback was that students would prefer pads. Feedback obtained at the elementary level was less definitive.

As a result of the feedback received from students, it is recommended that both pads and tampons be offered free of charge at the secondary level and that pads be offered at the elementary level. The attached administrative guidelines reflect this recommendation.

PROPOSED TIMELINE:

October 21, 2019	Policy Committee meeting	Draft policy to be considered by Policy Committee with initial feedback from stakeholders to be incorporated into potential revision
November 18, 2019	Policy Committee meeting	Revised policy to be considered by Policy Committee with possible recommendation to be brought to Board of Education for entry into the stakeholder review process
December 11, 2019	Board of Education meeting	Notice of Motion for January 8 th Board meeting brought to Board of Education for entry into the stakeholder review process.
January 8, 2020	Board of Education meeting	Possible Board approval for entry into stakeholder review process (Proposed timeline January 9, 2020 – February 13, 2020)
February 13, 2020		Deadline for submission of input
February 18, 2020	Policy Committee meeting	Updated draft policy incorporating stakeholder input brought to Policy Committee. Possible recommendation of Notice of Motion for Board approval to March 11 th Board meeting.
March 11, 2020	Board of Education meeting	Notice of motion for approval of policy at April 8 th Board meeting
April 8, 2020	Board of Education meeting	Possible Board approval of policy

CONCLUSION:

Every student in the Richmond School District should have access to healthy learning environments including free access to menstrual products. The attached draft policy and administrative guidelines are intended to reflect that notion.

Scott Robinson
Superintendent of Schools

EDUCATION

Policy 504.4

Attachment A

Provision of Menstrual Products to Students

The Board of Education of School District No. 38 (Richmond) is committed to providing menstrual products to students who may require them.

Every student in the Richmond School District should have access to healthy and effective learning environments. The public school system is expected to promote gender equality and create an inclusive learning experience for all students. Lack of access to menstrual products can impact a student's ability to engage in their school experience and can negatively impact their social-emotional well-being. Providing students with convenient access to free menstrual products helps to support their full participation in school activities, reduces stigma and promotes gender equality.

The Board of Education will:

- a. Ensure menstrual products are made available to students of all gender identities or expressions in a manner that protects student privacy;
- b. Provide for barrier free, easily accessible menstrual products at no cost to students;
- c. Provide menstrual products in school washrooms; and,
- d. Consider student feedback with respect to the provision of menstrual products.

School district staff will develop procedures regarding the provision of menstrual products to students.

EDUCATION

Policy 504.4-G

Attachment B

Provision of Menstrual Products to Students

Availability of Products

Menstrual Products shall be made available free of charge in all student washrooms designated as gender-neutral or female in all educational sites in the school district.

Selection of Products

Both menstrual pads and tampons shall be made available in secondary school washrooms. Menstrual pads shall be made available in elementary school washrooms. Elementary schools will continue to have the option of providing tampons to students, however the school district will not be responsible for providing or dispensing them.

Dispensing of Products

Dual product dispensers shall be installed and maintained in all secondary school gender-neutral and female designated washrooms. Single product dispensers shall be installed and maintained in all elementary gender-neutral and female designated washrooms.

Maintaining Availability of Products

Custodial staff shall be responsible for ensuring that menstrual products remain available in gender-neutral and female washrooms at all times.

Communication of Questions and Concerns

Students or family members with questions or concerns about the provision of menstrual products should contact their school principal.

Consultation with Students

The school district shall occasionally consult with students in order to determine whether or not adjustments to these procedures need to be considered.