

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

**MINUTES OF PUBLIC MEETING OF POLICY COMMITTEE**

Date: Monday, February 20, 2017 at 10:30am  
Present: Sandra Nixon, Chairperson  
Donna Sargent, Vice Chairperson  
Debbie Tablotney, Member  
Sherry Elwood, Superintendent of Schools  
Wendy Lim, Assistant Superintendent  
Al Klassen, President, Richmond Teachers' Association  
Liz Baverstock, 2<sup>nd</sup> Vice President, Richmond Teachers' Association  
Hattie – parent  
Jenny – parent  
Connie – parent  
Sadie – parent  
Gail Hackenbruch, Executive Assistant (Recording Secretary)

The Chair welcomed the visitors to this first public meeting of Policy Committee and called the meeting to order at 10:35am.

**1. ADOPT AGENDA**

The agenda was adopted as amended.

Add: Item 10 - Policy 300-R(B): *Appointment and Selection of Administrators*  
Move: Item 10 to after item 5.

The Chairperson advised stakeholders and meeting attendees that the work of this Committee is the development and revision of policy and that at times the Committee may hold in-camera discussion to do basic level work prior to presenting a draft to the public meeting of Policy Committee. She also advised that the public portion of this Committee would provide the opportunity for stakeholders and the public to ask questions of clarification on what is proposed and to share ideas, thoughts and feedback on the work of Policy Committee. She also noted the Board's policy development and revision process that includes consultation and the opportunity for broader community feedback.

**2. APPROVE MINUTES**

The minutes of the meeting held January 23, 2017 were approved as circulated.

**3. POLICY 513.2 AND 513.2-R: FIELD TRIPS**

Assistant Superintendent Lim spoke to her memorandum as included with the agenda package. She provided background on the work of the Field Trip Task Force of school administrators that, since 2014, has worked to develop revised policy and regulations and field trip forms to reflect updated field trip best practices. She noted the use of the Ministry's approved field trip resources, the pilot testing carried out to date and advised that administrators have received and continue to receive training on the use of the Ministry's approved resources titled Youth Safe Outdoors.

Attendees had questions and comments on: the proposed changes to policy and regulation to reflect best practices, the need for administrative guidelines that reference the use of current recommended and authorized practices such as the Youth Safe Outdoors (YSO), online access to the YSO resources and forms for staff and the public, maintaining the integrity of the old vs new policies and providing a legend for easy identification, producing an appendix with links to the various forms and references to the YSO manual and resources and reporting back to Policy Committee at the conclusion of the pilot.

**ACTION:** The Recording Secretary to place the Policy 513.2 and 513.2-R: *Field Trips* as well as the Youth Safe Outdoors manual and field trip forms, on a future Policy Committee meeting agenda.

#### **4. POLICY 105: DISTRICT CODE OF CONDUCT**

The Superintendent updated on this item noting that Policy 105: *District Code of Conduct* is currently in the review process for feedback from stakeholders and the public until April 18, 2017. Input and feedback received will be summarized and provided to Policy Committee for review before it is presented to the Board for consideration. Attendees had comments and questions on: including the statement of what is not acceptable in the District Code of Conduct, translation services for feedback received, the length of the feedback timeline and various suggestions on ways to broaden the feedback and communication opportunities.

#### **5. POLICY 100 VISIONING TASK FORCE**

The Chairperson referenced the upcoming exciting events that will assist our District in putting together new mission, vision and values statements. Assistant Superintendent Lim outlined the work of the Task Force to date, the timeline of activities and past and future opportunities for feedback on the mission, vision and values such as the February 27 Junior Board Meeting and the April 12 Learning Café event. It is anticipated that the revised policy would be presented to the Board for stakeholder input in the fall 2017.

Minutes from the meeting held January 25, 2017 were included with the agenda package.

#### **10. POLICY 300-R(B): APPOINTMENT AND SELECTION OF ADMINISTRATORS**

The Superintendent advised that work is beginning on updating this regulation to ensure the District is in compliance with changes to legislation and privacy laws. She anticipates that these necessary changes would be made in the short term and that a more comprehensive review would follow. Attendees had questions on the anticipated timing for presenting the housekeeping revisions to the regulation as well as the longer term review.

#### **6. POLICY REVIEW STATUS [standing item]**

The policy status document to January 31, 2017 was included with the agenda package.

#### **7. POSSIBLE AGENDA ITEMS FOR NEXT MEETING**

No discussion.

#### **8. NEXT MEETING DATE**

The next meeting is scheduled for Monday, April 3, 2017. Additional meetings are scheduled for Monday, May 1, 2017, Monday, June 5, 2017.

**9. ADJOURNMENT**

The meeting adjourned at 11:48am.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "S. Nixon", written in a cursive style.

Sandra Nixon, Chairperson  
Policy Committee

DRAFT