

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

MINUTES OF PUBLIC MEETING OF POLICY COMMITTEE

Date: Monday, February 19, 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 School
Wendy Lim, Assistant Superintendent
Liz Baverstock, President, RTA *
Donna Dunn, RTA Executive Member *
Dionne McFie, President, RDPA *
Andrew Scallion, Vice President, RDPA
Colleen Howu, Parent
Rahim Othman, PAC Chair, Mitchell elementary school
Gail Hackenbruch, Executive Assistant (Recording Secretary)

* Present for a portion of the meeting

The Chair called the meeting to order at 10:40am.

1. INTRODUCTIONS

Introductions were made around the table.

2. ADOPT AGENDA

The agenda was adopted as presented.

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

The Superintendent advised that a first draft of proposed revisions to this policy was presented at today's in-camera meeting and noted the importance of this policy and its regulations to ensure continuity in schools over the next number of years as the district moves into the seismic upgrade, building and renovation processes for schools. Attendees had questions and comments on: deadline admission dates for various types of registration, specifically, new immigrants; meaning of "full classrooms" or "full schools, "closed" to transfer and "closed to catchment enrolment"; and giving choices to parents when their catchment school is closed to further enrolment.

This item will be updated upon as progress is made.

3. APPROVE MINUTES

The minutes of the meeting held Monday, January 15, 2018 were approved as circulated.

5. POLICY 100: STATEMENT OF PHILOSOPHY

Assistant Superintendent Lim spoke to her memorandum as included with the agenda package. She provided background on the composition of the Policy 100 Task Force, highlighted the work of the Task Force since its inception in May 2015 and noted the collaborative development of the Vision, Mission Values Statements to ensure a simple, succinct and clear vision that all students, even those in Kindergarten, could understand and remember.

She noted the importance of the role of parents in students' learning and advised that current Policies 101: *Goals and Objectives*, 102: *Diversity and Inclusion*, 103: *Collaboration and Community*, 103-R(A): *Foundations for Learning* and 103-G: *Foundations for Learning* would be retained in Policy Section 100 to complement the new Policy 100 *Vision, Mission, Values* Statements and its accompanying regulation. She then provided information on the extensive consultation process, spoke to the themes that emerged from the 274 pieces of feedback received on the proposed changes to Policy 100, included as part of this package, and the tweaks made to the proposed policy as a result of that feedback. Attendees had comments and questions on: the representation of all stakeholder groups in the re-visioning of this policy and the truly collaborative work of the Task Force. Attendees had further comments and questions on: the motto "Our focus is on the Learner" and whether it continues to be important and accurately summarizes our values.

It was **AGREED** that a Notice of Motion would be provided to the February 28, 2018 Public meeting of the Board of Education (Richmond) advising that the proposed (revised) Policy 100: *Statement of Philosophy*, to be renamed Policy 100 and Policy 100-R(egulation): *Vision, Mission, Values*, would be presented for approval at the March 14, 2018 meeting of the Board.

Assistant Superintendent then advised that upon approval of the *Vision, Mission, Values* Statements, the Policy 100 Task Force would invite our elementary and secondary students to participate in the Visioning Art Contest by submitting images to visually represent the new Vision Statement, "The Richmond School District is the best place to learn and lead." Our goal is to have this graphic ready to accompany the new Policy 100 and 100-Regulation. She advised that a secondary school student had designed the poster inviting students to participate in the art contest. Attendees had comments and questions on: the anticipated launch date of the art contest; the art contest submission process and criteria; the process and timing for review of the art submissions; the selection process for the winner or winners of the art contest; the potential of changing the art contest to art submissions to ensure all students feel their submissions were valued. Further discussion ensued of having the *Vision, Mission, Values* Statements endure for at least 10 years and potentially building a gallery board on the district website to display all art submissions received.

ACTION ITEM: Assistant Superintendent Lim to share with members of the Policy 100 Task Force the suggestion of a Trustee to consider changing art "contest" to art "submission" to eliminate the idea of there being winners and losers.

6. SOGI POLICY

The Chairperson referenced the (revised) SOGI policy development timeline, as included with the agenda package, and advised that the SOGI Working Group had been meeting since June 2017, had considered drafts of various policies and expects a final draft would be presented to the March 2018 meeting of Policy Committee with the policy approval by June 2018. The Superintendent advised that at the meeting this afternoon, the SOGI Working Committee would discuss various methods of consultation such as holding information events at schools, constructing opportunities for secondary school students to talk about the draft policy and online feedback opportunities for all staff, stakeholders and the community. Attendees had questions on: the timing for the consultation process (April 11 – June 4); whether the school events to discuss the proposed policy would take place during this feedback timeline; and communicating with the public to ensure they have the opportunity to provide feedback. The Chair advised that to meet the approval date, she required a recommendation to present a Notice of Motion to the Board allowing the SOGI Working Group to ensure an extensive consultation period and meet the timeline.

It was **RECOMMENDED AND AGREED** that the finalized draft of the SOGI Policy from the SOGI Working Group accompany the Notice of Motion to the March 14, 2018 public meeting of the Board.

7. POLICY 703.7: CLOSURE OF SCHOOLS DUE TO EMERGENT CONDITIONS

The Superintendent spoke to the updated notice on emergency school closures that appears on the district website. She provided information on the school closure process that takes place when there are inclement weather conditions, advised that staff/student safety is always a priority and getting any school closure messages out to our community in a timely manner. She advised that schools could be closed not only due to weather conditions but also as a result of flooding, power outage and health hazards. Attendees had questions on: examples of when schools would close due to health issues; and ensuring that the district website reflects clearly the process for parents to advise schools in the case of student absences. There were questions on school lock down protocols and it was advised that critical incident/fair notice protocol is being worked on for future presentation.

Donna Dunn left the meeting at 11:39am during the above item.

8. POLICY 104-G: ACCEPTABLE USE OF INFORMATION AND COMMUNICATION SERVICES

The Superintendent spoke to the rationale for recent revisions to the administrative guidelines as a result of changes to the Freedom of Information and Protection of Privacy Act (FOIPPA) and the technology we now use. A summary of those revisions made to the administrative guidelines was included with the agenda package for information. Attendees had questions and comments on: staff having a reasonable expectation of privacy; how the district communicates the requirements and expectations of FOIPPA; and the timing for this change. The Superintendent advised that these changes had been made to the administrative guidelines as FOIPPA sets out clearly how the district collects, stores and uses personal information.

ACTION: The Superintendent will review the wording in Policy 104 and 104-R: *Acceptable Use of Information and Communication Services* to determine if there is a reference to adherence to FOIPPA and whether any further changes may be required. This will return to a future meeting of Policy Committee.

Dionne McFie left the meeting at 11:45am during the above item.

9. POLICY REVIEW STATUS [standing item]

The policy status document to January 31, 2018 was included with the agenda package.

Liz Baverstock, President, RTA, left the meeting at 12:04pm. during the above item.

10. POSSIBLE AGENDA ITEMS FOR NEXT MEETING

A Trustee requested that agenda items for upcoming meetings are set out on future agendas.

11. NEXT MEETING DATES

Meetings are scheduled for 10:30am on the following dates: Monday, March 12, Monday, April 16, Monday, May 14 and Monday, June 18.

12. ADJOURNMENT

The meeting adjourned at 12:08pm.

Respectfully Submitted,

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

Sandra Nixon, Chairperson
Policy Committee