

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

**MINUTES OF PUBLIC MEETING OF POLICY COMMITTEE**

Date: Monday, January 7, 2019 at 10:30am  
Board Room, Main Floor, Administration Building

Present: Sandra Nixon, Chairperson  
Donna Sargent, Vice Chairperson  
Sherry Elwood, Superintendent of Schools  
Scott Robinson, Deputy Superintendent  
Roy Uyeno, Secretary Treasurer \*  
Donna Dunn, Pro-D Officer, Richmond Teachers' Association  
Gail Hackenbruch, Executive Assistant (Recording Secretary)

Regrets: Heather Larson, Member

\* *Present for a portion of the meeting*

The Chair called the meeting to order at 10:36am.

**1. INTRODUCTIONS**

Nil.

**2. ADOPT AGENDA**

The agenda was adopted as circulated.

**3. APPROVE MINUTES**

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

**4. TRUSTEE STIPEND AND EXPENSES - POLICY 203-G**

The Secretary Treasurer provided rationale for the proposed housekeeping revisions to the Administrative Guidelines that accompany Policy 203: *Trustee Stipend and Expenses*. These include reflecting the recent name change of the Personnel & Finance Committee to the Finance and Legal Committee and bringing the district into line with BCSTA per diem rates. Attendees had comments and questions on: current and past practice for signing expense claim forms; the process for approval of trustee attendance at various conferences; the importance of having appropriate checks and balances in place for approval of expenses and streamlining processes to ensure expenses are paid on a timely basis. The Secretary Treasurer advised that staff is in the process of making the relevant changes to the trustee expense claim form to reflect these proposed changes.

*The Secretary Treasurer left the meeting at 10:46am at the conclusion of the above item.*

**5. SEXUAL ORIENTATION AND GENDER IDENTITY: POLICY 106**

The Deputy Superintendent advised that generally the implementation of the Sexual Orientation and Gender Identity (SOGI) policy at schools is going well. He spoke to the established expectations for principals and vice principals to familiarize themselves, their staffs and the Parent Advisory Council Executive with the policy, noted the work of the SOGI Leads in schools, the expanded focus of washroom accessibility, and the availability of library resources at all schools.

The Superintendent and Deputy Superintendent noted that at a small number of schools, administrators and staff were having more discussions and meetings with parents to answer questions and improve understanding of the policy. The Deputy Superintendent advised that the district Rainbow cafes were ongoing, district staff is participating at metro school district meetings to learn from other school districts on where they are at with the implementation of the SOGI policy and advised that SOGI workshops on the non-instructional day in the late fall 2018 were very well attended by teachers. The Deputy Superintendent noted that the SOGI Policy calls for the establishment of a District SOGI Advisory Committee whose mandate is to act in an advisory capacity for the implementation of the SOGI policy and develop terms of reference and advised that staff is now moving forward with this Committee's formation.

**6. ASSESSMENT AND EVALUATION: POLICY 517, 517-R 517-G** [to be renamed Assessment and Reporting/Communicating Student Learning]

The Superintendent spoke to this item noting that input and feedback on the proposed changes had been received from the Richmond Teachers' Association (RTA) as of the December 31, 2018 deadline date. This item will be presented to the February 2019 meeting of Policy Committee.

**ACTION:** The Recording Secretary to forward to all Trustees the feedback received on the proposed changes to Policy 517: *Assessment and Evaluation*.

**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*]

The Superintendent spoke to this item noting that input and feedback on the proposed changes had been received from the Richmond Teachers' Association (RTA) and Richmond Association of School Principals (RASA) as of the December 31, 2018 deadline date. This item will be presented to the February 2019 meeting of Policy Committee.

**ACTION:** The Recording Secretary to forward to all Trustees the feedback received on the proposed changes to Policy 300-R: *Selection and Appointment of Administrators*.

**8. COMPLAINTS AND APPEALS BY STUDENTS, PARENTS AND PUBLIC: BYLAW: 103**

The Deputy Superintendent spoke to this item noting our current practice of allowing parents to appeal a transfer request decision and advised that the *School Act* does not include transfer decisions as appealable. He then advised that our district needs to take steps to bring our policy into line with Section 11 of the *School Act* where those decisions that are appealable are set out. He advised that *Complaints and Appeals by Students, Parents and the Public: Bylaw 103* does not require revision regarding transfers but that another Board policy references the transfer appeal process and does require revision. The Deputy Superintendent advised that at this time parents are being allowed to go through an appeal process with no likelihood of success and that he would bring forward an alternative to that process, with clearly defined criteria on transfer appeals. Attendees has comments and questions on: being fair, transparent and consistent with the public and our staff and: the legal requirement of having our policy be reflective of the *School Act*.

**9. POLICY REVIEW STATUS [standing item]**

The status to November 30, 2018 was included with the agenda package.

Attendees had comments and questions on: whether or not any other topics should be added to the list as presented; whether or not the topics reflected will be assigned to specific Policy meeting dates. The Chair suggested that the topic of determining which items are assigned to which meeting date should be added to a future agenda for further discussion.

The Deputy Superintendent advised that senior staff had been asked to plot out any potential items that may come to Policy Committee over the next 6 months.

**10. AGENDA ITEMS FOR UPCOMING MEETINGS**

The status to November 30, 2018 was included with the agenda package.

The Superintendent signaled that there is the potential for some policy work around our technology policies and financial policies to ensure they are in line with current best practices.

**11. NEXT MEETING DATES**

The Chairperson spoke to planning for future meeting dates and times that would work for members of Policy Committee and our stakeholder groups. Discussion ensued.

**ACTION:** The Recording Secretary was asked to provide potential meeting dates and start times for meetings of Policy Committee from February to June 2019.

**12. ADJOURNMENT**

The meeting adjourned at 11:08am.

Respectfully Submitted,



Sandra Nixon, Chairperson  
Policy Committee