

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

**MINUTES OF PUBLIC MEETING OF POLICY COMMITTEE**

Date: Monday, January 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 School  
Colleen Howu, Parent \*  
Gail Hackenbruch, Executive Assistant (Recording Secretary)

\* Joined the meeting in progress

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

**1. INTRODUCTIONS**

Nil.

**2. ADOPT AGENDA**

The agenda was adopted as presented.

**3. APPROVE MINUTES**

The minutes of the meeting held November 20, 2017 were approved as circulated.

*Colleen Howu joined the meeting at 10:43am.*

**4. REVIEW TERMS OF REFERENCE**

An excerpt from Policy 201: *Bylaw: Board Operations* setting out the Terms of Reference for Policy Committee was included with the agenda package. The Terms of Reference were reviewed to ensure they reflect the Board's strategic work plan for the remainder of its term. It was agreed that no changes are required to the current terms of reference as reflected on Policy 201: *Bylaw: Board Operations*.

The Chair will update the Board that no changes are required to Policy Committee's Terms of Reference.

**5. POLICY 100: STATEMENT OF PHILOSOPHY**

Minutes of the meeting held November 15, 2017 were included with the agenda package. The Chair noted the School District poster art contest, spoke to its associated timelines and advised that it is hoped to provide a summary of feedback on the proposed revisions, received by the deadline date of January 30, 2018, to the next meeting of Policy Committee. The Chair noted that public feedback is welcomed via the district website and that all Trustees would receive a copy of all feedback through the district's intranet (The Portal).

**ACTION:** The Recording Secretary to advise Trustees that all feedback received on the proposed revisions to Policy 100: *Statement of Philosophy* (to be renamed Policy 100: Vision, Mission, Values) will be posted to The Portal.

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

The Policy Status document to November 30, 2017 was included with the agenda package.

The Chair reviewed the status document and noted the change in timing for report back on the proposed revisions to Policy 513.2: *Field Trips* to March/April. She then spoke to the work that the members of Policy Committee may want to accomplish prior to this Board's term concluding. Discussion ensued on identifying those items that should be discussed at future meetings of Policy Committee with a view to accomplishing various tasks before the end of this Board's term.

**ACTION:** The Chair of Policy Committee to develop a strategic timing summary document for policy work from February to October 2018.

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

Possible agenda items include: update on Policy 501.8: *Student Admission, Registration, Placement and Transfer*; Policy 703.7: *Closure of Schools due to Emergent Conditions*; update and revised timeline on development of the SOGI policy; Policy 100 updates; and the strategic timing summary document for policy work. Policy 513.2: *Field Trips* may also be a consideration for the next meeting agenda.

## **8. NEXT MEETING DATES**

Meetings are scheduled as follows: Monday, February 19, Monday, March 12, Monday, April 16, Monday, May 14 and Monday, June 18, 2018.

The Policy Committee Chair will discuss the meeting date conflicts (March 12 and May 14) with the Chair of the Personnel & Finance Committee.

It was also noted that additional meeting dates for Policy Committee may be required to ensure that the goals of this Committee can be achieved.

## **9. ADJOURNMENT**

The meeting adjourned at 11:03am.

Respectfully Submitted,



Sandra Nixon, Chairperson  
Policy Committee