

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

MINUTES OF PUBLIC MEETING OF POLICY COMMITTEE

Date: Monday, May 14, 2018 at 10:30am
Board Room, Main Floor, Administration Building

Present: Sandra Nixon, Chairperson
Donna Sargent, Vice Chairperson
Sherry Elwood, Superintendent of School *
Alice Wong, Member *
Scott Robinson, Deputy Superintendent
Wendy Lim, Assistant Superintendent
Liz Baverstock, President, RTA **
Tim McCracken, 1st Vice President, RTA
Donna Dunn, RTA Executive Member
Gail Hackenbruch, Executive Assistant (Recording Secretary)

* *Present for a portion of the meeting*

** *Joined the meeting in progress*

The Chair called the meeting to order at 10:41am.

1. INTRODUCTIONS

Nil.

2. ADOPT AGENDA

The agenda was adopted as presented.

3. APPROVE MINUTES

The minutes of the meeting held Monday, April 16, 2018 were approved as circulated.

4. POLICY 513.2 AND 513.2-R: FIELD TRIPS

A memorandum from Assistant Superintendent Lim was included with the agenda package. Assistant Superintendent Lim provided background, noted the composition of the Field Trip Working Group's, the revision process for tracking feedback from the pilot teams, the parallel process for athletic field trips, collaboration with the City of Richmond to revise the Get Wet Program, checklists and proposal forms developed to reflect current best practices and advised that the Field Trip Working Group's activities, policy revisions and new field trips have been developed and piloted over the past three years. She then provided an overview of the proposed policy changes and the rationale for those changes including the supervision ratios. She noted that upon approval of the revised Policy 513.2, 513.2-R and 513.2-G: *Field Trips*, that Policy 513.2.1 and 513.2.1-R: Out of Province/International Travel and 805.6: *Transporting Students in Private Vehicles* would then require rescinding as they would then be woven into the administrative guidelines accompanying Policy 513.2: *Field Trips*. She spoke to the anticipated timeline for stakeholder feedback of June to September 2018, having a soft launch in the fall 2018 and full implementation for all other schools in January 2019.

Attendees had comments and questions on: the successes of the working group as schools worked through the pilot; the streamlining of the application process and ensuring best practices; having clarity around the risks for various trips; the lead time required for planning of out of town trips;

and incorporation of all feedback from members of the Field Trip Working Group; including a reference in the policy that acknowledges our current practice of ensuring equity and accessibility for all to participate in curricular field trips and recognizing that there might be occasions when schools provide financial support; the cost of TTOC's to cover field trips; supervision ratios for secondary and elementary students on various field trips; and future plans for paperless forms and online payment for field trips.

*Liz Baverstock, President, Richmond Teachers' Association, entered the meeting at 10:53am.
Trustee Wong left the meeting at 11:09am.*

ACTION: It was **AGREED** that a **NOTICE OF MOTION** would be provided to the next meeting of the Board of Education (Richmond) that a **RECOMMENDATION** would be presented at the June 13, 2018 meeting of the Board to place proposed revisions to Policy 513.2, 513.2-R, and 513.2-G *Field Trips*, into the stakeholder review process AND to rescind Policy 513.2.1, 513.2.1-R: *Out-of-Province/International Travel* and Policy 805.6: *Transporting Students in Private Vehicles* after approval of those revisions.

5. POLICY 104: ACCEPTABLE USE OF INFORMATION AND TECHNOLOGY

A memorandum from Superintendent was included with the agenda package. The Superintendent advised that at a previous meeting of Policy Committee she was asked to review whether compliance with Freedom of Information and Protection of Privacy Act (FOIPPA) should be included in the policy language and suggested that in order to comply with not only FOIPPA but also federal statutes and that the following additional wording is added to the end of the first paragraph of Policy 104: *Acceptable Use of Information and Technology*. **In every circumstance of the use of information and communications services, the appropriate federal and provincial legal and legislative requirements apply.** Attendees had questions and comments on: venues at which any changes to FOIPPA are communicated and discussed with staff and having a robust annual plan to share any changes to such legislation.

ACTION: It was **AGREED** that a Notice of Motion would be provided to the May 23, 2018 Public meeting of the Board of Education (Richmond) advising that proposed housekeeping changes to Policy 104: *Acceptable Use of Information and Communications Services* would be presented to the June 13, 2018 for approval.

6. POLICY 517: ASSESSMENT AND EVALUATION

This item appeared on the public meeting agenda. The Superintendent spoke to this item, noted the venues at which the proposed changes had been discussed and updated on her recent discussions with the President, Richmond Teachers' Association (RTA). Attendees had comments and questions on the concerns expressed by the RTA and allowing more time for inclusive discussions. It was suggested that when the proposed revisions to the policy are presented that a reference to the various committees at which the draft policy could be discussed is included.

A memorandum from the Policy Committee Chair was included with the agenda package. The Chair spoke to the Notice of Motion provided to the May 9, 2018 public meeting of the Board regarding the placement of the proposed draft into the stakeholder feedback process. Attendees had comments and questions on: the timing for requesting feedback on the proposed changes due to the enormity of this area for teachers; allowing stakeholders more time for deliberate and intentional conversations around the proposed changes to this policy; ensuring sufficient time to provide for feedback; the non-emergent nature of the proposed revisions; allowing sufficient time for more full and in-depth discussions by all stakeholders;

the appropriate committees at which this topic could be discussed; and the acknowledgement of the proposed revisions forming a bridging type document until additional information is provided by the Ministry of Education. Discussion ensued around possible scenarios that would address the concerns expressed and the previous collaborative process when changes were made to this policy that included trained staff facilitating discussions on assessment practices. After discussion it was agreed to defer the request to the Board for placement into the review process. A report back will be provided in the fall 2018.

ACTION: It was **AGREED** that the Policy Committee Chair would advise the Board at its May 23, 2018 public meeting that the placement of Policy 517: *Assessment and Evaluation* into the stakeholder review process would be deferred until in-depth discussions with stakeholders had taken place. Rescinding of Policies 515.1: *Progress Reports of Students*, 515.3 and 515.3-R: *Promotion of Students*, 515.4: *Graduation Requirements*, Policy 515.5: *Permanent Records of Students*, 515.6 and 515.6-G: *School Completion Certificates* and 516.1 and 516.1-R: *Challenge* would also be deferred to a future meeting.

The Superintendent left at 11:48am. during the above discussion.

7. SOGI POLICY

The Chairperson updated on the feedback received at the public information sessions held April 24 and May 5 and future anticipated feedback from students. She advised on next steps that includes a meeting of the SOGI Working Group on May 28, 2018 to review the feedback received at that time and to consider any recommendations for changes to the proposed draft documents.

8. POLICY REVIEW STATUS [standing item]

The policy status to April 30, 2018 was included with the agenda package. The Chair advised that Policy 501: *Student Admission, Registration, Placement and Transfer* had now been deferred to the fall 2018. The Deputy Superintendent noted the many moving pieces associated with this policy and advised that the Board is designing a process to manage enrolment.

9. AGENDA ITEMS FOR UPCOMING MEETINGS

The schedule, updated to May 3, 2018, reflecting anticipated upcoming items was included with the agenda package.

10. NEXT MEETING DATES

The next meeting is scheduled for 10:30am on Monday, June 18, 2018. Dates for September and October 2018 yet to be determined.

11. ADJOURNMENT

The meeting adjourned at 11:55am.

Respectfully Submitted,



Sandra Nixon, Chairperson
Policy Committee