

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

## **MINUTES OF PUBLIC MEETING OF POLICY COMMITTEE**

Date: Monday, November 18, 2019 at 10:30 am  
Board Room, 1<sup>st</sup> Floor, School District office

Present: Sandra Nixon, Chairperson  
Donna Sargent, Vice Chairperson  
Heather Larson, Member  
Scott Robinson, Superintendent  
Tim McCracken, Vice President, Richmond Teachers' Association  
Catherine Cleary, Executive Assistant (Recording Secretary)

The Chair called the meeting to order at 10:31 am.

### **1. INTRODUCTIONS**

### **2. ADOPT AGENDA**

The agenda was adopted as circulated.

### **3. APPROVE MINUTES**

The minutes of the meeting held Monday, October 21, 2019 and the minutes from the Special meeting held Monday, November 4, 2019 were approved as circulated.

### **4. POLICY 504.4 & 504.4-R: *Menstrual Products***

Attachment: Memorandum from the Superintendent.

The Superintendent provided an overview of the memorandum including the separate new draft regulation as attached. The Superintendent then provided an update to the Special Meeting held November 4, 2019 on the proposed Communications plan that will consider: communication with school PACS; translation as appropriate; signage on or near machines; and discussion at the school level regarding installation and usage of the dispensers. The communication plan is currently being drafted and will be implemented in consultation with school administrators.

Committee members had comments and questions on the timeline and communications plan, and were in support of next steps to send the draft policy out for stakeholder input and review.

**ACTION:** It was **AGREED** that a Notice of Motion be brought to the December 11, 2019 Board Meeting for consideration that a Recommendation be presented at the January 8, 2020 Public meeting of the Board of Education (Richmond) to place proposed new Policy 504.4 and 504.4-R: *Menstrual Products* into the stakeholder review process for questions and feedback between January 9, 2020 and February 13, 2020.

**5. NEXT MEETING DATES**

Future meetings are scheduled for Monday, January 20, 2020 at 10:30 am and Tuesday, February 18, 2020 at 10:30 am.

**6. ADJOURNMENT**

The meeting adjourned at 10:41 am.

Respectfully Submitted,

Sandra Nixon  
Sandra Nixon, Chairperson  
Policy Committee