

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

MINUTES OF PUBLIC MEETING OF POLICY COMMITTEE

Date: Monday, October 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 Schools
Scott Robinson, Deputy Superintendent
Jose Pelayo, RMAPS Co-Chair
Liz Baverstock President, Richmond Teachers' Association *
Tim McCracken, 1st Vice President, Richmond Teachers' Association *
Donna Dunn, Pro-D Officer, Richmond Teachers' Association
Colleen Howu, Parent *
Gail Hackenbruch, Executive Assistant (Recording Secretary)

*Joined the meeting in progress

The Chair called the meeting to order at 10:38am.

1. INTRODUCTIONS

Nil.

2. ADOPT AGENDA

The agenda was adopted as circulated.

3. APPROVE MINUTES

The minutes of the meeting held Monday, September 17, 2018 were approved as circulated.

Liz Baverstock, President, and Tim McCracken, 1st Vice President, RTA, entered the meeting at 10:40am.

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

The administrative guidelines that accompany Policy 501.8-G: *Student Admission, Registration, Placement and Transfer*, were included with the agenda package for information. The Deputy Superintendent advised that the revisions made to these administrative guidelines were highlighted at meetings of the Presidents' Council and the RDPA and then provided a high level summary. He noted that these adjustments were necessary due to the changes in the enrolment context of the district specifically with respect to the registration and transfer procedure, some were due to semantics around the language used, a section has been added on registration priorities and that the number of documents required for registration has been reduced to make it easier for parents to register their children. He noted that the version included with this package is not the most current and does not reflect the recent changes.

He then advised that the communication plan for Kindergarten registration involves an increased web presence with a dedicated registration process web page, distribution of flyers and four Kindergarten information evenings. Attendees had comments and questions on: the registration priority periods; Kindergarten registration timing and; the rationale for determining a specific age as a responsible adult under the extended absences for parents/legal guardians. The Deputy Superintendent briefly spoke to the positive comments received on frequently asked questions (FAQ's) that appear on the Kindergarten registration webpage that provides clarification on the process for registration.

ACTION: The Deputy Superintendent to distribute to meeting attendees the most current version of the revisions to Policy 501.8-G: *Student Admission, Registration, Placement and Transfer* and to ensure that the District website reflects the correct student registration dates.

ACTION: The Recording Secretary to attach to these meeting minutes the most up to date version of the revisions to Policy 501.8-G: *Student Admission, Registration, Placement and Transfer*.

Colleen Howu entered at 10:51 am during the above discussion.

5. SEXUAL ORIENTATION AND GENDER IDENTITY: POLICY 106

The Superintendent updated on the implementation of the SOGI policy at schools noting that the first 4 or 5 months in this school year are intended to increase awareness and understanding of the policy, its regulations and administrative guidelines. She advised that the SOGI policy has been highlighted on meeting agendas of administrators and management staff since May 2018 to assist them in understanding the intent of the policy, its regulations and guidelines, to help them become more knowledgeable and to assist them to raise awareness and share with the staff and PAC's at their school. Administrators have also been asked to make certain that their own school processes and/or code of conduct are aligned with the SOGI policy to ensure that everything is working in harmony. She shared information on the district staff that will lead the implementation of this policy by raising awareness, providing relevant and age appropriate resources, developing curriculum, assisting teachers identify resources and helping parents in their understanding of the SOGI policy and the curriculum. She then advised that mental health, wellness and SOGI would be discussed at the November 2 district professional day and that this work would continue throughout the year. She updated on the status of the framing the SOGI District Advisory Committee, that will problem solve on what is working well and where improvements can be made, and advised that the district is not too far off from formalizing this. Attendees had comments and questions on: representation of stakeholder representatives on the SOGI Advisory Committee; having a district focus day for parents and teachers on having conversations around SOGI; providing a report to the next meeting of Policy Committee on the framework of the Advisory Committee and; whether or not the SOGI policy will be translated and offered in different languages to make it more accessible to our community.

6. POLICY REVIEW STATUS [standing item]

The policy review status document to September 30, 2018 was included with the agenda package.

7. AGENDA ITEMS FOR UPCOMING MEETINGS

Nil.

8. NEXT MEETING DATES

To be determined.

9. ADJOURNMENT

The meeting adjourned at 11:22am.

Respectfully Submitted,

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

Sandra Nixon, Chairperson
Policy Committee