

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

MINUTES OF PUBLIC MEETING OF POLICY COMMITTEE

Date: Wednesday, October 21, 2019 at 10:30 am
Board Room, 1st Floor, School District office

Present: Sandra Nixon, Chairperson
Donna Sargent, Vice Chairperson
Heather Larson, Member
Scott Robinson, Superintendent
Mark Hoath, President, Richmond Association of School Administrators
Tim McCracken, Vice President, Richmond Teachers' Association
JW Cho, Richmond Teachers' Association
Ian Hillman, CUPE, Local 716
Liz Baverstock, President, Richmond Teachers' Association
Steve Wengowski, Richmond Teachers' Association
Catherine Cleary, Executive Assistant (Recording Secretary)

The Chair called the meeting to order at 10:32 am.

1. INTRODUCTIONS

2. ADOPT AGENDA

The agenda was adopted as circulated.

3. APPROVE MINUTES

The minutes of the meeting held Monday, September 5, 2019 were approved as circulated.

4. NEW POLICY : *Menstrual Products*

Attachment: Memorandum from the Superintendent.

The Superintendent provided an overview of the memorandum outlining the background, new draft policy and proposed administrative guidelines. Earlier in the year, the Ministry of Education issued a ministerial order requiring that Boards of Education provide menstrual products free of charge to all students who may require them. The Ministry stated that products must be available in schools by the end of the 2019 calendar year. In addition, boards must develop policies and administrative procedures regarding the provision of menstrual products in their schools.

The Ministerial order also stated that student feedback be incorporated into decisions made about the provision of menstrual products and as such, school principals were asked to consult with students at both the secondary and elementary levels. The

Superintendent reported on the feedback received from students and noted that based on the feedback received, it is recommended that the District provide both pads and tampons at the secondary level and that pads be offered at the elementary level, all free of charge to students.

The Superintendent noted that at the current time, the Richmond Board of Education does not have policy or procedures pertaining to the provision of menstrual products. A draft policy as well as draft administrative guidelines were provided to the Committee members for reference. Following the initial discussion at the Policy Committee, potential revisions to both documents will be made with revised copies of the draft policy and administrative guidelines brought to the next regular meeting on November 18, 2018 meeting of the Policy Committee for further consideration. As well, the Superintendent noted that there will be a communication plan proposed for implementation.

The Committee members had comments and questions on the timeline and communication as well as operational questions on products offered along with information to be provided to students. The Superintendent noted that Facilities and Buildings will handle the operational side of the process and confirmed that menstrual products will be offered before the end of the calendar year.

ACTION: It was **AGREED** that any revisions to both the draft Policy and Guidelines be brought to the next meeting of the Policy Committee on November 18, 2019 for further consideration.

5. NEXT MEETING DATES

The next meeting is a Special Policy Meeting on Policy 704/704-R and Policy 704.1/704.1-R scheduled for Monday, November 4, 2019 at 10:30 am.

Future meetings are scheduled for 10:30 am on the following dates:
Monday, November 18, 2019; and Monday, December 16, 2019

6. ADJOURNMENT

The meeting adjourned at 10:52 am.

Respectfully Submitted,

Sandra Nixon
Sandra Nixon, Chairperson
Policy Committee