

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

MINUTES OF PUBLIC MEETING OF POLICY COMMITTEE

Date: Wednesday, September 5, 2019 at 10:30 am
Board Room, Main Floor, Administration Building

Present: Sandra Nixon, Chairperson
Donna Sargent, Vice Chairperson
Heather Larson, Member
Scott Robinson, Superintendent*
Lynn Archer, Assistant Superintendent*
Roy Uyeno, Secretary Treasurer
Mark Hoath, President, RASA
Tim McCracken, Vice President, Richmond Teachers' Association
JW Cho, RTA
Liz Baverstock RTA
Steve Wenglowski
Jose Pelayo, Co-Chair RMAPS
Catherine Cleary, Executive Assistant (Recording Secretary)

The Chair called the meeting to order at 10:37 am.

1. INTRODUCTIONS

Introductions were made around the table and the Chair welcomed the attendees to the meeting.

2. ADOPT AGENDA

The agenda was adopted as circulated.

3. APPROVE MINUTES

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

4. POLICY 704 and POLICY 704-R: Retirement of School Facilities

Memorandum from the Superintendent of Schools

The Superintendent provided an update from the Memorandum and noted that it was proposed there would now be two separate policies for the school closure and disposal processes as suggested by the Board's legal counsel. It was noted that the new policy language is intended to reflect a clearer consultation process and to ensure equitable opportunities for all those potentially impacted at the school level. There was an opportunity for questions and comments which included whether there will be a process for re-opening a school following a closure process.

The Superintendent noted that enrolment and capacity are consistently monitored in all schools and if a school was to be required to accommodate increased enrolment, the Board would consider the re-opening of a school.

ACTION: It was **AGREED** that a recommendation would be brought forward to the September 11, 2019 public meeting of the Board of Education (Richmond) to place proposed revisions to Policy 704 and Policy 704-R: *School Closure and/or Consolidation* and proposed new Policy 704.1 and 704.1-R: *Disposal of School Board Land or Improvements* into the Stakeholder Review Process with a timeline for feedback and input due by November 1, 2019.

5. POLICY 512.4: FRENCH PROGRAMS

Memorandum from Assistant Superintendent Archer

Assistant Superintendent Archer noted that the policy was brought back with a few amendments and changes as suggested from the last meeting. An amendment to remove the word “develop” from the recruitment section in Policy 400 would be updated by Assistant Superintendent Archer.

ACTION: It was **AGREED** that a **NOTICE OF MOTION** would be provided at the September 11, 2019 public meeting of the Board of Education (Richmond) advising that a **RECOMMENDATION** to place proposed revisions to Policy 512.4 and 512.4-R: *French Programs* into the stakeholder review process be presented to the Board at its October 9, 2019 public meeting.

6. POLICY 513.4 512.5-R: LEARNING RESOURCES

Memorandum from Assistant Superintendent Archer

An update was provided on the language and resources required to provide more flexibility on learning resources options. There were specific questions on the ERAC organization now merged to FERS (Focused Education Resources Society) that will be updated into the policy. The External Resources will also be updated to include a statement around process and it was noted that the School Board Office be changed to Office of the Superintendent.

ACTION: Assistant Superintendent Archer will make the change to the organization now called Focused Education Resources Society on the Acquisition of Learning Resources section and update the External Resources statement around process that was in the Public Agenda package prior to being sent out to Stakeholders for review and feedback.

ACTION: It was **AGREED** that a **NOTICE OF MOTION** would be provided at the September 11, 2019 public meeting of the Board of Education (Richmond) advising that a **RECOMMENDATION** to place proposed revisions to Policy 513.4 & 513.4-R; and Policy 513.5-R & 513.5-G; Policy 513.6 & 513.6-R and Rescind Policy 513.4.1-G: *Learning Resources* into the stakeholder review process be presented to the Board at its October 9, 2019 public meeting.

7. POLICY 602.9-R: FUNDS RAISED FOR THE SCHOOL
Memorandum from the Assistant Secretary Treasurer

The Secretary Treasurer provided an update and background on the housekeeping change recommended to the Policy to remove the clause that Principals be a signing authority for PACs bank accounts. The Secretary Treasurer highlighted that as PACs are a separate entity from schools and the District, there could be potential liability issues and/or risks associated. He mentioned that both BCCPAC and RDPA recommend not having Principals or their designates as signing officers of PACs. Discussion ensued on the level of support provided by the school district to PACs.

The Committee had questions and discussion ensued on the support provided by the school district to PACs. The Secretary Treasurer offered to assist PACS with an annual finance workshop on best practices and assist Treasurers if needed. The Chairperson acknowledged that providing support would be helpful as the District doesn't have legal authority to oversee any funds raised by PAC.

ACTION: It was **AGREED** that a **NOTICE OF MOTION** would be provided to the October 9, 2019 Board meeting of the Board of Education (Richmond) advising that a **RECOMMENDATION** to remove the clause that school principals be a signing authority for PAC bank accounts contained in Policy 602.9-R: Funds Raised for the School be presented to the Board at its November 13, 2019 public meeting.

8. SUMMARY OF AGENDA ITEMS FOR FUTURE MEETINGS
Status to September 5, 2019

There will be an added timeline column to the Public Status document for when policies come for review. Also, the Diversity Policy will be added and upcoming policy on Menstrual products.

9. NEXT MEETING DATES

The next meeting is scheduled for Monday, October 21, 2019 at 10:30 am. A Special Policy Meeting on *Retirement of Facilities* will be scheduled for Monday, November 4, 2019.

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

10. ADJOURNMENT

The meeting adjourned at 11:41 am.

Respectfully Submitted,

Sandra Nixon

Sandra Nixon, Chairperson
Policy Committee