

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

MINUTES OF PUBLIC MEETING OF POLICY COMMITTEE

Date: Monday, September 17, 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 *
Roy Uyeno, Secretary Treasurer *
Wendy Lim, Assistant Superintendent
Laura Buchanan, Executive Director, Human Resources *
Rebeca Avendano, RMAPS Representative
Liz Baverstock, President, RTA *
Tim McCracken, 1st Vice President, RTA *
Colleen Howu, Parent
Gail Hackenbruch, Executive Assistant (Recording Secretary)

Regrets: Debbie Tablotney, Alternate Member

* Present for a portion of the meeting

The Chair called the meeting to order at 10:39am.

1. INTRODUCTIONS

Nil.

2. ADOPT AGENDA

The agenda was adopted as amended.

Add: Item 7A Marijuana Use Policy

3. APPROVE MINUTES

The minutes of the meeting held Monday, June 18, 2018 were approved as circulated.

4. BOARD OPERATIONS: BYLAW 201 AND TERMS OF REFERENCE FOR STANDING COMMITTEES

The Secretary Treasurer spoke to his memorandum as included with the agenda package noting that the proposed changes to Bylaw 201: *Board Operations* are as a result of changes to the *School Act* and the consequential changes to the Board's Inaugural meeting, process changes i.e. rotation and schedule of meetings of the board, the order of business at regular meetings of the Board and the recent review of the terms of reference of the standing committees of the Board. The Secretary Treasurer noted that all changes have been summarized and the rationale for those changes reflected. A draft of the proposed changes was also included with the agenda package. Attendees had comments and questions on: the scope for discussion, specifically personnel items, at meetings of the Personnel & Finance Committee now that its name change to Finance and Legal Committee has been approved; the importance and ensuring a place for discussions such as staff wellness and morale; and the status and reporting of the Communications Committee.

It was **AGREED** that a Notice of Motion regarding the proposed revisions to *Bylaw 201: Board Operations* would be provided to the September 26, 2018 meeting of Board of Education (Richmond).

The Secretary Treasurer left the meeting at 10:54am.

5. FIELD TRIPS: POLICY 513.2

Assistant Superintendent Lim spoke to her memorandum as included with the agenda package noting the feedback received to date (feedback closes September 19, 2018) includes only one piece, the use of the field trips paperwork by the pilot schools, anticipated soft roll out of the revised policy in the fall 2018 and a hard roll out in January 2019, ensuring consistency across the school district, enhancement of communication with all partner groups, reflecting current best practices in field trips design and maximizing outdoor learning as well as inside learning. She advised that after approval of the proposed revisions, Policies 5.3.2.1: *Out of Province/International Travel* and 805.6: *Transporting Students in Private Vehicles* would be rescinded as they have been integrated into the proposed new policy. The Richmond Teachers' Association advised they would provide feedback by the deadline date around the adult to student ratio in the various categories of field trips, as reflected in the proposed administrative guidelines. Attendees had comments and questions on: whether or not the transporting of students in private vehicles is covered under Youth Safe Outdoors (YSO) best practices; referencing the Drivers Authorization Form on the guidelines and having a fillable pdf on the district website to make it more accessible; the requirement for annual completion of the drivers' authorization form; legal advice that stipulates that drivers' abstracts are optional; ensuring the safety of students at all times when transported in private vehicles, specifically having appropriate and approved seating and sufficient insurance coverages; the Schools Protection Program that provides general liability coverage and points everyone to the YSO; whether or not some portions of the YSO documents should be extracted and placed into our policy; and ensuring that staff is confident in signing off the checklists.

The Chair reiterated that feedback is due by September 19 and will be reviewed by the Pilot Team on September 20, 2018.

Deputy Superintendent Robinson left the meeting at 11:16am during the above discussion.

Assistant Superintendent Lim will present the feedback provided to the Pilot Team at its September 20, 2018 meeting.

It was **AGREED** that a **NOTICE OF MOTION** would be presented to the September 26, 2018 meeting of the Board of Education (Richmond) advising that a **RECOMMENDATION** to approve the proposed revisions to Policy 513.2, 513.2-R, and 513.2-G: *Field Trips [to be renamed Field Trips (Off-site Learning Experiences)]*, and the rescinding of Policies 513.2.1, 513.2.1-R: *Out of Province/International Travel* and 805.6: *Transporting Students in Private Vehicles* will be presented at the October 10, 2018 meeting of the Board.

6. ASSESSMENT AND EVALUATION: POLICY 517

A memorandum from Assistant Superintendent Archer was included with the agenda package who was unable to attend the meeting. The Superintendent spoke to this item noting the discussions that have taken place on the proposed changes to this policy to ensure compliance with current and future Ministry of Education policies and practice and the additional engagements since May 2018 with the Assessment and Innovation Committee, RASA and RTA leaders. She acknowledged that these proposed revisions would form a bridging type document until additional information is provided by the Ministry of Education.

Attendees had comments and questions on: the anticipated public consultation period that would extend over the local election period; considering venues at which discussion could take place on the proposed changes; and staff's plan to inform a new Board on these proposed changes. It was suggested that when the response draft is placed into the review process that a notation on possible venues for discussion is included as well as the suggestion that principals and PAC's meet to discuss the proposed changes and develop any appropriate feedback. The Superintendent noted the suggested feedback deadline date of December 31, 2018 and advised that staff anticipates resuming work on this policy only in January or February 2019.

It was **AGREED** that a **RECOMMENDATION** would be provided to the September 26, 2018 public meeting of the Board of Education (Richmond) to place Policy 517, 517-R and 517-G: *Assessment and Evaluation* (to be renamed *Assessment and Reporting/Communicating Student Learning*) into the stakeholder review process **AND** upon approval of the revisions, the rescinding of Policy 515.1: *Progress Reports of Students*, Policy 515.3 and 515.3-R: *Promotion of Students*, Policy 515.4: *Graduation Requirements* and Policy 515.5: *Permanent Records of Students*.

The Chairperson summarized that policy items Bylaw 201: *Board Operations*, Policy 513.2: *Field Trips* and Policy: 300-R: *Selection and Appointment of Administrators* and Policy 517: *Assessment and Evaluation* are scheduled to be presented to the September 26, 2018 public meeting of the Board.

7. SELECTION AND APPOINTMENT OF ADMINISTRATORS: POLICY 300-R

The Executive Director, Human Resources, noted that a Notice of Motion regarding proposed changes to Policy 300-R: *Selection and Appointment of Administrators* [to be renamed and renumbered as Policy 401, 401-R and 401-G: *Recruitment and Selection of Management and Administrative Personnel*] had been presented to the Board on September 12, 2018 and would return to the September 26, 2018 meeting of the Board with a recommendation for placement into the stakeholder review process. The Chair advised that a timeline for the stakeholder review feedback was required. Attendees had various comments and questions on the response draft timeline. After discussion, the feedback deadline date was determined as December 31, 2018.

The Executive Director, Human Resources left the meeting at 11:54am.

7A MARIJUANA USE POLICY

Trustee Wong shared several parental concerns around the upcoming legalization of medical marijuana such as educating our students on what marijuana looks like, the health effects on the developing brain, educating students on reading labelling to ensure products do not contain marijuana, and whether or not the district has or should have a discrete policy on the use of marijuana. The Superintendent advised that discussions on the legalization of marijuana had been part of provincial conversations for quite some time and the recommendation from both the Ministry of Education and the BCTF is that school districts not have a separate policy on the use of medical marijuana. The Superintendent acknowledged the fears expressed by parents and then reminded the meeting that the upcoming legislation does not pertain to students in grades K-12 as the legal age for use is 19 years. She then advised that the district has policies in place on the use of drugs and alcohol, spoke to the educational Drug Abuse Resistance Education (DARE) program in elementary schools, increasing classroom conversations to educate students to be aware of the edible form of marijuana and having information sharing workshops for both elementary and secondary school student.

Attendees had comments and questions on: student safety at school and having conversations with staff and parents on protocols around what foodstuffs can and cannot be brought to school; advocating for provincially funded education programs for young people on the use of marijuana; communicating to our students the health concerns of marijuana and alcohol on the developing brain; adding relevant information to the DARE program; and using district communication tools to share information on the upcoming legalization and use of medical marijuana and to remind students that there are age limits on its use and that it continues to be a controlled substance for K-12 students.

Liz Baverstock, President, RTA and Tim McCracken, 1st Vice President, RTA, left at 12:15pm during the above discussion.

6. POLICY REVIEW STATUS [standing item]

The policy review status document to August 31, 2018 was included with the agenda package.

9. AGENDA ITEMS FOR UPCOMING MEETINGS

The status of upcoming agenda items up to September 11, 2018 was included with the agenda package.

10. NEXT MEETING DATES

The next meeting is scheduled for Monday, October 15, 2018 at 10:30am at the school district offices.

11. ADJOURNMENT

The meeting adjourned at 12:16pm.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'S. Nixon', is written below the text 'Respectfully Submitted,'.

Sandra Nixon, Chairperson
Policy Committee