

**POLICY COMMITTEE**  
**PUBLIC MEETING AGENDA**

**DATE: MONDAY, NOVEMBER 18, 2019**  
**10:30 AM**  
**1<sup>ST</sup> FLOOR BOARD ROOM**

The Richmond Board of Education acknowledges and thanks the First Peoples of the hən̓q̓əmiṇəm (hun-ki-meen-um) language group on whose traditional and unceded territories we teach, learn and live.

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**1. INTRODUCTIONS**

**2. ADOPT AGENDA**

**3. APPROVE MINUTES**

Attachment: Minutes of meeting held October 21, 2019

Attachment: Minutes of Special meeting held November 4, 2019

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

Attachment: Memorandum from the Superintendent of Schools

**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**

**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, 1<sup>st</sup> 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

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

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

Date: Monday, November 4, 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  
Ian Hillman, CUPE Local 716  
Wennie Walker, RASA  
Liz Baverstock, President, Richmond Teachers' Association  
Rebeca Avendano, Co-Chair, RMAPS  
Catherine Cleary, Executive Assistant (Recording Secretary)

The Chair called the meeting to order at 10:34 am.

### **1. INTRODUCTIONS**

### **2. ADOPT AGENDA**

The agenda was adopted as circulated.

### **3. POLICY 704 & 704-R: School Closure and/or Consolidation**

#### **POLICY 704.1 & 704.1-R: Disposal of School Board Land or Improvements**

Memorandum from the Superintendent  
Stakeholder Review and Feedback

The Superintendent provided an overview of his report highlighting a summary of stakeholder input on Policies 704 & 704-R and 704.1 & 704.1-R received between September 12 and November 1, 2019. Attachments from Richmond Teachers' Association and CUPE Local 716 feedback were provided. RASA also provided input through discussion with senior staff.

It was noted by the Superintendent that based on all the feedback received, there is general support for the majority of changes being proposed for both Policy 704/704-R and Policy 704.1/704.1-R. Regarding Policy 704/704-R, Stakeholders expressed some questions regarding the length of the consultation process and requested that a specific reference to input provided by employees be added to the Regulation.

Regarding 704.1/704.1-R, it was noted that the Board should proceed with caution should it decide to consider actually proceeding with a disposal. It was also discussed that flexibility should be maintained with regard to how the Board wishes to use proceeds of a disposal (within Ministry and Board policy).

Discussion amongst committee members and stakeholders ensued and stakeholders were asked to share their thoughts regarding the proposed consultation minimum time period of two months. Stakeholders noted that it was important to balance the need for an appropriate amount of consultation time with not wanting to prolong stress and anxiety in schools that are being considered for closure. It was noted that it would only be in highly unusual circumstances that consultation would be limited to two months. Ultimately, all present agreed that it would be wise to continue with the proposed minimum two month consultation period in the policy.

Following further discussion and questions, the Committee Chair read the two draft Notices of Motion to be brought forward to the Board on November 13, 2019 and that for the minutes, grammatical changes, suggestions to Legal Counsel as well as consultation length be noted as follows: grammatical changes/organizational suggestions and final edits will be made where appropriate; the minimum length of the consultation period will be two months; more specific detail under Section 5 be added regarding provision of information to and consultation with, employees.

**ACTION:** It was **AGREED** that a **NOTICE OF MOTION** would be provided at the November 13, 2019 public meeting of the Board of Education (Richmond) advising that a **RECOMMENDATION** to approve the revised final proposed revisions to Policy 704 & 704-R: *School Closure and/or Consolidation* be brought to the December 13<sup>th</sup>, 2019 Public meeting of the Board.

**ACTION:** It was **AGREED** that a **NOTICE OF MOTION** would be provided at the November 13, 2019 public meeting of the Board of Education (Richmond) advising that a **RECOMMENDATION** to approve the revised final proposed revisions to Policy 704.1 & 704.1-R: *Disposal of School Board Land or Improvements* be brought to the December 13<sup>th</sup>, 2019 Public meeting of the Board.

#### **4. ADJOURNMENT**

The meeting adjourned at 11:05 am.

Respectfully Submitted,

Sandra Nixon  
Sandra Nixon, Chairperson  
Policy Committee

## **Report to the Policy Committee (Public)**

**DATE:** November 18, 2019  
**FROM:** Scott Robinson –Superintendent of Schools  
**SUBJECT:** New Policy Regarding Menstrual Products - Revisions

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This report is provided to the Policy Committee for information purposes. No further action on behalf of the committee is required at this time.

### **INTRODUCTION:**

The purpose of this report is to provide background information regarding a new Board policy and administrative guidelines pertaining to the provision of menstrual products in schools.

### **BACKGROUND:**

Earlier this 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. In addition, boards must develop policies and administrative procedures regarding the provision of menstrual products in their schools. Accordingly, a draft policy and administrative guidelines were presented for consideration at the October 18, 2019 meeting of the Policy Committee and feedback was provided.

### **CONSULTATION:**

Feedback at the October 18, 2019 Public meeting of the Policy Committee was as follows:

1. Create a separate regulation that replaces the following section of the previously proposed policy:

The Board of Education will:

- a. Ensure menstrual products are made available to students of all gender identities or expressions in a manner that protects student privacy;
- b. Provide for barrier free, easily accessible menstrual products at no cost to students;
- c. Provide menstrual products in school washrooms; and,
- d. Consider student feedback with respect to the provision of menstrual products.

School district staff will develop procedures regarding the provision of menstrual products to students.

2. Develop a communication plan that considers:

- a. Communication with school PACs
- b. Translation as appropriate
- c. Signage on or near machines as appropriate
- d. Discussion at the school level about the installation and usage of the dispensers and product

The communication plan will be developed and implemented in consultation with school administrators.

**PROPOSED TIMELINE:**

October 21, 2019	Policy Committee meeting	Draft policy considered by Policy Committee with initial feedback from stakeholders to be incorporated into potential revision
November 18, 2019	Policy Committee meeting	Revised policy to be considered by Policy Committee with possible recommendation to be brought to Board of Education for entry into the stakeholder review process
December 11, 2019	Board of Education meeting	Notice of Motion for January 8 <sup>th</sup> Board meeting brought to Board of Education for entry into the stakeholder review process.
January 8, 2020	Board of Education meeting	Possible Board approval for entry into stakeholder review process (Proposed timeline January 9, 2020 – February 13, 2020)
February 13, 2020		Deadline for submission of input
February 18, 2020	Policy Committee meeting	Updated draft policy incorporating stakeholder input brought to Policy Committee. Possible recommendation of Notice of Motion for Board approval to March 11 <sup>th</sup> Board meeting.
March 11, 2020	Board of Education meeting	Notice of motion for approval of policy at April 8 <sup>th</sup> Board meeting
April 8, 2020	Board of Education meeting	Possible Board approval of policy

**CONCLUSION:**

The attached revised proposed policy, regulation and administrative guidelines reflect the changes proposed by members of the committee and stakeholders at the October meeting of the policy committee. Should there be no further suggestions for preliminary feedback, the committee may wish to recommend that a notice of motion be brought to the December 11 public meeting of the Board of Education for approval of the proposed policy and regulation into the stakeholder review process at the January 8<sup>th</sup> meeting of the Board.

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*Scott Robinson*  
*Superintendent of Schools*

## EDUCATION

## Policy 504.4

### Attachment A

#### Provision of Menstrual Products to Students

The Board of Education (Richmond) is committed to providing menstrual products to students who may require them.

Every student in the Richmond School District should have access to healthy and effective learning environments. The public school system is expected to promote gender equality and create an inclusive learning experience for all students. Lack of access to menstrual products can impact a student's ability to engage in their school experience and can negatively impact their social-emotional well-being. Providing students with convenient access to free menstrual products helps to support their full participation in school activities, reduces stigma and promotes gender equality.

Adopted;  
Board Adoption of Revision:



## EDUCATION

## Policy 504.4-R

### Attachment B

#### Provision of Menstrual Products to Students

The Board of Education will:

- a. Ensure menstrual products are made available to students of all gender identities or expressions in a manner that protects student privacy;
- b. Provide for barrier free, easily accessible menstrual products at no cost to students;
- c. Provide menstrual products in school washrooms; and,
- d. Consider student feedback with respect to the provision of menstrual products.

School district staff will develop procedures regarding the provision of menstrual products to students.

## EDUCATION

## Policy 504.4-G

### Attachment C

#### **Provision of Menstrual Products to Students**

##### **Availability of Products**

Menstrual Products shall be made available free of charge in all student washrooms designated as gender-neutral or female in all educational sites in the school district.

##### **Selection of Products**

Both menstrual pads and tampons shall be made available in secondary school washrooms. Menstrual pads shall be made available in elementary school washrooms. Elementary schools will continue to have the option of providing tampons to students, however the school district will not be responsible for providing or dispensing them.

##### **Dispensing of Products**

Dual product dispensers shall be installed and maintained in all secondary school gender-neutral and female designated washrooms. Single product dispensers shall be installed and maintained in all elementary gender-neutral and female designated washrooms.

##### **Maintaining Availability of Products**

Custodial staff shall be responsible for ensuring that menstrual products remain available in gender-neutral and female washrooms at all times.

##### **Communication of Questions and Concerns**

Students or family members with questions or concerns about the provision of menstrual products should contact their school principal.

##### **Consultation with Students**

The school district shall occasionally consult with students in order to determine whether or not adjustments to these procedures need to be considered.