

PUBLIC MEETING AGENDA **BOARD OF EDUCATION**

WEDNESDAY, JANUARY 27, 2021 – 7:00 pm

https://sd38.zoom.us/webinar/register/WN_I0kBrMtvRc6SaEYa8WhdYQ

After registering, you will receive a confirmation email containing information about joining the webinar

Telephone 604 668 6000

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

1. Recognition of Visitors, Announcements and Updates from Trustees

- (a) Recognition of Visitors
- (b) Announcements
- (c) Any materials not included in packages available to the public

2. Adoption of Agenda

3. Presentations, Special Recognitions, Briefs and Questions from the Public

(a) Presentations

Nil.

(b) Special Recognitions

Nil.

(c) Briefs

Richmond Teachers' Association COVID-19 Membership Survey Brief
Presented by Liz Baverstock, President

(d) Questions from the Public

Members of the public are invited to come forward with questions regarding agenda items.

Communications Break

4. Executive

5. Approval of Minutes

- (a) Regular meeting of the Board held Wednesday, December 16, 2020 for approval.
- (b) Record of an In-camera meeting of the Board held Wednesday, December 16, 2020.
- (c) Record of a Special In-camera meeting of the Board held Thursday, January 14, 2021.

6. Business Arising

- (a) Strategic Plan Update
Memorandum from the Superintendent
- (b) Education Week
Memorandum from Director of Communications

7. New Business

Nil.

8. Questions from the Public: Tonight's Agenda

Members of the public are invited to come forward with questions regarding agenda items.

9. Standing Committee Reports

- (a) Audit Committee
Chair: Donna Sargent
Vice Chair: Norman Goldstein

A meeting was held on January 11, 2021. The next meeting is scheduled for Monday, March 8, 2021.

- (b) Education Committee
Chair: Heather Larson
Vice Chair: Donna Sargent

A meeting was held on January 20, 2021. The next meeting is scheduled for Wednesday, February 17, 2021 at 5 pm.

- (c) Facilities and Building Committee
Chair: Ken Hamaguchi
Vice Chair: Norman Goldstein

The next meeting is scheduled for Wednesday, February 3, 2021 at 5 pm.

- (d) Finance and Legal Committee
Chair: Debbie Tablotney
Vice Chair: Ken Hamaguchi

- (i) **Recommendation:** Trustee Expenses for three months ending December 31, 2020 attached.

- (ii) Minutes of the meeting held November 18, 2020 are attached for information.

A meeting was held on January 20, 2021. The next meeting is scheduled for Wednesday, February 17, 2021 at 11 am.

- (e) Policy Committee
Chair: Sandra Nixon
Vice Chair: Debbie Tablotney

- (i) Minutes of the meeting held November 16, 2020 are attached for information.

A meeting was held on January 18, 2021. The next meeting will be held on Monday, February 8, 2021 at 10:30 am.

10. Correspondence

Nil.

11. Board Committee and Representative Reports

- (a) Council/Board Liaison Committee

The next meeting is scheduled for Wednesday, February 10, 2021 at 9:30 am via Zoom.

12. Adjournment



Richmond School District
7811 Granville Avenue, Richmond BC V6Y3E3
Phone: (604) 668-6000

BOARD OF EDUCATION

Telephone 604 668 6000
Visit our Web Site @ www.sd38.bc.ca

The next Board Meeting is scheduled for Wednesday, February 24, 2021

Contact Persons regarding agenda items:

Superintendent of Schools, Mr. Scott Robinson – 604 668 6081

Secretary Treasurer, Mr. Roy Uyeno – 604 668 6012

- Please address any item for an upcoming Agenda to the Chairperson, Board of Education (Richmond) at: 7811 Granville Avenue, Richmond, BC V6Y 3E3.
- Items are to include your name and address.
- Items received at the office of the Secretary Treasurer by 9am the Thursday preceding a meeting of the Board will be included on the Agenda.
- Items arriving after the 9am Agenda deadline will be reserved for the next meeting of the Board.
- For further assistance, please contact the Executive Assistant to the Board at 604 295 4302.

COMMITTEE APPOINTMENTS 2021

	AUDIT	EDUCATION	FACILITIES AND BUILDING	FINANCE AND LEGAL	POLICY
Chair	Donna Sargent	Heather Larson	Ken Hamaguchi	Debbie Tablotney	Sandra Nixon
Vice-Chair	Norman Goldstein	Donna Sargent	Norman Goldstein	Ken Hamaguchi	Debbie Tablotney
Member	Sandra Nixon	Richard Lee	Heather Larson	Richard Lee	Norman Goldstein
Alternate	Debbie Tablotney	Norman Goldstein	Debbie Tablotney	Heather Larson	Heather Larson
Senior Leader	Roy Uyeno	Lynn Archer	Roy Uyeno/Rick Ryan	Roy Uyeno	Scott Robinson

	Cambie Coordinating	Aboriginal Education Enhancement Agreement Advisory Committee	Child Care Development Advisory Committee	Council/Board Liaison Committee	Richmond Sister City Advisory Committee
Rep(s)	Norman Goldstein	Norman Goldstein	Ken Hamaguchi	Sandra Nixon/ Debbie Tablotney	Ken Hamaguchi
Alternate	Sandra Nixon	Heather Larson	Debbie Tablotney	Norman Goldstein	Heather Larson
Senior Leader	Roy Uyeno/Christel Brautigam	Jane MacMillan	Frank Geyer	Scott Robinson/Roy Uyeno	Jason Higo
Reports To	Finance and Legal Com.	Education Com.	Facilities and Building Com.	Board of Education	Education Com.

	BCPSEA	BCSTA Prov. Council	ELL Consortium	Vancouver Coastal Health Authority	Anti-Racism Working Group
Rep(s)	Ken Hamaguchi	Heather Larson	Donna Sargent	Norman Goldstein	Ken Hamaguchi
Alternate	Debbie Tablotney	Norman Goldstein	Richard Lee	Sandra Nixon	Debbie Tablotney
Senior Leader	Laura Buchanan	Scott Robinson	Jane MacMillan	Scott Robinson	Christel Brautigam
Reports To	Board of Education	Board of Education	Education Com.	Education Com.	Board of Education

	SOGI Advisory Committee
Rep(s)	Heather Larson
Alternate	Donna Sargent
Senior Leader	Scott Robinson
Reports To	Education Com.

The Chairperson or Vice Chairperson of the Board is the alternate to all standing committees in the absence of appointed Trustee. All Trustees are encouraged to attend standing committee meetings as they are available.

November 25, 2020



Richmond Teachers' Association

210 - 7360 Westminster Hwy.

Richmond, BC

V6X 1A1

Tel: 604-278-2539

Fax: 604-278-4320

www.richmondteachersassociation.ca

January 22, 2021

Board of Education
School District No.38 (Richmond)
7811 Granville Avenue
Richmond, B.C. V6Y 3E3

Dear Sandra,

Re: RTA Covid-19 Membership Survey

On behalf of the Richmond Teachers' Association, we thank you for the opportunity to present a brief to the Richmond Board of Education.

On January 13, 2021, the RTA conducted a survey of the RTA membership with regards to COVID-19. The survey was open for just under one week and closed on January 19, 2021. This electronic survey garnered responses from 694 RTA members of approximately 1600 members in total; a response of over 10% is considered to be excellent in terms of an electronic survey. The RTA, is honoured to present the initial data to the Board as a means to highlight RTA members' experiences as we approach the halfway point of the school year.

RTA COVID SURVEY HIGHLIGHTS

1. *I feel my current workload is manageable.*

Responses – five point scale

Strongly Agree	15.27 %	42.5 %
Agree	27.23 %	
Middle	27.09 %	
Disagree	20.17 %	29.1 %
Strongly Disagree	8.93 %	
No Opinion/No Answer	1.30 %	

2. ***What changes would you like to see with Transitional Remote Learning/cohort structures/secondary structures to make workload more manageable?***

Responses – open-ended

Elementary

- Transitional Remote Learning remains a significant workload concern, despite the reduction to two check-ins per week. Elementary teachers have too many roles to cover in the current cohort structure.
- More time for non-enrolling teachers to assume their specialist roles (remove provision of prep).
- Additional preparation and collaboration time to plan for cohorts.
- Decrease reporting demands. Make reporting easier with a fileable form or technology that is less time consuming.
- Elementary teachers support assigning designated teachers to support at home learners.
 - There is significant concern that support is insufficient for the learners and their families at home.
 - Teachers who are unable to work for health reasons should be able to teach transitional learners.
 - There is still significant concern that cohort teams are being stretched to provide support for both in-person and transitional learners.
 - Concern for the overall wellness of some learners that remain at home.
 - ELL Learners require additional support for TRL.
 - Assessment and reporting is better supported by a dedicated teacher, who has designed and implemented learning for TRL.
 - Increase home support for transitional remote learners.
- Some teachers would like to see TRL discontinued.
- Cancellation of FSAs for 2020/21

Secondary

- Add a transition day between quarters.
- Multi-grade classes should have the same schedule as Grades 10 to 12.
- ELL learners need additional support.
- Reduce reporting demands (less frequent).
- Linear preparation time is appreciated. The eighth block can be better used for learning support. Concerns about inequities in workload.
- Reduce the class size for grade 8 and 9.
- Pace of the quarter system adds significant workload for daily planning.
- Address insufficient instructional time for grade 10 to 12.

Learning Services

- Add teachers to support Transitional Remote Learning.

- Where possible, allow members of Learning Services to work from home during “office hours”. The District has few private spaces available for Learning Services staff to participate in Zoom meetings or make confidential phone calls.

3. *I am worried about bringing COVID-19 to my immediate family/household from school.*

Responses – five-point scale

Strongly Agree	52.31 %	75.65 %
Agree	23.34 %	
Middle	11.53 %	
Disagree	9.22 %	12.25 %
Strongly Disagree	3.03 %	
No Opinion/No Answer	0.58 %	

4. *I am often worried, anxious and concerned about my health and safety in my school(s) due to COVID-19.*

Responses – five point scale

Strongly Agree	38.62 %	62.68 %
Agree	24.06 %	
Middle	16.14 %	
Disagree	14.99 %	20.75 %
Strongly Disagree	5.76 %	
No Opinion/No Answer	0.43 %	

5. *I am confident the Provincial H&S Protocols help reduce transmission of COVID-19.*

Responses – five point scale

Strongly Agree	7.49 %	23.05 %
Agree	15.56 %	
Middle	22.77 %	
Disagree	32.56 %	53.74 %
Strongly Disagree	21.18 %	
No Opinion/No Answer	0.43 %	

6. *How could Health & Safety at your school be improved?*

- All students and staff should be required to wear a mask when physical distancing of 2m cannot be maintained.
- Increase physical distancing by reducing class density.
- Less cross-cohorting. Teachers and EAs should only be assigned to one cohort.
- Provide an update to each school about ventilation. Provide air purifiers.
- Ensure room capacity is consistently applied.
- More cloths and cleaning supplies.
- More information about cleaning surfaces and materials.
- Increase communication, reminders and information about Provincial Health and Safety K to 12 Guidelines.

- More resources to support individualized resources and materials.
- At a minimum, portable barriers should be supplied for every classroom.
- Teachers should be part of contact tracing, they know the close contacts and movement of students.

7. *How could the current COVID-19 exposure communication protocols be improved?*

- Faster communication about exposures.
- Early notification once the school has been informed of a positive test result.
- Exposure notices should be posted on the District and school websites, rather than a link to VCH.
- More details about the exposure incident.

8. *What school, district and/or individual changes implemented in the 2020/21 school year would you like to continue in future years?*

Responses – open-ended, RTA members provided comments on the structures, processes and their own teaching with respect to the pandemic and what they would like to see continue. Below are some highlights that the Board should consider as you plan for next year and for the 2021/22 Budget.

- Maintain elementary daytime custodians and the additional noon-hour supervisors.
- Maintain portable sinks and hand hygiene supplies.
- Maintain a focus on a healthy workplace, including staying home when sick and providing vaccinations for employees.
- Provide additional support for outdoor learning – resources and dedicated space.
- Provide additional staffing for elementary ELL and Learning Resource for cohort models of support.
- Work with Public Health to maintain messaging that students should stay at home when sick.
- Mandatory outside time (“Westcoast recess”/lunch).
- Controlled parent access to schools (safety and workload). Dismiss/welcome students through exterior classroom door.
- Later start-time for secondary students.
- Support online resources for parent-teacher conferences.
- Online professional development at home where feasible/possible.
- Online workshops and meetings where possible.
- Advocate for additional funding for smaller class sizes.

A number of other items were raised by teachers for further discussion. However, there is caution about making any permanent changes until the pandemic is over.

9. *What are the key issues the RTA and BCTF should focus on with respect to COVID-19?*

- A mask policy, consistent with public messaging for workplaces and public spaces.
- Reduced classroom density.
- Vaccine priority for teachers.
- Address workload concerns.

- Improved exposure notification process.
- Increased testing and more school data about transmission.
- A paid COVID-19 leave for self-isolation that does not require teachers to use sick leave and TTOCs incur a loss of finances.
- Accommodations that allow teachers to support students learning at home.
- More positive messaging about schools and the role of teachers and school staff in mitigating risks.

What I know is that all of us must do more to learn from the experiences of classroom teachers and staff to make improvements, increase confidence and reduce workload.

Sincerely,

A handwritten signature in black ink, appearing to read 'Liz Baverstock', followed by a long horizontal flourish.

Liz Baverstock, RTA President

cc: Scott Robinson, Superintendent of Schools
Roy Uyeno, Secretary-Treasurer
Kelly Greene, MLA Richmond-Steveston
Henry Yao, MLA Richmond South Centre
Teresa Wat, MLA Richmond North Centre
Aman Singh, MLA Richmond-Queensborough
Tim McCracken, 1st VP, RTA
Steve Wenglowksi, 2nd VP, RTA
JW Cho, 3rd VP, RTA

**MINUTES OF A REGULAR MEETING
OF THE BOARD OF EDUCATION
OF SCHOOL DISTRICT NO 38 (RICHMOND)
7811 GRANVILLE AVENUE, RICHMOND, BC (via ZOOM)
ON WEDNESDAY, DECEMBER 16, 2020
AT 7:00 P.M.**

Present: Chairperson
Trustees

S. Nixon
D. Tablotney
N. Goldstein
K. Hamaguchi
H. Larson
D. Sargent
R. Lee
S. Robinson
R. Ryan
R. Uyeno
L. Archer
C. Brautigam
L. Buchanan
F. Geyer
J. MacMillan
R. Laing
D. Sadler
C. Cleary

Superintendent of Schools
Deputy Superintendent
Secretary Treasurer
Assistant Superintendent
Assistant Superintendent
Executive Director, Human Resources
Executive Director, Facilities Services
Executive Director, Learning Services
Executive Director, Learning & Business Technology
Director, Communications & Marketing
Executive Assistant, Recording Secretary

The Chairperson called the meeting to order 7:05 pm

***The Richmond Board of Education acknowledged and thanked the
First Peoples of the hənq̓əminəm' (hun-ki-meen-um) language group on whose
traditional and unceded territories we teach, learn and live.***

Secretary-Treasurer Uyeno - A reminder was made for those that joined the meeting to please ensure that video was turned off and microphones muted to eliminate background noise;

there will be two question periods at which time, questions sent to the Board meeting email account will be read out. For those who have not already submitted questions, there is an opportunity to via: boardmeetings@sd38.bc.ca; or through the Q and A feature in Zoom.

For the public joining the meeting, they are able to listen to the meeting but not speak or use chatbox during the meeting; and an audio/video recording of the meeting will be made available for viewing after this meeting.

1. Recognition of Visitors, Announcements and Updates from Trustees

(a) Recognition of Visitors

The Chairperson welcomed the gallery to the meeting. The Chairperson acknowledged that the Honourable Henry Yao, newly elected MLA for Richmond South Centre, was also in attendance and offered congratulations on behalf of the Board.

- (b) **Trustee Larson** – As we approach the winter break, the Board of Education wishes to extend its warmest wishes to our students, families and staff for a peaceful and joyous winter holiday season. We are all fortunate to live in a part of the world where we are free to celebrate what is most important to us, regardless of our religious faith or spiritual beliefs. It is what makes us diverse and strong as a school district, a community and a nation.

Trustee Goldstein – Briefs regarding the 2021/2022 Annual Budget will be accepted without prior notice at the January 27, 2021 regular meeting of the Board, as well as at the February 24 2021, March 31, 2021 and April 28, 2021 regular meetings of the Board. Please note that budget updates will be made available on the District's Budget 2021/2022 website. All budget feedback will be considered by the Board as part of the budget process which is anticipated to be completed by June 2021.

Trustee Nixon – New Committee Appointments and Trustee School Liaison Assignments for 2021 will be included with the Agenda package for the January Public Board meeting.

- (c) **Any materials not included in packages available to the public.**

The Secretary Treasurer noted that all materials had been made available.

2. Adoption of Agenda

136/2020 MOVED BY H. LARSON AND SECONDED BY D. SARGENT:

THAT the Wednesday, December 16, 2020 Regular agenda of the Board of Education (Richmond) be adopted.

CARRIED

3. Presentations, Special Recognitions, Briefs and Questions from the Public

(a) Presentations

Catherine Ludwig, Principal, Blair Elementary, District Administrator – Fine Arts introduced the recorded performances of: Steveston-London Secondary School choir, under the leadership of their teacher, Michael Mikulin; Palmer Secondary School choir, under the leadership of their teacher, Iris Chan; and Homma Elementary School choir, under the leadership of their teacher, Jacob Autio.

Following the performances, the Chairperson thanked the students and teachers for their joyful presentation.

(b) Special Recognitions

Nil.

(c) Briefs

The Richmond Teacher's Association's (RTA) *Transitional Remote Learning* Brief, received by the Board on December 11, 2020, was presented by President, Liz Baverstock. Ms. Baverstock outlined key points and background in the Brief including initial support for the Transitional Remote Learning program back in August for those families who were not ready to have their children return to school in September. She noted; however, that this support was conditional as a temporary measure

knowing any additional program would be formidable. As the RTA anticipates that the Board will consider extending the Transitional Remote Learning program for the remainder of the school year, stressed that the program is not sustainable and is causing teacher stress at a cost to in-school instruction.

Ms. Baverstock then outlined some specific concerns regarding Elementary Remote Learning. If the Board extends the Transitional Remote Learning Program, the RTA would ask that families notify the District by January 15, 2021 of their intent to either remain in the program to the end of the school year or return to in-class instruction in February for quarter 3. This timeline allows schools the necessary time to revise and make plans for staff that is available with additional staffing dedicated to supporting those students who choose to continue learning at home. The RTA acknowledges that dedicated staff requires additional funding and urges the Board to advocate for increased funding from the Ministry of Education.

The Secondary Remote Learning program model while effective from a workload perspective has offered courses in only four subject areas: Math, Science, English and Social Studies. The RTA expresses concern over what courses may be offered, in what mode and how they would be staffed.

In Summary, Ms. Baverstock noted that while the RTA understands that the Board will likely pass a motion to extend Remote Learning because of the requirements of the Ministry of Education, that the District:

1. Meets with families to express the following: explain COVID Safety Plans that exist in schools, exposure notification process, effects of prolonged absence from in-school instruction (regarding social-emotional well-being and the significant research that can be shared); and
2. Survey parents to ask what further safety improvements are required to return their children to in school instruction that could include a mask requirement, the addition of protective barriers or reduced density options.

Ms. Baverstock concluded acknowledging appreciation for the opportunity to share the RTA's concerns, and advice regarding Transitional Remote Learning.

Trustees acknowledged the hard work of teachers in class and in the Transitional Learning Program and appreciated the detailed Brief.

The Chairperson thanked Ms. Baverstock for bringing forward the concerns of the Richmond Teacher's Association members and noted that the District would respond to the RTA. The Chairperson then asked if there were any further discussion from the Brief, Trustees would like to address.

Trustee Larson thanked Ms. Baverstock for the informative Brief and noted one issue being the communications piece. With inconsistencies in messaging, social media and miscommunication can lead to anxiety. Trustee Larson read the proposed motion and following discussion and comments from Trustees, all stated their support for the motion.

137/2020 MOVED BY H. LARSON AND SECONDED BY K. HAMAGUCHI:

THAT the Board of Education (Richmond) work with staff and public health to develop strategies for more consistent and accessible communication around Covid and the school context.

CARRIED

(d) Questions from the Public

1. A question was asked about the rationale for not allowing teachers, who have accommodations for health reasons, to work with transitional learners from home. If allowed, that might bring back a number of staff and could relieve some of the strain on non-enrolling teachers who are trying to manage transitional learning.

The Executive Director, Human Resources responded noting that the District takes the accommodation of all of employee groups very seriously as they are important and valued. The District has privacy obligations to follow and the District has a comprehensive framework and comprehensive process to follow when those requests are made. The Executive Director noted that when those requests are made, they are thoroughly considered and supporting employees is the primary concern.

2. Has the \$121 million dollar Federal funding been allocated?

The Secretary Treasurer responded that the \$121 million in *Federal Safe Return to Class Funds* has been allocated in two parts – 50% allocated to school districts in September and the remainder to be allocated in January 2021. That is the timeline that was provided by the Ministry of Education. Of that total amount, \$7.3 million was allocated to the Richmond School District and the District prepared the Spending Plan accordingly.

3. A parent wrote that it is worrisome to hear from other parents about exposures in schools? The parent noted they would feel more comfortable with having their children in school if information was more forthcoming and asked if there will be more transparency in notifying parents and staff?

Assistant Superintendent Archer responded that the current process is directed by Vancouver Coastal Health (VCH). The District works closely with the team in Richmond under the auspices of the VCH working with anyone who has been identified with COVID-19. If a notification comes to the District, that someone has tested positive, then VCH works very closely with that test positive to do extensive contact tracing. Upon that determination anyone who has been in close contact/proximity to the tested positive case, they are then notified to self-isolate. After receiving this information from VCH, the School then determines who within that close contact area would receive a *Monitoring* letter that highlights the potential risk. They are not all being asked to isolate but to self-monitor and continue to do a Daily Health check. The school community then receives an *Exposure* letter that provides information for the community about the case identified.

4. A question regarding Federal Funds was received, specifically regarding whether the January release of these funds would be allocated for additional staffing in schools.

The Secretary Treasurer responded that Federal funds the District has received from the \$121 million, do not include the hold back portion of the \$121 million. The District's 10% hold back of those federal funds has not been currently allocated or committed to additional staffing.

5. A parent of a Transitional learning student asked why they are not notified of an exposure at their home school?

Assistant Superintendent Brautigam answered that the District takes direction from VCH as to how the letters are to be distributed. Exposure notification is sent to those families of children that were in the school and students, staff or visitors that were in attendance at the school that day.

4. Executive

The Superintendent of Schools provided an update on COVID, reporting a decrease in the number of school exposure numbers over the past few weeks. Since September there have been just over 50 cases of possible exposure in schools; however he noted it is important that not one has been from actual transmission in a school. The safety plans and interventions put in place by Provincial Health Officer are working well with approximately 16,000 students attending in person every day since school started.

The Superintendent then asked the Director of Instruction to provide an update on the District Food Program that continues to provide support to families who have been negatively impacted by the pandemic and require assistance.

Director of Instruction, Steward talked about Feed U Cate and the Food Security Program with enhanced hampers that include perishable and non-perishable items. Terra Nova Save On is a partner with the Meals in Schools program.

Trustees asked if the District needs volunteers to assist with delivering supplies to families and how to make a donation to these valuable support programs for families in Richmond. The Director of Instruction responded that volunteer opportunities are available and if anyone is interested, to please contact Lisa Urata at the District office or Richard Steward, Director of Instruction. For donations, members of the public can go to the District website to make donations online.

The Superintendent concluded his Executive Report with acknowledging the work of the employees across the District. The exemplary continued work by teachers, support staff and educational leaders to do what they can to provide great experiences for students have kept this District running every day under extremely challenging circumstances over the past year. The Superintendent also thanked parents who have worked with the District to keep things moving forward and to students who show how deeply invested and caring about their schools and each other they are.

The Superintendent then shared a presentation on a sampling of the great things happening in the School District over the past month.

Byng Elementary students made gingerbread houses using graham wafers on milk cartons, a long-standing tradition at Byng. Students brought their houses together to create a gingerbread village with snow and lights to complete the project. McMath Secondary students were busy making fabric masks and shopping bags in their textiles class. This project is helping students develop skills and is also fostering their creativity and passion for recycling. Some students are making more masks over the break to give to parents and siblings as gifts.

Cambie Secondary has 20 students now certified as first responders, following completion of the school's medical science program where they earn two certificates under the Canadian Red Cross – standard first aid and CPR-C; and first responder certification. The Superintendent offered congratulations to those staff and students involved in this new program launched in September. McRoberts Secondary student council created a district wide initiative that has all ten Richmond District high schools working together to raise funds for the Richmond Food Bank. High schools collect donations of non-perishable items as well as cash donations through the *SchoolCashOnline* website. The fundraising goal for each school is \$1,000 and is nice initiative especially this year when so many families are struggling. A Remote Transitional Learning initiative with grade 9 students met for the first time and made bird feeders in their science class. Before meeting in class, the students met online to discuss the project and learned about reducing waste by reusing materials, how to problem solve and what kinds of local wildlife live in Richmond. Homma Elementary created Kindness Calendars over the month of December, with '24 Random Acts of Kindness' with the classrooms focus on community building. Mitchell Elementary students and staff wanted to build connection and community through their Holiday Window Walk where classes decorated their windows in a Winter holiday theme and teachers scheduled times for classes to tour the windows and vote for favourites. Richmond Secondary created a Virtual Winter Music Concert presented on December 8th. Watched by over 300 viewers, the concert featured a wide range of classic, pop and holiday music performed by student musicians.

5. Approval of Minutes

- (a) Regular meeting of the Board held November 25, 2020

138/2020 MOVED BY H. LARSON AND SECONDED BY D. SARGENT:

THAT the Board of Education (Richmond) approve the Minutes of Wednesday, November 25, 2020 Regular meeting as circulated.

CARRIED

- (b) Organizational meeting of the Board held November 25, 2020

139/2020 MOVED BY N. GOLDSTEIN AND SECONDED BY K. HAMAGUCHI:

THAT the Board of Education (Richmond) approve the Minutes of Wednesday, November 25, 2020 Organizational meeting as circulated.

CARRIED

- (c) Record of an In-camera meeting of the Board held November 25, 2020 was included for information.

6. Business Arising

(a) Transitional Learning Program

The Superintendent of Schools provided an overview on the Transitional Learning program for elementary (K-7) and secondary (grades 8 & 9) that are currently scheduled to end at the end of January 2021. The Superintendent then reported on how the Transitional Learning Program (TL) was created to allow students to learn remotely from home on a temporary basis, and also allow them to retain their spot in their current school placement.

After receiving supplementary federal funding from the Ministry of Education it was made clear that these TL Programs were temporary and end at the end of January 2021.

The Superintendent noted the main challenge for teaching staff is the additional and complex workload placed on them. Teachers are overloaded with maintaining this program along with in person teaching simultaneously. Teachers also feel that attention is diverted away from in person learning due to the transitional program. For consideration by the Board, an extension from February 1 to March 26, 2021 for Elementary Transitional Learning and that the Secondary Transitional Learning Program be extended from February 4 to April 23, 2021 is being recommended.

The Superintendent concluded his report, noting that all schools in the Richmond School District are meeting or exceeding current public health and safety guidelines for K-12 schools. With the possible extension of the program the Board may wish to consider the impact of extending the transitional program on the school district and its employees, on the students currently attending in-person learning, and those in the transitional learning program. The goal needs to continue to be to have all students attending school in-person as soon as possible.

Trustees thanked the Superintendent for his in depth and extensive report. Trustees also expressed thanks to the District's teachers for their continued efforts to support students in Richmond.

140/2020 MOVED BY H. LARSON AND SECONDED BY R. LEE:

THAT the Board of Education (Richmond) extend the Elementary Transitional Learning Program in a modified instructional format from February 1, 2021 to March 26, 2021 (end of spring break).

CARRIED

141/2020 MOVED BY D. TABLOTNEY AND SECONDED BY R. LEE:

THAT the Richmond Board of Education extend the Secondary Transitional Learning Program in its current instructional format from February 4, 2021 to April 23, 2021 (end of quarter three).

CARRIED

(b) Strategic Plan

The Superintendent of Schools included background from the report as attached with the Agenda package.

In the Fall, 2019, the Board worked to develop the plan affirming the school district's vision, mission and values. Following a consultation process with Stakeholders, the Board then engaged in a thorough consultation process that began in early 2020. Input and feedback obtained through the consultation process formed and refined the basis of the goals and objectives contained under each strategic priority.

The Superintendent then highlighted the development of the Plan throughout 2020, where the Board offered opportunities for consultation with students, stakeholder groups, members of the public and community partners at various points during the development of the draft plan. Initial input from students strongly influenced the development of the strategic priorities and the draft goals and objectives. Feedback from a number of other sources strengthened the draft plan and contributed to ensuring that it reflect a wide variety of perspectives.

The Superintendent noted the implementation of the plan will begin in the Spring of 2021 and the Board will be prioritizing the goal areas, recognizing that the plan covers a five-year period with specific goals targeted for each year. The Communications Plan was presented with the Agenda package, designed to provide wide access to the Plan for internal stakeholders, parents and members of the community.

The Superintendent concluded noting the many months of discussion and collaboration involving the Board, stakeholders, students and community partners to bring forward the Draft Strategic Plan for 2020-2025.

Trustees expressed how thrilled and proud they are of the Plan. They thanked the Consultants who provided guidance and led important discussion throughout the process. Trustees thanked the students who were part of the engaging evening and consultation process stating that everyone owns a piece of the Strategic Plan.

142/2020 MOVED BY D. TABLOTNEY AND SECONDED BY D. SARGENT:

THAT the Richmond Board of Education approve the strategic priorities, goals and objectives contained in the attached draft 2020-2025 Strategic Plan.

CARRIED

(c) Budget Process Timeline

The Secretary Treasurer presented highlights from the memorandum as attached to the Public agenda. It was noted that due to the pandemic, two factors could potentially cause the deadline to extend through to June. The first factor noted was the continuing pandemic, impacting the budget development, projections and key budget factors, stakeholder and public input, and budget consultation meetings. The second factor will be the timing of the provincial budget and a potential delay in the Ministry of Education Operating Grant announcement. With the Fall election, the provincial budget may now be announced in April rather than in February. The Secretary Treasurer noted that the budget process and timeline will allow for flexibility while still complying with the statutory requirement to submit an approved budget no later than June 30, 2021.

The Secretary Treasurer then outlined the budget process timeline to include: approval of the 2020/2021 Amended Annual Budget by February 28, 2021; 3-Year Base Budget development work; 3-Year Enrolment Projections; confirmation of Ministry of Education Operating Grant Funding; Budget proposals development; stakeholder and public input and consultation; Board consideration of stakeholder/public input and budget deliberations; potential budget options to balance the 2021/2022 Annual Budget; Board approval of the 2021/2022 Annual Budget by June 30, 2021.

In conclusion, the Secretary Treasurer noted that Staff are committed to a streamlined, efficient and effective budget process that ensures a transparent, inclusive process to engage staff, stakeholders and the public in seeking and receiving feedback, input and consultation on the district's 2021/2022 budget.

Trustees thanked the Secretary Treasurer and the Finance team for the timeline and detailed report.

143/2020 MOVED BY D. SARGENT AND SECONDED BY H. LARSON:

THAT the budget process and timeline for the 2021/2022 budget be approved as presented; and

FURTHER THAT staff be directed to post the budget process and timeline on the District's website.

CARRIED

7. New Business

Nil.

8. Questions from the Public: Tonight's Agenda

There were no questions submitted.

9. Standing Committee Reports

- (a) Audit Committee
Chair: Donna Sargent
Vice Chair: Debbie Tablotney

The next meeting is scheduled for Monday, January 11, 2021.

- (b) Education Committee
Chair: Ken Hamaguchi
Vice Chair: Norman Goldstein

The next meeting is scheduled for Wednesday, January 20, 2021 at 6 pm.

- (c) Facilities and Building Committee
Chair: Debbie Tablotney
Vice Chair: Sandra Nixon

The next meeting is scheduled for Wednesday, February 3, 2021 at 5 pm.

- (d) Finance and Legal Committee
Chair: Ken Hamaguchi
Vice Chair: Richard Lee

The next meeting is scheduled for Wednesday, January 20, 2021 at 11 am.

- (e) Policy Committee
Chair: Sandra Nixon
Vice Chair: Donna Sargent

- (i) **Policy 631/631-R:** *Accumulated Operating Surplus and Capital Reserves*

144/2020 MOVED BY D. SARGENT AND SECONDED BY H. LARSON:

In accordance with Board Policy 204: *Creation and Revision of Policy and Regulations*, this Recommendation to the December 16, 2020 Public meeting of the Board of Education (Richmond) is to approve new Policy 631 & 631-R: *Accumulated Operating Surplus and Capital Reserves*.

CARRIED

The next meeting is scheduled for Monday, January 18, 2021 at 10:30 am.

10. Correspondence

11. Board Committee and Representative Reports

- (a) Council/Board Liaison Committee

A meeting was held on December 2, 2020 via WebEx and the Anderson Room, City Hall at 11 am. Childcare update/youth strategy update regarding the Foundry program which is up and running including mental health and additions/community use and programs /transportation

12. Adjournment

145/2020 MOVED BY K. HAMAGUCHI AND SECONDED BY D. TABLOTNEY:

THAT the Regular meeting of Wednesday, December 16, 2020 of the Board of Education (Richmond) be adjourned at 9:25 pm.

CARRIED

S. NIXON,
CHAIRPERSON

R. UYENO,
SECRETARY TREASURER

DATE: January 27, 2021
FROM: R. Uyeno, Secretary Treasurer
SUBJECT: Record of an In-Camera Board Meeting held December 16, 2020

The Board of Education School District No. 38 (Richmond) would like to report that the following was discussed at an in-camera meeting of the Board held December 16, 2020.

- | | | |
|-----|-----------------------------------|--|
| (a) | Briefs and Presentations: | Nil. |
| (b) | Business Arising out of Minutes: | Administrative and personnel items were discussed. |
| (c) | New Business: | Nil. |
| (d) | Executive: | Administrative items were discussed. |
| (e) | Standing Committee Reports: | Nil. |
| (f) | Board Committee and Rep. Reports: | Nil. |
| (g) | Correspondence: | Nil. |
| (h) | Record of Disclosure: | A personnel matter was discussed. |

Below find an excerpt from Board Policy which outlines those matters that constitute In-Camera material.

Pursuant to Board Policy 201, unless otherwise determined by the Board, the following matters shall be considered in-camera;

To protect individual privacy and the Board's own position, in-camera meetings may be conducted to discuss issues such as:

- individual student matters;
- individual employee matters;
- legal concerns;
- negotiating collective agreements;
- negotiating contracts;
- the sale or purchase of land.

Trustees will not disclose to the public or employees the proceedings of an in-camera session unless a resolution has been passed at the closed meeting to allow such disclosure.

DATE: January 27, 2021
FROM: R. Uyeno, Secretary Treasurer
SUBJECT: Record of an In-Camera Board Meeting held January 14, 2021

The Board of Education School District No. 38 (Richmond) would like to report that the following was discussed at a Special in-camera meeting of the Board held January 14, 2021.

New Business:

Administrative items were discussed.

Below find an excerpt from Board Policy which outlines those matters that constitute In-Camera material.

Pursuant to Board Policy 201, unless otherwise determined by the Board, the following matters shall be considered in-camera;

To protect individual privacy and the Board's own position, in-camera meetings may be conducted to discuss issues such as:

- individual student matters;
- individual employee matters;
- legal concerns;
- negotiating collective agreements;
- negotiating contracts;
- the sale or purchase of land.

Trustees will not disclose to the public or employees the proceedings of an in-camera session unless a resolution has been passed at the closed meeting to allow such disclosure.

Report to the Board of Education (Richmond) PUBLIC

DATE: January 27, 2021
FROM: Scott Robinson, Superintendent of Schools
SUBJECT: Strategic Plan Update

The following report to the Board is for information only. No further action on the part of the Board is required at this time.

INTRODUCTION

At the December 16, 2020 public meeting of the Board of Education, the 2020-2025 Strategic Plan was approved. Since then, a number of steps have been taken to finalize the communications plan, finalize public documents associated with the plan, and develop a process and timeline to create an implementation plan.

COMMUNICATIONS PLAN:

Beginning Monday, February 8th, the district will implement a comprehensive communications plan to inform our community about the strategic plan. This plan was shared as part of the report at the December 16th meeting however some minor additions have occurred since then. The plan will be delivered through various communication channels to ensure that the community has multiple access points across a range of platforms and devices.

Messaging will be delivered using the following communication channels:

- Email
- District and school websites
- Print
- Newsletters
- District intranet
- Social Media (Facebook, Twitter, WeChat)
- Media

Messaging

The district communications department will manage the delivery of information. School administrators will be utilized to deliver messaging to their respective school communities. Stakeholder groups will be utilized to ensure that information is delivered to their members.

Webpage

Content from the strategic plan will be made available on the district website. The online version will provide the public with access to the complete plan through their browser or mobile device. Downloadable PDF's of the strategic plan will also be available on the website.

Print

Physical copies of the strategic plan will be delivered to various locations throughout the community, including:

- School Board Office
- Schools
- City of Richmond
- Community Centres
- Public libraries
- Richmond Board of Trade
- Local MLA Offices
- Local MP Offices
- Vancouver Coastal Health
- Mayor's Office
- Vancouver Coastal Health
- Richmond RCMP
- Stakeholders

Translation

Chinese translations of all materials (webpage, electronic documents and print) will be made available for the public. The district will engage and inform the Chinese speaking community through the district website, schools and WeChat.

Media

A press release will be delivered to English and Chinese local media, including:

- Richmond News
- Richmond Sentinel
- Sing Tao
- Ming Pao
- Fairchild News

Communications Delivery Flow

Internal communications will be delivered to the following groups:

- All Staff
- Trustees
- School Administrators
 - Notify Parents and Guardians
 - Post to school website
 - Add to school newsletters
- Richmond Teachers Association
- Canadian Union of Public Employees 716
- Richmond Association of School Administrators
- Richmond District Parents Association
- Richmond Management and Professional Staff
- Media

External communication will be posted to the following:

- District website
- School websites
- Media
- Facebook
- Twitter
- WeChat

PUBLIC STRATEGIC PLAN DOCUMENTS:

A comprehensive strategic plan document intended for public distribution and access has been developed with the assistance of the board's strategic planning consultants. It includes:

- A message from the Richmond Board of Education
- High level statistical information about the district
- Description of the process leading to the development of the plan
- Vision, Mission and Values statements
- A description of the five areas of strategic priority
- A description of the goals and objectives for each strategic priority
- A statement about the role of the Board of Education

In addition, a shorter form of the document has also been developed which contains a briefer summary of the above information. Limited quantities of the print versions of both documents will be made available for distribution, however in alignment with Strategic Priority Three, Goal Three: *"The district fosters energy efficient and environmentally sustainable facilities and practices"*, the focus will be on providing access to documents online.

PLANNING FOR IMPLEMENTATION:

Implementation of the plan is the responsibility of staff. Currently, staff are in the process of developing a draft implementation, monitoring and reporting plan. The draft plan will include:

- Identification of senior staff assigned to each objective
- Identification of teams of other staff linked to each objective
- Creation of a list of specific actions/strategies to achieve each objective
- A draft ranking of the priority sequencing of each objective throughout the duration of the five year plan
- A draft start date and approximate duration for each objective
- Identification of a variety of forms of evidence to measure success of objectives
- A formal reporting structure

This draft plan will be brought to the Board shortly after spring break 2021 for discussion and refinement based on feedback from trustees. Staff will then make final adjustments to the implementation plan in the later spring. Although there is significant work already occurring relating to a number of objectives, formal implementation of the plan will begin at the end of June 2021.

CONCLUSION:

The 2020-2025 Strategic Plan is the result of many hours of consultation and input from the Board's stakeholders. The plan reflects the priorities of the board and the district and sets a clear path ahead for the next five years.

Scott Robinson
Superintendent of Schools

Report to the Board of Education (Richmond) PUBLIC

DATE: January 27, 2021

FROM: David Sadler, Director of Communications and Marketing

SUBJECT: Education Week 2021

The following report to the Board is for information only. No further action on the part of the Board is required at this time.

Introduction

Education Week will be held Monday, February 22 to Friday, February 26, 2021. Education Week is an opportunity to openly share the many remarkable things happening in Richmond schools. This year, due to the current public health orders, the district will be using virtual platforms to highlight the work of students, teachers and staff.

Background

Potential benefits to a virtual format include:

- Increased access, equity and opportunity for all students –both students in school, and in transitional learning, will have the opportunity to contribute.
- Increased range of participation options because teachers and students will be able to share a greater variety of their work that they are engaged with in the classroom.
- Increased opportunity for students to share their learning in different formats including written work, photos, video and audio.

Additionally, there will be a direct connection to the curriculum through the lens of the strategic plan. Each day of the week the district will highlight school and classroom learning based on the following strategic priorities and goals:

Monday, February 22

Learning Through Inquiry

Examples of inquiry-based activities and processes that enhance and personalize learning.

Tuesday, February 23

Global Citizenship and Sustainability

Examples of learner involvement in activities that raise awareness of, and increase engagement in, global citizenry and environmental stewardship.

Wednesday, February 24

Learning through the Arts

Examples of learning options that meet the evolving and diverse needs of learners.

Thursday, February 25

Indigenous Perspectives

Examples of Indigenous history, perspectives, and learning approaches that are embedded within district planning and practices.

Friday, February 26

Equitable and Inclusive Learning Communities

Examples of equitable and inclusive learning opportunities that are available for all learners.

Conclusion

This format will provide staff and students the opportunity to share some great examples of what is happening in our schools, and to show the public examples of:

- Resilient and healthy life-long learners.
- Equitable and inclusive learning environments.
- Innovative learning environments inside and outside of our classrooms.
- Collaboration, creativity, curiosity, resilience, respect, and equity for all.

David Sadler

Director of Communications

Report to the Board of Education (Richmond)
Public

DATE: January 12, 2021

FROM: Trustee Debbie Tablotney
Finance and Legal Committee

SUBJECT: Trustees' Expenses for the Three Months Ending December 31, 2020
Finance and Legal Committee No. 2021-01

RECOMMENDATION

WHEREAS the Board of Education of School District No. 38 (Richmond) is paying for expenses incurred by the Trustees in the discharge of their duties,

BE IT RESOLVED that in accordance with the *School Act*, the Board of Education of School District No. 38 (Richmond) approves Trustees' expenses paid during the three-month period ended December 31, 2020, in the amount of \$1,570.02.

BACKGROUND

Pursuant to the *School Act*, the board is required to approve by resolution expenses incurred by Trustees.

During the three-month period ended December 31, 2020 expenses totaling \$1,570.02 were paid to the Trustees.

In accordance with the requirements of the *School Act*, would the Finance & Legal Committee please consider the recommendation noted.

FINANCIAL IMPACT

Charges to the Board for the three-month period ending December 31, 2020, total \$1,570.02.

CONCLUSION

The Finance & Legal Committee recommends the Board approve Trustees' expenses for the three months ending December 31, 2020.

Respectfully submitted,

Debbie Tablotney, Chairperson
Finance and Legal Committee
Attachment

TRUSTEES EXPENSES

DATE	DESCRIPTION	N. GOLDSTEIN	K. HAMAGUCHI	H. LARSON	R. LEE	S. NIXON	D. SARGENT	D. TABLOTNEY	TOTAL
2020-10-01	Cell phone reimbursement - Oct 2020	40.00	50.00	50.00	50.00	50.00		50.00	290.00
2020-10-28	Cell phone reimbursement - Nov 2020	40.00	50.00	50.00	50.00	50.00		50.00	290.00
2020-11-25	Cell phone reimbursement - Dec 2020	40.00	50.00	50.00	50.00	50.00		50.00	290.00
2020-12-09	BCSTA Trustee Academy - Nov 27-28, 2020	116.67	116.67	116.67	116.67	116.67		116.67	700.02
	TOTALS PAID: Oct 1 to Dec 31, 2020	236.67	266.67	266.67	266.67	266.67	0.00	266.67	1,570.02

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

FINANCE & LEGAL COMMITTEE PUBLIC MEETING MINUTES

Minutes of a **PUBLIC** meeting of the Finance & Legal Committee held via Zoom meeting link, on Wednesday, November 18, 2020 at 11:00 a.m.

Present:

Ken Hamaguchi, Committee Chairperson
Richard Lee, Committee Vice-Chairperson
Norm Goldstein, Trustee Alternate
Debbie Tablotney, Trustee
Heather Larson, Trustee
Rick Ryan, Deputy Superintendent
Roy Uyeno, Secretary Treasurer
Maria Fu, Assistant Secretary Treasurer
Laura Buchanan, Executive Director, Human Resources
Frank Geyer, Executive Director, Facilities Services
Rob Laing, Executive Director, Learning and Business Technologies
Liz Baverstock, President, Richmond Teachers' Association
Ian Hillman, President, CUPE
Stacey Robinson, Vice President, CUPE
Roger Corbin, Richmond Management Administrators Professional Staff
Andrew Scallion, President, Richmond District Parents Association
Wanda Plante, Executive Assistant (Recorder)

Regrets: Lynne Farquharson, Past President, Richmond Retired Teachers' Association

The Chairperson called the meeting to order at 11:04 am

1. APPROVAL OF AGENDA

The agenda was adopted as circulated.

2. APPROVAL OF MINUTES

The minutes of the September 16, 2020 public meeting were approved as circulated.

3. HUMAN RESOURCES STAFFING UPDATE

The Executive Director, Human Resources advised a more detailed report will be provided at the next meeting. She updated attendees that additional federal funding resulted in hiring significantly more teaching staff and other staff to help support the Safe Return to Class initiative. The Executive Director, Human Resources also noted the reassignment of district-based teachers to support transition remote based learning offerings such as Webinars. She provided an update on Remedy and advised that the district will see a reduction this year as resulting from the Jackson arbitration

4. TRUSTEES' EXPENSES

Following a brief discussion, it was agreed to forward the following:

RECOMMENDATION

WHEREAS the Board of Education of School District No. 38 (Richmond) is paying for expenses incurred by the Trustees in the discharge of their duties,

BE IT RESOLVED that in accordance with the *School Act*, the Board of Education of School District No. 38 (Richmond) approves Trustees' expenses paid during the three-month period ended September 30, 2020, in the amount of \$870.00.

5. DRAFT 2021-2022 BUDGET PROCESS

The Secretary Treasurer spoke to the draft 2021-2022 budget process timeline as included in the agenda package and noted an assumption that we likely will continue to be in a pandemic situation in the spring 2021. The Secretary Treasurer emphasized the importance of being flexible as we adjust to potential changes this year which could result in a protracted and longer budget process than normal. He further advised that we will continue to have an inclusive fulsome process while continuing to share information, conduct virtual meetings and engage in public consultation and stakeholder feedback as part of the budget process.

A formal report on the budget process and timeline will be provided to the Board in December for their consideration and approval.

The Secretary Treasurer reviewed the draft 2021/2022 Budget Process Timeline and advised that staff are updating our current year budget based on projected revenue,

expenses and will be adjusting this year's budget to reflect the slight enrolment decline (as a result from the pandemic) and impact on our Ministry of Education operating grant expected on December 18, 2020.

He also advised that work is underway to review all expenditures and other revenues including international education and recalculating what our projections will be to the end of this year. The Secretary Treasurer remains hopeful once enrolment projections are complete that there will be an increase in our 3 year enrollment in terms our regular school aged enrolment numbers assuming the pandemic comes to an end sometime in 2021.

He further advised that in addition to trustee workshops, we will continue the same level of inclusion, engagement, input and consultation from stakeholders and the public and noted there may be a provincial budget announcement delay to March 2021 due to the recent election that may impact and delay our budget approval to the end of June.

There were comments and questions regarding the funding model review and future international student projections.

6. NEXT MEETING DATE – WEDNESDAY, JANUARY 20, 2021 @ 11:00 AM VIA ZOOM MEETING LINK

7. ADJOURNMENT

The meeting adjourned at 11:30 pm.

Respectfully Submitted,

Ken Hamaguchi, Chairperson
Finance & Legal Committee

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

MINUTES OF PUBLIC MEETING OF POLICY COMMITTEE

Date: Monday, November 16, 2020 at 2 pm
Via Zoom

Present: Sandra Nixon, Chairperson
Donna Sargent, Vice-Chairperson
Scott Robinson, Superintendent
Rick Ryan, Deputy Superintendent
Roy Uyeno, Secretary-Treasurer
Liz Baverstock, President, Richmond Teachers' Association
Tim McCracken, Vice President, Richmond Teachers' Association
Steve Wenglowski, Vice President, Richmond Teachers' Association
JW Cho, Richmond Teachers' Association
Mark Hoath, Richmond Association of School Administrators
Rebeca Avendano, Richmond Management Professionals Staff
Frank Geyer, Executive Director, Facilities Services
Catherine Cleary, Executive Assistant (Recording Secretary)

Regrets Heather Larson, Member

The Chair called the meeting to order at 2:02 pm.

1. ADOPT AGENDA

The agenda was adopted as circulated.

2. APPROVE MINUTES

The Minutes of the meeting held March 9, 2020 were approved as circulated.

3. FAIR NOTICE/CRITICAL INCIDENTS PROTOCOLS/POLICY 504.9 & 504.9-R: *Emergency Situations*

An update was provided by Deputy Superintendent Ryan who indicated that he was taking on responsibility for Emergency Management Policy, Regulations, Administrative Guidelines and a parent manual. He noted that a great deal of work had been initiated on draft emergency management policy, regulations, administrative guidelines and a parent manual by former Assistant Superintendent Lim, Mike Charleton, District Administrator - Emergency Preparedness and Larry Antrim, Safe Schools Coordinator. The Deputy Superintendent clarified that the Fair Notice to parents/guardians is related to the Ministry's Erase strategy and Violence Threat Risk Assessment (VTRA) Protocols. The VTRA Fair Notice requirement notifies parents annually that should their child engage in threatening

behaviours, a protocol is activated that will likely involve the RCMP and other agencies as appropriate.

The Deputy Superintendent clarified that parents are wanting to be better informed (i.e., notified) of what is taking place at their child's school when an emergency event arises and timely communication is an essential component of emergency management. Deputy Superintendent Ryan noted that the district is exploring present infrastructure capacity to "push" information to parents via several possible means.

A Parent Manual is being developed to inform parents of the commitment the Board and staff make to keep our students and staff safe. The manual outlines the range of emergency response protocols that are in place and outline how parents can support the district when an emergency event arises.

The Deputy Superintendent confirmed that highly effective protocols/procedures are currently in place throughout the district.

Committee members commented on the need for good process and protocols and that it will be very helpful to have messaging issued directly to parents. Other members commented on managing the expectations in those emergency situations and are encouraged about the "push" notifications process being explored for future implementation.

An update will be provided at the January meeting.

4. POLICY 631/631-R: *Accumulated Operating Surplus and Capital Reserves*

The Secretary-Treasurer provided background and information from the Memorandum as attached to the agenda. As there was no feedback received during the Stakeholder review, the policy and regulation were finalized and ready to be brought to the Board for approval.

ACTION: It was **AGREED** that the Policy Committee bring a Notice of Motion to the November 25, 2020 Board meeting for final approval at the December 16, 2020 Board meeting.

5. SECTION 700: FACILITIES

The Executive Director, Facilities Services provided an overview of Section 700 coming to the public meeting of the Policy Committee for the first time. The Executive Director noted highlights from the attached Summary document and reported that guidelines to be updated would be included at the next Policy meeting for information purposes. The Executive Director reported on the First Phase of the draft changes to Section

700 as Planning & Developmental. The Next phase will be Operational and the third, focused on Health and Safety.

ACTION: It was **AGREED** that the Policy Committee forward this to the December Policy Committee meeting for further discussion and review.

6. POLICY COMMITTEE: STATUS OF CURRENT AND ANTICIPATED ITEMS

The Status Update was provided to the committee up to November 16, 2020.

7. NEXT MEETING DATES

The next meeting is scheduled for Monday, December 14 at 10:30 am via Zoom

8. ADJOURNMENT

The meeting adjourned at 2:33 pm.

Respectfully Submitted,

Sandra Nixon
Chairperson, Policy Committee