

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