

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

MINUTES OF PUBLIC MEETING OF POLICY COMMITTEE

Date: Monday, February 8, 2021 at 10:30 am
Via Zoom Webinar

Present: Sandra Nixon, Chairperson
Debbie Tablotney, Vice-Chairperson
Norman Goldstein, Member
Heather Larson, Member
Scott Robinson, Superintendent
Roy Uyeno, Secretary Treasurer
Maria Fu, Assistant Secretary Treasurer
Frank Geyer, Executive Director, Facilities Services
Liz Baverstock, Richmond Teachers' Association
Tim McCracken, Richmond Teachers' Association
Steve Wenglowski, Richmond Teachers' Association
JW Cho, Richmond Teachers' Association
Ian Hillman, CUPE 716
Mark Hoath, Richmond Association of School Administrators
Wennie Walker, Richmond Association of School Administrators
Rebeca Avendano, Richmond Management Professionals Staff
Catherine Cleary, Executive Assistant (Recording Secretary)

The Chair called the meeting to order at 10:33 am.

1. ADOPT AGENDA

The agenda was adopted as circulated.

2. APPROVE MINUTES

The Minutes of the meeting held January 18, 2021 were approved as circulated.

3. SECTION 600: FINANCE

The Assistant Secretary Treasurer spoke to the report as provided with the Agenda and provided background on the revisions reviewed at the Finance and Legal and Audit Committee meetings. It was noted that some policies are being renumbered or being moved to other policy sections. The Finance section was reviewed in its entirety to ensure that all policies reflect the District's current financial principles and practices along with government legislation and regulations.

The Assistant Secretary Treasurer outlined key areas with the most revision work and suggested rewrites, including Policy 611.4: Goods and Services. The Goods and Services policy was revised to reflect *standards* not just price, and goods that the District purchases must meet *sustainability* and “green” standards.

Some questions were asked regarding P (purchase) cards and who they are issued to in the District. The Assistant Secretary Treasurer discussed the processes in place with cards issued to Management or Administrator staff, and that P Cards are limited as they have budget accounts assigned and authority to spend under.

A Committee member thanked the District for the benefits P cards provided as a timesaver and good addition for purchasing. It was also acknowledged that the Policy is well aligned.

Questions were raised regarding charitable donations and the Secretary Treasurer asked that if any committee members had further questions, to please submit them in advance so that responses could be provided at the next Policy meeting.

ACTION: It was **AGREED** that further discussion and specific questions be submitted in advance of the next Policy meeting and the Policy Section be further reviewed.

4. SECTION 700: FACILITIES

The Executive Director, Facilities Services provided a report with an updated summary of the proposed changes under Phase 1 of the Facilities specific policies review and revision timeline with the agenda package.

The Executive Director spoke to the changes made as provided by the Richmond Teachers’ Association (RTA) through some initial feedback from the previous Policy meeting. The number of MLAs and MPs was updated, and a summary of changes included.

Following some further comments and feedback, it was determined that Phase 1 was ready to be sent out for Stakeholder Review.

ACTION: It was **AGREED** that a Notice of Motion be brought to the February 24, 2021 Board meeting for a Recommendation at the March 31, 2021 Public Board Meeting to enter Phase 1 of Facilities section into the Stakeholder Review Process.

5. POLICY 105-R: *District Code of Conduct: How We Learn and Work Together* *Personal Use of District Supplies, Equipment and Facilities*

The Executive Director, Facilities Services provided background to the Report that was attached with the agenda.

The Executive Director noted that there have been significant challenges with Covid 19 and custodians ensuring rooms and equipment are safely sanitized for school use. With staff also utilizing school supplies, equipment and facilities outside of business hours there have been ongoing concerns with sanitization of equipment. There is also risk and liability to the District associated with staff using District facilities and equipment without authorization that could be potentially significant.

The proposed revised Regulation would prohibit employees from using District supplies, equipment and facilities for anything other than authorized and normal business use.

The Committee had questions and comments on the suggested changes to the Regulation noting that staff had been able to use equipment and facilities over past years.

ACTION: It was **AGREED** that there would be more discussion and review around process for the revision to be brought back at a later date for further discussion.

6. STATUS OF CURRENT AND ANTICIPATED ITEMS

The Status document was updated to February 8, 2021 and the Chairperson highlighted the upcoming policies for review.

6. NEXT MEETING DATES

Following discussion on timing for the Policy Committee meetings, it was agreed by the Committee that going forward, the public meeting start at 11 am. The next meeting is scheduled for Monday, March 8, 2021 at 11 am.

7. ADJOURNMENT

The meeting was adjourned at 11:33 am.

Respectfully Submitted,

Sandra Nixon, Chairperson
Policy Committee