

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

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

**Date:** Monday, April 19, 2021 at 11 am  
*Via Zoom Webinar*

**Present:** Sandra Nixon, Chairperson  
Debbie Tablotney, Vice-Chairperson  
Norman Goldstein, Member  
Scott Robinson, Superintendent  
Roy Uyeno, Secretary Treasurer  
Maria Fu, Assistant Secretary Treasurer  
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  
Rebeca Avendano, Richmond Management Professionals Staff  
Catherine Cleary, Executive Assistant (Recording Secretary)

The Chair called the meeting to order at 11:03 am.

**1. ADOPT AGENDA**

The agenda was adopted as circulated.

**2. APPROVE MINUTES**

The Minutes of the meeting held February 8, 2021 were approved as circulated.

**3. SECTION 600: FINANCE**

The Chairperson first provided background and an update on the Finance policies since being reviewed at the February 8<sup>th</sup> meeting. At the last Public Committee meeting, it was suggested that staff work on any further revisions and follow up on questions or final comments received prior to the draft policies being sent out for Stakeholder review.

The Assistant Secretary Treasurer spoke to Ms. Baverstock's question regarding Purchase cards and indicated that the District is now proceeding with giving Purchase cards to home economics teachers.

Ms. Baverstock had also asked for more discussion around charitable donations and what the specific guidelines were there regarding acceptance from various organizations. The Assistant Secretary Treasurer responded that charitable donations for tax receipt fall under the Canada Revenue Agency rules and federal legislation. It was noted that if all criteria were not met, then the donation would have to be returned and the donor asked if they still wished to donate without a tax receipt. The Assistant Secretary Treasurer then outlined the two types of donations – cash or in kind, and the processes and procedures around criteria for issuing tax receipts.

**ACTION:** It was **AGREED** that **Policy 600: Finance** section be brought to the April 28, 2021 Public Board meeting as a Notice of Motion for a recommendation at the May 26, 2021 Board meeting to enter into the Stakeholder review process. A timeline would be determined to allow stakeholders enough time to review the draft policies.

**6. STATUS OF CURRENT AND ANTICIPATED ITEMS**

The Status document was updated to April 19, 2021.

**6. NEXT MEETING DATES**

The next meeting will be held on May 17, 2021 at 11 am.

**7. ADJOURNMENT**

The meeting was adjourned at 11:28 am.

Respectfully Submitted,

Sandra Nixon, Chairperson  
Policy Committee