

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

MINUTES OF PUBLIC MEETING OF POLICY COMMITTEE

Date: Monday, May 17, 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
Liz Baverstock, Richmond Teachers' Association
Steve Wenglowski, Richmond Teachers' Association
Ian Hillman, CUPE 716
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 11:03 am.

1. ADOPT AGENDA

The agenda was adopted as circulated.

2. APPROVE MINUTES

The Minutes of the meeting held April 19, 2021 were approved as circulated.

3. DRAFT REVISED POLICY 504.9/504.9-R: EMERGENCY SITUATIONS/DRAFT PARENT GUIDE

The Deputy Superintendent provided background on the report. Creation of the *Parent Guide to Preparedness* was the impetus to revisions and updates to the Policy. The Deputy Superintendent noted that the Guide was initiated to improve communication with members of the community. As well, new "push" technology will provide up to date information and a notification process. The parent guide will be ready and operational by early fall. The Deputy Superintendent shared that the policy currently sits in the education policy section. He noted that as management protocols extend past students and education to *all* District facilities, and therefore the policy should be included within the administration area of policy.

The Deputy-Superintendent referred to The Ministry of Education document "Emergency Management Planning Guide for Schools", which outlines the requirements used for Richmond School District's emergency preparedness materials and policy. The Deputy

Superintendent highlighted the Policy, regulation and timeline and noted that the District is responsible for ensuring that emergency management protocols are established practice and procedures.

Following the update, there were questions on the proposed timeline. The Deputy Superintendent responded that the policy and regulation need to be aligned with the procedures as outlined in the Guide. The standard of care for school districts is to provide supervision and protection of students. He also noted that communication throughout an emergency event is the main priority in developing a process and operational procedures that will develop protocols.

There were questions and comments noting that the updates and realignment plans were a positive step and improvement.

ACTION: It was **AGREED** that this item would come back to the June meeting for further review and consideration of the timeline to be sent out for the Stakeholder Review Process.

4. SECTION 700: FACILITIES

The Executive Director, Facilities Services provided background to the **Facility: Section 700 – Phase One** including the feedback during the Stakeholder Consultation process. The Richmond Teachers’ Association (RTA) had requested through a motion that the Board review policy 701.11/701.11-R: *Naming and Renaming of Board Owned Facilities or Parts of Board Owned Facilities*. The District also received feedback from RASA with some suggested minor wording changes to Regulation 701-R Facilities Planning and Development that were incorporated.

ACTION: It was **AGREED** that the Policy Committee bring **Section 700: Facilities – Phase One** forward to the Board as a Notice of Motion to the May 26, 2021 Public Meeting that a Recommendation for the Board’s consideration will be presented at the June 23, 2021 Public Meeting to approve **Section 700: Facilities – Phase One**. Policy 701.11/701.11-R will be removed from the section for approval for further stakeholder review and feedback.

5. STATUS OF CURRENT AND ANTICIPATED ITEMS

The Status document included with the agenda package was updated to May 17, 2021. There was some discussion around the item Policy 103: Bylaw and when this item would be reviewed. The Chairperson noted that it would likely be in the Fall to start the review revision process.

6. NEXT MEETING DATES

The next meeting is scheduled for Monday, June 14, 2021 at 11 am.

7. ADJOURNMENT

The meeting adjourned at 11:58 am.

Respectfully Submitted,

Sandra Nixon, Chairperson
Policy Committee