

POLICY COMMITTEE
PUBLIC MEETING AGENDA

DATE: MONDAY, OCTOBER 18, 2021

11:00 AM

Via Zoom Webinar (access details via email)

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

1. ADOPT AGENDA

2. APPROVE MINUTES

Attachment: Minutes of meeting held September 27, 2021.

3. POLICY 204/204-R: *CREATION AND REVISION OF POLICY AND REGULATION*

Attachment: Report from the Superintendent of Schools

4. STATUS OF CURRENT AND ANTICIPATED ITEMS

Attachment: Update to October 18, 2021.

5. ADJOURNMENT

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

MINUTES OF PUBLIC MEETING OF POLICY COMMITTEE

Date: Monday, September 27, 2021 at 11 am
Via Zoom Webinar

Present: Sandra Nixon, Chairperson
Debbie Tablotney, Vice-Chairperson
Norman Goldstein, Member
Heather Larson, Alternate member
Scott Robinson, Superintendent
Rick Ryan, Deputy Superintendent
Cindy Wang, Secretary Treasurer
Frank Geyer, Executive Director, Facilities Services
Tim McCracken, Richmond Teachers' Association
Ian Hillman, CUPE 716
Tanya Major, Richmond Association of School Administrators
Jason Leslie, Richmond Association of School Administrators
Dave Madeira, Richmond District Parents' Association
Catherine Cleary, Executive Assistant (Recording Secretary)

The Chair called the meeting to order at 11:04 am.

1. ADOPT AGENDA

The agenda was adopted as circulated.

2. APPROVE MINUTES

The Minutes of the meeting held June 14, 2021 were approved as circulated.

3. POLICY 310/310-R: EMERGENCY MANAGEMENT/DRAFT PARENT GUIDE

DRAFT REVISED POLICY 504.9/504.9-R: EMERGENCY SITATIONS

The Deputy Superintendent provided a brief overview and background for the draft new policy and Parent Guide prior to the Stakeholder Review process from June 24th to August 31st. Deputy Superintendent Ryan noted that several revisions were made following suggestions from Richmond Teachers' Association.

The Chairperson asked for any questions and then thanked the Deputy Superintendent and team for all the work to bring this policy forward.

ACTION: It was **AGREED** to bring a Notice of Motion to the October Board meeting for final approval at the November Public Board meeting.

**4. POLICY 804.1/804.1-R/804.1-G: COMMUNITY USE OF DISTRICT FACILITIES/
POLICY 804.4/804.4-G: FEES FOR USE OF DISTRICT FACILITIES**

The Chairperson provided background on the Policies that came to the June meeting where there was feedback now incorporated into the policy.

The Executive Director, Facilities Services noted the adjustment made to Policy 804.1-R that “District” activities be priority.

The Committee asked about insurance and if there would be any changes. The Executive Director noted that for private events the renter would provide their own insurance and District events are covered with no changes in the policies or procedures around insurance. Following discussion and comments around timeline, the Chairperson noted that the policy would be entered into the Stakeholder Consultation process following the October Board meeting.

ACTION: It was **AGREED** that the Policies be brought to the October Board meeting as a Recommendation to the Board that Draft Policies 804.1/804.4 be placed into the Stakeholder Review process with a timeline of two months.

5. STATUS OF CURRENT AND ANTICIPATED ITEMS

Attachment: Update to September 27, 2021.

6. ADJOURNMENT

The meeting adjourned at 11:40 am.

Respectfully Submitted,

Sandra Nixon, Chairperson
Policy Committee

Report to the Policy Committee PUBLIC

DATE: October 18, 2021
FROM: Scott Robinson, Superintendent of Schools
SUBJECT: **Policy 204/204-R:** *Creation and Revision of Policy and Regulations*

This report is provided to the Policy Committee for information purposes. No further action on behalf of the committee is required at this time.

INTRODUCTION:

The purpose of this report is to provide background information and suggested revisions to Board Policy 204/204-R/204-G: *Creation and Revision of Policy and Revision*.

BACKGROUND:

In the spring of 2021, it was determined that the process for the creation and revision of policy and regulations would benefit from being streamlined. In particular, the need for a notice of motion prior to the Board approving a draft policy for entry into the stakeholder review process adds an extra and unnecessary step to the process. The steps involved in the existing process were described in detail in the existing Policy 204-G and at the June 2021 meeting, it was determined that the information contained in the Guideline would be more appropriately placed in a Regulation. It was also determined that the Policy itself required housekeeping revisions.

As agreed upon at the previous In-Camera Policy Committee meeting, the process previously described in the Guideline has now been updated and moved into a Regulation with the requirement of a notice of motion for entry into the stakeholder review process being removed.

Staff have determined that the Policy itself also requires revisions that will not impact the process itself. Portions of the existing Policy would be more appropriately placed in the Regulation, there is duplicate language that needs to be eliminated and the addition of a contextual statement would enhance the Policy.

Suggested Revisions to Policy and Regulation:

In order to address these issues, some sections of the existing Policy have been moved to the proposed Regulation, duplicate language has been removed and a short contextual statement has been added to the proposed Policy statement.

In addition, two minor housekeeping changes have been made to the Policy:

- the removal of the reference to 'Richnet', a former technology communication platform no longer in use
- the removal of the terms 'his/her' and replacement with 'their' in order to promote gender-neutral language

PROPOSED TIMELINE:

October 18, 2021	Public Policy Committee meeting	Opportunity for stakeholders to ask questions and for committee members to determine whether stakeholders wish to engage in formal stakeholder review process on the policy. Revised policy and regulation to be considered by Policy Committee with possible recommendation to be brought to Board of Education*
October 27, 2021	Board of Education meeting	Possible notice of motion for approval of policy at November Board meeting
November 24, 2021	Board of Education meeting	Possible Board approval of policy

*Per proposed revised Policy 204- *Creation and Revision of Policy and Regulations*, it is recommended that this policy revision not be placed into the stakeholder review process as proposed changes do not impact stakeholders either directly or indirectly.

CONCLUSION:

The proposed revisions will address the original concern about streamlining the policy revision as well as aligning the policy and regulation language in a clearer manner. As indicated, there is no substantive change to the content of the Policy and Regulation, the content is proposed to simply be organized differently between the two documents.

Scott Robinson
Superintendent of Schools

Attachments:

Proposed Policy 204: Creation and Revision of Policy and Regulations
Proposed Regulation 204-R
Proposed retired Guideline 204-G

GOVERNANCE

Policy 204

Creation and Revision of Policy and Regulations

Policy development is a key responsibility of the Board. Policies constitute the will of the Board in determining how the District will be operated and communicate the Board's values, beliefs and expectations. Policies provide effective direction and guidance for the actions of the Board, Superintendent, staff, students and stakeholders. Adoption of new Board policies or revision of existing policies is the sole responsibility of the Board.

Policies adopted by the Board must be consistent with the School Act and its regulations, ministerial orders, and other federal and provincial legislation.

~~The Board shall initiate the development and revision of policy and regulations via the Policy Committee. It may do so at the suggestion of the Superintendent or any other individual or group, or on its own volition.~~

~~The Superintendent, via the Policy Committee, shall provide the Board with a clear assessment of the need for new or revised policy or regulations, and possible alternatives to fulfill the need.~~

Policies and regulations should be developed in consultation with those who are affected by them. Copies of proposed policies and regulations should be readily available to everyone who is directly concerned with Board operations or who needs Board policies to guide ~~his/her~~ **their** ~~daily~~ decisions. ~~Policies will be posted on the district website and on RichNet.~~ Stakeholder groups shall be advised of all new and revised policies and regulations.

~~Prior to Board approval of a policy or regulations, a statement of need, an analysis of implications and alternatives, and a copy of the proposed policy and/or regulations should be circulated to those affected by it for comment unless, in the opinion of the Board, the new policy or regulations, or the revision to an existing policy or regulations, is minor and does not require this process.~~

~~Notice of Motion for any adoption, amendment, or suspension of a policy or regulation shall be submitted at the regular public Board Meeting prior to the meeting at which the change will be considered.~~

~~If a situation arises in which the Board must act quickly, the Chairperson may, with the consent of the Board, waive the requirement of prior notice and the Board may propose, discuss, and adopt a policy or regulations at a single meeting. However, it is the practice of the Board to review such "emergency" policies and regulations after they have been in force for several months to ensure that the policy and/or regulations are well considered and remain appropriate for continued use.~~

~~The formal adoption of policies and regulations shall be recorded in the minutes of the public Meeting of the Board at which the adoption vote was taken. Only such written record shall constitute the policies and regulations of the Board.~~

~~All Board policies and regulations shall be recorded in the appropriate section of the Policy~~

Adopted: 02 June 2008

Key:

Blue font – proposed new language

Red strikethrough – proposed to be deleted

Green strikethrough – proposed to be moved over to draft regulation

~~Manual and, in each case the date of Board approval shall be shown.~~

~~The Superintendent shall ensure that notice of new or revised policy or regulations is provided to affected parties (employees, students, parents and/or the public) as appropriate to the topic.~~

~~Policy development is a continuing, never-ending process. Policies and regulations will be reviewed periodically by the Policy Committee and revised, if necessary, to meet changing needs.~~

~~The Board shall initiate the development and revision of policy and regulation. It may do so at the suggestion of the Superintendent or any other individual or group, or on its own volition.~~

~~The Superintendent will consult with all those affected by a policy or regulation in the process of developing a recommendation for consideration by the Board.~~

~~Prior to Board approval of a policy or regulation, a statement of need, an analysis of implications and alternatives, and a copy of the proposed policy and/or regulation should be circulated to those affected by it for comment, unless, in the opinion of the Board, the new policy or regulation, or the revision to an existing policy or regulation, is too minor to require this process.~~

Key:

Blue font – proposed new language

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GOVERNANCE

Policy 204-R

Creation and Revision of Policy and Regulations

Policy development is a continuing, never-ending process. Policies and regulations will be reviewed periodically by the Policy Committee and revised, if necessary, to meet changing needs.

The Board shall initiate the development and revision of policy and regulations via the Policy Committee. It may do so at the suggestion of the Superintendent or any other individual or group, or on its own volition.

The Superintendent, via the Policy Committee, shall provide the Board with a clear assessment of the need for new or revised policy or regulations, and possible alternatives to fulfill the need.

Prior to Board approval of a policy or regulation, a statement of need, an analysis of implications and alternatives, and a copy of the proposed policy and/or regulation should be circulated to those affected by it for comment, unless, in the opinion of the Board, the new policy or regulation, or the revision to an existing policy or regulation, is too minor to require this process.

The Superintendent will consult with all those affected by a policy or regulation in the process of developing a recommendation for consideration by the Board.

Notice of Motion for any adoption, amendment, or suspension of a policy or regulation shall be submitted at the regular public Board Meeting prior to the meeting at which the change will be considered.

If a situation arises in which the Board must act quickly, the Chairperson may, with the consent of the Board, waive the requirement of prior notice and the Board may propose, discuss, and adopt a policy or regulations at a single meeting. However, it is the practice of the Board to review such "emergency" policies and regulations after they have been in force for several months to ensure that the policy and/or regulations are well considered and remain appropriate for continued use.

The formal adoption of policies and regulations shall be recorded in the minutes of the public Meeting of the Board at which the adoption vote was taken. Only such written record shall constitute the policies and regulations of the Board.

All Board policies and regulations shall be recorded in the appropriate section of the [online Policy Manual](#) and, in each case the date of Board approval shall be shown.

The Superintendent shall ensure that notice of new or revised policy or regulations is provided to affected parties (employees, students, parents and/or the public) as appropriate to the topic.

Policies will be posted on the district website. Stakeholder groups shall be advised of all new and revised policies and regulations.

Adopted: 02 June 2014

Revised: 26 November 2015

*Examples are included but not limited to: Housekeeping, Legislative Mandated changes, Board Governance Matters

Key:

Blue font – proposed new language

Green font – moved over from Policy

Required Steps – from original Guideline

REQUIRED STEPS FOR NEW POLICY OR AMENDMENTS TO EXISTING POLICY

1. Policy Initiated or Amended	New policy or amendments to existing policy may be initiated by the Superintendent or designate directly or on behalf of Trustees. Once a new policy is identified or changes to an existing policy are required, it comes to Policy Committee for discussion.
2. Policy Reviewed By Policy Committee	<p>If the Policy Committee is satisfied with the proposed policy and determines it is either a housekeeping amendment or policy change that does not require stakeholder input (*see note below for examples) proceed to step 5.</p> <p>If the Policy Committee determines that a stakeholder consultation process is required, the Chair of the Policy Committee prepares a Recommendation to the Board for circulation to Stakeholders for input and feedback with a timeline.</p>
3. Policy Draft Circulated to Stakeholders for input & feedback	The draft proposed policy (or draft amendment) is sent out for circulation to stakeholders and Trustees for input and feedback with a timeline attached.
4. Input on the Response Draft Reviewed By Policy Committee	Policy Committee makes amendments to the Response Draft as necessary, based on the input received and if further discussion is needed, Policy Committee makes amendments to the response draft as necessary. Once the Policy Committee is satisfied with the proposed Policy or revision to policy, it is attached to the Policy Committee minutes for reference and proceeds to Step 5 Notice of Motion process.
5. Notice of Motion that a Recommendation will be on next Public Board Agenda	The Chair of the Policy Committee prepares a <i>Notice of Motion</i> that a Recommendation will be coming to the Board for consideration and final approval of the new/revised proposed policy. A copy of the proposed policy, along with comments submitted by stakeholders, is attached to the Policy Committee minutes with the <i>Notice of Motion</i> and also to the Recommendation at the following Board meeting, to allow all Board members opportunity for final review and comment.

Key:

Blue font – proposed new language
Green font – moved over from Policy
Required Steps – from original Guideline

GOVERNANCE **Creation and Revision of Policy and Regulations**

Policy 204-R

6. Board Considers Policy

This is the final opportunity for Board input. If anything, other than minor changes to the proposed policy are being considered at this time, the Board should send the policy back to Step 4.

7. Board Approves Policy

Following Board approval, the new/revised policy is uploaded to the District Website.

Key:

Blue font – proposed new language

Green font – moved over from Policy

Required Steps – from original Guideline

- PROPOSE TO BE RETIRED -

GOVERNANCE

Policy 204-G

Creation and Revision of Policy and Regulations

1. Policy Initiated or Amended

New policy or amendments to existing policy may be initiated by staff directly or on behalf of Trustees.

2. Policy Reviewed By Policy Committee

Once the Policy Committee is satisfied with the proposed policy, it determines whether this is a housekeeping amendment only. If it is, the next step is #6.

If not determined as a housekeeping amendment, the Chair of the Policy Committee prepares a Notice of Motion to inform the Board that the new/revised proposed policy will be brought to a future meeting of the Board for consideration of circulation response draft to stakeholders. A copy of the proposed policy is attached to the Policy Committee minutes and to the Notice of Motion to allow all Board members an opportunity for review and comment.

3. Policy Response Draft Forwarded To Board

The Board approves the draft proposed policy (or draft amendment) for circulation to stakeholders for input and feedback. This may include a date and additional opportunities for input.

4. Input on the Response Draft Reviewed By Policy Committee

Policy Committee makes amendments to the Response Draft as necessary, based on the input received. If the Policy Committee is satisfied with the proposed Policy or revision to policy, it is attached to the Policy Committee minutes for reference. If the changes are substantive enough, the Policy Committee may choose to go back to Step #3 and recommend that the Board resubmit the policy for response.

5. Notice of Motion Added To Board Agenda

The Chair of the Policy Committee prepares a Notice of Motion to inform the Board that the new/revised proposed policy will be brought to a future meeting of the Board for consideration and approval. A copy of the proposed policy, along with comments submitted by stakeholders, is attached to the Policy Committee minutes and to the Notice of Motion to allow all Board members an opportunity for final review and comment.

6. Board Considers Policy

This is the final opportunity for Board input. If anything other than minor changes to the proposed policy are being considered at this time, the Board should send the policy back to Step #4.

7. Policy Approved

POLICY COMMITTEE: STATUS OF CURRENT AND ANTICIPATED ITEMS

POLICY	STATUS	DATE/TIMELINE
Policy 101: Developmental Objectives	Requires revision upon completion of District Strategic Plan.	2021 – following completion of Strategic Plan
Policy 102: Diversity and Inclusion	Requires revision	2021 – with the formation of the Anti-racism Working Group, this with the cultural diversity work will be combined and worked on in early Spring 2021
Policy 103 Bylaw: Complaints by Students, Parents & the Public	Requires revision	2021
Policy 105-R: District Code of Conduct: How we Learn and Work Together Personal Use of District Supplies, Equipment and Facilities	Requires revision	Feb 8 2021 – Executive Director presented Report and proposed Draft revised Regulation to Policy Committee. Guideline and Policy were reviewed at the Nov 18, 2020 F&L Committee meeting, that advised it be brought to Policy for review.
Policy 204/204-R: Creation and Revision of Policy and Regulations	Requires revision	Oct 18 2021 – Superintendent to bring Report and Policy documents for review
Policy 310/310-R: Emergency Management Formerly Policy 504.9/504.9-R: Emergency Situations	Requires revision	May 19 2021 – report and proposed new draft policies/parent guide Jun 14 2021 – report and revised draft policies/consideration for sending a Recommendation to the Jun 23 2021 Board meeting to send out for Stakeholder Consultation with deadline of Aug 31, 2021 Sep 27, 2021 to be reviewed following Stakeholder Consultation Notice of Motion at Public Board mtg on Oct 27 2021 for final approval at Nov 24 2021 Public Board meeting
Policy 502: Student Behaviour and Discipline Policy 502.1: Maintenance of Orderly Conduct Policy 502.2/502.2-R: Student Suspension or Exclusion from School Policy 502.3/502.3-R: Student Possession of Weapons	Requires revision	Jan 18 2021 – Update provided by Deputy Superintendent. Policies and regulations will be updated in with District Code of Conduct and brought back to the Committee for further review and feedback.

Updated to October 18, 2021

POLICY COMMITTEE: STATUS OF CURRENT AND ANTICIPATED ITEMS

Policy 522/522-R: Transportation	Requires revision	2021
Policy 804.1: Community Use of Schools Policy 804.4: Fees for Use of District Facilities		Jun 14 2021 – report from the Executive Director, Facilities Services Sep 27 2021 – update and further review Recommendation at Public Board mtg on Oct 27 2021 to enter into Stakeholder consultation with deadline as Dec 3 2021
Document Management Policy	On hold	

Updated to October 18, 2021