

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

MINUTES OF PUBLIC MEETING OF POLICY COMMITTEE

Date: Monday, December 12, 2022 at 11 am
Via Zoom Webinar

Present: Debbie Tablotney, Chairperson
Heather Larson, Vice Chair
David Yang, Member
Alice Wong, Trustee
Scott Robinson, Superintendent
Christel Brautigam, Assistant Superintendent
Liz Baverstock, Richmond Teacher's Association
Tim McCracken, Richmond Teacher's Association
JW Cho, Richmond Teacher's Association
Mike Murray, Richmond Association of School Administrators
Kelly Gibson, Richmond Management and Professional Staff
Joyce Coronel, Executive Assistant (Recording Secretary)

The Chair called the meeting to order at 11:02 am.

1. ADOPT AGENDA

The agenda was adopted as circulated.

2. APPROVE MINUTES

The Minutes of the meeting held October 3, 2022 were approved as circulated.

3. INTRODUCTIONS AND REVIEW OF COMMITTEE TERMS OF REFERENCE

The Chairperson spoke to the Committee Terms of Reference as included in the agenda package.

4. DEI ADVISORY COMMITTEE POLICY UPDATE

Assistant Superintendent Brautigam reported on the draft policy checklist developed by the Diversity Equity and Inclusion (DEI) Advisory Committee which provides a framework to apply to new policies and policies being considered for revision. Highlights of the draft policy checklist include:

- Policy language is accessible to readers through the use of plain language and the inclusion of a glossary of terms
- A link to accessibility features such as voiceover and translation is provided
- Policy language uses inclusive terminology and is gender inclusive
- The policy promotes diversity, equity and inclusion as referenced in the Strategic Plan

It was suggested and agreed that the policy page on the district's website be updated to give the public a better understanding of the purpose of and the difference between policies, regulations, and guidelines. The Superintendent clarified that while the policy checklist is intended as an internal document, a statement could be added on the policy page stating that the District takes steps to ensure that policies are accessible and meet the principles of DEI.

5. POLICY 101- Goals and Objectives

The Superintendent provided an overview of the proposed revisions to Policy 101 and proposed new Regulation.

The Richmond Teachers' Association shared the following feedback on the revised policy:

- consider making the foundational statement as the overarching policy statement
- consider moving the section on Legislative Requirement as a footnote on the policy
- Keep only the "What" portion on the Strategic Alignment diagram to make it less verbose; embed the "Why" portion in the foundational statement

The Superintendent then proposed the following:

- move the Foundational Statement as the first section of the policy
- keep the section on Legislative Requirement and move it after Foundational Statement
- revise the section on Alignment of Planning to include a high-level statement and move the description to the Regulation
- changes to the Strategic Alignment diagram will be discussed further by staff

6. POLICY 201- Bylaw Board Operations

The Superintendent provided background information and a proposed timeline for revising Board Policy 201 Bylaw Board Operations. He then responded to questions from attendees on his report. The Chairperson mentioned the importance of setting mandates or terms of reference for Committees or working groups created by the Board.

7. STATUS OF CURRENT AND ANTICIPATED ITEMS

An updated status document was provided with the Agenda package.

8. NEXT MEETING DATE – Monday January 16, 2023 at 11am

It was agreed that future Committee meetings will continue to be held on Zoom.

9. ADJOURNMENT

The meeting adjourned at 11:50 am.

Respectfully Submitted,

*Deborah Tablotney, Chairperson
Policy Committee*