

**Policy Committee**  
**Public Meeting Agenda**

**Monday, April 17, 2023 – 11:00 am**  
**via Zoom**

<https://sd38.zoom.us/j/61931284553>

Passcode: 6000

The Richmond Board of Education acknowledges and thanks the First Peoples of the hən̓q̓əmiñəm language group on whose traditional and unceded territories we teach, learn and live.

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- 1. Adopt Agenda**
- 2. Approve Minutes**  
Public minutes from meeting held February 13, 2023 attached.
- 3. Policy 101: Strategic Planning (formerly referred to as Goals and Objectives)**  
Report from the Acting Superintendent attached.
- 4. Status of Current and Anticipated Items**  
Attachment: Update to April 17, 2023
- 5. Next Meeting Date – Monday, May 15, 2023 at 11:00 am**
- 6. Adjournment**

**Policy Committee**  
**Public Meeting Minutes**

**Monday, February 13, 2023 – 11:00 am**  
**Via Zoom**

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**Present:**

Chairperson

Vice Chairperson

Trustee Member

Trustee Alternate

Trustee

Trustee

Superintendent

Secretary Treasurer

President, Richmond Teachers' Association

1<sup>st</sup> Vice President, Richmond Teachers' Association

Pro-D officer, Richmond Teacher's Association

President, Richmond Association of School Administrators

Chairperson, Richmond Management and Professional Staff

Executive Assistant (Recording Secretary)

D. Tablotney

H. Larson

D. Yang

R. Belleza\*

D. Sargent

A. Wong

S. Robinson

C. Wang

L. Baverstock

T. McCracken

J. Cho

M. Murray

K. Gibson

J. Coronel

\*Present for a portion of the meeting

The Chairperson called the meeting to order at 11:01 am.

The Richmond Board of Education acknowledged and thanked the First Peoples of the hən̓q̓əmiñəm language group on whose traditional and unceded territories we teach, learn and live.

**1. Adopt Agenda**

The agenda was adopted as circulated.

**2. Approve Minutes**

Minutes of the meeting held January 23, 2023 were approved as circulated.

**3. Policy 201: Bylaw Board Operations**

The Superintendent spoke to his report as included in the agenda package. The Committee discussed and agreed on the following:

- Include a 12-hour time format for times in 24-hour format

- Consider using “shall” instead of “may” in Section 3.3.2 (last sentence): *Supporting documents for the meeting **may** be posted on the district website and available at the district office no later than 30 minutes prior to the Friday office closing.*
- Consider using a broader term for “chairpersons of employee groups” under Section 3.3.2
- Consider adding language on Section 3.6 to clarify that public minutes will be posted on the district’s website
- Consider adding language in Section 5.2.5 to indicate that the Board will not **formally** respond to a brief at the meeting where it is presented
- Mirror the language in Section 13.3 to Section 14.4 with respect to appointing stakeholder representatives in advisory committees
- Consider providing language to clarify definition of “pecuniary interest” in Section 12

The Committee then agreed to forward the following **RECOMMENDATION** to the Board:

**THAT** the Chairperson of the Policy Committee bring forward a recommendation to the February 22<sup>nd</sup> public meeting of the Board of Education to approve the attached proposed revisions to Policy 201 and 201 Bylaw: *Board Operations* for entry into stakeholder review process from February 23<sup>rd</sup> to April 28<sup>th</sup>, 2023.

*Trustee Belleza joined the meeting at 11:08 am.*

#### **4. Policy 641/641-R: Enterprise Risk Management**

The Secretary Treasurer spoke to her report as included in the agenda package. The President of Richmond Teachers’ Association inquired about next steps following the approval of the Enterprise Risk Management policy and whether the implementation of the new policy will entail additional responsibilities for staff.

The Secretary Treasurer then explained that the reporting procedure and risk assessment has been done at the Audit Committee, but periodic updates may be given to stakeholder representatives through their regular meetings with senior team. She also noted that the Enterprise Risk Management policy is intended to formalize a culture of awareness of the risks in various areas of the district. The Superintendent also mentioned that implication on staff’s current responsibilities will relatively be minor, and staff will work with stakeholder groups to develop a solid communication plan for the implementation of the policy.

In response to questions from Trustee Belleza on major risks in the district, the Secretary Treasurer offered to share the district’s Enterprise Risk Management report and to spend some time with newer trustees to discuss the report.

Following discussion, the Committee agreed to forward the following **RECOMMENDATION** to the Board:

**THAT** the Chairperson of the Policy Committee bring forward a Notice of Motion to the Board of Education at its February 22, 2023 public meeting that a recommendation for the board’s consideration will be presented at the March 29,

2023 public meeting to approve Policy 641 and 641-R Enterprise Risk Management.

**5. Status of Current and Anticipated Items**

An updated status document was provided with the agenda package.

**6. Next Meeting Date – Monday April 17, 2023 at 11:00 am.**

**7. Adjournment**

The meeting adjourned at 11:41 am.

*Respectfully Submitted,*

*Debbie Tablotney  
Chairperson, Policy Committee*

DRAFT

## Report to the Policy Committee (Public)

**DATE:** April 17, 2023

**FROM:** Rick Ryan, Acting Superintendent of Schools

**SUBJECT:** **Policy 101 - Strategic Planning (formerly referred to as Goals and Objectives)**

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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 share the revised draft of Policy 101 and proposed new Regulation with trustee members of the committee and stakeholder representatives following the stakeholder input process. Trustee members of the committee may wish to consider submitting a notice of motion at the April 26th public board meeting for final approval of the policy at the May public board meeting.

Recommendation for consideration: *That the Policy Committee submit a notice of motion at the April 26th public meeting of the Board of Education that Policy 101 and 101-R, Strategic Planning, be considered for approval at the May 24th public meeting of the Board of Education.*

### BACKGROUND:

At the January 25th public meeting of the Board of Education, the Board approved Policy 101/101-R for entry into the stakeholder review process. The stakeholder review process took place from January 26th to March 6th and no additional feedback was received from stakeholder groups. It should be noted that stakeholder input was received and incorporated into the draft revised policy prior to it being entered into the formal stakeholder review process.

As indicated below, the policy has been in discussion at Policy Committee since June 2022 and has benefitted from significant discussion and revision since then. The final version of the revised policy reflects that discussion.

### TIMELINE:

|               |                                    |  |
|---------------|------------------------------------|--|
| June 2022     | In-camera Policy Committee meeting | Initial discussion by members of Policy Committee including feedback on proposed timeline and potential scope of revisions.                                    |
| October 2022  | Public Policy Committee meeting    | Initial public report outlining rationale for policy revision and timeline. Opportunity for preliminary feedback from trustee and stakeholder representatives. |
| December 2022 | Public Policy Committee meeting    | Draft revised policy to be shared for preliminary feedback from trustee and stakeholder representatives.   |

|                     |                                 |  |
|---------------------|---------------------------------|--|
| January 2023        | Public Policy Committee meeting | Revised policy reflecting preliminary feedback shared with committee. Possible referral to Board for entry into stakeholder review process.    |
| January 2023        | Public Board meeting            | Potential Board approval for entry into stakeholder review process   |
| February-March 2023 | Stakeholder Review Process      |  |
| April 2023          | Public Policy Committee         | Final revisions based on stakeholder review process. Possible notice of motion to April Board meeting for final approval at May board meeting. |
| April 2023          | Public Board meeting            | Possible notice of motion for approval at May board meeting.   |
| May 2023            | Public Board meeting            | Possible final approval of revised policy.   |

**CONCLUSION:**

Policy 101 currently reflects an outdated Board planning process and required significant revision in order to accurately reflect the Board's new strategic planning process. The process and timeline described in this report has provided the necessary opportunities for trustee members of the committee and stakeholder representatives to fully engage in the revision process and the result is a proposed revised policy that reflects current district practice and Ministry of Education and Child Care expectations.

*Respectfully Submitted,*

*Rick Ryan  
Acting Superintendent of Schools*

*Attachments:*

*Policy 101- District Philosophy-Strategic Planning- revised and renamed*

*Policy 101R- District Philosophy-Strategic Planning-proposed new regulation (renamed)*

## DISTRICT PHILOSOPHY

## Policy 101

### Strategic Planning

#### Foundational Statement

The Board of Education is committed to supporting the educational journey of every student in the Richmond School District. We recognize that the world is in a state of continual change, and we must therefore adapt our learning environments to ensure that every student can thrive and be successful.

Equity and inclusion are foundational to learning and leading, and are critical to success, well-being, and fulfillment. It is our mission to ensure that all our students, families, and staff feel welcomed, are treated respectfully, and have a sense of belonging. We acknowledge our responsibility to support all learners so they may successfully complete their education with a sense of dignity, purpose, and options.

The Board also recognizes the critical importance of taking a central and active role in Truth and Reconciliation and is fully committed to ensuring that Indigenous Peoples' history, perspectives, and learning approaches are embedded within district planning and practices.

Through thoughtful planning and deliberate action, we believe that we can inspire and support everyone in our educational community to be lifelong learners who understand their role as global citizens. Every aspect of the strategic planning process is designed to support these foundational principles. The Board of Education believes that alignment amongst provincial, district and school level planning is crucial in order to ensure the continuous improvement of educational outcomes for all students.

#### Legislative Requirement

In accordance with the British Columbia Framework for Enhancing Student Learning (FESL) Policy, Boards of Education are required to set, create and maintain a strategic plan, annually reporting on student outcomes. The strategic planning process provides the Board of Education and the District with a clear and evidence-based path forward that sets a plan in place to support student achievement. Effective planning ensures public resources entrusted to the Board of Education are used for optimal results in terms of student achievement.

**DISTRICT PHILOSOPHY****Policy 101-R****Strategic Planning:****Strategic Plan Development:**

The Board of Education shall, on a five-year cycle, develop and implement a strategic plan that identifies the higher-level strategic priorities of the district as well as more specific goals and objectives that support each strategic priority.

**Communication:**

Upon completion of the strategic plan, the Superintendent shall develop and implement a communications strategy advertising the strategic plan with members of the school district and the community. Part of that strategy shall include making provisions for the distribution of the strategic plan and its placement on the District website.

**Consultation and Review**

During the term of the strategic plan, the Board shall periodically consult with stakeholders to seek their input into adjustments to the plan that may need to be considered for the following school year. In the final year of the existing strategic plan, the Board shall engage in a comprehensive review and consultation process with students, stakeholders and community partners. Results of this process shall form the basis of the next strategic plan.

**Operational Plans**

Under the direction of the Superintendent, staff will create operational plans that reflect the five-year term of the strategic plan. Operational plans for each objective will include:

- a clear indication of the senior staff person responsible
- key actions to be taken to achieve each objective
- clear timelines for the achievement of each objective
- success indicators

Operational plans will reflect the fact that the objectives contained in the strategic plan are intended to be achieved over the five-year cycle of the plan.

**Alignment of Planning**

District level strategic planning will incorporate and be aligned with the Provincial Framework for Enhancing Student Learning (FESL) Policy and school level planning.

The District shall have an annual planning cycle that links the FESL to the District Strategic Plan. The Strategic Plan is then linked to school stories. Areas of focus contained in school stories will be considered as part of the evidence gathered to inform the development and monitoring of the District Plan. District operational plans and the distribution of resources (human, financial and technological) will be aligned with the outcomes set out in the Strategic Plan.

Board Adoption:



Provincial Level Planning

The provincial Framework for Enhancing Student Learning (FESL) combines accountability with evidence-based decision making to support a system wide program of continuous improvement. It brings a formalized approach to the planning and reporting expectations for all school districts with a focus on improving student learning and enhancing the intellectual, social and career development of all students in the K-12 public system.

District Level Planning

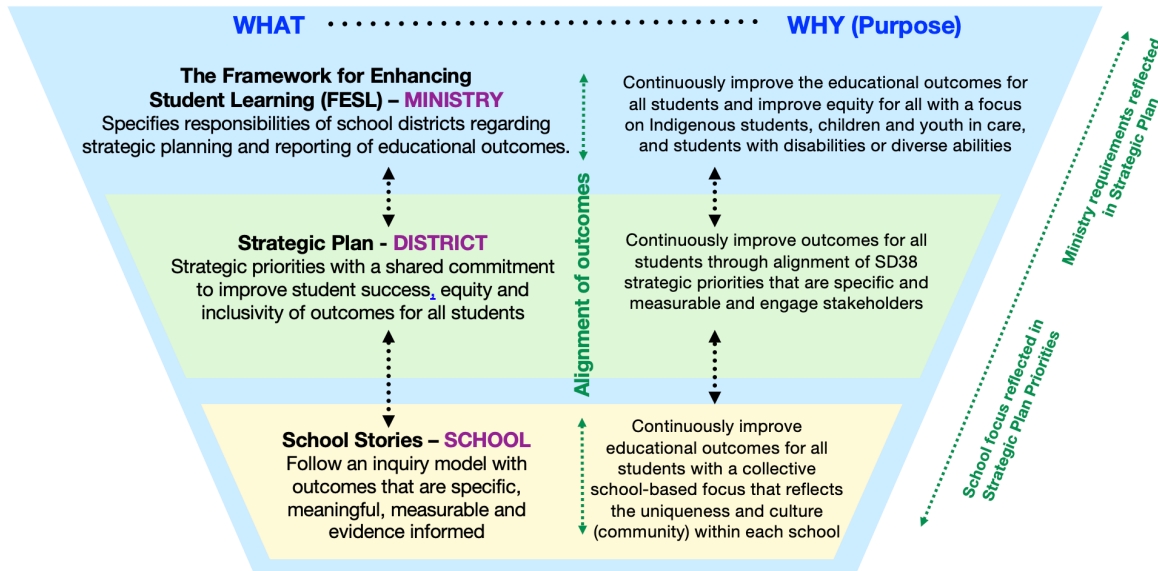
The Board of Education shall, on a five-year cycle, develop and implement a strategic plan that identifies the higher-level strategic priorities of the district as well as more specific goals and objectives that support each strategic priority. The plan will be based on feedback obtained from students, stakeholders, and community partners.

School Level Planning

Under the direction of the Superintendent or delegate, school principals shall, on an annual basis, update the school story for their school. The school story will follow an enquiry model with outcomes that are specific, meaningful, measurable, and evidence informed. Throughout the year, each school will engage in a process to continuously monitor and revise its school story to demonstrate how the school community is working on improving learning outcomes for students by setting a focus to improve student achievement based on a continual cycle of inquiry.

**Strategic Alignment - Connecting the Dots**

*How are we working to put systems in place that continuously improve the educational outcomes for all students?*



Board Adoption:

## **Annual Reporting Cycle**

Staff will report to the Board and stakeholders using a variety of methods over the course of each school year:

### Annual Report to the Board:

Each September, staff will provide the Board with an annual report that includes two components:

1. Progress made on items scheduled for focus *in the previous 12 months*.
  - a. This will contain specific reference to the actions, outputs and success indicators relating to objectives scheduled to be focused on during the previous year:
2. Areas of focus *for the upcoming year*:
  - a. This will contain upcoming areas of focus identified by the Board within the existing Strategic Priorities and goals.

### Quarterly Reports:

In addition to the Annual Report to the Board in September, staff will provide progress updates to the Board three times each year. Each strategic priority will be reported on once during each school year. These reports will be provided in public.

### Standing Committee Updates:

As part of the usual workflow of standing committees, staff will provide reports and updates on a variety of topics. This will provide a venue for discussion and input amongst trustees, and where appropriate, stakeholders.

### Annual Framework for Enhancing Student Learning (FESL) Report to the Minister of Education:

In accordance with requirements contained in the Enhancing Student Learning Reporting Order, districts are required to submit an annual report to the Minister of Education which outlines progress made in relation to a number of predetermined student outcomes. This report must be submitted by September 30<sup>th</sup> of each year. The report will be shared with the Board prior to submission, and trustees and stakeholders will have the opportunity to engage in discussion about the contents of the report at a public meeting of the Education Committee.

Board Adoption:

## POLICY COMMITTEE: STATUS OF CURRENT AND ANTICIPATED ITEMS

|   | POLICY  | STATUS  | DATE/TIMELINE  |
|---|---|---|--|
| 1 | <b>Policy 101:</b><br>Goals and Objectives  | Requires revision upon completion of District Strategic Plan. | <ul style="list-style-type: none"> <li>• Oct 3 2022 – Report from the Superintendent</li> <li>• Dec 12 2022 - Draft revised policy for preliminary feedback from trustees/stakeholder representatives</li> <li>• Jan 23 2023: Public report on Recommendation to refer revised initial draft of Policy 101 and proposed new Regulation 101-R to stakeholder input process</li> <li>• Currently under stakeholder review process from January 26 to March 6</li> <li>• <b>Apr 17 2023: Public Report for possible Notice of Motion to Apr 26 Board meeting</b></li> </ul> |
| 2 | <b>Policy 102:</b><br>Diversity and Inclusion   | Requires revision   | <ul style="list-style-type: none"> <li>• Dec 12 2022: DEI Advisory Committee Policy Update</li> <li>• Jan 23 2023: Public report on revised policy checklist from DEI Advisory Committee</li> <li>• Revised policy checklist approved by Policy Committee</li> </ul>   |
| 3 | <b>Policy 103 Bylaw:</b><br>Complaints by Students, Parents & the Public  | Requires revision   | 2022   |
| 4 | <b>Policy 105-R:</b><br>District Code of Conduct: How we Learn and Work Together<br>Personal Use of District Supplies, Equipment and Facilities | Requires revision   | <ul style="list-style-type: none"> <li>• 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&amp;L Committee meeting, that advised it</li> </ul>  |

*Updated to April 17, 2023*

## POLICY COMMITTEE: STATUS OF CURRENT AND ANTICIPATED ITEMS

|   |  |                   |   |
|---|--|-------------------|---|
|   |  |                   | be brought to Policy for review.  |
| 5 | <b>Policy 201:</b><br>Bylaw Board Operations   | Requires revision | <ul style="list-style-type: none"> <li>• Dec 12 2022 - Initial public report outlining rationale for policy revision and timeline; Opportunity for preliminary feedback from trustees/stakeholder representatives</li> <li>• Feb 13 2023: Revised policy reflecting preliminary feedback shared with committee. Possible referral to Board for entry into stakeholder review process. Potential Board approval for entry into stakeholder review process.</li> <li>• <b>Currently under stakeholder review process from Feb 23 to Apr 28</b></li> </ul> |
| 6 | <b>Policy 502:</b><br>Student Behaviour and Discipline<br><b>Policy 502.1:</b><br>Maintenance of Orderly Conduct<br><b>Policy 502.2/502.2-R:</b><br>Student Suspension or Exclusion from School<br><b>Policy 502.3/502.3-R:</b><br>Student Possession of Weapons | Requires revision | <ul style="list-style-type: none"> <li>• 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.</li> </ul>  |
| 7 | <b>Policy 522/522-R:</b><br>Transportation   | Requires revision | 2022  |
| 8 | <b>Policy 641/641-R: Enterprise Risk Management</b>  | New               | <ul style="list-style-type: none"> <li>• Feb 13 2023: Revised policy reflecting trustee feedback shared with the Committee. Referral to Board for approval. Possible NOM for approval at March Board meeting.</li> <li>• <b>Policy approved in March Board meeting</b></li> </ul>   |
| 8 | <b>Policy 701.11/701.11-R:</b><br>Naming and Renaming of Board Owned Facilities or Parts of Board Owned Facilities   | Requires revision | <ul style="list-style-type: none"> <li>• Mar 7 2022 - Update for information from the Deputy Superintendent;</li> </ul>   |

*Updated to April 17, 2023*

## POLICY COMMITTEE: STATUS OF CURRENT AND ANTICIPATED ITEMS

|    |  |   |   |
|----|--|---|---|
|    |  |   | To be aligned with the Diversity & Anti-racism Working Group Report   |
| 9  | <b>Policy 701.12/701.12-G:</b><br>Official School Openings   | Removed from Phase 1 Section 700 Policies package; under review | To be re-submitted in Spring 2023   |
| 10 | <b>PHASE 2 - Policy Section 700: Facilities:</b><br><br>Policy 702/702-R – Maintenance and Operations<br><br>Policy 702.2/702.2-R – Installation of Adventure Playgrounds<br><br>Policy 702.6 – Inventory<br><br>Policy 703 – Safety Programme Buildings and Grounds<br><br>Policy 703.3/703.3-R (new)/703.3-G (new) – Building and Grounds Security<br><br>Policy 703.4 – Vandalism<br><br>Retirement of 702.9 – Life Cycle Analysis of Physical Plant  | Requires revision   | <ul style="list-style-type: none"> <li>• Mar 7 2022: Report from the Executive Director, Facilities Services</li> <li>• Oct 3 2022: Recommendation from the Executive Director, Facilities Services that the Committee recommend to the Board that Phase 2 Section 700 Policy Review be circulated to stakeholders for input and feedback (approved by the Board on Oct 12 2022)</li> <li>• Nov to Dec 2022: Stakeholder review process</li> <li>• Jan 23 2023: Public Report for possible Notice of Motion to Jan 25 Board meeting</li> <li>• Revised policies approved in February board meeting</li> </ul> |
| 11 | <b>PHASE 3 - Policy Section 700: Facilities:</b><br><br>Policy 703.1 - Accident Prevention and Safety Procedure<br><br>Policy 703.2 - First Aid and Accident Reports<br><br>Policy 703.5 and Regulation 703.5-R - Health and Safety<br><br>Policy 703.6 and Regulation 703.6-R - Protection of Employees from Violence in the Workplace<br><br>Policy 705 and Regulation 705-R - Telephones<br><br>Policy 706 - Smoke Free Environments<br><br>Policy 703.7 and Regulation 703.7-R - Closure of Schools Due to Emergent Conditions | Under review  | To be submitted in Spring 2023  |

*Updated to April 17, 2023*

## POLICY COMMITTEE: STATUS OF CURRENT AND ANTICIPATED ITEMS

|           |  |         |  |
|-----------|--|---------|--|
|           | Policy 707 and Regulation 707-R - Post Disaster Procedures<br>Policy 708 and Regulation 708-R - Video Surveillance |         |  |
| <b>12</b> | <b>Document Management Policy</b>  | On hold |  |

*Updated to April 17, 2023*