

Policy Committee
Public Meeting Minutes

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

Present:

Chairperson	D. Tablotney
Vice Chairperson	H. Larson
Trustee Member	D. Yang
Trustee Alternate	R. Belleza*
Trustee	D. Sargent
Trustee	A. Wong
Superintendent	S. Robinson
Secretary Treasurer	C. Wang
President, Richmond Teachers' Association	L. Baverstock
1 st Vice President, Richmond Teachers' Association	T. McCracken
Pro-D officer, Richmond Teacher's Association	J. Cho
President, Richmond Association of School Administrators	M. Murray
Chairperson, Richmond Management and Professional Staff	K. Gibson
Executive Assistant (Recording Secretary)	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 22nd 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 23rd to April 28th, 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*