

Education Committee
Public Meeting Agenda

Wednesday, September 18, 2024 – 6:00 pm
via Zoom

<https://sd38.zoom.us/j/62022097030>

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.

- 1. Adopt Agenda**
- 2. Approve Minutes**
Public minutes from meeting held June 12, 2024 attached.
- 3. Personal Digital Devices – Policy and Guidelines – Report Attached.**
Rob Laing, Assistant Superintendent & Wennie Walker, Director of Instruction
- 4. Indigenous Education**
 - a. Land-based Pedagogy in Early Learning**
Alli Ridley, Teacher Consultant
 - b. Indigenizing Our Resource Collections**
Kelly Johnson, Teacher Consultant
 - c. Indigenous Graduation Requirements**
Karla Gamble, Teacher Consultant
- 5. Next Meeting Date – October 16, 2024**
- 6. Adjournment**

Education Committee Public Meeting Minutes

Wednesday, June 12, 2024 – 6:00 pm
Via Zoom

Present:

Chairperson	H. Larson
Vice Chairperson	D. Yang
Trustee Member	A. Wong
Trustee Member (Alt.)	D. Tablotney
Assistant Superintendent	J. MacMillan
Director of Instruction	B. Thompson
Director of Instruction	R. Johal
District Administrator	L. McColl
District Administrator	N. Savory
Superintendent	C. Usih
Representative, Richmond Association of School Administrators	L. Leung
Richmond Management and Professional Staff	S. Glanzmann
Executive Assistant (Recording Secretary)	S. Khan

The meeting was called to order at 6:00 pm.

The Richmond Board of Education acknowledged and thanked the First Peoples of the hən̓q̓əmi̓nəm̓ 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

The minutes of the public meeting held Wednesday, May 15, 2024, were approved as circulated.

3. Secondary Collaboration and Personal Learning Time 2023-2024

Assistant Superintendent Jane MacMillan provided an overview and highlights on collaboration time and personal learning time in secondary schools. She referred to a table, attached in the public agenda, which includes examples, focus areas of staff engagement, information on supports, and next steps for collaboration time and personal learning time. Trustees asked questions regarding the structure of personal learning time and inclusion of technology, and attendance rates for trends.

4. Program Review Recommendations Updates

Director of Instruction Braunwyn Thompson provided an overview on the Aspen Program Review. She discussed the 6 recommendations that were approved by the Board in January 2023 and provided an update on the actions and work that has been completed by staff since the approval of the review recommendations. Trustees asked questions about accessibility access and safety concerns.

Director of Instruction Ravinder Johal and District Administrator Leanne McColl provided an overview on the Alternate Program Review. They discussed the recommendations that were approved by the Board in June 2023 and provided an update on the work that has been completed since then. Trustees asked questions about staffing, student enrollment, and the referral process.

Director of Instruction Ravinder Johal and District Administrator Navshina Savory provided an overview on Equity in Action. They discussed the recommendations that were approved by the Board in February 2023 and the actions and practices that have taken place with staff to improve experiences for all Indigenous learners. Trustees asked questions about professional development on Indigenous education.

Assistant Superintendent Jane MacMillan brought forward the questions asked by public members regarding collaboration time and the impact on students, along with personal learning time and the minutes allocated to each secondary school.

5. Next Meeting Date – September 2024

6. Adjournment

The meeting adjourned at 7:03 pm.

Respectfully Submitted,

*Heather Larson
Chairperson, Education Committee*

Report to the Education Committee (Richmond) PUBLIC

Date: September 18, 2024

From: Rob Laing, Assistant Superintendent
Wennie Walker, Director of Instruction, Learning and Business Technologies

Subject: **Personal Digital Devices – Policy and Guidelines**

The following report is for information only. No further action on the part of the Education Committee is required at this time.

STRATEGIC PLAN REFERENCE:

Strategic Priority 1 – Inspired Learners

- Goal 1: Learners have increased capacity to adapt and thrive in an ever-changing world
- Goal 2: The district fosters resilient and healthy life-long learners
- Goal 4: The district builds literacy, numeracy and digital literacy through innovation and commonly held vision

Strategic Priority 2 – Equity and Inclusion

- Goal 1: District learning environments are equitable and inclusive.

Strategic Priority 3 – Optimized Facilities and Technology

- Goal 1: The district's technology infrastructure is stable, secure and relevant to support learning

BACKGROUND

In January 2024, the Ministry of Education and Child Care mandated all school boards in British Columbia to update their Codes of Conduct to include restrictions on students' personal digital device use. Ministerial Order No. M89 stated:

"Boards must ensure the following elements are included in their codes of conduct:

Section 6 (d.1):

- One or more statements about restricting the use of personal digital devices at school for the purpose of promoting online safety and focused learning environments
- Further to section 6 (d.1), the statements about restricting the use of personal digital devices at school must address the following matters:
 - a) restrictions on the use of personal digital devices at school, including during hours of instruction;
 - b) use of personal digital devices for instructional purposes and digital literacy;
 - c) use of personal digital devices that is appropriate to a student's age and developmental stage;
 - d) accessibility and accommodation needs;
 - e) medical and health needs;
 - f) equity to support learning outcomes."

The district initiated an engagement process to gather input from students and partner groups to inform the development of a revised District Code of Conduct policy and to create guidelines on the Acceptable Use of Personal Digital Devices. A draft revision of Policy 105: District Code of Conduct was circulated back to partner groups for additional feedback and discussion, along with a newly drafted Policy 104-G (A) Acceptable Use of Personal Digital Device Guidelines. Further revisions were made based on input received from students, partner groups, and the Board Policy Committee.

POLICY & GUIDELINES

The final version of the revised policy was brought as a recommendation through the Policy Committee to the Board of Education on the June 19th, Public Board meeting, and the motion to update Policy 105: District Code of Conduct was passed.

[Policy 105: District Code of Conduct](#)

[Policy 104-G \(A\): Acceptable Use of Personal Digital Devices](#)

COMMUNICATION & IMPLEMENTATION

The successful implementation of the policy and guidelines has been supported by a comprehensive communication plan. The district adopted a phased approach, allowing time for thoughtful reflection, discussion, and opportunities for questions and clarifications.

In addition to their involvement in developing the policy revisions and acceptable use guidelines, principals and vice principals received a communication timeline, a list of action items, and considerations for school-based implementation. These were revisited during the school opening PVP meeting, where a more detailed breakdown of communication responsibilities was provided. Administrators were encouraged to ask questions or seek clarification, with responses shared among the group.

A district-wide communication was posted on RichNet, providing all employees with information and links to the updated policy and guidelines. This communication outlined how the district was informing our parent/caregivers and community, offered suggestions for school-level communication, and emphasized the importance of all staff being explicit with students on their classroom routines and expectations.

CONCLUSION

Through a collaborative engagement process, including students and partner groups, the district has updated Policy 105: District Code of Conduct and is implementing Policy 104-G (A): Acceptable Use of Personal Digital Devices guidelines in accordance with the Ministry's mandate. The comprehensive communication plan strived to provide clarity and support a smooth implementation across all schools and within our parent community. Continued feedback and engagement will play a key role in ensuring the policy's success in promoting healthy digital habits and fostering focused learning environments.

Respectfully submitted,

Rob Laing, Assistant Superintendent

Wennie Walker, Director of Instruction, Learning and Business Technologies