

Policy Committee
Public Meeting Agenda

Tuesday, October 15, 2024 – 11:00 am
via Zoom

<https://sd38.zoom.us/j/61808664353>

Passcode: 6000

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

- 1. Adopt Agenda**
- 2. Approve Minutes**
Public minutes from meeting held September 16, 2024 attached.
- 3. Verbal Update on the Use of Artificial Intelligence (AI) in the District**
Update from Rob Laing, Assistant Superintendent
- 4. Status of Current and Anticipated Items**
Status Update attached.
- 5. Next Meeting Date – Tuesday, November 12, 2024 at 11:00 am**
- 6. Adjournment**

Policy Committee
Public Meeting Minutes

Monday, September 16, 2024 – 11:00 am
Via Zoom

Present:

Chairperson	D. Tablotney*
Vice Chairperson	D. Yang
Trustee Member	R. Belleza
Trustee	A. Wong
Superintendent	C. Usih
Secretary Treasurer	C. Wang
President, Richmond Teachers' Association	L. Baverstock
1 st Vice President, Richmond Teachers' Association	S. Wenglowski
2 nd Vice President, Richmond Teachers' Association	F. Marsic
3 rd Vice President, Richmond Teachers' Association	J. Cho
President, Richmond Association of School Administrators	N. Widdess
Vice President, Richmond Association of School Administrators	A. Goulas
President, Canadian Union of Public Employees 716	S. Robinson
Chair, Richmond Management and Professional Staff	K. Gibson
President, Richmond District Parents Association	C. Huang
Vice President, Richmond District Parents Association	A. Gong
Executive Assistant (Recording Secretary)	S. Khan

*Present for a portion of the meeting

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

The Richmond Board of Education acknowledged and thanked the First Peoples of the hə́n̓qəmíə̀m̓ 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 June 10, 2024 were approved as circulated.

A trustee requested preliminary feedback on the implementation of the Guidelines on the Acceptable Use of Student and Personal Digital Devices. The Superintendent shared that, in the early days of the school year, there have been no issues with the implementation of the Guidelines.

3. Policy 203-R/203-G: Trustee Stipend and Expenses

The Secretary Treasurer presented her report and responded to a trustee's questions regarding private donations to the school district and processes to address trustees potential violations of policy 203-R/203-G.

Following discussion, the Committee then 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 the September 25, 2024, public meeting that a recommendation for the board's consideration will be presented at the October 23, 2024, public meeting to approve revisions to Policy 203-R and 203-G Trustee Stipend and Expenses.

The Chairperson joined the meeting at 11:11 am.

**4. Policy 400-R5: Smoking and Alcohol Consumption
Policy 804.1-R: Community Use of District Facilities**

The Superintendent acknowledged the work done by former Deputy Superintendent Rick Ryan in the review of Policy 400-R5 and 804.1-R. He then spoke to his report as included in the agenda package. A trustee suggested to revise language in Policy 804.1-R to require liability insurance instead of accident insurance, to ensure a more comprehensive insurance coverage for groups using district facilities.

The Superintendent then responded to questions from the Vice President of Richmond District Parents Association on the district's measures to prevent vaping and drug use in schools, and how such violations are handled. In addition, the President of Richmond Teachers Association mentioned that there has been no evidence of teachers smoking or vaping in schools.

In response to a question from the Vice President of Richmond District Parents Association, the Superintendent advised that parents who observe inappropriate behaviour on school property should report it to the school administrator, rather than approaching the student directly.

Following discussion, the Committee then 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 the September 25, 2024, public meeting that a recommendation for the board's consideration will be presented at the October 23, 2024, public meeting to approve revisions to Policy 400-R5: Smoking and Alcohol Consumption and Policy 804.1-R: Community Use of District Facilities.

5. Verbal Update: Policy Refresh to align with DEI checklist (standing item)

The Superintendent informed the Committee that former Deputy Superintendent Rick Ryan will assist in reviewing all district policies to ensure alignment with the DEI policy checklist. A number of these refreshed policies will be presented in each meeting starting in October.

The Superintendent also noted a suggestion from the President of Richmond Teachers Association for a more user-friendly and accessible manner for finding policies on the district website.

6. Status of Current and Anticipated Items

A Status of Current and Anticipated Items was attached to the agenda package. The Superintendent shared that revisions to Policy 102: Diversity and Inclusion will be presented in the Committee meeting in November.

7. Next Meeting Date – Tuesday, October 15, 2024 at 11:00 am.

8. Adjournment

The meeting adjourned at 11:42 am.

Respectfully Submitted,

*David Yang
Vice Chairperson, Policy Committee*

DRAFT

POLICY COMMITTEE: STATUS OF CURRENT AND ANTICIPATED ITEMS

COMPLETED		
	Policy	Dates & Actions
1	Policy 101: Goals and Objectives	Revised policy approved in May 2023
2	Policy 201: Board Operations	Revised policy approved in June 2023
3	Policy 311/311-R: Freedom of Information and Protection of Privacy	New policy approved in June 2023
4	Policy 621/621-R: Financial Planning and Reporting and Policy 631-R: Accumulated Operating Surplus and Capital Reserves	Revised policy approved in June 2023
5	Policy 402/402-R: Public Interest Disclosure Policy	New policy approved in December 2023
6	Policy 701.2-R: Capital Project Design Review Process	Revised policy approved in March 2024
7	Policy 200: Trustee Role, Responsibilities and Code of Ethics	Revised policy approved in May 2024
8	Policy 204-R: Creation and Revision of Policy and Regulations	Revised policy approved in May 2024
9	Policy 105: District Code of Conduct	Revised policy approved in June 2024

IN PROGRESS		
	Policy	Dates & Actions
1	Policy 203-R/203-G: Trustee Stipend and Expenses Senior Staff Responsible: Cindy Wang	<ul style="list-style-type: none"> • Public report on draft revised policy, with recommendation for Notice of Motion for approval at September board meeting (Sep 2024) • For final approval in October board meeting
2	Policy 400-R5: Smoking and Alcohol Consumption Policy 804.1-R: Community Use of District Facilities Senior Staff Responsible: Christopher Usih	<ul style="list-style-type: none"> • Public report on draft revised policy, with Recommendation to place into Partner Group Review Process from May 23 to July 23, 2024 (May 2024) • Under Partner Group review from May 23 to July 23, 2024 (June 2024) • Public report on draft revised policy incorporating partner group feedback, with recommendation for Notice of Motion for approval at September board meeting (Sep 2024) • For final approval in October board meeting

POLICY COMMITTEE: STATUS OF CURRENT AND ANTICIPATED ITEMS

ANTICIPATED		
	Policy	Dates & Actions
1	<p>Policy 102: Diversity and Inclusion</p> <p>Senior Staff Responsible: Christel Brautigam</p>	<ul style="list-style-type: none"> • DEI Advisory Committee Policy Update (Dec 2022) • Public report on revised policy checklist from DEI Advisory Committee; Revised policy checklist approved by Policy Committee (Jan 2023) • Policy revision placed on hold to align with an anticipated Ministry DEI framework
2	<p>Policy 103 Bylaw: Complaints by Students, Parents & the Public</p> <p>Senior Staff Responsible: Rob Laing</p>	<ul style="list-style-type: none"> • Anticipate submission of revised policy to public meeting in 2024
3	<p>Policy 105-R: District Code of Conduct: How we Learn and Work Together Personal Use of District Supplies, Equipment and Facilities</p> <p>Senior Staff Responsible: Cindy Wang</p>	<ul style="list-style-type: none"> • Public report on draft revised policy (Feb 2021) <ul style="list-style-type: none"> - Committee agreed that there would be more discussion and review around process for the revision to be brought back at a later date • Anticipate submission of revised policy to public meeting in 2024
4	<p>Policy 502: Student Behaviour and Discipline</p> <p>Policy 502.1: Maintenance of Orderly Conduct</p> <p>Policy 502.2/502.2-R: Student Suspension or Exclusion from School</p> <p>Policy 502.3/502.3-R: Student Possession of Weapons</p> <p>Senior Staff Responsible: Braunwyn Thompson</p>	<ul style="list-style-type: none"> • 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 (Jan 2021) • Anticipate submission of revised policy to public meeting in 2024
5	<p>Policy 522/522-R: Transportation</p> <p>Senior Staff Responsible: Cindy Wang/Christel Brautigam</p>	<ul style="list-style-type: none"> • Anticipate submission of revised policy to public meeting in 2024
6	<p>Policy 701.11/701.11-R: Naming and Renaming of Board Owned Facilities or Parts of Board Owned Facilities</p> <p>Senior Staff Responsible: Christopher Usih</p>	<ul style="list-style-type: none"> • Update for information from the Deputy Superintendent (Mar 2022) • Policy revision and development placed on hold to allow for the Anti-Racism Working Group Report to the Board • Policy 102 will be reviewed/refreshed to inform and ensure alignment with a redrafted Policy 701.11/701.11-R

POLICY COMMITTEE: STATUS OF CURRENT AND ANTICIPATED ITEMS

ANTICIPATED		
	Policy	Dates & Actions
7	<p>Policy 701.12/701.12-G: Official School Openings</p> <p>Senior Staff Responsible: Cindy Wang</p>	<ul style="list-style-type: none"> Anticipate submission of revised policy to public meeting in 2024
8	<p>PHASE 3 - Policy Section 700: Facilities</p> <p>Policy 703.1 - Accident Prevention and Safety Procedure</p> <p>Policy 703.2 - First Aid and Accident Reports</p> <p>Policy 703.5 and Regulation 703.5-R - Health and Safety</p> <p>Policy 703.6 and Regulation 703.6-R - Protection of Employees from Violence in the Workplace</p> <p>Policy 705 and Regulation 705-R - Telephones</p> <p>Policy 706 - Smoke Free Environments</p> <p>Policy 703.7 and Regulation 703.7-R - Closure of Schools Due to Emergent Conditions</p> <p>Policy 707 and Regulation 707-R - Post Disaster Procedures</p> <p>Policy 708 and Regulation 708-R - Video Surveillance</p> <p>Senior Staff Responsible: Cindy Wang</p>	<ul style="list-style-type: none"> Anticipate submission of revised policy to public meeting in 2024