

Policy Committee
Public Meeting Minutes

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

Present:

Chairperson	D. Tablotney
Vice Chairperson	D. Yang
Trustee Member	R. Belleza
Trustee Alternate	H. Larson
Trustee	A. Wong
Superintendent	C. Usih
Assistant Superintendent	R. Laing
Director of Instruction, Learning and Business Technologies	W. Walker
President, Richmond Teachers' Association	L. Baverstock
2 nd Vice President, Richmond Teachers' Association	F. Marsic
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)	J. Coronel

The Chairperson called the meeting to order at 11:03 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 September 16, 2024 were approved as circulated.

3. Verbal Update on the Use of Artificial Intelligence (AI) in the District

Assistant Superintendent Laing shared an update on the use of Generative AI in the district, with the following highlights:

- Guidelines and Guiding Principles on the use of AI are currently being developed, which reflect the district's values and educational goals
- Staff will engage with partner groups throughout the policy development process
- Ongoing professional learning opportunities will be available to equip staff with knowledge and skills necessary to effectively implement Generative AI tools in their teaching practices and business operations.

The Director of Instruction, Learning and Business Technologies also emphasized that the district's AI usage principles will prioritize data privacy, student safety and transparency. Workshops, education modules, and hands-on sessions will be available to empower staff to leverage AI tools effectively in their daily work. She also added that feedback from partner group and students will play a key role in shaping the district's Guidelines on the use of AI.

In response to a trustee's question regarding the risks associated with the use of AI tools and the security of data collected by Generative AI tools, Assistant Superintendent Laing clarified that these concerns will be addressed within the Guidelines and Guiding Principles. They will also be discussed in professional learning opportunities for staff.

4. Status of Current and Anticipated Items

A Status of Current and Anticipated Items was attached to the agenda package.

5. Next Meeting Date – Tuesday, November 12, 2024 at 11:00 am.

6. Adjournment

The meeting adjourned at 11:33 am.

Respectfully Submitted,

*Debbie Tablotney
Chairperson, Policy Committee*