

Policy Committee
Public Meeting Minutes

Monday, January 13, 2025 – 11:00 am
Via Zoom

Present:

Chairperson	D. Tablotney
Vice Chairperson	D. Yang
Trustee Member	A. Wong
Trustee Alternate	H. Larson
Superintendent	C. Usih
Assistant Superintendent	R. Laing
President, Richmond Teachers' Association	L. Baverstock
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 Administrative Professionals	K. Gibson*
President, Richmond District Parents Association	C. Huang
Vice President, Richmond District Parents Association	A. Gong
Representative, Richmond District Parents Association	D. Billings
Executive Assistant (Recording Secretary)	J. Coronel

*Present for a portion of the meeting

The Chairperson called the meeting to order at 11:00 am.

The Richmond Board of Education acknowledged and thanked the First Peoples of the hən̓q̓əmi̓n̓əm 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 December 2, 2024 were approved as circulated.

3. Policy 103 Bylaw: Complaints by Students, Parents and the Public

Assistant Superintendent Laing spoke to his report as included in the agenda package. He highlighted significant proposed changes to Policy 103 Bylaw and explained the rationale for

rewriting the policy to provide more clarity for students, parents, staff, and members of the public on the complaints and appeals process.

Trustees provided feedback, suggesting consistency in language throughout the policy and the inclusion of a process flow diagram for easy reference. He also inquired about the process by which the board makes a decision on an appeal.

Assistant Superintendent Laing also addressed a question on annual communication of Policy 103 Bylaw and related policies to students and parents/guardians. The President of Richmond Teachers' Association proposed revised language to clarify intent of this statement.

Dean Billings, representative of Richmond District Parents Association inquired about the availability of data on complaints submitted within the district. The Superintendent clarified that it is difficult to quantify complaints submitted given the veracity of complaints that may arise and the issue on confidentiality of information.

The President of Richmond Teachers' Association expressed her appreciation for the clear language in the draft rewrite of Policy 103 Bylaw, noting its alignment with the language in RTA's collective agreement regarding procedures for addressing parental concerns.

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

THAT the Policy Committee recommend to the Board of Education that revised **Policy 103 Bylaw: Complaints by Students, Parents and the Public** be referred to the Partner Group Review Process for the period of January 23, 2025 to March 23, 2025.

K. Gibson joined the meeting at 11:14 am.

4. Policy Refresh to align with DEI checklist (standing item):
Policy 103: Collaboration and Community
Policy 103-R (A): Foundations for Learning
Policy 103-R (B): Complaints and Appeals by Staff

The Superintendent spoke to his report as included in the agenda package. He then noted a comment from the President of CUPE 716 on the use the term "child" in draft revised Policy 103-R (A).

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 January 22, 2025, public meeting that a recommendation for the board's consideration will be presented at the February 19, 2025, public meeting to approve minor revisions to **Policy 103: Collaboration and Community, Policy 103-R (A): Foundations for Learning, and Policy 103-R (B): Complaints and Appeals by Staff.**

5. Status of Current and Anticipated Items

A Status of Current and Anticipated Items was attached to the agenda package.
A trustee provided feedback on the definition of terms Policy 102: Diversity and Inclusion, proposing that a stronger emphasis on Anti-racism be included in the revised draft.

6. Next Meeting Date – Monday, February 10, 2025 at 11:00 am.

7. Adjournment

The meeting adjourned at 11:37 am.

Respectfully Submitted,

*Debbie Tablotney
Chairperson, Policy Committee*