

Policy Committee
Public Meeting Agenda

Monday, September 15, 2025 – 11:00 am
via Zoom

<https://sd38.zoom.us/j/64093448840>

Passcode: 6000

The Richmond Board of Education acknowledges and thanks the First Peoples of the hə́ŋqəmíŋəm 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 9, 2025 attached.
- 3. Proposed Timeline - Policy on Renaming District Facilities (schools)**
Report from the Superintendent attached.
- 4. Proposed Administrative Guidelines on Response to Unexpected Health Emergencies (AED and Naloxone)**
Report from the Executive Director, Human Resources attached.
- 5. Status of Current and Anticipated Items**
Status Update attached.
- 6. Next Meeting Date – Tuesday, October 14, 2025 at 11:00 am**
- 7. Adjournment**

Policy Committee
Public Meeting Minutes

Monday, June 9, 2025 – 11:00 am
Via Zoom

Present:

Chairperson
Vice Chairperson
Trustee Member
Trustee Alternate
Superintendent
President, Richmond Teachers' Association
1st Vice President, Richmond Teachers' Association
President, Canadian Union of Public Employees 716
Vice President, Richmond District Parents Association
Representative, Richmond District Parents Association
Executive Assistant (Recording Secretary)

D. Tablotney*
D. Yang
A. Wong
H. Larson
C. Usih
L. Baverstock
S. Wenglowski
S. Robinson
A. Gong
K. Ching
J. Coronel

*Present for a portion of the meeting

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

The Richmond Board of Education acknowledged and thanked the First Peoples of the hə́nqəmínə́m 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 May 12, 2025 were approved as circulated.

- 3. Policy Refresh to align with DEI checklist (standing item):**
Policy 311/311-R: Freedom of Information and Protection of Privacy
Policy 311-G (A): Privacy Impact Assessments
Policy 311-G (B): Critical Incident and Privacy Breach Procedure
Policy 311-G (C): Personal Information Management Program

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 the June 18, 2025, public meeting that a recommendation for the board's consideration will be presented at September 24, 2025 public meeting to approve the minor revisions for Policy 311 and 311-R.

4. Status of Current and Anticipated Items

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

5. Next Meeting Date – September 2025 at 11:00 am.

D.Tablotney joined the meeting at 11:07 am.

6. Adjournment

The meeting adjourned at 11:08 am.

Respectfully Submitted,

*David Yang
Vice Chairperson, Policy Committee*

DRAFT

Report to Policy Committee Public

Date: September 15, 2025

From: Christopher Usih, Superintendent

Subject: **Proposed Timeline - Policy on Renaming District Facilities**

INTRODUCTION:

The purpose of this report is to provide a proposed timeline with regard to the development of a Policy on Renaming District Facilities. No action is required from the Committee at this time.

PROPOSED TIMELINE:

Dates	Meeting	Comments
June 9, 2025	Policy Committee (In-Camera)	Proposed timeline shared with the committee.
June 18, 2025	Board of Education (In-Camera)	Proposed timeline shared with trustees.
September 15, 2025	Policy Committee (Public)	Proposed timeline shared with partner groups.
October 30, 2025		Complete research on renaming (examine best practices in B.C. and other jurisdictions in Canada)
November 10, 2025	Policy Committee (In-Camera)	Research report and proposed draft policy shared with the committee. Opportunity for trustee feedback.
January 12, 2026	Policy Committee (Public)	Research report and proposed draft policy incorporating trustee feedback shared with the committee, with recommendation to place into partner group review process from January 22 to March 22, 2026.
January 21, 2026	Board of Education (Public)	Possible board approval for entry into partner group review process from January 22 to March 22, 2026.
January 22 to March 22, 2026		Partner group review process
April 13, 2026	Policy Committee (In-Camera)	Proposed draft policy incorporating partner group input brought to the committee.

May 11, 2026	Policy Committee (Public)	Proposed draft policy incorporating partner group input brought to the committee. Possible Notice of Motion for approval at May board meeting.
May 20, 2026	Board of Education (Public)	Possible Notice of Motion for final approval of proposed draft policy at June board meeting.
June 17, 2026	Board of Education (Public)	Possible board approval of proposed policy.

Respectfully Submitted,

*Christopher Usih
Superintendent*

Report to Policy Committee Public

Date: September 15, 2025

From: Tanya Major, Executive Director, Human Resources

Subject: **Response to Unexpected Health Emergencies – Administrative Guidelines**

The following update to the committee is for information only. No further action is required at this time.

BACKGROUND:

On June 30, 2025, The Ministry of Education and Childcare amended the [Support Services for Schools Ministerial Order](#) to include the new Response to Unexpected Health Emergencies Policy. Board-approved policies or administrative procedures will be accepted per the attached communication from the Assistant Deputy Minister.

Boards of education must establish, maintain, and make publicly available a policy for responding to unexpected health emergencies at schools in the district. This policy must ensure that life-saving first aid tools, including Automated External Defibrillators (AEDs) and naloxone kits are readily accessible and maintained in every school.

RATIONALE:

The Ministry of Education and Childcare recognize “timely and effective response to unexpected health emergencies is essential to ensuring a safe school environment. Unexpected health emergency incidents can occur without warning and require immediate action to improve survival outcomes by providing critical intervention before emergency responders arrive. Ensuring that schools are equipped and prepared to respond supports student and staff safety at school, enabling school communities to focus on learning and well-being while increasing confidence and security.”

PROCESS:

The Richmond School District is the process of developing our guidelines that will ensure both Automated External Defibrillators (AEDs) and naloxone kits are readily accessible and maintained in every school. These guidelines will be presented to the Board of Education and Policy committee in advance of the December 31, 2025, submission deadline.

Respectfully submitted,

*Tanya Major,
Executive Director, Human Resources*

*Attachment:
Communication from Assistant Deputy Minister of Education (July 28, 2025)*



July 28, 2025

Ref: 311962

Dear Superintendents:

As a follow-up to the communication sent on June 30, 2025, regarding the amendment to the Support Services for Schools Ministerial Order and the new Response to Unexpected Health Emergencies Policy, I am writing to provide additional guidance and resources to support your school district's implementation of the new requirements.

Timelines for implementation:

Category	Requirement	Deadline
1. Policy Submissions	Submit completed policies to the Ministry via email to educ.mentalhealth@gov.bc.ca <i>Please note - board-approved policies or administrative procedures will be accepted</i>	December 31, 2025
2. Secondary Schools	AEDs and naloxone must be in all secondary schools	December 31, 2025
3. Elementary & Middle Schools	AEDs and naloxone must be in all elementary and middle schools	September 8, 2026

The BC Centre for Disease Control has communicated guidance to school medical health officers to support implementation. Below is a summary of their guidance regarding procurement and training opportunities:

Naloxone

- *Procurement:*
 - **Injectable naloxone kits** for occupational use can be purchased via the Product Distribution Centre. Contact: PDCCustomerSer@gov.bc.ca or 604-927-2000.
 - **Intranasal naloxone kits** can be purchased through community pharmacies.
- *Training:*
 - Free online training is available at [Naloxone 101 Course](#) and [Naloxone Training](#).
 - In-person and online training is also available via [St. John Ambulance](#).

AEDs

- *Procurement:*

Ministry of Education and Child Care
Office of the Assistant Deputy Minister
Education Programs & Policy Division

Mailing address:
PO Box 9183 Stn Prov Govt
Victoria BC V8W 9H9

Email: ECC.EPP@gov.bc.ca

- Focused Education Resources is leading a Request for Proposal initiative with the objective of securing vendors that can offer consortium pricing. The goal is to have agreements in place by October (at the latest), with delivery and installation of products completed by December.
- If you are interested, please contact supplies@focusedresources.ca.

We appreciate your continued commitment to student and staff safety. If you have questions or require support, please contact the Mental Health and Substance Use Team at educ.mentalhealth@gov.bc.ca.

Sincerely,



Cloë Nicholls
Assistant Deputy Minister

POLICY COMMITTEE: STATUS OF CURRENT AND ANTICIPATED ITEMS

COMPLETED FOR SCHOOL YEAR 2025/26		
	Policy	Dates & Actions

IN PROGRESS		
	Policy	Dates & Actions
1	Policy Refresh: Policy 311/311-R: Freedom of Information and Protection of Privacy Policy 311-G (A): Privacy Impact Assessments Policy 311-G (B): Critical Incident and Privacy Breach Procedure Policy 311-G (C): Personal Information Management Program	<ul style="list-style-type: none"> Public report on draft updated policy with Recommendation for Notice of Motion for approval at June board meeting (June 2025) For final approval in September 2025 board meeting
2	Proposed Policy on Renaming District Facilities Senior Staff Responsible: Chris Usih	<ul style="list-style-type: none"> IC report on proposed timeline shared with the committee (June 2025) Public report on proposed timeline shared with partner groups (Sep 2025)
3	Administrative Guidelines on Response to Unexpected Health Emergencies (AED and Naloxone) Senior Staff Responsible: Tanya Major	<ul style="list-style-type: none"> Public report on background and timeline for development of proposed guidelines (Sep 2025)

ANTICIPATED		
	Policy	Dates & Actions
1	Policy 105-R: a. District Code of Conduct: How We Learn and Work Together b. Respect for Personal Public Property and Environment (i.e., District Facilities, Equipment) – Senior Staff Responsible: Cindy Wang	<ul style="list-style-type: none"> Review after completion of the new strategic plan 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

Updated to September 15, 2025

POLICY COMMITTEE: STATUS OF CURRENT AND ANTICIPATED ITEMS

ANTICIPATED		
	Policy	Dates & Actions
2	Student Behaviour Policies a. Policy 502: Student Behaviour and Discipline b. Policy 502.1: Maintenance of Orderly Conduct c. Policy 502.2/502.2-R: Student Suspension or Exclusion from School d. Policy 502.3/502.3-R: Student Possession of Weapons Senior Staff Responsible: Braunwyn Thompson	<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 2025
3	Policy 522/522-R: Transportation Senior Staff Responsible: Cindy Wang/Christel Brautigam	<ul style="list-style-type: none"> Anticipate submission of revised policy to public meeting in 2025
4	Policy 701.11/701.11-R: Naming and Renaming of Board Owned Facilities or Parts of Board Owned Facilities Policy 701.12/701.12-G: Official School Openings Senior Staff Responsible: Christopher Usih	<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
5	<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"> Policy revision <u>placed on hold</u> (Feb 2025) – for future consideration

POLICY COMMITTEE: STATUS OF CURRENT AND ANTICIPATED ITEMS

COMPLETED IN PREVIOUS SCHOOL YEARS		
	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
10	Policy 203-R/203-G: Trustee Stipend and Expenses	Revised policy approved in October 2024
11	Policy 400-R5: Smoking and Alcohol Consumption Policy 804.1-R: Community Use of District Facilities	Revised policies approved in October 2024
12	Policy Refresh: Policy 101/101-R: Strategic Planning	Updated policies approved in December 2024
13	Policy Refresh: Policy 103: Collaboration and Community Policy 103-R (A): Foundations for Learning Policy 103-R (B): Complaints and Appeals by Staff	Updated policies approved in February 2025
14	Policy Refresh: Policy 105/105-R: District Code of Conduct	Updated policy approved in March 2025
15	Policy 102: Diversity and Inclusion	Revised policy approved in May 2025
16	Policy 103 Bylaw: Complaints by Students, Parents & the Public	Revised policy approved in May 2025
17	Policy 201 Bylaw: Board Operations	Revised policy approved in June board meeting

Updated to September 15, 2025