Richmond School District
7811 Granville Avenue, Richmond BC V6Y 3E3
604-668-6000 | sd38.bc.ca

Policy Committee

Public Meeting Agenda

Monday, May 15, 2023 at 11:00 am
via Zoom

https://sd38.zoom.us/j/65254234679
Passcode: 6000

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

Adopt Agenda

Approve Minutes
Public minutes from meeting held April 17, 2023 attached.

Policy 201: Board Operations
Report from the Acting Superintendent attached.

Policy 311/311-R: Freedom of Information and Protection of Privacy
Report from the Secretary Treasurer attached.

Policy 621/621-R: Financial Planning and Reporting and Policy 631-R: Accumulated Operating Surplus and Capital Reserves
Report from the Secretary Treasurer attached.

Status of Current and Anticipated Items
Attachment: Update to May 15, 2023

Next Meeting Date – Monday, June 19, 2023 at 11:00 am

Adjournment

!"#$%&'()*#$&&+),''-./"#).

J6D74"7#$(*$	@4D<,-$@9<,-#$ H9CC,1166$! 661,/2$	+6?,=68$59<,-#$76:<6-1,/2$576#$C,68D"-$=;"768$B,1;$ -9CC,1166E$$@9==,D<6$76:677"<$19$A9"78$:97$6/1 =1".6;9<867$76?,6B$579$6==E
J6D74"7#$(*$	@4D<,-$A9"78$! 661,/2$	A9"78$"5579$8$6/17#$,/19$=1".6;9<867$76?,6B$5$$9-6=
J6D74"7#$$057,$ ()(*$	31".6;9<867$ +6?,6B$@79-$==	J6D74"7#$$057,<$'$()(*$
!"# $)(*$		

DRAFT

4.2 Where possible, written notice of a special meeting, an agenda and supporting documents will be delivered to each trustee at least 48 hours in advance of the meeting.

When it is likely that trustees might not be reading email routinely, as on a weekend or holiday, or if a meeting must be held within 48 hours, trustees will also be notified by telephone.

4.3 Notice of a special public meeting will be posted on the district web site and emailed to the chairpersons of employee groups and the dist rict parent association and to persons or groups with particular interest in the item as soon as possible.

5. Addressing The Board
The public is welcome to attend regular public Board meetings and to address the Board through the following processes.

5. 1 Members of the public may ask a question or make a brief statement regarding an item on the agenda during either of the two Question Periods at the meeting or by emailing their questions or comments to the School District Board Meetings email account in advance of the question period.

5.2 An individual or a spokesperson for a delegation may present a brief to the Board.

5.2.1 To be allotted time on a meeting agenda, notify the office of the Secre tary - Treasurer in writing by 09:00 the Thursday prior to the Board meeting you wish to present at and include a brief description of the issue you wish to raise. Briefs are usually heard during the first hour of the public meeting that begins at 19:00. The content of a brief presented in public should be public in nature. Complaints or concerns that identify an individual or deal with the purchase of land or with legal issues will not be heard during a public meeting and will be directed by the Chairperson to the appropriate venue or process.

5.2.2 Persons presenting a brief will be called to the presentersÕ table, asked to introduce themselves and members of their delegation then given a maximum of 10 minutes total to make the ir presentation. The Chair may limit the number of delegations and questions at a meeting unless otherwise directed by the Board.

5.2.3 Trustees will listen to the presentation and may ask questions of the presenter or staff regarding data, policy, Board direction or other relevant matters.

5.2.4 The Board may refer the matter to staff or an appropriate committee for further discussion or to prepare a response.

5.2.5 The Board will not provide a formal response to a brief at the meeting where it is pr esented. Delegations will be acknowledged in writing soon after the meeting and informed of any process whereby their brief may be considered further, and whether their attendance may be requested at subsequent committee meetings.

5.2.6 The Board Chairpe rson in consultation with the Superintendent will provide a response to the brief within 60 days of its presentation to the Board.

6. Chairperson And Vice - Chairperson
6.1 A chairperson and vice - chairperson shall be elected at the fi rst meeting of the Board in Nove mber according to the procedure outlined in 1.3.

Adopted: 02 June 2008
Board Adoption with Amendments: 17 November 2008
Board Adoption with Amendments: 10 October 2018
Board Adoption with Amendments:
!

DRAFT

not spe cifically provided herein or in the School Act.

7.2 All powers of the Board will be exercised either by resolution or by bylaw, except where the School Act requires a bylaw.

7.3 A rule, other than the requirement for notice of meetings, may be

DRAFT

8.5

DRAFT

Adopted: 02 June 2008
Board Adoption with Amendments: 17 November 2008
Board Adoption with Amendments: 10 October 2018
Board Adoption with Amendments:

!

9.6.3 A motion to reconsider may be seconded by any trustee.

9.6.4 A motion to reconsider is debatable if the motion proposed to be reconsidered is debatable and the debate can be on the merits of the original ques tion. No question can be reconsidered twice.

9.6.5 A motion to reconsider cannot be applied to action that cannot be reversed, such as entering into a contract.

9.7 No motion (or motions so similar that they pose the same question) can be considered twice at the same meeting.

9.8

DRAFT

Adopted: 02 June 2008
Board Adoption with Amendments: 17 November 2008
Board Adoption with Amendments: 10 October 2018
Board Adoption with Amendments:

before the Board, the trustee should:

- seek the advice of the Superintendent or Secretary-Treasurer,
- consult with the Chairperson, or
- seek advice from the BCSTA, or request that the Chairperson or Superintendent seek legal advice.

If a trustee is concerned that a fellow trustee is in conflict, they should speak with or ask the Chairperson to speak with the trustee believed to have a conflict.

12.5.1 If the question is not resolved prior to the meeting at which the matter in conflict arises, and the trustee thought to be in conflict does not declare a conflict:

- the trustee may declare for the record the reason they believe there is no conflict, and the discussion may proceed to a vote; or
- the Board may resolve to postpone the discussion of the issue and seek legal advice.

12.5.2 If legal advice confirms there is a high probability a trustee has a disqualifying conflict:

- the Board may resolve that the trustee be disqualified from voting with reasons given. In this case, the Chairperson will then ask the trustee whether they intend to vote on the matter in conflict and if the trustee declares a continued intent to participate:
- the Board may resolve to take legal proceedings to obtain a court declaration regarding the trusteeÕs disqualification and that the matter be postponed, or
- the Board may proceed to vote on the matter and then determine whether to censure the trustee for participation.

Such actions can be divisive and should be avoided in favour of more amicable resolution, provided liability to the district is minimized.

12.6 If a meeting is open to the public, every disclosure of pecuniary interest and the general nature of it shall be recorded in the minutes of the meeting. If a meeting is not open to the public, the fact that a disclosure of pecuniary interest was made, but not the general nature of that interest, shall be reported to and recorded in the minutes of the next meeting that is open to the public.

13. Standing Committees

13.1 Standing Committees exist to provide an opportunity to deliberate on issues of ongoing importance to the District in an open, prolonged, inclusive, and informal manner. The Board will establish an Audit Committee, Education Committee, Facilities and Building Committee, Finance and Legal Committee and a Policy Committee, and any other standing committees it deems appropriate for the routine conduct of its business.

13.1.1 Meetings may be public or, where warranted, in camera.

13.1.2 A standing committee will consider matters referred to it by the Board, and may consider items suggested by staff, committee representatives or members of the community.

13.2 Terms of Reference

Adopted: 02 June 2008
Board Adoption with Amendments: 17 November 2008
Board Adoption with Amendments: 10 October 2018
Board Adoption with Amendments:

!

DRAFT

13.2.1 Audit Committee will assist the Board in fulfilling its governance and oversight
!!

DRAFT

Adopted: 02 June 2008
Board Adoption with Amendments: 17 November 2008
Board Adoption with Amendments: 10 October 2018
Board Adoption with Amendments:
!

DRAFT

804?2:;/8594/:;

7:3"@$-.";95;<838"<="$";5-I$4%";<?-4%"$"53"6<!

¥! 2 36"<96"$."<51$.-T$6-<.G8"4<@@-6@3.6"6<";5-I$4%"$./"6<"/3845-A3"-."A5<$/"635@":<B"-6";5<63468"
;358<.$?"-.=<5@$6-<."<.("

¥! E.89533"@;?<%33 4?"3$5?%"9./3586$./"6:3-5"<A?-1$6-<.8"6<";53835I3"";5-I$4%("

¥! E.8953"86$==("869/3.68"$./"@3@A358"<="6:3";9A?-4"9./3586$./":<B"6:3-5";358<.$?"-.=<5@$6-<."@$%"
A3"4<??3463/("983/"$./"/-84?<83/U"$./"

¥! EV;?$-."6<"-./-I-/9$?8":<B"6<"@$K3"4<@;?$-.68"$./"6:3-5"/3-5"68"M>>"NJ

"

8&'8')$!/#C($GCB$ ./

L3A59$5%")*)+	MWA$@35$"><?-4 ,<@@-6633" @336-.1"	M.-6-$?"/-84988-<."A%"@3@A358"<="><?-4%",<@@- -.4?9/-.1"=33/A$4K"<.";5<;<83/"6-@3?-.3"$6?3.6"<="6:3" ;5<;<83/";<?-4%J
N;5-?)*)+ '"	MWA$@35$"	

!

!"#$"! #$%!&'(!)*)+!

%&' ("! ,-./%!0$.1(!234536$5%!753$89535!

)*+,$-#./ &01232345/46/74829:/;<=>/;<=?&/@5A/;B=?&//
!!!!!!!!!!!!!!!

!

"#$%&&#'()*+%',!

-)!"#$!!"#$%&'%()*+),+-"'+.)/$01+!)22$--''+3%$*4+,)%5#%6+#+7)-$0'+),+8)-$)*+-)+-"'+9)#%6+),+
:6;0#-$)*+#-+$-(+8#1+<=>+<?<@+&;3/$0+2''-$*4+-"#-+#+%'0)22'*6#-$)*+,)%+-"'+3)#%6A(+0)*($6'%#-$)*+5$//+
3'+&%'('*-'6+#-+-"'+B;*'+<C>+<?<@+&;3/$0+2''-$*4+-)+#&&%)D'+-"'+#2'*62'*-(+-)+.)/$01+E<C>+E<CFG+#*6+
E@CFG#!

!

+'*"'%(.$*+%',!

%#$!&'(&)*$!)+!"#,*!($&)("!,*!")!&()-,.$!/0123()'4.!,4+)(50",)46!*'33$*"$.!",5$7,4$!04.!"#$!
&()&)*$.!05$4.5$4"*!")!8)7,19!:;<6!:;<=>!04.!:?<=>!")!$4*'($!>,1#5)4.!@1#))7!A,*"(,1"!,*!+'79!
1)5&7,04"!B,"#!"#$!C,4,*"(9D*!E=<;!8'/7,1!F.'10",)4!G,4041,07!87044,43!04.!>$&)(",43!8)7,19!04.!
H11'5'70"$.!I&$(0",43!@'(&7'*!8)7,19J!!

!

/)$01"%.'(,!

%#$!.,*"(,1"!1'(($4"79!+)77)B*!8)7,19!:;<!04.!:?<!")!3)-$(4!+,4041,07!($&)(",43!04.!50403$5$4"!)+!
011'5'70"$.!*'(&7'*$*J!%#$*$!&)7,1,$*!+01,7,"0"$!0!()/'*"!/'.3$",43!&()1$**6!B#,1#!,417'.$*!
1)4*'7"0",)46!5)4,")(,43!04.!+,4041,07!($&)(",43J!K#,7$!8)7,19!:;<!04.!:?<!($+7$1"!5049!$7$5$4"*!)+!
"#$!C,4,*"(9D*!&)7,1,$*6!"#$!.,*"(,1"D*!&)7,1,$*!.)!4)"!+'79!1)5&79!B,"#!"#$!C,4,*"(9D*!($L',($5$4"*J!
H11)(.,43!")!"#$!C,4,*"(96!07!*1#))7!.,*"(,1"*!5'*"!#0-$!+,4041,07!50403$5$4"!&)7,1,$*!"#0"!07,34!
B,"#!"#$!.,($1",-$*!)+!"#$!C,4,*"(9!G,4041,07!87044,43!04.!>$&)(",43!8)7,19!04.!H11'5'70"$.!
I&$(0",43!@'(&7'*!8)7,19J!

!

%)!07,34!B,"#!"#$!C,4,*"(9D*!.,($1",-$*6!8)7,19!:;<=>!,*!($L',($.!")!,41)(&)(0"$!"#$!+)77)B,43!
&()-,*,)4*W!

- %#$!N)0(.!5'*"!.$-$7)&!04.!,5&7$5$4"!0!"#($$=9$0(!+,4041,07!&704!")!"#$!C,4,*"(9J!
- %#$!"#($$=9$0(!+,4041,07!&704!*#)'7.!$41)5&0**!"#$!N)0(.D*!$.'10",)407!04.!)&$(0",)407!3)07*6!
  ,417'.,43!$4#041,43!*"'.$4"!$.'10",)407!)''1)5$*J!
- %#$!N)0(.!,*!)/7,30"$.!")!&'/7,*#!"#$!/'.3$"!1)4*'7"0",)4!&()1$**!)4!,"*!B$/*,"$J!
- %#$!N)0(.!,*!($L',($.!")!&()-,.$!'&.0"$*!,4!,"*!+,4041,07!($&)("*!)4!"#$!07,345$4"!)+!,"*!
  ($*)'(1$*!B,"#!,"*!*"(0"$3,1!&(,)(,",$*J!!

!

8)7,19!:?<=>!,*!($L',($.!")!,417'.$!"#$!+)77)B,43!&()-,*,)4*W!

- =! %#$!N)0(.D*!3',.$7,4$*!+)(!$*"0/7,*#,43!,4"$(4077!($*"(,1"$.!)&$(0",43!*'(&7'*J!
- =! 0417'*,)4!)+!0!*'(&7'*!10"$3)(9!70/$7$.!P*'(&7'*!($*"(,1"$.!+)(!+'"'($!10&,"07!1)*"!*#0(,43QJ!

=! >$&)(",43!)+!011'5'70"$.!)&$(0",43!*'(&7'*!04.!10&,"07!($*$(-$*J!

!

A,*"(,1"!*"0++!#0-$!/$$4!B)(2,43!1)770/)(0",-$79!B,"#!C,4,*"(9!)++,1,07*!")!($-,$B!04.!5).,+9!8)7,19!:;<!04.!:?<6!$4*'(,43!0.#$(41!")!C,4,*"(9!&)7,1,$*!04.!.,($1",-$*J!%#$!&()&)*$.!05$4.5$4"*!")!8)7,19!:;<!04.!:?<!104!/$!+)'4.!,4!"#$!0""01#5$4"*!011)5&049,43!"#,*!($&)("J!!

!

2"%2%3#(!*+&#4+'#,!

H&(,7!;R;?!	04=105$(0!8)7,19!S)55,""$$!5$$",43!	04,",07!.,*1'**,)4!/9!5$5/$(*!)+!8)7,19!S)55,""$$!,417'.,43!+$$./012!)4!&()&)*$.!",5$7,4$6!.(0+"!($-,*,)4*!)+!8)7,19!:;<6!:;<>!04.!:?<>6!04.!,4"$4"!)+!"#$!&()&)*$.!($-,*,)4*J!
C09!;R;?!	8'/7,1!8)7,19!S)55,""$$!5$$",43!	>$-,*$.!8)7,19!:;<6!:;<>!04.!:?<>6!($+7$1",43!"('*"$$!+$$./012J!>$+$((07!")!N)0(.!+)(!T)",1$!)+!C),)4J!
C09!;R;?!	8'/7,1!N)0(.!5$$",43!	8)**,/7$!4)",1$!)+!5),)4!+)(!0&&()-07!0"!U'4$!N)0(.!5$$",43J!
U'4$!;R;?!	8'/7,1!N)0(.!5$$",43!	8)**,/7$!+,407!0&&()-07!)+!"#$!&)7,19!($-,*,)4*J!

!

$%'$4.3+%',!

H*!&$(!N)0(.!8)7,19!;RV=>6!,"!,*!($1)55$4.$.!"#0"!"#$!.(0+"!05$4.5$4"*!4)"!/$!&701$.!,4")!"#$!*"02$#)7.$(!($-,$B!&()1$**6!0*!"#$!1#043$*!0($!5,4,*"(9!504.0"$.!&)7,19!1#043$*!04.!0.5,4,*"(0",-$!,4!40"'($J!

!

0"!,*!"#$($+)($!($1)55$4.$.!"#0"!"#$!&()&)*$.!05$4.5$4"*!")!8)7,19!:;<!:;<=>!04.!:?<=>!/$!/()'3#"!+)(B0(.$.!")!"#$!N)0(.!0"!,"*!C09!;V!&'/7,1!5$$",43!+)(!T)",1$!)+!C),)46!04.!/$!*'/*L'4"79!0&&()-$.!/9!"#$!N)0(.!,4!,"*!U'4$!;<!&'/7,1!5$$",43J!!

!

!

*"#$%#&'()**+!,)-../''#01!*

!

2/30+!4536!7,&!289:29!!

,#&;#'5;+!<;#5$);#;!

!

9''5&=.#3'$>!!

9.#30#0!8?/&+!@AB!!@AB:"><!C/353&/5*!8*533/36!530!"#%?;'/36!*

9.#30#0!8?/&+!@DB:"><!9&&).)*5'#0!E%#;5'/36!,);%*)$!530!25%/'5*!"#$#;F#$!*

DRAFT

!	"#$%&'!	()*)+(!	,*)-.)%/-$%0-!
1!	"23456!171!" #$%&'"%()"*+,-./01-'"	2-3405-'"5-10'0$(" 46$(".$76&-/0$("$8" 90'/50./":/5%/-;0." <&%(="	•! *./">"?@??"A"2-6$5/"85$7" /B-":46-50(/-()-(/" •! 9-."C?"?@??"D"95%8/" 5-10'-)"6$&0.E"8$5" 65-&07 0(%5E"8--)+%.F"85$7" /54'/--'G'/%F-B$&)-5" 5-65-'-(/%/01-'" •! H%("?>"?@?>!"<4+&0."5-6$5/" $("2-.$7 7-()%/0$("/$" 5-8-5"5-10'-)"0(0/0%&")5%8/" $8"<$&0.E"C@C"%()" 65$6$'-)"(-I"2-;4&%/0$(" C@CD2"/$"'/%F-B$&)-5"0(64/" 65$.-''" •! J455-(/&E"4()-5" '/%F-B$&)-5"5-10-I" 65$.-''"85$7"H%(4%5E"?K" /$"L%5.B"K" •! M65"CN"?@?>!""<4+&0." 2-6$5/"8$5"6$''0+&-"O$/0.-" $8"L$/0$("/$"M65"?K"P$%5)" 7--/0(;" •! Q$5"6$''0+&-"80(%&"%665$1%&" 0("L%E"+$%5)"7--/0(;" "

!"#$%&'%" (($))**+',)-).,'"/'%.00*1)'-12'-1)$%$!-)*2'$)*(,'

7--/0(;U"/B%/"%)10'-)"0/"
+-"+5$4;B/"/$"<$&0.E"8$5"
5-10-I=

Q!	"23456!B81.B81@A9!Q0(%(.0%&"<&%((0(;"%()" 2-6$5/0(;"%()""23456!B:1@A9"M..474&%/-)" *6-5%/0(;":456&4'"%()"J%60/%&"2-'-51-'!	"	•! L%E"C^"?@?>!"2-10'-)" 6$&0.E"5-8&-./0(;"/54'/--" 8--)+%.F"'B%5-)"I0/B"/B-" J$7 70//--="<$''0+&-" O$/0.-"$8"L$/0$("/$"L%E" ?_"+$%5)"7--/0(;"
17!	"23456!N71011.N71011@A9! O%70(;"%()"2-(%70(;"$8"P$%5)"*I(-)" Q%.0&0/0-'"$5"<%5/'"$8"P$%5)"*I(-)"Q%.0&0/0-'" ""	2-3405-'"5-10'0$("	•! L%5"N"?@??"D"T6)%/-"8$5" 0(8$57%/0$("85$7"/B-" 9-64/E":46-50(/-()-(/]" Z$"+-"%&0;(-)"I0/B"/B-" 901-5'0/E"V"M(/0D5%.0'7" Y$5F0(;"#5$46"2-6$5/"
11!	"23456!N71018.N71018@R9"" *880.0%&":.B$$&"*6-(0(;'!	2-7$1-)"85$7" <B%'-"C":-./0$("N@@" <$&0.0-'"6%.F%;-]" 4()-5"5-10-I"	Z$"+-"5-D'4+70//-)"0(":650(;" ?@?>"
18!	"S*(-!:!@!"23456!(E5J42I!N779!C<5434J4ET9" "" <$&0.E"N@>=C"D"M..0)-(/"<5-1-(/0$("%()":%8-/E" <5$.-)45-" <$&0.E"N@>=?"D"Q05'/"M0)"%()"M..0)-(/"2-6$5/'" <$&0.E"N@>=^"%()"2-;4&%/0$("N@>=^D2"D"W-%&/B" %()":%8-/E" <$&0.E"N@>=K"%()"2-;4&%/0$("N@>=KD2"D" <5$/-./0$("$8"S76&$E--'"85$7"`0$&-(.-"0("/B-" Y$5F6&%.-" <$&0.E"N@^"%()"2-;4&%/0$("N@^D2"D"Z-&-6B$(-'" <$&0.E"N@K"D":7$F-"Q5--"S(105$(7-(/'" <$&0.E"N@>=N"%()"2-;4&%/0$("N@>=ND2"D"J&$'45-" $8":.B$$&'"94-"/$"S7-5;-(/"J$()0/0$('" <$&0.E"N@N"%()"2-;4&%/0$("N@ND2"D"<$'/" 90'%'/-5"<5$.-)45-'" <$&0.E"N@["%()"2-;4&%/0$("N@[D2"D"`0)-$" :451-0&&%(.-" !	*("B$&)"	"
1:!	,25UGEIJ!/<I<VEGEIJ!"23456!		

!

!