

**POLICY COMMITTEE**  
**Monday, June 18, 2018 @ 10:30am**  
**Board Room, Main Floor, ADMIN BUILDING**

**PUBLIC MEETING AGENDA**

The Richmond Board of Education acknowledges and thanks the First Peoples of the  
"## ' (% %)" \*\$, (+ ' --\$\* ' .!language group on whose traditional  
and unceded territories we teach, learn and live.

**1. INTRODUCTIONS**

**2. ADOPT AGENDA**

**3. APPROVE MINUTES**

Attachment: Minutes from meeting held May 14, 2018

**4. POLICY 300-R: SELECTION AND APPOINTMENT OF ADMINISTRATORS**

Attachment: Memorandum from the Executive Director, Human Resources

**5. SOGI POLICY**

Verbal update by Superintendent

**6. POLICY REVIEW STATUS [standing item]**

Attachment: Status to June 15, 2018

**7. AGENDA ITEMS FOR UPCOMING MEETINGS**

Attachment: Status to June 12, 2018

**8. NEXT MEETING DATES**

Meeting dates are scheduled for: Monday, September 17 and Monday, October 15, 2018  
at 10:30am at the school district offices.

**9. ADJOURNMENT**

DRAFT





## Report to the Board of Education (Richmond) Public

From: Trustee Sandra Nixon, Chairperson, Policy Committee

Date: June 15, 2018

Subject: Policy 300-R(egulation): *Selection and Appointment of Administrators*

Attached is a memorandum from the Executive Director, Human Resources, related to proposed revisions to Policy 300-R: *Selection and Appointment of administrators*.

Respectfully Submitted,

Sandra Nixon, Chairperson  
Policy Committee

*Definitions:*

define guiding values, overall purposes and specific goals. They indicate, as directly and concisely as possible, what the Board wants and why.

Starting in the fall of 2016 and continuing throughout this time, Policy 300 Regulation has been explored by the Policy Committee.

*The following components are included in this package:*

1. Executive Summary	No changes since April committee meeting
2. Current Policy 400, which is proposed to remain in place.	Only housekeeping since April committee meeting
3. A new Policy 401 Recruitment and Selection of Management and Administrative Personnel. This policy has already been affirmed by the Board.	Only housekeeping since April committee meeting
<p>4. A new Regulation 401-R Guiding Principles for Recruitment and Selection of Management and Administrative Personnel .</p> <p>This Regulation would complement existing Policy 400 Statement of Guiding Principles for Human Resources, and accompany new Policy 401.</p>	Only housekeeping since April committee meeting

5. 401 BOP

The education system as a whole and specifically our school district is significantly dependent upon the human resources employed to support our students every day. Approximately 90% of our annual budget is dedicated to employee salary and benefits costs. It is incumbent upon any organization which such high dependence to establish structures, policies and procedures that support the recruitment and retention of a strong, stable, knowledgeable and adaptable workforce.

To that end, the revisions to the Regulation (now Guideline) support the objectives set out in the new proposed regulation above, and seek to meet and exceed best practices in the area of recruitment, selection and retention:

- The short listing process should occur immediately after the competition closes to ensure that superb candidates remain available to interview and fill the vacancy.
- The composition of the interview panel should include those who have input into the decision making process and/or specific expertise that can assist in the selection process, including interviewing training.
- With the exception of the senior executive positions as set out in the new guideline, senior district staff should be empowered to determine the composition of the Interview Panel.
- Reference checking may be co unip ak w cc° wy • M

Current Policy 400 Human Resources references attraction and retention of high quality employees:

The Board is committed to attract, retain, develop and motivate the highest quality employees to fulfill the Mandate for the School System of the Province of British Columbia in support of providing the best quality education available to the students of the Richmond School District.

In order to meet this commitment, the Board's specific Human Resource goals are to enhance and sustain:

an atmosphere of mutual respect and collegiality that promotes teamwork and *employee engagement*.

a positive working relationship between the Board and our employees by *negotiating and* administering contracts and collective agreements such that the terms and the *administration* of the agreements are based on mutual respect between the parties.

a culture where ethical and lawful behaviour is the only *acceptable behaviour* on the part of all District employees, including compliance with the Canadian Charter of Rights and Freedoms.

an environment which ensures knowledge of, and compliance with, all *applicable regulator and legal requirements* affecting the operation of the School District.

a system that promotes and supports continuous *professional growth and development*

a *safe and health environment* for all students, employees and the public when engaged with the Richmond School District.





**Schools**

**of**





**Qualifications Educational Administrative Positions**

**In er ie ing**

**Pos In er ie**

**Policy – Current in Force**  
**Regulation – Selection and Appointments of Administrators**

**Applications**

**Short Listing**

**For school administration positions**

For dis ric adminis ra ion posi ions o her han a S perin enden

In er ie ing



**STATUS OF POLICIES**  
**AT JUNE 15, 2018**

- Completed after Approval of New Policy Framework
- In Revision/Discussion Process
- Awaiting Review

POLICY	STATUS	COMMENTS/ACTION	REVIEW
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Policy 804.8:  
Commercialism)  
400-1R:  
Employee  
Conflict  
804.9:  
Donations to  
Schools  
602.7- Gifts,  
Grants and  
Benefits)  
805.4- Money  
Raising Activities  
at Schools;  
602.9.1-R  
General  
Principles M9-@ W



**STATUS OF POLICIES**  
**AT JUNE 15, 2018**

 Completed after Approval of  
New Policy Framework  


POLICY	STATUS	COMMENTS/ACTION	REVIEW
Policy 104: <i>Acceptable Use of Information &amp; Communication Services</i>	APPROVED BY BOARD JUN/18	<p>Jun 13/18 – Housekeeping revisions approved by Board.</p> <p>May 23/18 – Notice of Motion regarding approval of housekeeping changes presented.</p> <p>May 14/18 – Proposed revision to Policy to incl. reference to appropriate federal and provincial legal and legislative requirements. Notice of Motion presented to May 23/18 Board Mtg. for approval of housekeeping change.</p> <p>Feb 19/18 – Presented Admin Guidelines to Policy Com. and considered by staff as a housekeeping item and for information. After discussion, staff was asked to review and determine if there is a reference to adherence to FOIPPA and whether any further changes may be required. This will return to May 2018 meeting.</p>	

Trustee Professional Development and Travel-Policy 205, 205-R, 205-G	APPROVED BY BOARD NOV/16	Policy 205: <i>Trustee Professional Development and Travel</i> is a NEW Policy. Certain sections from current Policy 203: <i>Trustee Stipend, Resources and Expenses</i> were removed and incorporated into this new Policy.	Underwent full policy revision process.
Trustee Stipend, Resources & Expenses-Policy 203, 203-R, 203-G	APPROVED BY BOARD NOV1/16	Policy 203: <i>Trustee Stipend, Resources and Expenses</i> was reviewed in conjunction with (new) Policy 205: <i>Trustee Professional Development and Travel</i> . After revision and approval, this policy was renamed Policy 203: <i>Trustee Stipend and Expenses</i> .	Underwent full policy revision process.
Student Registration, Enrolment and Placement-Policy 501.8 and 501.8-R [AND <b>renamed</b> Student Admission, Registration, Placement & Transfer]	APPROVED BY BOARD APR/16	Substantive changes made to this policy/regulation as a result of changes to the School Act, the Family Law Act and Immigration legislation and the district's centralized registration. A number of Policies <b>rescinded</b> as a result of approved changes.	Underwent full

<p><i>Interscholastic Competitions and Contests- 503.6,503.6-R</i></p>	<p>APPROVED BY BOARD OCT/14</p>	<p>Policy 1005.2: <i>Interscholastic Athletic Competitions</i> was combined with Policy 503.6: <i>Interscholastic Competitions and Contests</i> to ensure consistent of application of policy for students in both athletic and academic competitions. 1005.2 was subsequently rescinded by the Board.</p>	<p>Underwent full policy revision process.</p>
<p>Policy 703.7: <i>Closure of Schools Due to Emergency Conditions</i></p>	<p>CONCLUDED ON FEB 19/18</p>	<p>Feb 19/18 – Updated at Policy Com. Staff advised the policy has been reviewed and no changes anticipated. The updated closure process due to [REDACTED]</p>	<p></p>



**POLICY COMMITTEE MEETINGS  
SUMMARY OF FUTURE ITEMS  
SUMMARY OF FUTURE ITEMS**