

**POLICY COMMITTEE**  
**PUBLIC MEETING AGENDA**

**DATE: WEDNESDAY, JUNE 5, 2019**  
**10:30AM**  
**1<sup>ST</sup> FLOOR BOARD ROOM**

The Richmond Board of Education acknowledges and thanks the First Peoples of the hə́ŋqəmiŋə́m (hun-ki-meen-um) language group on whose traditional and unceded territories we teach, learn and live.

**1. INTRODUCTIONS**

**2. ADOPT AGENDA**

**3. APPROVE MINUTES**

Attachment: Minutes of meeting held April 3, 2019

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

Attachment: Materials from the Executive Director, Human Resources

**5. POLICY 512.4: FRENCH PROGRAMS**

Attachment: Memorandum from Assistant Superintendent Archer

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

Attachment: Status to May 15, 2019

**7. SUMMARY OF AGENDA ITEMS FOR FUTURE MEETINGS**

Attachment: Status to May 24, 2019

**8. NEXT MEETING DATES**

The next meeting is scheduled for Monday, September 16, 2019 at 10:30am.

Future meetings are scheduled for 10:30am on the following dates:

Monday, October 21; Monday, November 18; and Monday, December 16, 2019

**9. ADJOURNMENT**

**School District No. 38 (Richmond)**  
**7811 Granville Avenue, Richmond, BC V6Y 3E3**

**MINUTES OF PUBLIC MEETING OF POLICY COMMITTEE**

Date: Wednesday, April 3, 2019 at 10:30am  
Board Room, Main Floor, Administration Building

Present: Donna Sargent, Vice Chairperson  
Heather Larson, Member  
Scott Robinson, Superintendent of Schools  
Richard Steward, Director of Instruction, Learning Services  
Liz Baverstock, President, Richmond Teachers' Association  
Steve Wenglowski, 2<sup>nd</sup> Vice President, Richmond Teachers' Association  
Rebeca Avendano, Co-Chair, Richmond Management & Professional Staff  
Mark Hoath, President, Richmond Association of School Administrators  
Gail Hackenbruch, Executive Assistant (Recording Secretary)

Regrets: Sandra Nixon, Chairperson

The Chair called the meeting to order at 10:33am.

**1. INTRODUCTIONS**

Nil.

**2. ADOPT AGENDA**

The agenda was adopted as circulated.

**3. APPROVE MINUTES**

The minutes of the meeting held Monday, February 11, 2019 were approved as circulated.

*Mark Hoath, President, RASA, joined the meeting at 10:37am during the following discussion.*

**4. PHYSICAL RESTRAINT OF STUDENTS: POLICY 504.12 AND 504.12-R**

The current and a draft of the proposed revisions to both the policy and its regulation, as well as newly developed administrative guidelines, were included with the agenda package.

The Director of Instruction, Learning Services noted that after consultation with district stakeholder groups, no changes to the policy had been suggested and he then highlighted the minor suggested wording changes to the draft regulation and administrative guidelines. Attendees had comments and questions on: whether or not the regulation is clear that the safety plan references not only students but also staff and visitors; the current de-briefing practice after an incident and potential time implications for teachers of such a de-brief; providing appropriate support for staff after an incident of physical restraint and seclusion; and the evolution of best practices around seclusion and restraint. After further discussion it was agreed to add to the policy statement the wording "*the safety of students and staff is of paramount importance to the Board.*"

**ACTION:** The Director of Instruction, Learning Services, will add to the draft revised Policy 504.12: *Physical Restraint of Students* the following wording "the safety of students and staff is of paramount importance to the Board."

**ACTION:** It was **AGREED** that a Notice of Motion regarding the proposed changes to Policy 504.12 and 504.12-R: *Physical Restraint of Students* and its new administrative guidelines, would be provided to the April 10, 2019 public meeting of Board of Education (Richmond) advising that a **RECOMMENDATION** to approve these proposed revisions would be presented to the May 8, 2019 public meeting of the Board.

**5. POLICY 804.8 AND 804.8-R: COMMERCIALISM**

Policy 804.8 and 804.8-R: *Commercialism* were included with the agenda package.

The Vice Chair provided background on this item noting that questions had arisen some time ago from the RDPA around the Board's policy on fundraising as it related to PAC's. She advised that those questions were addressed and clarity provided to the RDPA by the former Superintendent and that since that time no other concerns had been raised by the RDPA. She advised that after review and discussion by Policy Committee trustees, no major revisions are anticipated.

Attendees had questions and comments on: guidelines on PAC fundraising; and funds received from the various renters of district facilities.

The Superintendent advised that in the fall 2019 he would remind Administrators about this and other relevant policies around commercialism.

**ACTION:** The Recording Secretary to remove Policy 804.8: and 804.8-R: *Commercialism* from the future review list.

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

The review status to March 31, 2019 was included with the agenda package.

**7. SUMMARY OF AGENDA ITEMS FOR FUTURE MEETINGS**

The status to March 31, 2019 was included with the agenda package.

It was noted that as there were no time constraint for discussion of Policy 512.4: *French Programs* it had been moved to the the May 1, 2019 meeting of Policy Committee. It was advised that the French Advisory Committee had been reinstated.

A question was asked on the status of the proposed revisions to Policy 300-R: *Selection of Administrators*. The Vice Chair responded that the proposed changes were discussed at a recent meeting of the Board and that agreement was reached for the issue to be considered by the Board at a future meeting. The Superintendent noted that stakeholders had already received the most recent version of the proposed revisions. The Vice Chair then advised that a notice of motion for future approval of the proposed revisions, would be provided to the April 10, 2019 meeting of the Board.

The Vice Chair noted that the Board's various standing committees would carry out the initial review of relevant policies before they are presented to meetings of Policy Committee.

**8. NEXT MEETING DATES**

Meetings are scheduled for Wednesday, May 1 and Wednesday, June 5, 2019 at 10:30am. Discussion on setting meeting dates for Policy Committee, as well as other standing Committees of the Board, from September 2019 to June 2020 took place.

**ACTION:** The Superintendent and Recording Secretary to provide the necessary follow up in regard to determining future meeting dates for all standing committees of the Board from September 2019 to June 2020.

**9. ADJOURNMENT**

The meeting adjourned at 11:06am.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Donna Sargent".

Donna Sargent, Vice Chairperson  
Policy Committee

**HUMAN RESOURCES****Policy 401****Recruitment and Selection of Management and Administrative Personnel**

The Board believes that the recruitment and selection of school district personnel is a core responsibility that supports the Board's ongoing commitment to "Focus on the Learner".

The Board further believes strong leadership and administration at the District and school levels are essential for the effective and efficient operation of the school system.

The Board has the sole authority to recruit and select an individual for the position of Superintendent of Schools.

The Board is committed to recruitment and selection processes that align with core Human Resource professional practices:

- Following fair, consistent, objective and unbiased processes;
- Adhering to all relevant employment related legislation and regulations;
- Identifying candidates through various and diverse recruitment methods, to extend the broadest reach into the candidate pool;
- Continually improving and reviewing recruitment and selection processes to respond to the needs of the student population, the emerging workforce and the evolving education system;
- Providing education and training to all individuals involved in the recruitment and selection process.

**HUMAN RESOURCES****Policy 401-R****Recruitment and Selection of Management and Administrative Personnel**

Stakeholder engagement in selection processes for remains a core value of the Board.

**1. Application of Regulation:**

<b>Positions:</b>	This regulation applies to the recruitment and selection practices for all management and administrative (non-unionized staff) positions in the district, with the exception of the Superintendent of Schools.
<b>Recruitment for Superintendent of Schools:</b>	The Superintendent of Schools is selected by the Board and appointed by Board resolution. The process for recruiting and selecting the Superintendent of Schools will be developed by the Board on each separate occasion.

**2. Purpose of Selection Processes and Appointment Process:**

<b>Purpose of Selection Processes:</b>	Selection processes are intended to identify individuals who have the ability and desire to perform their duties in accordance with District policy and values, and to approach their work through an effective blend of rational, relational and reflective practices.
<b>Appointment Process:</b>	<p>The Superintendent of Schools or designate makes all appointments to management and administrative staff positions, as the concluding component of the recruitment and selection process.</p> <p>For Assistant Superintendent, Deputy Superintendent, Secretary-Treasurer, Director / Executive Director positions, the Board shall confirm the appointment of the successful candidate at the subsequent regularly-scheduled in-camera meeting of the Board.</p> <p>For Assistant Superintendent, Deputy Superintendent, Secretary-Treasurer, Director / Executive Director positions, the Board may elect to meet with the candidate selected for appointment by the Superintendent of Schools, in advance of the Board meeting confirming such appointments.</p>

### **3. Interviewing**

Interviews will be conducted by a committee established by the appropriate departmental manager or educational administrator in collaboration with the Human Resources Department. Members of the interview committee will have participated in training and professional learning opportunities related to appropriate interviewing techniques.

#### **Composition of Interview Committees:**

**School and District Based  
Principal and Vice-  
Principal Interviews:**

Interview Committees for these positions shall include school based principals, and one representative of each of the unionized stakeholders.

**Secretary-Treasurer,  
Assistant Superintendent,  
Deputy Superintendent,  
Director, Executive  
Director Interviews:**

Interview Committees for these positions shall include school based principals, a maximum of two members of the Board of Education, and one representative of each of the unionized stakeholders.

## **HUMAN RESOURCES**

## **Policy 401-G**

### **Recruitment and Selection of Management and Administrative Personnel**

#### **1. Qualifications: Educational Administrative Positions**

Candidates for educational administrative positions will be expected to meet the following minimum requirements:

- Membership in good standing in the Teacher Regulation Branch of British Columbia;
- Additional formal study in supervision, administration and/or curriculum through a credible institution;
- Five years of successful teaching experience; and
- For promotion within the administrative ranks, two years' successful administrative experience.

All other factors being equal, preference will be given to candidates who hold a Master's degree or other postgraduate degree. In the case of candidates for the position of Vice Principal, all other factors being equal, preference will be given to candidates who have been accepted into a Master's degree program or hold a Master's degree.

Educational Administrative positions are defined as school based vice-principal and principal, district based vice-principal and administrator, Director of Instruction, Assistant Superintendent and Deputy Superintendent.

#### **2. Applications**

A call for applications will be issued both internally and externally by the Human Resources Department, in consultation with the departmental manager or educational administrator as appropriate. Information about the role and the selection process will be made available through the district intranet and other venues and methods as appropriate.

#### **3. Reference Checking**

Reference checking may occur at any point in the recruitment and selection process. Reference checking will be conducted by the appropriate departmental manager or educational administrator, in collaboration with the Human Resources Department using a uniform approach. Reference checks will be done in confidence and respondents will be asked not to reveal the comments they have made to anyone, including candidates. Reference checking will involve more than one reference and varied perspectives if possible.



#### **4. Short Listing**

A short-listing committee will be established by the appropriate departmental manager or educational administrator, in collaboration with the Human Resources Department. When short listing for educational administrative positions, the short listing committee will include school based principals.

The discussions of the short-listing committee will be in-camera and short lists will be confidential.

#### **5. Interviewing**

Members of the interview committee will be provided with the application package for all short-listed candidates prior to the interview.

Information considered by the interview committee will include the application package, the results of reference checks (if conducted prior to the interview) and the interview itself.

The interview committee will base its candidate assessment feedback on the demonstrated attributes and abilities of candidates in comparison to criteria developed collaboratively in advance by the interview committee. Members of the interview committee may provide the Superintendent of Schools or designate with a recommendation as a result of the candidate assessment process.




Where additional information regarding candidates is collected after the interview has occurred, the Superintendent of Schools or designate may provide members of the interview committee with a summary of that information.

#### **6. Post Interview**

Following the appointment of the successful candidate, all interviewed candidates will be contacted by phone regarding the outcome of the competition.

Applicants may request feedback regarding their application. This will be provided by one or more of the appropriate departmental manager or educational administrator who has participated in the interview, and the Human Resources Department.

**STATUS OF POLICIES**  
**AT MAY 15, 2019**




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

POLICY	STATUS	COMMENTS/ACTION	REVIEW
Policy 504.12: <i>Physical Restraint of Students</i>	<b><u>Step 5</u></b> Apr 03/19 – Discussed at Policy Com. Mar 06/19 – Discussed at Policy Com.	Apr 10/19 – Notice of Motion presented to Brd. for approval of housekeeping change at May 08/19 Brd. Mtg. Apr 03/19 – Discussed and updated provided on consultation with stakeholders. Mar 06/19 – Proposed changes, considered as housekeeping, were discussed. Stakeholders affected by this policy will be contacted.	Housekeeping Changes.
Policy 300-R(B): <i>Selection and Appointment of Administrators</i>	<b><u>Step 4</u></b> May 06/19 – Discussed at In-Camera Policy Com. Mar 13/19 – Discussed at in-Camera Brd Mtg. Feb 11/19 – Discussed at Policy Com. Jan 07/19 – Update at Policy Com. Sep 17/18 – Discussed at Policy Com. Jun 18/18 – Discussed at Policy Com. Jun 13/18 – Presented to in-camera Brd Mtg. May 14/18 – Updated on at Policy Com. Apr 16/18 – Updated on at Policy Com. Feb 18/18 – Updated on at Policy Com. Jan 19/18 – Updated on at Policy Com. Jan 15/18 – Updated on at Policy Com. Nov 20/17 – Updated on at Policy Com. Jun 05/17 – Updated on at Policy Com. May 1/17 – Update provided at Policy Com.	May 06/19 – Additional proposed revisions discussed. Will return to June 2019 mtg. Apr 10/19 – Notice of Motion was withdrawn from Apr. 10/19 Public Board Meeting Agenda. Further review will take place at Policy Com. Mar 13/19 – Discussed by full Board. Agreed to present a Notice of Motion for approval of proposed revisions to future meeting of Board. Feb 11/19 – Feedback received was discussed. It was determined that the full Board should discuss the proposed revisions and the feedback received. To be presented to a future meeting of the Board. Jan 07/19 – Feedback received to be discussed at the Feb 2019 meeting of Policy Com. Sep 26/18 – Board approved placement into stakeholder review process with a Dec. 31/18 response date. Sep 12/18 – a Notice of Motion was provided to the Board that a recommendation for approval of placement into the review process would be provided on Sep 26/18. Jun 18/18 – Discussed at Policy Com. Notice of Motion to place revisions to Policy 300-R and (new) Pol. 401, 401-R and 401-G into review process will be provided to Sep. mtg. of the Board. Jun 13/18 – Discussed at in-camera Brd Mtg. Brd. requested presentation to next public mtg of Policy Com. May 14/18 – Discussed at Policy Com. Referred to Brd. Mtg. for full discussion.	Full policy review process undertaken.

		<p>Apr 16/18 - Discussed and further revisions and additions suggested. Will return to the May 2018 mtg.</p> <p>Feb 19/18 - Discussed and further revisions suggested. Anticipated return to Mar. 12/18 meeting but was not discussed. Anticipate returning to April or May 2018 mtg.</p> <p>Jan 15/18 - Options discussed. Further changes suggested. Items return to Feb 2018 in-camera meeting.</p> <p>Nov 20/17 - Option for proposed changes to be provided to Jan 15/2018 meeting.</p> <p>Jun 19/17 - Board reviewed proposed changes.</p> <p>Jun 05/17 - Updated on proposed revisions. Will return to future Policy Com.</p> <p>May 1/17-Updated on possible revisions.</p>	
Policy 512.4: <i>French Programs</i>	<p><b><u>Step 1</u></b></p> <p>Jun 18/18 - Discussed at Policy Com.</p> <p>Apr 16/18 - Discussed at Policy Com.</p>	<p>Apr 03/19 - Schedule for discussion in June 2019.</p> <p>Mar/19 - Anticipate presenting this for initial discussion in Apr/May 19.</p> <p>Jun 18/18 - This item will be delayed until later in the fall 2018 or early 2019.</p> <p>Apr 16/18 - Proposed revisions to this policy and its accompany regulation were discussed. It was agreed this would return to the May or June 2018 meeting of this Com. for more full discussion.</p>	Full policy review process anticipated
Policy 704: <i>Retirement of School Facilities</i>	<p><b><u>In Development</u></b></p> <p>May 06/19 - Discussed at Policy Com.</p> <p>Apr 03/19 - Will be reviewed at future Facilities and Building Com.</p> <p>Nov 20/17 - Discussed at Policy Com.</p> <p>Nov 21/16 - Discussed at Policy Com.</p> <p>Oct 24/16 - Discussed at Policy Com.</p> <p>Sep 19/16 - Discussed at Policy Com.</p> <p>Larger discussion planned.</p> <p>Oct 24/16 - Initial discussion.</p>	<p>May 06/19 - Discussed and it was agreed to provide further information at June 2019 in-camera meeting. This will be the work of the Facilities &amp; Building Committee.</p> <p>Nov 20/17 - Discussed and it was suggested that the review would take into account the LRFP and could potentially be in 2019. Will return for discussion and review once LRFP is completed.</p> <p>Nov 21/16 -Discussion on splitting this policy into school closures and disposition of facilities. Review and feedback process also discussed.</p> <p>At conclusion of school closure process, this policy and regulation will be reviewed for any necessary updating.</p>	Full policy review process anticipated.
Policy 804.1: <i>Community Use of Schools</i>	<p><b><u>In Development</u></b></p> <p>May 06/19 - Discussed at Policy Com.</p> <p>Apr 03/19 - Discussed at Policy Com.</p> <p>Initial review will be done by Facilities and Building Com. on this and Policy 704: <i>Retirement of School Facilities</i> and Policy 701.2 and 701.2-R: <i>School Building Planning and Review Process</i>.</p>	<p>May 06/19 - It was agreed that there is no urgency to the review of this policy. This will be the work of the Facilities &amp; Building Committee.</p> <p>Nov 21/16 - There was discussion on whether to review this policy in conjunction with Policy 704: <i>Retirement of School Facilities</i>. Discussed at the Feb 15, Mar 7, Jun 6, and Nov 21, 2016 meetings of Policy Com. Will return to Policy Committee at the conclusion of LRFP process.</p>	Full policy review process anticipated

	Nov 21/16 – Discussed at Policy Com. Jun 6/16 – Discussed at Policy Com.		
Policy 701.2 and 701.2-R: <i>School Building Planning Review Process</i>	<b><u>In Development</u></b> May 06/19 – Discussed at Policy Com. Apr 03/19 – Will be reviewed at future Facilities and Building Com. May 1/17 – Discussed at Policy Com.	May 06/19 – The planning process will be reviewed to deal with the number of upcoming seismic upgrade projects. This will be the work of the Facilities & Building Committee. It was determined that this will return for discussion and review once LRFP is completed. May 2017 – Briefly discussed and staff indicated a comprehensive review is required with projected timing for commencement in the Fall 2017.	Full policy review process anticipated.
Policy 522 and 522-R: <i>Transportation</i>	<b><u>In Development</u></b> Mar 2017 – A review will be required.	Mar 2017 – Discussed at Policy Committee and will be added for review upon completion of the Long Range Facilities Plan.	Full policy review process anticipated.
Policy 707 and 707-R: <i>Post Disaster Procedures</i>	<b><u>In Development</u></b> Nov 20/17 – Discussed at Policy Com. Oct 16/17 – Discussed at Policy Com.	Nov 20/17 – Anticipate setting up a working group to review the policy in Spring 2018. Oct 16/17 – Briefly discussed-review required. Basic emergency resources at all schools to be considered.	Full policy review process anticipated.
Policy 103: <i>Bylaw: Complaints by Students Parents and Public</i>	<b><u>In Development</u></b> Feb 11/19 – Update at Policy Com. Jan 07/19 – Update at Policy Com. Jun 18/18 – A review will be required	Feb 11/19 – Update at Policy Com. Revisions required at future date. Jan 07/19 – Update at Policy Com. Jun 18/18 – It was advised that would require a review with anticipated timing of the fall 2018.	Full policy review process anticipated.

**STATUS OF POLICIES**  
**AT MAY 15, 2019**

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

POLICY	STATUS	COMMENTS/ACTION	REVIEW
Policy SECTION 600: <i>Finance [previously Section 800: Business Procedures]</i>	<b><u>ENTIRE SECTION NOT YET IN THE REVIEW PROCESS</u></b>	Nov 2/16 <i>Policy 603.5.1-R: Authorized Signatures /Authorization to Contract – Minor change to Authorized Signature Title changed – considered housekeeping.</i> Mar 2014 – New Policy Framework Approved by Board. Previously Section 800: <i>Business Procedures</i> .	Full policy review process anticipated.
Policy SECTION 700: <i>Facilities [previously Section 900: Buildings and Sites]</i>	<b><u>ENTIRE SECTION NOT YET IN THE REVIEW PROCESS</u></b>	Mar 2014 – New Policy Framework Approved by Board. Previously this section was numbered 900: <i>Buildings and Sites</i>	Full policy review process anticipated.
Policy SECTION 800: <i>Community Relations [previously Section 1000]</i>	<b><u>ENTIRE SECTION NOT YET IN THE REVIEW PROCESS</u></b>	Mar 2014 - New Policy Framework Approved by Board. Previously this section was numbered 1000: <i>Community Relations</i> .	Full policy review process anticipated.
Policies 101: <i>Goals and Objectives</i> , 102: <i>Diversity and Inclusion</i> , 103: <i>Collaboration and Community</i> , 103-R(A): <i>Foundations for Learning</i> , 103-G: <i>Foundations for Learning</i>	<b><u>ENTIRE SECTION NOT YET IN THE REVIEW PROCESS</u></b>	Apr 2019 – Superintendent advised that will be considered in conjunction with the Board's Strategic Plan. Oct 16/17-It was noted at Policy Com that these policies in section 100 will require a future review, some for housekeeping and updating. However, they will remain to complement the Policy 100: Vision, Mission, Values.	Full policy review process anticipated.

POLICY	STATUS	COMMENTS/ACTION	REVIEW
Policy 517: <i>Assessment &amp; Reporting</i> ; Policy 515.1: <i>Progress Reports of Students</i> , Policy 515.3 and 515.3-R: <i>Promotion of Students</i> , Policy 515.4: <i>Graduation Requirements</i> , Policy 515.5: <i>Permanent Records of Students</i> , Policy 515.6 and 515.6-G: <i>School Completion Certificates</i> and Policy 516.1 and 516.1-R: <i>Challenge</i>	APPROVED BY BOARD MAR/2019.	Mar 13/19 – Board approved the revisions, including the renaming of this Policy. These policies were revised in order to comply with current and future Ministry of Education policies and practices. Some of the policies required revision to bring them into alignment with current practices and others needed to be rescinded due to being outdated. The following policies were rescinded as they were no longer applicable as current practices in the district and/or province-s Policy 515.1: <i>Progress Reports of Students</i> , Policy 515.3 and 515.3-R: <i>Promotion of Students</i> , Policy 515.4: <i>Graduation Requirements</i> , Policy 515.5: <i>Permanent Records of Students</i> , Policy 515.6 and 515.6-G: <i>School Completion Certificates</i> and Policy 516.1 and 516.1-R: <i>Challenge</i> was also given by the Board.	Full policy review process undertaken.
Policy 501.8: <i>Student Admissions, Registration Placement and Transfer</i>	APPROVED BY BOARD MAR/2019.	Mar 13/19 - A minor housekeeping revision was required to ensure compliance with the School Act.	Housekeeping Changes to Administrative Guidelines.
Policy 603.5.1-R: <i>Authorized Signatures /Authorization to Contract</i>	APPROVED BY BOARD FEB/2019	Board approved the housekeeping changes to this regulation.	Housekeeping Changes.
Policy 203-G: <i>Trustee Stipend and Expense</i>	APPROVED BY BOARD JAN/2019	Jan 07/19 - Board was advised of housekeeping changes to these guidelines.	Housekeeping Changes

Policy 201: BYLAW: <i>Board Operations</i>	APPROVED BY BOARD OCT/2018	Oct 10/18 – 3 Readings were Heard and the Board approved revisions to this Bylaw, as a result of updates to the Board’s Terms of Reference for its Standing Committees, changes in the School Act and changes to the Board’s meeting rotation and minor housekeeping revisions.	Housekeeping changes.
Policy 513.2: <i>Field Trips</i>	APPROVED BY BOARD OCT/2018	Oct 10/18 Board approved the revisions to this policy (and renamed Field Trips Off-Site Learning Experiences) to reflect current best practices, address appropriate adult to Student Supervision Ratios, to reflect current best practices, to develop new Field Trip Forms to: 1) provide consistency of practices across the school district; 2) enhance communication amongst the Partner Groups; 3) reflect best practices to enhance educational value, field trip design, and safety and risk management, and; 4) support the new BC Curriculum. Activities related to the Field Trip forms began in Fall 2013 in response to changes in safety and liability protocol associated with ski trips. A Committee of four school administrators was formed to revise a few field trip forms. By early January 2014, the Committee was responding to safety issues related to international trips as well as outdoor and water-based trips. As a result, the Committee evolved into the Field Trip Task Force and in Spring 2015, it became the Field Trip Pilot Team.	Underwent full policy revision process
Policy 106: <i>Sexual Orientation and Gender Identity (SOGI)</i>	APPROVED BY BOARD JUN/2018	In June 2017 the Board passed a resolution requesting staff develop a policy that recognizes the gender diversity of our school district community and that such a policy support an increased awareness and understanding of sexual orientation, gender identity and expression. A Working Group was struck, comprised of district stakeholders including students, with the mission to develop the policy. The policy, regulations and administrative guidelines were drafted, presented to Policy Committee for various revisions and a community engagement and consultation period took place from March to June 2018. Discussion on this Policy continues at meetings of the Committee related to the SOGI Advisory Committee.	Underwent full policy revision process.

Policy 104: <i>Acceptable Use of Information &amp; Communication Services</i>	APPROVED BY BOARD JUN/2018	<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>	Housekeeping change.
Policy 100: <i>Vision, Mission, Values</i> (previously District Philosophy)	APPROVED BY BOARD MAR/2018	On March 2, 2015, the Board passed a resolution to establish the Policy 100 Re-Visioning Task Force Committee with representatives from stakeholder groups including trustees, CUPE, RASA, RDPA, RTA, RMAPS and students, to participate in the re-visioning of Policy Section 100: <i>District Philosophy</i> . This Task Force had the mission to design the re-visioning process, establish a timeline to invite input from Partner Groups, activate voices of partner groups regarding mission statement, vision statement, and value statements, review collated input, respond to draft revised Policy 100 and to present a draft revised Policy 100.	Underwent full policy revision process.
District Code of Conduct-Policy 105	APPROVED BY BOARD JUN/2017	The District Code of Conduct (Policy 105) has been in place for many years. In 2015 the District created a working group of stakeholder partners to review and revise Policy 105. In addition, in the fall of 2016, the Ministry of Education directed that all school district Codes of Conduct should be updated with language that speaks to gender identity, sexual orientation and expression.	Underwent full policy revision process
Policy 300-R(B): <i>Selection and Appointment of Administrators</i>	APPROVED BY BOARD APR/2017	Minor housekeeping changes made to ensure compliance with updated privacy legislation, professional human resources principles and best practices and to incorporate recent district technology system changes.	Housekeeping changes.



<i>Trustee Professional Development and Travel</i> -Policy 205, 205-R, 205-G	APPROVED BY BOARD NOV/2016	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.
<i>Trustee Stipend, Resources &amp; Expenses</i> -Policy 203, 203-R, 203-G	APPROVED BY BOARD NOV/2016	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.
<i>Student Registration, Enrolment and Placement</i> -Policy 501.8 and 501.8-R [AND <b>renamed</b> <i>Student Admission, Registration, Placement &amp; Transfer</i> ]	APPROVED BY BOARD APR/2016	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 policy revision process.
<i>Video Surveillance</i> -Policy 708, 708-R and 708-G	APPROVED BY BOARD APR/2016	This policy and its accompanying regulations were adopted by the Board in 2003 and reviewed in 2015/16 to ensure its continued relevance. The revisions reflect the new framework and definitions.	Underwent full policy revision process.
<i>Administering (Prescribed) Medications to Students</i> -Policy 504.3.1; 504.3.1-R and 504.3.1-G	APPROVED BY BOARD FEB/2016	In 2013 Health Nurses indicated this regulation was outdated (last revisions approved in 1995) and should be brought into line with updated health care practices. Consultation with health care professionals in Richmond. Regulations became a (new) policy, (revised) regulations and (new) admin. guidelines.	Underwent full policy revision process.
<i>Human Resources</i> -Policy Section 400:	APPROVED BY BOARD APR/2014	This section consisted of 69 pages; was reduced to 9 after review ie. 1 policy, 6 regulations and admin. guidelines.	Underwent full policy revision process.
<i>Community Use of Facilities</i> -804.1, 804.1-R, and 804.1-G	APPROVED BY BOARD APR /2014	Construction of the Neighbourhood Learning Centre at Brighthouse required a review of this policy (1004.1 in the old framework).	Underwent full policy revision process.

<i>Interscholastic Competitions and Contests-503.6,503.6-R</i>	APPROVED BY BOARD OCT/2014	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.	Underwent full policy revision process.
Policy 703.7: <i>Closure of Schools Due to Emergency Conditions</i>	CONCLUDED ON FEB 19/18	Feb 19/18 – Updated at Policy Com. Staff advised the policy has been reviewed and no changes anticipated. The updated closure process due to emergency conditions now appears on the district website. Jan 15/18 – Discussed and will be placed as item on Feb 19/18 agenda. Nov 20/17 – To be added to Jan 15/18 agenda for discussion and update. May 1/17 – Briefly discussed. Staff to review this policy and its regulation. This will return in the fall 2017.	Policy was reviewed by staff and no changes required.