



**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  
hən̓q̓əmiñəm̓ (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 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**

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

**MINUTES OF PUBLIC MEETING OF POLICY COMMITTEE**

Date: Monday, May 14, 2018 at 10:30am  
Board Room, Main Floor, Administration Building

Present: Sandra Nixon, Chairperson  
Donna Sargent, Vice Chairperson  
Sherry Elwood, Superintendent of School \*  
Alice Wong, Member \*  
Scott Robinson, Deputy Superintendent  
Wendy Lim, Assistant Superintendent  
Liz Baverstock, President, RTA \*\*  
Tim McCracken, 1<sup>st</sup> Vice President, RTA  
Donna Dunn, RTA Executive Member  
Gail Hackenbruch, Executive Assistant (Recording Secretary)

\* Present for a portion of the meeting

\*\* Joined the meeting in progress

The Chair called the meeting to order at 10:41am.

**1. INTRODUCTIONS**

Nil.

**2. ADOPT AGENDA**

The agenda was adopted as presented.

**3. APPROVE MINUTES**

The minutes of the meeting held Monday, April 16, 2018 were approved as circulated.

**4. POLICY 513.2 AND 513.2-R: FIELD TRIPS**

A memorandum from Assistant Superintendent Lim was included with the agenda package. Assistant Superintendent Lim provided background, noted the composition of the Field Trip Working Group's, the revision process for tracking feedback from the pilot teams, the parallel process for athletic field trips, collaboration with the City of Richmond to revise the Get Wet Program, checklists and proposal forms developed to reflect current best practices and advised that the Field Trip Working Group's activities, policy revisions and new field trips have been developed and piloted over the past three years. She then provided an overview of the proposed policy changes and the rationale for those changes including the supervision ratios. She noted that upon approval of the revised Policy 513.2, 513.2-R and 513.2-G: *Field Trips*, that Policy 513.2.1 and 513.2.1-R: Out of Province/International Travel and 805.6: *Transporting Students in Private Vehicles* would then require rescinding as they would then be woven into the administrative guidelines accompanying Policy 513.2: *Field Trips*. She spoke to the anticipated timeline for stakeholder feedback of June to September 2018, having a soft launch in the fall 2018 and full implementation for all other schools in January 2019.

Attendees had comments and questions on: the successes of the working group as schools worked through the pilot; the streamlining of the application process and ensuring best practices; having clarity around the risks for various trips; the lead time required for planning of out of town trips;

and incorporation of all feedback from members of the Field Trip Working Group; including a reference in the policy that acknowledges our current practice of ensuring equity and accessibility for all to participate in curricular field trips and recognizing that there might be occasions when schools provide financial support; the cost of TTOC's to cover field trips; supervision ratios for secondary and elementary students on various field trips; and future plans for paperless forms and online payment for field trips.

*Liz Baverstock, President, Richmond Teachers' Association, entered the meeting at 10:53am.  
Trustee Wong left the meeting at 11:09am.*

**ACTION:** It was **AGREED** that a **NOTICE OF MOTION** would be provided to the next meeting of the Board of Education (Richmond) that a **RECOMMENDATION** would be presented at the June 13, 2018 meeting of the Board to place proposed revisions to Policy 513.2, 513.2-R, and 513.2-G *Field Trips*, into the stakeholder review process AND to rescind Policy 513.2.1, 513.2.1-R: *Out-of-Province/International Travel* and Policy 805.6: *Transporting Students in Private Vehicles* after approval of those revisions.

#### **5. POLICY 104: ACCEPTABLE USE OF INFORMATION AND TECHNOLOGY**

A memorandum from Superintendent was included with the agenda package. The Superintendent advised that at a previous meeting of Policy Committee she was asked to review whether compliance with Freedom of Information and Protection of Privacy Act (FOIPPA) should be included in the policy language and suggested that in order to comply with not only FOIPPA but also federal statutes and that the following additional wording is added to the end of the first paragraph of Policy 104: *Acceptable Use of Information and Technology*. **In every circumstance of the use of information and communications services, the appropriate federal and provincial legal and legislative requirements apply.** Attendees had questions and comments on: venues at which any changes to FOIPPA are communicated and discussed with staff and having a robust annual plan to share any changes to such legislation.

**ACTION:** It was **AGREED** that a Notice of Motion would be provided to the May 23, 2018 Public meeting of the Board of Education (Richmond) advising that proposed housekeeping changes to Policy 104: *Acceptable Use of Information and Communications Services* would be presented to the June 13, 2018 for approval.

#### **6. POLICY 517: ASSESSMENT AND EVALUATION**

This item appeared on the public meeting agenda. The Superintendent spoke to this item, noted the venues at which the proposed changes had been discussed and updated on her recent discussions with the President, Richmond Teachers' Association (RTA). Attendees had comments and questions on the concerns expressed by the RTA and allowing more time for inclusive discussions. It was suggested that when the proposed revisions to the policy are presented that a reference to the various committees at which the draft policy could be discussed is included.

A memorandum from the Policy Committee Chair was included with the agenda package. The Chair spoke to the Notice of Motion provided to the May 9, 2018 public meeting of the Board regarding the placement of the proposed draft into the stakeholder feedback process. Attendees had comments and questions on: the timing for requesting feedback on the proposed changes due to the enormity of this area for teachers; allowing stakeholders more time for deliberate and intentional conversations around the proposed changes to this policy; ensuring sufficient time to provide for feedback; the non-emergent nature of the proposed revisions; allowing sufficient time for more full and in-depth discussions by all stakeholders;

the appropriate committees at which this topic could be discussed; and the acknowledgement of the proposed revisions forming a bridging type document until additional information is provided by the Ministry of Education. Discussion ensued around possible scenarios that would address the concerns expressed and the previous collaborative process when changes were made to this policy that included trained staff facilitating discussions on assessment practices. After discussion it was agreed to defer the request to the Board for placement into the review process. A report back will be provided in the fall 2018.

**ACTION:** It was **AGREED** that the Policy Committee Chair would advise the Board at its May 23, 2018 public meeting that the placement of Policy 517: *Assessment and Evaluation* into the stakeholder review process would be deferred until in-depth discussions with stakeholders had taken place. Rescinding of Policies 515.1: *Progress Reports of Students*, 515.3 and 515.3-R: *Promotion of Students*, 515.4: *Graduation Requirements*, Policy 515.5: *Permanent Records of Students*, 515.6 and 515.6-G: *School Completion Certificates* and 516.1 and 516.1-R: *Challenge* would also be deferred to a future meeting.

*The Superintendent left at 11:48am. during the above discussion.*

## **7. SOGI POLICY**

The Chairperson updated on the feedback received at the public information sessions held April 24 and May 5 and future anticipated feedback from students. She advised on next steps that includes a meeting of the SOGI Working Group on May 28, 2018 to review the feedback received at that time and to consider any recommendations for changes to the proposed draft documents.

## **8. POLICY REVIEW STATUS [standing item]**

The policy status to April 30, 2018 was included with the agenda package. The Chair advised that Policy 501: *Student Admission, Registration, Placement and Transfer* had now been deferred to the fall 2018. The Deputy Superintendent noted the many moving pieces associated with this policy and advised that the Board is designing a process to manage enrolment.

## **9. AGENDA ITEMS FOR UPCOMING MEETINGS**

The schedule, updated to May 3, 2018, reflecting anticipated upcoming items was included with the agenda package.

## **10. NEXT MEETING DATES**

The next meeting is scheduled for 10:30am on Monday, June 18, 2018. Dates for September and October 2018 yet to be determined.

## **11. ADJOURNMENT**

The meeting adjourned at 11:55am.

Respectfully Submitted,



Sandra Nixon, Chairperson  
Policy Committee

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**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*

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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:*

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

**Regulations** define required actions. They indicate how and by whom the Board requires things to be done.

**Administrative guidelines** are developed and maintained by the Superintendent to complement policies and regulations developed by the Board by providing additional or more detailed procedures and expectations when that is deemed necessary by either the Superintendent or the Board.

**DATE:** June 6 2018

**FROM:** Laura Buchanan  
Executive Director, Human Resources

**SUBJECT:** Policy 300 Regulation: Selection and Appointment of Administrators

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 the Board.	Only housekeeping since April committee meeting
4. A new Regulation 401-R "Guiding Principles for Recruitment and Selection of Management and Administrative Personnel".  This Regulation would complement existing Policy 400 Statement of Guiding Principles for Human Resources, and accompany new Policy 401.	Only housekeeping since April committee meeting
5. A revision of the current Regulation into a Guideline to support the new recommended Restructured Policy 400 and Regulation 400-R.  The framework and detail of such a guideline has been drafted below, with amendments as discussed in January 2018 and February 2018, including an Executive Summary	Only housekeeping since April committee meeting
6. Current Policy 300-R is included in this package for reference.	Regulation that is currently in effect.

**Executive Summary: Rationale for Amendments to current Policy 300-R(B): Selection and Appointment of Administrators.**

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 considered at any point in the selection process but generally should be done after the interview has occurred, to allow reflection and feedback on the information gathered during the interview.
- The length of time from posting to notification of successful applicant should be as compact as possible while ensuring process is followed and diligence is exercised.
- Appointments should be made by the Superintendent, with the Board exercising its governance role in confirming the appointments of senior executive positions. The process should not impede the timely filling of the vacancy, and the notification of the successful as well as unsuccessful candidates.
- The security of private employment information is potentially compromised when a large number of individuals participate in the various recruitment and selection processes. The information that is submitted is confidential, and even an applicant's name must not be shared beyond those required to know that an application has been made.

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

## **HUMAN RESOURCES Policy 400**

### **Statement of Guiding Principles for Human Resources**

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 regulatory and legal requirements* affecting the operation of the School District.
- a system that promotes and supports continuous *professional growth and development*
- a *safe and healthy environment* for all students, employees and the public when engaged with the Richmond School District.



**Recommendation: New Policy (already affirmed by the Board):**

**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;

**Recommendation: New Regulation:**

**POLICY 400-R**

**RECRUITMENT AND SELECTION OF MANAGEMENT AND ADMINISTRATIVE PERSONNEL**

This regulation applies to the recruitment and selection practices for all administrative and management (exempt staff) positions in the district, with the exception of the Superintendent of Schools. 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.

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

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.

**1. General**

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. Typically, selection will occur through a competition process as described below.

The Superintendent of Schools or designate makes all appointments to administrative and management staff positions, as the concluding component of the recruitment and selection process. 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.

**2. 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.

The composition of the interview committee will be reflective of the responsibilities and organizational placement of the position.

A maximum of two members of the Board of Education, and one representative of each of the unionized stakeholders, shall be invited onto the interview panels for the positions of Secretary-Treasurer, Assistant Superintendent, Deputy Superintendent, Director / Executive Director.

**Recommendation: New Administrative Guidelines:**

**Administrative Guidelines**

**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.

**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. 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, any firsthand knowledge of the applicant by the members of the interview committee, 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.

**Policy 300 (Currently in Force)**  
**Regulation: Selection and Appointment of Administrators**

The Board, at the recommendation of the Superintendent, appoints all administrators.

Selection processes for administrators 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.<sup>4</sup> Typically, selection will occur through a competition process as described below.

For school administrators, information about the role and the selection process will be made available through a conference on the district intranet and through annual information meetings held prior to the deadline for applications.

The Board may authorize the Superintendent to appoint an administrator without holding a competition. This would normally occur only if one candidate is so uniquely qualified for a specialized position that the Superintendent feels that a competition is not necessary.

**Applications**

A call for applications for school administrators will be issued both internally and externally by the Human Resources Department, in consultation with Area Superintendents, prior to the interview/selection process. At least one information session for prospective applicants will be held before the application deadline. Specific dates and deadlines will be posted in public conferences on the district intranet.

A call for applications for support staff administrators will be issued by the Human Resources Department whenever an existing position becomes vacant or a new one is created.

The Human Resources Department will receive applications, screen them for eligibility and prepare copies of acceptable application packages for a short-listing committee.

**Short Listing**

**For school administration positions:**

Short listing will be done by a committee comprised of the Area Superintendents<sup>5</sup> and two representatives of the Richmond Association of School Administrators.

Reference checking for short list candidates will be conducted by Area Superintendents 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.

**For district administration positions, other than a Superintendent:<sup>6</sup>**

An appropriate short-listing committee will be established by the Administrator of the relevant department in collaboration with the Human Resources Department. The discussions of the short-listing committee will be in-camera and short lists will be confidential.

Reference checking will be conducted by the Administrator of the relevant department 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.

**Interviewing**

Interviews will be conducted by a committee comprised as follows.

School Administrator: Superintendent, Area Superintendents, two Trustees, two RASA representatives, an RTA representative and a CUPE representative.

District Administrator (Educator): Administrator of the relevant department, one or more Area Superintendents, RASA Representative, others as appropriate.

District Administrator (Other): Administrator of the relevant department, representative of the Human Resources Department, others as deemed appropriate.

Executive Team: Superintendent, Assistant Superintendents, Secretary Treasurer, two or more Trustees, two RASA representatives, an RMAPS representative, an RTA representative and a CUPE representative.

Superintendent: See separate section below

Members of the interview team 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, any first hand knowledge of the applicant by the members of the interview team, the results of reference checks and the interview itself.

The interview committee will base its deliberations on the demonstrated attributes and abilities of candidates in comparison to criteria developed collaboratively in advance by the interview committee with reference to Policy 300 and its associated Regulations and Guidelines.

In addition, candidates for educational administrative positions will be expected to meet the following minimum requirements:

- Membership in good standing in the College of Teachers in 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.

### **Post Interview**

The Superintendent will recommend administrators to the Board for appointment. If the Superintendent's recommendation differs from that of the interview committee, the Board will be advised of this difference and the reasons for it.

Following approval of the recommendations, all interviewed candidates will be contacted by phone regarding the outcome of the competition.

The Board may authorize the Superintendent to make a job offer for later ratification.

Applicants may request feedback regarding their application. This will be provided by one or more of the members of the Executive Team who has participated in the interview.

### **Superintendent Selection**

A Superintendent is selected by the Board and appointed by Board resolution. The process for inviting, short listing, interviewing and otherwise vetting applicants will be developed by the Board on each separate occasion.

The Board may include representatives of employee groups, parents or students in the selection process.

The Board may use the services of a consultant with expertise in Superintendent selection.

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<sup>4</sup> See Policy 103 Guideline B: Leadership for a discussion of the rational, relational and reflective aspects of administration.

<sup>5</sup> In this regulation "Area Superintendents" refers to Associate and Assistant Superintendents.

<sup>6</sup> In this Regulation "Superintendent" refers to either the Superintendent or an Area Superintendent.

Adopted: 01 June 2009 Revisions Adopted: 04 June 2010

**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
Policy 106: Sexual Orientation and Gender Identity (SOGI)	<p><b><u>Step 5</u></b>            Jun 13/18 – Notice of Motion presented to Public Brd. Mtg            Jun 6/18 – Discussed at Policy Committee in-camera.            May 14/18 – Updated at Policy Com.            Apr 16/18 - Update at Policy Com.            Mar 12/18 - Update at Policy Com.            Feb 19/18 - Update at Policy Com.            Jan 15/18 – Discussed at Policy Committee in-camera.            Nov 20/17 – Update at Policy Com.            Jun 05/17 – Update at Policy Com.            May 1/27 – Update at Policy Com.            Mar 6/17 – Initial discussion at Policy Com.</p>	<p>Jun 6/18 – Feedback on proposed policy reviewed and discussed. Notice of Motion presented to Jun 13/18 Board Mtg. advising recommendation for approval for Jun 27/18 public Board meeting.            May 14/18 – An update on the two public information sessions (April 24 and May 5) was provided.            Apr 16/18 – The Superintendent provided an overview of the consultation and input plan for comments on the proposed new SOGI policy.            Apr 11/18 – The Board approved placement of the proposed new policy, regulations and administrative guidelines into the stakeholder review process with a return date of Jun 4/18.            Mar 12/18 – Discussion at Policy Com. on consultation process, community engagement. Notice of Motion presented to Board for placement of proposed new policy into stakeholder review process on Apr 12/18.            Feb 19/18 – Discussed at Policy Com. Draft Policy to be presented to Mar 12/18 public Policy Com. meeting. It was agreed that a notice of Motion will be provided to the Mar 14/18 Board Meeting with a recommendation to place the draft proposed policy into stakeholder review process on Apr 11/18.            Jan 15/18 – A revised timeline for this Policy was discussed. An update on the revised timeline was provided in public.            Nov 20/17 –Verbal update provided. Anticipate further update in Jan 15/18.            Jun 19/17 – The initial meeting took place.            Jun 05/17 – Initial meeting of working group that will develop policy is currently being planned.            May 1/17 – Board approved the policy development plan and timeline. Anticipate draft policy late fall 2017.            Mar 6/17 – Initial discussion.</p>	<p>Full policy revision process.</p>






<p>Policy 501.8, 501.8-R: Student Admissions, Registration Placement and Transfer</p>	<p><b><u>In Development</u></b>  May 14/18 – Update provided at Policy Com.  Mar 12/18 – Discussed at Policy Com.  Feb 19/18 - Discussed at Policy Com.  Nov 20/17 – Discussed at Policy Com.  Oct 16/17 – Discussed at Policy Com.  Jun 05/17 – Review will be required.</p>	<p>May 14/18 – Policy Com. Chair advised that this policy review would now be deferred until Fall 2018.  Mar 12/18 – Current proposed changes and how the Long Range Facilities Plan may affect this policy discussed. This item will return to Policy Com. in May 2018 for further discussion of the changes.  Feb 19/18 – Discussed at meeting and suggested changes to be made. Item will return to Mar 12/18 Policy Com. meeting.  Nov 20/17 – Update provided and will return to Feb Policy Com. meeting.  Oct 16/17 – This will return to Policy Committee in November or December 2017 for an update on potential revisions.  Jun 05/17 – Briefly discussed and a review is necessary due to the Supreme Court of Canada ruling on class size and composition and the need for additional space in schools. Schedule for Policy Com in fall 2017.</p>	<p>Housekeeping Changes to Policy Anticipated.</p>
<p>Policy 300-R(B): <i>Selection and Appointment of Administrators</i></p>	<p><b><u>Step 2</u></b>  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 – Brief update provided to Policy Com.  May 1/17 – Update provided at Policy Com.</p>	<p>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.  Apr 16/18 - Discussed and further revisions and additions suggested. This will return to the May 2018 meeting.  Feb 19/18 – Discussed and further revisions suggested. Anticipated return to Mar. 12/18 meeting but was not discussed. Now anticipate returning to April or May 2018 meeting.  Jan 15/18 – Options discussed. Further changes suggested. Items return to Feb 2018 in-camera meeting.  Nov 20/17 – Option for proposed changes will be provided to Jan 15/2018 meeting.  Jun 19/17 – Board reviewed proposed changes.  Jun 05/17 – Update was provided on proposed revisions. Will return to future Policy Com.  May 1/17 – Verbal update on potential revisions.</p>	<p>Full policy review process anticipated.</p>

<p>Policy 704: <i>Retirement of School Facilities</i></p>	<p><b><u>In Development</u></b>  Nov 20/17 – Discussed at Policy Com.  Nov 21/16 – Discussed at Policy Com.  Oct 24/16 – Discussed at Policy Com.  Sep 19/16 – Discussed at Policy Com.  Larger discussion planned.  Oct 24/16 - Initial discussion.</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.  Nov 21/16 – Discussion on splitting this policy into school closures and disposition of facilities. Review and feedback process also discussed.  At conclusion of school closure process, this policy and regulation will be reviewed for any necessary updating.</p>	<p>Full policy review process anticipated.</p>
<p>Policy 513.2: <i>Field Trips</i></p>	<p><b><u>Step 3</u></b>  May 14/18 – Update provided.  Oct 16/17 – Update provided on status at Policy Com.  Jun 05/17 - Discussed at Policy Com.  Feb 20/17 – Initial discussion at Policy Com.</p>	<p>Jun 13/18 – Board approved placement into stakeholder review process with deadline date for feedback of Sep 19/18.  May 23/18 – Notice of Motion presented to Board for placement into stakeholder review process.  May 14/18 – Proposed revisions reviewed and discussed at Policy Com. A Notice of Motion to place proposed revisions into stakeholder review process will be provided to the May 23/18 Board Meeting. Upon approval of the revisions, Policy 513.2.1 <i>Out of Province/International Travel</i> and Policy 805.6: <i>Transporting Students in Private Vehicles</i> will be rescinded.  Dec 13/17 – The Working Group met and this item will be delayed until May 2018 meeting of Policy Com.  Oct 16/17 – Update provided on the pilot at schools. This will return to Policy Committee in January 2018.  Jun 05/17 – Update provided and the pilot extended with a report anticipated in the fall 2017.  Feb 20/17 – Proposed revisions to align policy with updated field trip practices presented. Policy Com. had further suggestions. Will return to Policy Com. Meeting.</p>	<p>In stakeholder review process.</p>
<p>Policy 804.1: <i>Community Use of Schools</i></p>	<p><b><u>In Development</u></b>  Nov 21/16 – Discussed at Policy Com.  Jun 6/16 – Discussed at Policy Com.</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>	<p>Full policy review process anticipated</p>

<p>Policy 804.8: <i>Commercialism</i>) 400-1R: <i>Employee Conflict</i> 804.9: <i>Donations to Schools</i> 602.7-<i>Gifts, Grants and Benefits</i>) 805.4-<i>Money Raising Activities at Schools;</i> 602.9.1-R <i>General Principles for Revenue Generating Activities</i></p>	<p><b><u>In development</u></b> Jan 23/17 – Update from Superintendent. Nov 21/16 – Update from Superintendent. Oct 24/16 – Update from Superintendent. Sep 19/16 – Discussed at Policy Com.  Jun 6/16 – Draft revised policy presented for initial review. May 16/16 – Discussed at Policy Com. Will return to Jun 6/16 meeting. Apr 4/16 – Discussed at Policy Com. Policy Com. Trustees will meet with Sup. to discuss this Policy. Apr 25/16 Discussed at Policy Com.</p>	<p>Jan 23/17 – Superintendent advised on meeting with RDPA President; questions answered and clarity had been provided. The policy will be reviewed for possible updating at a future date. Jun 6/16 - Review of proposed revised policy will continue over summer and return to Sep 19/16 Policy Committee meeting. Apr 25/16 Policy Com. Trustees &amp; Superintendent discussed comparative commercialism policies.  Apr 27/15 - Policy Committee discussed various policies related to PAC fundraising or money raising activities in schools that require review. Questions were raised by the PAC Executive about clearly defining the fundraising role of PACs. There are currently some conflicting policies. A review of all policies related to PAC fundraising or money raising activities will be done and return to Policy Com.</p>	<p>Full policy review process anticipated.</p>
<p>Policy 701.2 and 701.2-R: <i>School Building Planning Review Process</i></p>	<p><b><u>In Development</u></b> May 1/17 – Discussed at Policy Committee</p>	<p>May 2017 – Briefly discussed and staff indicated a comprehensive review is required with projected timing for commencement in the Fall 2017.</p>	<p>Full policy review process anticipated.</p>
<p>Policy 522 and 522-R: <i>Transportation</i></p>	<p><b><u>In Development</u></b> Mar 2017 – A review will be required.</p>	<p>Mar 2017 - Discussed at Policy Committee and will be added for review upon completion of the Long Range Facilities Plan.</p>	<p>Full policy review process anticipated.</p>
<p>Policy 201: BYLAW: <i>Board Operations</i></p>	<p><b><u>In Development</u></b> Mar 12/18 - Discussed at Policy Com. Feb 19/18 – Discussed at Policy Com. Sep 19/16 – Discussed at Policy Com.</p>	<p>Apr 11/18 – This item will be delayed until potentially the June 18/18 meeting. Mar 12/18 – The updates to terms of reference of standing committees anticipated at May 2018 meeting. Feb 19/18 – Discussion regarding an update required to add Facilities &amp; Building terms of reference to the Bylaw concluded with a decision to wait until all other terms of reference have been reviewed. This Bylaw will be reviewed for any necessary updates at a future meeting of Policy Com.</p>	<p>Full policy review process anticipated.</p>

<p>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></p>	<p><b><u>Step 1</u></b> May 14/18 – Discussed at Policy Com. Public Apr 16/18 – Discussed at Policy Com. In-camera Jan 15/18 – Discussed at Policy Com.</p>	<p>May 14/18 – Discussed at Policy Com. Policy Chair to provide a memo to the May 23/18 Board meeting advising that the timing will be deferred until full discussion with stakeholder groups. Anticipate Fall 2018 for return. May 3/18 – A Notice of Motion was provided to the Board advising the proposed revisions would be presented to the May 23/8 Meeting for placement into stakeholder review process. [subsequently deferred] Apr 16/18 – Discussed at Policy Com. A Notice of Motion to place proposed revisions to Policy 517: <i>Assessment &amp; Reporting</i> into the stakeholder review process, along with a recommendation to rescind 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>, will be provided to a future meeting of the Board as they are no longer applicable to current practices in the district and/or province.  Jan 15/18 – A review of policies in the 515-517 range related to student learning is required and will be reviewed once anticipated advice and direction from the Ministry has been received.</p>	<p>Full policy review process anticipated.</p>
<p>Policy 707 and 707-R: <i>Post Disaster Procedures</i></p>	<p><b><u>In Development</u></b> Nov 20/17 – Discussed at Policy Com. Oct 16/17 – Discussed at Policy Com.</p>	<p>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.</p>	<p>Full policy review process anticipated</p>
<p>Policy 512.4: <i>French Programs</i></p>	<p><b><u>Step 1</u></b> Apr 16/18 - Discussed at Policy Com.</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>	<p>Full policy review process anticipated</p>

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

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

<b>POLICY</b>	<b>STATUS</b>	<b>COMMENTS/ACTION</b>	<b>REVIEW</b>
Policy SECTION 600: <i>Finance</i> [previously Section 800: <i>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</i> [previously Section 900: <i>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</i> [previously Section 1000]	<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>	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 proposed revisions to Policy 100: <i>Statement of Philosophy</i> [to be renamed Policy 100: <i>Vision, Mission, Values</i> ]	Full policy review process anticipated.

POLICY	STATUS	COMMENTS/ACTION	REVIEW
Policy 104: <i>Acceptable Use of Information &amp; Communication Services</i>	APPROVED BY BOARD JUN/18	Jun 13/18 – Housekeeping revisions approved by Board. May 23/18 – Notice of Motion regarding approval of housekeeping changes presented. 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. 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.	Housekeeping change.
<i>Policy 100: District Philosophy (now Vision, Mission, Values)</i>	APPROVED BY BOARD MAR/18	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.
<i>District Code of Conduct-Policy 105</i>	APPROVED BY BOARD JUN/17	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 orientation and expression.	Underwent full policy revision process
Policy 300-R(B): <i>Selection and Appointment of Administrators</i>	APPROVED BY BOARD APR/17	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/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.
<i>Trustee Stipend, Resources &amp; Expenses</i> -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.
<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/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 policy revision process.
<i>Video Surveillance</i> -Policy 708, 708-R and 708-G	APPROVED BY BOARD APR/16	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/16	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/14	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 /14	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/14	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.
<i>Policy 703.7: Closure of Schools Due to Emergency Conditions</i>	CONCLUDED ON FEB 19/18	<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 emergency conditions now appears on the district website.</p> <p>Jan 15/18 – Discussed and will be placed as item on Feb 19/18 agenda.</p> <p>Nov 20/17 – To be added to Jan 15/18 agenda for discussion and update.</p> <p>May 1/17 – Briefly discussed. Staff to review this policy and its regulation. This will return in the fall 2017.</p>	Policy was reviewed by staff and no changes required.



**POLICY COMMITTEE MEETINGS  
SUMMARY OF FUTURE ITEMS**

**SUMMARY OF FUTURE ITEMS**

<b>POLICY MTG DATE 2018</b>	<b>PUBLIC ITEM</b>
<b>February 19</b>	Policy 501.8: Student Admission, Registration, Placement & Transfer SOGI Dev & Revised Timeline Policy 100 Update 703.7 Closure of Schools Due to Emergent Conditions
<b>March 12</b>	Policy 501.8: Student Admission, Registration, Placement & Transfer Policy 104: Acceptable Use of Information and Technology
<b>April 16</b>	SOGI Policy Update
<b>May 14</b>	Policy 513.2 Field Trips SOGI Public Information Sessions Update Policy 104: Acceptable Use of Information and Technology
<b>June 18</b>	SOGI Update Policy 300-R: Selection and Appointment of Administrators
<b>September 15</b>	Policy 517: Assessment and Evaluation Policy 512.4: French Programs
<b>October 17</b>	Policy 501.8: Student Admission, Registration, Placement & Transfer
<b>ITEMS</b>	<b>WITH NO DATE FOR DISCUSSION ALLOCATED AS YET</b> Bylaw 201: Review Terms of Reference for All Standing Committees AND update to reflect changed rotation of Board Meetings; Policy 522 and 522-R: <i>Transportation</i> ; Policy 804.8: <i>Commercialism</i> ; Policy 103 Bylaw: Appeals (housekeeping); Critical Incident Protocols / Fair Notice; Policy 704: Retirement of School Facilities; Policy 804.1: <i>Community Use of Schools</i> ; Policy 707 and 707-R: <i>Post Disaster Procedures</i> ; Policy 701.2-R <i>School Building Planning Review Process</i>

Last Updated: June 12, 2018