

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

## **MINUTES OF PUBLIC MEETING OF POLICY COMMITTEE**

Date: Wednesday, June 5, 2019 at 10:30am  
Board Room, Main Floor, Administration Building

Present: Sandra Nixon, Chairperson  
Donna Sargent, Vice Chairperson  
Heather Larson, Member  
Scott Robinson, Deputy Superintendent  
Laura Buchanan, Executive Director, Human Resources \*  
Lynn Archer, Assistant Superintendent \*  
Mark Hoath, President, RASA  
Tim McCracken, Vice President, Richmond Teachers' Association  
Donna Dunn, Pro-D Officer, Richmond Teachers' Association  
Jose Pelayo, Co-Chair RMAPS  
Rebeca Avendao, Co-Chair RMAPS \*  
Colleen Howu, Parent  
Gail Hackenbruch, Executive Assistant (Recording Secretary)  
Catherine Cleary, Executive Assistant (Recording Secretary)

\* Present for a portion of the meeting

The Chair called the meeting to order at 10:39am.

### **1. INTRODUCTIONS**

Introductions were made around the table and the Chair welcomed the attendees to the meeting.

### **2. ADOPT AGENDA**

The agenda was adopted as circulated.

### **3. APPROVE MINUTES**

The minutes of the meeting held Monday, April 3, 2019 were approved as circulated.

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

Materials from the Executive Director, Human Resources were included with the Agenda package and a revised version of proposed Regulation 401 was distributed at the meeting. The Executive Director, Human Resources highlighted the changes that have been made since the last iteration. She noted that the Regulation has been clarified as to its application to all non-unionized employee positions, except the position of Superintendent, which is within the authority of the Board; that all appointments are now specifically made by the

Superintendent, with senior executive appointments being confirmed by the Board; and departmental managers and educational administrators determine the composition of interview panels, except as established by the Regulation. She also noted that a representative from the Richmond District Parents Association had been added to the interview committee for the positions of Secretary Treasurer and Deputy Superintendent. She advised that no changes had been made to the proposed Policy 401 or proposed Policy 401-G. Attendees had questions and comments on: RASA involvement in District administrator interviews and the role of RMAPS in the various interview committees. Discussion ensued.

**ACTION:** The Executive Director, Human Resources, to make the additional minor suggested changes to the proposed draft Policy 300-R: *Selection and Appointment of Administrators* (to be renamed and renumbered as Policy 401: *Recruitment and Selection of Management Personnel*).

It was **AGREED** that a **NOTICE OF MOTION** would be provided to the June 12, 2019 meeting of the Board of Education (Richmond) advising that a **RECOMMENDATION** would be presented to the Board at its September 11, 2019 public meeting to approve the proposed revisions to (current) Policy 300-R: *Selection and Appointment of Administrators* (to be renamed and renumbered as Policy 401, 401-R and 401-G: *Recruitment and Selection of Management Personnel*) and to subsequently rescind Policy 300-R: *Selection and Appointment of Administrators*.

Assistant Superintendent Archer joined the meeting at 10:50am.

## **5. POLICY 512.4: FRENCH PROGRAMS**

A memorandum from Assistant Superintendent Archer as well as the proposed revisions to Policy 512.4 and 512.4-R: *French Programs* were distributed at the meeting. The Chair advised that this policy had a previous initial review but had been delayed due to the urgency of dealing with other policies. Assistant Superintendent Archer advised that the intent of this revision is based on a need to modernize our current policy and its regulation and the proposed changes will ensure compliance with current and future Ministry policies. She reviewed the proposed revisions and advised that the remaining programs are Core French and French Immersion (Early French Immersion, Late French Immersion, and Secondary French Immersion). The Chair invited feedback on the proposed changes. Attendees had comments and questions on: the rationale for removing the reference to staffing for French Immersion (FI) programs and the challenges of hiring high quality FI teachers to ensure an ongoing quality program for students. Further discussion ensued and the Superintendent advised that the reference to staffing of FI programs had been removed from this policy as it is a Human Resources process and noted that the District's hiring commitment and practices are set out in Policy 400.

**ACTION:** Assistant Superintendent Archer will consider feedback received and Policy 512.4 and 512.4-R: *French Programs* will return to the September 2019 meeting of Policy Committee for further discussion.

The Executive Director, Human Resources, left the meeting at 10:56am.  
R. Avenando, Co-Chair, RMAPS, left the meeting at 11:01am.

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

Status to May 15, 2019 was included with the Agenda package.

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

Nil.

**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

**12. ADJOURNMENT**

The meeting adjourned at 11:15am.

Respectfully Submitted,

Sandra Nixon

Sandra Nixon, Chairperson  
Policy Committee