

POLICY COMMITTEE  
MONDAY , FEBRUARY 11, 2019 @ 10:30 am  
Board Room, Main Floor, ADMIN BUILDING

## PUBLIC MEETING AGENDA

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The Superintendent (d)3u60 Superiencie nite 670-711316 Th3.6-av (i)1i3.6-gThi3.6-si3.6-s3.6-3.6-3.6-4.- c TH

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9 Assessment and Reporting policy, they asked districts to update their assessment policies to align with future directions. The revised language in the proposed Assessment and Reporting Policy is consistent with the redesigned provincial curriculum and assessment practices for K-9, and is flexible enough to work with future directions for the Graduation Years curriculum and assessment practices.

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Lynn Archer  
Assistant Superintendent

Attachments to this memo are :

- Revised Policy 517, 517 -R and 517 -G: Assessment and Evaluation
- Proposed revisions to Policy 517, 517 -R and 517 -G: Assessment and Reporting













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DATE: February 5 2019

FROM: Laura Buchanan  
Executive Director , Human Resources

SUBJECT: Policy 300 Regulation: Selection and Appointment of  
Administrators

Starting in the fall of 2016

Executive Summary: Rationale for Amendments to current Policy 300

-R(B):



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



POLICY 401

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POLICY 400 -R

RECRUITMENT AND SELECTION OF MANAGEMENT AND ADMINISTRATIVE PERSONNEL

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Administrative Guidelines

HUMAN RESOURCES POLICY 401 -G

RECRUITMENT AND SELECTION OF MANAGEMENT AND ADMINISTRATIVE PERSONNEL

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Richmond School Administrators Association (RSA) feedback on the proposed revisions to Policy 300R: Selection and Appointment of Administrators [to be renamed and renumbered as Policy 401, 401R and 401-G: Recruitment and Selection of Management and Administrative Personnel]

December 29<sup>th</sup>, 2018

The following feedback is based on individual discussions with RSA vice president and members of the RSA executive who serve as representatives on the short listing and interview committees for the school administrative postings.

RSA is, in principle, supportive of the proposed policy changes as outlined in Policy 401, 401R and 401-G and support the rationale and need to revise current policies to reflect the changing nature of the education system and the desire to attract and retain qualified candidates for the following positions: 0.6 (t) 2.1 (o) 17.24 and





**Richmond Teachers' Association**

210 - 7360 Westminster Hwy.

Richmond, BC

V6X 1A1

Tel: 604-278-2539

Email: [rta.office@shaw.ca](mailto:rta.office@shaw.ca)

December 21, 2018

**Via E-Mail**

Ken Hamaguchi, Board Chair  
Board of Education  
School District No.38 (Richmond)

Richmond, B.C. V6Y 3E3

Dear Trustees,

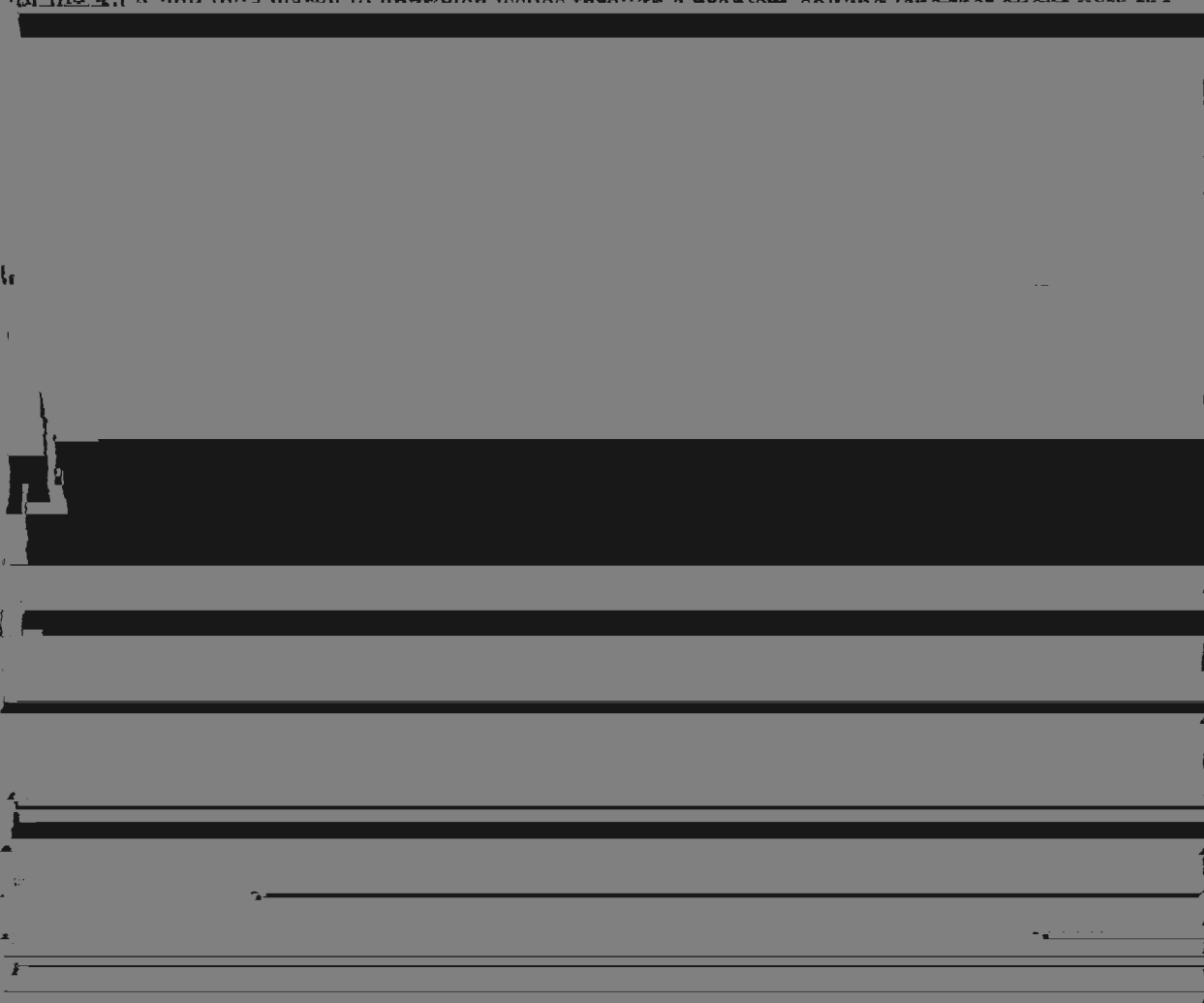
Thank you for the opportunity to review and provide feedback and comments to the proposed changes to the Selection and Appointment of Administrators, Regulations and Guidelines. The Richmond Teachers' Association acknowledges the important and complex role of management and administrative staff and we believe it is integral that the RTA continues to be involved in the process of selecting administrators in Richmond.

The RTA appreciates that the proposed policy provides for stakeholder engagement in the process of selecting management and administrative staff. However, the RTA has a number of questions with respect to RTA involvement as well as the structure and participation in the interviewing process –




*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.*

While the Board values the participation and input of stakeholder groups with respect to the selection of management and administrative personnel, the absence of the RTA in the interviewing section of Policy 400-R does not align with this stated belief and is deeply concerning to us. The RTA and the Board have a long-standing relationship built on respect, collegiality, and collaboration, which allows for the RTA and the District to approach issues through a problem-solving lens that aligns with the

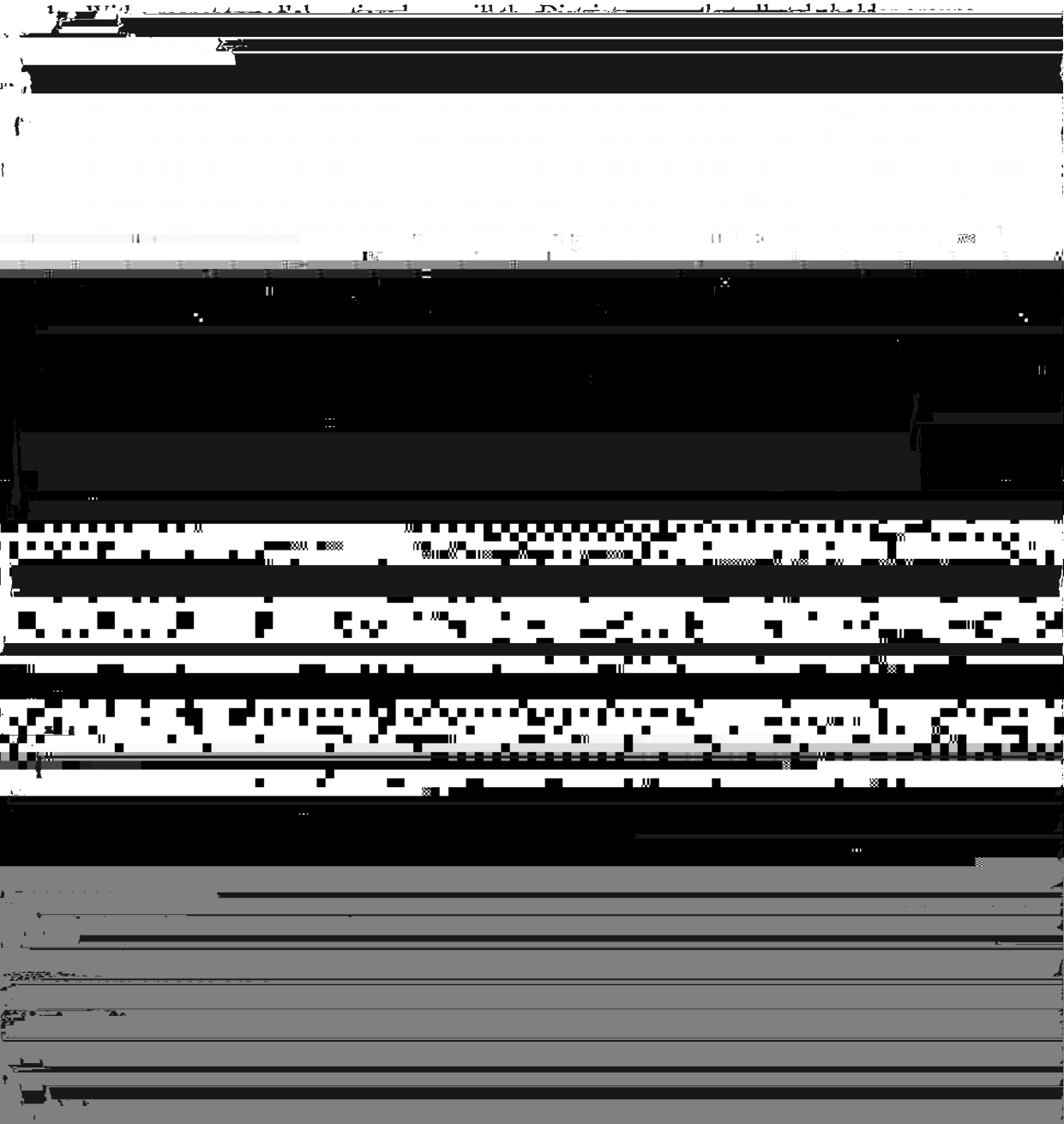


District's core philosophy of *Our Focus is on the Learner*. The RTA is very much of the belief that our long-term relationship with the District contributes to the positive culture that exists in our schools. Moreover, the RTA, as the majority stakeholder in the District, believes teachers' relationships with school administrators is key to the collegial and harmonious nature of our schools, which the District and the RTA acknowledge in the preamble of our Collective Agreement. The RTA strongly believes that our involvement in the selection of school-based administrators is essential



relationships need to remain positive and collegial in order for our schools to continue to function in a way that meets the needs of learners.

*The interview committee will base its candidate assessment feedback on the demonstrated attributes of candidates in comparison to criteria developed collaboratively in advance of the interview committee.*





Jan 07/19 ☺ It was advised feedback had been received

Policy 517: Step 3  
 Assessment & Reporting ; Policy 515.1: Progress Reports of Students, Policy 515.3 and 515.3- R: Promotion of Students, Policy 515.4: Graduation Requirements, Policy 515.5: Permanent Records of Students, Policy 515.6 and 515.6- G: School Completion Certificates and Policy 516.1 and 516.1- R: Challenge

Jan 07/19 ☺ Update at Policy Com.  
 Sep 17/18 - Discussed at Policy Com.  
 May 14/18 ☺ Discussed at Policy Com. Public  
 Apr 16/18 ☺ Discussed at Policy Com. In - camera  
 Jan 15/18 ☺ Discussed at Policy Com.



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|--|--|---|--|
| <p>Policy 704:<br/>Retirement of<br/>School Facilities</p> | <p><u>In Development</u><br/>Nov 20/17    Discussed at Policy Com.<br/>Nov 21/16    Discussed at Policy Com.<br/>Oct 24/16    Discussed at Policy Com.<br/>Sep 19/16    Discussed at Policy Com.<br/>Larger discussion planned.<br/>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.<br/>Nov 21/16    Discussion on splitting this policy into school closures and disposition of facilities. Review and feedback process also discussed.<br/>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> |
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| Policy 522 and 522- R: Transportation                        | <u>In Development</u><br>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: Post Disaster Procedures              | <u>In Development</u><br>Nov 20/17 ☐ Discussed at Policy Com.<br>Oct 16/17 ☐ Discussed at Policy Com. | Nov 20/17 ☐ Anticipate setting up a working group to review the policy in Spring 2018.<br>Oct 16/17 ☐ Briefly discussed -review required. Basic emergency resources at all schools to be considered. | Full policy review process anticipated. |
| Policy 103: Bylaw: Complaints by Students Parents and Public | <u>In Development</u><br>Jan 07/19 ☐ Update at Policy Com.<br>Jun 18/18 ☐ A review will be required   | Jan 07/19 ☐ Update at Policy Com.<br>Jun 18/18 ☐ It was advised that would require a review with anticipated timing of the fall 2018.  | Full policy review process anticipated. |





| POLICY                               | STATUS | COMMENTS/ACTION | REVIEW |
|--------------------------------------|--------|-----------------|--------|
| Policy 201:<br>BYLAW: Cre (20 T)2018 |        |                 |        |

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| Policy 104:<br>Acceptable Use of<br>Information &<br>Communication<br>Services | APPROVED BY BOARD JUN/ 2018 | Jun 13/18    ⓓ Housekeeping revisions approved by Board.<br>May 23/18    ⓓ Notice of Motion regarding approval of housekeeping changes presented. |
|--|-----------------------------|---|

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|---|----------------------------|--|---|
| Trustee Professional Development and Travel -Policy 205, 205 -R, 205 -G   | APPROVED BY BOARD NOV/2016 | Policy 205: Trustee Professional Development and Travel is a NEW Policy . Certain sections from current Policy 203: Trustee Stipend, Resources and Expenses were removed and incorporated into this new Policy.  | Underwent full policy revision process. |
| Trustee Stipend, Resources & Expenses -Policy 203, 203- R, 203 -G   | APPROVED BY BOARD NOV/2016 | Policy 203: Trustee Stipend, Resources and Expenses was reviewed in conjunction with (new) Policy 205: Trustee Professional Development and Travel . After revision and approval, this policy was renamed Policy 203: Trustee Stipend and Expenses .     | Underwent full policy revision process. |
| Student Registration, Enrolment and Placement -Policy 501.8 and 501.8 -R [AND renamed Student Admission, Registration, Placement & Transfer ] | 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 rescinded as a result of approved changes. | Underwent full policy revision process. |
| Video Surveillance - 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   |   |



POLICY COMMITTEE MEETINGS  
SUMMARY OF FUTURE ITEMS - UPDATED TO JANUARY 15, 2019

| DATE         | PUBLIC ITEM  |
|--------------|--|
| FUTURE ITEMS | <p>DATE FOR DISCUSSION TO BE DETERMINED</p> <p>Policy 10 3 Bylaw: Appeals (housekeeping)</p> <p>Policy 103 Bylaw: Complaints by Students, Parents and the Public</p> <p>Policy 501.8: Student Admission, Registration, Placement &amp; Transfer</p> <p>Policy 300 -R: Selection and Appointment of Administrators</p> <p>Policy 517: Assessment and Evaluation</p> <p>Policy 512.4: French Programs</p> <p>Policy 522 and 522 -R: Transportation</p> <p>Policy 701.2 -R School Building Planning Review Process</p> <p>Policy 704: Retirement of School Facilities</p> <p>Policy 707 and 707 -R: Post Disaster Procedures</p> <p>Policy 804.1: Community Use of Schools</p> <p>Policy 804.8:</p> |

POLICY COMMITTEE MEETINGS  
SUMMARY OF FUTURE ITEMS - UPDATED TO JANUARY 15, 2019

|          |                    |
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| April 16 | SOGI Policy Update |
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March 12