

DRAFT

Report to the Board of Education (Richmond) Public

From: Trustee Sandra Nixon, Chairperson, Policy Committee

Date: June 15, 2018

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

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

Respectfully Submitted,

Sandra Nixon, Chairperson
Policy Committee

Definitions:

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

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

The following are the decisions made in this process:

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|--|-----------------------------------|
| 1. Executive Summary | No change in the Policy Committee |
| 2. Chapter 400, which is the Policy Committee. | No change in the Policy Committee |
| 3. Chapter 401 Regulation and the Policy Committee. This has been added to the Board. | No change in the Policy Committee |
| 4. Chapter 401 Regulation and the Policy Committee. This Regulation is added to the Board. This Regulation is added to the Policy Committee. This Regulation is added to the Policy Committee. This Regulation is added to the Policy Committee. | No change in the Policy Committee |

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

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

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

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

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

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

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

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

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

an environment which ensures knowledge of, and compliance with, all applicable regulations affecting the operation of the School District.

a system that promotes and supports continuous professional development

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



Schools

of





Qualifications Educational Administrative Positions

In er ie ing

Pos In er ie

Policy Current in Force
Regulation Selection and Appointments of Administrators

Applications




Short Listing

For school administration positions

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

In er ie ing

STATUS OF POLICIES
AT JUNE 15, 2018

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

| POLICY | STATUS | COMMENTS/ACTION | REVIEW |
|--------|--------|-----------------|--------|
|--------|--------|-----------------|--------|

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

STATUS OF POLICIES
AT JUNE 15, 2018

 Completed after Approval of
New Policy Framework


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

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

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

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