

SCHOOL DISTRICT No. 23 – BOARD COMMITTEE REPORT

COMMITTEE: Human Resources and Staff Services DATE: February 17, 2010

CHAIRPERSON: Anna Hunt-Binkley STAFF CONTACT: R. Dumontet, Director of Instruction - Human Resources

Attendees:

Trustee A. Hunt-Binkley - Chairperson
Trustee M. Baxter - Committee Member
Trustee G. Given – Committee Member

Staff:

T. Beaudry, Assistant Superintendent
R. Dumontet, Director of Instruction - Human Resources
J. Colquhoun, Director of Human Resources – Labour Relations
J. McCallum, Human Resources Officer
M. Bennett, Human Resources/Payroll Assistant
C. Ikesaka, (Recorder)

Partner Group Representation:

COPAC	No Representative	COTA	Alice Rees
COPVPA	Leanne Zorn	CUPE	Paul Ainsworth
DSC	No Representative		

Discussion / Action Items

1. **Recognition of Staff and Volunteers**

The Committee discussed the recognition of staff and volunteers. The consensus was that cards of appreciation will be delivered to all work sites during Education Week, March 1, 2010 through March 5, 2010.

Information Items

1. **Employee Wellness Committee Update**

The Director of Instruction – Human Resources provided an update on the Employee Wellness Committee. Friday, February 19, 2010 is a Professional Development Day and the Employee Wellness Committee have a number of activities organized to promote wellness. Dr. Martin Collis will be returning as the keynote speaker on "Human Soup for the Chicken Soul: A Lighthearted Look at Stress Resiliency". The Director of Instruction – Human Resources encouraged all to attend.

The Employee Wellness Committee is preparing the Employee Wellness Newsletter for distribution. All employees will receive it electronically and hard copies will be sent to all work locations as well as all members of the Board of Education.

2. **Draft Administrative Procedure: Use of Cell Phone – District Wide Practice**

The Director of Instruction – Human Resources provided a draft Administrative Procedure on the Use of Cell Phone – District Wide Practice.

The Committee discussed minor amendments.

Trustee Baxter suggested that there should also be a Policy in place for the use of cell phones and other hand held devices.

The Committee agreed to move this item to the next Human Resources and Staff Services Committee meeting.

Outcome:

THAT: The Human Resources and Staff Services Committee recommends that the Director of Instruction - Human Resources research other School Districts' Policy on the use of cell phones and other hand held devices and report back to the next Human Resources and Staff Services Committee meeting.

3. **Employee Recognition Reception – Thursday, March 25, 2010**

The Director of Instruction – Human Resources reminded everyone that the Employee Recognition Reception will be held on Thursday, March 25, 2010 at the Coast Capri Hotel. The event starts at 4:00 p.m. The objective is to try and encourage as many of our employees being recognized to attend.

4. **Retirement Banquet – June 12, 2010**

The Director of Instruction – Human Resources reminded everyone that the Retirement Banquet will be held on Saturday, June 12, 2010 at the Coast Capri Hotel. The event starts at 6:00 p.m.

5. **Employment Standards Act: Pregnancy Leave Entitlement**

The Director of Instruction – Human Resources informed the Committee that the Chairperson of the Board of Education has communicated the concerns in School District No. 23 (Central Okanagan) with the British Columbia Public School Employers' Association and the British Columbia School Trustees Association.

6. **New Process for Principal and Vice-Principal Appraisals**

The Assistant Superintendent informed the Committee that the Director - Technology & Education Service Programs has developed a new data collection process for principal and vice-principal appraisals. The Assistant Superintendent would like to invite the Director - Technology & Education Service Programs to present this new process at a future Human Resources and Staff Services Committee meeting.

Items for future Human Resources and Staff Services Committee Meetings

Tobacco Control Act Update

Comparison of Number of Staff in the Human Resources Department to other School Districts

BCPSEA – Website / Data Warehouse

Principal / Vice-Principal Revised Appraisal Process

Next Committee Meeting Date: April 21, 2010 – 3:00 p.m. Location: School Board Office Board Room

Questions: Please Contact: Trustee Anna Hunt-Binkley Phone: (250) 766-5690

Chairperson