

SCHOOL DISTRICT No. 23 – BOARD COMMITTEE REPORT

COMMITTEE: Human Resources and Staff Services DATE: November 3, 2010

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

Attendees:

Trustee A. Hunt-Binkley - Chairperson
Trustee G. Given– Committee Member
Trustee J. Watson– Acting Committee Member
Trustee W. Horning
Absent: Trustee M. Baxter – 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	Scott Smillie
COPVPA	Leanne Zorn	CUPE	Bill Zeman
DSC	No Representative		

Recognition/Presentations/Delegations

1. **Central Okanagan Absence Reporting System (COARS)**

The Director of Instruction – Human Resources provided an overview of the Central Okanagan Absence Reporting System (COARS) which is also known as Smartfind Express. This system is an electronic absence management system which automates the absence entry process. The COARS incorporates two different types of technology; Telephone Interactive Voice Response as well as Internet Browser-Based Technology.

This automated system allows an employee to report their absence and subsequently manages that information to select the most qualified relief staff member. The COARS System is also able to generate reports and track individual absence records. Site level administrators are able to monitor COARS to review their site absences each day.

COARS manages two different groups of employees, teaching staff which is filled based on their qualifications and/or name requested, and support staff which is filled based on seniority and qualifications. This system manages 60% of the daily absences with the remaining portion being handled manually.

Discussion/Action Items

1. **Review of Policies and Procedures: Section 1, 2, and 3 (up to Policy 335)**

Trustee Hunt-Binkley explained to the Committee that this process was to review policies relevant to Human Resources, and that while there is nothing pressing, many of the policies have not been looked at in some time.

The Committee discussed the issue of regular Policy review. It was determined that there is not a record of when a Policy had been reviewed without amendment.

The Committee agreed that the Review of Policies and Procedures: Section 1, 2, and 3 (up to Policy 335) be deferred to the next Human Resources and Staff Services Committee Public meeting on December 1, 2010.

The recommendation will be brought forward to the November 24, 2010 Board of Education Public meeting.

Outcome:

THAT: The Human Resources and Staff Services Committee recommends to the Board that when Policies are reviewed and when no amendments are necessary to the Policy, that a review date be added in the footnote of each Policy.

Information Items

1. **Response to Trustee Query regarding Parent Participation on School Planning Councils**

The Director of Instruction – Human Resources confirmed with BCPSEA that you cannot be an employee of the District and participate as an elected parent representative on the School Planning Council. You can, however, be an observer on the School Planning Council. This information is stated in the School Act but is also embedded in Policy 710A – School Planning Councils (Appendix) 8.1(7).

Trustee Hunt-Binkley requested that this information be brought forward when the school planning council orientation sessions start in January.

The Director of Instruction- Human Resources confirmed that this information has already been provided to this group as well as our administrative group.

Bill Zeman, President, CUPE Local 3523, asked if contractors are considered employees. Contractors are not employees of the school district but they might be contracted on a daily basis for School District No. 23.

The Director of Instruction – Human Resources presumed that contractors would be able to participate as an elected parent representative on the School Planning Council as they are not employees of the Board.

Trustee Hunt-Binkley requested that staff contact BCPSEA for clarification on whether contractors are considered employees of the Board.

The Assistant Superintendent is concerned that the information, “*An employee of any board is not eligible for election under subsection 3(c) or an appointment in the circumstances referred to in subsection 5(a) or 5(b).*” is hard to locate and suggested that an amendment to the Membership section of Policy 710R – School Planning Councils (Regulations) be amended to include, *1.5 As per Policy 710A – School Planning Councils (Appendix), an employee of any board is not eligible for election under subsection 3(c) or an appointment in the circumstances referred to in subsection 5(a) or 5(b).*

Trustee Hunt-Binkley suggested to the Committee that Policy 710 – School Planning Councils, Regulations 710R - School Planning Councils (Regulations) and Appendix 710A – School Planning Councils (Appendix) be referred to the Education and Student Services Committee to discuss.

Outcome:

THAT: The Human Resources and Staff Services Committee recommended that Policy 710 – School Planning Councils, Regulations 710R – School Planning Councils (Regulations) and Appendix 710A – School Planning Councils (Appendix) be sent to the Education and Student Services Committee for review.

Items for future Human Resources and Staff Services Committee Meetings

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

Evaluation Process for Principals and Vice-Principals: Assistant Superintendent

Review of Policies and Procedures: Section 1, 2, and 3 (up to Policy 335)

Next Committee Meeting Date: December 1, 2010 – 3:00 p.m. Location: Hollywood Road Education Services - Room 3

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