

SCHOOL DISTRICT No. 23 – BOARD COMMITTEE REPORT

COMMITTEE: Human Resources and Staff Services DATE: September 15, 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:

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	Bill Zeman
DSC	No Representative		

Recognition/Presentations/Delegations

1. **School District No. 23 Data Warehouse**

In attendance: Jon Rever, Director of Instruction, K to 12
Joan Streefkerk, PCGEducation
Keith Stewart, PCGEducation (via telecom)
Steve McLean, PCGEducation (via telecom)

The PowerPoint presentation of Jon Rever, Director of Instruction, K to 12, Joan Streefkerk, Keith Stewart and Steve McLean of PCGEducation, is attached to and forms part of this report. The Director of Instruction, K to 12 provided an overview of the School District No. 23 Data Warehouse, and introduced the Skopus Human Resources Module. This is a module that the district is exploring and considering investing in. The Director of Instruction, K to 12 explained that every district collects data and the objective is to use the data in a meaningful way to benefit the organization. This system has the potential to benefit Data Analysis and Reporting for Human Resources, Enhanced Data Accessibility and Comprehension, Trending Analysis and Succession Planning/Needs Analysis.

A primary concern raised was the confidential nature of the information in our system. PCGEducation, Keith Stewart, reassured the Committee that the security is very tight around the information about each employee.

Additional concerns raised included: the cost of the Human Resources Module, lack of knowledge of the module and the concept of the module.

The Director of Instruction, K to 12 emphasized the positive use of the product, providing examples of managing employee attendance and succession planning as two possible starting points.

The Director of Instruction – Human Resources explained that there would be an initial investment required but it would not be significant in subsequent years. This would require the Human Resources Department to budget over 5 year period.

The Chairperson thanked Jon Rever, Director of Instruction, K to 12, Joan Streefkerk, Keith Stewart and Steve McLean of PCGEducation for their presentation.

Committee Members Queries/Comments

1. **Response to Query of Trustee Baxter at the June 2, 2010 Public Human Resources and Staff Services Committee Meeting regarding the installation of playground equipment at Peachland Elementary School.**

The Secretary-Treasurer was requested to join the meeting for the purpose of answering the Trustee query. He explained that a meeting was scheduled with Troy White, Principal, Peachland Elementary School, Cheryl Wiebe and the Boys and Girls Club. Cheryl Wiebe suggested that more research was required. The information provided is that a storage shed and moveable equipment is being considered for the Peachland Elementary School Playground.

Information Items

1. **Employee Wellness Committee Update**

The Director of Instruction – Human Resources reported that the June 7, 2010 Employee Wellness Committee Meeting was a very productive working session. The Employee Wellness Committee is scheduled to meet Thursday, September 16, 2010 at 2:30 p.m.

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

The Director of Human Resources – Labour Relations reviewed the Draft Administrative Procedure and explained to the Committee that the use of cell phones is not a policy matter but better dealt with as an Administrative Procedure. The use of cell phones and other electronic devices is illegal while driving. The administrative procedure outlines the requirements for the use of cell phones while at work.

Trustee Hunt-Binkley expressed concern around future changes to the Motor Vehicle Act and how it will impact this Administrative Procedure.

The Director of Human Resources – Labour Relations suggested that if changes do occur to the Motor Vehicle Act it will be necessary to update the Administrative Procedure.

The Director of Instruction – Human Resources explained that the Administrative Procedure Manual is updated on a regular basis by departments.

3. **Teacher Staffing Update 2010-2011**

The Director of Instruction – Human Resources provided an overview of teacher staffing. The start up for September went smoothly, we did have to recruit French Immersion teachers in August. The District Interview Team will interview in October for the Teacher On Call List. In response to a Trustee query, the Director of Instruction – Human Resources responded that the areas of focus would be on Technology Education, Band, Home Economics, as well as, Senior English teachers.

4. **Support Staffing Update 2010-2011**

The Director of Human Resources – Labour Relations he indicated that May and June can be a stressful time for Support Staff. The impact of retirements and budget decisions can cause positions to be eliminated or hours of work reduced. This can result in senior employees exercising their seniority rights and bumping more junior employees in preparation for the start of the new school year.

September is also a busy time for staffing. Student Support Services conducts a review to determine the actual number and allocation of CEAs and other resources to schools, based on the number of enrolling students who require additional support. This process resulted in over 30 CEA vacancies needing to be filled during the first two (2) weeks of school. In response to a query from Trustee Given, the Director of Human Resources – Labour Relations confirmed this was the normal process and in addition that six (6) CEA's were added to the TOC list.

The District will also be recruiting Relief Bus Drivers, Relief CEAs, Relief Clerical and Student Supervisors in the coming weeks.

Alice Rees, President, Central Okanagan Teachers' Association commended the Human Resources Department stating we have a tremendous Human Resources Department.

Items For Future Human Resources and Staff Services Committee Meeting

1. **Tobacco Control Act Update**

The Committee discussed the need for this to be on a future agenda. The consensus was that this can now be deleted as a future item as it has already been addressed through Policy 640 – District Tobacco-Free Environment.

2. **Policies and Procedures**

Trustee Hunt-Binkley suggested that the Committee review all Policies and Procedures for updating, that are relevant to the Human Resources Department.

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 relevant to Human Resources

Next Committee Meeting Date: November 3, 2010 – 4:30 p.m. Location: School Board Office Board Room

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