

## SCHOOL DISTRICT No. 23 – BOARD COMMITTEE REPORT

COMMITTEE: Human Resources and Staff Services DATE: December 1, 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 M. Baxter – Committee Member  
Trustee R. Cachioni  
Trustee W. Horning  
Trustee J. Watson

### Staff:

T. Beaudry, Assistant Superintendent  
L. Paul, Secretary-Treasurer  
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	Gord Kirsch	CUPE	Wendy Johnson
DSC	No Representative		

### Recognition/Presentations/Delegations

#### 1. **School Planning Councils Membership**

The Director of Instruction – Human Resources confirmed with a Legislative Analyst from the Ministry of Education, that the reference to “any board” in Appendix 710A – School Planning Councils (Appendix) is defined as “any school board of the province.”

The Director of Instruction – Human Resources also confirmed that a contractor, or a worker employed by a contractor, can be a member of a School Planning Council.

### Discussion/Action Items

#### 1. **BCPSEA Policy Templates**

Trustee Hunt-Binkley suggested the Committee recommend to the Board that a resolution to be brought forward at the BCPSEA’s Annual General Meeting on January 28 and 29, 2011. The proposed resolution would be to request that BCPSEA provide us with draft policies on some issues that are common across the province and utilize the expertise of the BCPSEA staff. This would also be cost effective and help identify emerging issues that require specific policy. The deadline for Submissions of Proposed Resolutions is December 8, 2010.

### OUTCOME:

THAT: The Human Resources and Staff Services Committee recommends to the Board that the Board of Education request that BCPSEA identify emerging human resources issues that would impact all School Districts and provide a draft policy for consideration by individual districts.

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

Trustee Baxter suggested a sub-committee be formed that would review the policies and bring forth recommendations to the Human Resources and Staff Services Committee.

The Committee discussed the members for the sub-committee. It was determined the sub-committee be comprised of Trustee Hunt-Binkley; Trustee Given; Ross Dumontet, Director of Instruction – Human Resources; Jim Colquhoun, Director of Human Resources – Labour Relations; Gord Kirsch on behalf of COPVPA along with representatives of COTA and CUPE.

3. **Human Resources and Staff Services Committee meeting schedule for 2011**

The Committee discussed the 2011 meeting schedule for the Human Resources and Staff Services Committee. Staff will draft up a 2011 schedule with the following points in mind:

- schedule the meetings on a monthly basis; and
- take into consideration the committee members involved in the various committees.

**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

Review of Policies and Procedures relevant to Human Resources

Next Committee Meeting Date: January 5, 2011 – 3:00 p.m. Location: School Board Office Board Room

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