

## SCHOOL DISTRICT No. 23 – BOARD COMMITTEE REPORT

COMMITTEE: Human Resources and Staff Services

DATE: January 5, 2011

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. Cacchioni

### **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  
COPVPA Gord Kirsch  
DSC No Representative

COTA Crystal Moore  
CUPE No Representative

### **Recognition/Presentations/Delegations**

#### **1. Evaluation Process for Principals and Vice-Principals**

The Director of Instruction – Human Resources provided an overview of the evaluation process for Principals and Vice-Principals. The process in place is based on Policy 230 and Regulations 230R which was reviewed and amended in June 2009. At that time the three major changes to Regulations 230R were the adoption of the BCPVPA Leadership Standards; focus on growth and improvement; and a more streamlined process. There are two processes in place: A Summative Process, which is a full appraisal and a Formative Process which is a growth plan process.

The Summative Process is completed by a Director for a Principal and by a Principal for a Vice-Principal. The final evaluative statement is either Satisfactory or Unsatisfactory.

Trustee Hunt-Binkley thanked the Director of Instruction – Human Resources for the presentation, and noted that the Committee worked long and hard on the Policy and Regulations and it is great to see it all coming together.

### **Discussion/Action Items**

#### **1. District Human Resources Newsletter Update**

The Assistant Superintendent reported that after a review of the Peel School District website, a Human Resources Newsletter was not located. The Assistant Superintendent suggested to the Committee that we ask, through our Leader Boards, if any districts in the province have a Human Resources Newsletter.

Trustee Hunt-Binkley requested that the Assistant Superintendent keep the Committee updated on the progress.

#### **2. Joint BCTF/CUPE Booklet:**

##### **Roles and Responsibilities of Teachers and Certified Education Assistants**

The Director of Human Resources – Labour Relations explained to the Committee that this booklet was a joint presentation between representatives of the BCTF and CUPE at the BCPSEA Symposium in November 2010. The booklet describes the Roles and Responsibility of Teachers and Certified Education Assistants.

The group that attended the BCPSEA Symposium thought it would be a good idea to bring this back to the District to determine what interest there was in actually adopting the work that has been done jointly by CUPE and the BCTF.

Trustee Hunt-Binkley requested that the representative for COTA take this booklet back to COTA for review, and ask how they feel about it to see if there is interest in using it. It was also requested that staff take this to the next CUPE Liaison Meeting for their input.

The Assistant Superintendent suggested that it would be advantageous to have our representative from COTA as well as CUPE discuss the Booklet together as this booklet clearly defines the roles and responsibilities of teachers and certified education assistants.

3. **BCPSEA AGM (January 28 and 29, 2011)**

It was confirmed that Trustee Hunt-Binkley; Trustee Given; Ross Dumontet, Director of Instruction – Human Resources; and Jim Colquhoun, Director of Human Resources - Labour Relations would be attending the BCPSEA AGM. After the meeting Trustee Hunt-Binkley will provide a report on the resolution that our Board has submitted.

4. **Schedule of Meetings 2011**

Trustee Hunt-Binkley requested that the Committee members make note of future dates for the Human Resources and Staff Services Committee meetings.

5. **Policy Review Sub-Committee Meeting**

Date: Tuesday, January 11, 2011  
Time: 2:00 p.m.  
Location: School Board Office, Small Meeting Room

Trustee Hunt-Binkley reminded the Committee of the Policy Review Sub-Committee Meeting. It was confirmed that members of the sub-committee are: Trustee Hunt-Binkley; Trustee Given; Ross Dumontet, Director of Instruction – Human Resources; and Jim Colquhoun, Director of Human Resources Labour Relations; Gord Kirsch on behalf of COPVPA; Scott Smillie on behalf of COTA; and Wendy Johnson on behalf of CUPE.

**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: February 2, 2011 – 4:30 p.m. Location: School Board Office Board Room

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