

SCHOOL DISTRICT No. 23 – BOARD COMMITTEE REPORT

COMMITTEE: Human Resources and Staff Services DATE: February 2, 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
M. Bennett, Human Resources/Payroll Assistant
C. Ikesaka, (Recorder)

Partner Group Representation:

COPAC No Representative
COPVPA Gord Kirsch
DSC No Representative

COTA Alice Rees
CUPE Bill Zeman (Roxanne McKnight)

Committee Members Queries/Comments

1. Trustee Given confirmed that she would not be able to attend the February 14, 2011 Policy Review Sub-Committee Meeting and requested that Trustee Baxter attend in her place.

Discussion/Action Items

1. **Review of Policies and Procedures: Section 1 and 2 (up to Policy 230)**
The Committee discussed further amendments to: Policy 140 - School Board Committees; Policy 165 – Human Resources and Staff Services Committee; Policy 167 – Board Participation in Collective Bargaining Process; Policy 220 – Principals and Vice-Principals: Selection, Appointment and Transfer; Regulations 220R – Principals and Vice-Principals: Selection, Appointment and Transfer (Regulations); Policy 230 – Principal and Vice-Principal Evaluation of Performance; and Regulations 230R – Principal and Vice-Principal Evaluation of Performance (Regulations). The Committee concurred that Policy 140 – School Board Committees be referred to the General Affairs Committee for further review and the remainder of the Policies as listed above be forwarded to the Board for approval.

OUTCOME:

THAT: The amended Policies and Regulations as listed below, be forwarded to the Board of Education for approval.

Amended Policy 165 – Human Resources and Staff Services Committee

Amended Policy 167 – Board Participation in Collective Bargaining Process

Amended Policy 220 – Principals and Vice-Principals: Selection, Appointment and Transfer

Amended Regulations 220R – Principals and Vice-Principals: Selection, Appointment and Transfer (Regulations)

Amended Policy 230 – Principal and Vice-Principal Evaluation of Performance

Amended Regulations 230R – Principal and Vice-Principal Evaluation of Performance (Regulations)

Information Items

1. **BCPSEA AGM (January 28 and 29, 2011)**
Trustee Given reported that the sessions held at the BCPSEA AGM were well attended. Good discussion on the wired workplace and social media and where it fits in our responsibilities of the 21st Century Learning as well as social networking and technology took place.

The Director of Instruction – Human Resources explained to the Committee that until recently teachers applied to the District through Make a Future. Make a Future has eliminated the \$12 application fee when applying through their service. School District No. 23 was waiting for this fee to be eliminated before requesting that support staff apply through Make a Future. This will benefit the District in that

there is only one location for storage of applications whether they are teachers or support staff, and this will eliminate storing applications in two different systems.

Trustee Hunt-Binkley reported that the Board of Education's resolution for BCPSEA to provide draft policies on new or emergent items did not pass but was referred to the Board of Directors for further discussion.

2. **Schedule of Meetings 2011**

Trustee Hunt-Binkley confirmed that she will not be able to attend the March 2, 2011 Human Resources and Staff Services Meeting. The Committee discussed and agreed to cancel the March 2, 2011 Human Resources and Staff Services Meeting.

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

Date: Tuesday, April 12, 2011
Time: 2:00 p.m.
Location: School Board Office, Small Meeting Room

4. **CUPE / BCTF Paper on Roles and Responsibilities of Teachers and Certified Education Assistants**

The Director of Human Resources – Labour Relations updated the Committee on the use of the CUPE / BCTF paper on Roles and Responsibilities of Teacher and Certified Education Assistants. This document has been in use in the district since it was first published and is distributed to new employees through the orientation process. It would be the intent of the District to substitute the updated document and continue to distribute through the orientation process.

5. **District Human Resources Newsletter Update**

The Assistant Superintendent explained that an e-mail was sent out to sixty (60) districts asking them if they produce a Human Resources Newsletter. Fifty-nine (59) replied back that they do not produce a Human Resources Newsletter. Confirmation was received from the Labour Relations Assistant of the Peel School District that they do not publish a Human Resources Newsletter.

The consensus was that the Committee will not pursue publishing a Human Resources Newsletter.

6. **Employee Recognition Reception**

The Director of Instruction – Human Resources reported that the Employee Recognition Reception will be held on Thursday, April 7, 2011 at the Coast Capri Hotel. The event starts at 4:00 p.m.

7. **Retirement Banquet**

The Director of Instruction – Human Resources reported that the Retirement Banquet will be held on Saturday, June 11, 2011 at the Coast Capri Hotel. The event starts at 6:00 p.m.

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: April 6, 2011 – 4:30 p.m. Location: School Board Office Board Room

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