

## SCHOOL DISTRICT No. 23 – BOARD COMMITTEE REPORT

COMMITTEE: Human Resources and Staff Services DATE: November 7, 2007

CHAIRPERSON: Gail Scanlan STAFF CONTACT: R. Odlum, Director of Instruction - Human Resources

### Attendees:

Trustee G. Scanlan (Chairperson)  
Trustee W. Horning - Committee Member  
Trustee M. Baxter – Acting Committee Member

### Staff:

R. Odlum, Director of Instruction - Human Resources  
R. Dumontet, District Principal  
J. McCallum, Human Resources Officer  
C. Ikesaka, Confidential Secretary (Recorder)

Absent: Trustee A. Hunt-Binkley - Committee Member

### Partner Group Representation:

COPAC No Representative  
COPVPA No Representative  
DSC No Representative

COTA No Representative  
CUPE Bill Zeman, President

### Agenda

Add: 7.5 Apprenticeship Opportunities  
Move: 7.3 to 7.1 Process for Hiring Interpreters

### Public Question/Comment Period

#### 1. **Jacqui Sproule, President of ACES Committee**

Jacqui Sproule, on behalf of the ACES Committee, would like to know how their committee can have input to the policies that are established. How can ACES have access to future agendas and possible recommendations? Trustee Baxter and Trustee Horning suggested that they gather information from the Director of Instruction – Student Support Services on upcoming agenda items that pertain to special needs policies. All agendas are also posted on the District website and forwarded to COPAC in advance of the meeting dates.

The ACES Committee would like to know what are the qualifications and who determines the qualifications of ASL Interpreters. The Director of Instruction – Human Resources explained that the determination of the qualifications is done by Dr. Peter Molloy in conjunction with his specialized teachers.

Ms. Sproule believes that elementary children require a very high level of ASL interpretation to facilitate the development of their language. What the District deems qualified is not necessarily the same for the deaf and hard of hearing community. The District Principal – Human Resources explained that we do not always have the opportunity to match the child and the interpreter personalities due to a variety of challenges i.e. political issues, collective agreement. It is not always possible to come to a mutual agreement.

### Committee Members Queries/Comments

1. Trustee Horning wondering whether there is a way to get information on how many people are away for the flu every year and whether the flu shots are a benefit. Rod Odlum, Director of Instruction – Human Resources states that it would be very difficult to measure and separate that information.

### Information Items

**1. School District 23 Employee Attendance Summary July 1/06 through June 30/07**

Rod Odlum, Director of Instruction – Human Resources, provided an overview. The Committee discussed the various work groups and their uniqueness (i.e. Custodians are exposed more frequently due to the nature of their job. Cleaning washrooms and taking out garbage. The size of the work group.) We try to reduce that by participating in the joint early intervention service with support staff, a rehab service and weekly disability management meetings, WorkSafe and return to work plans to try to bring employees back to their jobs or modifications to their jobs as early as possible. The statistics show that the longer you are out of your job the less likely you will return. Both unions and management are very cooperative with the same goal. The Wellness Committee is just starting up and hopefully if we stay healthy we can reduce some of the illnesses and injuries. Trustee Horning wonders if there has been any research on the types of buildings for example new building versus an older building or air quality is considered. Rod Odlum, Director of Instruction – Human Resources explains that if we have concerns that the air quality is poor we will have the air quality investigated. On a proactive basis we do have a filter replacement procedure in place that meets the industry requirements. Falls and trips in parking lots. We do try to provide alternate ways to do the heavy lifting, alternate tools, ergonomic assessment on the entire district and looked at every body's work stations. We try to avoid having employees absent or re-injure themselves. Bill Zeman compliments the Human Resources Department for their participation with Joint Early Intervention (JEIS). Hopefully the Wellness Committee will pay some dividends.

**2. Exit Interview**

Rod Odlum, Director of Instruction – Human Resources, provided an update. Most of the feedback at this time is from retired teachers. Trustee Baxter has concerns regarding confidentiality of the surveys. Bill Zeman suggests with the trades staff that filling out paper is not a priority so a face to face interview is best.

**Outcome:**

**THAT: The Human Resources and Staff Services Committee send as an information item to the Coordinating Committee.**

**3. Recognition of Staff and Volunteers**

The Committee discussed possible dates for the plants to be delivered. Consensus was that the plants would be delivered on November 21<sup>st</sup>, 2007 and the Trustees could deliver the plants to the appropriate sites on either November 22<sup>nd</sup> or November 23<sup>rd</sup>.

**4. Apprenticeship Opportunities**

Bill Zeman, President, C.U.P.E. Local 3523, provides an overview of the application for apprenticeship opportunities fund. The Committee discussed the apprenticeship opportunities, Trustee Baxter thinks this is a fantastic opportunity. Timeline is of concern but this is a one time deal and if we do not submit the application we lose the opportunity.

**Outcome:**

**THAT: The Human Resources and Staff Services Committee recommends that the staff investigate the apprenticeship opportunities fund and make recommendations to the Board.**

Next Committee Meeting Date: January 9, 2008 - 4:30 p.m. Location: School Board Office Board Room

Questions: Please Contact: Trustee Gail Scanlan Phone: (250) 764-2469

