

## SCHOOL DISTRICT No. 23 – BOARD COMMITTEE REPORT

COMMITTEE: Human Resources and Staff Services DATE: April 5, 2006

CHAIRPERSON: Gail Scanlan STAFF CONTACT: M. Roberts

### **Attendees:**

Trustee G. Scanlan (Chairperson) M. Roberts, Director of Instruction - Human Resources - Senior staff  
Trustee S. Nicholl (Committee member) C. Ikesaka (recorder)  
Trustee W. Horning (Acting Committee member)  
Trustee M. Baxter  
Absent: Trustee A. Hunt-Binkley (Committee member)

### **Partner Group Representation:**

COPAC Violet Frost, District Associate to BCCPAC  
COPVPA Scott Sieben, COPVPA Member  
CUPE 3523 Bill Zeman, President

### **Minutes**

*Note: Detailed Minutes of Committee meetings are available on request. To obtain copies of Minutes of the Human Resources and Staff Services Committee Meetings, please phone the office of the Director of Instruction – Human Resources at 470-3259.*

The Committee adopted the Minutes of the February 1, 2006 meeting as amended.

### **Information Items**

The Director of Instruction – Human Resources presented an overview of the recruiting/staffing process starting from January 1<sup>st</sup> to December 31<sup>st</sup> each year explaining how the process is constructed from data obtained from the different departments (finance, operations, education, human resources).

Rod Odlum, District Principal – Human Resources presented to the committee an overview of the spring staffing preparation and implementation process focusing on staffing timelines, spread sheet calculations and staffing allocation of each individual schools.

The Director of Instruction – Human Resources gave an update on the Flu Shot Program, noting that the number of individuals taking advantage of the flu shot is declining somewhat, while the number of sick days has also been declining. There is no apparent correlation between the two. The Director of Instruction – Human Resources recommends that employees should take advantage of the flu shot program and that the program continue (supported by Interior Health).

The Director of Instruction – Human Resources presented to the committee graphing of the School District 23 Employee Attendance Summary July 1, 2005 to December 31, 2005 as well as some historic data. The committee was able to now see the trends through the graphs. The overall sick leave trends are going down.

Next Committee Meeting Date: June 7, 2006 - 4:00 p.m. Location: School Board Office Board Room

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