

SCHOOL DISTRICT No. 23 – BOARD COMMITTEE REPORT

COMMITTEE: Personnel and Staff Services DATE: February 1, 2006

CHAIRPERSON: Gail Scanlan STAFF CONTACT: M. Roberts

Attendees:

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

Partner Group Representation:

COPAC Violet Frost, District Associate to BCCPAC
COPVPA Scott Sieben, COPVPA Member
CUPE 3523 Robbie Borden, Secretary-Treasurer

Minutes

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

Action

The February 1, 2006 meeting of the Personnel and Staff Services Committee featured two Action Items:

Review of Policies relative to new committee structure.

A revised recommendation of the draft policy was approved for forwarding to the Board.

School District 23 Employee Attendance and Support Program

The committee reviewed at some length suggested revisions to the draft policy and attendance program manual. All partner groups present supported the program implementation. A revised draft policy and program manual will go forward to the Board for adoption at the February 22, 2006 public meeting.

Information Items

The Director presented a draft of the July 1, 2005 to December 31, 2005 District employee attendance summary report to the committee. A variety of changes and improvements to the draft report were suggested, including historical graphs. The Director will make the suggested changes and additions for review by the committee members before circulation to the Board.

Future Agenda Items

- Overview of recruitment and planning, determination of need, selection and appointment of teachers and support staff.
- Overview of Human Resources process in preparation for spring staffing.
- Update of the Flu Shot Program.

Next Committee Meeting Date: April 5, 2006 - 4:00 p.m. Location: School Board Office Board Room

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