



Personnel Committee Minutes

Tuesday, October 5, 2010 – 10:00 a.m.
Board room, Administration Office

Present: L. Ross, Chairperson, R. Coey (entered at 10:20 a.m.), D. Karnes, J. Murray, G. Barnes, G. Malazdrewicz, Dr. Michaels, B. Switzer

1. CALL TO ORDER

Dr. Ross, Chairperson, called the meeting to order at 10:10 a.m.

2. APPROVAL OF AGENDA

The Personnel Committee Agenda was approved with the addition of a personnel item for information.

3. COMMITTEE GOVERNANCE GOAL ITEMS

NIL

4. OTHER COMMITTEE GOVERNANCE MATTERS

A) Policy Review – Part 5

Policy 5031 (Draft) Employment of Educational Assistants was reviewed in detail as circulated. The Committee agreed that in addition to the changes presented, the policy should be renamed as “Allocation for Appropriate Education Programming” and be placed under Part 3 – Finance and Budget in the Divisional Policy Manual. (Attached as Appendix “A”)

Recommendation:

That Policy 5031 – “Employment of Educational Assistants” be rescinded.

That Policy 3030 – “Allocation for Appropriate Educational Programming” be approved.

B) Policy Revision

Policy 5016 – “Educational Assistant Professional Development”, Policy 5037 – “Custodial/Custodial Assistant Entitlements”, and Policy 6026 – “Administrative Officer – Crocus Plains Regional Secondary High School” were reviewed as circulated. The policies were discussed noting the wording changes presented. The Committee agreed that wording changes to the three policies be forwarded for Board approval.

Recommendation:

That Policy 5016 be amended as follows:

- The words “Teacher Aide” be changed to “Educational Assistant” in the title of the Policy and throughout the body of the Policy;
- The word “Superintendent’s” in the first sentence be removed and replaced with the words “Secretary-Treasurer’s or Assistant Secretary-Treasurer’s”.

That Policy 5037 – “Custodial/Custodial Aide Entitlements” be amended as follows:

- The word “Aide” be changed to “Assistant” in the title of the Policy and throughout the body of the Policy;
- The words “(E.g. St. Augustine/Sacred Heart, Kirkcaldy Heights/David Livingstone)” shall be removed from paragraph number 1 of the policy;

- The words “a maximum of” and “space” in paragraph number 2 shall be removed;
- In paragraph number 3 the words “less than” be replaced with the words “variations to”; the words “or above” be inserted before the word “capacity”; the words “reduced” be replaced with the words “varied”; the word “adequate” be replaced with the word “appropriate”; the word “Secretary-Treasurer” be replaced with the words “Director of Facilities and Transportation” and the words “to the Secretary-Treasurer” be added to the end of the paragraph.
- In paragraph number 4 the words “exceptions” be removed and replaced with the words “budget over-expenditures related” and the word “decision” be replaced with the word “approval”.

That Policy 6026 be amended as follows:

- The words “Assistant” be changed to “Officer” in the title of the Policy and throughout the body of the Policy.

C) Joint Job Evaluations

Trustee Coey provided a verbal update on the Joint Job Evaluation process presently taking place for the various CUPE Custodial positions. The Committee was advised that it was planned to complete the process this week and forward late correspondence to the Board at the October 12, 2010 Regular Board.

5. OPERATIONS INFORMATION

Dr. D. Michaels verbally reported on an administrative personnel matter.

6. NEXT REGULAR COMMITTEE MEETING: TBA

The meeting adjourned at 11:10 a.m.

Respectfully submitted,

L. Ross, Chairperson

R. Coey

D. Karnes

J. Murray