

| ANNAPOLIS VALLEY REGIONAL SCHOOL BOARD HUMAN RESOURCES COMMITTEE Record of Motions Acted Upon or Recommended to the Board from Minutes of September 19, 2017 | | |
|---|--|-----------------------|
| HR017:097 | Instructional Staff Retirement It was moved by Donna Johnstone and seconded by Phil Van Zoost that the following retirement be accepted with best wishes for a happy and healthy retirement: <ul style="list-style-type: none"> Kelly Sheehan, Educational Assistant at Wolfville School, effective September 2, 2017. | Motion Carried |
| HR017:098 | Instructional Staff Resignation It was moved by Peter Cromwell and seconded by Jackie Foster that the following resignation be accepted with regret: <ul style="list-style-type: none"> Catherine Gibson, Educational Assistant at Port Williams Elementary School, effective September 22, 2017. | Motion Carried |
| HR017:99 | Operational Staff Retirement It was moved by Phil Van Zoost and seconded by Donna Johnstone that the following retirement be accepted with best wishes for a happy and healthy retirement: <ul style="list-style-type: none"> Jack Sabean, Custodian at Annapolis East Elementary School, effective December 31, 2017. | Motion Carried |
| HR017:100 | Operational Staff Resignations It was moved by Jackie Foster and seconded by Donna Johnstone that the following resignations be accepted with regret: <ul style="list-style-type: none"> Lorna Penman, Cafeteria Worker at Bridgetown Regional Community School, effective August 31, 2017; Cindy MacLennan, Head Cafeteria Worker at Windsor Forks District School, effective September 29, 2017. | Motion Carried |
| HR017:103 | Board Policy to be Amended It was moved by Donna Johnstone and seconded by Peter Cromwell that the following recommendation be made to the Board: It is recommended to the Annapolis Valley Regional School Board that Board Policy 305.20 – Acceptable Use of Technology be approved as amended (copy attached – underlined text is to be added and strikethrough text is to be deleted). | Motion Carried |
| HR017:104 | Board Policy to be Amended It was moved by Phil Van Zoost and seconded by Donna Johnstone that the following recommendation be made to the Board: It is recommended to the Annapolis Valley Regional School Board that Board Policy 305.24 – Personal Care be approved as amended (copy attached – underlined text is to be added and strikethrough text is to be deleted). | Motion Carried |
| HR017:105 | Board Policy to be Discontinued It was moved by Jackie Foster and seconded by Donna Johnstone that the following recommendation be made to the Board: It is recommended to the Annapolis Valley Regional School Board that Board Policy 305.23 – Employee Orientation be discontinued as it is now included in the Board Policy 306.02 Recruitment, Hiring and Selection Process (copy attached). | Motion Carried |

**Annapolis Valley Regional School Board
Human Resources Committee Meeting
Tuesday, September 19, 2017
1:30 p.m.**

The Human Resources Committee of the Annapolis Valley Regional School Board met on Tuesday, September 19, 2017, at 1:30 p.m. in the Education Room at Regional Office, Berwick.

Present: Sandy Fraser, Chair; Peter Cromwell; Jackie Foster; Donna Johnstone; Phil Van Zoost; Erica Weatherbie, Director of Human Resources; and Suzanne Huestis, Recording Secretary

Regrets: Nancy Bigelow-Acker, Vice Chair; Tassa Kennedy; and Stephen Amirault, Regional Education Officer

In Attendance: Debbie Graves, Coordinator of Human Resources; Lesley MacDonald, Coordinator of Human Resources; Roberta Kubik, Superintendent; Lavinia Parrish Zwicker, Board Chair; and Meghan Lambert, Occupational Health and Safety Officer

Sandy Fraser called the meeting to order at 1:30 p.m.

APPROVAL OF AGENDA

HR017:095

Approval of Agenda

It was moved by Donna Johnstone and seconded by Phil Van Zoost that the agenda be approved as circulated.

Motion Carried

MINUTES OF August 29, 2017

HR017:096

Approval of Minutes of August 29, 2017

It was moved by Jackie Foster and seconded by Phil Van Zoost that the minutes of August 29, 2017 be approved.

Motion Carried

PERSONNEL ISSUES

HR017:97

Instructional Staff Retirement

It was moved by Donna Johnstone and seconded by Phil Van Zoost that the following retirement be accepted with best wishes for a happy and healthy retirement:

- Kelly Sheehan, Educational Assistant at Wolfville School, effective September 2, 2017.

Motion Carried

HR017:98

Instructional Staff Resignation

It was moved by Peter Cromwell and seconded by Jackie Foster that the following resignation be accepted with regret:

- Catherine Gibson, Educational Assistant at Port Williams Elementary School, effective September 22, 2017.

Motion Carried

HR017:99

Operational Staff Retirement

It was moved by Phil Van Zoost and seconded by Donna Johnstone that the following retirement be accepted with best wishes for a happy and healthy retirement:

- Jack Sabean, Custodian at Annapolis East Elementary School, effective December 31, 2017.

Motion Carried

HR017:100

Operational Staff Resignations

It was moved by Jackie Foster and seconded by Donna Johnstone that the following resignations be accepted with regret:

- Lorna Penman, Cafeteria Worker at Bridgetown Regional Community School, effective August 31, 2017;
- Cindy MacLennan, Head Cafeteria Worker at Windsor Forks District School, effective September 29, 2017.

Motion Carried

HR017:101

Move In Camera

It was moved by Donna Johnstone and seconded by Phil Van Zoost to move In Camera at 1:33 p.m.

Motion Carried

HR017:102 Move to Regular Session

It was moved by Phil Van Zoost and seconded by Jackie Foster that the meeting move to a regular session at 1:50 p.m.

Motion Carried

BUSINESS ARISING

Board Policy Review and Monitoring

305.20 - Acceptable Use of Technology

Ms. Weatherbie reviewed Board Policy and Administrative Procedure 305.20. In the Administrative Procedure, the language was strengthened in the opening statement to include all employees, Board Members and volunteers. Throughout the remainder of the Administrative Procedure, to be concise, only employees were used. The language was improved in the Acceptable Use of Technology section to be consistent with the Unacceptable Use of Technology section.

HR017:103

Board Policy to be Amended

It was moved by Donna Johnstone and seconded by Peter Cromwell that the following recommendation be made to the Board:

It is recommended to the Annapolis Valley Regional School Board that Board Policy 305.20 – Acceptable Use of Technology be approved as amended (copy attached – underlined text is to be added and strikethrough text is to be deleted).

Motion Carried

305.24 - Personal Care

Ms. Weatherbie reviewed Board Policy and Administrative Procedure 305.24. Gender was changed to sex to be consistent in the wording throughout the policy.

HR017:104

Board Policy to be Amended

It was moved by Phil Van Zoost and seconded by Donna Johnstone that the following recommendation be made to the Board:

It is recommended to the Annapolis Valley Regional School Board that Board Policy 305.24 – Personal Care be approved as amended (copy attached – underlined text is to be added and strikethrough text is to be deleted).

Motion Carried

306.2 – Recruitment, Selection and Hiring Process

Ms. Weatherbie reviewed Board Policy and Administrative Procedure 306.2. New language was added to 10.0 Orientation of New Employees to include the requirement to complete and review documents in SuccessFactors. This captures the information from Board Policy 305.23 Employee Orientation. The Administrative Procedure is approved by the Superintendent.

305.23 – Employee Orientation

Ms. Weatherbie reviewed Board Policy 305.23. It was suggested to discontinue this policy as it is embedded in Recruitment, Selection and Hiring Process Board Policy 306.2.

HR017:105

Board Policy to be Discontinued

It was moved by Jackie Foster and seconded by Donna Johnstone that the following recommendation be made to the Board:

It is recommended to the Annapolis Valley Regional School Board that Board Policy 305.23 – Employee Orientation be discontinued as it is now included in the Board Policy 306.02 Recruitment, Hiring and Selection Process (copy attached).

Motion Carried

AUTOMATED EXTERNAL DEFIBRILLATORS (AEDs)

Meghan Lambert, Occupational Health and Safety Officer, made a presentation on Automated External Defibrillators (AEDs). Highlights of the presentation include: cost, maintenance, training, access and after-school hours use. AEDs information will be reviewed annually at a Human Resources Committee meeting.

Lavinia Parrish-Zwicker, Sandy Fraser, and Peter Cromwell thanked Meghan Lambert for her informative presentation.

NEW BUSINESS

CORRESPONDENCE

There was no correspondence referred to the Committee.

NEXT MEETING DATE

The next regular scheduled meeting will be Tuesday, October 17, 2017, at 1:30 p.m. in the Education Room at Regional Office.

ADJOURNMENT

HR017:106

It was moved by Phil Van Zoost and seconded by Donna Johnstone that the meeting be adjourned at 3:05 p.m.

Motion Carried

Suzanne Huestis, Recording Secretary

Sandy Fraser, Chair



Annapolis Valley
Regional School Board
Working Together for Students

Acceptable Use of Technology for Employees Board Policy



Department: Human Resources

Section: Employee and Labour Relations

Employees, school board members and volunteers share a responsibility for demonstrating good digital citizenship and respect through appropriate and responsible behaviour when using technology. This policy is intended to provide a balance between supporting access to technology resources to facilitate operations of the Board, to facilitate learning, to manage risk and to outline responsibilities of those mentioned above when using technology.

Employees require information technology to efficiently and effectively perform duties and responsibilities in a manner that supports the mission and objectives of the Annapolis Valley Regional School Board. Employees use information technology to work with and support information needs and to access, use and communicate information available from a variety of sources and for professional learning. ~~These sources include, but are not limited to Local Area Networks (LANs), Wide Area Networks (WANS), remote access (dial-up and VPN), Internet, and telephone network.~~

This policy applies to all employee, board member and volunteer users of the Board's ~~network and computer resources~~, technology and to all use of those resources whether on site or from remote locations. ~~All information, in whatever form, stored on any media, is an asset and the property of the Annapolis Valley Regional School Board. Physical assets owned and utilized in the processing of this information are the property of the Board.~~

The *Education Act* requires that all school boards cooperate with government departments and agencies in fostering an orderly and safe learning environment, including the promotion of safe and respectful use of network and electronic communications.

~~Remote access by employees to networks must be approved by the employee's immediate supervisor and the Coordinator of Management Information Systems or designate.~~

Specifically

- ~~1.0 All employees must comply with federal and provincial legislation/regulations, for example copyright.~~
- ~~2.0 All employees must comply with Board policy and administrative procedures, e.g. Harassment, Discrimination.~~
- ~~3.0 All employees must comply with contract and software licenses.~~
- ~~4.0 Employees shall use only those computer resources for which they are authorized, and only to the manner and extent authorized.~~
- ~~5.0 Employees shall be responsible for the security of passwords/PINS, and logging out of accounts.~~
- ~~6.0 Supervisors and teachers are accountable for safeguarding information and physical assets under their control in the workplace and classroom. All employees are responsible for the protection of these assets from unauthorized use, modification, disclosure or destruction (whether accidental or intentional) and for maintaining the integrity of these assets and their availability to others as required in the performance of their duties.~~
- ~~7.0 Employees who fail to comply with this policy and administrative procedures will be disciplined, in accordance with respective collective agreements and terms and conditions of employment.~~
- ~~8.0 Any materials that violate Board policy, provincial and federal laws/regulations are not to be stored, displayed, transmitted, or otherwise linked to the Board's information technology services, facilities and equipment.~~
- ~~9.0 Confidentiality and privacy of employees, students, and other personal data must be maintained, specifically as it relates to the Freedom of Information and Protection of Privacy Act (Nova Scotia).~~
- ~~10.0 Communication using the technology services such as e-mail must reflect the highest standard of courtesy and professional conduct.~~

Monitoring

- The Director of Human Resources is responsible for the implementation, monitoring and revision of this policy.
- This policy will be monitored annually.

Board Approved: May 4/05

Ref: AP 305.20

Monitoring Date: Annually

Revised:



Personal Care Board Policy



Department: Human Resources
Section: Employee and Labour Relations

The Annapolis Valley Regional School Board believes all students should have equitable access to learning, opportunities for achievement, and the pursuit of excellence in all aspects of their educational programs. Special Education programs and services enable students with special needs to have equitable access to learning and opportunities to pursue and achieve the goals of their educational programs. Within these Special Education services, there may be a requirement to provide personal care services by employees who have received the appropriate training. Variables such as the student's physical ability, cognitive level, behavioural concerns, age and sex should be considered in the provision of personal care.

~~The Annapolis Valley Regional School Board recognizes that in providing services to students there may be a requirement to provide personal care and/or services such as toileting, lifting and positioning.~~

Specifically

- ~~• All employees involved in toileting and personal care procedures should be trained in standard infection control procedures. All employees involved in supporting students with medical conditions should receive the appropriate training.~~
- ~~• Issues of physical ability, cognitive level, behavioural concerns, age, gender and confidentiality should be considered in relation to personal care, including toileting.~~

Monitoring

- The Director of Human Resources is responsible for the implementation, monitoring and revision of this policy.
- This policy will be monitored annually.

Board Approved: June 7/06
Ref: AP 305.24
Monitoring Date: Annually
Revised:



Employee Orientation Board Policy



Department: Human Resources
Section: ~~Employee and Labour Relations~~

~~The Annapolis Valley Regional School Board provides a formal orientation to welcome new employees and provide information.~~

~~Specifically~~

- ~~• An orientation package will be provided to all new employees at the commencement of their employment.~~
- ~~• It is the responsibility of Human Resources to compile an orientation package for new employees specific to the position.~~
- ~~• It is the responsibility of the immediate supervisor to ensure that the new employee receives the orientation package.~~
- ~~• The orientation program will:~~
 - ~~• provide the new employee with the Board's Mission Statement.~~
 - ~~• ensure employees are aware of relevant policies and procedures.~~
 - ~~• provide information on terms and conditions of employment.~~
 - ~~• provide an opportunity to review job descriptions and clarify job expectations.~~
 - ~~• provide an opportunity to ensure employees have completed the required forms.~~

Monitoring

- ~~• The Director of Human Resources is responsible for the implementation, monitoring and revision of this policy.~~
- ~~• This policy will be monitored annually.~~

Board Approved: November 2/05
Ref: AP 305.23
Monitoring Date: Annually
Revised:



Annapolis Valley
Regional School Board
Working Together for Students

Recruitment, Selection and Hiring Process
Board Policy



Department: Human Resources
Section: Employee Selection

The Annapolis Valley Regional School Board believes that the purpose of the recruitment, selection and hiring process is to hire the best candidate for the available position in support of the Mission Statement of the Board:

“...To create a supportive, student-centred environment, where each student succeeds and all educational partners are respected and valued.”

Specifically

- The decision-making component of the recruitment, selection and hiring process will be fair and unbiased.
- The recruitment, selection and hiring process will support hiring without discrimination, in compliance the *Human Rights Act (Nova Scotia)*.
- The recruitment, selection and hiring process will complement the Race Relations, Cross Cultural Understanding, and Human Rights Policy of the Board; specifically, compliance with the Employment Equity process.
- The recruitment, selection and hiring procedures must be in compliance with Union collective agreements or the Terms and Conditions of Employment for Non-Union Employees Policy.

Monitoring

- The Director of Human Resources is responsible for the implementation, monitoring and revision of this policy.
- This policy will be monitored annually.

Board Approved: March 5/03

Ref: AP 306.2

Monitoring Date: Annually

Revised: October 1/14; January 6/16