

Human Resources Department

Board Report

Month: April 2025

Administrator: Meredith Lewis/ Tom Zahrt

Update:

Employee Contract Renewal Process –

The HR Department is currently managing the Employee Contract Renewal Process for all non-bargaining employees. This includes updating the 2025–26 work calendars and pay schedules in the PowerSchool system to ensure accurate contract details. HR also collaborates with Administrators to gather employee performance data and any exceptions that may impact contract decisions. The department is actively preparing for the distribution of new contracts, which is scheduled for May 30.

Special Education Paraprofessional Pathway Rollout -

The HR Department is leading the rollout of the new Special Education Paraprofessional Pathway to ensure a smooth transition for all affected employees. HR is developing a comprehensive presentation to explain the new process and will conduct in-person sessions with all impacted paraprofessionals to provide clarity and answer questions. Additionally, HR is working closely with administrators to evaluate individual performance and accurately place each paraprofessional on the appropriate step of the new Grade 12 pay schedule.

Action Item:

N/A

Fiscal Impact:

N/A

Attachments:

N/A

