

## **HUMAN RESOURCES COMMITTEE MEETING – PUBLIC MINUTES**

**Tuesday, May 15, 2018 8:45 a.m. – 9:30 a.m.**

**In Attendance:** Trustee Brown, Trustee Donohue, Associate Superintendent Kim Martin, Rob Millard (WVTA), Bruce Scott (WVMEA), Michelle Labounty (WVAA), Stephanie Mascoe (HR), Amy Rafuse (HR), Nikki Bundeovski (HR); Danielle Katerberg (DPAC)

**Regrets:** Andy Franks (DPAC)

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The meeting commenced at 8:45 am and was Chaired by Trustee Brown.

### **1. Conversions & Recruitment (Stephanie Mascoe)**

#### **a. Teachers**

We have converted forty-seven (47) teachers to continuing status. The teachers cover a range of subjects and speciality positions. (For example: 10 French/French Immersion; 3 counselling; 3 music; 14 student support (ELL, LST)) We have a few more that are completing evaluations and are in progress.

First round of teacher postings goes up today. There will be approximately 20 postings in the first round. It will be a combination of internal and external postings. We continue to anticipate some challenges with recruitment of speciality positions.

We are interviewing and making conditional offers to new graduates. Principal Labounty offered WVAA members as guest teachers to the post secondary Faculty of Education to get the West Vancouver brand in front of new candidates.

We continue to hire for the TTOC list and have been pleased by the quality and quantity of recent applicants.

#### **b. Support Staff**

First round of support staff postings go up today. The majority will be Education Assistants. We continue to see quite a bit of movement with these employees. The demand for Education Assistants is high. We have tried different recruitment strategies to connect with potential applicants including going directly to the institutions offering EA programs. Last

meeting we reviewed the Information Session with Capilano University where we had West Vancouver residents attend who were interested in becoming EAs.

**c. Excluded Staff**

Our new Manager of Facilities – Jason Wright - started on May 7. He has worked in similar roles both at UBC and Quest University. We also have a new Manager of Purchasing and Transportation - Janine Carpino. She started with us April 3<sup>rd</sup> bringing with her over 15 years of purchasing management experience from the retail sector.

Lynne Tomlinson, Director of Instruction, has been seconded to UBC as the Assistant Dean within the Department of Education. Her transition to UBC started this week. She will be at UBC full time next year.

Craig Cantlie, Principal of Caulfeild, will be moving to Dubai as the Principal of the Dubai American Academy. His wife Charity, a teacher at Gleneagles, will accompany him and will be teaching at the same school.

In terms of other administrative changes, we are expecting the announcement to come today from Superintendent Kennedy.

**d. Retirements**

Retirement numbers are lower than expected at this point in the year.

WVTA – 7

WVMEA – 13

Exempt – 2

Mr. Millard indicated that a few more teacher retirements may be forthcoming.

**2. Make a Future & Provincial (Stephanie Mascoe)  
Recruitment Initiatives**

Make a Future is working in partnership with the government and other organizations to gather information about the labour market shortages. The plan is to develop a labour market workforce plan. The BCSSA and BCPSEA are also working jointly on two projects to support districts with recruitment and retention. One is a best practices portal for HR staff and will provide information on recruitment, retention, selection, etc. The other will be a video project titled, Teach in BC and will be used as a branding tool to help recruit people to this province.



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The Embassy of Canada in France is holding a virtual job fair for Canadian employers looking to recruit highly skilled French candidates. We will be participating to see if there are educators in the recruitment pool. The Canadian government has taken measures to assist with immigration issues

### **3. Summer Learning (Kim Martin)**

Summer Learning opened for registration on 1 May 2018. On the first day we received 652 applications. As of 14 May 2018, we have a total of 1177 registrations. This is up approximately 220 students over last year. The increased interest occurs at every level: primary, intermediate and secondary.

Of interest, there are 180 out of district applications; 19 applications from Collingwood students and 6 applications from Mulgrave students.

Postings are closed and applicants under review by Summer Learning Principal Grant. Classes will be assigned to teachers and confirmation issued to parents. Waitlists will be established and new classes added as complete cohorts are formed.

### **4. Enrollment 2018-2019 (Kim Martin)**

General enrollment for our next school year remains strong. The numbers are still preliminary and continue to fluctuate. We are up approximately 50 students from our June, 2017 enrollment numbers.

We continue to monitor spaces in all areas of the district to ensure availability for our families. Caulfeild Elementary has been given an extra division to accommodate demand.

### **5. Wages and Economic Stability Dividend (Stephanie Mascoe)**

WVTA and WVMEA members received another general increase to their wages/salaries. Effective May 1, 2018, WVMEA and WVTA members both received a general wage increase of 1.0% plus the ESD of 0.4%.

The WVTA will receive an additional 0.5% general wage increase effective 1 July 2018.

**6. Exempt Compensation (Kim Martin)**

PSEC has issued the compensation policy direction for exempt employees for the 2018 calendar year. Increases of up to 2% may be applied to employees and may be retroactive to 1 January 2018.

Increases are based on tenure and satisfactory performance. These are not general wage increases. PSEC compensation guidelines continue to apply including the need to have occupied the position for at least an entire year and the rule that nobody can receive more than one increase in a 12 month period.

Current review is underway of each exempt employee; their growth plans; and their payroll progression to date.

There is no additional government funding for these increases.

**7. Support Staff Job Evaluation (Stephanie Mascoe)**

As part of the 2014-2019 Framework Agreement, the provincial parties agreed to a provincial Joint Job Evaluation Committee. They have commenced a pilot project to review job descriptions. The committee has completed the plan and identified 12 benchmark positions. The pilot districts are now matching the benchmark job titles to those set out in the collective agreement.

West Vancouver decided not to participate as a pilot district.

**8. Amendments to the Employment Standards Act (Stephanie Mascoe)**

Employment Standards Act was changed to bring BC in line with other provinces and in line with the federal changes to Employment Insurance. The amendments will allow mothers to start their maternity leave, as early as 13 weeks before the expected birth date, up from the current 11 weeks. New parents will also have the option to take a longer unpaid parental leave to care for their new child — resulting in a total of up to 18 months of leave for birth mothers (61 weeks of parental leave)

Compassionate care leave will more than triple the length of leave, from eight weeks to 27 weeks. This is available to an employee who must care for a family member who is terminally ill.



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Other leaves have been added but are not likely to be accessed as frequently as these two. For example, if child goes missing you are entitled to a year of leave.

## **9. Professional Development (Stephanie Mascoe)**

HR has continued to offer professional development training responsive to needs of our staff. We have and will continue to offer computer training specifically word and excel to help build skills of existing staff. On Friday May 18, we have specific training for our Administrative Assistant group to build and enhance their skills in the area of My Ed, True North, payroll review, etc.

In the fall we offered a Mindfulness session for employees and it was focused more on personal wellness/mindfulness. We then built on that offering and had Molly Lawlor come and share how mindfulness can be brought into the classroom.

At the end of this year we will communicate in advance a full annual plan for professional development for the 2018-2019 school year.

## **10. Wellness (Amy Rafuse)**

We are working toward providing an online wellness platform called Lifespeak. Lifespeak has been called the Netflix of Wellness. They provide quick online resources for employees and families to access support on their time at their fingertips. We are working through the negotiations and hope to be able to launch fully in August, 2018.

The Vancouver College of Massage Therapy is offering West Vancouver Schools staff a discounted massage rate at their school clinic. The discounted rate is \$25.00. Appointments are booked directly with the College.

We are once again the recipients of a Canadian Cancer Society Healthy Workplaces Extra Mile Award. Last year we received an award for Wellness education. This year we are recognized for our leadership involvement and adoption of wellness. We received the “Top Senior Management Support” award for the wellness work in our district.

The meeting concluded at 9:30 am.