

**HUMAN RESOURCES COMMITTEE MEETING
PUBLIC MINUTES Tuesday, May 9, 2017**

In Attendance: Trustee Brown, Trustee Donahue, Michelle Labounty (WVAA), Andy Franks (DPAC), Rob Millard (WVTA), Bruce Scott (WVMEA), Kim Martin (HR), Stephanie Mascoe (HR), Amy Rafuse (HR), Nikki Bundeovski (HR); Alex Campbell (Director of Instruction)

Trustee Brown chaired the first meeting of the school year and opened the meeting with introductions.

1. Enrollment 2017-2018

(Kim Martin)

The 1701 enrollment numbers were submitted to the Ministry of Education on Friday, September 29, 2017. It is important to remember that numbers are not official until they are approved by the Ministry. There has also not been the time to do a deep review of the numbers at this point but early indications are that there are approximately 100 additional regular students in our West Vancouver schools.

There was a special acknowledgement and thank you to all the administrative assistants and principals who worked diligently to get the registrations logged and finalized.

Our enrollment in areas like Aboriginal and Special Education remain as we predicted in the fall. Our ELL numbers appear to be slightly lower than predicted.

More and deeper information will be available at the October Board Meeting.

2. Classroom Enhancement Fund

(Kim Martin)

A quick history lesson about government funding was reviewed. The Learning Improvement Fund was created by government when class size limits were implemented through legislation. The Learning Improvement Fund was composed of a support staff component and a teacher component called the Teacher Education Fund. When the Supreme Court of Canada delivered their verdict in favour of the BCTF in November, 2016, the provincial parties began meeting to discuss how to implement the restored collective agreement language. Because there was some indication that the process could be lengthy, the government offered new staffing funding to get more teachers into classrooms as soon as possible. This funding was called Priority



Measures. The Priority Measures funding was used to add teachers to classrooms and to non-enrolling positions from January to June, 2017.

Subsequently, the Parties were able to reach a Memoranda of Agreement which came into force on 1 September 2017. As a result, both the teacher portion of the Learning Improvement Fund and the Priority Measures funding have been rolled into a new fund called the Classroom Enhancement Fund. This is the fund that is meant to address the increased staffing needs associated with the restored collective agreement language.

There are two pieces to the funding and agreement that are of particular interest for West Vancouver: class size; and non-enrolling ratios.

A. Class Size

In West Vancouver, the class sizes for K through 3 were reduced by 2 students. The new class size limits are:

Kindergarten	20	
Grades 1 – 3	22	
Grades 4 - 12	30	(No local language but required by the School Act)

We have seven (7) classes that are not compliant with the new limits. There are three (3) grade 1/2 classes at Ecole Cedardale that each have one student over the class size limit (class size of 23); and there are four (4) primary classes at Ecole Pauline Johnson that have 1 or 2 students over the class size limits.

The teachers in these non-compliant classes will be contacted individually to discuss which remedy they would like to invoke. The remedies include such things as additional prep time or the addition of additional teaching time. Each teacher will chose their remedy and the schools with work with Human Resources to ensure the remedy is in place for each month that the class exceeds the new class size limits.

B. Non-enrolling teacher ratios

The memorandum of Agreement reinstates non-enrolling teacher ratios from previous collective agreements and previous legislation. For West Vancouver, the ratios look like this:

Teacher Librarian	1:678
Counsellors	1:693
LAC	1:504
SERT	1:342
ELL	1:51.6

It is important to remember that every ratio is a district based ratio based on enrollment.

We have reviewed our enrollment numbers and staffing and we believe we are compliant with all the ratios.

There are other collective agreements in the province which limit the number of special needs children in a classroom. They refer to it as class composition language. West Vancouver, like 20 other districts in the province, does not have this language. However, we have continuously provided support for student needs and will continue to do so. We have asked the WVTA to identify any classrooms of particular challenge and we have had a team of district staff attending at each of our school sites to ensure out classrooms are appropriately supported.

3. Recruitment (Stephanie Mascoe)

A. Resignations

We have had approximately forty (40) resignations from our teacher ranks. This number includes those teachers who worked overseas or in another district last year and have subsequently resigned as well as others who we hired but left to pursue other opportunities before even starting their career in West Vancouver.

B. Postings

a. teachers

We have posted 192 teacher positions this year. This is an increase from last year where we posted a total of 134 positions. This number does not represent 192 new positions and reflects movement between sites within West Vancouver as well as multiple postings for the same position.

b. support staff

Support staff postings are more stable. Last year we posted a total of 57 positions while this year we posted a total of 66 positions.

Michelle Labounty wanted to express appreciation from WVAA to Stephanie Mascoe, Amy Rafuse and Nikki Bundevski for the support and dedication in recruitment for this school year.

C. New Teachers

We have hired approximately 50 new teachers for this school year. We are holding an orientation session today and tomorrow with the WVTA to orient these new teachers to West Vancouver Schools. Human Resources also held sessions describing payroll, benefits and absence logging.

D. TTOCs

We lost 30% of our TTOC list to our own term postings and to other districts. We have been actively recruiting new TTOCs and have our list back to its usual level. The list remains untested because until we offer work, we don't actually know if they are readily available. The list will be tested this week for New Teacher Orientation sessions.

4. Health & Safety / WorkSafeBC (Amy Rafuse)

The schools are setting up their Health & Safety committees and reviewing their annual occupational health and safety requirements. Meeting minute templates have been created to ease the work of the committees.

Our WorksafeBC claim forms have been updated and are now succinctly contained in a single form.

AED servicing went smoothly and all AEDs are back in schools.

Emergency plans are in place and requirements being reviewed by Principals in schools. We continue to work with Bernadette Woit regarding emergency preparedness.

5. Wellness (Amy Rafuse)

A. Focus for 2017-2018

We have lots of positive momentum from last year's events regarding Wellness. In our first year we focused on fitness and nutrition. This year we are shifting our focus to overall wellness and are including concepts like resilience and mindfulness.

B. Flu Shots

The flu clinic is scheduled for Thursday, October 19th from 12:15 pm to 4:15 pm. There will be two nurses on site to administer shots in the south campus gym at WVSS.



7. Professional Development

(Stephanie Mascoe)

Human Resources provides offerings each year for WVMEA professional development. We have solicited feedback through surveys. The Administrative Assistants provided an overview for the school year of what they wanted to see in the way of professional development for themselves and for the TAs that work in their offices.

During the September professional development day, MyEdBC training was provided along with training on how to update the school websites.

8. WVMEA Benefit Changes

(Stephanie Mascoe)

During the last round of collective bargaining, the Parties negotiated an option whereby employees could choose to move to a consolidated benefit plan. WVMEA employees voted in favour of this option which took effect 1 September 2017.

The plan provides for an increased deductible and also increased paramedical coverages.

The public meeting concluded at 9:20 am.