



## **HUMAN RESOURCES COMMITTEE PUBLIC MEETING**

**Tuesday, May 10, 2016 9:45 a.m. – 10:30 a.m.**

**In Attendance:** Trustee Dorsman, Trustee Brown, Bruce Scott (WVMEA), Rob Millard, (WVTA), Judy Duncan (WVAA), Victoria Naranjo (DPAC), Deputy Superintendent Eberwein, Kim Martin (HR), Stephanie Mascoe (HR), Amy Yu (HR), Hailey Mathiesen (HR)

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The meeting commenced at 9:45 a.m. and was chaired by Trustee Dorsman.

### **1. Summer School Enrollment (DE)**

Deputy Superintendent Eberwein reported that the summer school enrollment has exceeded expectations. On the first day we had 548 requests and a total of 925 requests by the close of business last Friday. Registration is now open to families outside of those with registered students in West Vancouver. We anticipate opening a second site at Hollyburn Elementary which will focus on primary students.

Deputy Superintendent Eberwein reported that our Summer Learning Program is primarily focused on advanced credit or enrichment. The primary grades were the ones experiencing the majority of the enhanced growth.

### **2. Enrollment 2016-2017 (DE)**

Early projections in February, 2016 estimated enrollment just under 6600 students. The current estimate has our enrollment at 6650. This number is lower than the enrollment from September, 2016. Historically, the secondary schools experience some growth through the summer months.

We will continue to monitor all the grade levels to make sure we have the space to accept students where necessary.

### **3. Spring Recruitment**

**(SM & AY)**

#### **Summer School**

Summer school teaching positions were posted in April. We have a total of forty-eight (48) teaching positions. These positions will be offered first to current teachers in West Vancouver schools and the applicant pool indicates that most, if not all, positions will be filled by our own teachers.

Support staff positions for Administrative Assistants and Teaching Assistants for summer school have also been posted.

#### **Teachers**

Tomorrow the first round of postings goes up on Make a Future. There are approximately forty (40) positions. This is similar to the number of postings in the first round last year. The variety of postings is also similar to that posted last year. The second round of postings will go up on Make a Future on May 31, 2016.

We have a total of eight (8) confirmed teacher retirements this year. There may be others that come in later in the year. The total number is similar to last school year.

TTOC recruitment is ongoing. Where we see a particular need for a teaching speciality we advertise and hire. We have been particularly successful in recruiting to our TTOC list straight out of the SFU program and are impressed with the quality of candidates available.

We have a few unique positions which might be a challenge to fill but are confident in our ability to attract quality overall.

#### **Support Staff**

Retirements in the support staff ranks has doubled over last year. We have a few big roles to fill due to the vacancies created but are confident we will attract quality candidates.

First round of support staff postings go out tomorrow and include thirty eight (38) Education Assistant postings as well as a few Teaching Assistants and Office Support positions.

We are happy to report that we have recruited a candidate to take over the position about to be vacated by Christine Westerberg in payroll. The

candidate will start next week and will shadow Ms. Westerberg until mid-July to gain an understanding of our systems.

#### **4. Professional Development (WVMEA) (SM & HM)**

During the April Non Instructional Day, WVMEA employees were provided with a range of professional development opportunities. The first group session was a concussion session put on by a sports injury specialist. It was a well received and well attended session with many follow up questions. We will receive additional materials from the presenter to provide to school sites about concussion resources. A session was also led by the HR team with respect to Wellness in West Vancouver schools. The group canvassed resources available to employees, leaves of absence and Wellness Committee initiatives. An afternoon computer session was offered about basic outlook and word operations.

In May, more computer sessions will be offered because employees expressed an interest in additional courses following the April session. Focus will be on Excel for this session. Deputy Superintendent Eberwein will also provide a session about dealing with difficult people that will address conflict; difficult personalities; and how to approach and value different perspectives.

We have also offered a recruitment session to all employees who were interested in better understanding the Make a Future application process as well as how to prepare the best cover letters and resumes. The group also offered tips on preparing for and answering questions during an interview process. Again, the session was well attended and well received.

Pension sessions for both Teacher Pension Plan members and Municipal Pension Plan members are ongoing. As employees approach retirement, they attend multiple sessions to gain a proper understanding of their benefits. Holding the sessions in West Vancouver seems to attract an interested group.

#### **5. Wellness Committee (HM & KM)**

The Wellness Committee has been working diligently to provide information to all employees about the physical fitness initiatives available. This was the highest priority for those employees who responded to the survey seeking input about wellness initiatives. We now have multiple providers offering discounts including: Y Yoga; Bar Method; Trevor Linden, Steve Nash and She's Fit gyms.



*A world of opportunity*

The response to the West Vancouver Run was overwhelming and positive feedback was received from many employees.

We have also been communicating more widely and expressly about Wellness issues. One concern raised at the Wellness committee was the lack of understanding among most employees regarding wellness and the resources already available. Human Resources provided information at the professional development session for WVMEA employees. The previous Inside Curve had an article about the physical fitness initiatives available along with links to photos and race results from the West Vancouver Run. Then we did a special communication to all employees about all the wellness resources available to employees. This was a two page document that outlined the general nature of the various services available and how to access and utilize them. Copies have been provided to principals so that they have the information at their fingertips if asked.

Next, we will partner more closely with Wellness Fits through the Cancer Agency. This is a free wellness program where specific information is targeted at different times of the year. We talked about implementing this at the beginning of the Wellness Committee but it has taken some time to get everything off the ground. The first communications should arrive on employee desktops at the beginning of the new school year and continue throughout the year with information sessions and various wellness challenges.

## **6. Exempt Retirements / Recruitment (KM)**

Mr. Gary Cords and Ms. Sonya Margolles have both officially retired from the Board. We had wonderful send offs for each of them as they jump into the next life journey. Wade Hickey was hired a while ago and had a great deal of overlap with Mr. Cords. Douglas Dunn was hired to take over the Manager, Purchasing & Transportation position. Douglas started with us full time this week.

Mr. Ian Wallis will retire at the end of this month from Facilities. We posted once for this replacement but were unsuccessful in finding a suitable candidate. The position will be re-posted after the summer. Mr. Hickey feels he can handle the responsibilities through the summer months and that posting in the fall will provide a better crop of candidates and provide him with a better understanding of the skill set he needs to compliment his team.

The meeting adjourned at 10:15 a.m.