



## Human Resources Committee Meeting Minutes

**Tuesday, May 14, 2015 10:15am**  
**School Board Office**  
**Public Portion**

### Attending:

Trustees: Pieter Dorsman, Nicole Brown  
Senior Staff: Kim Martin  
HR Department: Amy Yu, Stephanie Mascoe  
WVAA: Judy Duncan  
WVTA: Rob Millard  
DPAC: absent  
WVMEA: Bruce Scott

The public portion commenced at 10:17 am.  
The meeting was chaired by Trustee Dorsman

### **1. Enrollment (Kim Martin)**

Ms. Martin reviewed the fact that we are approximately one hundred (100) students below our estimate from February, 2015. The May projections indicate that the Elementary numbers are up and down at various schools but balance out around the projected estimate. At the secondary level, the current projection is below estimate.

### **2. Staffing (Stephanie Mascoe & Amy Yu)**

- a. Retirements – We currently have 18 retirements (10 teachers; 6 support staff; 1 principal; and 1 SBO employee) The number of teacher retirements is down significantly from last year.
- b. Surplus / Layoff – Ms. Mascoe was pleased to announce the fact that we will not have any layoffs this year. In addition, we only had to surplus two teachers this year and were able to place them in alternate assignments.
- c. Postings – Support Staff – We have a total of twenty-five (25) Education Assistant postings and a total of thirty-three (33) Teacher Assistant postings. The majority of TA postings are for supervision aides. These numbers are very similar to the postings from last year.

Postings – Teachers – We have forty-three (43) postings which is slightly down from last year. There are not many full time positions and instead there are lots of small pieces of assignments. A number of these postings are related to Learning Improvement Funding positions which, with the approval of the WVTA, we were able to roll forward into next year. Many of these positions are difficult to recruit and the ability to post early puts us in a good position to secure the best candidates.

d. International – we reviewed the International department and employee changes in the various positions.

### **3. Training & Information Sessions (Kim Martin)**

The HR team has been busy hosting and organizing various employee events throughout the last few months. These activities included:

Payroll & Benefits Session held at each of our seventeen (17) school sites;  
Payroll Session for Support staff at the Professional Development Day;  
New Teacher Post & Fill session with Rob and Nick from WVTA;  
How to build a resume; conduction yourself in an interview (2 sessions);  
Special labour management meeting with WVMEA job stewards;  
Administrative Assistant Information Session;  
Teacher Pension session for those nearing retirement;  
Legal implications relating to counselling notes & records for all counsellors;  
Counsellor notes & records session also offered to Administrators;

Future sessions include:

Municipal Pension Plan sessions in September next year (2 sessions); and  
Benefit Plan overview for Principals & Vice Principals in June

The goal for next school year will be to have sessions offered throughout the year for people to attend.

### **4. Wellness Committee (Kim Martin)**

Ms. Martin explained that the Committee established by Superintendent Kennedy has met twice to establish a scope and terms of reference. It is in the process of compiling tangible items on which to proceed and finding a forum in which to gather input from all employee groups.

The committee will meet again in June and will report out to the Board early in the fall.

## **5. Living with Balance**

**(Kim Martin)**

The Living with Balance program offered by the BCTF and the Board is in progress. While the program is not fully subscribed, it is providing a good source of information for the people involved. As more teachers subscribe to this offering, the hope is that there will be greater uptake in future offerings.

Public portion adjourned at 10:45am