

## MINUTES OF A MEETING OF THE HUMAN RESOURCES COMMITTEE

**Tuesday, June 4, 2024**

**8:45 a.m. – 9:30 a.m.**

### MS TEAMS

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Present: N. Brown (in the Chair); F. Zhu, Trustee; C. Kennedy, Superintendent of Schools; L. Hill, Assistant Superintendent; S. Mascoe (HR), S. Bohonis (HR); M. Ruiz (HR)

Stakeholder Representation: S. Capier; C. Wigley (WVTA); C. Fota, P. Van Rhyn (WVMEA); M. Finch, S. Slater (WVAA); M. Yang (DPAC)

#### **1. Employee Spotlight!**

*Stephanie Mascoe*

The Purchasing, Transportation, and Rentals team was highlighted for their significant, mostly behind the scenes, contributions. Manager Mark Son wears various hats including overseeing major purchases, coordinating transportation logistics, and overseeing rentals.

As the welcoming face of the school district, our receptionist, Sandy Branchflower, embodies excellent customer service skills, effortlessly managing a myriad of responsibilities with grace and poise. Beyond the frontline duties, she plays a pivotal role in managing rentals for the school district.

#### **2. Recruitment Updates**

*Samarra Bohonis*

HR has been working alongside school administrators to finalize staffing for the 2024-2025 school year.

Notable staffing changes included welcoming Jarred Thomas as the new Manager of Facilities, Sofia Frith as the new Vice Principal at WVSS, and the appointment of Naomi Fraser as the Secretary for Registrations and Admissions.

### **3. Summer Learning Staffing**

*Marcela Ruiz*

It was shared that the Summer Learning Program is scheduled to run throughout the month of July. Elementary courses will be available at Ridgeview and Pauline Johnson, while West Vancouver Secondary will accommodate all grade 8-12 courses. Finalization of positions for teaching and support staff is currently underway. Notably, John Crowley, formerly a Vice Principal in West Vancouver Schools, has been appointed as the Principal for the Summer Learning program.

### **Backgrounder – Standing Joint Job Evaluation Committee**

*Samarra Bohonis*

The District and local WVMEA established a committee and process to review, revise, and rate positions and job descriptions for support staff employees. The committee comprises 3 Board Members and 3 Association Members who meet regularly. The benefits include creating a fair, structured, and objective review process, ensuring internal equity, and serving as benchmarks for other school districts.

### **4. Professional Development - WVMEA**

*Stephanie Mascoe*

In the last round of bargaining, \$42,000 was allocated for professional development for WVMEA employees, with flexibility in spending decisions shared between the union and management. While past efforts primarily focused on educational assistants and trades, this year saw a shift towards diversification.

In our recent Professional Development sessions, we introduced a range of workshops tailored to different employee groups. These included communication workshops, addressing difficult conversations, and first aid training specifically tailored for Teacher Assistants and playground supervisors. This broader approach ensures that various segments of our workforce benefit from targeted learning experiences.

### **5. Pay Transparency Data Collection**

*Stephanie Mascoe*

To address systemic discrimination, specifically the gender pay gap, the Pay Transparency Act came into effect May 2023. Employers are required to disclose salary ranges for public positions, refrain from disciplining employees for disclosing pay, and avoid asking about pay history.

Our next steps include assigning a Data Team, comprised of our HR department, to engage with Stakeholder groups, gather employee information, input data, and ensure that Reporting is finalized by November 1, 2024.

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**Adjourn: 9:30am**