



**MINUTES OF A MEETING OF THE HUMAN RESOURCES COMMITTEE**

**Tuesday, October 1, 2024**

**8:45 am – 9:30 am**

**MS TEAMS**

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

Stakeholder Representation: S. Capier; C. Wigley (WVTA); C. Fota, P. Van Rhyn (WVMEA); T. Kolkea, K. Hayes (WVAA); M. Yang (DPAC)

**1. Strategic Plan in Action**

*Stephanie Mascoe*

Executive Director of HR Mascoe reported on HR's role in the board's strategic plan to "Future Proof our Organization," focusing on enhancing internal business processes. The Payroll Department, consisting of three members, is collaborating with HR to support this initiative.

Ms. Mascoe expressed appreciation for the strong partnership between the two departments, which allows them to navigate difficult situations together effectively.

**2. HR and Payroll Project Update**

*Stephanie Mascoe*

A new payroll system was introduced following collaboration between HR and Payroll. This change eliminates electronic and paper timesheets, transitioning to an exception-based payroll model for support staff. The new system enhances efficiency for all employees and simplifies the approval process for supervisors.

**3. Recruitment and Staffing Updates**

*Samarra Bohonis, Marcela Ruiz*

The meeting noted the organization of virtual and in-person job fairs across Canada for the 2024-2025 year to recruit custodial, clerical, and on-call positions, amid low applicant numbers for teaching roles (2-5 applications). To address this, HR will contact previously interviewed candidates and diversify recruitment sources through referrals, job fairs, and connections with practicum students and international candidates. Collaboration with other District departments and targeted advertising will enhance outreach.

Goals include aligning with the District's strategic plan, promoting an inclusive workforce—particularly with Indigenous communities—and participating in an upcoming Job Fair with WorkBC and local nations. The team is also reviewing hiring incentives and has introduced a new employee perk through Perkopolis to attract and retain talent.



**4. Health, Safety, and Wellness Updates**

*Stephanie Mascoe*

New regulatory changes for occupational first aid will take effect on November 1, 2024, aligning with Canada Standards Association (CSA) standards. Key updates include mandatory annual drills, assessments, revised training, and first aid kit amendments.

HR will provide training to ensure each site has one certified administrator and one office staff member in first aid.

A Flu Shot clinic is scheduled for October 15, 2024, at West Vancouver Secondary School, allowing all employees, including casuals and TTOCs, to schedule their shots for better flow.

**5. Teacher Leaders Agreement**

*Stephanie Mascoe*

The WVTA and school district have launched a new Teacher Leader model, replacing the secondary department coordinator structure. Teacher leaders will provide instructional leadership, model best practices, and guide the Framework for Enhancing Student Learning.

These two-year positions will be filled through competition and cover five major departments (English, Math, Social Studies, Science, and Modern Languages) in addition to Physical Health Education, Performing and Fine Arts, Applied Skills and Technology, and Inclusive Education.

**6. Learning Spotlight: Make a Future**

*Samarra Bohonis*

Make a Future is a platform designed for public school districts and independent schools to connect with job applicants. Partnered with the British Columbia Public School Employers' Association (BCPSEA), it also features Apply to Education for candidates living outside BC but within Canada.

A meeting is scheduled with the senior talent acquisition manager of Make a Future to explore how the platform can incorporate AI to streamline and optimize our recruitment efforts.

**7. Provincial Job Evaluation Project Update**

*Stephanie Mascoe*

The provincial Job Evaluation project is concluding Phase 3, where districts matched job descriptions to benchmarks. Phase 4 will establish a provincial job hierarchy for district evaluations and compensation, with wage negotiations managed by provincial bargaining committees.

**Adjourn: 9:34 am**