

MINUTES OF A MEETING OF THE HUMAN RESOURCES COMMITTEE

Tuesday, April 29, 2025

8:45 am – 9:30 am

MS TEAMS

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); T. Buckley, Manager of Communications; S. Donahue, guest

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

Strategic Plan in Action – Communications

Stephanie Mascoe

The District Communications team was showcased, with the update highlighting the contributions of this small but impactful team, who consistently spotlight the people, services, and successes across the district. In addition to managing traditional communications, the team plays a vital role in social media strategy, website design, branding and marketing efforts, and the creation of video content.

Recruitment and Posting Procedures: What's New and What's Not

Samarra Bohonis

The HR team continues to use Make a Future and ApplyToEducation as the primary platforms for applicant tracking and job postings. Following a recent workshop, the team is implementing strategies to streamline and optimize the hiring process, including the use of shortlisting tools and tagging features to improve functionality and communication. Over Spring Break, an info session was held with 113 prospective candidates attending. Make a Future supports outreach by collecting personal emails, allowing the HR team to follow up directly.

Staffing Updates

Stephanie Mascoe

Leadership changes in elementary schools were confirmed. Two principals will be departing at the end of the school year—one retiring and one taking on a new role overseas. The recruitment process is underway, with announcements expected next week. The district also welcomes back a returning Vice Principal following a secondment at UBC.



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Support Staff Education Committee (SSEC) and WVMEA Training

Marcela Ruiz

The joint team, which includes representatives from both the WVMEA union and BCPSEA, oversees funding for K–12 support staff training and professional development initiatives. Funding is allocated to each district based on FTE counts and is aimed at enhancing support staff skills and their capacity to serve students effectively.

Learning Spotlight – Teacher Leaders

Stephanie Mascoe

In 2024/25, a new Teacher Leader model was introduced in secondary schools, replacing the department coordinator structure. Teacher Leaders are selected through a competitive process and lead key subject areas by modeling strong instructional practice and fostering collaboration. One year into the three-year pilot, feedback from staff and administrators has been very positive.

Adjourn: 9:16 am