

**HUMAN RESOURCES COMMITTEE MEETING
PUBLIC MINUTES Tuesday, May 9, 2017**

In Attendance: Trustee Brown, Trustee Donahue, Michelle Labounty (WVAA), Rob Millard (WVTA), Bruce Scott (WVMEA), Kim Martin (HR), Stephanie Mascoe (HR), Amy Rafuse (HR)

Regrets: Andy Franks (DPAC), Deputy Superintendent Eberwein

The meeting was chaired by Trustee Brown and commenced at 9:45 am.

1. Summer Learning

(Kim Martin)

The summer learning website went live before Spring Break. Parents could access a list of all courses on March 9, 2017. May 1st was the first day of “in district” registrations. In the Summer Learning context, in district means any student already attending West Vancouver Schools. The registration opened at 8:00 am and the response was so overwhelming that the IT department had to intervene to ensure access. By noon on the first day, we had 428 registration requests. By the end of the week, we had approximately 700 registrations for in district students.

Yesterday, May 8th saw the opening of registration for out of district students. Registration opened at 8:00 am and by 11:00 am we had another 250 registration requests. As of 8:00am this morning we have a grand total of 986 registration requests.

Marne Hopkinson is the summer learning principal. Shannon Gray and Jessica Hall are the summer learning vice principals. We will start hiring the teachers and notifying parents shortly.

The locations are once again at West Vancouver Secondary School; Irwin Park and Hollyburn Elementary.

2. Enrollment 2017-2018

(Kim Martin)

The enrollment numbers continue to fluctuate as families register or remove themselves from schools. The preliminary numbers we discussed in February have increased slightly.

Date	Elementary Funded	Secondary Funded	International	Total
February 2017	3645	2990	504	7139
April 2017	3682	3038	519	7239
May 2017	3678	3014	528	7220

All schools are working hard to place everyone and create stability.

3. Classroom Enhancement Fund

(Kim Martin)

At the last HR Committee in February, we talked about the additional money from government called Priority Measures. Priority Measures was meant to carry school boards through the remainder of this school year while the BCTF and BCPSEA finalized how to implement the Supreme Court of Canada decision to restore collective agreement language.

West Vancouver received \$585,385 in priority measures funding. We worked with the WVTA to increase learning support; ELL; teacher librarian; and counselling time. We also added teaching time to every school in the district. We had a small amount of money unspent and we discussed with the WVTA whether to carry it over or spend it this year. We decided to allocate three (3) additional blocks to each secondary school which should spend the remainder of the money.

While we were working through this funding, the provincial parties reached an agreement and signed a memorandum of agreement. The agreement essentially restores all of the previous collective agreement language which was deleted as a result of the legislation in 2002. The agreement comes into force on September 1, 2017.

BCPSEA has created an implementation guide and each district has been provided with their unique restored language. There are three parts to the agreement:

a. Ratios for non-enrolling teachers

Every ratio is a district based ratio. For every certain number of funded students, we have to hire a teacher in each category. We have reviewed our enrollment numbers and staffing with the WVTA and we believe we are able to meet all the ratios. As



enrollment shifts, we continue to review ratios to ensure we remain able to meet the numbers required.

b. Process Language for School Based Teams

West Vancouver does not have any collective agreement language related to processes or school based teams. We will continue to operate as we have in this area discussing and meeting the needs of the students.

c. Class Size and Composition

We have been operating under class size maximums imposed by legislation. In West Vancouver, the class sizes for K through 3 will be reduced next year. Kindergarten will be reduced from 22 to 20 and grades 1 through 3 will be reduced from 24 to 22. Grades 4 through 12 remain at 30 students as required by the School Act.

We have a few schools where we exceed the new class size levels in K-3 and we are working with the WVTA to find the appropriate solution.

The concept of “composition” refers to the number of children in each class who are designated and have Individual Education Plans (IEP). In a number of districts, the number of students with IEPs in each class is limited or reduces the number of students in a class.

West Vancouver, like 20 other districts, has no composition language in our collective agreement. We will continue to monitor the composition of classes and meet the needs of the students and teachers as required.

The Classroom Enhancement Fund is the funding mechanism to restore the language. The previous money associated with the Teacher Education Fund and Priority Measures is wrapped into a single fund now called Classroom Enhancement Fund. We will be using that funding to hire teachers into additional divisions at five of our elementary schools: Pauline Johnson; Hollyburn; Caulfield; Gleneagles; and Westcot. We will also be using the funding to hire the non-enrolling teachers required to meet our district ratios.

4. Recruitment

(Stephanie Mascoe)

Summer school recruitment is ongoing. There are a large number of postings because of the volume of registrations. We will move through these assignments as quickly as possible.

New Assistant Superintendent David Nelson will begin his assignment in West Vancouver on August 1, 2017.



We hired new Vice Principals in a number of schools and moved internal candidates to create new teams in a number of schools. We have a strong team for the 2017-2018 school year.

In Human Resources we have two new HR Advisors on our team: Amy Rafuse and Nikki Bundeovski.

We did early conversions for 30 teachers to continuing contracts this year. With priority measures and now increased staffing in most metro districts, we wanted to hold on to our great new teachers and provide them an opportunity to grow with West Vancouver Schools.

Today is the first round of posting for spring staffing. We will have approximately 25 postings.

In support staff, we have 90 postings for various positions. While the number of postings looks large, it reflects mostly people reapplying for positions they held this year as well as the sequential effect of movement through the system.

d. Retirements

We have an extremely low number of confirmed retirements. We have only 11 confirmed WVMEA retirements and only 7 confirmed WVTA retirements.

5. Professional Development

(Stephanie Mascoe)

This week the Human Resources department will host a recruitment session about how to create a powerful resume and how to prepare for and be confident in your interview process. Make a Future will attend to walk candidates through the website and application process.

The annual administrative assistant meeting will occur on the May professional development day. Deputy Superintendent Eberwein will do a session about conflict resolution followed by a session to hone MYEd BC skills. We will also hold a second gathering of Education Assistants where we discuss the challenges and joy involved in their roles.



6. Wellness

(Kim Martin)

West Vancouver Schools was awarded the Health Education Award at the Healthy Workplaces Extra Mile Awards ceremony hosted by the Canadian Cancer Society.

We continue to seek discounts at workout locations throughout the lower mainland. Recently, our purchasing manager was able to secure a discount for the West Vancouver Recreation Centre.

Next year we hope to maintain our focus on physical wellbeing and introduce some mental health offerings.

7. Other

Mr. Rob Millard was congratulated on maintaining his presidency with the WVTA. We also welcomed new Vice President, Renee Willock.

The public meeting concluded at 10:19 am.