



**HUMAN RESOURCES COMMITTEE - PUBLIC MINUTES**  
**Tuesday, February 6, 2018 8:45 a.m. – 9:30 a.m.**

**In Attendance:** Trustee Brown, Trustee Donohue, Associate Superintendent Kim Martin, Rob Millard (WVTA), Cathie Ratz (WVAA), Andy Franks (DPAC), Stephanie Mascoe (HR), Amy Rafuse (HR), Nikki Budevski (HR)

**Regrets:** Bruce Scott, WVMEA

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The meeting commenced at 8:45 a.m. and was chaired by Trustee Brown.

**1. Conversions & Recruitment (Kim Martin & Stephanie Mascoe)**

We converted thirteen (13) of our newly hired teachers to continuing status effective February 1, 2018. This puts the new teachers at ease because they will be placed into a job in the school district rather than having to post into a position in the Spring.

The teachers chosen were specialist teachers and those who demonstrated exceptional ability during their recent evaluation observations.

We hope to convert another group of teachers later this month or early in March once additional evaluations are concluded.

Superintendent Kennedy and Associate Superintendent Martin held a breakfast meeting with the newly converted teachers to discuss their experiences in West Vancouver. We explored input about what attracted them to work in West Vancouver and what would keep them interested in maintaining their West Vancouver teaching positions.

Stephanie Mascoe reported that recruitment was difficult this year and believes that it will continue to be difficult into next year. We are exploring all avenues to attract and retain top teaching talent. She and Amy Rafuse attended the UBC and UVIC career fairs to provide West Vancouver information to students graduating from the education faculties. Principals Labounty and Zielinski have reached out to UBC to offer to speak to the French Immersion cohort. We recently held a superintendent's meeting to discuss what makes working in West Vancouver special and conversations about how to best convey that to candidates. Amy Rafuse has also put together a new exit interview survey so we can gather real data about why people choose to work in other districts.



The overall staffing of schools has returned to normal levels. Our positions are filled and we are now posting for routine absences that occur during the school year.

TTOC recruitment remains a challenge. While the volume of our list appears healthy, the candidates are not seeking full time or even temporary employment. The candidates tend to only want to work specific days of the week or certain periods of time. We continue to recruit and anticipate a new influx when the next wave of graduates leaves university.

An update on the exempt staff reviewed the following:

Tricia Buckley is replacing Bev Pausche as the Manager of Communications while Bev is off on a leave of absence.

Nick Mann our purchasing manager and Leo Reyes our facilities manager have both resigned from their positions. Nick is pursuing a new opportunity in Vancouver and Leo asked to step down from his responsibilities for personal reasons. Leo will remain with the facilities group as the assistant facilities manager. We are actively recruiting for both the purchasing and facilities manager positions.

Martina Brazeau is replacing Amanda Burkholder as our Homestay Manager while Amanda is off on maternity leave.

Marne Hopkinson resigned to accept an administration position closer to her home. Our new summer learning principal is Kathy Grant.

## **2. Education Assistant Information Session (Nikki Bundeovski)**

We are coordinating the first ever Education Assistant Information session with the program adviser at Capilano University. The goal is to attract people who live in West Vancouver to the position of Education Assistant. We are interested in external candidates as well as people who already work with West Vancouver Schools but are looking for a new experience in a different role.

Langara and Kwantlen also offer programs but the location of Capilano attracts north shore residents which means new employees would not have major commuting issues to positions in West Vancouver Schools.

### **3. Professional Development**

**(Stephanie Mascoe)**

The January professional development day was a success. In addition to the offerings of the district pro D committee, we offered ongoing computer training for our support staff.

We are offering our annual recruitment session in February where we invite a representative from Make a Future to come to explain how to set up profiles and populate the site with information for postings. We also invite a principal to come to review the critical things that they are looking for when interviewing. It is a practical session to help to alleviate candidate anxiety around the posting process.

### **4. Wellness**

**(Amy Rafuse & Kim Martin)**

Building on the mindfulness session before Christmas, we have invited Molly Lawlor to present on March 1<sup>st</sup>. Ms. Lawlor is a PhD candidate in the department of educational & counselling psychology and special education at UBC. She will be discussing the connections between mindfulness, social emotional learning and the new curriculum as well as strategies that can be used in the classroom.

The BCPVPA has launched an Early Intervention Program to support principals and vice principals with health related issues. The program is in a pilot phase and West Vancouver has been selected as one of six districts to pilot the program.

The program resource is operated by Humanworks which is the same provider of wellness support to teachers through the BCTF Wellness program. We work with Humanworks very closely and this is an excellent resource for our principal and vice principal group.

The benefit of the program is available to support principals and vice principals absent due to illness and is also available to individuals who are continuing to work but require additional resources to maintain employment.

## **5. WorkSafeBC**

**(Amy Rafuse)**

The overall industry base rate for public schools increased from \$0.67 to \$0.69. Our school district has always been below the average base rate but we did increase slightly from \$0.57 to \$0.61. The overall sector increase causes the district to increase. As well we had a couple of larger claims which directly impacted our rates. For the 2016-2017 school year, we did not have any large claims which will put us on track to maintain our trend of being below the base rate.

**The meeting concluded at 9:15 a.m.**