



## **HUMAN RESOURCES COMMITTEE PUBLIC MEETING**

**Tuesday, October 11, 2016 9:45 a.m. – 10:30 a.m.**

**In Attendance:** Chair Broady, Trustee Brown, Michelle Labounty, (WVAA), Andy Franks (DPAC), Deputy Superintendent Eberwein, Kim Martin (HR), Stephanie Mascoe (HR), Amy Yu (HR), Hailey Mathiesen (HR)

**Regrets:** Trustee Dorsman, Bruce Scott (WVMEA), Rob Millard, (WVTA)

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

### **1. Enrollment 2016-2017**

Deputy Superintendent Eberwein reported that overall enrollment has remained stable over last school year. Our international students are down from 600 to 572 but our overall enrollment is 7294 this year. Last year we were one student lower at 7293.

The ten (10) academies have strong enrollment and our specialty programs like honour choir, ACE-IT and ignite your passions are fully subscribed.

Our special education numbers have increased since our spring projections due to a number of low incident students moving into our district over the summer months.

Our aboriginal education numbers are stable at 67 students.

The number of ELL students has increased over last year but is in line with what we projected in the spring.

### **2. Learning Improvement Fund 2016-2017 Teacher Education Fund**

Deputy Superintendent Eberwein reviewed the history of LIF briefly indicating that the funding started in 2012 and was meant to provide support to students in complex classrooms.



*A world of opportunity*

West Vancouver has approximately the same amount of funding this year (\$1.1M). Of that money, twenty percent (20%) is dedicated to support staff. Ms. Mascoe works with the WVMEA to reach agreement on increasing full and part time hours for Education Assistants as well as adding additional EA positions. The agreement with the WVMEA is finalized for the 2016-2017 school year.

The principals consult with teachers at their schools during the spring and fall to determine how they would like to see the teacher education fund spent for the school year. Questionnaire responses are submitted to Deputy Superintendent Eberwein. The WVTA president is provided with a copy of the responses and the parties meet to reach agreement on how to spend the funds. Final positions were agreed with the WVTA and are now in the process of being assigned or posted.

### **3. Health & Safety / WorkSafeBC**

Ms. Yu reviewed the fact that we use SD23 to process all of our WorkSafeBC claims, appeals and reviews. This is part of the shared service initiative and provides service in a specialized area of expertise.

WorkSafeBC reports statistics based on a calendar year. For the 2015 calendar year, West Vancouver had 47 claims. Twenty (20) of these claims were wage loss claims where people actually missed work due to the injury.

For the 2016 calendar year to date (Jan-Sept) we have had 27 claims filed and only twelve (12) of those were wage loss claims.

We have been successful in a number of applications for relief of cost with the help of SD23. These are significant because they mean we are not paying costs for pre-existing conditions.

### **4. Wellness**

Ms. Mathiesen reviewed the survey results last year and indicated that we are following up on the areas in which the employees expressed the most interest. We have continued to partner with local organizations to offer discounts to employees. These discounts can be found on the website under the Wellness tab.

We are offering information in a “Wellness Corner” of the Inside Curve every month as well as promoting upcoming challenges.

We are hoping to have a healthy eating challenge in November which will be advertised in the Inside Curve and distributed directly to employees who wish to participate.

## **5. Professional Development (WVMEA)**

Ms. Mathiesen reviewed the computer training that was offered on the September 23<sup>rd</sup> professional development day. She explained that courses were offered based on survey feedback she receives following events. Ms. Mathiesen explained that the two teachers (Cari Wilson and Keith Rispin) who presented the morning session called “Technology in the Classroom” were excellent and well received by those in attendance.

The October 21<sup>st</sup> professional development day will be dedicated to reviewing the Education Assistant Handbook in the morning group session followed by a number of engaging breakout sessions. Full credit goes to Tricia Buckley for coordinating and organizing this event.

Upcoming sessions will focus on first aid training and effective business communication.

## **6. Recruitment**

### **Teachers**

The 2016-2017 school year saw a reduction in postings. The reason for the reduction is unclear but could be related to various things like less leaves of absence and several people increasing their FTE to absorb assignments without posting. Finally, we converted difficult to recruit positions to continuing assignments prior to the posting process thereby eliminating the need to post these jobs.

Ms. Mascoe reviewed some of the more difficult to fill positions and noted that our Board continues to attract talent to specialized positions.

### **Exempt**

Ms. Mascoe indicated that recruitment of exempt positions is relatively stable. We have had some difficulty attracting the right fit for the Manager of Facilities positions and are exploring other opportunities at this time.

### **Support Staff**

Ms. Yu reported that due to a higher number of retirements, we had a greater volume of support staff postings this school year. To date, we have had 160 postings compared to a total of 132 last year. For the most part, we were able to fill key elementary and secondary school positions prior to the summer break.

We are in the process of recruiting for the Administrative Assistant position at Caulfield Elementary being vacated by a retirement.

## **7. Exempt Compensation Review**

Ms. Martin reviewed the history of exempt compensation and noted that both BCPSEA and PSEC have been clear that history will not repeat itself. Exempt compensation increases will not be general increases with the same percentage amounts applied across the group and neither will the concept of “time in” be allowed to progress through the steps of a salary grid.

The principals and vice principals in our district write a professional growth plan each year. This plan appears consistent with the newly introduced concept of performance management. We are hoping to use this model as our demonstration of performance management for both the principal & vice principal group and the rest of the exempt staff.

We have received initial approval from BCPSEA to move individuals whose salary falls below the new salary grids to the first step of the new salary grids. This is only preliminary approval because final approval must be received by PSEC prior to implementation. We are hoping to receive an answer from PSEC by the end of October.

## **8. Flu Shots**

Ms. Yu reported that the Flu Shot Clinic will be held on Thursday, October 20, 2016 in the West Vancouver Secondary School south campus gymnasium.

The Board is pleased to have invited all employees, permanent and casual, to attend the clinic.

## **9. Retirement Planning / Pension**

Ms. Mascoe explained that we continue to offer district based pension sessions to both municipal plan members and teacher plan members. Upcoming dates include:

Municipal Pension Plan	
Making the most of your pension	May 19 (9-11am)
Approaching retirement	May 19 (1-2 pm)
Teacher Pension Plan	
Making the Most of your Pension	Nov 28 (3:45pm)
Approaching Retirement	Jan 24 (3:45pm)

The meeting adjourned at 10:30 a.m.