

## **HUMAN RESOURCES COMMITTEE - PUBLIC MINUTES**

**Tuesday, October 1, 2019 8:45 a.m. – 9:30 a.m.**

**In Attendance:** Trustee Brown, Trustee Donahue, Associate Superintendent Kim Martin, Renee Willock (WVTA), Spencer Capier (WVTA), Steve Rauh (WVAA), Cathie Ratz (WVAA), Monica Scoles (DPAC), Stephanie Mascoe (HR), Megan Lau (HR), Samarra Bohonis (HR)

**Regrets:** Bruce Scott (WVMEA)

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

### **1. Preliminary Enrollment 2091-2020 (Kim Martin)**

The numbers are general and not final. The 1701 was completed yesterday and we are in the process of reviewing all numbers before we submit them to the Ministry for approval.

Overall enrollment is approximately 7400 students. This number includes approximately 525 International students. The international number remains stable due to the need to house secondary international students with homestay families.

Over the summer, we saw a huge increase in summer registrations with approximately 200 new applications for registration in our schools. During the same time, we had approximately 160 withdrawals from our schools. The resulting impact was status quo but created enormous work for our Administrative Assistants.

We created new divisions in Grade 6 Late French Immersion at Pauline Johnson; Kindergarten at Caulfeild and a primary division at Hollyburn. In addition, we created two team teaching environments to allow additional in catchment families entrance to their schools. In these team-teaching environments, the student enrollment in the primary class can be as high as 30 students but there are two teachers in the class to offer instruction. Principal Ratz explained that it was a great learning opportunity for an inexperienced teacher.

Our elementary schools are at capacity with available classrooms only at Hollyburn and Caulfeild.

We have strong academy enrollment with a total of 518 students in academies. If we put each hockey team into its own academy, we now have a total of twenty (20) academies. Highlights include: Robotics with a total of 99 students; Basketball with 62 students; Soccer and Fencing with 43 students each. Robotics is at capacity with a waitlist.

We anticipate an increase in ELL students; indigenous students and students with special needs. The 1701 data will be reviewed, and actual numbers provided at the October Board meeting.

Because bargaining remains ongoing, we continue to exist under the previous collective agreement and the language related to the memorandum of understanding regarding class size; composition and non enrolling ratios.

## **2. Recruitment**

**(Stephanie Mascoe)**

- a. Postings Ms. Mascoe provided an overview of recruitment and staffing for teachers and support staff. As of October 1, 2019, there have been 91 support staff postings and 172 teacher postings. These numbers are slightly higher than the previous school year. We have one support staff posting for a painter that is difficult to fill.
- b. New Teachers & Support Staff – We have approximately 50 new teachers this school year and 35 new support staff. Recently we held a very successful new teacher orientation with the WVTA. In the session we provide key high-level information for new teachers to the district. To further support our new teachers, Liz Hill and Ian Kennedy are hosting increased professional development opportunities. For new support staff, we hosted several orientation sessions at the end of August and into September.
- c. Two exempt employees are moving on to other opportunities: Margot Pritchard, Manager of Accounting and Jessica La, Social Media and Communications Officer. We have posted for replacements and are in the middle of the recruitment process for both positions.
- d. Recruitment Plan – We have several events and opportunities planned for this school year to attract and retain the best talent for our school district.



*A world of opportunity*

They include: career fairs at UBC, SFU, UVIC and possible central Canada to find French speaking teachers; university and college connections where we attend at the schools to highlight West Vancouver as an employment choice; improved Practicum Student Teacher Experience to build positive relationships with those entering the job market; and, mix and mingle events to build connections to new and potential candidates. We are also exploring the opportunity to provide practicums for education assistants in the district.

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

**(Samarra Bohonis)**

We are offering more training opportunities for the Joint Health & Safety Committees. We are focused on the needs of our employees. For instance, we want to promote student and staff safety; making sure employees know our processes and which forms to use; want to ensure they know how to hold effective meetings, reporting incidents, and are knowledgeable about safe work practices.

We are hoping to visit schools to offer short training sessions on various safety topics. These could be in the form of lunch and learn sessions or other sessions that work for employees. We held a successful management competencies yesterday about Employee Safety. We teamed up with Student Support Services to discuss worksafe reporting and safety plans.

We are offering first aid on Pro D Days to support workers interest in being professionally trained for incidents.

### **4. Wellness**

**(Samarra Bohonis)**

The Annual Flu Clinic is scheduled for October 24<sup>th</sup> More communication will be sent to all employees. All employees can have the flu shots done. This offer will again be made to our casual and TTOC employees.

The October Pro D Day will feature wellness topics focusing on resiliency and stress management within the workplace

### **5. Professional Development**

**(Stephanie Mascoe)**



Upcoming Professional Development opportunities include:

- Involvement in the mentorship program guided by Renee Willock and Liz Hill
- Learning opportunities sponsored by Liz Hill and Ian Kennedy related to classroom management, physical literacy and assessment.
- Teacher evaluation workshop with HR and WVTA
- Provincial opportunities in October and school-based opportunities in November
- October WVMEA professional day focusing on wellness
- First Aid training
- Computer training offerings (Excel; Word; etc.)
- POPARD and other enhanced EA opportunities to build capacity

The meeting concluded at 9:15am.