



Human Resources Committee Meeting Minutes

Tuesday, January 13, 2014 10:15am
School Board Office
Public Portion

Attending:

Trustees: Pieter Dorsman, Nicole Brown
Senior Staff: Kim Martin
HR Department: Amy Yu, Stephanie Mascoe, Hailey Mathiesen, Susan Noble
WVAA: Judy Duncan
WVTA: Rob Millard
DPAC: Katie Bowkett
WVMEA: Bruce Scott

The public portion commenced at 10:20 am.
The meeting was chaired by Trustee Dorsman

1. Opening & Introductions

Trustee Dorsman opened the meeting and welcomed everyone to the first HR Committee meeting with the new Board.

2. Emergency Preparedness (Hailey Mathiesen)

Ms. Mathiesen reviewed her role as the Emergency Preparedness contact in Human Resources. She reviewed our association with Bernadette Woit who provides services to the school district respecting all aspects of Emergency Preparedness. Ms. Mathiesen reviewed the annual events that transpire in the realm of emergency preparedness and described a disaster simulation she attended with the North Shore Emergency Operations Centre.

Ms. Mathiesen is developing a comprehensive check list for all principals around the annual requirements for emergency preparedness as well as facilitating contact between Ms. Woit and the secondary schools to provide personal preparedness sessions.

3. Health & Safety / Wellness (Amy Yu & Kim Martin)

Ms. Yu reviewed the composition and purpose of the District Health & Wellness committee. She intends to offer training & information sessions to all the site

committees to refresh their knowledge about purpose and scope of responsibilities at the local sites. In addition, we have a comprehensive health & safety program which will be reviewed and updated in the coming months.

Ms. Yu explained the relationship and services provided by SD23. We contract with SD23 each year to provide all services with respect to WorkSafeBC claims and issues. It is a highly specialized area of expertise and SD23 provides exceptional service in this regard.

On the Wellness side, Ms. Yu explained that we have a program with support staff employees that encourages early intervention when people are absent for prolonged periods due to illness. The service provides guidance and assistance to the individual employee as well as facilitating an appropriate return to work plan. Ms. Martin explained that the same type of service is offered to teachers through the BCTF Wellness group. Again, it is a service that has specialized knowledge and access to resources that assist our teachers struggling with issues and/or returning to work after illness.

Ms. Martin explained that in addition to these services, the Board provides an Employee and Family Assistance Program to all employees. The services are entirely confidential. A broad range of information is available and assistance is provided 24 x 7.

Mr. Millard mentioned the fact that the BCTF and the Board co-fund an annual session for teachers called Living with Balance. The purpose of the program is to help teachers recognize how to deal more effectively with stressors in their lives.

4. Dispatch / Absence Replacement (Susan Noble)

Ms. Noble explained that her primary role was to ensure the replacement of absent teachers in the classrooms. She has recently implemented a new fully automated system which has significantly reduced the need for manual data entry. The system has been well received and is very effective.

Ms. Noble noted that other positions within the district remain on a manual system. The goal is to have the system utilized for all positions and we will slowly transition groups of employees to the new electronic method.

5. Recruitment (Stephanie Mascoe)

Ms. Mascoe explained that all positions are recruited through a web service / job posting board called "Make a Future". This is the site used by all school boards within BC for recruitment. In addition, for specialized and excluded positions we

will post on other electronic job boards of professional associations or more generally on open job boards if we need to widen the recruitment net. Ms. Mascoe explained that we are an employer of choice and are in a privileged position of being able to attract large numbers and highly qualified applicants to most positions.

For reference, this school year, we have had 187 teacher postings and 140 support staff postings. Not all of these postings reflect actual increases to overall employee numbers. Most of the postings reflect movement between locations and/or positions within the school district.

Spring staffing is when the majority of postings occur. The HR team is hoping to offer sessions to new teachers about how to create a solid resume and how to prepare for and excel in an interview.

6. Training & Information Sessions

(Kim Martin)

Ms. Martin outlined the various training and information sessions offered throughout the year. The Human Resources focus for the next while will be to solicit interest and input for other sessions.

This month the HR and payroll team is attending a session at each school to walk through the teacher's paystub information. Between the job action and payroll system change, teachers are inquiring more than ever about what the information on the statement means. We are hoping to reach out and connect with as many teachers as possible over the coming weeks.

In addition, there are specific funds set aside for support staff training. We have received some input from the WVMEA and the employees about the types of training they would like to have to enhance their knowledge. We will work with the various employee groups to offer training relevant to their needs.

For administrators, we have implemented a Management Competencies series after school. Human Resources seeks input from the principals and vice principals around topics of interest. We then reach out to various community resources to conduct topical sessions after school.

Public portion adjourned at 10:55am