

HUMAN RESOURCES COMMITTEE MEETING – PUBLIC MINUTES

Tuesday, October 2, 2018 8:45 a.m. – 9:30 a.m.

In Attendance: Trustee Brown, Trustee Donohue, Associate Superintendent Kim Martin, Renee Willock (WVTA), Spencer Capiel (WVTA), Bruce Scott (WVMEA), Steve Rauh (WVAA), Stephanie Mascoe (HR), Amy Rafuse (HR), Megan Lau (HR); Andy Franks (DPAC)

The meeting commenced at 8:45 am and was Chaired by Trustee Brown.

1. Preliminary Enrollment 2018-2019 (Kim Martin)

The numbers remain preliminary. Even though the 1701 report has been completed, the numbers must be approved by the Ministry before they are considered final.

For the first time in a number of years we have a decrease in regular headcount for this school year. Two things of note that could be contributing to this are:

a. Lower Class Size Numbers in Primary Divisions

The new language reduces the number of students in each primary class by two (2) students. We have eighty five (85) primary classes this school year.

b. Schools at Capacity

A number of our schools have reached capacity. There is not the same ability to take additional students because the schools are full.

We added divisions this year at Pauline Johnson (an additional Kindergarten class); a grade 2 division at Irwin Park to meet demand at this grade level; and a new division at Caulfeild which pushes their enrollment over 300 students.

International remains stable with the managed reduction from 2016 to meet the homestay limitations in the district.

We have fifteen (15) academies with strong enrollment (ie. Basketball at 65 and Robotics at 90 students). All three Ignite your Passions courses offered to grades 6-8 are well subscribed.

We have had an anticipated increase in ELL from 1167 last year to 1191 this year.

We have also seen an increase in our indigenous learners.

2. Classroom Enhancement Fund (Kim Martin)

The Classroom Enhancement Fund has three components: class size limits; composition; and non enrolling ratios.

The Provincial Parties set out the class size limits in the memoranda of agreement following the Supreme Court of Canada decision. The new class size limits for West Vancouver are:

K = 20 students
1-3 = 22 students

For grades 4-12, class size language was restored to collective agreements. West Vancouver did not have any collective agreement language regarding class size for grades 4-12. However, the School Act remains unchanged and grades 4-12 are limited to 30 students unless superintendent and principal agree the size is appropriate for student learning.

Last year, we had seven (7) primary classes in French Immersion that were not compliant. This year, we are fully compliant and have no classes that exceed the class size limits.

At secondary, we had two classes over 30 students. This year we also have two classes over 30 students. We will be reaching out to the teacher to inquire about the type of remedy they would like to invoke.

With respect to composition, West Vancouver has never had language related to how many designated children can be in a classroom. We continue to utilize our strong school based team system to assess classroom needs. In addition, like last year, we are going out to each school to inquire into challenging classrooms and to explore which supports would be appropriate.

The final part of CEF is the non enrolling ratios. West Vancouver has lower ratios in teacher librarian and ELL numbers. In 2017-2018 we met or exceeded all non enrolling ratios. This year, the preliminary numbers indicate that we will also be compliant.

3. Recruitment

(Stephanie Mascoe)

- Resignations/retirements (since Jan 1 2018): Teachers (65), Support Staff (64) and Exempt 6
This school year we saw more support staff exits (mostly Education Assistants) and less teacher exits.
- Postings: Teachers (160), Support staff (84) and Exempt (6)
- TTOC recruitment – we are at 150 TTOCs/Teachers which is 10-25 more than we normally have on our list.
- Unfilled Positions: Teachers (9), Support staff (3) and Exempt (1)
The unfilled teaching positions are last minute medical leaves and small pieces of assignments.
- On a review of home addresses, we have discovered that 65% of WVMEA and 65% of WVTA employees live in either West Vancouver, North Vancouver or on Bowen Island.

4. WVMEA Professional Development

(Stephanie Mascoe)

Sessions will be offered on both October and November professional development days for WVMEA employees.

Feedback received from WVMEA members including AAs, Office support workers, and other WVMEA employees requested a repeat of some courses offered last year as well as new sessions.

Training coming up this fall includes Physical Literacy for Education Assistants, 'Bumps, Cuts and Bruises – Playground Safety', Microsoft Refresh, Website Training, First Aid training, etc.

5. Mentorship

(Stephanie Mascoe)

This is a new opportunity done jointly with the WVTA (Liz Hill and Renee Willock). It is an opportunity for teachers to connect with an experienced colleague who offers guidance, encouragement, resources, and strategies to assist them in the many demands of their new teaching role. It is not limited to teachers who just graduated from school and it provides structures and supports for mentorship partners.

We have had great uptake on the program with thirty (30) teachers who requested mentors.

6. Health & Safety / WorkSafeBC (Amy Rafuse)

New H&S committee member training which is a WorkSafeBC requirement is scheduled for the Pro D day on October 22nd
First Aid certification training is scheduled for Pro D day on November 19th
WHMIS 2015 - Transition period for employers comes to an end November 30, 2018. We have updated our new hire training to meet compliance with the new changes.

7. Wellness (Amy Rafuse)

a. LifeSpeak

West Vancouver Schools new total well-being platform for employees and family members
Netflix style video format - over 120 videos on topics that affect your life everyday
Interact with world-class experts in real time or review transcripts of live Q&A sessions
Available anywhere and anytime
100% confidential
Just launched the Autumn Self-Care campaign

b. Flu Shots

Scheduled for Thursday Oct 18th from 12:30 – 4:30 at ILC

The meeting concluded at 9:20 am.