



**HUMAN RESOURCES COMMITTEE - PUBLIC MINUTES**  
**Tuesday, June 2, 2020 8:45 a.m. – 9:30 a.m.**

**In Attendance:** Trustee Brown, Trustee Donahue, Associate Superintendent Kim Martin, Renee Willock (WVTA), Cathie Ratz (WVAA), Stephanie Mascoe (HR), Megan Lau (HR), Samarra Bohonis (HR), Bruce Scott (WVMEA)

**Regrets:** Monica Scoles (DPAC)

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

**1. Staffing & Recruitment**

This year staffing is going to look very different. The first round of postings will go out today, June 2<sup>nd</sup>. We will have very few postings in either the support staff or teaching ranks. We will fill permanent positions only at this time. We will wait to fill any positions that may not be needed or could be different if we continue to operate in Stage 3 (for example, supervision aides). If it looks like we will be moving to full time in person instruction, we will put out postings accordingly. It will be a bit of a fluid staffing season and likely will mean we are busier in late August.

Teacher postings today will be specialized positions like technology education and French immersion. For support staff, the postings will be for custodians and possibly some education assistant postings.

**Retirements**

We have received very few retirements this year. We have 13 total retirements from the district. This is considerably lower than we normally see. We may see a few more over the course of the month of June.

## **2. Training**

This pandemic situation has provided us with an opportunity to try things differently and deliver training in a new format. This spring, we offered our WVTA Posting and Filling session, HR Resume and Interview session, EA Training sessions all using Microsoft teams. It is an efficient way to get larger groups together in a way that is more convenient for staff. The feedback from participants was certainly very positive. While it is not a perfect replacement for in person training, it does allow for a cost effective and efficient alternative. We are likely to replace or supplement our previous training initiatives with more remote opportunities in the future.

Since March Break, we have provided learning opportunities to all WVMEA staff every Tuesday of each week. We contracted with a company to provide Outlook, Excel, Communication and Teamwork skill sessions. We had Cari Wilson provide Google, Fresh Grade and other digital tool overviews. We had Pam Crowley and Toni Hewlett provide additional training and information about MyEdBC as well as human resources training regarding health and safety. We had capacity attendance with waitlists for most sessions. Many employees provided encouraging feedback about the sessions. Each session an attendee was selected at random and provided with a lovely gift basket to encourage ongoing attendance.

## **3. Health & Safety**

Quick summary for everyone on how we got to the place we are with health & safety. BC declared a state of emergency. During a state of emergency, the Provincial Health Officer can make orders that every resident must follow.

For instance, on May 14<sup>th</sup>, the provincial health officer ordered that every employer complete and display a COVID 19 Safety Plan. The plan is required to be posted on our website and available to the public.

In addition, the Ministry of Education asked that we submit our Safety Plan to them for review and approval. We have received correspondence approving the contents of our plan.



*A world of opportunity*

The Safety Plan is a comprehensive district document outlining the various protocols and procedures to ensure a safe workplace. We adopted all of the Provincial Health, Ministry of Education and BC Centre for Disease Control guidelines. Each school site also has the opportunity to add an appendix to the plan with protocols specific to their site. These site-specific rules are discussed and created through the local joint health and safety committee.

Training and communication about the Plan was provided to every employee entering the work sites. Discussions and meetings were held by principals and managers. Ongoing information is provided electronically and is available on the website.

We have also created a student friendly health & safety slide deck to help teachers explain the protocols to elementary students.

Visual cues and posters are placed throughout worksites. We have also provided hand sanitizer to every classroom in the district as well as having sanitization stations at every entry point to our buildings.

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