

HUMAN RESOURCES COMMITTEE PUBLIC MINUTES
Tuesday, October 6, 2020 – 8:45a.m. -

In Attendance: Trustee Brown, Trustee Donahue, Associate Superintendent Kim Martin, Assistant Director HR, Stephanie Mascoe, Renee Willock (WVTA), Bruce Scott (WVMEA), Michael Finch (WVAA), Monica Scoles (DPAC)

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

1. Summer Learning (Kim Martin)

West Vancouver had a very successful summer learning program. This year for the first time, enrolment was limited to West Vancouver families due to remote and in-person components and the need to ensure that all logins and devices were consistent. The limitation did not deter students from attending. Approximately 1100 students attended summer learning. This enrollment is slightly lower but still strong enrollment given the global pandemic.

2. Preliminary Enrolment 2020-2021 (Kim Martin)

Three Elementary divisions were added this year. A new division added at Caufield made them a traditional 16 division school with straight grades. Gleneagles, a school that typically runs combined classes after kindergarten, was at capacity in many classes last year so a new division was added. Pauline Johnson is our largest elementary school with 440 students and 19 divisions. We now have a total of 4 late French immersion divisions which are very popular. All three schools have increased their enrolment over their preliminary estimates. The 1701 has been submitted but until the Ministry approves our numbers, they remain unofficial. Unofficially, our enrollment headcount is 6826. More information to come once everything is finalized.

3. Recruitment (Stephanie Mascoe)

a. Postings - Status Report

There were approximately 90 teacher postings. Although this is a large number, it is a significant drop compared to previous years. It is important to note that this is the overall posting number related to people moving between jobs and between sites. It is not reflective of the total number of new hires.

There were approximately 82 postings for Support Staff positions.

The positions that have been historically difficult to fill continue to be so. Despite this, great candidates applied and have been confirmed. The most challenging positions to fill this year are in Learning Support.



With many people out of work, there has been an increase in applicants for clerical/administrative positions.

All districts in the lower mainland are recruiting for custodians. All our positions are filled but our casual list could be more robust. We continue to advertise for custodial staff.

Finally, in exempt positions, our IT Manager is currently on a leave of absence and we have posted to replace him during his absence.

b. New Teachers & Support Staff

New teacher orientation will take place this week. Approximately 20 teachers are expected to meet in at the WVSS Cafeteria which allows for in person meeting while physically distanced. The session will be broken into two pieces – an in-person session this week to cover HR, Payroll, collective agreement and then a Teams session next week. Sporadic new employee orientations will be done throughout the year via MS Teams.

4. Letter from the Board re: non market rental project on Gordon Ave (Kim Martin)

In July, the Board issued a letter of support for the proposed development on Gordon Avenue. This development will hopefully create more affordable living spaces and assist with recruitment. It may also attract more young families to increase enrolment. The Letter notes that West Vancouver Schools is the largest employer in the community and recruitment is competitive and this initiative may encourage our employees to live and work within the community.

5. Health & Safety

Before reopening in a global pandemic, a COVID-19 safety plan was required for all organizations. The Board created a Re-start plan which was submitted to the Ministry of Education for approval. The COVID-19 Safety Plan is required by WorkSafe BC, required by the Provincial Health Officer and reviewed by the Ministry of Education and Vancouver Coastal Health. It is a living document that changes as the CDC, the Ministry of Education, WorkSafeBC and the Ministry of Health learn more and provide continuing guidance. A copy is available on the web and should be printed and posted in every workplace.

A new Administrative Procedure has been put in place regarding COVID-19 Procedures and Protocols. It is a reference document that will direct people to the Safety Plan for information regarding procedure, protocols and guidelines for the district.

School reopened with a full week of orientation. The first two days were spent with employees, reviewing what school will look like during a global pandemic. Joint health and safety committees met to do full site walk throughs at all locations to identify

risks and to put protocols in place. Schools have been thoughtful and creative using different ways to ensure physical distancing; hand hygiene; traffic flow; etc..

In addition to the District wide safety plan, each site could add an appendix outlining unique circumstances such as occupancy in spaces like copy rooms or kitchens. These appendices are available online and in person.

The students returned in small groups and were provided with a review of the new health and safety procedures and protocols including their specific entrance and exit points; the importance of hand hygiene; physical distancing rules and the definition of their cohorts. There will be ongoing health and safety meetings throughout the year at all sites.

Thousands of masks were ordered and delivered for employees and students. We increased custodial time and continue to ensure that an adequate supply of cleaning and sanitization products are available at each site.

6. Wellness (Stephanie Mascoe)

a. Flu Clinic

The date for the flu clinic will be November 10th from 8am through 4pm. There are new restrictions due to COVID-19. Our health care workers require much more stringent rules and procedures as they administer the flu shots. All employees must wear a mask, have completed all forms before arrival and will be required to complete their daily health check. There will be a physically distanced line outside. Employees will be encouraged to come during communicated time slots that work best for school operations.

7. Professional Development (Stephanie Mascoe)

The WVMEA committee has been communicating via email to discuss options for the October professional development day. Work is also being done with Student Support services to host an event that will be engaging.

With COVID restrictions, all employees will not be in one location. The event will most likely be hosted on MS Teams.

More information to come.

The meeting concluded at 9:45