

HUMAN RESOURCES COMMITTEE PUBLIC MINUTES Tuesday, March 2, 2021 – 8:45a.m.

In Attendance: Trustee Brown, Trustee Donahue, Associate Superintendent Kim Martin, Renee Willock (WVTA), Spencer Capiere (WVTA), Bruce Scott (WVMEA), Michael Finch (WVAA), Monica Scoles (DPAC), Stephanie Mascoe (HR), Megan Lau (HR), Samarra Bohonis (HR)

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

1. Updated COVID-19 Safety Guidelines (Kim Martin)

In February, COVID-19 health and safety guidelines were updated by the Ministry of Education and BC Centre for Disease Control. The guidelines reflect key learning by the medical community about the virus and the school community about protocols in practice. The key message from our health authority continues to be that schools are safe. Although we have seen an increase in exposures recently, these are community transmissions coming into our schools NOT schools transmitting virus. The emphasis is on adult-to-adult interaction and compliance fatigue. After winter break, we reviewed every school to ensure appropriate measures were still working. We also reviewed the Health and Safety Check provided by BC CDC in February with each of our site H&S committees. We will do the same thing following spring break and certainly refresh again on return in September. There is a new safety plan available online and is available in every school site. The Safety Plan is a living document and will continue to be amended as necessary.

2. New Paid Leave Provision (Kim Martin)

The Government of BC has imposed a new paid leave provision that requires employers to provide paid leave to any employee that is required to self-isolate by a health authority. This provision allows employees to stay home as required and will not draw from their sick days.

3. BCPSEA Surveys (Stephanie Mascoe)

a. Training Modules

The Support Staff Education Committee (SSEC) was put in place as part of the 2019-2022 Collective Agreement to carry out work on behalf of school districts

and support staff unions. A survey was developed to solicit input and help define priorities for support staff training and upgrading. The survey looked for general information about format and timing of training and then looked specifically at each general classification of employee to determine skill shortages. The survey closes this week. The committee was allocated \$1M per year to support the implementation of the objectives of the committee. The district is hopeful that this will bring learning opportunities for support staff employees.

b. Joint Health and Safety

The collective agreement established a Joint Health & Safety Taskforce of up to five members, each appointed by BCPSEA and the Support Staff unions respectively. The mandate of the Taskforce included the creation of a joint health and safety committee evaluation tool as well as identification of training needs specifically to address Education Assistant safety. The Taskforce has released a survey tool for the K-12 public education sector to better understand the operation of school and site level OHS committees. One employer representative and one union representative from each committee were asked to complete the survey. Submissions could be submitted separately or together. The survey focused on the Worksafe Regulations around committee structure and process. Findings showed that West Vancouver has been compliant. Future training will ensure that communication within the committees is a focus so all members have the same understanding of protocols and procedures.

c. Teacher Bargaining

In the last round of bargaining, BCPSEA and the BCTF agreed to meet at the Labour Relations Board in an effort to enhance the bargaining process for the future. BCPSEA is collecting information about local teacher bargaining in 2019 to inform their **Section 53** discussions, asking questions about the numbers of bargaining proposals; the number of meeting dates; how many proposals led to collective agreement language changes; etc. This will allow provincial parties to better understand the scope of local bargaining to determine if changes are necessary for the next round.

4. Support Staff Job Evaluation Committee

(Stephanie Mascoe)

The district and union local were selected to participate in Phase two of the Provincial Job Evaluation process. Benchmark job descriptions were developed as part of Phase one. West Vancouver is now assessing where our job descriptions fit against these benchmarks. There has been a general training session about how to work as a committee. Next the district's active job descriptions will be matched against the provincial descriptions. The provincial committee will then rate the provincial benchmarks and create a provincial job hierarchy and we will use this to guide the school district in future decisions. Samarra Bohonis (HR Advisor), Karen Johnson (Assistant Secretary Treasurer) and Stephanie Mascoe (Director of HR) are the employer representatives. Bruce Scott (WVMEA), Colleen Denman (Administrative Assistant, Hollyburn) and Conner Payne (Senior Grounds person) are the



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WVMEA representatives. While there has been a lot more work than anticipated, it has been a good learning experience for everyone on the committee.

5. Teacher Evaluation & Conversions (Stephanie Mascoe)

We have once again hired Jamie Ross to assist with our teacher evaluation process. Jamie is a former Union President and Director of HR in the Coquitlam School District. He is currently in the process of completing the evaluations. Principals are also completing their evaluations. Once completed, Human Resources will then focus on early conversion of teachers. Staffing needs to be understood but some conversions may occur before Spring break.

6. Workplace Mental Health Leadership (Stephanie Mascoe)

The district is pleased to offer the Queen's University Certificate Workplace Mental Health Leadership program to all of our Principals, Vice Principals and Managers. This program teaches leadership skills in supporting employees and promoting positive workplace mental health. West Vancouver will be the first school district in BC to offer this program to all leaders. By the end of the week, most district leaders will have completed the training.

7. Virtual Career Fairs (Stephanie Mascoe)

Over the past few months, universities and colleges have been hosting their usual career fairs but have shifted to an online format. A positive change from this shift to virtual is that the district is able to participate in more career fairs and new career fairs. HR has travelled the country virtually to attend more universities in eastern Canada. The district hosted its first ever West Vancouver Schools Career fair, which focused on teacher candidates met through various career fairs and social media. The sessions were fun and included videos, interactive polls and games with prizes. The feedback was positive and will likely run again with a focus on Education Assistants and other employee groups.

8. Indigenous Recruitment (Stephanie Mascoe)

The district has recently met with Paul Wick, Director of Education, Employment and Training at the Squamish Nation to explore how to better reach candidates of indigenous background. We were seeking guidance on how to reach a wider audience not only for all positions within our organization. Mr. Wick shared strategies and possible avenues to better promote and feature our opportunities.



9. HR Retention Initiative

(Stephanie Mascoe)

As a fun initiative and a way to connect with current staff, West Vancouver Schools baby onsies and bibs are being gifted to our employees that are expecting.

10. Adjourn

9:12 a.m.