



## MINUTES OF A MEETING OF THE HUMAN RESOURCES COMMITTEE

Tuesday, June 1, 2021 at 8:30 a.m.

### MS Teams

Present: N. Brown (in the Chair); Board Vice Chair; S. Donahue, Trustee; Associate Superintendent Kim Martin, Scott Slater (WVAA), Monica Scoles (DPAC), Stephanie Mascoe (HR), Megan Lau (HR), Samarra Bohonis (HR)

#### 1. **Health & Safety Update**

*Kim Martin and Samarra Bohonis*

##### **a. COVID Test Kits**

Gargle test kits have been distributed to each school site. If a student becomes symptomatic at school, the family will be offered a gargle test kit to take home when they pick up their child. The parents are responsible for taking the kit to Life Labs or BC Children's Hospital for testing. Results will become available per the normal process.

##### **b. COVID Vaccination**

All employees who want to be vaccinated have had the opportunity to receive their first dose. To be scheduled for your second dose, everyone must be registered through the government vaccination site.

##### **c. Provincial Health Officer update**

The B.C. Provincial government announced a four step restart plan. Movement to lesser restrictions will depend on: COVID case counts; vaccination rates; hospitalizations; mortality. The province is on track to move to Step two. The district remains bound by the same K-12 COVID-19 guidelines and safety plan and there will be no changes for the remainder of the school year. The district anticipates new K-12 guidelines in August for the 2021-22 school year.

##### **d. Hearing Tests**

The annual hearing tests will be Thursday, June 17. The testing service will be offered at three locations: Facilities, Rockridge and West Vancouver Secondary. Employees who require testing have been notified.

## **2. Recruitment**

*Stephanie Masco and Megan Lau*

### **a. Retirements**

There are approximately 20 retirements for the 2020-21 school year. Due to the provincial health restrictions, the district will not host an in-person retirement event. A video celebrating the retirees will be filmed and shared with district staff.

### **b. Teacher conversions**

The district has converted 20 teachers from temporary to continuing status.

### **c. Summer School**

Principal Grant, Vice Principal Tobin and Vice Principal Hayes will be our summer school administration team. Instruction is scheduled to be fully in-person this year. The teaching and support positions have been posted and filled.

### **d. Postings**

#### **i. Teacher**

The first round of teacher postings is complete with the second round being posted today.

#### **ii. Exempt**

The position of Manager of IT and Manager of Purchasing and Transportation were recently filled. A Secondary Principal position has been posted and will close on June 7, 2021.

#### **iii. Support Staff**

The first round of Support Staff postings closed in May with most roles either extended or filled internally. Any roles not filled will be reposted today.

## **3. Support Staff Job Evaluation Committee**

*Stephanie Mascoe*

The district has been selected to be part of the next phase of the Provincial Job Evaluation Pilot program. The Pilot program creates a benchmark job description and rating for key positions. A majority of the work has been completed and the district is awaiting the next steps.

## **4. Workplace Mental Health Leadership**

*Stephanie Mascoe*

As a follow up to our successful Queen's certificate program, Morneau Shepell offered a session to explore the content and benefits of the Employee and Family Assistance program. This same session will be offered to union shop stewards and school staff representatives in the fall.

**5. Local Teacher Bargaining**

*Kim Martin*

The BCTF/BCPSEA agreement states that local bargaining will start November 1, 2021 and will conclude by March 4, 2022. All bargaining dates have been scheduled with the WVTA.

**6. Union Leadership**

*Kim Martin*

Associate Superintendent Martin closed by noting that the WVMEA is looking to replace Bruce Scott's role as Business Manager due to his retirement and that the President of the WVTA, Renee Willock, will be taking a Union Leave to join the BCTF for a term of 5 years.

**7. Adjourn**

**8:59 a.m.**