



## MINUTES OF A MEETING OF THE HUMAN RESOURCES COMMITTEE

Tuesday, September 28, 2021 at 8:45 a.m.

### MS Teams

Present: S. Donahue (in the Chair); Trustee; N. Brown, Board Vice Chair; Trustee; C Broady, Board Chair;  
C. Kennedy, Superintendent of Schools; K. Martin, Associate Superintendent; S. Mascoe (HR), S. Bohonis (HR), L. Bagk (HR)

Stakeholder Representation: S. Capier (WVTA); S. Price (WVTA); C. Fota (WVMEA)  
M. Finch (WVAA); M. Scoles (DPAC)

#### 1. HR Team

*Kim Martin*

Introduction and welcomes to newly appointed WVTA President Spencer Capier & Vice President Stephen Price and Catalin Fota, WVMEA Business Manager were made. Laura Bagk was welcomed to the HR team and it was noted that the district is actively recruiting a new Dispatcher.

#### 2. Preliminary Enrolment 2021-22

*Kim Martin*

The 1701 enrollment report will be submitted to the Ministry on Sept 30<sup>th</sup>. Until that date, placement requests, transfers and enrollment numbers are fluid. The 1701 enrollment numbers will be submitted to the Ministry for approval. Once approval is received, the numbers will be announced. The only reason to discuss enrollment during HR Committee is because enrollment drives staffing. As reviewed by Superintendent Kennedy at the Board meeting, we have stable enrolment numbers and therefore stable staffing. Once approval from the Ministry is received, the Board will be updated with finalized enrollment numbers.

#### 3. Recruitment

*Stephanie Mascoe*

#### **a. Postings**

There have been 103 support staff and 68 teacher postings for the 2021/22 school year. Support Staff postings have increased, while teacher postings have decreased since the last school year. The result is a greater turnover in support staff roles. Team building by our Principals have stabilized staffing on Bowen Island and in French Immersion.

#### **b. Teacher, Support Staff & Management Recruitment**

There are approximately 20 new teachers and 40 new support staff employees. The IT Manager position has been filled by Peter McGrath, who starts on October 4th and the IT Services Coordinator role was recently filled internally by Susan Leggatt. Peter is a former WV Schools employee.

Maureen Lee, District Administrator of Student Support Services, will be leaving her position at the end of December. Recruitment for her position will begin shortly.

West Vancouver Schools applied to the Office of the BC Human Rights Commissioner for a special program, which has been approved. This program provides the district the ability to give preference to the hiring of persons of self-identified indigenous ancestry for two specific positions: Indigenous Success Teacher and Indigenous Youth worker. This approval has been granted for a 5-year period, after which an extension would be required.

#### **c. Orientation & Onboarding**

Online interviews, recruiting fairs and new hire orientations were successful and will continue to be virtual, allowing the district to reach a broader group of Teachers Teaching on Call (TTOCs), casual Education Assistants, Teacher Assistants, etc.

### **4. Wellness / Health & Safety**

*Samarra Bohonis*

#### **a. Communicable Disease Plan**

At the start of the school year, the district transitioned from a COVID Safety Plan to a Communicable Disease Plan as part of BC's stage 3 Restart Plan. All schools and district sites have reviewed protocols with all staff on their return to school. All schools have completed their review and have remitted paperwork to HR for tracking. The Communicable Disease Plan and all updated links and resources have been uploaded to the external website, school websites and Inside45.

#### **b. Joint Health & Safety Committee Meetings**

Schools held the first Joint Health & Safety Committee meeting within the first week of school. They were tasked with reviewing both the communicable disease plan and the Health & Safety checklist. The Health & Safety checklist was issued by the BCCDC with the objective of each school/site assessing their site, ensuring safety measures were in place, and discussing any action items to be addressed.

**c. Flu Shots**

A flu clinic is confirmed for October 15th from 8:00 am – 4:30 pm. It will be held at WV secondary school in the south campus gym.

**d. Annual H&S review**

WorkSafeBC requires all schools and sites to complete a review for all staff each year. Each school has reviewed the Health & Safety regulations with staff, have secured their Joint Health & Safety Committees and have confirmed their designated first aid member.

**5. Professional Development**

*Stephanie Mascoe*

The district participated in a joint survey from the British Columbia Public School Employers' Association (BCPSEA) and the K-12 Presidents' Council and Support Staff Unions. Sent to all employees and administrators, the purpose of the survey was to gain a better understanding of the training needs for support staff employees. A lengthy report reviewing the survey findings was provided to the district. The HR department will meet with the WVMEA to review the survey results and create a training plan to meet the needs and interests of both the district and the employees. West Vancouver was allocated \$41,532 to support these initiatives.

**6. Teacher Bargaining**

*Kim Martin*

The Provincial parties (BCPSEA and BCTF) signed a letter of agreement creating a trial procedure for local teacher bargaining this round. Local bargaining can commence as early as November 1st and must conclude by March 4th, 2022. The district's bargaining plan has been reviewed by the Board and submitted to BCPSEA for approval. The provincial mandate has not been set and therefore tentative approval will be received until the plan can be compared against the mandate and finally approved. Seven (7) local dates have been set within the time frame. This is similar to the amount of time last round of bargaining. November 4th, 2021 will be the first day of local bargaining.