



MINUTES OF A MEETING OF THE HUMAN RESOURCES COMMITTEE

Tuesday, November 2, 2021 at 8:45 a.m.

MS Teams

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

Stakeholder Representation: S. Capier (WVTA); C. Fota (WVMEA)
S. Slater (WVAA); A. Yashkina (DPAC)

1. Excellence Through Recruitment

Stephanie Mascoe

Two new secondary teachers were highlighted, Liam Mahon and Kristjana Young. Both started with the district in September 2021 and are working in secondary schools and Academy programs. They are leaders in their sports and bring exceptional skills, professionalism and passion to the district.

2. Recruitment

Stephanie Mascoe

a. **District Principal Inclusive Education**

The district is pleased to announce Corrine Kinnon has accepted the role of District Principal of Inclusive Education with a start date of January 1, 2022. She is currently the District Vice-Principal of Alternate and Alternative Secondary Schools with the Vancouver School Board.

b. **Vice Principal Elementary**

We will commence a recruitment process for Elementary Vice Principal candidates for future English or French Immersion openings. Director of Instruction Liz Hill and elementary Vice-Principals Breanna Lloyd (Bowen Island) and Kristina Hayes (Cedardale) are hosting an information session this month. The session will cover topics like the

process of applying to an administrative role and the daily realities of being a vice principal.

c. IT Restructuring

As previously announced, Peter Magrath has re-joined West Vancouver Schools as our Manager of Information Technology. He and Susan Leggatt are responsible for Information Technology and Information Services. The role and responsibility of the Department has expanded to include data, reporting, information technology and web development.

d. EA Recruitment

District Principal Maureen Lee continues her recruitment efforts for Education Assistants. Recruitment strategies are focusing on Education Assistants through connections with local institutions like Capilano University and Langara College as well as welcoming EA practicum students to experience West Vancouver Schools. The HR department will continue to connect with students via speaking engagements and career fairs throughout the year.

e. Administrative Assistant Movement

The Caulfeild and Chartwell Elementary Administrative Assistant positions have both been filled by strong internal candidates, which will ensure a smooth transition for the schools.

3. Health & Safety

Samarra Bohonis

a. Flu Clinic Debrief

A successful flu clinic was held on Oct 15th. Just under 300 vaccinations were administered to school district employees. This number is consistent with previous years.

b. Ongoing Training

Many WVMEA members have expressed interested in training related to playground safety and first aid. A “Bumps, Cuts and Bruises” course was offered to WVMEA employees during the professional development day focusing on playground safety, treatment of student injuries and prevention methods. First aid training with CPR and AED training will be offered to all WVMEA members for their January professional development day.

4. Violence in the Workplace

Samarra Bohonis

Last year, a Provincial Workplace Violence working group was created to help provide guidance around workplace violence in public school settings. The working group has provided resources and tools to all public schools to assist in compliance with WorkSafebc regulations. Sandra Lynn Shortall and HR have been working with schools and sites to make sure that plans and processes are up to date

Schools are currently working with JH&S Committees to complete tasks with a targetted completion date in December

5. Demographic Diversity Survey

Kim Martin

West Vancouver Schools has developed a survey which will be distributed to all employees. With the focus on Equity, Diversity and Inclusivity, the goal is to understand the demographic baseline to avoid often making assumptions about the employee group. The purpose of the survey is to truly understand composition and to use this data to inform future decisions in the area of Equity, Diversity and Inclusivity. The survey is expected to be sent out during the second week of November.

6. Adjourn

9:11am