



MINUTES OF A MEETING OF THE HUMAN RESOURCES COMMITTEE

Tuesday, February 1, 2022 at 8:45 a.m.

MS Teams

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

Stakeholder Representation: S. Capier (WVTA); C. Fota, P. Van Rhyn (WVMEA); M. Finch, S. Slater (WVAA); M. Scoles (DPAC)

1. Excellence Through Recruitment

Stephanie Mascoe

Education Assistants Sheila Gelinas, Ecole Pauline Johnson and Aoiffe Bagnall, Ridgeview Elementary were highlighted.

2. Recruitment

Stephanie Mascoe and Laura Bagk

a. **Exempt Staff Changes**

École Pauline Johnson Vice Principal Kirsten Dixon is on leave and Cindy Stevenson was hired to fill the position. Corrine Kinnon started her new role as District Principal, Inclusive Education in mid-January. Associate Superintendent Kim Martin is on leave. Director of HR Mascoe will fill in until her intended return in the Spring.

The district is looking to create a pool of future Vice Principals and is currently shortlisting and interviewing. The process is expected to be completed at the end of February.

b. **Postings and Opportunities**

Recruitment of casual office support clerks is a focus due to absences. There are a few EA vacancies but casual list is stable. Casual custodians continue to be recruited.

In the IT department, Mai Azur has filled the District SIS Database Clerk position and a candidate has been identified for the Network & Support Specialist position. In efforts to increase the number of applicants, the district is increasing its advertising efforts through traditional advertising and social media campaigns.

c. Career Fairs

The HR department has been participating in numerous career fairs but will be evaluating which fairs generate the most interest and are an effective use of resources.

3. Health & Safety

Samarra Bohonis

a. Communicable Disease Plan

During the Winter Break, the Public Health Authority released an addendum to the K-12 Guidelines.

b. Joint Health & Safety Committee Meetings

Joint Health and Safety Committees at all schools and sites reviewed the new guidelines, completed a checklist that reviewed the new protocols and sent tracking documents to HR within the first week of school.

c. Masks and Rapid Tests

The West Vancouver School Board has purchased 5000 KN95 masks. Each employee will have access to five masks each. This is in addition to the two masks the WVTA provided to each district staff member. Rapid antigen tests will be received by the end of the first week of February. Two tests per employee will be distributed and regular distribution from the public health authority is expected in the future.

It was also noted that funding from the government has been received to make further updates to school ventilation systems. Currently, all schools have up to date and well working ventilation systems so these funds will support further improvements and discussions are being held on which schools spaces to direct funds to. Two first aid courses will be offered to all WVMEA employees during the May professional development day as well as smaller more specialized training sessions in the Spring.

4. Demographic Diversity Survey Update

Stephanie Mascoe

A brief summary of the findings of the Demographic Diversity Survey was given. The survey results will allow for data driven discussions to assist in district planning.

5. Provincial Joint Job Evaluation Committee Update

Stephanie Mascoe

The Provincial Joint Job Evaluation Committee work is on-going. Pilot groups 1 and 2 are now complete and the provincial parties are now starting with the final group. It is suggested that the work be completed no sooner than December 2023.

6. Adjourn

9:13am