

NOTICE OF MEETING

Vancouver School Board
Secretary-Treasurer's Office
December 2, 2020

Personnel Committee

Estrellita Gonzalez
Barb Parrott
Carmen Cho
Oliver Hanson

Suzanne Hoffman, Superintendent of Schools
J. David Green, Secretary Treasurer

Notice of Meeting

A Meeting of the **Personnel Committee** will be held on Teams Live Broadcast on **Wednesday, December 2, 2020 at 7:00 pm**

| | | |
|--------------------------|--|---|
| Trustees: | Fraser Ballantyne Lois Chan-Pedley Janet Fraser | Jennifer Reddy Allan Wong |
| Student Trustee: | Ricky Huang | |
| Senior Management Staff: | Carmen Batista Pedro da Silva Jody Langlois | David Nelson Rob Schindel |
| Reps: | Treena Goolieff, VSTA Darren Tereposky, VESTA Paul Godfrey, VASSA Ankie Carswell, VEPVPA Melissa Werfl, PASA Karen Tsang, DPAC Tim DeVivo, IUOE Cynthia Schadt, CUPE 15 Neil Munro, Trades Brent Boyd, CUPE 407 Divyan Karunakaran, VDSC | Alt. Alyssa Reid, VSTA (Alt.) Ranjit Bains, VASSA Karen Noel-Bentley, VEPVPA (Alt) Krista Sigurdson, DPAC (Alt. 1) Sandra Bell, DPAC (Alt. 2) Tim Chester, IUOE Dione Balmes, VDSC (Alt.) |
| Other Staff: | Pete Nuij Lorelei Russell | |

COMMITTEE MEETING

PERSONNEL COMMITTEE
Wednesday, December 2, 2020 at 7:00 pm
Teams Live Broadcast

The meeting is being held on the traditional unceded territory of the Musqueam, Squamish and Tsleil-Waututh Nations. The meeting is being live-streamed and the audio and visual recording will also be available to the public for viewing after the meeting. The footage of the meeting may be viewed inside and outside of Canada.

Meeting Decorum:

The Board has a strong commitment to ethical conduct. This includes the responsibility of committee members to conduct themselves with appropriate decorum and professionalism. As Chair of the Committee it is my responsibility to see that decorum is maintained. To do that I ask that:

- i. All members/delegates request to speak through the chair;
- ii. Civility towards others is maintained as stakeholder representatives and Trustees share perspectives and participate in debate;
- iii. Staff be able to submit objective reports without influence or pressure as their work is acknowledged and appreciated;
- iv. Committee members refrain from personal inflammatory/accusatory language/action;
- v. Committee members, Trustees, representatives and /staff present themselves in a professional and courteous manner.

Please see reverse for the Purpose/Function and Powers and Duties of this Committee.

1. Delegations

1.1 None

2. Information Items

2.1 Staffing and Recruitment Update

2.2 Wellness and Employee Engagement

Presenters

Pete Nuij, Director – Human Resources

Lorelei Russell, Director – People Services

3. Discussion Items

None

4. Items for Approval

4.1 *No items requiring Board Actions/Motions*

5. Information Item Requests

Date and Time of Next Meeting

Wednesday, February 3, 2021 at 6:30 PM

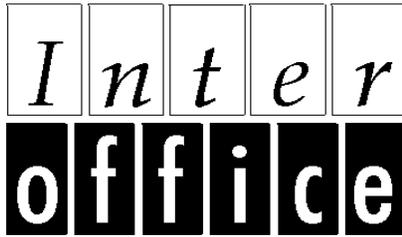
Personnel Committee

4.1 Purpose/Function:

- 4.1.1 To ensure ongoing, appropriate recognition, and acknowledgements are provided by the Board and a productive, and caring work environment permeates the District.
- 4.1.2 To provide a forum to provide for discussion of the unintended consequences associated with personnel related Administrative Procedures, and collective agreement clauses.
- 4.1.3 To provide a forum for discussion of personnel related issues such as, but not limited, to sick leave, attendance, staff turnover/retention patterns, recruitment issues and health and safety issues.

4.2 Powers and Duties:

- 4.2.1 Annually review the Superintendent's Personnel Accountability Report including trends and issues and directions.
- 4.2.2 Recommend worthy VSB candidates to be nominated for awards and recognition external to the District.
- 4.2.3 Review section 400 "Personnel and Employee Relations" Administrative Procedures and provide feedback when warranted.
- 4.2.4 Personnel Matters Referred to the Committee by the Board:
 - 4.2.4.1 Review matters referred and make recommendations as requested.



Date: December 2nd, 2020

ITEM 2.1

TO: Personnel Committee

FROM: Pete Nuij, Human Resources Director

RE: **Staffing and Recruitment Update**

Reference to Strategic Plan

Goal 4: Provide effective leadership, governance, stewardship.

Objectives: Effectively utilize school district resources.

Introduction

This report provides information on staffing and recruitment since the October 21, 2020 Staffing and Recruitment update.

Background

The staffing and recruitment teams in Employee Services work year-round to post and fill jobs in the District and has been working to hire employees for all positions amid the COVID-19 pandemic. Many of the processes and practices used in previous years have needed to be altered in order to allow the District to continue to recruit new employees to the District.

While the recruitment team has been hiring in all areas, this report will focus on recent hires in the areas of teaching, school support workers and supervision aides.

Teaching:

The recruitment team continues to hire teachers to increase the pool of Teachers Teaching on Call (TTOCs). Since the end of the 2019/2020 school year, 118 teachers have been hired. 18 of those were hired directly to permanent contracts. As of November 13, there are 629 TTOCs in the District. This reduction was a result of the District contacting TTOC's who had not worked since the start of the 2020/21 school year. TTOC's who responded to letters sent indicated their reasons for not working included accepting work in Districts closer to home, accepting another job not related to teaching, and some indicated the pandemic was the cause of the inability to work. Some TTOC's indicated that they may wish to return in the future.

From October 20 to November 16, 23 teaching positions have been posted. Some of these positions have been filled quickly, while others have been re-posted several times. Teacher recruitment continues to be a significant priority for the District. As part of the process, the District works with local universities to support the training of qualified teachers by sponsoring student teachers in VSB schools. Currently there are 31 SFU student teachers completing their practicums in the District, with a program completion date of December 4. In addition, 12 student teachers from UBC have recently completed practicums that were delayed due to COVID and school closures in the spring of 2020. Some graduates have indicated an interest in working for the District

School Support Workers:

The District, like others in BC, continues to face challenges with the recruitment and retention of Student Support Workers (SSWs). From October 20 to November 13, 28 SSW positions were posted. The District continues to work on filling these vacancies with permanent employees. Increasing the number of SSWs on our On-Call list continues to be a priority and while permanent vacancies are being filled, this has reduced the number of SSWs available for on-call work. Since the end of 2019/2020 school year, the Recruitment team has hired 66 School Support Workers, some to continuing contracts as per the Letter of Understanding between CUPE 15 and the District. As of November 13, 2020, there are 150 School Support Workers working on-call in the District.

In recognition of the challenge of hiring for temporary vacancies in this area, the District recently signed a Letter of Understanding with CUPE 15 with respect to hiring 3.00 FTE Permanent Indigenous Education Enhancement Workers. Similar to the PERM SSA position, the District is hopeful that providing permanent work and benefits will attract employees for this very critical role.

The District continues to work with Burnaby Continuing Education to support the training of qualified Education Assistants. The winter 2020 cohort, which had their spring 2020 practicums postponed due to COVID, have now completed their practicums. The District offered 40 positions and are hopeful these graduated students will begin as soon as they are available. The summer 2020 cohort started their program on July 6 and will complete on January 29, 2021. There are 22 students in this cohort.

Additionally, as part of the District's continued partnership with Burnaby Continuing Education and through the support of ACCESS (www.accessfutures.com), 13 Indigenous students are completing their Education Assistant training and are scheduled to graduate on March 1, 2021. The recruitment team continues to work with other programs in the lower mainland to provide practicum placements and employment opportunities in the District.

Supervision Aides:

The Recruitment team continues to hire supervision aides. Since the end of the 2019/2020 school year, 31 supervision aides were hired - with 11 of these hires quickly posting into

permanent positions. Currently there are 67 supervision aides working on-call in the District. From October 20 to November 13, 8 supervision aide positions were posted.

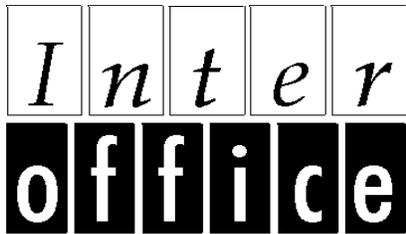
The District recently signed a Letter of Understanding with IUOE to hire an additional 10 permanent supervision aides. These are full time positions that the District will use to deploy on a daily basis to support emerging needs in schools. This additional staffing will also be utilized to provide coverage in schools with staggered recess and lunch breaks.

Employee Services continues to work closely with school administrators to identify upcoming vacancies and ensure that they are filled as quickly as possible.

Conclusion

Employee Services will continue to provide staffing and recruitment updates at future Personnel Committee meetings.

This report is provided for information.



Memorandum

vancouver school board



Date: December 2, 2020

To: Personnel Committee

From: Lorelei Russell – Director, People Services

Re: **Wellness and Employee Engagement**

ITEM 2.2

REFERENCE TO STRATEGIC PLAN:

Goal 3: Create a culture of care and shared social responsibility.

Objective: Encourage and enhance practices that support cultural, emotional, physical and mental well-being for district staff.

INTRODUCTION:

The District's Wellbeing Strategy proactively supports employees. Targeted, comprehensive wellbeing programs improve health outcomes, productivity, employee engagement and supports positive learning environments for students.

This report is provided for information.

MENTAL HEALTH TRAINING:

On October 23 the District trained 47 employees on The Working Mind, a four-hour course developed by the Mental Health Commission of Canada. Four workshops took place across the district and were co-facilitated with representatives of IUOE 963, VSTA, PASA and Wellness staff.

EDUCATION and PREVENTION

The Wellness team organized two in person workshops in August attended by 22 participants and 1 webinar in September attended by 16 participants.

The topics were:

- Stress Relaxation Techniques (in person)
- Lighten up your day (in person)
- Boosting your Positive Outlook (virtual)

We also launched a four week virtual meditation practice for schools that registered to participate.

Flu Vaccination Clinics

Wellness staff organized 122 clinics at 116 different schools and district work sites and 2900 employees were vaccinated. By comparison 464 employees were vaccinated in 2018-19 and 927 employees were vaccinated in 2019-20. Participation was significantly higher, in alignment with recommendations made by Federal and Provincial Health Officers.

EMPLOYEE ENGAGEMENT

The Employee Wellness Sharepoint site continues to attract employees with 9711 site visits in the 1st quarter of school year and 2940 unique daily views of all the District's Wellness Resources available for staff to access.

SUMMARY

This report and attachment is provided for information.

Employee Wellness Quarter 1 Report



July 1 2020 - September 30 2020

Workshops / Webinars



38
Participants

3
sessions
hosted

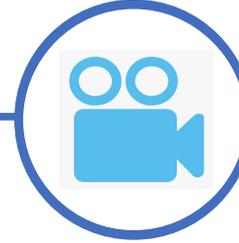
SharePoint



9711
Site Visits

2940
Unique Daily Views
1253
Wellness Update Views

LifeSpeak Video Library



111
Views

37 health
volumes
available

Employee Wellness Presentations



7 sessions
held



176 employees
reached

New Programs Launched



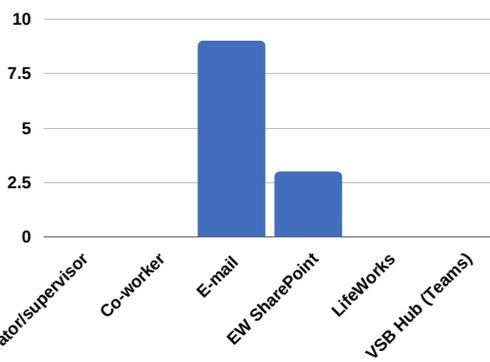
- **Virtual Meditation** - 4 weeks of progressive meditation practice, cohorts starting every 4 weeks
- **Wellness Webinars Series** - monthly webinars covering a variety of health and well-being topics

Wellness Webinar/Workshop Feedback

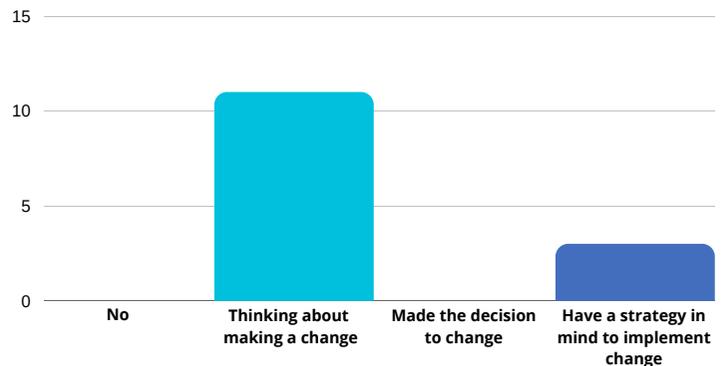
Webinars/Workshops by Topic

1. Stress Relaxation Techniques (n = 1, participants = 12)
2. Lighten Up Your Day (n = 1, participants = 10)
3. Boosting Your Positive Outlook (n = 1, participants = 16)

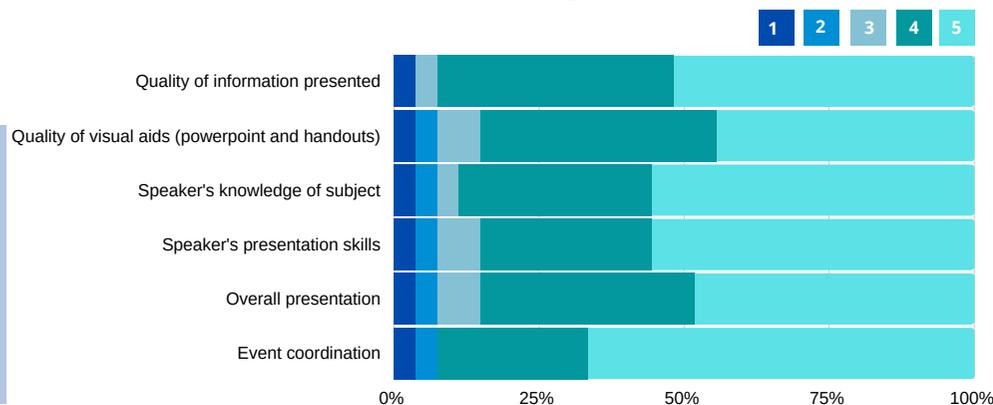
How did you hear about the session?



As a result of this session, do you plan to make any changes to your perspective, behaviour, or lifestyle?



Rate on a scale of 1-5 the following factors (1 = Poor ~ 5 = Excellent):



"Thank you for arranging this in-person workshop during this unprecedented time.

This in-person workshop for learning relaxation techniques foster a much better learning environment than online. Much appreciated."

(Stress Relaxation Techniques Participant)