

NOTICE OF MEETING

PERSONNEL COMMITTEE

Secretary Treasurer's Office
October 3, 2023
Teams live broadcast

Joshua Zhang (Chair)
Alfred Chien (Vice-chair)
Christopher Richardson
Jennifer Reddy

Helen McGregor, Superintendent of Schools
Flavia Coughlan, Secretary-Treasurer

Notice of Meeting

A Meeting of the **Personnel Committee** will be held on Teams with a live broadcast on **Tuesday, October 3, 2023 at 4:30 pm.**

Trustees:	Lois Chan-Pedley (Alternate) Preeti Faridkot Janet Fraser	Victoria Jung Suzie Mah
Student Trustee:	Mia Liu	
Other Senior Management Staff:	Pedro da Silva Michael Gray Jody Langlois	Pete Nuij Shehzad Somji
Representatives:	Vanessa Mani, CUPE 15 Brent Boyd, CUPE 407 Karen Tsang, DPAC Tim De Vivo, IUOE Kerry Chuah, PASA Justin Chapman, Trades Paul Godfrey, VASSA Alexandra Amini, VDSC Sylvia Jackson, VEAES Rosemary Thomas, VEPVPA Carmen Schaedeli, VSTA	Alternates: Sheri Nielsen, CUPE 15 Alan Patola Moosmann, DPAC (Alternate 1) Michael Lang, DPAC (Alternate 2) Tim Chester, IUOE Phoebe MacMillan, VASSA Grace Li, VDSC Darren Tereposky, VEAES Deena Kotak Buckley, VEPVPA
Other Staff:	Michael Rossi Hans Loeffelholz	

PERSONNEL COMMITTEE

MEETING AGENDA

Tuesday, October 3, 2023 at 4:30 pm
Teams Live Broadcast

With deep gratitude and respect, we are honoured to be learning and unlearning on the ancestral and unceded lands of the x^wməθk^wəyəm (Musqueam), Skwxwú7mesh Úxwumixw (Squamish Nation) & səliiwətał (Tsleil-Waututh Nation).

The meeting is currently being broadcasted live, and both the audio and video recordings will be accessible to the public for viewing even after the meeting ends. Footage from this meeting may be viewed from Canada or anywhere else in the world.

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 Power and Duties of this Committee.

1. Items for Approval

1.1 None

2. Discussion Items

2.1 None

3. Information Items

3.1 Staffing and Recruitment Update

Presenters

Michael Rossi, Director of Instruction, Employee Services

3.2 Wellness and Occupational Health and Safety Update

Hans Loeffelholz, Director, Enterprise Risk and Safety Compliance

4. Information Item Requests

Committee members may request by email to the Chair of the Committee follow-up information on previously discussed items and/or suggest possible topics for future committee meetings agendas. All requests for future agenda items will be considered by the Chair and Vice Chair at their weekly Agenda Setting meeting.

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.

October 3, 2023

ITEM 3.1

TO: Personnel Committee

FROM: Michael Gray – Executive Director of Employee Services
Michael Rossi – Director of Instruction Employee Services

RE: Staffing and Recruitment Update

Reference to Education Plan

GOAL: The Vancouver School Board will increase equity by:

OBJECTIVE(S): Improving stewardship of the district’s resources by focusing on effectiveness, efficiency, and sustainability.

INTRODUCTION

This report provides information to the Personnel Committee on staffing and recruitment for the 2023-24 school year start up.

BACKGROUND

Notwithstanding a challenging labour market in the Vancouver Metro Area, the Staffing and Recruitment teams have worked diligently, including over the Labour Day Weekend, to ensure that positions approved for the 2023-24 school year budget are filled with qualified applicants.

Since May 2023, the Recruitment Team has hired 198 teachers and 140 education assistants and support staff, that are represented by the Canadian Union of Public Employees (CUPE) Locals 15/407 and International Union of Operating Engineers (IUOE) bargaining units.

The Staffing Team, in conjunction with school-based administrators, have filled more than 640 internal teaching positions, as well as 139 education assistants and support staff bargaining unit positions since May 2023.

For the posting period of September 26 to October 3, 2023 inclusive, there were 44 internal postings to be filled. Secondary classes, that do not allow for class size variance, and elementary classes are staffed in accordance with class size limits which are outlined within the collective agreement language.

The Staffing and Recruitment Teams continue its recruiting efforts for all the above stated positions. With the 2023-24 school year underway, Employee Services continues to work closely with school administrators to identify upcoming vacancies to attempt to fill them in a timely manner.

In spirit the collaborative and collegial labour relations, the Employee Services Department has engaged in creative solutions with its union partners to facilitate staffing and recruitment efforts that are consistent with the spirit and intent of various collective agreement obligations and partner feedback.

By way of other creative hiring initiatives by the Recruitment Team:

- On September 16, 2023, attended the Main Street, Car Free Day wherein the VSB Tent allowed staff to meet and network with many diverse candidates from the community. Staff appreciated trustees and employees that visited the booth.
- On September 18, 2023, attended the first career fair of the year through Simon Fraser University (SFU). This career fair was held at SFU and gave students in the Faculty of Education program the opportunity to connect with District staff about employment opportunities with the VSB. In the coming months, the Recruitment team will be attending several career fairs hosted by universities across Canada. Planning for these fairs is underway; and
- On September 19, 2023, visited the Capilano University Educational Assistant program to conduct presentations about being an education support worker in the VSB.
- On September 28, members of the District team visited the Immigrant Services Society of British Columbia to present on potential employment opportunities with the VSB.

The District continues to work with local universities, such as SFU and the University of British Columbia, to support teacher education programs. Currently there are 34 SFU students on teaching practicums in the VSB who will be completing their teacher certification in December. The majority of SFU teacher candidates who completed their program at VSB schools in the 2022-23 school year are now working with the VSB. The Recruitment team has begun plans to host information sessions for this year's student teachers, closer to the end of their practicum. To support new teachers, the District offers a mentorship program that consists of two teacher leaders helping to support or connect new teachers to professional learning communities.

The District also continues its partnership with Burnaby Community & Continuing Education to offer an Education Assistant program. Currently there are 22 students scheduled to complete the program in mid October 2023 who will be available to work in the District as early as November 2023. These graduates can choose to apply for permanent on-call positions and then be eligible for permanent employment.

The District continues to look for new and creative ways to advertise to the broader community that the VSB is hiring for all positions. Through the support of the Communications Department, the District hiring campaign that began in the Spring of 2023, started using the slogan "*More than a Job, Find your Purpose*". Stories were created to promote and communicate the roles and benefits of working in certain positions within the Vancouver School District. These stories are posted on social media and have also been promoted on the VSB website. Banners have been placed on fences at seven of our VSB sites that have either high foot or vehicular traffic and hiring decals prominently displayed on some VSB vehicles. The Employee Services Department is now also using social media platforms such as LinkedIn to advertise jobs with the goal of reaching as many qualified applicants as possible.

The Employee Services Department has identified that a strategic priority for the 2023-24 school year will be to identify opportunities for and implement efficiencies to streamline recruitment processes.

CONCLUSION

This report is provided for information.

October 3, 2023

ITEM 3.2

TO: Personnel Committee

FROM: Michael Gray - Executive Director, Employee Services
Hans Loeffelholz, CRSP, EP - Director, Enterprise Risk Management and Safety Compliance

RE: Wellness and Occupational Health and Safety Update

*Reference to
Education Plan*

GOAL: The Vancouver School Board will improve student achievement, physical and mental well-being, and belonging by...

OBJECTIVE(S): Improving school environments to ensure they are safe, caring, welcoming, and inclusive places for students and families.

INTRODUCTION

This report is provided as an information update to the Personnel Committee.

Health and Safety Update

OurHealth

On September 5, 2023, the Health and Safety Department went live with OurHealth. OurHealth is an online platform that is easy-to-use and more supportive than traditional paper-based reports. It also ensures that all staff information is confidential. The OurHealth system provides VSB employees with mobile-ready access for hazard and incident reporting. Forms on OurHealth can be tracked by staff members submitting incident or hazard reports, as well as their supervisors, and therefore fosters safer workplaces. The implementation of OurHealth included training for supervisors so as to allow management staff to support employees.

Respectful Workplace Posters

The Health and Safety Team led the development and implementation of new Respectful Workplace posters that were sent out to all schools and workplaces. A new public facing web page was also created to host the following:

Govsb.ca/RespectfulWorkplace

The Vancouver School Board is committed to fostering safe schools that promote mutual respect, cooperation, and social responsibility. There is zero-tolerance for violence, harassment, or disrespectful behaviour in the school community. We strive to make our schools and sites welcoming places for everyone in our community.

As we begin a new school year, we ask that you pause and remember VSB staff are valued community members. Be considerate, and ask, will my actions or words hurt someone?

It is our shared responsibility to ensure interactions are conducted safely and respectfully. Students learn here, and together we can be models for those that are watching.

Wellness Update

October 20 Pro-D – “Wellness Matters”

The Employee Wellness Team is pleased to announce that multi-session Pro-D Days will again be scheduled during the 2023-24 school year. The first Pro-D for this school year is the “Wellness Matters” Pro-D, taking place at John Oliver Secondary School on October 20, 2023. Sessions will include workshops on Vicarious Stress and Trauma, Stress, Sleep, Indigenous Wellness, 2LSGBTQIA+ inclusion and more. Registration is open to employees now on the VSB Learns site.

RECOMMENDATIONS

This report is provided for information.

Vancouver School District Personnel Committee

October 3, 2023

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INDIGENOUS ACKNOWLEDGEMENT

With deep gratitude and respect, we are honoured to be learning and unlearning on the ancestral and unceded lands of the x^wməθk^wəyəm (Musqueam), Sk̓wxwú7mesh Úxwumixw (Squamish Nation) & səlilwətaʔ (Tseil-Waututh Nation).



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(Musqueam)



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Live-streamed

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Introductions

Stakeholders: please state your first and last name and the name of the group you are representing.

Trustees and staff: please state your first and last name and position.

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ITEM 3.1 Staffing and Recruitment Update

Michael Gray, Executive Director, Employee Services

Michael Rossi, Director of Instruction, Employee Services

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Hiring Over the Summer

- During a well-documented labour shortage, VSB continues to hire only qualified/certified staff for all positions.
- Employee Services continues to focus recruiting efforts for
 - All areas of teaching, IUOE, CUPE Locals 15 & 407, and Skilled Trades bargaining units.
- Since May 2023, the Recruitment team has hired:
 - 198 teachers; and
 - 140 support staff.
- Internally the Staffing team has filled:
 - 640 teaching positions; and
 - 139 support staff bargaining unit positions.

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Practicum Students

- **Burnaby Education Assistant Program**
 - 22 students graduating from the program in October 2023; and
 - Filled and starting another cohort starting in October 2023.
- **Simon Fraser University Teacher Candidates**
 - 34 Simon Fraser University (SFU) teacher candidates currently in our schools that are scheduled to graduate in December.

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"More than a Job, Find your Purpose"

- District is continuing with its marketing campaign and advertising that the VSB is hiring.
- **Recruitment Events:**
 - September 16- Car Free Day;
 - September 18- SFU Career Fair;
 - September 19 – Capilano University Education Assistant Program presentation; and
 - September 28 – Immigrant Services Society of BC presentation.
- **Advertising/Marketing:**
 - LinkedIn; and
 - New signage (Schools and District Vehicles).

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QUESTIONS?

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Staffing and Recruitment Update

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ITEM 3.2

Wellness and Occupational Health and Safety Update

Michael Gray, Executive Director, Employee Services

Hans Loeffelholz, Director, Enterprise Risk and Safety Compliance

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Employee Wellness

VSB Vancouver
School Board

Vision


A trusted K-12 employer focused on employee well-being.


Mission

To champion internal processes and programs that empower employees to achieve well-being.*


*Well-being is defined as the experience of feeling happy and healthy, mentally, emotionally, physically and spiritually. Well-being is strongly associated with having safe and caring relationships with others, a sense of purpose or meaning, and generally feeling satisfied with life.

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Indigenous Wellness



Vicarious Stress and Trauma



2LSGBTQIA+



Resilience

and more...

Oct 20

Pro-D Wellness Matters.

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Health and Safety

Vision

An innovative leader in occupational health and safety for K-12 public education.

Mission

Our mission is to co-facilitate the continual improvement of safe work within ourVSB. This mission is accomplished by providing efficient, ethical, inclusive, and professional occupational health and safety services that drive success in supporting student learning.

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VSB Vancouver School Board

ourHealth.vsb.bc.ca

Online safety system!

Available anytime, anywhere, take pictures, voice to text, select from menus and automatic routing.

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VSB Vancouver School Board

**STUDENTS LEARN HERE
RESPECT WORKS HERE**

Let's work together to keep our interactions respectful.

As a learning organization, it is important we model the behaviour we expect of students in our schools. It is our responsibility to ensure our interactions are conducted in a respectful manner.

LEARN MORE: govsb.ca/respectfulworkplace

Respectful workplace

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OUR VSB

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VSB Vancouver School Board

Respectful workplace

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VSB Vancouver School Board

QUESTIONS?

ITEM 3.2

Wellness and Occupational Health and Safety Update

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INFORMATION ITEM REQUEST

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THANK YOU FOR YOUR TIME

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