



Human Resources Committee

Thursday, October 6, 2016

Room 340-D

Hamilton-Wentworth District School Board
20 Education Court, P.O. Box 2558
Hamilton, ON L8N 3L1

HUMAN RESOURCES COMMITTEE

AGENDA: 1:00pm

1. Call to Order
2. Approval of the Agenda
3. HR Department Update
4. Elementary Enrolment Update
5. Elementary Teacher Staffing Update
6. Secondary Teacher Staffing Update
7. Support Staff - Staffing Update
8. Resolution into Private Session – as per the Education Act, Section 207.2 (b) the disclosure of intimate, personal or financial information in respect of a member of the board or committee and (d) decisions in respect of negotiations with employees of the board
9. Meeting resumes in Public Session
10. Next Human Resources Meeting: November 17, 2016



EXECUTIVE REPORT TO HUMAN RESOURCES COMMITTEE

TO: HUMAN RESOURCES COMMITTEE

FROM: Manny Figueiredo, Director of Education

DATE: October 6, 2016

PREPARED BY: Stacey Zucker, Executive Superintendent of Board Operations and Treasurer
Gytis Grabauskas, Senior Manager Human Resources

RE: Human Resources Department Update

Action ☐

Monitoring ☒

Human Resources Department Changes:

Effective August 8, 2016, the structure of Human Resources was reorganized with the Department falling under the responsibility of Stacey Zucker, Executive Superintendent of Board Operations and Treasurer. The daily operations of the department are led by Gytis Grabauskas, Senior Manager Human Resources with support from members of the executive team. Appendix A provides the structural basis of the supporting Human Resources activities.

The structure supports a balance of professional human resources leadership complemented by the academic lens of superintendents within the system. The design provides for a collaborative approach to human resource management so that all aspects of decision making are contemplated. Responsibilities for supporting Collective Agreements have been assigned to Superintendents to support not only their professional learning but also provides a sound basis to be in a knowledgeable position to contribute to Collective Bargaining in 2017.

HWDSB HR – OPERATING STRUCTURES AND SUPPORTS

Labour Management/Relations Meetings:

The Senior Manager of Human Resources will have responsibility for coordinating and supporting all Labour Management/Relations Meetings. Executive Council members will participate in scheduled meetings as required to provide support and an academic lens to issues and solutions.

Staffing:

The Senior Manager of Human Resources will have responsibility for coordinating and supporting the staffing requirements of all Collective Agreements in consultation with the respective Executive Council members. Executive Council members identified to support the staffing processes of the Board's Continuing Education and Support Staff unions will be resources to these functions and will collaborate with the Senior Manager of Human Resources. These functions will continue to be coordinated and managed by the HR Department with support as required by the Executive Council members.

The Superintendents of Achievement (Jamie Nunn and Jeff Gillies) will take on lead responsibilities for managing the staffing processes identified in the respective Collective Agreements for the identified teacher bargaining units. This role will entail all aspects of staffing support for the hiring and replacement of teaching staff as prescribed by the Collective Agreements. The processes will continue to be supported by the Human Resources Officers. Any disputes related to staffing that fall outside of the formal staffing processes will be directed to the Senior Manager of Human Resources as with any other dispute.

Negotiations:

The Senior Manager of Human Resources will have responsibility for coordinating and leading negotiations of Collective Agreements.

Grievance Process:

Grievance processing will continue as per current practices with the Senior Manager of Human Resources being the identified designate to any Collective Agreement reference to the Director or Superintendent of Human Resources. The Manager of Employee and Labour Relations will continue to support these processes. The Executive Council member identified as the lead for specific collective agreements will be the Executive Council Team resource to the Human Resources Team with respect to issues arising from the Collective Agreements. The Senior Manager of Human Resources will review with the respective Executive Council member any issues where an academic lens is necessary to support understanding and/or resolution to issues.

Health and Safety:

The Executive Superintendent of Board Operations and Treasurer will have responsibilities associated with the Joint Health and Safety Committee. The Health and Safety Officer will continue to support the system in the management of Health and Safety functions.

HWDSB HR Chart 2016-2017

Appendix A

Staff	Role	Responsibilities	Support	Grievances	Staffing
Stacey Zucker	Executive Superintendent of Board Operations	Oversight of all HR functions HR Board Committee Managers Terms and Conditions	Supervises the Senior Manager of HR and supports the Executive Superintendent of Leadership and Learning and the Executive Superintendent of School Operations and Student Achievement on HR matters.	Support HR with an operations lens where necessary to support resolution to issues and assess impact on system, schools and operations.	Oversight of staffing functions as required.
Gytis Grabauskas	Senior Manager of Human Resources	Lead on the daily operations of all HR functions HR Board Committee Lead on CUPE, OCTU (Collective Agreements & Staffing Process) PASS Terms & Conditions	Supports all Executive Council members with responsibilities for their HR functions.	Manager of Employee and Labour Relations (or designate) hears all Step 1 Grievances Senior Manager HR (or designate) hears all Step 2 Grievances	Coordinate and support the staffing requirements of all Collective Agreements in consultation with the respective Executive Council members.
Peter Sovran	Executive Superintendent of School Operations and Student Achievement	Support of OSSTF, HWETL, HWOTL (Collective Agreements & Staffing Process) HWPC Terms & Conditions	Supports Superintendents of Student Achievement on HR matters	Support HR with an academic lens where necessary to support resolution to issues and assess impact on system, schools and operations.	Support the staffing processes of the Collective Agreements by way of resource to the Superintendents of Student Achievement.
Jamie Nunn	Superintendent of Student Achievement	Resource to HR of OSSTF Teacher Bargaining Unit (Negotiations of Collective Agreement & Staffing Process)	Work collaboratively with HR and Principals to address HR responsibilities	*	Lead the staffing processes of the Collective Agreements in collaboration with the Senior Manager of Human Resources and the HR staffing officers
Jeff Gillies	Superintendent of Student Achievement	Resource to HR of HWETL/HWOTL (Negotiations of Collective Agreements & Staffing Process)	Work collaboratively with HR and Principals to address HR responsibilities	*	Lead the staffing processes of the Collective Agreements in collaboration with the Senior Manager of Human Resources and the HR staffing officers
Peter Joshua	Executive Superintendent of Leadership & Learning	Support of COPE, PSSP, ETFO-DECE, OSSTF-ESL Instructors	Supports Superintendents of Leadership and Learning on HR matters	Support HR with an academic lens where necessary to support resolution to issues and assess impact on system, schools and operations.	Support the staffing processes of the Collective Agreements by way of resource to the Superintendents of Leadership & Learning.
Shelley Woon	Superintendent of Leadership & Learning	Resource to HR on COPE & PSSP (Negotiations of Collective Agreements & Staffing Process)	Work collaboratively with HR to address HR responsibilities	Support HR with an academic lens where necessary to support resolution to issues.	Lead the staffing processes of the Collective Agreements in collaboration with the Senior Manager of Human Resources and the HR staffing officers
Sharon Stephanian	Superintendent of Leadership & Learning	Resource to HR on ETFO-DECE (Negotiations of Collective Agreements & Staffing Process)	Work collaboratively with HR to address HR responsibilities	Support HR with an academic lens where necessary to support resolution to issues.	Lead the staffing processes of the Collective Agreements in collaboration with the Senior Manager of Human Resources and the HR staffing officers
Michael Prendergast	Superintendent of Leadership & Learning	Resource to HR on OSSTF-ESL Instructors (Negotiations of Collective Agreements & Staffing Process)	Work collaboratively with HR to address HR responsibilities	Support HR with an academic lens where necessary to support resolution to issues.	Lead the staffing processes of the Collective Agreements in collaboration with the Senior Manager of Human Resources and the HR staffing officers

* All SOSA's will support HR with an academic lens to foster resolution to issues arising from their respective Family of Schools.



EXECUTIVE REPORT TO HUMAN RESOURCES COMMITTEE

TO: Human Resources Committee

FROM: Manny Figueiredo, Director of Education

DATE: October 6, 2016

PREPARED BY: Stacey Zucker, Executive Superintendent of Board Operations and Treasurer
Denise Dawson, Manager of Budget

RE: Elementary Enrolment Update

Action

Monitoring

x

Background:

Grant for Student Needs (GSN) funding is based on two enrolment count dates: October 31 and March 31. Expenditures and revenues in the 2016-17 budget were calculated based on projected Average Daily Enrolment (ADE) which is calculated based on October 31, 2016 and March 31, 2017 projected enrolment.

The preliminary elementary school staffing is also calculated based on projected 2016-17 enrolment. In September, once actual enrolment is determined, staffing re-organization is completed based on class size and Collective Agreement requirements.

This report provides an update to compare September elementary enrolment projections to original budget projections.

	2016/2017 Budget Estimate	2016/2017 September Projection	Increase (Decrease) ADE	Increase (Decrease) %
Elementary				
Full Day Kindergarten	6,351.00	6,840.00	489.00	7.70%
Primary	10,280.00	10,575.00	295.00	2.87%
Grades 4 -8	16,946.00	17,284.00	338.00	1.99%
Special Education	<u>555.00</u>	<u>530.00</u>	<u>(25.00)</u>	<u>(4.50%)</u>
Total Elementary Enrolment	<u>34,132.00</u>	<u>35,229.00</u>	<u>1,097.00</u>	<u>3.21%</u>

Staff Observations:

As part of the 2016-17 Budget process, enrolment was projected using the best information available and was used to determine staffing and calculated GSN revenue. Revised projections for 2016-17 based on September actual enrolment and input from Elementary Administrators has been finalized and is reported above.

Overall, elementary enrolment is 1,097.00 FTE higher than projected, for a number of reasons:

1. Elementary schools received an influx of Syrian newcomers into our schools since December 2015. As of June 30, 421 students from Syria were attending elementary schools across our system. The grade breakdown of these new students were 114 in FDK, 154 students in grades 1-3 and 153 students in grades 4-8. At the time enrolment projections were prepared for 2016-17 budget purposes, staff was not in a position to project the number of newcomers that would arrive in Hamilton and stay in Hamilton, and which schools and grades these students would attend. Thus the budget projections did not include any estimate of Syrian newcomers.
2. Daycare subsidies for school-aged children are no longer provided. Therefore, we have seen an increase in the number of FDK students over projections.
3. Enrolment projections for 2016-17 were conservative. In the prior year, projections were higher than actuals and it was challenging for the prior year budget.

Conclusion:

September 2016 elementary enrolment is 1,092 FTE more than projected. The increased enrolment will impact staffing and the 2016-17 Budget.



EXECUTIVE REPORT TO HUMAN RESOURCES COMMITTEE

TO: HUMAN RESOURCES COMMITTEE

FROM: Manny Figueiredo, Director of Education

DATE: October 6, 2016

PREPARED BY: Stacey Zucker, Executive Superintendent of Board Operations and Treasurer
Jeff Gillies, Superintendent of Student Achievement
Gytis Grabauskas, Senior Manager of Human Resources

RE: Elementary Teacher Staffing Update

Action **Monitoring X**

Background:

In September of each year, Board staff presents to the Human Resources Committee an update of staffing for each of the Board's union groups for the previous year. In addition, this report presents an update of any changes in staffing for September 2016.

Staff Observations:

At the April 18, 2016 Board meeting, Trustees approved 1,985.80 Elementary Teachers based on the projected Elementary enrolment at the time. Based on the increase of 1,092 FTE elementary students in September, it is necessary to increase elementary staffing to meet the Ministry class size requirements and the HWETL Collective Agreement.

The Board hired 27.5 FTE new elementary teachers for September 2016 as a result of retirements.

As a result of the increase in enrolment, the Board followed the following timeline to staff the additional classes required:

September 14	Student Enrolment Verified by Principals
September 20	SOSAs Revise School Organizations
September 27	Elementary Staffing Placement Committee Assigns Surplus Staff
September 28-30	Interviews for Remaining Teaching Vacancies
September 30-October 5	Teachers Begin New Assignments

The Board added 54 permanent staff as a result of September re-organization.

Conclusion:

Elementary staffing for 2016-17 has been finalized. As a result of increased enrolment, the Board added 54 new teachers from the 1,985.80 approved by the Board in April 2016 for school based staffing as a part of the 2016-17 Budget Process.



EXECUTIVE REPORT TO HR COMMITTEE

TO: HUMAN RESOURCES COMMITTEE

FROM: Manny Figueiredo, Director of Education

DATE: September 29, 2016

PREPARED BY: Stacey Zucker, Executive Superintendent of Board Operations & Treasurer
Jamie Nunn, Superintendent of Student Achievement
Gytis Grabauskas, Senior Manager of Human Resources

RE: Secondary Staffing Update: 2015-2016

Action ☐

Monitoring ☒

Background:

In September of each year, Board staff presents to the Human Resources Committee an update of staffing for each of the Board's union groups for the previous year.

Staff Observations:

Permanent Teachers:

- Declared 37 FTE redundant on April 30th
- Currently 24 FTE have been recalled resulting from subsequent resignations/retirements received after April 30th, additional funding, increased enrolment to ensure C/A compliance
- 13 FTE on Recall List. All redundant teachers have been placed in full semester LTO assignments

Secondary Occasional Teachers:

- 307 secondary occasional teachers on roster
- 10 occasional teachers were removed from last year's roster (did not reactivate)
- 13 redundant teachers added to roster for 2016/17
- Hired 28 secondary occasional teachers to roster in 2015/16
- Hired 3 secondary occasional teachers in 2016/17 (with French, Music & Technological Studies)
- We will run a limited hiring process in the fall of 2016 to add to the secondary occasional teacher roster in the Fall 2016.
- 30, 181 secondary occasional teaching days (includes LTO assignments) in 2015/16

Positions of Added Responsibility

- Held a hire process for 315 Headship positions – 188 Department Heads & 127 Assistant Department Heads
- Posting – January 22, 2016
- Over 1300 applications received
- Interviews held between February 29 – April 29, 2016
- Successful Candidates: 174 Department Heads; 96 Assistant Heads



EXECUTIVE REPORT TO HUMAN RESOURCES COMMITTEE

TO: HUMAN RESOURCES COMMITTEE

FROM: Manny Figueiredo, Director of Education

DATE: October 6, 2016

PREPARED BY: Gytis Grabauskas, Senior Manager of Human Resources
Stephanie Strong, Manager of Labour and Employee Relations

RE: Support Staff - Staff Update

Action ☐

Monitoring ☒

Background

In September of each year, Board staff presents to the Human Resources Committee an update of staffing for each of the Board's union groups for the previous year.

Staff Observations

The following represents the staffing update for our Support Staff for the 2015-16 year.

Educational Assistants, COPE (Including Supply Staff)

- 108 new hires to the supply EA list throughout the 2015-2016 school year
- 12 names were removed from the list in August 2016
- 17 probationary staff from the supply list moved into a permanent position effective Sept 1, 2016
- 347 supply staff are available for September 2016

Designated Early Childhood Educators, DECE (Including Supply Staff)

- 12 names removed from the casual list in August 2016
- 13 probationary staff were hired into a permanent position effective Sept 1, 2016

Office Clerical Technical, OCTU (including Supply Staff)

- 29 new casual supply were added to the list
- 2 probationary staff were added to the permanent complement

Canadian Union of Public Employees, CUPE (including Supply Staff)

- 44 new hires were added
- 15 of the 44 were added to the casual list