Personnel Committee Minutes

BRANDON SCHOOL DIVISION
"Accepting the Challenge"

Tuesday, May 24, 2011 – 10:00 a.m.
Board Room, Administration Office

Present: L. Ross, (Chairperson), D. Karnes, P. Bartlette, G. Barnes, Dr. Michaels, B. Switzer

1. CALL TO ORDER

Trustee Ross, Chairperson, called the meeting to order at 10:00 a.m.

2. APPROVAL OF AGENDA

The agenda was approved as circulated

3. REVIEW OF COMMITTEE MINUTES

The meeting minutes of May 11, 2011 were reviewed without comment.

4. COMMITTEE GOVERNANCE GOAL ITEMS

NIL

5. OTHER COMMITTEE GOVERNANCE MATTERS

A) CUPE Negotiations – In Camera

The Secretary-Treasurer provided a verbal update regarding the status of negotiations with CUPE. The Committee discussed this matter.

B) Request for Principal Salary Adjustment – In Camera

Dr. Michaels, Superintendent/CEO verbally presented information regarding this item. The matter was discussed at length and in detail. The Committee agreed a Confidential Report be prepared with a recommendation to the Board.

C) BTA Negotiations - In Camera

The Committee discussed items in preparation for negotiations with the Brandon Teachers' Association scheduled for May 17, 18 and 19. Letters from the Brandon Teachers' Association dated April 30, 2011 and May 1, 2011 giving notice to renew or amend the 2007 to 2010 Collective Agreement or any collective agreement with an effective period that ends June 30, 2011 were received as information.

D) Policy and Procedures 5010

Policy and Procedures 5010 – "Interviews, Selection and Assignment of Professional Teaching Staff" were reviewed as circulated. The policy and procedures were discussed. (Attached as Appendix "A")

Recommendation:
That Policy and Procedures 5010 – "Posting and Assignment of Professional Teaching Staff" be rescinded and replaced with Policy and Procedures 5010 – "Interview, Selection and Assignment of Professional Teaching Staff".

5. OPERATIONS INFORMATION

The following correspondence was received as information:

- MSBA Collective Bargaining Update May 13, 2011;
- MSBA Salary Bulletins:
  - Kelsey School Division and Kelsey Teachers Association;
  - St. James – Assiniboine School Division and MANTE.

6. NEXT REGULAR COMMITTEE MEETING: 10:00 a.m. Tuesday, June 28, 2011, Conference Room.

The meeting adjourned at 11:15 a.m.

Respectfully submitted,

L. Ross, Chairperson

D. Karnes

P. Bartlette (Alternate)

BRANDON SCHOOL DIVISION
POLICY

Appendix A

PROCEDURES 5010

INTERVIEW, SELECTION AND ASSIGNMENT OF PROFESSIONAL TEACHING STAFF

DRAFT 3 – February 18, 2011

The following guiding principles shall direct the selection and assignment process.

1. Teachers are employees of the Brandon School Division and assigned to respective schools in accordance with Divisional standard requirements.
2. Teachers are selected according to teacher qualifications, experience, suitability and recent professional evaluation.
3. Assignments are determined based on teacher suitability and the needs of the students and programs.
4. Candidates are assigned with the process of shared responsibility involving the Director of Human Resources, the Superintendent of Schools/CEO and the school principal. Approval of assignments is the responsibility of the Superintendent of Schools/CEO.
5. Teachers and administrators are valued and respected in actions and communications.

POSTING PROCESS

1. Vacancy
   - Vacancies for permanent positions that arise after May 31st will be posted and filled as term. In the case of extenuating circumstances Superintendent of Schools/CEO's discretion applies.
   - Job vacancies shall be advertised on the Brandon School Division website, posted by 5:00 p.m. on Friday with a close date of the following Wednesday at 12:00 noon.
   - Job vacancies shall be advertised also in external newspapers.
   - Teaching vacancies of 0.25 FTE or less may be advertised or added to an existing position within the school at the discretion of the Superintendent of Schools/CEO.

2. Application Procedure
   - Internal candidates are to apply to any/all vacancies through Employee Connect, providing the required documentation as stated in the job posting.
   - External applicants are to apply to any/all vacancies through Job Connect located on the Brandon School Division website under Employment Opportunities.

3. Screening and Shortlisting
   - The processes of screening and shortlisting are organized by the Director of Human Resources. Screening of candidates is done according to the criteria of:
     - educational background/qualifications;
     - experience; and
     - suitability consistent with Division's eight standards of excellence in teaching.
   - School principals, with teacher positions to be staffed, are to screen all applicants preparing a shortlist in collaboration with the Director of Human Resources for the approval of the Superintendent of Schools/CEO.

4. Interview
   - Candidates will be interviewed by an administrative team in accordance with established procedures and chaired by a Principal. The Superintendent of Schools/CEO or Associate Superintendent will participate at times.
   - The interview team is required to interview all candidates selected for interview within a competition.
   - The interview team is to interview at least three (3) candidates per competition (which does not include declined interviews or interviews cancelled by the candidate).
   - Candidates may be interviewed for more than one school at a time, dependent on the circumstances.
   - Interview questions will be based on the eight standards of excellence in teaching as delineated in Policy and Procedures 5001: *Supervision and Evaluation of Educators.*

5. Nomination
   The nomination of the recommended candidate includes a written report of the following:
   - Interview results related to:
     - educational background/qualifications;
     - experience; and
     - suitability or lack thereof consistent with Divisional standard requirements.
   - Reference checks in accordance with established procedures.

6. Communication with Candidates
   - All candidates will be contacted by the principal of the respective school communicating his/her recommendation being made to the Director of Human Resources.
   - Information regarding reasons for non-selection will be provided to respective candidates from the Director of Human Resources; such will be provided in writing upon request.

7. Recommendation
   - Approval of recommendation for employment is the responsibility of the Superintendent of Schools/CEO.
   - Offer of employment is the responsibility of the Director of Human Resources, as delegated by the Superintendent of Schools/CEO.

BRANDON SCHOOL DIVISION
POLICY

POLICY 5010

INTERVIEW, SELECTION AND ASSIGNMENT OF PROFESSIONAL TEACHING STAFF

DRAFT – November 2010

The Board of Trustees of the Brandon School Division believes that the selection and assignment of professional teaching staff is of the most vital importance in providing each student with equitable access to quality learning opportunities in all schools, classrooms, and support services.

To this end the accompanying procedures are designed to interview, select, and assign the best qualified teachers in accordance with the eight teaching standards outlined in Board Policy/Procedures 5001: *Supervision and Evaluation of Educators*.

The Brandon School Division agrees to post notices of job vacancies internally and externally.

References:
Policy/Procedures 5001: *Supervision and Evaluation of Educators*
Policy/Procedures 1001.1: *Equity*
Policy 5008: *Superintendent's Staffing Authority*

BRANDON SCHOOL DIVISION
POLICY

POLICY 5010

POSTING AND ASSIGNMENT OF PROFESSIONAL TEACHING STAFF

Adopted: Motion 34/2004; April 12, 2004
Reaffirmed: Motion 126/2009; June 22, 2009

A vacant teaching position is determined by the Principal (within staffing allocations), in collaboration with the Associate Superintendent and reported to Human Resources.

The Brandon School Division agrees to post notices of job vacancies.

Teaching vacancies of 0.25 FTE or less may be advertised or added to an existing position within the school at the discretion of the Associate Superintendent.

BRANDON SCHOOL DIVISION
POLICY

PROCEDURES 5010

POSTING AND ASSIGNMENT OF PROFESSIONAL TEACHING STAFF

Adopted: Motion 37/2010; March 22, 2010

The following guiding principles shall direct the assignment process.

1. Teachers are employees of the Brandon School Division and assigned to respective schools in accordance with Divisional standard requirements.
2. Teachers are selected according to teacher qualifications, experience, suitability and recent professional evaluation.
3. Assignments are determined based on teacher suitability and the needs of the students and program.
4. Candidates are assigned in collaboration and in shared responsibility with Human Resources, the Superintendent's Office and the school principal. Approval of assignments is the responsibility of the Superintendent of Schools/CEO.
5. Our teachers and administration are valued and respected in our actions and communications.

POSTING PROCESS

1. Vacancy
   - Vacancies for permanent positions that arise after May 31st will be posted and filled as term.
   - Job vacancies shall be advertised on the Brandon School Division website, posted by 5:00 p.m. on Friday with a close date of the following Wednesday at 12:00 noon.
   - Job vacancies may also be advertised in external newspapers.
2. Application Procedure
   - Internal candidates are to apply to any/all vacancies through Employee Connect, providing the required documentation as stated in the job posting.
   - External applicants are to apply to any/all vacancies through Job Connect located on the Brandon School Division website under Employment Opportunities.

3. Screening and Shortlisting
   - The shortlisting for interview decision is conducted by the Director of Human Resources based on the following screening criteria:
     - educational background/qualifications
     - experience
     - suitability consistent with Divisional standard requirements

4. Interview
   - Candidates will be interviewed by the hiring principal as part of a selection team in accordance with established procedures.
   - The selection team must consist of a minimum of two (2) interviewers which includes the hiring principal and either an:
     a) Administrator; or
     b) Head Teacher; or
     c) Experienced teacher in the area of hire
   - The selection team is required to interview all candidates selected for interview within a competition.
   - There is a requirement that the selection team interview at least three (3) candidates per competition (which does not include declined interviews or interviews cancelled by the candidate).

5. Selection
   The selection of the recommended candidate includes a written report of the following:
   - Interview results related to:
     - educational background/qualifications
     - experience
     - suitability consistent with Divisional standard requirements.
   - Reference checks in accordance with established procedures.

6. Recommendation
   - Approval of recommendation for employment is the responsibility of the Superintendent of Schools/CEO.
   - Offer of employment is the responsibility of the Director of Human Resources, as delegated by the Superintendent of Schools/CEO.