



Personnel Committee Minutes

Tuesday, March 2, 2010 9:30 a.m.
J. L. Milne Board Room, Administration Office

Present: L. Ross, Chairperson (exited at 11:20 a.m.), R. Coey, Dr. Karnes,
J. Murray, Dr. Michaels, G. Barnes, B. Switzer.
Guest: C. Wallis, MSBA Labour Relations Consultant

1. CALL TO ORDER

The meeting was called to order at 9:40 a.m.

2. APPROVAL OF AGENDA

The Personnel Committee Agenda was approved as presented.

3. COMMITTEE GOVERNANCE GOAL ITEMS

NIL

4. OTHER COMMITTEE GOVERNANCE MATTERS

A) TEACHER ARBITRATION UPDATE – In Camera

C. Wallis, MSBA Labour Relations Consultant, reviewed information he had prepared regarding the current status of teacher negotiations/arbitration. The information was discussed in detail and at length with amendments suggested. The Committee agreed to forward the information as amended to the Brandon Teachers' Association for discussion at the March 10, 2010 negotiation meeting.

B) ADMINISTRATOR ALLOWANCE – In Camera

Correspondence dated February 10, 2010, regarding a school administrator matter was discussed. The Committee agreed that a Confidential Report be forwarded to the March 8, 2010 Board Meeting for consideration.

C) SUPPORT STAFF ISSUE – In Camera

A letter from CUPE Local 737 respecting a payment of salary issue was considered in detail. In conclusion, the Committee agreed a recommendation be forwarded to the Board of Trustees for approval.

Trustee Karnes assumed the position of Chairperson at this time.

D) POLICY REVIEW – PART 6

Consideration of Policy 60XX Learning Support Services-Technology in Learning Specialists K-12 was deferred to the next meeting.

E) JOINT JOB EVALUATION MEETING DATES

The Committee was advised that a change to the Joint Job Evaluation meeting dates was necessary due to a conflict. It was agreed that the dates be re-scheduled to April 21, 22 & 23, 2010.

F) POLICY REVIEW – PART 5

Draft Procedures 5010 – Posting and Assignment of Professional Teaching Staff was reviewed as presented. The Committee identified some amendments to the draft procedures. The Committee agreed to recommend the revised Procedures 5010 for submission to the Board for approval. (Appendix "A").

Recommendation:

That Procedures 5010 – Posting and Assignment of Professional Teaching Staff be rescinded and replaced with Procedures 5010 – Posting and Assignment of Professional Teaching Staff.

5. OPERATIONS INFORMATION

The following items were received as information:

- Correspondence from B. Gribben, Secretary, CUPE LOCAL 737, December 10, 2009.
- Support Personnel Labour/Management Committee Minutes from December 9, 2009.
- MSBA Salary Bulletins:
 - Garden Valley S.D. & Garden Valley Teachers' Assoc.
 - Fort La Bosse S.D. & UFCW 832 (Bus Drivers)
 - Pine Creek S.D. & Pine Creek Teachers' Assoc.
 - Wpg. S.D. & Wpg. Teachers' Assoc.
 - Frontier School Division & United Steel, Paper and Forestry, Rubber, Manufacturing, Energy, Allied Industrial & Service Workers International.
 - Frontier School Division & Frontier Teachers' Association.

6. NEXT REGULAR COMMITTEE MEETING: 9:30 a.m., Tuesday, April 6, 2010

The meeting adjourned at 12:00 noon.

Respectfully submitted,

L. Ross, Chairperson

R. Coey

D. Karnes

J. Murray



BRANDON SCHOOL DIVISION POLICY

Draft

PROCEDURES 5010

POSTING AND ASSIGNMENT OF PROFESSIONAL TEACHING STAFF

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.
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
- Offer of employment is the responsibility of the Director of Human Resources, as delegated by the Superintendent.



BRANDON SCHOOL DIVISION POLICY

PROCEDURES 5010

POSTING AND ASSIGNMENT OF PROFESSIONAL TEACHING STAFF

Adopted: Motion 34/2004 (April 12, 2004)

The following guiding principles shall direct the assignment process.

1. Candidates are assigned in collaboration and in shared responsibility with Human Resources, the Superintendent's Office and the school principal.
2. The match to be maximized between teacher suitability and the needs of the students and program.
3. Teachers are selected according to teacher qualifications, experience, suitability and recent professional evaluation.
4. 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 and then reposted for all staff in the spring staffing period.
 - Job vacancies shall be circulated internally to all schools for posting on staff room bulletin boards.
 - Job vacancies shall be advertised on the Brandon School Division website and may be advertised in external newspapers.
2. Application Procedure
 - Candidates applying to a posting must forward documentation as requested on the job posting.
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 needs of students and programs
4. Interview
 - Candidates will be interviewed by the principal in accordance with established procedures.
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 needs of students and programs.
 - Reference checks in accordance with established procedures.
6. Recommendation
- Approval and offer of employment is the responsibility of the Assistant Superintendent as delegated by the Superintendent.