



# BRANDON SCHOOL DIVISION

## Personnel Committee Minutes

Thursday, June 27, 2013 – 1:00 p.m.  
Board Room, Administration Office

Present: L. Ross (Chairperson), D. Karnes, G. Kruck (exited at 2:30 p.m.)  
K. Zabowski, Dr. Michaels, B. Switzer.

---

### 1. CALL TO ORDER

The Committee Chairperson called the meeting to order at 12:54 p.m.

### 2. APPROVAL OF AGENDA

The Secretary-Treasurer requested an item be moved to the end of the agenda for discussions. Trustee Karnes requested the addition of an item to the agenda. The agenda was approved as amended.

### 3. REVIEW OF COMMITTEE MINUTES

The Committee minutes of May 13, 2013 were received as information.

### 4. COMMITTEE GOVERNANCE GOAL ITEMS

#### A) Governance Goal Update

The Committee's governance goals and work to date were reviewed. Trustee Kruck requested clarification regarding the goal about professional learning. Discussions were held and it was noted Senior Administration provides information on this topic through the regular Report of Senior Administration provided to the Board of Trustees at their regularly scheduled meetings. Further discussions were held regarding governance versus operations matters with respect to Trustees and implementation or direction of staff Professional Development. It was agreed that in April of each year Senior Administration will bring forward a plan for the next school year to the Personal Committee for review and input with respect to Divisional Professional Development.

### 5. OTHER COMMITTEE GOVERNANCE MATTERS

#### A) Policy Regarding Allocation of Vice-Principal Time.

The Secretary-Treasurer distributed a report on the allocation of vice-principal time in the division based on the Toronto School District model. Trustees reviewed the report and asked questions for clarification. Superintendent, Dr. Michaels, provided information regarding the model used by the Calgary School Board. Discussions were held regarding a need for policy and suggestions were provided by the Committee as to what should be considered when developing the policy. It was agreed the Superintendent would begin work on this and provide a report to the Committee in September.

**B) Extended Health Benefit Plan**

This item was discussed In-Camera.

**Recommendation:**

That the Brandon School Division Board of Trustees approve the Collateral, Auxiliary agreements and Letter of Understanding with respect to the Extended Health Benefits Plan endorsed by the Manitoba School Boards Association and the Manitoba Teachers Society; and the Chairperson and Secretary-Treasurer be authorized to sign same.

**C) Short Term Disability Benefit Plan**

This item was discussed in-camera.

**Recommendation:**

That the Brandon School Division Board of Trustees approve the Letter of Agreement with respect to the Brandon Teachers Association Short Term Disability Benefit Plan; and the Chairperson and Secretary-Treasurer be authorized to sign same.

**D) Organizational Review**

This item was discussed in-camera at the end of the meeting. Director of Human Resources was excused from the meeting during these discussions.

The Committee agreed to bring forward a confidential report to the regular meeting of the Board of Trustees to be held on July 8<sup>th</sup>, 2013 together with a recommendation for approval.

**E) Teacher LOA Request**

This item was discussed in-camera.

Superintendent, Dr. Michaels, was directed to communicate the results of the discussion to the employee.

**F) JJE Review of Secretarial Position**

This item was discussed in-camera.

Senior Administration was directed to advise employees the Committee has acknowledged the appeal.

**G) Policy Review**

Superintendent, Dr. Michaels advised she will be reviewing Policy 5006 and bringing back a revised version of the policy in due course.

**H) Update on Staffing Matter (In-Camera)**

Trustee Karnes requested an update on a matter he had previously raised.

**6. OPERATIONS INFORMATION**

- Letter from the Brandon Teachers Association regarding officers and committee chairs for the 2013/2014 school year were received as information.

**7. NEXT REGULAR COMMITTEE MEETING: TBA**

The meeting adjourned at 3:22 p.m.

Respectfully submitted,

\_\_\_\_\_  
L. Ross, Chairperson

\_\_\_\_\_  
D. Karnes

\_\_\_\_\_  
G. Kruck

\_\_\_\_\_  
J. Murray (Alternate)