



"Accepting the Challenge"

Personnel Committee Minutes

Monday, April 23, 2012 – 12:00 p.m.

Board Room, Administration Office

Present: L. Ross (Chairperson) D. Karnes, G. Kruck, J. Murray (Alternate)
Dr. Michaels, K. Zabowski, B. Switzer

1. CALL TO ORDER

Trustee Ross, Chairperson, called the meeting to order at 12:28 p.m.

2. APPROVAL OF AGENDA

The agenda was approved.

3. REVIEW OF COMMITTEE MINUTES

The Committee minutes of April 9, 2012 were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

NIL

5. OTHER COMMITTEE GOVERNANCE MATTERS

A) **Secondment of the President of the Brandon Teacher's Association.**

The Chairperson reviewed the Letter of Understanding with the Committee. The Committee agreed to take the Letter forward the Regular Board meeting in May. (Appendix "A")

Recommendation:

That the Letter of Understanding between the Brandon Teacher's Association of the Manitoba Teachers' Society and the Brandon School Division providing for the secondment of the Local Association President on a full-time basis for the 2012/2013 school year be approved; and the Chairperson and Secretary-Treasurer be authorized to affix their signatures thereto.

B) **Joint Job Evaluation Update**

Trustee Karnes, co-chair of the Joint Job Evaluation Committee (JJE) gave a verbal update regarding the JJE process and the delay in timelines experienced by the Human Resources Department. It was noted these delays result from an increased workload. It was recommended that a JJE Secretary be hired for the Human Resources Department, on a term basis, as soon as possible in order to bring the evaluation timelines back on schedule. The Secretary-Treasurer provided information regarding costs for a term employee. It was agreed the position would be funded from Accumulated Surplus as the 2011/2012 and 2012/2013 budgets had already been finalized. The Committee requested the motions for this position be added as a late item to the April 23, 2012 Board Meeting.

Recommendation:

That a term Joint Job Evaluation Human Resources Secretary be hired for the remainder of the 2011/2012 School year at an estimated cost of \$6433 for salaries and benefits to be funded from Accumulated Surplus.

Recommendation:

That a term Joint Job Evaluation Human Resources secretary be hired for the 2012/2013 school year at an estimated cost of \$49,883 for salaries and benefits to be funded from Accumulated Surplus.

C) Violent Incident Report Form

Senior Administration brought forward a request to the Committee to discuss the possibility of removing Form 7004.2 – “Violent Incident Report Form” from the Policy Binder. (Appendix “B”) By doing so, any “housekeeping changes” can be made without bringing the form to the Board for amendment. Discussions were held regarding rescinding the form from the Policy Binder and including in Divisional Documents to allow staff to access the form.

It was agreed the form would be amended at the bottom of the first page to keep wording consistent for injury to both staff and students. Therefore the wording would be amended to read as follows: “If violent behavior involved a **staff member**, please complete **Section A.**” Trustee Kruck inquired about changes to the Workplace Safety and Health Violent Incident Procedures to include the Board of Trustees in the notification process. The Director of Human Resources confirmed the Board of Trustees is to be informed through a yearend report by Senior Administration.

Recommendation:

That Form 7004.2 – “Violent Incident Report Form” is hereby rescinded.

6. OPERATIONS INFORMATION

NIL

7. NEXT REGULAR COMMITTEE MEETING: 12:00 noon, Monday, May 28, 2012, Administration Office – Board Room.

The meeting adjourned at 1:00 p.m.

Respectfully submitted,

L. Ross, Chairperson

D. Karnes

G. Kruck

J. Murray (Alternate)

Appendix A

Letter of Understanding **Between the** **Brandon Teachers' Association** **Of the Manitoba Teachers' Society** **and the** **Brandon School Division**

Whereas, Article 17.02 of the Collective Agreement provides that a teacher who is elected President of the Association shall be seconded from the Division on a one-half (1/2) time basis upon application of the Association; and

And Whereas the Association and the Division signed a Letter of Understanding that additional leave time under Article 17.02 for the second term of the 2010/2011 school year and the 2011/2012 school year was approved;

And Whereas, the Association would like to request further additional leave time under Article 17.02 for the 2012/2013 school year;

Now therefore, the parties hereby agree on a without prejudice basis that the President of the Association shall be seconded from the Division on a full-time basis for the 2012/2013 school year and that the Association shall reimburse the Division for all associated salary and benefit costs.

DATED at Brandon, Manitoba this day of April, 2012.

Signed and agreed on behalf of
THE BRANDON SCHOOL DIVISION

M. Sefton, Chairperson

K. Zabowski, Secretary-Treasurer

Signed and agreed on behalf of
THE BRANDON TEACHERS ASSOCIATION
OF THE MANITOBA TEACHERS SOCIETY

D. Hardy, President

P. Buehler, Secretary



BRANDON SCHOOL DIVISION VIOLENT INCIDENT REPORT FORM

Amen

Appendix B

This form is to be filled out by the adult most directly involved in:
Where necessary, assistance will be provided by the school's

☐

Associate Superintendent's
Copy

☐

School's

To be forwarded to the Superintendent's Office within 24 hours.
(Please note that should the incident involve a staff member, the Superintendent's Office will forward a copy to the Workplace Safety & Health Officer as per Policy 5074)

Date: _____ Time: _____ School: _____

Location of Incident: _____

School/Work activity underway at the time: _____

Brief Description of incident:

Minor

Major

Degree of Seriousness

1 ☐2 ☐3 ☐4 ☐5 ☐

Personal Injuries (if any): _____

Describe any necessary medical attention required: _____

Names of people involved (if known) _____

Names of witnesses (if any)

_____ phone: _____

_____ phone: _____

Property damage (if any) _____

If violent behavior caused injury to a staff member, please complete Section A.

If violent behavior involved a student, please complete Section B.

SECTION A:

In your opinion this incident involving violence was a result of:

(check more than one box if necessary)

☐ Verbal threat

☐ Written threat

☐ Physical assault

☐ Violence by

☐ Intruder/Trespasser

☐ Property damage/vandalism

SECTION B:

In your opinion this incident involving violence can be best categorized as:
(check more than one box if necessary)

- | | | |
|---|--|--|
| <input type="checkbox"/> Verbal abuse to a staff member | <input type="checkbox"/> Verbal threat to a staff member | <input type="checkbox"/> Sexual assault against a staff member |
| <input type="checkbox"/> Verbal abuse to a student | <input type="checkbox"/> Verbal threat to a student | <input type="checkbox"/> Sexual assault against a student |
| <input type="checkbox"/> Written threat to a staff member | <input type="checkbox"/> Physical assault against a staff member | <input type="checkbox"/> Violence by Intruder/Trespasser |
| <input type="checkbox"/> Written threat to a student | <input type="checkbox"/> Physical assault against a student | <input type="checkbox"/> Gang related incident |
| <input type="checkbox"/> Students fighting | <input type="checkbox"/> Bullying / Intimidation | <input type="checkbox"/> Inciting others to violence |
| <input type="checkbox"/> Racial confrontation | <input type="checkbox"/> Property damage/vandalism | |

☐ Other explain _____

Did the incident involve: Gang(s) ☐ yes ☐ no Name of Gang(s) involved: _____

Fire: ☐ yes ☐ no

Weapons: ☐ yes ☐ no Type: _____

Drugs / Alcohol: ☐ yes ☐ no

Police Attended: ☐ Yes ☐ No Officer's Name: _____
Police Action Taken: _____
Police File Number: _____

Parents/Guardians notified: _____ Name of Person contacted: _____

☐ Yes ☐ No

School Action Taken:

Suspensions: ☐ Yes ☐ No

Who: _____ Age: _____ Number of Days: _____

Who: _____ Age: _____ Number of Days: _____

Trespass Warning: _____ Parent Interview: _____

Recommended for Expulsion: _____ Other: _____

Please briefly outline any previous disciplinary actions taken against any person named on this report as an offender or victim.

This report completed by: _____

Signature, Title

Date

Administrator's Signature