



# BRANDON SCHOOL DIVISION

## Personnel and Policy Committee

### Minutes

Tuesday, May 28, 2019 – 1:30 p.m.

Boardroom, Administration Office

Present: J. Murray (Chair), S. Bambridge, L. Ross  
M. Casavant

Regrets: D. Labossiere, Y. Otukoya

Guest: D. Swayze

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#### 1. CALL TO ORDER

The Personnel and Policy Committee Meeting was called to order at 1:25 p.m. by Committee Chair Trustee Murray.

#### 2. APPROVAL OF AGENDA

The agenda was approved as circulated.

#### 3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The January 17, 2019 Minutes were received as information.

#### 4. COMMITTEE GOVERNANCE GOAL ITEMS

#### 5. OTHER COMMITTEE GOVERNANCE MATTERS

##### A. PERSONNEL MATTER – IN-CAMERA

Mr. David Swayze, Solicitor, Meighen Haddad LLP, attended the meeting and made In-Camera presentations to the Committee. Discussions and questions ensued with the information provided.

##### B. 2019-2020 SUPERINTENDENT/CEO EVALUATION

The Committee discussed the Superintendent/CEO Evaluation and agreed to bring forward a motion at the next Board meeting.

##### Recommendation:

That the Board of Trustees hire a consultant to work with the Board on the Superintendent/CEO Evaluation for 2019-2020, be approved.

##### C. SUB COMMITTEE REPORTS – THE COMMITTEE RECEIVED AS INFORMATION AND REVIEWED THE FOLLOWING:

- Job Evaluation Review - NIL
- Support Personnel Labour/Management Committee:
  - December 20, 2018
  - February 5, 2019
  - May 8, 2019

- Teacher Liaison Committee – NIL

**6. OPERATIONS INFORMATION**

The Committee received as information the following:

- MSBA Collective Bargaining Update:
  - May 15, 2019
- MSBA – CPI, Unemployment Rate, Regional Trends update.
  - April 2019
- MSBA Salary Bulletins regarding:
  - Lord Selkirk School Division (Bus Drivers)
- MSBA Memo regarding:
  - Length of Teacher School Day

**7. NEXT REGULAR MEETING: TBD**

The meeting adjourned at 2:25 p.m.

Respectfully submitted,

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J. Murray (Chair)

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S. Bambridge

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L. Ross

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L. Letain (Alternate)



# BRANDON SCHOOL DIVISION

## SUPPORT PERSONNEL LABOUR/MANAGEMENT COMMITTEE MEETING

Date: Thursday, December 20, 2018 3:00 p.m. to 4:00 p.m.

Location: Conference Room, Administration Office

Present:

CUPE: C. Gyselman (Co-Chair), J. Rose (CUPE)

DIVISION: J. Murray (Co-Chair), D. Labossiere (Secretary-Treasurer),  
K. Buchanan (Acting Director of Human Resources)

Regrets:

CUPE: S. Morgan

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### I. FOLLOW UP FROM PREVIOUS MEETING

Previous minutes of April 26, 2018 have been reviewed and signed by both Co-Chairs.

**CUPE 737 would like to request that Sheryl Friesen, General EA working with American Sign Language in the Division, join us to talk about the struggles with being a General EA:**

Carol Gyselman shared that Sheryl Friesen was unavailable to attend, but Jamie Rose could share her concerns.

Jamie Rose expressed that Sheryl's frustration is that she has her American Sign Language (ASL) and this is all she currently wants to do. As a General EA she is also assigned to other students.

Denis Labossiere inquired if she is wanting a new position created.

Jim Murray further inquired if she is working with the ASL student every day.

Jamie Rose responded that Sheryl is very passionate about the American Sign Language and would like to be assigned only to those students. Jamie is uncertain of Sheryl's current assignment; term or casual. Jamie felt it would have been beneficial for her to be present to have a better understanding of the different classifications of EA, as well as how the process works.

**School Administrative Assistants/Home School Liaisons training for subs and access to programs:**

Carol Gyselman expressed that replacements cannot get into certain programs when covering for Administrative Assistants and Home School Liaisons.

Kristine Buchanan indicated that there have been two training sessions offered so far on the Student Information System that were open to Casual Administrative Assistants. These sessions were offered through the MIST Department. The sessions were optional, and the casual staff were paid if they attended. Three or four Casual Administrative Assistants did attend.

Kristine Buchanan added that if the Casual Home School Liaisons are interested in some training, it could be brought forward to Brent Ewasiuk and the MIST Department for consideration. The training would give access to the Student Information System, but we are still not able to provide casuals with Atrieve access due to the security pieces.

Denis Labossiere expressed that there is more security in the new system and there is a lot involved to providing the access.

Jamie Rose indicated that they could provide a list of the casual Administrative Assistants and Home School Liaisons who would be interested in receiving training on the Student Information System.

Jamie Rose inquired if long term replacements are getting Atrieve access.

Kristine Buchanan advised that we have done manual adjustments to give access to long term replacements.

Denis Labossiere added that there are different interpretations of long term. It can be difficult from our side, as we are often covering a shorter term to start with, that could keep being extended by 1-2 week intervals.

**School Administrative Assistants would like emails that are sent to the Administration, that pertain to the SAA, be cc'd to them: *Instruction for School Administrative Assistants can get caught between Resource Teachers and Principals.***

Kristine Buchanan asked for clarification on what type of emails they are referring to.

Carol Gyselman explained that the Administrative Assistants feel it would speed the process up if they were cc'd on certain emails that pertain to tasks they do, rather than waiting for those job-related emails to get passed onto them.

Jim Murray inquired as to where the emails would be originating from.

Denis Labossiere further inquired if the emails could be follow-up from Divisional Leadership meetings where the expectation is that the School Leaders go back and share information with their staff. Denis asked if there were specific items brought up by the School Administrative Assistants.

Jamie Rose indicated that the Administrative Assistants are frustrated when they are not aware of items that they will be responsible for. Jamie will get more clarification from the SAA group and provide more details via email to Kristine Buchanan.

**PD line on the Pay Stub for easier reading. PD to be paid in a timely manner as per the Employment Standard Code. Part 3 Payment of Wages:**

Carol Gyselman indicated that on her pay stub this has recently been done. It shows "PD Extra Hours".

Denis Labossiere advised that the stubs used to show "Extra Hours". After meeting with Payroll staff to look at all the parameters of that line, it was determined that PD hours could be shown. Staff will now be able to see this on their pay stubs.

**Payroll discrepancies on members' cheque. Once noticed, an email to be sent to the member to make them aware of the discrepancy and how it will be corrected (and not corrected without the members' knowledge):**

Carol Gyselman expressed that members would like to be notified by an email if a discrepancy is noticed and being corrected on their pay.

Denis Labossiere noted that staff can see their pay statements on Atrieve, and it is encouraged that staff review their statements. Denis suggested that if a member has a question about their pay they submit a Help Desk Ticket to Payroll. If we find an error, we correct it on the current pay period or the next one. We have 1500 members and 3 payroll staff processing the payrolls. It will depend on the timing and the circumstances when the member will see the pay adjustment.

Jamie Rose indicated that we do not want to burden the Payroll staff, but for larger amounts, in excess of \$200, would like to see a payment plan, rather than the whole amount taken off. Blue Cross is an example. If a staff member has been off work on sick leave, they could owe a larger sum for benefits upon their return.

Denis Labossiere will bring this forward to the Payroll staff for discussion.

**Vacancy Management and the issue this causes:**

Carol Gyselman expressed that some positions are not filled quickly, and the workload gets overbearing.

Denis Labossiere responded that hiring to fill a vacant position must follow a process.

Kristine Buchanan explained that there could be a delay if the recommended candidate is brand new, as they are required to provide their Criminal Record Check. Once the CRC is received, we require 5 days to process the recommendation.

Denis Labossiere added that there are components that need to be taken into consideration; if the staff member is required to give 2 weeks notice and they resign on a Friday, the vacant position would not be posted until the following Thursday. The posting would close 1 week later, then interviews and reference checks could take another week. In some cases, the position is reposted.

Kristine Buchanan further added that supervisors are also wanting to get these positions filled and are following the process.

**Members concerned that their requests to use a Family Day will be denied, the same as other leave requests are being denied:**

Kristine Buchanan clarified that “Family Leave” is based on illness.

Denis Labossiere added that he is unaware of any denied Family Illness leaves, unless the staff member is out of sick time or has used up their Family Illness days for the year. It is an earned benefit, based on sick days available; a different criteria component than Leave Without Pay.

**Casual EA’s working Life Skills to be paid to come in 15 minutes before the shift to be briefed on the student that they are working with:**

Kristine Buchanan explained that everything is based on the staff members’ assignment and schedule. The subs are to work the same hours as the staff member they are replacing (with the odd exception). Kristine asked why just the Life Skills EA’s.

Carol Gyselman responded that only the Life Skills EA’s have inquired about it.

It was agreed among the group that it is recommended for all staff to arrive a few minutes prior to the start of their shift.

## **NEW BUSINESS**

### **Atrieve System:**

Jamie Rose shared that they are receiving many complaints from staff on the Atrieve system.

Carol Gyselman provided an example where a sub was already working a shift in a school and the system was calling her by 10:00 am.

Kristine Buchanan asked for clarification if the sub was booked to work just the morning and if the system may have been calling to fill a shift for that afternoon.

Carol Gyselman responded that this was the case.

Jim Murray added that he has heard that staff are frustrated with the new system.

Denis Labossiere acknowledged that there are still some items to work through on Atrieve.

Carol Gyselman inquired as to when the system starts calling for a replacement.

Kristine Buchanan advised that the system starts calling 48 hours or less prior to the leave. Kristine further explained that when a leave is cancelled and there is a sub in place, the system continues to call the sub until they answer and acknowledge the cancelled shift. It seems that some staff are avoiding the phone or are not following through in acknowledging the cancelled shift. Kristine indicated that staff members can send inquiries directly to the Human Resources email, providing as much detail as they can.

**Professional Development:**

Jamie Rose shared from the last meeting that they are welcome to provide PD ideas on behalf of member groups for consideration to Human Resources no later than January/February.

Kristine Buchanan confirmed that PD ideas should be provided to Human Resources by end of January to be brought forward in the planning process.

**Grievances:**

Denis Labossiere expressed that the preference is to try and resolve the issue through the supervisor(s) first. In the case of a grievance, it is asked that the names of members be included. There are no repercussions to the member(s) and being able to identify the member(s) would assist in resolving it in a timely manner.

Jamie Rose indicated they will try to list the member(s), but for some it affects the whole membership.

**II. MEETING DATES****Next Meeting Date**

The next meeting date is Tuesday, February 5, 2019

Meeting adjourned 3:55 p.m.

Respectfully submitted,

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J. Murray, Trustee  
Co-Chair

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C. Gyselman, CUPE  
Co-Chair



# BRANDON SCHOOL DIVISION

## SUPPORT PERSONNEL LABOUR/MANAGEMENT COMMITTEE MEETING

Date: Tuesday, February 5, 2019 1:30 p.m. to 2:30 p.m.

Location: Conference Room, Administration Office

Present:

CUPE: C. Gyselman (Co-Chair), J. Rose (CUPE)

DIVISION: J. Murray (Co-Chair), D. Labossiere (Secretary-Treasurer),  
K. Buchanan (Acting Director of Human Resources)

Regrets:

CUPE: S. Morgan

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### I. FOLLOW UP FROM PREVIOUS MEETING

Previous minutes of December 20, 2018 have been reviewed and signed by both Co-Chairs.

**Request that Candace Saunders attend to speak on the frustrations for Educational Assistants with certification in Early Childhood Education working without a proper Job Profile.**

Jamie Rose introduced Candace Saunders to the group and invited her to speak on this topic.

Candace Saunders shared that she has worked as an ECE since her graduation in 2001. Prior to her employment with Brandon School Division, she worked at CFS Daycare and operated her own home daycare. Candace expressed that when she started with the Division 7 years ago in the EA (Nursery School) Full Day/Every Day Kindergarten Program it did seem like the right choice. In her first years, PD workshops were offered for ECE's that were facilitated by teaching staff. Candace acknowledged that she is not certified to teach, but has kept up her credentials, and her background training is in early years' development. She feels that EA's with ECE certification could contribute more, and are not being used to their full potential. Candace addressed that the EA (Nursery School) Job Profile identifies student support: monitoring high school students working in the nursery school as part of their course. Candace feels this job description does not measure up to what ECE's have for training and skills, and due to the frustrations of being limited by the job profile, the Division has lost some EA (Nursery School) Full Day/Every Day Kindergarten staff.

Jamie Rose added that ECE's have their 2-year diploma and have training in social and emotional development. These ECE's could contribute more in those areas, but since there is no EA (Nursery School) Full Day/Every Day Kindergarten Job Profile, they are limited by the current EA (Nursery School) Job Profile.



Jim Murray acknowledged that the EA (Nursery School) Job Profile was last updated in 2006, which is quite some time ago. Jim asked Candace who her direct supervisor would be.

Candace responded that her Principal is her direct supervisor.

Candace expressed that another concern is the report card has no section to address social/emotional. Candace feels this is an important part and if the students have not had this they may not be ready to move on.

Jamie Rose advised that the Union wanted to bring this to light, and do realize it will take some time to establish a specific job profile for Educational Assistant (Nursery School) All Day/Every Day Kindergarten.

Jim Murray acknowledged that job description is a work in progress as it is always changing. However, in this case, the immediate supervisor cannot even evaluate job performance due to no proper job profile.

Denis Labossiere added that there are several job profiles requiring review. The Board is committed to securing a program to assist in reviewing these profiles in a more effective manner.

**Request that Educational Assistants start the same day in September as teaching staff, as they did in 2017-2018:**

Carol Gyselman expressed that Educational Assistants felt it was beneficial last year when they started on the same day in September as teaching staff. This allowed EA's to get schedules ahead of time, connect with classroom teachers and resource teachers to be more prepared prior to classes starting.

Jamie Rose added that they had some great feedback on it. EA's had the opportunity to meet with the teachers, identify the needs of the teacher and the student(s), and visit the classrooms. We would like to continue to do as last year as it worked out well.

Denis Labossiere advised that budget would need to be worked through to determine if this can be accommodated.

**NEW BUSINESS**

**Leave Without Pay Requests**

Jamie Rose asked if anything has changed with the Leave Without Pay requests. He has had a couple of recent inquiries from members.

Denis Labossiere advised that the same process is being followed with LWOP requests. There has been clear directive from the Union that everyone under their membership is to be treated equally. LWOP requests are being handled consistently, as they are now being redirected to HR. If members are requesting this to change and wanting something different, they would need to take it upon the Union as part of the bargaining process.

Jamie Rose agreed that we do not want to waiver from this. Consistency is important.

Denis Labossiere indicated that some members provide very little information when submitting their leave requests.

Jamie Rose responded that we do need to educate our members so they are providing full information upfront.

## **II. MEETING DATES**

### **Next Meeting Date**

The next meeting date is Wednesday, May 8, 2019

Meeting adjourned 2:05 p.m.

Respectfully submitted,

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J. Murray, Trustee  
Co-Chair

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C. Gyselman, CUPE  
Co-Chair



# BRANDON SCHOOL DIVISION

## SUPPORT PERSONNEL LABOUR/MANAGEMENT COMMITTEE MEETING

Date: Wednesday, May 8, 2019 3:45 p.m. to 4:45 p.m.  
Location: Conference Room, Administration Office

Present:

CUPE: C. Gyselman (Co-Chair), J. Rose (CUPE)

DIVISION: K. Sumner (Co-Chair), D. Labossiere (Secretary-Treasurer),  
Y. Otukoya (Director of Human Resources)

Regrets:

CUPE: J. Murray, S. Morgan

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### I. FOLLOW UP FROM PREVIOUS MEETING

Previous minutes of February 5, 2019 have been reviewed and signed by both Co-Chairs.

#### **Bus Drivers Not Getting Weather Cancellation Notices before Arriving at Work.**

Carol Gyselman reported that bus drivers were not receiving the cancellation notice until after 7:00 a.m., which by then, most were already at work.

Denis Labossiere noted that this past winter, the Division did their best during the extremely cold temperatures to make a decision on buses the night before and in such cases the notifications were going out the night before.

Kevan Sumner asked if it is an automated system notification that goes out to staff.

Denis Labossiere advised that the Supervisor of Transportation in consultation with the Director of Facilities and Transportation makes the decision and then sends notification out to the media and to staff through an automated system. Mr. Labossiere also noted that Admin Procedure 8015 – Cancellation of School Bus Service is currently under revision.

Jamie Rose asked for clarification that the notification is done through computer and the automatic system then broadcasts it out.

Kevan Sumner added that if there is a delay in receiving the communications, it could be due to the member's communication service provider.

Yemi Otukoya inquired as to how many times the cancellation notification was received after 7:00 am. Ms. Otukoya asked if this was a one-time occurrence or continuous.

The group decided that the Union would need to provide more details around the occurrence, in order for the Division to look into this process further.

### **Feedback on PD Ideas Submitted**

Carol Gyselman noted that the CUPE PD Committee had provided Human Resources with a list of PD ideas that members had suggested. Ms. Gyselman asked for feedback on whether any of these ideas may be offered.

Denis Labossiere advised that the Division is looking at a 3-year Professional Development Plan. Senior Admin has met several times, looking at available dates and looking at the needs of all employee groups, including teachers and support staff. For example, School Administrative Assistants may need further training on the new system in the areas of finance and accounts. Maintenance may also have specific training needs. Some PD will focus on legislation and matters such as WCB – Return to Work.

Carol Gyselman expressed a positive interest in the 3-year PD plan, and acknowledged that it may be some time in the future that their PD ideas be included.

Yemi Otukoya added that the Division is looking at when an employee is hired. Many will have the opportunity to take part in the training sessions from the start.

Carol Gyselman asked if there will be more mandatory PD's going forward with legislation.

Jamie Rose further inquired if the mandatory workshops will be marked so members know.

Carol Gyselman expressed that there are staff who currently attend all the PD days, even if they are repeated sessions, as this gives them some extra days of work. With the Division looking at more PD options that will allow members to attend some new sessions.

Kevan Sumner asked if it is a capacity issue that not all get in to the PD session(s) of their choice.

Denis Labossiere responded that there may be some capacity/facility limits for some PD sessions that have previously been attended by some staff.

Denis Labossiere added that there is additional costs to the Division to offer these PD sessions. It would be a benefit to prioritize those who have not taken a session over those that have.

Kevan Sumner agreed that prioritizing would be beneficial, especially when some are missing out due to capacity limitations.

Jamie Rose further agreed that it would be good to have a way to monitor this.

## **NEW BUSINESS**

Carol Gyselman asked if there was any word on Educational Assistants starting the first day of school, along with the teaching staff.

Denis Labossiere confirmed that September 3, 2019 will be the first day of work for Educational Assistants, and this will be communicated out by Human Resources through Atrieve Employee Bulletin.

## **II. MEETING DATES**

### **Next Meeting Date**

The committee will decide on meeting dates for the 2019/2020 school year at a later date in accordance with the Personnel Committee dates and following the September Committee Selection.

Meeting adjourned 4:20 p.m.

Respectfully submitted,

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K. Sumner, Trustee  
Co-Chair

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C. Gyselman, CUPE  
Co-Chair