



BRANDON SCHOOL DIVISION

Personnel and Policy Committee Minutes

Tuesday, May 19, 2020 – 11:00 a.m.

Boardroom, Administration Office

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

Guest: D. Swayze

1. CALL TO ORDER

The Personnel and Policy Committee Meeting was called to order at 11:02 a.m. by Acting Committee Chair Trustee Linda Ross.

2. APPROVAL OF AGENDA

The agenda was approved as circulated.

3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Minutes of the December 6, 2019 meeting were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

5. OTHER COMMITTEE GOVERNANCE MATTERS

A) In-Camera

Mr. David Swayze, Solicitor, Meighen Haddad LLP, attended the meeting and reviewed information that had been distributed to the Committee. Discussions and questions ensued with the information provided.

(Mr. Swayze exited the meeting at 11:24 a.m.)

B) Sub-Committee Reports

- Job Evaluation Review - NIL
- Support Personnel Labour/Management:
 - December 12, 2019
 - February 6, 2020
 - May 7, 2020
- Teacher Liaison - NIL

6. OPERATIONS INFORMATION

The Committee received as information and discussed the following:

- MSBA – CPI, Unemployment Rate, Regional Trends update:
 - March 2020
- MSBA Salary Bulletins regarding:
 - Seine River School Division:
 - Custodial
 - Educational Assistants
 - Support Secretarial and Library
 - Lord Selkirk School Division – Board Office Staff
- Arbitration Bulletin regarding:
 - Louis Riel Interest ARB Award April 17, 2020

7. NEXT REGULAR MEETING: TBD.

The meeting adjourned at 11:30 a.m.

Respectfully submitted,

J. Murray (Chair)

S. Bambridge

L. Ross

L. Letain (Alternate)



BRANDON SCHOOL DIVISION

SUPPORT PERSONNEL LABOUR MANAGEMENT COMMITTEE MEETING

Date: Thursday, December 12, 2019 3:45 p.m. to 4:30 p.m.

Location: Room 302, Administration Office

Present:

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

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

Regrets:

CUPE: A. McDonald

I. FOLLOW UP FROM PREVIOUS MEETING

Previous minutes of May 8, 2019 have been reviewed and signed by both Co-Chairs.

First Aid Training and NVCI Training

Carol Gyselman expressed that the Union would like clarification on who should be getting First Aid (for confined space) and NVCI (for EA positions), and when this training will be offered.

Jamie Rose identified that according to the Job Profiles Bus Drivers, Maintenance positions, and Educational Assistant positions (Shop, Life Skills, Specialized Health Support, Home School Liaison) require First Aid.

Denis Labossiere noted that there have been three sessions of First Aid offered this year so far.

Jaime Rose expressed that these sessions were offered only to teaching staff.

Yemi Otukoya identified that for safety purposes, legislation states that for each building there needs to be a certain number of people trained at that level. We have people trained in First Aid for confined space for each building.

Jamie Rose expressed that they understand with legislation only so many in a building are required to have the training. However, currently there are staff in need of updating their First Aid certification as a requirement of their positions. It is felt that the Division should be offering this training.

Yemi Otukoya advised that when Job Profiles are reviewed the requirements of each position and the related training are identified. Yemi will check on who has Confined Space and get back to the Union.

Denis Labossiere noted that schools identify teams for NVCI.

Denis Labossiere advised that the Division is looking at offering a half-day mandatory PD for all EA's in De-Escalation. The Division has found in the past that if the training is optional some are attending the session year after year, while others who require it are not attending.

The group agreed that a mandatory PD for all EA's would be beneficial.

Educational Assistants - American Sign Language

Carol Gysleman expressed frustration regarding American Sign Language training and materials. CUPE is interested in knowing what other Divisions are doing.

Jamie Rose shared an Administrative Procedure document regarding the ASL program from Evergreen School Division. Jamie also expressed that Brandon School Division does not currently have a Job Profile for Educational Assistant - American Sign Language. As well, Educational Assistants travel to Winnipeg and pay to get training in American Sign Language, but do not get reimbursed.

Jim Murray inquired further that there is no Job Profile, but there are extra requirements for the job.

Jamie Rose expressed that Educational Assistants working with American Sign Language do have extra responsibilities. Teachers and Educational Assistants working with American Sign Language only have so much knowledge and this is where the frustration comes in.

Denis Labossiere indicated that the Department will be doing an assessment/screening of current staff in the upcoming months. At that point it will be determined what the needs are and what training is required.

Jim Murray further added that the Department will tell us what is needed.

New Member Orientation

Yemi Otukoya advised that plans are underway in offering an orientation for new Support Staff. More information will follow.

NEW BUSINESS

Denis Labossiere noted that for the mandatory WCB training, those who signed in and left early and did not submit the required sheets will not be paid. A letter has gone out to those individuals to advise.

Jamie Rose added that there was clear direction on this.

II. MEETING DATES

Next Meeting Date

The next meeting date is Thursday, February 6, 2020.

Meeting adjourned 4:26 p.m.

Respectfully submitted,

J. Murray, Trustee
Co-Chair

C. Gyselman, CUPE
Co-Chair



BRANDON SCHOOL DIVISION

SUPPORT PERSONNEL LABOUR MANAGEMENT COMMITTEE MEETING

Date: Thursday, February 6, 2020 4:00 p.m. to 4:30 p.m.

Location: Room 302, Administration Office

Present:

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

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

Regrets:

CUPE: A. McDonald

I. FOLLOW UP FROM PREVIOUS MEETING

Previous minutes of December 12, 2019 have been reviewed and signed by both Co-Chairs.

Work Board Web Update

Kristine Buchanan shared with the group an upcoming change to Work Board Web from when the Atrieve system was first implemented. Effective March 2, 2020 Work Board Web will be open 24/7. The Work Board will no longer be restricted during the work day. Sub-casual staff can potentially pick up a shift from the Work Board in the morning for that afternoon. Staff will need to refer to the Division's Administrative Procedure on cell phone use (to take place during approved breaks).

As well, currently when a preferred sub is requested, the sub has up to 48 hours prior to the absence to accept the shift, before it is released to others. On March 2 this time will be increased allowing the preferred sub up to 24 hours prior to the absence to accept.

Support Staff Personal Day Update

Kristine Buchanan shared with the group a change in process to assist in finding a replacement for Personal Day leaves in a timely manner, when not picked up from the Work Board. Sub Booking will monitor these leaves and if not picked up from the Work Board within 7 days, will step in and attempt to fill them.

Providing More Detail when Submitting Agenda Items

Kristine Buchanan requested that agenda items be submitted as they are to appear on the agenda, and to include some details/background information. This would allow for better understanding and preparation prior to the meetings.

Minutes from Meetings out to Members of the Committee in a Timely Manner

Denis Labossiere advised that once meeting dates are set for the Personnel and Policy Committee, the Support Personnel Management Committee meetings are scheduled 2 weeks prior. This allows 2 weeks for the minutes to be completed and posted prior to each Personnel and Policy Committee meeting.

The group agreed that meeting minutes will be completed and provided to Committee Members within 10 working days. In situations where this is may not be possible, the Committee Members will be notified by email.

First Aid for Support Staff

Jamie Rose expressed there are job profiles that indicate First Aid is a requirement of the position, and the Union is inquiring when there will be First Aid training offered.

Denis Labossiere noted that there is First Aid training taking place on Feb 19, 2020 for Maintenance staff. For the March 6, 2020 PD Day, there is training on Harassment already scheduled for Maintenance, Custodial, and Transportation staff.

Denis Labossiere advised there are three Professional Development days for Support Staff in the 2020-2021 school year; two in September. The Division will be looking into PD options for those dates.

Kristine Buchanan shared a list of positions that require First Aid and that require NVCI. Further reporting will need to be done to determine which staff have First Aid expiring. The September PD dates may be an option for some First Aid sessions.

Jamie Rose will provide Human Resources a list of Educational Assistants who have indicated to him their First Aid has expired.

PD Topics for Support Staff – Next Year

Jamie Rose asked if the Division would be interested in some feedback or suggestions on topics.

Denis Labossiere shared that there will be three mandatory PD Days for support staff. It will be a matter of determining what the greater needs are; there are some Maintenance pieces to consider, as well as the De-escalation training.

Job Profile for Support Staff – Time Lines

Kristine Buchanan reported that the original schedule for Job Profile Review was May/June 2020. However, due to some changes this has now been put on hold until Fall 2020.

Request for Leave Without Pay (LWOP) Meeting

Kristine Buchanan advised that information will be provided at DLT in March 2020 to School Leaders/Supervisors. A memo will then go out to all support staff, along with School Leaders/Supervisors. The intent of the memo is to provide consistent information to all support staff and assist School Leaders/Supervisors when sharing this information with their staff.

NEW BUSINESS

Confined Space

Kristine Buchanan shared a list of staff, provided by our Divisional Safety and Health Officer, who have completed the Confined Space training so far.

Jamie Rose noted that all Custodians and Maintenance staff should have Confined Space certification for their positions.

II. MEETING DATES

Next Meeting Date

The next meeting date is Thursday, May 7, 2020.

Meeting adjourned 4:26 p.m.

Respectfully submitted,

J. Murray, Trustee
Co-Chair

J. Rose, CUPE
Co-Chair



BRANDON SCHOOL DIVISION

SUPPORT PERSONNEL LABOUR MANAGEMENT COMMITTEE MEETING

Date: Thursday, May 7, 2020 4:00 p.m. to 4:30 p.m.
Location: Board Room, Administration Office

Present:

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

DIVISION: S. Bambridge (Acting Co-Chair), D. Labossiere (Secretary-Treasurer),
K. Buchanan (Acting Director of Human Resources)
B. Sangster (Recording)

Regrets:
CUPE:

I. FOLLOW UP FROM PREVIOUS MEETING

Previous minutes of February 6, 2020 have been reviewed and signed by both Co-Chairs.

a) PD Implementation software Update

Kristine Buchanan indicated the upcoming implementation of a PowerSchool program designed for professional learning, to replace what the Division previously used with CIMS. The program will track PD and include a dashboard where staff can register and review available PD. Additional information regarding this program will be sent out in the near future.

b) Home School Liaison training for EA's in their schools, to have subs trained to fill in for Home School Liaisons.

Jamie Rose noted that subs filling in for Home School Liaisons are not trained, meaning the School Administrative Assistants are tasked with training the sub and frequently end up doing both jobs.

Jamie Rose suggested contacting School Leaders and asking them to identify which regular EA could be trained to take over when the HSL is away. An EA sub would then fill in for the EA position instead of the HSL position.

Sherilyn Bambridge added that it would be wise to have someone trained to fill in for the HSL.

This matter will be discussed further at a later date.

- c) **Select CA positions moved to 11 months instead of 10 months to assist with summer cleaning, waxing floors in the schools; instead of posting the positions every year which would eliminate time spent interviewing and posting positons.**

This matter was discussed and it was agreed that the Committee needs additional information to find out what is truly occurring, as there were differing opinions on what the current process is regarding the hiring of the summer CA positions.

Denis Labossiere asked that this matter be brought forward at a future meeting, with information provided by Caroline Cramer, Director of Facilities and Transportation and Bob Day, Supervisor of Facilities.

- d) **Division to identify the mandatory PD days for 2020/2021, so the Union can identify a day in the fall to meet with their 10 month members.**

Denis Labossiere indicated that at this time, the mandatory PD dates have not been confirmed.

Jamie Rose asked to be updated once dates are confirmed as he is looking for a day to meet with 10-month CUPE staff.

NEW BUSINESS

II. MEETING DATES

Next Meeting Date

The committee will decide on meeting dates for the 2020/2021 school year at a later date in accordance with the Personnel Committee dates and following the September Committee Selection.

Meeting adjourned 4:26 p.m.

Respectfully submitted,

S. Bambridge, Trustee
Acting Co-Chair

J. Rose, CUPE
Co-Chair