



# BRANDON SCHOOL DIVISION

## Personnel and Policy Committee

### Minutes

Tuesday, February 13, 2018 – 3:30 p.m.

Boardroom, Administration Office

Present: J. Murray (Chair), S. Bambridge, L. Ross  
M. Casavant, D. Labossiere, B. Switzer

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#### 1. CALL TO ORDER

The Personnel and Policy Committee Meeting was called to order at 3:35 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 November 29, 2017 Minutes were received as information.

#### 4. COMMITTEE GOVERNANCE GOAL ITEMS

##### A. DECISION MAKING MATRIX

The Committee discussed the authority for renaming and naming of schools and facilities (or sections thereof) and school closure in regards to Board approval. The Committee agreed that in these instances, the Board has the responsibility and authority to decide and act, and may receive recommendation from the Superintendent/Chief Executive Officer.

##### Recommendation:

That the Board Governance Decision Making Matrix under Policy #9 be amended to indicate that the Board is responsible for renaming and naming of schools and facilities and also for any school closure.

##### B. NEW ADMINISTRATIVE PROCEDURES

Dr. Marc Casavant, Superintendent/Chief Executive Officer, reviewed the updated Administrative Procedures Index and provided an update on timelines for the Administrative Procedures and corresponding forms to be completed.

Ms. Becky Switzer, Director of Human Resources, and Mr. Denis Labossiere, Secretary-Treasurer, provided updates on their work on the new Administrative Procedures, indicating that there was a lot of combining/amalgamating of policies and removal of policies due to redundancy. Mr. Labossiere noted that some items previously in policy are now mandated by the Government legislation, therefore some Administrative Procedures are no longer required.

Dr. Casavant indicated that the Administrative Procedures will be posted on the Brandon School Division website on February 27, 2018. The Committee agreed to approve the new Administrative Procedures Manual.

**Recommendation:**

That the new Administrative Procedures Manual be approved, as presented.

**C. NEGOTIATIONS – IN-CAMERA**

This matter was discussed In-Camera.

**D. LETTER FROM CUPE – IN-CAMERA**

This matter was discussed In-Camera.

**E. SUPERINTENDENT/CHIEF EXECUTIVE OFFICER EVALUATION**

The Committee discussed the upcoming Superintendent/CEO evaluation. The Committee agreed to hold the Superintendent/CEO evaluation on Tuesday, May 1, 2018 at 9:00 a.m.

**5. OTHER COMMITTEE GOVERNANCE MATTERS**

**A. Job Evaluation System Update**

Mr. Labossiere reviewed a memo to the Committee regarding an Electronic Job Evaluation Solution Request for Proposal. Ms. Switzer noted that the new system will enhance the Division's current system and align with the current information process for supervisors to conduct a review.

Mr. Labossiere noted that given the various software implementations that are occurring this school year, it is recommended that the installation of the Electronic Job Evaluation System be postponed until the 2018-2019 school year, and that a reserve fund for the *enCompassing Visions* Electronic Job Evaluation System software in the amount of \$54,000 be established.

(Trustee Ross exited at 4:04 p.m. and returned at 4:05 p.m.)

Trustees asked questions for clarification. The Committee agreed with the recommendation as submitted.

**Recommendation:**

That the amount of \$54,000 from the Operating Fund Accumulated Surplus be allocated to the Electronic Job Evaluation System Capital Reserve Fund for the installation of *enCompassing Visions* software, subject to PSFB approval.

**B. Pending Bill 5 Legislation – Public Interest Disclosure (Whistleblower Protection) Amendment Act**

Mr. Labossiere reviewed a letter from George Coupland, Director, Labour Relations, Manitoba School Boards Association (MSBA) regarding pending legislation of The Public Interest Disclosure (Whistleblower Protection) Amendment Act (Bill 5). Bill 5 expands the scope of the Act by extending the provisions and protection under the Act to school divisions and school districts.

**C. Residency of Trustees**

Mr. Labossiere reviewed a memo from MSBA regarding Trustee residency qualification. He indicated it is important to note that if a Trustee has moved since the Board election to another location that is outside

the divisional boundary or catchment area, then the Trustee becomes disqualified from continuing service on that Board. If a school board wishes to verify the residency of its trustees on an ongoing basis, the MSBA would recommend that all boards who wish to do so can adopt, as a standing practice under each board's policy framework, a periodic renewal of the affidavit of qualification as established under Schedule D. Form 1. Ss. 2 and 3 of *The Public Schools Act*.

The Committee suggested that Trustees reaffirm their residency by affidavit each year at the Inaugural Board meeting. The Committee requested that Senior Administration bring forth an amendment to By-law 13/2017 - Board Governance, at a future date.

**D. Sub Committee Reports – The Committee received as information and reviewed the following:**

- Job Evaluation Review - NIL
- Support Personnel Labour/Management Committee – January 25, 2018
- Teacher Liaison Committee – December 6, 2017

**6. OPERATIONS INFORMATION**

The Committee received as information and discussed the following:

- WCB – Return to Work Audit that is currently being performed by WCB through a partnership with the Division.
- MSBA – CPI, Unemployment Rate, Regional Trends update.
- MSBA Salary Bulletins regarding:
  - NIL

**7. NEXT REGULAR MEETING: Tuesday, May 8, 2018, 3:30 p.m., Boardroom.**

The meeting adjourned at 4:32 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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M. Sefton (Alternate)



# BRANDON SCHOOL DIVISION

## SUPPORT PERSONNEL LABOUR/MANAGEMENT COMMITTEE MEETING

Date: Thursday, January 25, 2018 3:30 a.m. to 4:30 p.m.

Location: Conference Room, Administration Office

Present:

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

DIVISION: S. Bambridge (Co-Chair), D. Labossiere (Secretary-Treasurer),  
B. Switzer (Director of Human Resources)

Regrets:

CUPE: S. Morgan

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### I. FOLLOW UP FROM PREVIOUS MEETING

Previous minutes of October 26, 2017 have been reviewed and signed by both Co-Chairs.

#### **EA HSL's Picking Up/Purchasing Food for School Events:**

Jamie Rose requested an update on the survey that was sent to the HSL's and Principals.

Becky Switzer indicated that the survey was not yet closed but there are currently thirty (30) responses.

Jamie Rose inquired about where the car allowance funds are allocated.

Becky Switzer provided background information on why the allowance was paid indicating it was an effort to reduce paperwork of weekly mileage reports.

#### **Employee Absences Showing on Employee Connect:**

Becky Switzer indicated that the issues with absences that Kim had presented at the October meeting should now be resolved.

#### **Timelines for Leaves:**

Jamie Rose asked if leaves that are occurring two or more weeks in advance could be approved within five (5) days.

Becky Switzer explained that the new work board process in Atrieve will allow subs to review available jobs and once the absence is filled the system will then automatically approve the request. She also indicated that any leaves, which are cancelled, will prompt a message to be sent to both the employee and the replacement to notify them. Becky indicated that currently Human Resources is participating in training on the work boards and that more information is expected in February.

Becky Switzer indicated that all staff must record their names for the Automated Dispatch System (ADS) and that the web board provides sub casuals to pick bookings prior to the system calling out.

Denis Labossiere indicated this would be used for all staff including Bus Drivers

Carole Gyselman expressed that the preferred sub option did not bring up the names that were indicated in the search field.

Becky Switzer indicated that staff are listed by their full names so when searching for a preferred sub you must follow the instructions provided such as an asterisks indicates a wild card to assist in the search. Once the preferred sub is chosen then that job would appear on their work board for them to choose and book, however, if it is not selected prior to the date timelines set it would then call and text the preferred sub to give them another chance to accept the job. If they did not accept the job the system would then move on and begin calling others to take the job.

Becky Switzer indicated that during the transition in October, some leave requests were placed in an *under review* status which then did not appear for any one person to approve. Human Resources then had to run a report to determine which leaves were currently in this status in order to ensure sub casuals were booked so that the status of the leave could be changed.

Becky Switzer informed the group that Personal Illness or Injury requests and Bereavement requests only require the Supervisor/Principal to acknowledge the leave as it was determined that these types of requests were emergent.

#### **Training and Access in Atrieve for Casual Administrative Assistants:**

Jamie Rose asked if more access could be given to casual Administrative Assistants, as they are currently frustrated that they can no longer access information required for the day.

Becky Switzer indicated that casual Administrative Assistants and HSL do not have access to Administrative Assistant info as their position does not require this access. She elaborated on this to further explain that the same access that they previously had with Employee Connect is not available in Atrieve; Principals now need to print off information such as daily attendance to have their regular Administrative Assistant enter upon their return.

Becky Switzer informed the group that currently IT is working on providing casual employees access to documents however they are not yet close to any kind of conclusion on the issue.

Jamie Rose indicated that casual Administrative Assistants currently feel as though there is no work for them during the day as they no longer have the access.

Becky Switzer indicated that Principals could be providing the casual Administrative Assistants with tasks to do since they no longer have the same access as they once did.

Becky Switzer will send an email to Principals reminding them to delegate such tasks when a casual Administrative Assistant is in their building for the day.

### **Training for Support Staff on Atrieve:**

Jamie Rose asked if there is going to be any training provided to Support Staff on Atrieve.

Becky Switzer indicated that she did not intend to provide any further training as information about Atrieve had been sent to Support Staff with instructions.

Denis Labossiere asked what training needed to be provided that had not already been addressed in the information that was sent to staff.

Becky Switzer indicated that she does plan to have Human Resources put together training videos, which will include the print screens that she has been sending out that address problem areas. She also indicated that currently Atrieve has a PowerPoint presentation that Human Resources could use and expand on.

Jamie Rose asked if help could be provided to Support Staff at the Division Office if needed.

Becky Switzer indicated that when providing training to a group of staff members it often becomes a more one-on-one training session and others who are there do not receive the information that they need.

Dennis Labossiere questioned whether Support Staff members have approached their Supervisors or the Administrative Assistants at their location for help.

Jamie Rose asked if he should direct the CUPE members to see their Administrative Assistants for help.

Beck Switzer said yes, they should be asking the Administrative Assistants for help as they have had structured training to assist members with entries but that the Administrative Assistant should not be doing the entry for the member.

Sherilyn Bambridge expressed that the message to members should be clear that the Administrative Assistants are only providing guidance.

Jamie Rose was not aware that the Administrative Assistants were to be providing such guidance and asked if email communication could be sent out to reinforce that this guidance is available.

Becky Switzer will send out an email to remind staff that the Administrative Assistants can provide guidance as needed for Atrieve.

## **NEW BUSINESS**

### **PD Calendar**

Jamie Rose asked if the PD Calendar would be done again this year.

Becky Switzer indicated that yes, a PD Calendar will be done again however Senior Administration is currently confirming dates and once that is done then the planning can begin.

Carole Gyselman indicated that High School Educational Assistants are wondering when the last day for them will be determined.

Becky Switzer indicated that the last day for High School Educational Assistants is June 22, 2018.

Becky Switzer will ensure that this is communicated, as in the past it was placed on the employee's bulletin board in Employee Connect.

## **II. MEETING DATES**

### Next Meeting Date

The next meeting date is Thursday, April 19, 2018

Meeting adjourned 4:29 p.m.

Respectfully submitted,

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S. Bambridge, Trustee  
Co-Chair

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J. Rose, CUPE President  
Co-Chair



## BRANDON SCHOOL DIVISION

# Teacher Liaison Committee Minutes

Wednesday, December 6, 2017 – 4:00 p.m.  
Boardroom, Administration Office

Present: Dr. M. Casavant, Superintendent/CEO  
Trustees: S. Bambridge, J. Murray, L. Ross  
BTA: P. Buehler, M. L. Davis, C. Dunbar, T. Tutkaluk  
Regrets: M. Sefton

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The meeting was called to order.

**A. Selection of Co-Chairs:**

- Sherilyn Bambridge was selected as the BSD Co-Chair.
- Tammy Tutkaluk was selected as the BTA Co-Chair.

**B. Terms of Reference:**

- The committee reviewed the terms of reference of the Teacher Liaison Committee.

**C. Substitute teachers:**

- Peter Buehler inquired about the status of this item.
- Dr. Casavant said software is being installed to automate the calling system for substitutes.
- Challenges: Should current flexibility allowed for substitutes be reviewed? (e.g., substituting only certain days, certain schools; some teachers only want certain substitutes)

**D. Half-day Professional Development:**

- Feedback will be collected on implementation of half-day P.D.

The meeting adjourned at 4.40 PM.

The next Teacher Liaison Committee Meeting Date is to be determined at a future date.

Respectfully submitted,

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T. Tutkaluk  
Co-Chair, Brandon Teachers' Association

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S. Bambridge  
Co-Chair, Brandon School Division