



# BRANDON SCHOOL DIVISION

## Personnel Committee Minutes

Monday, December 9, 2013 – 9:00 a.m.  
Board Room, Administration Office

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

---

### 1. CALL TO ORDER

The Personnel Committee Meeting was called to order at 9:10 a.m. by the Committee Chairperson, Dr. Ross.

### 2. APPROVAL OF AGENDA

The agenda was approved as circulated.

### 3. REVIEW OF COMMITTEE MINUTES

The Committee Minutes of October 21, 2013 were received as information.

### 4. COMMITTEE GOVERNANCE GOAL ITEMS

NIL

### 5. OTHER COMMITTEE GOVERNANCE MATTERS

#### A) **Policy 5024 and Form 5024 – “Staff Participation in Local Community Organizations, Boards and Councils”.**

Policy 5024 and Form 5024 – “Staff Participation in Local Community Organizations, Boards and Councils” (Appendix “A”) was reviewed. It was noted that this policy had been combined into revised Policy 5012 – “Professional Staff leaves and Absences” and therefore was no longer required. The Committee agreed to recommend Policy 5024 and Form 5024 be rescinded.

#### **Recommendation:**

That Policy 5024 and Form 5024 – “Staff Participation in Local Community Organizations, Boards and Councils” is hereby rescinded.

#### **B) Joint Evaluation Review Committee (In-Camera)**

This item was discussed In-Camera. The Committee agreed to accept the recommendations of the Joint Evaluation Review Committee and bring forth as a confidential item to the next regular meeting of the Board of Trustees.

**C) Application of Policy 5006 – “Assignment of Teaching Staff” (In-Camera)**

This item was discussed In-Camera and direction was provided to Senior Administration.

**6. OPERATIONS INFORMATION**

The following items were received as information:

- Memo from MSBA dated October 29, 2013;
- MSBA Salary Bulletin – Rolling River;
- MSBA Memo regarding Term Teacher Contract to Permanent.

**7. NEXT REGULAR COMMITTEE MEETING: Monday, January 13, 2014, 9:00 a.m., Board Room.**

The meeting adjourned at 10:40 a.m.

Respectfully submitted,

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

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

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

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



## BRANDON SCHOOL DIVISION POLICY

### **POLICY 5024**

#### **STAFF PARTICIPATION IN LOCAL COMMUNITY ORGANIZATIONS, BOARDS AND COUNCILS**

*Adopted: Motion 199/94*

*Reaffirmed: Motion 98/2007; May 28, 2007*

*Reaffirmed: Motion 126/2009; June 22, 2009*

The Board of Trustees welcomes the involvement of employees in community activities or organizations and as members of local councils or boards in either a voluntary or elected capacity.

In order to ensure that employees know the parameters within which they accept nominations or appointments to local organizations, boards and councils, procedures and expectations of the Brandon School Division shall be established from time to time.

These Board expectations are stated to ensure that:

- a) the needs and interests of the students are protected;
- b) the employee's job is not adversely affected; and
- c) the involvement of the employee is not to the detriment of or results in additional costs to the Division.

THE BRANDON SCHOOL DIVISION

FORM 5024

Reaffirmed:  
Motion 126/2009;  
June 22, 2009

RE: POLICY 5024 - STAFF PARTICIPATION IN LOCAL  
COMMUNITY ORGANIZATIONS, BOARDS & COUNCILS

REQUEST FOR PERSONAL LEAVE

**NOTE TO THE EMPLOYEE:** This request form is to be completed and submitted in advance of the leave to your Principal/Supervisor for his/her scrutiny and approval and determination if a substitute is to be employed. A detailed statement of the reason is required. Approved leaves will be reflected on your pay cheques as provided for in the Policy.

Employee's Name (Print) \_\_\_\_\_ Position \_\_\_\_\_

School or Department \_\_\_\_\_

Date & Time Leave Required \_\_\_\_\_

Name of Organization, Board or Council \_\_\_\_\_

Purpose (In Detail) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dates of Previous Personal Leave Granted Under this Policy in Same School Year, if any  
\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

PRINCIPAL/SUPERVISOR

For Payroll Dept. With Pay \_\_\_\_\_ Without Pay \_\_\_\_\_ With Deduction \_\_\_\_\_

Comments, if any \_\_\_\_\_

Substitute Required No \_\_\_\_\_ Yes \_\_\_\_\_ Name \_\_\_\_\_

Approved/Rejected by Principal/Supervisor \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**NOTE: TO PRINCIPAL/SUPERVISOR**

- a) Please forward completed request forms to the Payroll Department on a semi-monthly basis;
- b) Please call the Superintendent or Secretary-Treasurer if you require assistance.