



BRANDON SCHOOL DIVISION

Personnel and Policy Committee

Minutes

Tuesday, September 12, 2017 – 3:30 p.m.

Boardroom, Administration Office

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

1. CALL TO ORDER

The Personnel and Policy Committee Meeting was called to order at 3:32 p.m. by Trustee Bambridge.

2. ELECTION OF CHAIR

It was agreed that Trustee Jim Murray would serve as Committee Chairperson for 2017-2018.

3. APPROVAL OF AGENDA

The agenda was approved as circulated.

4. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The following Minutes were received as information:

- June 16, 2017 - Personnel Committee
- June 21, 2017 - Policy Review Committee

5. MEETING DATES FOR 2017-2018

The Committee reviewed the dates for the Committee's quarterly meetings.

6. REVIEW COMMITTEE RESPONSIBILITIES

The Committee reviewed the recently updated Committee Responsibilities from the Board Strategic Planning meeting held on August 31, 2017.

7. COMMITTEE DIRECTION FOR 2017-2018 IN RELATION TO THE COMMITTEE RESPONSIBILITIES

The Committee discussed the process for the review of policies and procedures. Dr. Casavant indicated that in the future, Senior Administration would bring revised administrative procedure(s) through the Committee for review. The administrative procedure(s) would then be provided to the Board for information.

Mr. Denis Labossiere, Secretary-Treasurer, provided and reviewed the direction the Committee set for 2016-2017. It was noted that Job Evaluation is ongoing, and that consultations with staff regarding substitutes was completed.

8. COMMITTEE GOVERNANCE GOAL ITEMS

9. OTHER COMMITTEE GOVERNANCE MATTERS

A. Job Evaluation Update

Ms. Becky Switzer, Director of Human Resources, provided a Job Evaluation update. She noted that last year the Brandon School Division embarked on obtaining the services of a Job Evaluation Consultant, which resulted in the hiring of Curt Penner. Ms. Switzer reviewed the three (3) phases of the Job Evaluation process:

Phase 1 – Needs Analysis

Phase 2 – Functional/Technical Requirements

Phase 3 – Vendor/Solution Qualifications, Evaluations, Comparisons and Selection

Ms. Switzer indicated that the deadline for the Request for Proposal (RFP) submissions is September 18, 2017. During the review of the proposals there will be an opportunity to view demos from vendors including how their product will work with the new Enterprise Resource Planning (ERP). The goal is to have information available to meet the 2018-2019 Budget timelines.

Ms. Switzer will bring further information to the Committee's November meeting regarding Job Evaluation.

B. Report on Survey Conducted Regarding Recruitment Advertising

In response to an inquiry by Trustee Sefton in the 2016-2017 school year, Ms. Switzer reviewed her memorandum to the Committee regarding current recruitment strategies for the Brandon School Division focusing on costs associated with advertising in the newspapers. The Personnel Committee had also recommended that the Office of Human Resources conduct a survey of applicants to ascertain how they go about searching for jobs in general and how they learned about the job they were currently applying for.

Based on 2016-2017 expenditures, approximately \$42,000 was spent on recruitment advertising.

Results collected clearly demonstrated that the Division website (79.54%) is the main point of contact for applicants to learn about jobs in the Brandon School Division, and the second highest source is word of mouth (16.83%).

Results also indicated that applicants typically search for jobs on the Division website (69.11%) and using web search (10.39%).

The Committee discussed advertising teaching and support positions on various education related websites. Discussion took place regarding the potential of Ms. Switzer and a team from the Division travelling to universities and conducting mini-interviews with students. These visits would also include presentations to recruits on Brandon as a community.

The Committee discussed the effectiveness of newspaper advertising and how the majority of applicants no longer use newspapers for searching for jobs.

The Committee agreed that Ms. Switzer should look at other methods for recruitment and research the cost of travel to universities, and provide this information to the Committee at a future meeting.

Trustees asked questions for clarification.

C. Personnel Matter – In-Camera Discussion

The Director of Human Resources provided updates to the Committee regarding three (3) Personnel Matters.

The Secretary-Treasurer provided an update to the Committee regarding one (1) Personnel Matter.

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

- Job Evaluation Review - NIL
- Support Personnel Labour/Management Committee – NIL
- Teacher Liaison Committee – NIL

10. OPERATIONS INFORMATION

The Committee received as information and discussed the following:

- MSBA – CPI, Unemployment Rate, Regional Trends update.
- MSBA Salary Bulletins regarding:
 - NIL

11. NEXT REGULAR MEETING: TBD, Boardroom.

The meeting adjourned at 4:40 p.m.

Respectfully submitted,

J. Murray (Chair)

S. Bambridge

L. Ross

M. Sefton (Alternate)