



"Accepting the Challenge"

Personnel Committee Minutes

Tuesday, October 9, 2012 – 12:00 noon
Board Room, Administration Office

Present: L. Ross (Chairperson), D. Karnes, G. Kruck, J. Murray (Alternate – exited at 1:00 p.m.), Dr. Michaels, K. Zabowski, B. Switzer.

1. CALL TO ORDER

The Committee Chairperson called the meeting to order at 12:12 p.m.

2. APPROVAL OF AGENDA

Trustee Karnes requested discussions regarding possible buyout packages for senior employees be added to the November agenda.

The agenda was approved as circulated.

3. REVIEW OF COMMITTEE MINUTES

The Committee minutes of September 10, 2012 were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

NIL

5. OTHER COMMITTEE GOVERNANCE MATTERS

A) Joint Use Agreement Implementation

Mr. Kevin Zabowski, Secretary-Treasurer, and Mr. Mel Clark, Director of Facilities and Transportation, reviewed a letter received from the Division Solicitor regarding the implementation plan. The principle of the implementation plan for staffing was accepted by the Committee. Detailed discussions were held regarding the fees to be charged. The matter was referred back to the Facilities and Transportation Committee for further discussion and review. It was agreed the Personnel Committee would meet with the Union to review the implementation plan.

B) Joint CUPE Pension Plan Committee

The Secretary-Treasurer confirmed the date for the first meeting of the Joint CUPE Pension Plan Committee had been set for October 22, 2012 at 5:00 p.m.

C) 2012-2014 Budget Deliberations

The Committee was not prepared to bring any items forward at this time. It was noted Senior Administration would bring forward any staffing requests through the Programming Needs Request process. There were no changes at this time at the Divisional level with focus to take place on the 20K-3 staffing and school resources.

D) Policy Review – Part 6

The Committee reviewed the following policies attached as Appendix "A" to the minutes:

- Policy 6012 – "Transportation/Facilities Assistant";
- Policy 6013 – "Payroll/Benefits Officer";
- Policy 6014 – "Payroll/Benefits Clerk";
- Policy 6016 – "Information Technology Coordinator";

- Policy 6026 – “Administrative Officer – Crocus Plains Regional Secondary School”;
- Policy 6027 – “Work Education Partnerships Coordinator”.

The Director of Human Resources noted the Division did not need these policies any longer as the positions referenced in the policies are now part of the Joint Job Evaluation process. The Committee agreed to recommend the Policies be rescinded.

Recommendation:

That the following policies be rescinded:

- Policy 6012 – “Transportation/Facilities Assistant”;
- Policy 6013 – “Payroll/Benefits Officer”;
- Policy 6014 – “Payroll/Benefits Clerk”;
- Policy 6016 – “Information Technology Coordinator”;
- Policy 6026 – “Administrative Officer – Crocus Plains Regional Secondary School”;
- Policy 6027 – “Work Education Partnerships Coordinator”.

6. OPERATIONS INFORMATION

The Committee directed Ms. Switzer, Director of Human Resources, to send job profiles for Custodians and Custodial Aides to members of the Personnel Committee.

The Secretary-Treasurer was directed to provide Trustee Kruck with a copy of the Joint Use Agreement.

It was agreed implementation of the Joint Use Agreement would be added to the agenda for the meeting between the Board of Trustees and the City of Brandon to be held on November 8, 2012.

7. NEXT REGULAR COMMITTEE MEETING: Monday, November 12, 2012, 12:00 noon, Board Room.

The meeting adjourned at 1:24 p.m.

Respectfully submitted,

L. Ross, Chairperson

D. Karnes

G. Kruck

J. Murray (Alternate)

Appendix A



BRANDON SCHOOL DIVISION POLICY

POLICY 6012

TRANSPORTATION/FACILITIES ASSISTANT

Adopted: 5/2004 (January 26, 2004)

JOB TITLE: TRANSPORTATION/FACILITIES ASSISTANT

REPORTS TO: SUPERVISOR OF TRANSPORTATION

JOB PURPOSE AND OBJECTIVES

- To contribute to the overall goals and objectives of the Brandon School Division.

EDUCATION

- High school graduation certificate
- 1 – 2 years post secondary education in a related field with an emphasis in records management and/or computer software operation.

ADDITIONAL SKILLS

Required:

- Valid Class 5 Manitoba Drivers License with the ability to upgrade to a Class 2 Licence, School Bus Operator Certificate.
- Demonstrated knowledge and experience in computer technology including word-processing, statistical record keeping, database and spreadsheets.
- Demonstrated effective verbal and communication skills to consult, collaborate and liaise with Division staff, community agencies and the public.
- Excellent organizational and interpersonal skills.
- Use of a personal vehicle for business purposes.

EXPERIENCE

A minimum of one (1) year prior experience in a related field is required.

KEY RESPONSIBILITIES

The Transportation/Facilities Assistant reporting to the Supervisor of Transportation is responsible to:

- Collect and interpret statistical information relating to the bussing of students, etc. to meet the needs of the Division;

- Coordinate and verify the data the Student Data Management System of the Manitoba Education EIS (Education Information System) codes.
- Maintain computerized database(s) for student transportation and student demographic records for facility planning.
- Deal promptly with enquiries and complaints from the public regarding transportation services provided and refer major problems to the Supervisor of Transportation.
- Plan, coordinate, implement and maintain the scheduling of bus routes, schedule vehicles and drivers in consultation with the Supervisor of Transportation.
- Schedule and prepare routings for field trips and special programs and maintain accurate cost records.
- Plan, coordinate and implement facility planning for school catchment areas and optimum facility usage.
- Review and analyze expenditures in relation to the transportation budget.
- Purchase equipment and supplies for Transportation Department in accordance with purchasing and tendering policies.
- Assume the responsibility of the Supervisor of Transportation in his/her absence including supervisory responsibilities as required.
- Perform other job related duties as assigned.

COMMENTS

The incumbent must:

- Have excellent time and workload management skills.
- Effectively prioritize work.
- Function well independently.
- Work cooperatively with students, parents, Division staff, community agencies and the general public in a positive and productive manner.
- Work co-operatively with the Supervisor of Property in facilities planning.
- Respect and maintain confidentiality of information.



BRANDON SCHOOL DIVISION POLICY

UNDER REVIEW

POLICY 6013

PAYROLL/BENEFITS OFFICER

Adopted: 82.05.01

POSITION SUMMARY: The job goal of the Payroll/Benefits Officer should be to contribute to the smooth and efficient operation of the Brandon School Division Administration Office so as to provide the maximum positive support services for the Division.

The Payroll/Benefits Officer shall be responsible to the Secretary-Treasurer, or his/her designate, for the preparation of the payroll and all related and required records and calculations.

POSITION DUTIES: Without restricting the generality of the foregoing, the Payroll/Benefits Officer shall supervise and/or perform the following duties:

1. Carry out all calculations and prepare and maintain all records and forms necessary to produce the salaries and wages of all employees at such time intervals as may be established.
2. Ensure that all payroll deductions are calculated, made, recorded and remitted as required and/or authorized.
3. Perform such accounting or bookkeeping functions necessary to ensure the accuracy of all records, payments and remittances and reconcile and balance all records at such times as required by law or as directed.
4. Maintain accurate and complete records of all salaries, wages, fringe benefits, leaves of absences, illness, vacations, substitutes, etc., as may be directed.
5. Process claims for benefits such as pension, group life, long-term disability, etc., and otherwise assist Division employees with payroll/personnel related problems or questions.
6. Issue any records of employment only as required by law or as authorized by the Secretary-Treasurer.
7. Prepare, type and submit all billings for payroll cost recoveries and salary claims and reports required.
8. Assist the Secretary-Treasurer in the preparation of budget estimates for salary and fringe benefit costs.
9. Assist the Secretary-Treasurer with preparations, calculations, etc., for the Board of Trustee negotiations with employee groups and individuals.
10. Assist the Secretary-Treasurer with implementation and administration of collective agreements and Board policies on salaries, fringe benefits and working conditions.

11. Operate office equipment, such as typewriter, calculator, data processing, word processing, etc., as necessary to perform reporting, calculating, storage and retrieval of information functions as assigned.
12. Compose and type routine correspondence on payroll matters, as authorized by the Secretary-Treasurer.
13. Assist the Secretary-Treasurer in maintaining all personnel files and records in a current and accurate state.
14. Maintain and ensure the confidentiality of all payroll information in accordance with Board policy and practice.
15. Perform such other related duties as may be assigned by the Secretary-Treasurer.



BRANDON SCHOOL DIVISION POLICY

UNDER REVIEW

POLICY 6014

PAYROLL/BENEFITS CLERK

Adopted: 83.11.28

JOB GOAL: To contribute to the smooth and efficient operation of the Brandon School Division Administration Office so as to provide the maximum position support services for the Division.

The Payroll/Benefits Clerk shall be responsible to the Secretary-Treasurer, or his/her designate, for assisting the Payroll/Benefits Officer in the preparation of the payroll and all related and required records and calculations.

PERFORMANCE RESPONSIBILITIES: Without restricting the generality of the foregoing, the Payroll/Benefits Clerk shall assist the Payroll/Benefits Officer in performance of the following duties:

1. Carry out all calculations and prepare and maintain all records and forms assigned and necessary to produce the salaries and wages of employees at such time intervals as may be established.
2. Perform such assigned accounting or bookkeeping functions necessary to ensure the accuracy of all records, payments and remittances and reconcile and balance all records as assigned.
3. Maintain accurate and complete records of all salaries, wages, fringe benefits, leaves of absences, illness, vacations, substitutes, seniority lists, etc., as may be assigned.
4. Calculate, make, record and remit all payroll deductions as required and/or authorized.
5. Issue any records of employment only as required by law or authorized by the Secretary-Treasurer.
6. Prepare, type and submit all billings for payroll cost recoveries, salary claims and reports as required.
7. Operate office equipment, such as calculator, typewriter, data processing, word processing, etc. as necessary to perform reporting, calculating, storage and retrieval of information functions as assigned.
8. Further to number 7 above, act as the input operator for such data processing or word processing equipment as may be utilized in the Administration Office. This will include the input and retrieval of such payroll, personnel, or accounting information as may be assigned by the Secretary-Treasurer or his/her designate.
9. Maintain and ensure the confidentiality of all information in accordance with Board of Trustee policy and practice.

10. In the absence of the Payroll/Benefits Officer, carry out, under the direction of the Secretary-Treasurer, all duties and responsibilities necessary to produce the salaries, wages, reports and records required.
11. Perform such other related duties as may be assigned by the Payroll/Benefits Officer and/or Secretary-Treasurer.



BRANDON SCHOOL DIVISION POLICY

POLICY 6016

INFORMATION TECHNOLOGY COORDINATOR

Adopted: Motion 27/2005; February 28, 2005

JOB TITLE: Information Technology Coordinator

REPORTS TO: Administrator of Information and Communications Technology (ICT)

JOB PURPOSE AND OBJECTIVES

- To contribute to the overall goals and objectives of the Brandon School Division.
- To plan, manage and perform the installation and maintenance of information technology requirements of the Division. The Information Technology Coordinator shall collaborate with the Information and Communications Technology Consultant and supervise the computer technician assistant(s) in carrying out the duties and responsibilities of the position.

EDUCATION

- The minimum education requirement for this position is graduation from Grade 12 and completion of a university degree or two years community college program in a computer related discipline or equivalent.

ADDITIONAL SKILLS

Required:

- Ability to work co-operatively with Division partners.
- Ability to communicate effectively with people both orally and in writing.
- A good working knowledge of computer networks, Novell, DOS operating systems, electronic data communication transmission systems and the Internet.
- Knowledge of multiple software applications and their implementation.
- A good working knowledge of and skill to maintain and operate computers, networks and associated information technology equipment.
- A good working knowledge of new IT developments and applications.
- Possession of a valid Manitoba Class 5 driver's license.

Preferred:

- Knowledge of electronic data communication systems.
- Novell Certified Network Engineer (CNE) certification or equivalent.

EXPERIENCE

A minimum of two years IT experience with relevant computer hardware, software and networks in an education, business or government environment, or equivalent is required.

KEY RESPONSIBILITIES

To coordinate the information technology needs and operations throughout the Division including:

- Coordinate the installing, configuring, monitoring, maintaining of hardware, network operating systems and Divisional software for instructional and administrative systems (e.g. Novell, Windows NT server or equivalent).
- Installing, configuring and maintaining Internet/WAN devices for communications (e.g. routers, switches, cabling, network and web servers).
- Ensuring that all software is properly licensed.
- Ensuring that an inventory of software and hardware is maintained.
- Developing and monitoring back-up systems for IT throughout the Division.
- Assisting in the development of all IT systems and, when appropriate, training users of the IT system.
- Reviewing IT equipment requirements and allocation of equipment to ensure effective use of resources as requested.
- Coordinate work assignments and training of Computer Technician Assistant(s).
- Providing technical support to all staff on IT for administrative and instructional purposes.
- Collaborating with the Administrator of Information and Communications Technology (ICT) in the preparation of the instructional and administrative IT budget for approval by Senior Administration and the Board.
- Being responsible for the purchase of IT equipment in accordance with the budget allocation.
- To liaise with partner agencies regarding IT interests.
- To participate on Divisional IT committees, including chairing.
- To coordinate special information technology projects as assigned.
- Maintaining duties in a confidential manner and maintaining confidentiality of information.
- Performing other job related duties as assigned.

COMMENTS

The incumbent is required to work effectively under pressure, within defined timeframes, and with a variety of different people in a team environment. He/She must be able to prioritize work, provide coordination and direction to others and work effectively independently. He/She must be flexible, adjust to changes in workload demands and deal with and maintain confidential information.



BRANDON SCHOOL DIVISION POLICY

POLICY 6026

ADMINISTRATIVE OFFICER – CROCUS PLAINS REGIONAL SECONDARY SCHOOL

Adopted: 83.01.09

Amended: Motion 156/2010; October 12, 2010

JOB GOAL: The Administrative Officer shall provide an administrative service in the following areas:

1. all financial business involving the school including budget;
2. inventory;
3. supplies;
4. equipment;
5. textbooks;
6. keys and key control;
7. equipment maintenance contracts;
8. maintenance of cash flow records in all areas of the school.

PERFORMANCE RESPONSIBILITIES: The Administrative Officer shall be responsible to the Principal of the school for such duties as may be assigned.

Without in any way restricting the generality of the foregoing, the Administrative Officer shall:

1. assist in the preparation of budgets covering school funds;
2. maintain a record of all school accounts and budget accounts;
3. receive, record, balance and deposit all monies received by the school;
4. maintain up-to-date inventory records of various departments;
5. receive and distribute textbooks;
6. assign and collect fees for parking spaces with plug-ins;
7. account for and maintain records covering the collection of student fees, locker rentals, caution fees and distributing caution fees upon termination;
8. assume the responsibility for lock and key control;
9. collect amounts due for all work orders and cross-reference with internal purchase orders;
10. oversee and monitor equipment maintenance agreements;
11. ensure that purchasing is carried out in accordance with Brandon School Division purchasing and tendering policies;
12. perform general mail pick-up and delivery; and
13. perform other related duties as and when required and assigned.



BRANDON SCHOOL DIVISION POLICY

UNDER REVIEW

POLICY 6027

WORK EDUCATION PARTNERSHIPS COORDINATOR

Adopted: 99/96

Amended: Motion 6/2009; January 12, 2009

JOB TITLE: WORK EDUCATION PARTNERSHIPS COORDINATOR

REPORTS TO: ASSOCIATE SUPERINTENDENT 9-12

EFFECTIVE: JUNE 1, 1996

JOB PURPOSE AND OBJECTIVES:

To contribute to the overall goals and objectives of the Brandon School Division.

To coordinate and facilitate partnerships between the school and business community for the Division.

To develop, coordinate, manage and supervise the work placement process for the work education program.

EDUCATION:

The minimum educational requirement is a high school diploma with post secondary training in an administrative or management field preferred.

ADDITIONAL SKILLS:

Required:

- Valid Class 5 Driver's License
- training and experience in microcomputer and keyboarding/typing
- good public relations, interpersonal communication and management skills
- good organization and time management skills.

EXPERIENCE:

Prior experience in marketing, employment placement or work experience program administration and/or public relations activities an asset.

Prior experience in working with high school age youth is preferred.

Equivalent combinations of education, training and experience may be considered.

KEY RESPONSIBILITIES/FUNCTIONS:

1. Develop and maintain relationships and partnerships between the Grades 9-12 Schools and the local business community.
2. Develop and maintain community, business and school contacts between the Division and other agencies, businesses and school divisions.

3. Determine the need for work stations/sites.
 4. Recruit suitable work stations/sites related to determined needs.
 5. Develop, coordinate and implement the placement process for student placement to established work stations/sites.
 6. Develop, coordinate, implement and maintain administrative and organizational processes related to work experience placements.
 7. Act as liaison on student progress in work placements for employers and teachers.
 8. Develop and maintain the monitoring process and supervision of student placements including regular contact with all participants in the program.
 9. Participate as required in the problem solving related to issues of the work education program.
- Perform other related duties as required.

COMMENTS:

The incumbent must work independently, be motivated, have self-initiative, and have excellent problem solving skills. This is a public oriented position that includes significant contact with teachers, students, parents, community organizations and businesses and requires well developed interpersonal and written communication skills as well as public relations skills. The incumbent must have excellent organizational and administrative skills to manage administrative responsibilities of the position and work education program components. Creativity and an ability to develop contacts with community agencies and businesses within and beyond the perimeters of Brandon is required.