

INTERLAKE SCHOOL DIVISION

MINUTES OF THE POLICY COMMITTEE MEETING OF THE BOARD OF THE INTERLAKE SCHOOL DIVISION, HELD ON APRIL 28TH, 2016 AT THE DIVISION OFFICE, 192-2ND AVENUE NORTH, STONEWALL, MB.

COMMITTEE MEMBERS PRESENT: SALLY COOK (CHAIRPERSON), SANDRA WIEBE, SHARON BAKER, DAVID HARCUS

SENIOR ADMINISTRATION PRESENT:
SUPERINTENDENT CHRISTINE PENNER

THE MEETING WAS CALLED TO ORDER AT 10:15 A.M.

1. **POLICY C-3 APPROVED TRIPS:** THE COMMITTEE DISCUSSED STUDENT TRAVEL WITHIN THE PROVINCE, WITHIN NORTH AMERICA AND INTERNATIONAL TRAVEL. THE COMMITTEE WILL SEEK LEGAL ADVICE REGARDING DIVISIONAL LIABILITY OF TRAVEL GROUPS PRIOR TO CONTINUING THESE DISCUSSIONS.
2. **EMERGENCY SUCCESSION PLANNING:** THE COMMITTEE DISCUSSED AN EMERGENCY CONTINGENCY PLAN IN THE EVENT OF LOSS OF SUPERINTENDENT DEPARTMENT SERVICES. A NEW POLICY WILL BE WRITTEN INDICATING THAT IN THE EVENT OF LOSS OF SUPERINTENDENT DEPARTMENT SERVICES THE STUDENT SERVICES ADMINISTRATOR WILL TAKE OVER THESE SERVICES UNTIL SUCH A TIME AS THE BOARD OF TRUSTEES CONVENES TO APPOINT A TEMPORARY REPLACEMENT.
(ATTACHED)
3. **B-18 USE OF GPS UNITS AND SURVEILLANCE CAMERAS –** THE COMMITTEE REVIEWED POLICY B-18. MINOR AMENDMENTS WERE MADE. (ATTACHED)
4. **B-12 SPECIAL USE OF BUSES –** THE COMMITTEE DISCUSSED THE USE OF ISD BUSES FOR NON SCHOOL RELATED EMERGENCY EVACUATION PURPOSES. THE POLICY WILL BE AMENDED TO ADDRESS THE USE OF ISD BUSES FOR THIS PURPOSE.(ATTACHED)
5. **A-2 SUPERINTENDENT/CEO EVALUATION –** THE COMMITTEE DISCUSSED THE CURRENT SUPERINTENDENT/CEO EVALUATION PROCESS. AN ADDITIONAL MEETING TO CONTINUE A REVIEW OF THIS EVALUATION PROCESS WILL BE REQUESTED.
 - A. **PROPOSED MOTION:** THAT THE BOARD OF TRUSTEES OF THE INTERLAKE SCHOOL DIVISION APPROVE THE REQUEST MADE BY THE POLICY COMMITTEE FOR AN ADDITIONAL MEETING TO DISCUSS THE SUPERINTENDENT/CEO EVALUATION PROCESS.
6. **POLICY MANUAL REVIEW –** THE COMMITTEE WILL PROCEED WITH RESTRUCTURING THE POLICY MANUAL FORMAT. WHERE APPLICABLE, REFERENCE DOCUMENTS, PROCEDURAL INFORMATION, AND FORMS IN POLICY WILL BE RELOCATED TO THE APPROPRIATE DEPARTMENTAL REFERENCE MANUAL.
7. **POLICY A-13 SCHOOL FACILITY REVIEW –** A REVIEW OF THIS POLICY WILL BE CONDUCTED AT A LATER DATE.
8. **REFERENCE D-2 (R1) – SCHOOL OF CHOICE (WITHIN DIVISION):** THE COMMITTEE DISCUSSED THE ENROLLMENT CAP FOR SCHOOL OF CHOICE AND AGREED TO ADD FURTHER INFORMATION INDICATING THAT THERE IS A GUIDELINE OF 15 STUDENTS PER CLASS FOR THE MULTI-LEVEL LEARNING PROGRAM AT BRANT ARGYLE SCHOOL. (ATTACHED)
9. **JOB DESCRIPTIONS:** THE COMMITTEE REVIEWED AND APPROVED THE FOLLOWING JOB DESCRIPTIONS: (ATTACHED)
 - A. **PROGRAM SUPPORT CURRICULUM**
 - B. **PROGRAM SUPPORT TECHNOLOGY**
 - C. **INSTRUCTIONAL LEAD TEACHER**
 - D. **FRENCH LEAD TEACHER**
 - E. **BEHAVIOUR LEAD TEACHER**
 - F. **MAINTENANCE ADMIN ASSISTANT/RECEPTIONIST**
 - G. **TRANSPORTATION ADMIN ASSISTANT/RECEPTIONIST**
10. **POLICY D-4 STUDENT CONDUCT –** THE COMMITTEE WAS PROVIDED AN OVERVIEW OF CHANGES MADE TO POLICY D-4 STUDENT CONDUCT. THIS POLICY WILL BE SENT TO STAKEHOLDERS FOR FEEDBACK FOR A PERIOD OF FOUR WEEKS.

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11. **POLICY D-9 BUS RIDERSHIP EXPECTATIONS:** THE COMMITTEE WAS PROVIDED AN OVERVIEW OF CHANGES TO POLICY D-9 BUS RIDERSHIP EXPECTATIONS MADE TO ALIGN WITH DIVISIONAL RESTITUTION PRACTICES. THIS POLICY WILL BE SENT TO STAKEHOLDERS FOR FEEDBACK FOR A PERIOD OF FOUR WEEKS.
12. **POLICY B-3 EVALUATION OF EMPLOYEES:** THE COMMITTEE WAS PROVIDED RATIONALE FOR THE REMOVAL OF THE STAFF SURVEY FORMS. THIS POLICY WILL BE SENT TO STAKEHOLDERS FOR FEEDBACK FOR A PERIOD OF FOUR WEEKS.
13. **POLICY A-4 HUTTERIAN SCHOOLS:** THE COMMITTEE WAS PROVIDED UPDATES TO POLICY A-4 HUTTERIAN SCHOOLS WHICH OUTLINED DIVISION AND HUTTERITE COLONY RESPONSIBILITIES IN THE EVENT OF A NEW COLONY SCHOOL BEING SET UP, TIMELINES FOR THE ESTABLISHMENT OF A NEW SCHOOL, AND ITV COURSE DELIVERY . (ATTACHED)

MEETING ADJOURNED AT 1:30 P.M.

COMMITTEE CHAIRPERSON

SECRETARY-TREASURER