

INTERLAKE SCHOOL DIVISION

MINUTES OF THE POLICY COMMITTEE MEETING OF THE BOARD OF THE INTERLAKE SCHOOL DIVISION, HELD ON APRIL 6, 2015 AT THE DIVISION OFFICE, 192-2ND AVENUE NORTH, STONEWALL, MB.

COMMITTEE MEMBERS PRESENT SANDRA WIEBE (CHAIRPERSON), CINDY BRAD, SALLY COOK, SHARON BAKER

SENIOR ADMINISTRATION PRESENT

SUPERINTENDENT CHRISTINE PENNER
ASSISTANT SUPERINTENDENT WAYNE DAVIES

THE MEETING WAS CALLED TO ORDER AT 7:10 P.M.

1. **REVIEW POLICY SENT FOR STAKEHOLDERS FEEDBACK:** THE COMMITTEE REVIEWED NEW POLICY B-18 *USE OF GPS UNITS AND SURVEILLANCE CAMERAS* AND THE ACCOMPANYING FEEDBACK.
ACTION REQUIRED: THAT POLICY B-18 *USE OF GPS UNITS AND SURVEILLANCE CAMERAS* BE SUBMITTED TO THE BOARD OF TRUSTEES FOR APPROVAL AS SUBMITTED. (SEE SEPARATE ATTACHMENT)
PROPOSED MOTION: THAT THE BOARD OF TRUSTEES OF THE INTERLAKE SCHOOL DIVISION APPROVE POLICY B-18 *USE OF GPS UNITS AND SURVEILLANCE CAMERAS* AS SUBMITTED.
2. **POLICY REVIEW SCHEDULE** – THE COMMITTEE DISCUSSED POLICY A-1 WHICH STATES THAT “EXISTING POLICY MUST BE REVIEWED AT LEAST ONCE EVERY 4 YEARS”. THE COMMITTEE PROPOSED THAT ONE ADDITIONAL FULL DAY POLICY COMMITTEE MEETING BE SCHEDULED EACH YEAR TO PROVIDE AN OPPORTUNITY TO CONDUCT THIS REVIEW.
ACTION REQUIRED: THAT A REQUEST FOR ONE ADDITIONAL FULL DAY MEETING BE SCHEDULED EACH YEAR TO PROVIDE AN OPPORTUNITY TO CONDUCT POLICY REVIEW.
PROPOSED MOTION: THAT THE BOARD OF TRUSTEES OF THE INTERLAKE SCHOOL DIVISION APPROVE THE SCHEDULING OF AN ADDITIONAL FULL DAY POLICY COMMITTEE MEETING EACH YEAR TO CONDUCT POLICY REVIEW.
3. **D-16 RESPECT FOR HUMAN DIVERSITY** – THE COMMITTEE REVIEWED AMENDMENTS TO POLICY D-16 *RESPECT FOR HUMAN DIVERSITY*. THE FOLLOWING INFORMATION WAS ADDED TO THE POLICY: STUDENT-ESTABLISHED AND STUDENT-LED ACTIVITIES AND ORGANIZATIONS THAT PROMOTE AREAS OF HUMAN DIVERSITY, INCLUDING GAY-STRAIGHT ALLIANCES, WILL BE RUN CONSISTENT WITH AND IN COMPLIANCE WITH SCHOOL DIVISION/SCHOOL POLICIES, AND WILL BE OPEN TO ALL STUDENTS WHO WISH TO PARTICIPATE IN AN APPROPRIATE MANNER.
ACTION REQUIRED: THAT POLICY D-16 RESPECT FOR HUMAN DIVERSITY BE SENT TO ALL STAKEHOLDERS FOR A PERIOD OF 4 WEEKS FOR FEEDBACK.
4. **D-15 USE OF A CERTIFIED ANIMAL IN A SCHOOL** – THE COMMITTEE WAS PROVIDED COPIES OF APPENDIX A *INFORMATION FOR PARENTS REQUESTING A SERVICE ANIMAL IN A SCHOOL*, APPENDIX B *REQUEST FOR A SERVICE ANIMAL IN THE SCHOOL*, APPENDIX C *MANAGEMENT PLAN FOR THE CARE OF THE SERVICE ANIMAL*, APPENDIX D *SAMPLE LETTER TO SCHOOL COMMUNITY*, AND APPENDIX E *SAMPLE LETTER TO FAMILIES WITH CHILDREN IN THE CLASSROOM (AND ON THE SCHOOL BUS)*. THESE DOCUMENTS WILL BE ATTACHED TO POLICY D-15 AS SUBMITTED.(SEE SEPARATE ATTACHMENT)
5. **DEPARTMENTAL REFERENCE – M-7 WORK ORDERS AND MATERIAL PROCUREMENT** – THE COMMITTEE REVIEWED THE NEW DEPARTMENTAL REFERENCE M-7 *WORK ORDERS AND MATERIAL PROCUREMENT*. THIS REFERENCE WILL BE INCLUDED IN THE MAINTENANCE DEPARTMENTAL REFERENCE MANUAL AS SUBMITTED. (SEE SEPARATE ATTACHMENT)
6. **SS SS RI 3 PROCEDURES FOR INITIAL, ONGOING, & FINAL ASSESSMENT** – THE COMMITTEE REVIEWED THE PROPOSED AMENDMENTS MADE BY THE DIVISIONAL ASSESSMENT COMMITTEE TO REFERENCE SS SS RI-3 PROCEDURES FOR INITIAL, ONGOING& FINAL ASSESSMENT. (SEE SEPARATE ATTACHMENT)
ACTION REQUIRED: THAT REFERENCE SS SS RI-3 PROCEDURES FOR INITIAL, ONGOING & FINAL ASSESSMENT BE PROVIDED TO ALL STAKEHOLDERS FOR A PERIOD OF 4 WEEKS FOR FEEDBACK.

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7. **SS SS-9 INTAKE PROCEDURES – FOSTER OR SPECIAL NEEDS STUDENTS** – THE COMMITTEE WAS PROVIDED AMENDMENTS TO REFERENCE SS SS-9 INTAKE PROCEDURES FOR FOSTER OR SPECIAL NEEDS STUDENTS. (SEE SEPARATE ATTACHMENT)
8. **ICT-9 WEB PORTAL GUIDELINES** – THE COMMITTEE REVIEWED AMENDMENTS MADE TO REFERENCE ICT-9 WEB PORTAL GUIDELINES. (SEE SEPARATE ATTACHMENT)
9. **C-3 APPROVED TRIPS** – THE COMMITTEE DISCUSSED RECOMMENDATIONS FROM THE EDUCATION COMMITTEE REGARDING POLICY C-3 *APPROVED TRIPS*. THE POLICY AND ACCOMPANYING REFERENCES HAVE BEEN AMENDED TO INCLUDE THAT STUDY TOURS ARE ENCOURAGED TO BE CURRICULAR RELATED AND THAT STUDY TOUR TRAVEL IN CANADA AND NORTH AMERICA ARE ENCOURAGED. (SEE SEPARATE ATTACHMENT)
ACTION REQUIRED: THAT POLICY C-3 APPROVED TRIPS TO BE SENT TO ALL STAKEHOLDERS FOR FEEDBACK.
10. **B-14 (R8) CONTRACTOR HEALTH AND SAFETY MANAGEMENT** –THE COMMITTEE REVIEWED THE AMENDMENTS TO REFERENCE B-14 (R8) *CONTRACTOR HEALTH AND SAFETY MANAGEMENT* AND APPENDIX A CHSM GUIDE. THE COMMITTEE WAS INFORMED THAT THE CONTRACTOR HEALTH AND SAFETY MANAGEMENT PROGRAM GUIDE IS CURRENTLY BEING CREATED. (SEE SEPARATE ATTACHMENT)
11. **D-5 ASSESSMENT BELIEFS AND PRACTICES** – THE COMMITTEE REVIEWED THE PROPOSED AMENDMENTS TO POLICY D-5 *ASSESSMENT BELIEFS AND PRACTICES*. (SEE SEPARATE ATTACHMENT)

ACTION REQUIRED: THAT POLICY D-5 ASSESSMENT BELIEFS AND PRACTICES BE SENT TO ALL STAKEHOLDERS FOR A PERIOD OF 4 WEEKS FOR FEEDBACK.

12. **MINOR HOUSEKEEPING:** THE COMMITTEE WAS INFORMED OF MINOR HOUSEKEEPING AMENDS TO:
 - A. SS RI-4 (F2) *GRANT FOR SPECIALTY AREA LEARNING APPLICATION FORM*
 - B. SA-12 (F2) *NEW STUDENT HISTORY FORM*
 - C. SA-12 (F3) *STUDENT REGISTRATION FORM*
 - D. SS SS-16 (F7) *READING RECOVERY: RECORD OF APPROVAL AND PLANS TO RECOMMEND A STUDENT FRO LONG TERM OR SPECIALIST SUPPORT*
 - E. SA-10 – *SCHOOL PLANS*

MEETING ADJOURNED AT 8:45 P.M.

COMMITTEE CHAIRPERSON

SECRETARY-TREASURER