

INTERLAKE SCHOOL DIVISION

MINUTES OF THE POLICY COMMITTEE MEETING OF THE BOARD OF THE INTERLAKE SCHOOL DIVISION, HELD ON MONDAY, APRIL 7TH, 2014 AT THE DIVISION OFFICE, 192-2ND AVENUE NORTH, STONEWALL, MB.

COMMITTEE MEMBERS PRESENT

DORIS HUNTER (CHAIRPERSON), FRAN FREDERICKSON, SANDRA WIEBE, SALLY COOK

SENIOR ADMINISTRATION PRESENT

SUPERINTENDENT ROSS METCALFE
ASSISTANT SUPERINTENDENT CHRISTINE PENNER

GUEST

WARREN NICKERSON, PROGRAM SUPPORT – CURRICULUM

THE MEETING WAS CALLED TO ORDER AT 6:30 P.M.

1. **B-14 – OUR HEALTH, SAFETY, ENVIRONMENT AND COMMUNITY: (ATTACHED)** AMENDMENTS TO POLICY B-14 RECEIVED NO FEEDBACK FROM STAKEHOLDERS.

RECOMMENDATION: THAT *POLICY B-14 OUR HEALTH, SAFETY, ENVIRONMENT AND COMMUNITY* BE PRESENTED TO THE INTERLAKE SCHOOL DIVISION BOARD OF TRUSTEES FOR APPROVAL.

ACTION REQUIRED: THAT THE BOARD OF TRUSTEES FOR THE INTERLAKE SCHOOL DIVISION APPROVE THE AMENDMENTS MADE TO *POLICY B-14 OUR HEALTH, SAFETY, ENVIRONMENT AND COMMUNITY*, AS SUBMITTED.

2. **AMENDED REFERENCES (ATTACHED):** THE COMMITTEE REVIEWED THE AMENDMENTS MADE TO THE FOLLOWING REFERENCES AND FORMS. THE COMMITTEE ALSO REVIEWED THE NEW *CLINICIAN FORMAL EVALUATION FORM B-3 (R2-F5)*. THESE DOCUMENTS WILL BE SENT TO STAKEHOLDERS FOR A PERIOD OF FOUR WEEKS FOR FEEDBACK.
 - A. B-3 (R1) *PERFORMANCE MANAGEMENT*
 - I. B-3 (R1-F1) *INTERIM REPORT ON PROFESSIONAL STAFF NEW TO THE DIVISION*
 - B. B-3 (R2) *TEACHER/CLINICIAN EVALUATION*
 - I. B-3 (R2-F2) *PROFESSIONAL GROWTH PLAN FOR TEACHERS/CLINICIANS*
 - II. B-3 (R2-F3) *TEACHER/CLINICIAN WRITTEN SUMMARY REPORT*
 - III. B-3 (R2-F5) *CLINICIAN FORMAL EVALUATION (NEW FORM)*
3. **AMENDED POLICIES AND REFERENCES (ATTACHED):** THE COMMITTEE REVIEWED THE AMENDMENTS MADE TO THE FOLLOWING POLICIES, REFERENCES AND FORMS.
 - A. B-14 (R7) *REPORTING OF INCIDENTS*
 - I. B14 (R7 - F1) *INCIDENT INVESTIGATION REPORT*
 - B. SA-1 *ACCIDENT REPORTING*
 - C. D3 (R10-F1) *SERIOUS SCHOOL INCIDENT REPORT FORM*
 - D. D-2 (R2) *INTERNATIONAL STUDENTS*
 - E. D-12 *INTERNATIONAL STUDENTS*

RECOMMENDATION: THAT THE ABOVE LISTED AMENDED DOCUMENTS BE FILED, AS SUBMITTED.

4. **REFERENCE SS-RI-3 PROCEDURES FOR INITIAL, ONGOING, AND FINAL ASSESSMENT (ATTACHED):** WARREN NICKERSON, PROGRAM SUPPORT-CURRICULUM, PROVIDED THE COMMITTEE WITH AN OVERVIEW OF THE AMENDMENTS MADE TO REFERENCE SS-RI-3 *PROCEDURES FOR INITIAL, ONGOING, AND FINAL ASSESSMENT*, AS PROPOSED BY THE DIVISIONAL ASSESSMENT COMMITTEE. THIS REFERENCE WILL BE SENT TO STAKEHOLDERS FOR FEEDBACK FOR A PERIOD OF FOUR WEEKS.
5. **NEW DEPARTMENTAL REFERENCES:** (ATTACHED) THE COMMITTEE REVIEWED
 - A. HR-7 *EMPLOYEE EXIT SURVEY*: THIS REFERENCE WILL BE ADDED TO THE HUMAN RESOURCES DEPARTMENTAL REFERENCE MANUAL.
 - B. SA-12 *NEW STUDENT REGISTRATION*: THIS REFERENCE WILL BE ADDED TO THE SCHOOL ADMINISTRATION REFERENCE MANUAL.
6. **MINOR HOUSEKEEPING:** THE COMMITTEE WAS INFORMED OF MINOR HOUSEKEEPING EDITS THAT HAVE BEEN MADE TO THE FOLLOWING REFERENCES AND FORMS:

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- A. B3 (R1-F10)REPORT ON PROBATIONARY EMPLOYEE
- B. DA-5(F3) JUNE SUBMISSIONS
- C. DA-5(F1) SEPTEMBER/OCTOBER SUBMISSIONS
- D. D-2(R1) SCHOOL OF CHOICE
- E. B14 – R1 COMMITTEE STRUCTURE

7. **JOB DESCRIPTION AMENDMENTS** (ATTACHED): THE COMMITTEE REVIEWED PROPOSED AMENDMENTS TO THE JOB DESCRIPTIONS FOR SUPERINTENDENT/CEO, ASSISTANT SUPERINTENDENT, STUDENT SERVICES ADMINISTRATOR, AND STUDENT SERVICES SECRETARY.

RECOMMENDATION: THAT THE AMENDED JOB DESCRIPTIONS FOR SUPERINTENDENT/CEO, ASSISTANT SUPERINTENDENT, STUDENT SERVICES ADMINISTRATOR, AND STUDENT SERVICES SECRETARY BE PRESENTED TO THE INTERLAKE SCHOOL DIVISION BOARD OF TRUSTEES FOR APPROVAL.

ACTION REQUIRED: THAT THE INTERLAKE SCHOOL DIVISION BOARD OF TRUSTEES APPROVE THE JOB DESCRIPTION AMENDMENTS, AS SUBMITTED, FOR SUPERINTENDENT/CEO, ASSISTANT SUPERINTENDENT, STUDENT SERVICES ADMINISTRATOR, AND STUDENT SERVICES SECRETARY.

8. **NEW JOB DESCRIPTIONS** (ATTACHED): THE COMMITTEE REVIEWED NEW JOB DESCRIPTIONS FOR NUMERACY LEAD TEACHER, LITERACY LEAD TEACHER, JOURNEYMAN PAINTER, AND JOURNEYMAN HEATING TECHNICIAN.

RECOMMENDATION: THAT THE NEW JOB DESCRIPTIONS FOR NUMERACY LEAD TEACHER, LITERACY LEAD TEACHER, JOURNEYMAN PAINTER, AND JOURNEYMAN HEATING TECHNICIAN BE PRESENTED TO THE INTERLAKE SCHOOL DIVISION BOARD OF TRUSTEES FOR APPROVAL.

ACTION REQUIRED: THAT THE INTERLAKE SCHOOL DIVISION BOARD OF TRUSTEES APPROVE THE NEW JOB DESCRIPTIONS FOR NUMERACY LEAD TEACHER, LITERACY LEAD TEACHER, JOURNEYMAN PAINTER, AND JOURNEYMAN HEATING TECHNICIAN, AS SUBMITTED.

9. **ADDITIONAL JOB DESCRIPTION REQUIREMENT:** THE COMMITTEE REVIEWED AND APPROVED THE SUGGESTION TO ADD "BE A POSITIVE INFLUENCE ON THE TEAM ATMOSPHERE" TO ALL INTERLAKE SCHOOL DIVISION JOB DESCRIPTIONS.

10. **UPCOMING REVIEWS:** THE COMMITTEE WAS INFORMED OF THE FOLLOWING UPCOMING REVIEWS.

- A) SS SS 9 – INTAKE PROCEDURES – FOSTER OR SPECIAL NEEDS STUDENTS
- B) RESPECT FOR HUMAN DIVERSITY POLICY
- C) SS SS 17 - EAL PROTOCOL
- D) SS R1- 2 – MENTORSHIP
- E) B-6 - RESPECTFUL WORKPLACE
- F) PROVINCIAL CODE OF CONDUCT – APPROPRIATE INTERVENTIONS AND DISCIPLINARY CONSEQUENCES

11. **ADDITIONAL MEETING REQUEST:** THE COMMITTEE IS REQUESTING AN ADDITIONAL MEETING TO ADDRESS POLICIES CURRENTLY UNDER REVIEW THAT ARE REQUIRED TO BE IN PLACE FOR THE NEXT SCHOOL YEAR. THIS MEETING WOULD BE SCHEDULED FOR 4:30 P.M. ON JUNE 2, 2014

RECOMMENDATION: THAT A REQUEST FOR AN ADDITIONAL POLICY COMMITTEE MEETING, TO BE SCHEDULED FOR JUNE 2ND, 2014, BE PRESENTED TO THE INTERLAKE SCHOOL DIVISION BOARD OF TRUSTEES.

ACTION REQUIRED: THAT THE INTERLAKE SCHOOL DIVISION BOARD OF TRUSTEES GIVE APPROVAL FOR AN ADDITIONAL POLICY COMMITTEE MEETING TO BE SCHEDULED FOR JUNE 2ND, 2014 AT 4:30 P.M.

MEETING ADJOURNED AT 8:15 P.M.

COMMITTEE CHAIRPERSON

SECRETARY-TREASURER