INTERLAKE SCHOOL DIVISION

MINUTES OF THE POLICY COMMITTEE MEETING OF THE BOARD OF THE INTERLAKE SCHOOL DIVISION, HELD ON MONDAY, DECEMBER 1ST, 2014 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 7:15 P.M.

1. **REVIEW REFERENCES SENT FOR FEEDBACK** – THE COMMITTEE REVIEWED THE FOLLOWING NEW REFERENCES THAT HAD BEEN SENT TO STAKEHOLDERS FOR FEEDBACK.
   A. **REFERENCE ICT-9 *WEB PORTAL GUIDELINES*** – CHRISTINE PENNER RECOMMENDED THAT THERE BE FURTHER TEACHER TRAINING IN OUTCOME BASED REPORTING AND AN IMPLEMENTATION TIMELINE ESTABLISHED, PRIOR TO MOVING FORWARD WITH THESE GUIDELINES. THE COMMITTEE WAS AGREEABLE TO THIS RECOMMENDATION.
   B. **REFERENCE SS SS-17 *EAL PROTOCOL FOR SUPPORTING LANGUAGE LEARNERS*** (ATTACHED) - NO FEEDBACK WAS RECEIVED REGARDING THIS REFERENCE. MINOR HOUSEKEEPING EDITS WERE SUGGESTED. THIS NEW REFERENCE, AS SUBMITTED, WILL BE ADDED TO THE STUDENT SERVICES DEPARTMENTAL REFERENCES.

2. **JOB DESCRIPTIONS**: THE COMMITTEE REVIEWED THE FOLLOWING JOB DESCRIPTIONS:
   A. **SAFETY OFFICER** –MINOR HOUSEKEEPING AMENDMENTS WERE MADE TO THE SAFETY OFFICER JOB DESCRIPTION.
   B. **TRANSPORTATION SUPERVISOR** – THE COMMITTEE WAS INFORMED THAT SUPERVISION AND EVALUATION OF THE DIVISION SAFETY OFFICER WILL BE CONDUCTED BY THE SUPERINTENDENT'S DEPARTMENT. THIS RESPONSIBILITY WILL BE REMOVED FROM THE TRANSPORTATION SUPERVISOR JOB DESCRIPTION. MINOR HOUSEKEEPING AMENDMENTS WERE ALSO MADE TO THIS JOB DESCRIPTION. (ATTACHED)
      I. RECOMMENDATION: THAT THE JOB DESCRIPTION FOR TRANSPORTATION SUPERVISOR BE PRESENTED TO THE BOARD OF TRUSTEES FOR APPROVAL.
      II. ACTION REQUIRED – THAT THE BOARD OF TRUSTEES OF THE INTERLAKE SCHOOL DIVISION APPROVE THE AMENDED JOB DESCRIPTION FOR TRANSPORTATION SUPERVISOR, AS SUBMITTED.
   C. **MAINTENANCE SUPERVISOR** - THE COMMITTEE WAS INFORMED THAT SUPERVISION AND EVALUATION OF THE DIVISION SAFETY OFFICER WILL BE CONDUCTED BY THE SUPERINTENDENT'S DEPARTMENT. THIS RESPONSIBILITY WILL BE REMOVED FROM THE MAINTENANCE SUPERVISOR JOB DESCRIPTION. MINOR HOUSEKEEPING AMENDMENTS WERE ALSO MADE TO THIS JOB DESCRIPTION. (ATTACHED)
      I. RECOMMENDATION: THAT THE JOB DESCRIPTION FOR MAINTENANCE SUPERVISOR BE PRESENTED TO THE BOARD OF TRUSTEES FOR APPROVAL.
      II. ACTION REQUIRED – THAT THE BOARD OF TRUSTEES OF THE INTERLAKE SCHOOL DIVISION APPROVE THE AMENDED JOB DESCRIPTION FOR MAINTENANCE SUPERVISOR, AS SUBMITTED.

3. **DIVISIONAL PERSONNEL CHART** – THE COMMITTEE WAS PRESENTED MINOR AMENDMENTS TO THE DIVISIONAL PERSONNEL CHART.

4. **NEW POLICY** – THE COMMITTEE REVIEWED DRAFT POLICY B-18 *USE OF GPS UNITS AND SURVEILLANCE CAMERAS* FOR REVIEW. (ATTACHED)
   A. RECOMMENDATION: THAT POLICY B-18 *USE OF GPS UNITS AND SURVEILLANCE CAMERAS* BE SENT TO STAKEHOLDERS FOR FEEDBACK FOR A PERIOD OF 6 WEEKS.

5. **UPDATED REFERENCE** – THE COMMITTEE DISCUSSED AMENDMENTS TO REFERENCE M-4 *ACCESS TO BUILDINGS*. (ATTACHED)

A. RECOMMENDATION: THAT REFERENCE M-4 *ACCESS TO BUILDINGS* BE PRESENTED TO THE BOARD OF TRUSTEES FOR APPROVAL.
B. ACTION REQUIRED: THAT THE BOARD OF TRUSTEES OF THE INTERLAKE SCHOOL DIVISION APPROVE THE AMENDMENT TO REFERENCE M-4 *ACCESS TO BUILDINGS,* AS SUBMITTED.

6. **UPCOMING ITEMS**: THE COMMITTEE WAS INFORMED THAT THE TOPICS OF ECIGARETTES AND SMUDGING ARE UNDER REVIEW FOR FUTURE CONSIDERATION BY THE POLICY COMMITTEE.

MEETING ADJOURNED AT 8:15 P.M.

COMMITTEE CHAIRPERSON

SECRETARY-TREASURER