

INTERLAKE SCHOOL DIVISION

MINUTES OF THE POLICY COMMITTEE MEETING OF THE BOARD OF THE INTERLAKE SCHOOL DIVISION, HELD ON THURSDAY, DECEMBER 3RD, 2009, AT THE DIVISION OFFICE, 192-2ND AVENUE NORTH, STONEWALL, MB.

TRUSTEES PRESENT:

VALERIE WEISS, (CHAIRPERSON), SANDRA WIEBE, DORIS HUNTER

SENIOR ADMINISTRATION PRESENT:

SUPERINTENDENT ROSS METCALFE
ASSISTANT SUPERINTENDENT CHRISTINE PENNER

REGRETS

SALLY COOK

THE MEETING WAS CALLED TO ORDER AT 9:15 A.M.

AGENDA ITEMS:

1. ORGANIZATIONAL CHART: UPON REVIEW OF THE PRESENT ORGANIZATIONAL CHART A FEW MINOR REVISIONS WERE SUGGESTED TO IMPROVE THE "FLOW" OF THE CHART. A COPY OF THE REVISED CHART IS ATTACHED.

2. DRAFT POLICY/REFERENCE:

2.1 **A-11 EMPLOYEE AND TRUSTEE SERVICE RECOGNITION:** THE COMMITTEE REVIEWED AND DISCUSSED THE DRAFT POLICY.

RECOMMENDATION:

THAT THE REVISED POLICY BE PRESENTED TO THE BOARD FOR APPROVAL.

ACTION REQUIRED:

THAT WE APPROVE POLICY A-11 EMPLOYEE AND TRUSTEE SERVICE RECOGNITION, AS PRESENTED.

2.2 **A-11(R1) EMPLOYEE AND TRUSTEE SERVICE RECOGNITION:** THE COMMITTEE REVIEWED AND DISCUSSED THE DRAFT REFERENCE.

RECOMMENDATION: THAT WE ADD "TO A MAXIMUM OF THREE COMPLETED TERMS" TO ITEM #2.

ACTION REQUIRED: THAT WE APPROVE REFERENCE A-11(R1) EMPLOYEE AND TRUSTEE SERVICE RECOGNITION, AS PRESENTED.

3. JOB DESCRIPTION UPDATE:

3.1 TRANSPORTATION SUPERVISOR: THE COMMITTEE WAS INFORMED THAT THIS JOB DESCRIPTION HAS BEEN UPDATED TO INCLUDE THE SUPERVISION OF THE SAFETY OFFICER.

3.2 MAINTENANCE SUPERVISOR: THE COMMITTEE WAS INFORMED THAT THIS JOB DESCRIPTION HAS BEEN UPDATED TO INCLUDE THE SUPERVISION OF THE SAFETY OFFICER.

3.3 SAFETY OFFICER: THE COMMITTEE WAS INFORMED THAT SUGGESTED CHANGES HAVE BEEN PROVIDED TO LORD SELKIRK SCHOOL DIVISION. WE ARE WAITING TO HEAR BACK FROM THEM.

4. DEPARTMENTAL REFERENCE MANUALS – UPDATE: THE COMMITTEE WAS INFORMED THAT MOST DEPARTMENTAL REFERENCES ARE NOW COMPLETE AND IN THE FINAL STAGES OF REVIEW PRIOR TO PLACING ONLINE. THE BOARD REVIEW COMMITTEE IS WORKING ON THE BOARD'S HANDBOOK.

MEETING ADJOURNED AT 10:00 A.M.

COMMITTEE CHAIRPERSON

SECRETARY-TREASURER