

INTERLAKE SCHOOL DIVISION

MINUTES OF THE POLICY COMMITTEE MEETING OF THE BOARD OF THE INTERLAKE SCHOOL DIVISION, HELD ON MONDAY, JUNE 2ND, 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 4:30 P.M.

1. **REFERENCE D-2 (R1) SCHOOLS OF CHOICE (WITHIN DIVISION):** THE COMMITTEE DISCUSSED THE INCLUSION OF A CAPACITY CAP FOR BRANT ARGYLE SCHOOL BE INCLUDED IN THIS REFERENCE. THE COMMITTEE PROPOSES THAT THE GUIDELINES IN THIS POLICY ARE TO INCLUDE A CAPACITY CAP FOR THE BRANT ARGYLE SCHOOL AT 70 STUDENTS AND THE THRESHOLD TO MOVE FROM THE CURRENT THREE CLASSROOMS TO FOUR CLASSROOMS TO BE A STUDENT POPULATION OF 66 STUDENTS. (ATTACHED)
2. **REFERENCES SENT FOR FEEDBACK:** THE COMMITTEE REVIEWED THE FOLLOWING REFERENCES THAT HAD BEEN SENT TO ALL STAKEHOLDERS FOR FEEDBACK. (ATTACHED)
 - A. REFERENCE SS-RI-3 *PROCEDURES FOR INITIAL, ONGOING, AND FINAL ASSESSMENT*
RECOMMENDATION: THAT REFERENCE SS-RI-3 *PROCEDURES FOR INITIAL, ONGOING, AND FINAL ASSESSMENT*, WITH MODIFICATIONS MADE BASED ON FEEDBACK THAT WAS RECEIVED, BE PRESENTED TO THE INTERLAKE SCHOOL DIVISION BOARD OF TRUSTEES FOR APPROVAL.
ACTION REQUIRED: THAT THE INTERLAKE SCHOOL DIVISION BOARD OF TRUSTEES APPROVE REFERENCE SS-RI-3 *PROCEDURES FOR INITIAL, ONGOING, AND FINAL ASSESSMENT*, AS SUBMITTED.
 - B. B-3 (R1) *PERFORMANCE MANAGEMENT*
 - I. B-3 (R1-F1) *INTERIM REPORT ON PROFESSIONAL STAFF NEW TO THE DIVISION*B-3 (R2) *TEACHER/CLINICIAN EVALUATION*
 - II. B-3 (R2-F2) *PROFESSIONAL GROWTH PLAN FOR TEACHERS/CLINICIANS*
 - III. B-3 (R2-F3) *TEACHER/CLINICIAN WRITTEN SUMMARY REPORT*
 - IV. B-3 (R2-F5) *CLINICIAN FORMAL EVALUATION***RECOMMENDATION:** THAT REFERENCES B-3 (R1) *PERFORMANCE MANAGEMENT* AND B-3 (R2) *TEACHER/CLINICIAN EVALUATION* BE PRESENTED TO THE INTERLAKE SCHOOL DIVISION BOARD OF TRUSTEES FOR APPROVAL.
ACTION REQUIRED: THAT THE INTERLAKE SCHOOL DIVISION BOARD OF TRUSTEES APPROVE B-3 (R1) *PERFORMANCE MANAGEMENT* AND B-3 (R2) *TEACHER/CLINICIAN EVALUATION*, AS SUBMITTED.
3. **POLICY D-16 RESPECT FOR HUMAN DIVERSITY:** THE COMMITTEE REVIEWED THIS NEW POLICY.
RECOMMENDATION: THAT POLICY D-16 *RESPECT FOR HUMAN DIVERSITY*, BE SENT OUT TO ALL STAKEHOLDERS FOR FEEDBACK FOR A PERIOD OF 6 WEEKS.

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4. **B-10 (R1) RESPONSIBLE USE OF TECHNOLOGY FOR EMPLOYEES**
 - A. **B-10 (R1-F1) SOCIAL MEDIA SITE APPROVAL****B-10 (R2) RESPONSIBLE USE OF TECHNOLOGY FOR STUDENTS**
 - B. **B-10 (R2-F1) STUDENT SOCIAL MEDIA RELEASE FORM****B-10 (R3) DIGITAL CITIZENSHIP GUIDELINES**

THE COMMITTEE REVIEWED THE ABOVE NEW REFERENCES.

RECOMMENDATION: THAT THE ABOVE NEW REFERENCES BE SENT OUT TO ALL STAKEHOLDERS FOR FEEDBACK FOR A PERIOD OF 4 WEEKS.

5. **POLICY C-3 APPROVED TRIPS:** THE COMMITTEE APPROVED THE COMMENT, " A PRESET CURFEW WILL BE ESTABLISHED FOR RETURN TO ROOMS FOR THE NIGHT WHEN NOT TIED TO AN APPROVED ITINERARY" THAT HAS BEEN ADDED TO THIS POLICY.
6. **REFERENCE DA-6 - OUTDOOR PHYSICAL ACTIVITY BREAKS FOR STUDENTS:** THE COMMITTEE APPROVED THE FOLLOWING GUIDELINE UPDATES MADE IN THIS POLICY:

HAVING DETERMINED THE WINDCHILL/TEMPERATURE, AND GIVEN WHERE THE SCHOOL IS LOCATED AND HOW EXPOSED THE PLAYGROUND IS, THE PRINCIPAL WILL DECIDE WHETHER AN OUTDOOR ACTIVITY BREAK TAKES PLACE.

GUIDELINES

- TEMPERATURE/WINDCHILL OF -30 DEGREES C OR LOWER, INDOOR ACTIVITY
- TEMPERATURE/WINDCHILL OF -25 DEGREES C TO -29 DEGREES C, OUTDOOR ACTIVITY FOR 15 MINUTES MAXIMUM

7. **MINOR HOUSEKEEPING:** THE COMMITTEE REVIEWED THE MINOR HOUSEKEEPING AMENDMENTS TO THE FOLLOWING REFERENCES:

- A. **DIVISIONAL PERSONNEL CHART**
- B. **REFERENCE T-3 – DIVISION VEHICLES**
- C. **REFERENCE M-1 - GRASS CUTTING AND WEED CONTROL**
- D. **REFERENCE M-2 - WATER TESTING**
- E. **REFERENCE M-3 - APPLICATION OF PESTICIDES TO SCHOOL PROPERTY**
- F. **REFERENCE M-6 – UNIFORMS FOR CUSTODIANS AND MAINTENANCE PERSONNEL**
- G. **REFERENCE B-8 (R1) – REQUEST FOR REIMBURSEMENT OF EXPENSES**
- H. **POLICY D-2 (R3) TRANSPORTATION GRANT**
 - I. **D-2 (R3-F1) STUDENT MILEAGE CLAIM FORM**
- I. **REFERENCE B-8 (R1) REQUEST FOR REIMBURSEMENT OF EMPLOYEE EXPENSES**

8. **ADDITIONAL COMMENT THAT HAS BEEN ADDED TO ALL JOB DESCRIPTIONS:** THE COMMITTEE WAS INFORMED THAT CUPE IS ON RECORD OPPOSING THE ADDITIONAL COMMENT "BE A POSITIVE INFLUENCE ON THE TEAM ATMOSPHERE" THAT HAS BEEN ADDED TO ALL INTERLAKE SCHOOL DIVISION JOB DESCRIPTIONS.

9. **JOB DESCRIPTIONS:** THE COMMITTEE REVIEWED MINOR AMENDMENTS MADE TO THE JOB DESCRIPTIONS FOR PAYROLL/PERSONNEL ADMINISTRATOR, ACCOUNTING ADMINISTRATOR, STUDENT SERVICES ADMINISTRATIVE ASSISTANT AND EXECUTIVE ASSISTANT/OFFICE MANAGER.

MEETING ADJOURNED AT 6:10 P.M.

COMMITTEE CHAIRPERSON

SECRETARY-TREASURER