

INTERLAKE SCHOOL DIVISION

MINUTES OF THE POLICY COMMITTEE MEETING OF THE BOARD OF THE INTERLAKE SCHOOL DIVISION, HELD ON JUNE 23RD, 2016 AT THE DIVISION OFFICE, 192-2ND AVENUE NORTH, STONEWALL, MB.

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

SENIOR ADMINISTRATION PRESENT:

SUPERINTENDENT CHRISTINE PENNER
ASSISTANT SUPERINTENDENT MARGARET WARD

ABSENT:

DAVID HARCUS

THE MEETING WAS CALLED TO ORDER AT 9:05 A.M.

1. **POLICY C-3 APPROVED TRIPS:** THE COMMITTEE DISCUSSED CRITERIA FOR STUDY TOUR APPROVAL AND SUBSEQUENTLY AMENDED POLICY C-3 APPROVED TRIPS TO READ THAT STUDY TOURS MUST BE CURRICULAR RELATED AND THAT STUDY TOURS AND TRAVEL OUTSIDE OF THE PROVINCE ARE ONLY FOR HIGH SCHOOL STUDENTS. APPLICATIONS FOR STUDY TOUR APPROVAL MUST INCLUDE A DETAILED DESCRIPTION OF THE CURRICULAR RELEVANCE (ATTACHED). IN THE EVENT THAT INTERLAKE SCHOOL DIVISION (ISD) PERSONNEL ARE INVOLVED IN THE ORGANIZING OF COMMUNITY BASED TRAVEL GROUPS, THEY WILL BE ASKED TO PROVIDE WAIVER FORMS SIGNED BY PARENTS/GUARDIANS OF PARTICIPATING ISD STUDENTS RELEASING ISD FROM ANY CLAIMS OF PERSONAL INJURY OR ILLNESS, DEATH, AND/OR LOSS/DAMAGE TO PERSONAL PROPERTY.

ACTION REQUIRED: THAT CHANGES MADE TO POLICY C-3 APPROVED TRIPS BE PRESENTED TO THE BOARD OF TRUSTEES FOR APPROVAL.

PROPOSED MOTION: THAT THE BOARD OF TRUSTEES OF THE INTERLAKE SCHOOL DIVISION APPROVE POLICY C-3 APPROVED TRIPS AS PRESENTED.

2. **IT MANAGER JOB DESCRIPTION:** THE COMMITTEE REVIEWED AMENDMENTS MADE TO THE IT MANAGER JOB DESCRIPTION. (ATTACHED)

ACTION REQUIRED: THAT CHANGES MADE THE IT MANAGER JOB DESCRIPTION BE PRESENTED TO THE BOARD OF TRUSTEES FOR APPROVAL.

PROPOSED MOTION: THAT THE BOARD OF TRUSTEES OF THE INTERLAKE SCHOOL DIVISION APPROVE THE AMENDMENTS MADE TO THE IT MANAGER JOB DESCRIPTION AS PRESENTED.

3. **POLICY D-4 (R3) STUDENT CODE OF CONDUCT:** THE COMMITTEE REVIEWED CHANGES MADE TO POLICY D-4 (R3) STUDENT CODE OF CONDUCT. FURTHER REVIEW OF THIS DOCUMENT WILL BE CONDUCTED PRIOR TO THE START OF THE NEW SCHOOL YEAR (ATTACHED).

ACTION REQUIRED: THAT CHANGES MADE TO POLICY D-4 (R3) STUDENT CODE OF CONDUCT BE PRESENTED TO THE BOARD OF TRUSTEES FOR APPROVAL.

PROPOSED MOTION: THAT THE BOARD OF TRUSTEES OF THE INTERLAKE SCHOOL DIVISION APPROVE POLICY D-4 (R3) STUDENT CODE OF CONDUCT AS PRESENTED.

4. **POLICY D-9 BUS RIDERSHIP:** THE COMMITTEE REVIEWED CHANGES MADE TO POLICY D-9 BUS RIDERSHIP (ATTACHED).

ACTION REQUIRED: THAT CHANGES MADE TO POLICY D-9 BUS RIDERSHIP BE PRESENTED TO THE BOARD OF TRUSTEES FOR APPROVAL.

PROPOSED MOTION: THAT THE BOARD OF TRUSTEES OF THE INTERLAKE SCHOOL DIVISION APPROVE POLICY POLICY D-9 BUS RIDERSHIP AS PRESENTED.

5. **B-3 (R1) PERFORMANCE MANAGEMENT:** THE COMMITTEE REVIEWED THE FEEDBACK AND CHANGES MADE TO POLICY B-3(R1) PERFORMANCE MANAGEMENT REGARDING THE REMOVAL *OF THE STAFF SURVEY* COMPONENT OF THE SCHOOL ADMINISTRATORS EVALUATION.

ACTION REQUIRED: THAT CHANGES MADE TO POLICY B3-(R1) *PERFORMANCE MANAGEMENT* BE PRESENTED TO THE BOARD OF TRUSTEES FOR APPROVAL.

PROPOSED MOTION: THAT THE BOARD OF TRUSTEES OF THE INTERLAKE SCHOOL DIVISION APPROVE POLICY B-3 (R1) PERFORMANCE MANAGEMENT AS AMENDED.

6. **VISION FOR POLICY MANUAL REDUCTION:** THE COMMITTEE DISCUSSED MOVING FORWARD WITH SYNTHESIZING CURRENT POLICY AND RELOCATING REFERENCE DOCUMENTS AND FORMS INTO APPLICABLE DEPARTMENTAL REFERENCE MANUALS. THE COMMITTEE WILL REVIEW PROGRESS ON THIS INITIATIVE AT THEIR NEXT SCHEDULED MEETING.

MEETING ADJOURNED AT 11:00 A.M.

COMMITTEE CHAIRPERSON

SECRETARY-TREASURER