

INTERLAKE SCHOOL DIVISION

MINUTES OF THE POLICY COMMITTEE MEETING OF THE BOARD OF THE INTERLAKE SCHOOL DIVISION, HELD ON MARCH 20TH, 2017 AT THE DIVISION OFFICE, 192-2ND AVENUE NORTH, STONEWALL, MB.

COMMITTEE MEMBERS PRESENT: SALLY COOK (CHAIRPERSON),
SHARON BAKER, JOHN HUEGING

SENIOR ADMINISTRATION PRESENT:
ASSISTANT SUPERINTENDENT MARGARET WARD

ABSENT: SANDRA WIEBE, CHRISTINE PENNER

THE MEETING WAS CALLED TO ORDER AT 9:00 A.M.

1. **POLICY C-3 APPROVED TRIPS & REFERENCE C-3 (R1) TRIP GUIDELINES:** THIS POLICY WAS PROVIDED TO ALL STAKEHOLDERS FOR FEEDBACK. NO FEEDBACK WAS SUBMITTED. THE COMMITTEE RECOMMENDED PRESENTING THIS POLICY TO THE BOARD OF TRUSTEES FOR APPROVAL.

ACTION REQUIRED: THAT POLICY C-3 APPROVED TRIPS AND REFERENCE C-3 (R1) TRIP GUIDELINES BE SUBMITTED TO THE BOARD OF TRUSTEES FOR APPROVAL. (ATTACHED)

PROPOSED MOTION: THAT THE BOARD OF TRUSTEES OF THE INTERLAKE SCHOOL DIVISION APPROVE POLICY C-3 APPROVED TRIPS AND REFERENCE C-3 (R1) TRIP GUIDELINES, AS SUBMITTED.

2. **POLICY A-2 BOARD AND SUPERINTENDENT/CEO EVALUATION PROCESS:** THE COMMITTEE DEFERRED DISCUSSIONS REGARDING THE SUPERINTENDENT EVALUATION PROCESS.
3. **POLICY D-5 ASSESSMENT BELIEFS AND PRACTICES & REFERENCE SS RI-3 PROCEDURES FOR INITIAL, ONGOING AND FINAL ASSESSMENT:** THE COMMITTEE WAS INFORMED THAT AN ASSESSMENT COMMITTEE IS CURRENTLY REVIEWING THESE DOCUMENTS. THE ASSESSMENT COMMITTEE WILL PREPARE A FINAL DRAFT FOR REVIEW BY THE POLICY COMMITTEE. AN ADDITIONAL POLICY COMMITTEE MEETING TO REVIEW THE FINAL DRAFT AND ALLOW TIME FOR STAKEHOLDER FEEDBACK PRIOR TO THE END OF THE SCHOOL YEAR IS REQUIRED.

ACTION REQUIRED: THAT AN ADDITIONAL POLICY COMMITTEE MEETING IS REQUESTED TO BE HELD ON APRIL 17TH, 2017 AT 1:00 P.M.

PROPOSED MOTION: THAT THE BOARD OF TRUSTEES OF THE INTERLAKE SCHOOL DIVISION APPROVE THE SCHEDULING OF AN ADDITIONAL POLICY COMMITTEE MEETING ON APRIL 17TH, 2017 AT 1:00 P.M.

4. **FULL REVIEW OF SECTION B - DIVISION ADMINISTRATION:** THE COMMITTEE DISCUSSED FORMATTING OPTIONS FOR REFERENCES AND FORMS WITHIN THE POLICY MANUAL. THE COMMITTEE BEGAN THE PROCESS OF REVIEWING ALL SECTION B POLICIES AND REFERENCES.
 - **POLICY B-1 HIRING OF STAFF** – HOUSEKEEPING OF THIS INFORMATION WILL BE COMPLETED. THE PLEDGE OF CONFIDENTIALITY FORM REQUIRES FURTHER REVIEW.
 - **POLICY B-2 TEACHER TRANSFERS** – LEGALITIES OF THIS POLICY ARE TO BE REVIEWED.
 - **POLICY B-3 EVALUATION OF EMPLOYEES** – HOUSEKEEPING OF INFORMATION WILL BE COMPLETED.
 - **POLICY B-4 STAFF CONDUCT AND DISCIPLINE** – NO AMENDMENTS TO THIS POLICY WERE SUGGESTED.
 - **POLICY B-5 RESOLVING COMPLAINTS AGAINST DIVISION EMPLOYEES** – PROCESSES INCLUDED IN THIS POLICY WILL BE EXTRACTED AND A REFERENCE DOCUMENT WILL BE CREATED TO INCLUDE THIS INFORMATION.

PAGE 2 OF 2 POLICY COMMITTEE MINUTES MARCH 20, 2017

- **POLICY B-6 RESPECTFUL WORKPLACE** – THIS POLICY AND INCLUDED REFERENCES WILL BE REFERRED TO HUMAN RESOURCES FOR REVIEW.
- **POLICY B-7 PERSONAL PROPERTY OF EMPLOYEES** – A REVIEW OF PROCESSES FOR TOOL INVENTORIES WILL BE CONDUCTED.
- **POLICY B-8 REIMBURSEMENT FOR DIVISIONALLY-APPROVED EXPENSES** – HOUSEKEEPING OF THIS INFORMATION WILL BE COMPLETED.
- **POLICY B-9 CONFIDENTIALITY FOR PHIA** – A REVIEW OF ALL POLICIES RELATING TO CONFIDENTIALITY WILL BE CONDUCTED FOR POSSIBLE AMALGAMATION OF INFORMATION.
- **POLICY B-10 USE OF TECHNOLOGY** – THIS POLICY AND INCLUDED REFERENCES WILL BE REFERRED TO THE TECHNOLOGY DEPARTMENT AND ADMINISTRATORS FOR REVIEW.
- **POLICY B-11 SCHOOL CLOSURE** – THE COMMITTEE DISCUSSED CANCELLATION OF EXTRA CURRICULAR EVENTS ON SCHOOL CLOSURE DAYS. NO AMENDMENTS TO THIS POLICY WERE RECOMMENDED. SOME MINOR HOUSEKEEPING CHANGES WILL BE COMPLETED.
- **POLICY B-12 SPECIAL USE OF BUSES** – MINOR HOUSEKEEPING CHANGES WERE RECOMMENDED.
- **POLICY B-13 BUS DRIVER MEDICALS** – THIS INFORMATION REQUIRES FURTHER REVIEW.
- **POLICY B-14 HEALTH SAFETY, ENVIRONMENT, AND COMMUNITY POLICY** – REVIEW OF THIS POLICY WAS DEFERRED.
- **POLICY B-15 DAMAGE OR LOSS OF DIVISION PROPERTY** – HOUSEKEEPING CHANGES WILL BE COMPLETED.
- **POLICY B-16 COMMUNITY USE OF SCHOOLS** – THE COMMITTEE RECOMMENDED THAT DISCUSSIONS REGARDING COMMUNITY USE OF SCHOOLS BE CONDUCTED WITH THE ENTIRE BOARD OF TRUSTEES.

ACTION REQUIRED: THAT POLICY B-16 COMMUNITY USE OF SCHOOL BE REFERRED TO THE NEXT COMMITTEE OF THE WHOLE MEETING FOR BOARD INPUT.

PROPOSED MOTION: THAT DISCUSSIONS REGARDING POLICY B-16 COMMUNITY USE OF SCHOOL BE INCLUDED ON THE AGENDA FOR THE NEXT COMMITTEE OF THE WHOLE MEETING.

- **POLICY B-17 USE OF COPYRIGHT-PROTECTED WORK** – MINOR HOUSEKEEPING CHANGES WILL BE COMPLETED.
- **POLICY B-18 USE OF GPS UNITS AND SURVEILLANCE CAMERAS** – THE COMMITTEE WILL FURTHER REVIEW THIS POLICY.

MEETING ADJOURNED AT 5:30 P.M.

COMMITTEE CHAIRPERSON

SECRETARY-TREASURER