

INTERLAKE SCHOOL DIVISION

MINUTES OF THE POLICY COMMITTEE MEETING OF THE BOARD OF THE INTERLAKE SCHOOL DIVISION, HELD ON THURSDAY, DECEMBER 2ND, 2010, AT THE DIVISION OFFICE, 192-2ND AVENUE NORTH, STONEWALL, MB.

TRUSTEES PRESENT:

DORIS HUNTER (CHAIRPERSON), SANDRA WIEBE, SALLY COOK

SENIOR ADMINISTRATION PRESENT:

SUPERINTENDENT ROSS METCALFE
ASSISTANT SUPERINTENDENT CHRISTINE PENNER

REGRETS

SASCHA EPP

THE MEETING WAS CALLED TO ORDER AT 9:25 A.M.

AGENDA ITEMS:

1. **REVIEW POLICY D-13 NUTRITION AND HEALTHY LIFESTYLE:** THIS POLICY WILL BE REVIEWED ANNUALLY, AS PER THE MANITOBA EDUCATION DIRECTIVE. THERE ARE NO CHANGES REQUIRED AT THE PRESENT TIME.
2. **B-11(R2) ATTENDANCE AND LEAVE:** THIS REFERENCE WILL NO LONGER BE PART OF POLICY B-11. THIS REFERENCE WILL BE PLACED WITH THE HUMAN RESOURCES DEPARTMENTAL REFERENCES AS HR-4.
3. **JOB DESCRIPTIONS:** THE COMMITTEE REVIEWED THE SUGGESTED CHANGES TO THE JOB DESCRIPTIONS INCLUDED WITH THE AGENDA. THE SUGGESTED CHANGES WILL BE MADE, WITH THE EXCEPTION OF THE *STUDENT SERVICES SECRETARY-RECEPTIONIST*. THE JOB DESCRIPTION FOR THIS POSITION HAS BEEN DEFERRED TO THE MARCH POLICY COMMITTEE MEETING.
4. **GUIDELINES FOR USING SYNERVOICE:** A REFERENCE HAS BEEN DRAFTED AND SHARED WITH THE COMMITTEE. THIS REFERENCE WILL ALSO BE SHARED WITH SCHOOL ADMINISTRATION. ONCE APPROVED, THIS REFERENCE WILL BE PLACED IN THE *SCHOOL ADMINISTRATION DEPARTMENTAL REFERENCE MANUAL*.
5. **MANITOBA EDUCATION ANNOUNCEMENT RE: ASSESSMENT GUIDELINES:** SUPERINTENDENT METCALFE REVIEWED THE DOCUMENT WITH THE COMMITTEE. A DIVISIONAL FRAMEWORK WILL BE ESTABLISHED AND SHARED WITH PRINCIPALS. THE DOCUMENT CAN BE VIEWED AT: WWW.EDU.GOV.MB.CA/K12/ASSESS/INDEX.HTML.
6. OTHER:
 - 6.1 **POLICY MANUAL REVIEW:** THE COMMITTEE WILL SCHEDULE A REVIEW OF SEVERAL POLICIES AT EACH COMMITTEE MEETING (FOR APPROXIMATELY 20 MINUTES).
 - 6.2 **CHANGE MARCH 24TH, 2011 MEETING:** ANOTHER DATE FOR THIS MEETING WILL BE ESTABLISHED AT THE DECEMBER 13TH, 2010 BOARD MEETING.

MEETING ADJOURNED AT 11:30 A.M.

COMMITTEE CHAIRPERSON

SECRETARY-TREASURER