

# INTERLAKE SCHOOL DIVISION

MINUTES OF THE POLICY COMMITTEE MEETING OF THE BOARD OF THE INTERLAKE SCHOOL DIVISION, HELD ON MONDAY, MARCH 21<sup>ST</sup>, 2011, AT THE DIVISION OFFICE, 192-2<sup>ND</sup> AVENUE NORTH, STONEWALL, MB.

## **TRUSTEES PRESENT:**

DORIS HUNTER (CHAIRPERSON), SASCHA EPP, SALLY COOK

## **SENIOR ADMINISTRATION PRESENT:**

SUPERINTENDENT ROSS METCALFE  
ASSISTANT SUPERINTENDENT CHRISTINE PENNER

## **REGRETS:**

SANDRA WIEBE

## **DEPARTMENT HEAD PRESENT:**

KEN KRULICKI, TRANSPORTATION SUPERVISOR

THE MEETING WAS CALLED TO ORDER AT 1:00 P.M.

## **AGENDA ITEMS:**

1. **JOB DESCRIPTIONS:**
  - 1.1 STUDENT SERVICES SECRETARY-RECEPTIONIST – THE DIVISION OFFICE STAFF WILL BE MEETING TO REVIEW THIS JOB DESCRIPTION.
  - 1.2 EDUCATIONAL ASSISTANT- THE COMMITTEE REVIEWED SUGGESTED CHANGES. IT WAS THE RECOMMENDATION OF THE COMMITTEE THAT EXCELLENT NUMERACY AND LITERACY SKILLS BE ADDED TO THE REQUIREMENTS OF THE JOB DESCRIPTION.
2. **MSBA/MASS JOINT WORKSHOP:** FOLLOWING A SUGGESTION FROM THIS JOINT WORKSHOP THE POLICY COMMITTEE REVIEWED THE SENIOR ADMIN JOB DESCRIPTIONS FOR THE SUPERINTENDENT-CHIEF EXECUTIVE OFFICER, ASSISTANT SUPERINTENDENT AND THE SECRETARY TREASURER. THE SUPERINTENDENT AND ASSISTANT SUPERINTENDENT WILL PROVIDE FURTHER REVIEW. THESE JOB DESCRIPTIONS ARE TO BE REVIEWED EVERY TWO YEARS.
3. **MANITOBA EDUCATION-POLICIES TO BE ADDRESSED:** THE COMMITTEE REVIEWED THE FOLLOWING LIST OF POLICIES/PROCEDURES , THAT, AS A RESULT OF THE THRONE SPEECH, WILL NEED TO BE ADDRESSED FOR THE 2011-2012 SCHOOL YEAR.
  - STANDARD PROVINCE-WIDE REPORT CARD
  - DIVISION-WIDE STANDARD IN-SERVICE DAYS
  - CLARIFYING PROMOTION POLICIES
  - ENDING THE POLICY OF NOT DEDUCTING MARKS FOR LATE ASSIGNMENTS
  - PROVINCIAL POLICY ON PLAGIARISM
  - RAISING THE COMPULSORY EDUCATION AGE TO 18
  - MANITOBA YOUTH CORPS
  - EXPANDING COMMUNITY BASED EDUCATION PROGRAMS FOR AT-RISK YOUTH
4. **POLICIES TO BE ADDRESSED FOR THE 2011/2012 SCHOOL YEAR:** THE COMMITTEE WAS INFORMED THAT POLICY AND REFERENCES WILL NEED TO BE WRITTEN REGARDING THE CTS CONSORTIUM.
5. **MANITOBA EDUCATION ANNOUNCEMENT RE: COMMUNITY USE OF SCHOOLS:** THE COMMITTEE WAS INFORMED THAT DIVISIONS MUST CREATE A POLICY ON COMMUNITY USE OF SCHOOLS AND JOINT USE AGREEMENTS. THE COMMITTEE WAS ALSO INFORMED THAT THE INTERLAKE SCHOOL DIVISION IS CURRENTLY COMPLIANT IN ALL OF THESE AREAS.
6. **REVIEW REVISED POLICIES AND REFERENCES:**
  - 6.1 THE COMMITTEE REVIEWED AND DISCUSSED THE REVISIONS TO POLICY B-15 *DAMAGE OR LOSS OF DIVISION PROPERTY*. MINOR HOUSEKEEPING AMENDMENTS WERE MADE.
  - 6.2 THE COMMITTEE REVIEWED AND DISCUSSED THE REVISIONS TO POLICY D-2 *SCHOOLS OF CHOICE*. THIS POLICY WILL BE DISTRIBUTED TO ALL

STAKEHOLDERS FOR FEEDBACK AND WILL BE PRESENTED AT THE APRIL 25<sup>TH</sup>, 2011 BOARD MEETING.

- 6.3 THE COMMITTEE REVIEWED AND DISCUSSED THE REVISIONS TO POLICY D-10 *ELIGIBLE BUS STUDENTS*. THIS POLICY WILL BE DISTRIBUTED TO ALL STAKEHOLDERS FOR FEEDBACK AND WILL BE PRESENTED AT THE APRIL 25<sup>TH</sup>, 2011 BOARD MEETING.
- 6.4 THE COMMITTEE REVIEWED AND DISCUSSED THE REVISIONS TO REFERENCE D-10 (R1) *ELIGIBLE BUS STUDENTS*. MINOR HOUSEKEEPING AMENDMENTS WERE MADE.
- 6.5 THE COMMITTEE REVIEWED AND REVISED REFERENCE D-10 (R2) *TRANSPORTATION OF NON ELIGIBLE BUS STUDENTS*. DIRECTION WAS GIVEN TO THE TRANSPORTATION SUPERVISOR TO NOTIFY FAMILIES AFFECTED BY THE REVISION TO THE FEE STRUCTURE FOR OPTIONAL TRANSPORTATION. THIS REFERENCE WILL BE DISTRIBUTED TO ALL STAKEHOLDERS FOR FEEDBACK AND WILL BE PRESENTED AT THE APRIL 25<sup>TH</sup>, 2011 BOARD MEETING.

7. **OTHER:**

7.1 REFERENCE B11- (R1) DIVISION CLOSURE (BUSES CANCELLED): THE TRANSPORTATION SUPERVISOR NOTED THE ADDITION TO THIS REFERENCE THAT SPECIFIES "TEMPERATURE AND WINDCHILL ARE AS OBSERVED AT THE RICHARDSON INTERNATIONAL AIRPORT AND REPORTED AT: [WWW.WEATHEROFFICE.GC.CA](http://WWW.WEATHEROFFICE.GC.CA)"

7.2 REFERENCE B11- (R2) SCHOOL BUS CANCELLATION: THE TRANSPORTATION SUPERVISOR NOTED THE ADDITION TO THIS REFERENCE THAT SPECIFIES "TEMPERATURE AND WINDCHILL ARE AS OBSERVED AT THE RICHARDSON INTERNATIONAL AIRPORT AND REPORTED AT: [WWW.WEATHEROFFICE.GC.CA](http://WWW.WEATHEROFFICE.GC.CA)"

7.3 REFERENCE D-2 (R1) SCHOOL OF CHOICE (WITHIN DIVISION): THE COMMITTEE WAS INFORMED THAT REVISIONS WILL BE MADE TO REFLECT THAT SCHOOL ADMINISTRATORS MUST CONSULT WITH THE STUDENT SERVICES ADMINISTRATOR PRIOR TO ACCEPTING A SCHOOL OF CHOICE APPLICATION FOR FUNDED STUDENTS.

MEETING ADJOURNED AT 3:15 P.M.

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**COMMITTEE CHAIRPERSON**

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**SECRETARY-TREASURER**