

INTERLAKE SCHOOL DIVISION

MINUTES OF THE POLICY COMMITTEE MEETING OF THE BOARD OF THE INTERLAKE SCHOOL DIVISION, HELD ON TUESDAY, NOVEMBER 29TH, 2011, AT THE DIVISION OFFICE, 192-2ND AVENUE NORTH, STONEWALL, MB.

COMMITTEE MEMBERS PRESENT

DORIS HUNTER (CHAIRPERSON), SANDRA WIEBE, SASCHA EPP, SALLY COOK

SENIOR ADMINISTRATION PRESENT

SUPERINTENDENT ROSS METCALFE
ASSISTANT SUPERINTENDENT CHRISTINE PENNER

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

INFORMATION ITEMS:

1. JOB DESCRIPTION AMENDMENTS:
 - 1.1. RECEPTIONIST: THE JOB DESCRIPTION WILL BE PLACED ON FILE AS PRESENTED.
 - 1.2. MAINTENANCE ADMINISTRATIVE ASSISTANT: THE JOB DESCRIPTION WILL BE PLACED ON FILE AS PRESENTED.
 - 1.3. CTS COORDINATOR –THIS JOB DESCRIPTION WILL NEED TO BE WRITTEN.
 - 1.4. PROGRAM SUPPORT - CURRICULUM: THE JOB DESCRIPTION WILL BE PLACED ON FILE AS PRESENTED.
2. C-3 APPROVED TRIPS: THE COMMITTEE REVIEWED THE AMENDED POLICY. THIS AMENDED POLICY WILL BE FORWARDED TO ALL STAKEHOLDERS FOR FEEDBACK. IT WAS THE RECOMMENDATION OF THE COMMITTEE THAT A FORM BE DEVELOPED TO SUPPLEMENT THE INTERNATIONAL STUDY TOUR REFERENCE.
3. D-6 TESTS AND EXAMINATIONS/ASSESSMENT AND DA-8 DIVISION AWARDS PROGRAM: ASSESSMENT POLICIES WILL NEED TO BE WRITTEN IN THIS AREA TO BE READY FOR NEXT YEAR. WE ARE CURRENTLY WAITING ON DIRECTION FROM THE DEPARTMENT OF EDUCATION. THIS ITEM WILL NEED TO BE DISCUSSED BY THE EDUCATION COMMITTEE AND POLICY CHANGES WILL THEN BE DIRECTED TO THE POLICY COMMITTEE.
4. F-3 PURCHASING/PAYMENTS - RFP/RFQ/TENDER - THE FINANCE DEPARTMENT IS CURRENTLY UPDATING THIS REFERENCE FOR REVIEW BY THE FINANCE COMMITTEE.
5. D-15 USE OF CERTIFIED SERVICE ANIMALS IN A SCHOOL: THE COMMITTEE REVIEWED A DRAFT COPY OF THIS NEW POLICY. THIS POLICY WILL BE FORWARDED TO ALL STAKEHOLDERS FOR FEEDBACK.
6. A-11 (R1) EMPLOYEE AND TRUSTEE SERVICE RECOGNITION: THE COMMITTEE WAS PROVIDED A COPY OF THE AMENDED REFERENCE FOR INFORMATION.
7. C-3(R2-F1) BUS TRIP REQUISITION & DRIVER'S VOUCHER FOR PAYMENT- THE COMMITTEE WAS PROVIDED A COPY OF THE AMENDED FORM FOR INFORMATION.
8. DEPARTMENTAL REFERENCE UPDATES:
 - 8.1. STUDENT SUPPORT – STUDENT SERVICES: THE COMMITTEE WAS PROVIDED A COPY OF THE AMENDED STUDENT SUPPORT – STUDENT SERVICES DEPARTMENT REFERENCE MANUAL FOR INFORMATION.
 - 8.2. ICT – 4 REPAIRING OF COMPUTER EQUIPMENT: THE COMMITTEE WAS PROVIDED A COPY OF THE AMENDED DEPARTMENTAL REFERENCE FOR INFORMATION.
9. PROFESSIONAL DEVELOPMENT – THE COMMITTEE DISCUSSED SCHOOL BASED PROFESSIONAL DEVELOPMENT BUDGETS.

MEETING ADJOURNED AT 11:00 A.M.

COMMITTEE CHAIRPERSON

SECRETARY-TREASURER