

# INTERLAKE SCHOOL DIVISION

MINUTES OF THE POLICY COMMITTEE MEETING OF THE BOARD OF THE INTERLAKE SCHOOL DIVISION, HELD ON FRIDAY, OCTOBER 9<sup>TH</sup>, 2009, AT THE DIVISION OFFICE, 192-2<sup>ND</sup> AVENUE NORTH, STONEWALL, MB.

TRUSTEES PRESENT:

VALERIE WEISS, (CHAIRPERSON), SANDRA WIEBE, DORIS HUNTER, SALLY COOK.

SENIOR ADMINISTRATION PRESENT:

SUPERINTENDENT ROSS METCALFE  
ASSISTANT SUPERINTENDENT CHRISTINE PENNER

THE MEETING WAS CALLED TO ORDER AT 9:15 A.M.

AGENDA ITEMS:

1. REFERENCES:

1.1 **D-5(R4) MIDDLE YEARS RETENTION GUIDELINES:** THE COMMITTEE REVIEWED AND DISCUSSED THE REFERENCE. THE REFERENCE WILL BE DISSEMINATED AS PRESENTED.

1.2 **JOB DESCRIPTIONS:**

1.2.1 ASSISTANT STUDENT SERVICES ADMINISTRATOR: THE JOB DESCRIPTION WILL BE PLACED ON FILE AS PRESENTED.

1.2.2 SAFETY OFFICER: SOME "HOUSEKEEPING" REVISIONS WILL BE MADE AND A CURRENT COPY WILL BE PLACED ON FILE.

1.2.3 TRANSPORTATION SUPERVISOR AND MAINTENANCE SUPERVISOR: THE FOLLOWING ITEM WILL BE ADDED TO EACH OF THESE JOB DESCRIPTIONS UNDER "*PERSONNEL TRAINING*" AND NUMBERING WILL BE ADJUSTED AS REQUIRED "*SUPERVISE AND EVALUATE THE DIVISION SAFETY OFFICER.*"

2. PANDEMIC PLANNING:

2.1 **DRAFT POLICY A-14 PANDEMIC PLAN:** THE COMMITTEE REVIEWED AND DISCUSSED THE DRAFT POLICY.

**RECOMMENDATION:**

THAT THE POLICY STATEMENT BE REVISED TO READ "*THE BOARD BELIEVES IN BEING PREPARED FOR A PANDEMIC.*"

**ACTION REQUIRED:**

THAT WE APPROVE POLICY A-14 PANDEMIC PLAN, AS PRESENTED.

2.2 **ABSENTEE REPORTING:** ABSENTEEISM WILL BE REPORTED ON THE DIVISION WEBSITE. A DISCLAIMER ADVISING THAT THIS REFLECTS ALL ABSENCES, NOT JUST H1N1 RELATED ABSENCES WILL BE DRAFTED AND POSTED.

2.3 IN ORDER TO KEEP THE GENERAL PUBLIC INFORMED THE SUPERINTENDENT AND ASSISTANT SUPERINTENDENT WILL PROVIDE THE ARGUS WITH AN UPDATE ON WHAT THE DIVISION HAS PUT INTO PLACE TO DEAL WITH H1N1.

3. **POLICY A-11 EMPLOYEE/TRUSTEE SERVICE RECOGNITION:** AFTER SOME DISCUSSION IT WAS SUGGESTED THAT WE CHANGE HOW TRUSTEES AND EMPLOYEES ARE RECOGNIZED WHEN LEAVING THE DIVISION. IT WAS SUGGESTED THAT AN ALLOWANCE BE ESTABLISHED BY THE BOARD. THE POLICY WILL BE REVISED TO REFLECT THESE CHANGES, FOR CONSIDERATION AT THE DECEMBER 3<sup>RD</sup>, 2009 POLICY COMMITTEE MEETING.

4. **DEPARTMENTAL REFERENCE MANUALS – UPDATE:** THE COMMITTEE WAS INFORMED THAT MOST DEPARTMENTAL REFERENCES WILL BE ONLINE SHORTLY.

5. **CHANGE IN POLICY COMMITTEE MEETING DATE:** PLEASE NOTE THAT THE MARCH 26<sup>TH</sup>, 2010 MEETING HAS BEEN CHANGED TO APRIL 15<sup>TH</sup>, 2010, 9:15 A.M.

MEETING ADJOURNED AT 11:00 A.M.

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COMMITTEE CHAIRPERSON

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SECRETARY-TREASURER