

INTERLAKE SCHOOL DIVISION

MINUTES OF THE POLICY COMMITTEE MEETING OF THE BOARD OF THE INTERLAKE SCHOOL DIVISION, HELD ON TUESDAY, OCTOBER 11TH, 2011, AT THE DIVISION OFFICE, 192-2ND AVENUE NORTH, STONEWALL, MB.

COMMITTEE MEMBERS PRESENT

DORIS HUNTER (CHAIRPERSON), SANDRA WIEBE, SASCHA EPP

REGRETS

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. **DAY CARE INITIATIVES:** THE COMMITTEE WAS INFORMED THAT:
 - I) BEFORE AND AFTER SCHOOL PROGRAM PROCEDURES WILL REMAIN AS STATUS QUO.
 - II) REQUESTS FROM DAY CARES TO BE OPEN IN SCHOOLS DURING IN-SERVICE DAYS AND SUMMER MONTHS WILL BE DEALT WITH AS THE NEED ARISES.
 - III) CO-OP DAY CARE AT NEW WOODLANDS SCHOOL – POLICY AND PROCEDURES WILL BE DEVELOPED AS A PARTNERSHIP IS CREATED WITH THE COMMUNITY.
2. **EMERGENCY PREPAREDNESS PLANS** THE COMMITTEE REVIEWED THE UPDATED EMERGENCY PREPAREDNESS PLAN THAT WILL BE IMPLEMENTED IN ALL SCHOOLS.

RECOMMENDATION:

THAT THE REVISED EMERGENCY PREPAREDNESS PLAN BE PRESENTED TO THE BOARD FOR APPROVAL.

PROPOSED MOTION: THAT THE BOARD OF TRUSTEES GIVE APPROVAL TO THE EMERGENCY PREPAREDNESS PLAN, AS PRESENTED.

3. **DEPARTMENTAL REFERENCES:** THE COMMITTEE WAS INFORMED THAT THE SCHOOL ADMINISTRATION DEPARTMENTAL REFERENCES HAVE BEEN COMPLETED AND ARE AVAILABLE ON FIRST CLASS. THE STUDENT SERVICES REFERENCE MANUAL IS COMPLETED BUT IN THE FINAL PROOF READING STAGES. FUTURE DISCUSSIONS AROUND REFERENCE MANUALS SHOULD INCLUDE:
 - I) AMENDING EXISTING REFERENCES
 - II) DELETING EXISTING REFERENCES
 - III) CREATING NEW REFERENCES AS REQUIRED
4. **POLICY MANUAL REVIEW:** THE COMMITTEE DISCUSSED A ROTATION WHEREBY TIME WOULD BE SCHEDULED TO REVIEW AT LEAST ONE SECTION OF THE POLICY MANUAL EACH SCHOOL YEAR.
5. **INTERNATIONAL TRAVEL:** THE COMMITTEE DISCUSSED DEVELOPING POLICY FOR REWARDS THAT ARE BEING OFFERED BY TRAVEL GROUPS FOR EDUCATIONAL TOURS. THE FOLLOWING ITEMS WERE DISCUSSED TO ASSIST SENIOR ADMIN IN CREATING A DRAFT REVISION OF CURRENT POLICY:
 - ANY CREDIT BEING OFFERED FROM A TRAVEL GROUP SHOULD BE, WHERE POSSIBLE, USED TO REDUCE THE TRAVEL COSTS OF THE PARTICIPATING STUDENTS.
 - ALL REWARDS SHOULD BE RECORDED AND REPORTED.
 - IF TRAVELLING ON A REWARDS PROGRAM DIVISIONAL PD FORMS MUST BE COMPLETED.
 - TANGIBLE ITEMS CANNOT BE ACCEPTED.
 - REQUEST TIME FOR APPROVAL TO BE EXTENDED TO POSSIBLY 11 MONTHS A DRAFT WILL BE REVIEWED AT THE NEXT POLICY COMMITTEE MEETING, AND THEN WILL GO TO THE BOARD AT A LATER DATE FOR APPROVAL.
6. **ATTENDANCE POLICY:** THE COMMITTEE WAS INFORMED THAT THE PRINCIPAL MONTHLY REPORT HAS BEEN UPDATED TO INCLUDE PROVINCIAL REQUIREMENTS REGARDING ATTENDANCE REPORTING.

7. **ASSESSMENT POLICY:** – THE COMMITTEE WAS INFORMED THAT WARREN NICKERSON, PROGRAM SUPPORT CURRICULUM, WILL BE WRITING ASSESSMENT POLICY BASED ON THE NEW PROVINCIAL REPORT CARDS. OUR CURRENT AWARDS SYSTEM MAY NEED TO BE MODIFIED TO REFLECT NEW REPORTING PROTOCOL.

8. **NAMING OF ROOMS/BUILDINGS:** THE COMMITTEE DISCUSSED DEVELOPING A PROCESS BY WHICH APPLICATION COULD BE MADE WHEN REQUESTING TO HAVE ROOMS/BUILDINGS NAMED. IT WAS THE CONSENSUS OF THE COMMITTEE THAT AN APPLICATION FORM IS DEVELOPED THAT WOULD INCLUDE REFERENCES FROM THE SCHOOL AND COMMUNITY. REQUESTS WOULD THEN BE ADDRESSED ON AN INDIVIDUAL BASIS. A SAMPLE DRAFT WILL BE PRESENTED AT THE NEXT POLICY COMMITTEE MEETING.

9. **BILL 13:** THE COMMITTEE WAS INFORMED THAT BILL 13, *THE PREPARING STUDENTS FOR SUCCESS ACT* CAME INTO EFFECT SEPTEMBER 6, 2011. THE LEGISLATION INCLUDES PROVISIONS WHICH REQUIRE YOUNG PEOPLE TO CONTINUE PURSUING THEIR EDUCATION UNTIL THEY ARE 18. WE ARE COMPLIANT WITH THIS DOCUMENT THROUGH PROGRAMS SUCH AS TIP, STAR, CTS AND SELF DIRECTED LEARNING AT THE HIGH SCHOOL.
AS A RESULT OF THE BILL 13 DISCUSSION THE MERITS OF HOME SCHOOLING WERE DISCUSSED. ONE SUGGESTION WAS THAT THIS BE A TOPIC OF DISCUSSION BY THE MSBA IN AN APPROPRIATE FORUM.

10. **TRAGIC EVENTS – REF D-3(R5):** – THE COMMITTEE WAS PROVIDED A COPY OF THE AMENDED REFERENCE FOR INFORMATION.

11. **BUS TRANSPORTATION OF NON-ELIGIBLE STUDENTS – REFERENCE D-10(R2):** THE COMMITTEE REVIEWED AND DISCUSSED THE DRAFT REFERENCE:

RECOMMENDATION:
THAT WE ADD “THE TRANSPORTATION FEE FOR NON-ELIGIBLE STUDENTS, WHO ARE ATTENDING A “SCHOOL OF CHOICE”, WILL BE \$375.00 PER YEAR.

PROPOSED MOTION:
THAT THE BOARD OF TRUSTEES GIVE APPROVAL TO REFERENCE D-10 (R2), AS PRESENTED.

12. **SCHOOL BUS CANCELLATION – REFERENCE B-11(R2):** THE COMMITTEE REVIEWED AND DISCUSSED THE DRAFT REFERENCE.

RECOMMENDATION:
THAT 6.2 EARLY DISMISSAL BE REMOVED FROM THIS REFERENCE AND THAT A NEW REFERENCE BE CREATED [REFERENCE B-11 (R3)] TO ADDRESS THIS TOPIC.

NO MOTION REQUIRED.

13. **EMPLOYEE AND TRUSTEE SERVICE RECOGNITION – REFERENCE A-11(R1):** THE COMMITTEE REVIEWED THIS REFERENCE AND RECOMMENDED THAT THE WORD CONTINUOUS BE ADDED.

RECOMMENDATION:
THAT REFERENCE A-11 (R1) BE REVISED TO READ “EMPLOYEES LEAVING THE DIVISION WILL BE RECOGNIZED BY THE BOARD ANNUALLY USING AN ALLOWANCE OF \$20.00 FOR EACH YEAR OF *CONTINUOUS* SERVICE, WITH A FIVE-YEAR MINIMUM.

NO MOTION REQUIRED.

MEETING ADJOURNED AT 11:30 A.M.

COMMITTEE CHAIRPERSON

SECRETARY-TREASURER