

INTERLAKE SCHOOL DIVISION

MINUTES OF THE POLICY COMMITTEE MEETING OF THE BOARD OF THE INTERLAKE SCHOOL DIVISION, HELD ON OCTOBER 16, 2017 AT THE DIVISION OFFICE, STONEWALL, MB.

COMMITTEE MEMBERS PRESENT: JOHN HUEGING (CHAIRPERSON), SHARON BAKER, SANDRA WIEBE, SALLY COOK

SENIOR ADMINISTRATION PRESENT:
ACTING SUPERINTENDENT MARGARET WARD
ACTING ASSISTANT SUPERINTENDENT TYLER MORAN

THE MEETING WAS CALLED TO ORDER AT 9:00 A.M.

1. **POLICY MANUAL REVIEW:** THE COMMITTEE REVIEWED THE CURRENT STRUCTURE OF THEIR POLICY AND REFERENCE MANUALS AS WELL AS EXAMPLES OF MODELS FROM VARIOUS MANITOBA DIVISIONS THAT USE A STRATEGIC GOVERNANCE MODEL. NOTED IN THE EXAMPLES THAT WERE REVIEWED WAS A COMMON DECISION MAKING MATRIX, REDUCED NUMBER OF BOARD POLICIES AND SIMILARLY ORGANIZED ADMINISTRATIVE PROCEDURES. THE COMMITTEE DISCUSSED POLICY AND REFERENCE REVIEW PROCESSES AND SCHEDULES, DECISION-MAKING AND EASE OF SEARCHABILITY. THE COMMITTEE WOULD LIKE THE OPPORTUNITY, AT THEIR NEXT MEETING, TO DISCUSS ALTERNATE MODELS WITH A SCHOOL DIVISION THAT HAS EXPERIENCED A MOVE FROM A SIMILARLY TRADITIONAL SYSTEM AS CURRENTLY UTILIZED IN ISD TO A STRATEGIC GOVERNANCE MODEL.
2. **LENGTH OF TERM – BOARD CHAIR AND VICE-CHAIR:** THE COMMITTEE WAS ASKED BY THE BOARD TO RESEARCH OTHER SCHOOL DIVISIONS' POLICY REGARDING THE LENGTH OF TERM FOR A BOARD CHAIR AND/OR VICE CHAIR. OF THE NINETEEN (19) SCHOOL DIVISIONS SURVEYED, NONE HAVE CURRENT POLICY REGARDING TERM. THE COMMITTEE DISCUSSED IMPLEMENTING A POLICY THAT WOULD LIMIT THE LENGTH OF TERM HELD BY A BOARD CHAIR AND/OR VICE CHAIR.

THE COMMITTEE WAS ALSO INFORMED THAT 2 SCHOOLS DIVISIONS IN MANITOBA DO HAVE POLICIES OF ONE/TWO YEAR TERMS FOR CHAIR AND VICE-CHAIRS. (SEVEN OAKS S.D. AND PORTAGE S.D.)

RECOMMENDATION: THE COMMITTEE RECOMMENDED THAT A TWO YEAR TERM LIMIT BE PLACED ON THE LENGTH OF TERM FOR THE BOARD CHAIR AND VICE CHAIR AND THAT A VOTE ON THIS MOTION ONLY BE HELD WHEN AT LEAST EIGHT BOARD MEMBERS ARE PRESENT.

PROPOSED MOTION: THAT THE BOARD OF TRUSTEES OF THE INTERLAKE SCHOOL DIVISION APPROVE THE RECOMMENDATION FROM THE POLICY COMMITTEE AND THAT POLICY BE CREATED THAT LIMITS THE LENGTH OF TERM FOR THE BOARD CHAIR AND VICE CHAIR TO TWO YEARS.

3. **MINOR HOUSEKEEPING:** THE COMMITTEE WAS INFORMED THAT MINOR HOUSEKEEPING CHANGES HAVE BEEN MADE TO:
 - THE DIVISIONAL PERSONNEL CHART
 - POLICY B-3 (R2-F4) SCHOOL TALLY SHEET FOR TEACHER EVALUATION – DELETED
 - POLICY C-4 (R1) MIDDLE YEARS INTER-SCHOLASTIC HANDBOOK
 - POLICY D-2 (R1) SCHOOL OF CHOICE (WITHIN DIVISION)
 - POLICY D-3 (R7-F1) NEW STUDENT – LETTER TO PARENTS
 - REFERENCE M-7 WORK ORDERS AND MATERIAL PROCUREMENT
 - REFERENCE DA-15 BEFORE AND AFTER SCHOOL PROGRAM
 - REFERENCE DA-15 (F1) APPLICATION FOR BEFORE AND AFTER SCHOOL/DAYCARE PROGRAMS – NEW FORM
 - REFERENCE SS SS-4 (F4) INDIVIDUALIZED TRANSPORTATION PLAN
 - REFERENCE M-4 ACCESS TO BUILDINGS
 - REFERENCE M-3 APPLICATION OF PESTICIDES TO SCHOOL PROPERTY

MEETING ADJOURNED AT 11:15 A.M.

COMMITTEE CHAIRPERSON

SECRETARY-TREASURER