

# AGENDA

## School Board Meeting



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**Wednesday, March 25, 2015**

**6:00 pm**

**Board Chambers  
33 Spectacle Lake Drive  
Dartmouth, NS**

**1. CALL TO ORDER**

**2. APPROVAL OF AGENDA**

**3. AWARDS / PRESENTATIONS**

- 3.1 Canada's Outstanding Principals - Adrienne Blumenthal, Porters Lake Elementary School and Roberta Jones, Holland Road Elementary School

**4. CHAIR'S REPORT**

**5. SUPERINTENDENT'S REPORT**

**6. PUBLIC PRESENTATIONS**

**7. APPROVAL OF MINUTES/BUSINESS ARISING FROM THE MINUTES**

March 4, 2015 (Regular Board Meeting)

**8. CORRESPONDENCE**

- 8.1 Letter from the Auditor General of Nova Scotia regarding a performance audit dated March 6, 2015
- 8.2 Letter to Mayor Mike Savage regarding road priority levels dated March 11, 2015
- 8.3 Letter to Minister Karen Casey regarding Shannon Park School dated March 13, 2015

Halifax Regional  
School Board  
33 Spectacle Lake Drive  
Dartmouth NS  
B3B 1X7  
T 902 464-2000 Ext. 2321  
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*The HRSB would appreciate the support of the public and staff in creating a scent-reduced environment at all meetings. Please mute your Smartphone. Usage is restricted to outside the Board Chambers. Thank you.*

**9. ITEMS FOR DECISION**

**10. COMMITTEE REPORTS**

10.1 Audit Committee

10.2 Policy Development and Review Committee

10.2.1 Canadian Anthem Policy

10.2.2 Student Protection Policy

10.2.3 Home Schooling Policy

10.2.4 Lunch Supervision Policy

10.2.5 School Review Process for Permanent Closure Policy

10.2.6 Supervision of Family Members Draft Policy

10.2.7 Recruitment and Hiring Policy

10.3 Nova Scotia School Boards Association

10.3.1 NSSBA Resolutions

10.3.2 Hector Montgomery Award

10.3.3 Election of NSSBA Representatives

10.3.3.1 Board of Director Member

10.3.3.2 Alternate Board of Director Member

10.3.3.3 Nomination of Resolution Committee Member

**11. INFORMATION ITEMS**

**12. NOTICE OF MOTION**

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**13. DATES OF NEXT MEETINGS**

Policy Development Review Committee – April 8, 2015

Audit Committee Meeting – April 15, 2015

Regular Board Meeting – April 22, 2015

**14. IN-CAMERA**

14.1 Contract Award

**15. ADJOURNMENT**

*The HRSB would appreciate the support of the public and staff in creating a scent-reduced environment at all meetings. Please mute your Smartphone. Usage is restricted to outside the Board Chambers. Thank you.*

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March 6, 2015

Melinda Daye  
Board Chair  
Halifax Regional School Board  
33 Spectacle Lake Drive,  
Dartmouth, NS  
B3B 1X7

Dear Ms Daye:

I am writing this letter to let you know that staff from my Office plan to conduct a performance audit at the Halifax Regional School Board. Although the full scope and objectives of the audit have not yet been finalized, we anticipate this audit to include an examination of the governance and management practices in place at the Board focused on the oversight and monitoring of the delivery of educational services in your schools. We expect fieldwork for this audit to commence early in the spring of 2015. The report from this audit will be included in the fall 2015 Report of the Auditor General.

This audit will be conducted under Sections 18 and 21 of the Auditor General Act which provides my Office with the mandate to conduct performance audits on Nova Scotia public sector operations and to report the results to the House of Assembly.

At this time, we would like to meet with you and the Board Superintendent to obtain information to assist us in planning our audit. Please provide Terry Spicer, with the name of a contact person in your Board so that an initial meeting can be arranged. Once we have finalized the audit scope and objectives we will provide our audit plan to the Board Chair and Superintendent for review and comment. We are also available to meet with your full Board to discuss our audit plan if they wish to do so.

If you have any questions, please call me at 424-4046 at your convenience or Terry Spicer Assistant Auditor General may be reached at 424-8565.

Yours truly,

Michael A. Pickup, CA  
Auditor General of Nova Scotia

March 11, 2015

Mayor Mike Savage  
c/o Halifax Regional Council  
P.O. Box 1749  
Halifax, NS B3J 3A5



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Your Worship,

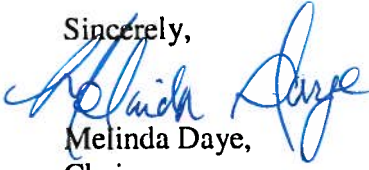
At our Regular Board Meeting on March 4, 2015, the Halifax Regional School Board (HRSB) passed the following motion:

*"We ask the Chair to write a letter to Halifax Regional Council that they re-evaluate their designation of road priority levels to give a greater weight to the locations of schools."*

We would ask that Council give consideration to this request. Each winter we receive countless calls from parents and guardians regarding the condition of roads and sidewalks around schools, especially as snowbanks continue to rise. We recognize that this winter in particular has been a difficult one for both our organizations and that you may be reviewing your snow clearing policies as a result. We want to work in partnership with Council to make the areas around our schools as safe possible.

I thank you for your attention to this matter and look forward to your response.

Sincerely,



Melinda Daye,  
Chair

c: HRSB Governing Board Members  
Elwin LeRoux, HRSB Superintendent



**Office of the Chair**  
33 Spectacle Lake Drive  
Dartmouth NS B3B 1X7  
Phone (902) 464-2000  
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March 13, 2015

The Honourable Karen Casey  
Minister of Education and Early Childhood Development  
4<sup>th</sup> Floor, Trade Mart Building  
2021 Brunswick Street  
P.O. Box 578  
Halifax, NS B3J 2S9

Dear Minister Casey:

On behalf of the Halifax Regional School Board (HRSB) I am formally asking the Department of Education and Early Childhood Development to purchase Shannon Park Elementary School.

As you know, Shannon Park is owned by the Canada Lands Company (CLC) and the HRSB pays an annual rent to use the property. CLC is currently looking to divest itself of the property and the HRSB has first right of refusal on this sale.

Through negotiations, the HRSB has asked for and received a three-year extension on the current lease agreement but in return we must provide CLC with an answer on the purchase of the building by April 30, 2015 or we will forfeit the right of first refusal.

Shannon Park has approximately 540 students this school year in both English and French Immersion programs. The school is the only site currently offering Early French Immersion in the Dartmouth High and Prince Andrew High Families of Schools. There is no other school in these families with the space available to offer this program in its entirety at one site. It is critical that the HRSB retain possession of this building.

I thank you for your attention to this matter and look forward to your response.

Sincerely,

A handwritten signature in black ink that reads "Melinda Daye". The signature is written in a cursive style.

Melinda Daye  
Chair

cc: Board Members  
cc: Elwin LeRoux, Superintendent

## Canadian Anthem Policy

### Policy Overview

This policy outlines the Halifax Regional School Board's commitment to play the Canadian National Anthem in its schools every day.

### Table of Contents

- 1.0 Legislative Context
- 2.0 Principles
- 3.0 Authorization
- 4.0 Policy Review

### Appendix A – National Anthem O Canada Lyrics

### Policy and Procedure History

- Policy approved – September 23, 2009
- Procedures approved – September 23, 2009
- Policy revised – March 25, 2015
- Procedures revised – March 25, 2015

### 1.0 Legislative Context

- 1.1 A motion was approved by the House of Commons that made O Canada the National Anthem of Canada, 1965.

### 2.0 Principles

- 2.1 The Canadian Anthem is a symbol of honour and pride and shall be played and/or sung in all HRSB schools each school day.

**3.0 Authorization**

- 3.1 The Superintendent is authorized to develop and implement procedures in support of this policy.

**4.0 Policy Review**

- 4.1 This policy will be reviewed every five (5) years or on an as needed basis.



## **Canadian Anthem Procedures**

### **Table of Contents**

#### **1.0 Responsibilities**

#### **Appendix A – National Anthem O Canada Lyrics**

#### **1.0 Responsibilities**

- 1.1 School Administrators are responsible for:
  - 1.1.1 Ensuring the national anthem, O Canada, is played and/or sung in school each day;
  - 1.1.2 Exempting students from patriotic exercises where there is a parental/guardian request in writing.
- 1.2 Teachers are responsible for:
  - 1.2.1 Providing students with the official lyrics of O Canada;
  - 1.2.2 Instructing students, with the exception of those who are exempt from participating, to stand for the playing/ singing of the national anthem in school each day;
  - 1.2.3 Respecting the dignity of those who are exempt from participating in patriotic exercises;
  - 1.2.4 Providing an environment that demonstrates respect for those students who are exempt from participating in patriotic exercises.
- 1.3 Students are responsible for:
  - 1.3.1 Demonstrating respect during the playing of the national anthem;
  - 1.3.2 Standing for the playing and/ or singing of the national anthem, unless they are exempt from doing so.

## **Appendix A**

### **National Anthem O Canada Lyrics**

#### **English Version:**

O Canada! Our home and native land!  
True patriot love in all thy sons command. With  
glowing hearts we see thee rise,  
The True North strong and free! From  
far and wide, O Canada, We stand on  
guard for thee.  
God keep our land glorious and free!  
O Canada, we stand on guard for thee. O  
Canada, we stand on guard for thee.

#### **French Version:**

O Canada, terre de nos aïeux,  
Ton front est ceint de fleurons glorieux. Car  
ton bras sait porter l'épée,  
Il sait porter la croix.  
Ton histoire est une épopée, Des  
plus brillants exploits. Et ta  
valeur, de foi trempée,  
Protégera nos foyers et nos droits.  
Protégera nos foyers et nos droit

## Student Protection Policy

### Policy Overview

This policy explains the Halifax Regional School Board's responsibility to take all reasonable measures to ensure the safety and security of all students while under the supervision of staff and volunteers.

### Table of Contents

- 1.0 Legislative Context**
- 2.0 Principles**
- 3.0 Authorization**
- 4.0 Policy Review**

### Policy and Procedures History

- Policy approved – December 16, 2003
- Policy revised – June 20, 2012
- Procedures approved – December 16, 2003
- Procedures revised – June 20, 2012

### 1.0 Legislative Context

- 1.1 *Nova Scotia Education Act;*
- 1.2 *B.010 Reporting Child Abuse and Neglect;*
- 1.3 *Nova Scotia Children and Family Services Act.*

### 2.0 Principles

- 2.1 The Halifax Regional School Board has a responsibility to provide a safe and secure environment for students.

**3.0 Authorization**

- 3.1 The Superintendent is authorized to develop and implement procedures in support of this policy.

**4.0 Policy Review**

- 4.1 This policy will be reviewed every five (5) years or on an as needed basis.

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## **Student Protection Procedures**

### **Table of Contents**

- 1.0 Principal Responsibilities**
- 2.0 Employee Responsibilities**
- 3.0 School Volunteer and Visitor Responsibilities**

### **Appendix A – Definitions**

#### **1.0 Principal Responsibilities**

- 1.1 Principals will ensure that all volunteers have a criminal records check and child abuse registry search completed prior to volunteering in schools.
  - 1.1.1 Principals will keep a copy of these documents on file at school.
- 1.2 Principals will implement the Halifax Regional School Board Security Protocol.
- 1.3 Principals will make all reasonable efforts to ensure that visitors and volunteers are not put in situations where a student, visitor or volunteer is vulnerable.

#### **2.0 Employee Responsibilities**

- 2.1 On recommendation for hire, or upon application when requested, all applicants for employment are to:
  - 2.1.1 Provide a completed Child Abuse Register Search or completed Child Abuse Register Request for Search (Form A) which can be found at: <http://www.gov.ns.ca/coms/families/abuse/ChildAbuseRegister.html>
  - 2.1.2 Provide an original or a certified and true copy of a current, completed in the three months preceding offer of employment, criminal records check or, for those working in schools, a vulnerable sector check, collectively referred to in these procedures as a “criminal records check.”
- 2.2 No employee may begin any position with the Halifax Regional School Board until the forms listed above have been received by the Human Resource Services Department.

- 2.3 All offers of employment shall be conditional upon there being no outstanding charges or prior convictions that indicate that the employee could pose a risk to students.
- 2.4 The Human Resource Services Department will report to the Department of Education any person who has been refused employment as a teacher as a result of a criminal records check or child abuse registry search.
- 2.5 All completed employee child abuse registry search, criminal records check, and records of inquiry with the Department of Education shall be secured in a confidential file by the Human Resource Services Department.
- 2.6 It is the responsibility of every employee of the board to contact the Director of Human Resource Services should they be subject to investigation or conviction under the Criminal Code of Canada.
- 2.7 In any instance where an offer of employment has been given and the criminal records check or child abuse register search indicates that the employee could pose a risk to students (i.e., the prospective employee has a criminal record for acts of child abuse or is found to be on the Child Abuse Registry), the offer of employment shall be withdrawn immediately.
- 2.8 In any cases where areas of concern are identified following a review of criminal charges or convictions, the Director of Human Resource Services, or designate, will meet with the applicant in determining their suitability for employment to make a final decision regarding the applicant's suitability for employment.
- 2.9 All employees of the board who experience a break in service (defined as when the individual is no longer an employee) at any time during the school year greater than three months will be required to submit the following documents at the time of their application to return to service:
  - 2.9.1 Provide a completed Child Abuse Register Search or completed Child Abuse Register Request for Search (Form A) which can be found at: <http://www.gov.ns.ca/coms/families/abuse/ChildAbuseRegister.html>;
  - 2.9.2 A certified and true copy of a current, completed in the three months preceding offer of employment, criminal records check.
- 2.10 All employees must wear and visibly display their Halifax Regional School Board photo identification card at all times while working and visiting schools and board sites.

### **3.0 School Volunteer and Visitor Responsibilities**

- 3.1 Prior to volunteering with the Halifax Regional School Board, **all volunteers** will provide:
  - 3.1.1 Provide a completed Child Abuse Register Search or completed Child Abuse Register Request for Search (Form A) which can be found at: <http://www.gov.ns.ca/coms/families/abuse/ChildAbuseRegister.html>  
  
This search must be updated every three years;
  - 3.1.2 A certified and true copy of a criminal records check completed in the three months preceding volunteering. This check must be updated every three years.
- 3.2 In any instance where an invitation to volunteer or conduct any other activities in the Halifax Regional School Board's schools has been given and the criminal records check or child abuse register search indicates that the volunteer could pose a risk to students (i.e., the person has a criminal record for acts of child abuse or is found to be on the child abuse registry), the invitation to volunteer or conduct other activities shall be withdrawn immediately.
  - 3.2.1 In all other cases where there is a criminal record, the school principal will consult with the School Administration supervisor to make a decision regarding the volunteer's suitability;
  - 3.2.2 It is the responsibility of any board volunteer, after having completed the screening process, to contact the school principal should they be subject to an investigation or conviction under the Criminal Code of Canada.
- 3.3 All visitors and volunteers are to sign in at the school office upon arrival and wear an access badge while at the school. This badge must be returned to the issuing office at the end of each visit. A record of issue should be established by the school to identify the date/time, the name of the cardholder, the company, if applicable, and the purpose of the visit.
  - 3.3.1 Emergency service personnel (police, fire, ambulance) do not require an access badge if in uniform and on official business;
  - 3.3.2 School Response Officers/School Liaison Officers, in uniform, who are working in schools, are not required to wear a visitor badge.

## **Appendix A**

### **Definitions**

**Visitor** – an individual who enters the school who is not an employee or volunteer. A visitor includes, but is not limited to, a one-time speaker, an individual making a delivery, a community member working at annual school events, a School Advisory Council or Parent-Teacher Association member and anyone attending a meeting with a teacher or an administrator.

**Volunteer** – an individual who interacts with students in an environment that is not supervised at all times by Halifax Regional School Board teachers or administrators. A volunteer includes, but is not limited to, a coach, a driver, a regular classroom helper and a trip chaperone.



## Home Schooling Policy

### Policy Overview

Under the *Education Act*, parents may provide a home education program for their child(ren) centered in their home. This policy outlines the intent of the Halifax Regional School Board to support students who are home schooled as described in the *Education Act*.

### Table of Contents

- 1.0 Legislative Context
- 2.0 Principles
- 3.0 Authorization
- 4.0 Policy Review

### Policy and Procedures History

- Policy approved –January 26, 1999

#### 1.0 Legislative Context

- 1.1 *Nova Scotia Education Act*

#### 2.0 Principles

- 2.1 The Halifax Regional School Board wishes to co-operate with parent/guardians in the delivery of Home Education programs to children resident in the region to the extent possible in the child's neighbourhood school.

#### 3.0 Authorization

- 3.1 The Superintendent is authorized to develop and implement procedures in support of this policy.

#### **4.0 Policy Review**

4.1 This policy will be reviewed every five (5) years or on an as needed basis.

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## Home Schooling Procedures

### Table of Contents

#### 1.0 Responsibilities

#### 1.0 Responsibilities

- 1.1 Requests from parents/guardians for co-operation in the delivery of a Home Education Program for a child resident in the region should be directed to the principal of the child's neighbourhood school.
- 1.2 The principal will seek written confirmation (copy of Registration Form for Home Schooling signed by the Regional Education Officer) that the child is registered for the current academic year with the Minister of Education.
- 1.3 The response to the parent/guardian's request will be at the discretion of the school principal, in the context of the requirements for the general operation of the school. The student is governed by the same rules, regulations, and privileges as other students while on the school grounds unless otherwise indicated in the agreement.
- 1.4 A written description of the portion of the program being offered at the neighbourhood school, together with the agreed upon responsibilities of both the parent/guardian and the school, should be provided to the parent, with a copy to the Director of Program by September 30 each year.
- 1.5 If the school is co-operating in the delivery of the Home Education program, the Home Education student is to be reported through School Administration on the September 30 Statistical Report from the school.

## Lunch Time Supervision Policy

### Policy Overview

This policy addresses how the Halifax Regional School Board provides supervision for students' during lunch break.

### Table of Contents

- 1.0 Legislative Context
- 2.0 Principles
- 3.0 Authorization
- 4.0 Policy Review

### Policy and Procedures History

- Policy approved – June 22, 1999
- Policy revised – May 28, 2002
- Policy revised – April 9, 2008
- Policy revised – May 27, 2009
- Procedures approved – June 22, 1999
- Procedures revised – May 28, 2002
- Procedures revised – December 19, 2007
- Procedures revised – April 9, 2008
- Procedures revised – May 27, 2009

### 1.0 Legislative Context

- 1.1 The Halifax Regional School Board is committed to ensuring this policy is in accordance with the *Nova Scotia Education Act*.

### 2.0 Principles

- 2.1 In accordance with the *Education Act* s.64D, on and after September 2009, the Halifax Regional School Board shall provide for the supervision of students during the student's lunch break at no cost to the student.

Lunch Time Supervision Policy

Approved:

Last Revision Date:

2.2 Principals shall maintain their general authority and responsibility in regard to lunch time supervision in their school.

**3.0 Authorization**

3.1 The Superintendent is authorized to develop and implement procedures in support of this policy.

**4.0 Policy Review**

4.1 This policy will be reviewed every five (5) years or on an as needed basis.

## **Lunch Time Supervision Procedures**

### **Table of Contents**

- 1.0 Supervision Requirements**
- 2.0 Management Responsibilities**
- 3.0 Principal's Responsibilities**

### **1.0 Supervision Requirements**

1.1 The board shall strive to meet the supervision ratios as follows:

- 1.1.1 1 monitor for every 25 students at elementary;
- 1.1.2 1 monitor for every 100 students at junior high;
- 1.1.3 1 monitor for every 200 students at senior high.

1.2 Ratios at elementary schools may exceed the recommended ratio if monitors are unavailable and the supervision space allows for additional students to be accommodated safely.

### **2.0 Management Responsibilities**

2.1 Compensation levels for lunchtime supervision employees will be determined and reviewed on an annual basis.

### **3.0 Principal's Responsibilities**

3.1 The Principal will be responsible for ensuring that lunchtime supervision is provided for students.

3.2 The principal shall:

- 3.2.1 Register all students who wish to remain at school for lunch;
- 3.2.2 Develop and implement supervision strategies to ensure that students are appropriately monitored;

- 3.2.3 Communicate with parents/guardians about behaviour expectations for students during lunchtime supervision and the need for them to inform the school when their child/ children will not be staying for lunch;
- 3.2.4 Provide all lunch monitors with a handbook that will include emergency procedures, expectations, and standard operating procedures.



## **RECRUITING AND HIRING OF STAFF**

### **POLICY**

- 1.0 The Halifax Regional School Board is committed to achieving a qualified workforce that reflects the diverse communities it serves.
  
- 2.0 The Superintendent will appoint the best qualified staff by implementing a recruiting and selection process that is open, understandable, consistent with applicable collective agreements and provides equal opportunity to all applicants.
  
- 3.0 The Superintendent will develop and issue procedures in support of this policy



**RECRUITING AND HIRING OF STAFF**  
**PROCEDURES**

- 1.0 The Superintendent is committed to establishing a process which will have the basic goal of placing the most qualified candidate into all positions. As an equal opportunity employer, the Board must ensure that its selection processes are consistent with its Diversity Management Policy.
- 2.0 The Superintendent delegates to the principal or department director the authority to make a recommendation for hire that will be forwarded to the Director – Human Resource Services for appointment.
- 3.0 The Human Resource Services Department will provide appropriate professional development for those responsible for conducting interviews and establishing selection criteria consistent with this policy and related legislation.
- 4.0 Collective agreements will be adhered to when identifying and filling vacancies.
- 5.0 When vacant positions are identified and not filled through collective agreements, they shall be posted throughout the system and open to all qualified applicants.
- 6.0 Human Resource Services will cooperate with the principal or the Board Department in developing a shortlist for vacant positions. When appropriate, other departments will be consulted.
- 7.0 The principal or director shall involve one or more other persons when interviewing short-listed candidates. The principal or director is encouraged to involve personnel from other departments.
- 8.0 An employee will not be permitted to supervise a member of their immediate family without prior approval of the Superintendent.
- 9.0 Human Resource Services shall be responsible for issuing contracts, letters of appointment and the documentation needed for payroll purposes.