

# AGENDA

## School Board Meeting



Thursday, February 6, 2014

6:00 pm

Board Chambers  
33 Spectacle Lake Drive  
Dartmouth, NS

**MEETING RESCHEDULED FROM JANUARY 29, 2014**

1. CALL TO ORDER
2. APPROVAL OF AGENDA
3. AWARDS / PRESENTATIONS
4. CHAIR'S REPORT
5. SUPERINTENDENT'S REPORT
6. PUBLIC PRESENTATIONS
7. APPROVAL OF MINUTES/BUSINESS ARISING FROM THE MINUTES
8. CORRESPONDENCE
9. ITEMS FOR DECISION

November 27, 2013 (Regular Board)

9.1 Motion from Board Member Christy Linders:

I move that the Board direct the Policy Development and Review Committee to begin developing a policy and associated procedures

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

Halifax Regional  
School Board  
33 Spectacle Lake Drive  
Dartmouth NS  
B3B 1X7  
T 902 464-2000 Ext. 2321  
F 902 464-2420

regarding Digital Citizenship.

## **10. COMMITTEE REPORTS**

10.1 Audit Committee

10.2 Policy Development and Review Committee

10.2.1 Report #13-12-1448 - Student Registration Policy - Danielle McNeil-Hessian, Director, School Administration and Selena Henderson, Corporate Secretary.

10.2.2 Report #13-12-1449 - Policy Development and Review Policy – Selena Henderson, Corporate Secretary

10.3 Nova Scotia School Boards Association

## **11. INFORMATION ITEMS**

11.1 Report #13-11-1444 - Health & Safety Quarterly Report – Mike Christie, Director, Human Resource Services, and John Swales, Manager, Health & Safety

## **12. NOTICE OF MOTION**

## **13. DATE OF NEXT MEETING**

Board Meeting – February 26, 2014

## **14. IN-CAMERA**

14.1 Capital Plan – Ron Heiman, Director, Operations Services

## **15. ADJOURNMENT**

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## HALIFAX REGIONAL SCHOOL BOARD STUDENT REGISTRATION POLICY

**PURPOSE:** This policy is brought to the Governing Board for approval and the procedures are provided for information.

**BACKGROUND:** The original policy B:003 was entitled *Creating School Populations*, approved, April 22, 1997. The policy was revised four times since then in 2002, 2008, 2010, and finally in October of 2013. The policy contained information on boundary reviews and student registration. The Policy Development and Review Committee determined there was a need to distinguish between registration and boundary reviews and to clarify areas of the policy such as out-of-area and French Immersion.

**CONTENT:** This new policy focuses only on the student registration aspect of the *Creating School Populations* and removes all of the information on boundary reviews that will be used to create a new policy. The policy and procedures are intended to simplify the registration process. The attached procedures outline all of the information needed to determine the schools that serve an area within the boundaries of the board. The neighborhood school is the one assigned to a civic address. The term, designated school, is used to identify the French immersion school where a student, who lives in an area of eligibility, for either early or late French Immersion, is assigned. The information provided on out-of-area is intended to improve that process for parents and school staff. The boundary review sections of the *Creating School Populations* policy will remain in effect until the new *Boundary Review* policy is approved by the Governing Board.

**COST:** n/a

**FUNDING:** n/a

**TIMELINE:** Upon Governing Board approval.

**APPENDICES:** n/a

**RECOMMENDATIONS:** This policy is recommended for approval by the Governing Board with the boundary review sections of *Creating School Populations* policy remaining in effect until the new Boundary Review policy is passed by the Governing Board and the procedures received for information.

**COMMUNICATIONS:**

AUDIENCE	RESPONSIBLE	TIMELINE
HRSB Community	Doug Hadley via website	Upon Governing Board approval
School Principals and SAC Chairs	Danielle McNeil-Hessian	Upon Governing Board approval

## Student Registration Policy

### Table of Contents

- 1.0 Principles**
- 2.0 Policy Framework**
- 3.0 Authorization**
- 4.0 Policy Review**

#### **1.0 Principles**

1.1 The Halifax Regional School Board (“HRSB”) is committed to:

1.1.1 Creating the best possible learning environment for all students

1.1.2 Recognizing boundaries for each school neighborhood

#### **2.0 Policy Framework**

2.1 The following documents were considered in the creation of this policy;

2.1.1 *Nova Scotia Education Act*

2.1.2 B.003 Creating School Populations

2.1.3 B.027 Custody and Access Policy

#### **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 years or on an as needed basis.

**From:**

For further information please contact Danielle McNeil-Hessian, Director School Administration at [dhessian@hrsbc.ca](mailto:dhessian@hrsbc.ca) or Selena Henderson, Corporate Secretary at [shenderson@hrsbc.ca](mailto:shenderson@hrsbc.ca).

**To:**

Senior Staff- November 8, 2013  
Policy Development and Review Committee - December 4, 2013  
Regular Board – January 22, 2014

## Student Registration Policy

### Table of Contents

- 1.0 Principles**
- 2.0 Policy Framework**
- 3.0 Authorization**
- 4.0 Policy Review**

#### **1.0 Principles**

1.1 The Halifax Regional School Board (“HRSB”) is committed to:

- 1.1.1 Creating the best possible learning environment for all students
- 1.1.2 Recognizing boundaries for each school neighborhood

#### **2.0 Policy Framework**

2.1 The following documents were considered in the creation of this policy;

- 2.1.1 *Nova Scotia Education Act*
- 2.1.2 B.003 Creating School Populations
- 2.1.3 B.027 Custody and Access Policy

#### **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 years or on an as needed basis.

## Student Registration

### Procedures

#### Table of Contents

- 1.0 Student Registration**
- 2.0 Students Entering Halifax Regional School Board from Outside the Board**
- 3.0 Out-Of-Area Request – Within Regional Board**
- 4.0 Students Changing Residence During The School Year**
- 5.0 Out-Of-Board Request**

**Appendix A: Designated Early French Immersion Schools in the Halifax Regional School Board**

**Appendix B: Designated Late French Immersion Schools in the Halifax Regional School Board**

#### **1.0 Student Registration**

- 1.1 By February 1 of each school year, all principals will inform parents/guardians of the registration guidelines.
- 1.2 By the end of the first week of February, advertisements will be placed in local print media and on the Board website.
- 1.3 At the time of registration for a Primary student, parents/guardians must present the child's birth certificate. Subject to the Education Act, students must reach their fifth birthday on or before December 31 to register for Grade Primary.
- 1.4 Parents/guardians who reside separately must choose which of their neighbourhood schools their child(ren) will attend.
- 1.5 All students living within the boundaries of the board must register at the school serving the neighbourhood in which they reside by March 1 of each calendar year for September of the next school year.
- 1.6 The following applies to students registering for French Immersion:

- 1.6.1 The entry point for the Early French Immersion program is Grade Primary.
- 1.6.2 Parents/guardians who live in an area of eligibility for Early French Immersion must register at the French Immersion designated school by March 1 of each calendar year for September of the next school year. (See appendix 1)
- 1.6.3 The entry point for the Late French Immersion program is Grade 7.
- 1.6.4 Parents/guardians who live in an area of eligibility for Late French Immersion must register in their current school by March 1<sup>st</sup> of grade 6 for September of the next school year.
- 1.6.5 When a French Immersion designated school cannot accommodate the enrollment numbers due to CAP guidelines, space limitations, or because it is not viable due to insufficient enrollment, an alternate placement will be offered to the parents.
- 1.6.6 Upon the decision to move to the English program, a student accommodated at a designated French Immersion school has the option to apply to remain through the Out-of-Area process or to return to their neighbourhood school.

## **2.0 Students Entering Halifax Regional School Board from Outside the Board**

- 2.1 Students entering a school from outside the Halifax Regional School Board will be placed in an age appropriate grade.
- 2.2 Grade placement of a student is made by the school principal. Some of the factors the principal may consider are social, emotional, physical, and cognitive development of the student.

## **3.0 Out-Of-Area Request – Within Regional Board**



- 3.1 The Halifax Regional School Board is committed to creating the best possible learning environment for all students; therefore all requests for out-of-area transfers should be accommodated wherever possible.
- 3.2 The transfer request will be approved by the principal of the school to which the transfer is requested when adequate accommodation is available.
- 3.3 Parents/guardians must secure an Out-of-Area Request Form from the neighbourhood school at which the student is currently registered (signed by the neighborhood school's principal).
- 3.4 Parents/guardians can request an out-of-area transfer at any time for the current school year. The request will be processed by the school at the time of the application.
- 3.5 Out-of-Area Request Forms for the next school year must be forwarded by the parents/guardians to the school to which the transfer is requested on or after April 1. Parents/ guardians will have the option of submitting the Out of Area Request via an online process available on the *Halifax Regional School Board* website starting at 8:00am on April 1<sup>st</sup> and remaining available for ten school days.
  - 3.5.1 The principal of the school to which the transfer is requested will process requests in the order in which they are received. All requests for the next school year must be processed by June 30 of the year of the transfer request.
- 3.6 When an out-of area transfer is accepted by the receiving school the schools will share appropriate information to assist with the student transition to the new school.
- 3.7 Once a student's Out-of-Area Request Form has been approved, re-application is not required for subsequent years.
- 3.8 Parents/guardians may re-apply for their child to return to their neighbourhood schools through the Out-of-Area process.
- 3.9 Application for younger siblings of students who previously have been accepted for an out-of-area placement will be given priority.
- 3.10 Parents/guardians requesting a transfer are responsible for transportation.

#### **4.0 Students Changing Residence During the School Year**

- 4.1 It is expected that students will transfer to their new neighbourhood school once they have re-located.
- 4.2 Parents/ guardians may request that the transfer be delayed until the end of the current school year. The principal may accept the student and confirm the decision in writing.
- 4.3 Parents/guardians may apply through the Out-of-Area process to remain at the school beyond the current school year.

#### **5.0 Out-Of-Board Request**

- 5.1 Out-of-Board requests must be made in writing by the parent/guardian to the Coordinator-School Administration once they have received a written release from their current board.
- 5.2 Out-of-Board requests for the next school year will be processed by June 30 of the year of the transfer.
- 5.3 When an Out-of-Board student is accepted by HRSB the receiving school will seek appropriate information to assist with the student transition to the new school.
- 5.4 Once a student's Out-of-Board Request has been approved re-application is not required in subsequent years.
- 5.5 Parents/guardians requesting a transfer are responsible for transportation.

**Designated Early French Immersion Schools in the  
Halifax Regional School Board**

<i>J.L. Ilsley Family of Schools</i>			
<b>Neighbourhood Elementary School</b>	<b>Designated Elementary F.I. School</b>	<b>Designated FI Junior High</b>	<b>Designated FI Senior High</b>
John W. MacLeod	John W. MacLeod	Elizabeth Sutherland	J.L. Ilsley
Central Spryfield	John W. MacLeod	Elizabeth Sutherland	J.L. Ilsley
Chebucto Heights	Chebucto Heights	Elizabeth Sutherland	J.L. Ilsley
Elizabeth Sutherland	Chebucto Heights	Elizabeth Sutherland	J.L. Ilsley
Rockingstone Heights	Chebucto Heights	Elizabeth Sutherland	J.L. Ilsley

<i>Halifax West Family of Schools</i>			
<b>Neighbourhood Elementary School</b>	<b>Designated Elementary F.I. School</b>	<b>Designated FI Junior High</b>	<b>Designated FI Senior High</b>
Burton Ettinger	Burton Ettinger	Fairview Junior	Halifax West
Fairview Heights	Burton Ettinger	Fairview Junior	Halifax West
Duc d'Anville	Burton Ettinger	Fairview Junior	Halifax West
Grosvenor Wentworth	Grosvenor Wentworth	Fairview Junior	Halifax West
Rockingham	Rockingham	Fairview Junior	Halifax West
Park West	Rockingham	Fairview Junior	Halifax West

<i>Citadel Family of Schools</i>			
<b>Neighbourhood Elementary School</b>	<b>Designated Elementary F.I. School</b>	<b>Designated FI Junior High</b>	<b>Designated FI Senior High</b>
LeMarchant-St. Thomas	LeMarchant-St. Thomas	Gorsebrook	Citadel
Inglis Street	LeMarchant-St. Thomas	Gorsebrook	Citadel
St. Mary's	LeMarchant-St. Thomas	Gorsebrook	Citadel
Sir Charles Tupper	LeMarchant-St. Thomas	Gorsebrook	Citadel

St. Catherine's	St. Catherine's	Oxford	Citadel
Westmount	St. Catherine's	Oxford	Citadel
Springvale	St. Catherine's	Oxford	Citadel
Oxford	St. Catherine's	Oxford	Citadel
St. Stephen's	St. Joseph's-A. McKay	Oxford	Citadel
St. Joseph's-A. McKay	St. Joseph's-A. McKay	Oxford	Citadel
Joseph Howe	St. Joseph's-A. McKay	Oxford	Citadel

<b><i>Auburn Family of Schools</i></b>			
<b>Neighbourhood Elementary School</b>	<b>Designated Elementary F.I. School</b>	<b>Designated FI Junior High</b>	<b>Designated FI Senior High</b>
Astral Drive	Astral Drive	Astral Drive	Auburn
Caldwell Road	Astral Drive	Astral Drive	Auburn
Bell Park	Bell Park	Graham Creighton	Auburn

<b><i>Cole Harbour Family of Schools</i></b>			
<b>Neighbourhood Elementary School</b>	<b>Designated Elementary F.I. School</b>	<b>Designated FI Junior High</b>	<b>Designated FI Senior High</b>
Tallahassee	Tallahassee (P-3) Seaside (4-6)	Eastern Passage Education Centre	Cole Harbour
Oceanview	Tallahassee (P-3) Seaside (4-6)	Eastern Passage Education Centre	Cole Harbour

<b><i>C.P. Allen Family of Schools</i></b>			
<b>Neighbourhood Elementary School</b>	<b>Designated Elementary F.I. School</b>	<b>Designated FI Junior High</b>	<b>Designated FI Senior High</b>
Sunnyside	Sunnyside	Rocky Lake Jr High	C.P. Allen
Basinview	Sunnyside	Rocky Lake Jr High	C.P. Allen
Hammonds Plains	Hammonds Plains (P-5)	Madeline Symonds	C. P. Allen
Kingswood	Kingswood	Madeline Symonds	C. P. Allen

<i>Sir John A. Macdonald Family of Schools</i>			
<b>Neighbourhood Elementary School</b>	<b>Designated Elementary F.I. School</b>	<b>Designated FI Junior High</b>	<b>Designated FI Senior High</b>
Beechville/Lakeside/Timberlea	Beechville/Lakeside/Timberlea	Ridgcliff (6-9)	Sir John A. Macdonald
Tantallon Elementary	Tantallon Elementary	Five Bridges Jr High	Sir John A. Macdonald

<i>Lockview High Family of Schools</i>			
<b>Neighbourhood Elementary School</b>	<b>Designated Elementary F.I. School</b>	<b>Designated FI Junior High</b>	<b>Designated FI Senior High</b>
Ash Lee	Ash Lee Jefferson	Georges P. Vanier (7-8)	Lockview High (9-12)
Waverley Memorial	Ash Lee Jefferson	Georges P. Vanier (7-8)	Lockview High (9-12)

<i>Dartmouth High/Prince Andrew Families</i>			
<b>Neighbourhood Elementary School</b>	<b>Designated Elementary F.I. School</b>	<b>Designated FI Junior High</b>	<b>Designated FI Senior High</b>
Admiral Westphal	Shannon Park	Prince Arthur	Dartmouth High
Alderney	Shannon Park	Prince Arthur	Dartmouth High
Bel Ayr	Shannon Park	Prince Arthur	Dartmouth High
Bicentennial	Shannon Park	Prince Arthur	Dartmouth High
Brookhouse	Shannon Park	Prince Arthur	Dartmouth High
Crichton Park	Shannon Park	Prince Arthur	Dartmouth High
Harbour View	Shannon Park	Prince Arthur	Dartmouth High
Hawthorn	Shannon Park	Prince Arthur	Dartmouth High
Ian Forsyth	Shannon Park	Prince Arthur	Dartmouth High
John MacNeil	Shannon Park	Prince Arthur	Dartmouth High
Michael Wallace	Shannon Park	Prince Arthur	Dartmouth High
Mount Edward	Shannon Park	Prince Arthur	Dartmouth High

Portland Estates	Shannon Park	Prince Arthur	Dartmouth High
Shannon Park	Shannon Park	Prince Arthur	Dartmouth High
Southdale-North Woodside	Shannon Park	Prince Arthur	Dartmouth High
South Woodside	Shannon Park	Prince Arthur	Dartmouth High

<i>Sackville High Family of Schools 2013-14</i>			
<b>Neighbourhood Elementary School</b>	<b>Designated Elementary F.I. School</b>	<b>Designated FI Junior High</b>	<b>Designated FI Senior High</b>
Gertrude Parker	Gertrude Parker	Leslie Thomas	Sackville High
Smokey Drive	Gertrude Parker	Leslie Thomas	Sackville High

<i>Sackville High Family of Schools effective September 2014</i>			
<b>Neighbourhood Elementary School</b>	<b>Designated Elementary F.I. School</b>	<b>Designated FI Junior High</b>	<b>Designated FI Senior High</b>
Caudle Park	Cavalier Drive	Leslie Thomas	Sackville High
Hillside Park	Cavalier Drive	Leslie Thomas	Sackville High
Smokey Drive	Cavalier Drive	Leslie Thomas	Sackville High
Sycamore Lane	Cavalier Drive	Leslie Thomas	Sackville High
Cavalier Drive	Cavalier Drive	Leslie Thomas	Sackville High

**Designated Late French Immersion Schools in the  
Halifax Regional School Board**

<i>Late Immersion Sites</i>	
Junior High	Senior High
A.J. Smeltzer Junior High	Sackville High
Astral Drive Junior High	Auburn High
Brookside Junior High	Halifax West High
Caledonia Junior High	Dartmouth High
Eastern Passage Education Centre	Cole Harbour High
Ellenvale Junior High	Dartmouth High
Five Bridges Junior High	Sir John A. Macdonald High
Gaetz Brook Junior High	Eastern Shore District High
Georges P. Vanier Junior High	Lockview High
Graham Creighton Junior High	Auburn High
Harold T. Barrett Junior High	Lockview High
Herring Cove Junior High	J. L. Ilsley High
Leslie Thomas Junior High	Sackville High
Madeline Symonds	C. P. Allen High
Oyster Pond Academy	Eastern Shore District High
Ridgecliff Middle School	Sir John A. Macdonald High
Rocky Lake Junior High	C. P. Allen High
Ross Road School	Cole Harbour High
Sackville Heights Junior High	Millwood High
Sir Robert Borden Junior High	Cole Harbour High

## HALIFAX REGIONAL SCHOOL BOARD POLICY DEVELOPMENT AND REVIEW POLICY

**PURPOSE:** To seek approval from the Governing Board for revisions to the Policy Development and Review Policy and Procedures.

**BACKGROUND:** The Policy Development and Review Policy was originally approved in March, 2011. This Governing Board has created a Policy Development and Review Committee which has developed a process that is captured under the procedures of this policy. Additionally, the policy template has been changed.

**CONTENT:** The proposed policy incorporates the policy template now used for policy. The format includes a policy overview and a policy and procedures history. A public consultation section and a diversity statement are also highlighted. The procedures of this policy outline the process for identifying board policies to be reviewed and developed and role of the Policy Development and Review Committee is explained. In addition, the process for development, review, and rescinding board policy is explained.

**COST:** n/a

**FUNDING:** n/a

**TIMELINE:** Upon Governing Board approval.

**APPENDICES:** n/a

**RECOMMENDATIONS:** The policy and procedures are recommended for approval by the Governing Board.

**COMMUNICATIONS:**

AUDIENCE	RESPONSIBLE	TIMELINE
HRSB Community	Doug Hadley via website	Upon Governing Board approval
School Principals	Danielle McNeil-Hessian	Upon Governing Board approval

**From:** For further information please contact Selena Henderson, Corporate Secretary at [shenderson@hrsb.ca](mailto:shenderson@hrsb.ca).

**To:** Senior Staff- November 25, 2013  
Policy Development and Review Committee- December 4, 2013  
Regular Board January 22, 2014



## Policy Development and Review Policy

### Policy Overview

This policy explains how the Governing Board develops and reviews policy. The Governing Board will use written policies to focus on the goals of the organization. These policies will provide direction to the Superintendent and staff. Board policies will support the strategic plan.

### Table of Contents

- 1.0 Legislative Context
- 2.0 Policy Language
- 3.0 Public Consultation
- 4.0 Diversity Statement
- 5.0 Authorization
- 6.0 Policy Review

### Policy and Procedures History

Approved March 2, 2011

#### 1.0 Legislative Context

The Board is committed to ensuring board policies and procedures are written in accordance with the *Education Act* and any other relevant provincial and/or federal legislation.

#### 2.0 Policy Language

Policies will be written based on research and best practice, using clear, concise and equitable language that is easily understood.

#### 3.0 Public Consultation

Depending on the policy, a strategy for public consultation may be required. The nature of the policy will determine the strategies used in the consultation process.

### Policy Development And Review Policy

Approval Date:  
Last Revision Date:

**4.0 Diversity Statement**

All policies will be reviewed by the Coordinator of Diversity Management to ensure that the policy supports an environment of inclusion and respect.

**5.0 Authorization**

5.1 The Governing Board approves policies.

5.2 With the exception of this policy, the accompanying procedures and any others explicitly stated, the Superintendent is responsible for developing the procedures and will bring them to the Governing Board for information.

**6.0 Policy Review**

To ensure policies are current, all policies will be reviewed every 5 years, or on an as needed basis.

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## **Policy Development and Review Procedures**

### **Table of Contents**

- 1.0 Process for identifying board policies to be reviewed or developed**
- 2.0 Process for policy development and review**
- 3.0 Process for rescinding a board policy**

#### **1.0 Process for identifying board policies to be reviewed or developed**

- 1.1 An existing policy is identified for potential review or a new policy is proposed for development by the Policy Development and Review Committee, the Governing Board, the Halifax Regional School Board staff, or the Department of Education and Early Childhood Development.

#### **2.0 Process for policy development and review**

- 2.1 When a policy is recommended to be reviewed or developed the following may occur:
  - 2.1.1 The Corporate Secretary, in collaboration with the responsible department, writes a draft of the policy and procedures;
  - 2.1.2 A draft of the policy and procedures are shared with Senior Staff for operational considerations and revisions are made if required. The policy draft is examined by the Diversity Management Coordinator to recommend any changes necessary to ensure culturally inclusive and gender neutral language;
  - 2.1.3 A draft of the policy and procedures is brought to the Policy Development and Review Committee and revisions are made if required;
  - 2.1.4 Public consultation is held with stakeholders of the policy as needed;
  - 2.1.5 The new or revised policy is either further reviewed or brought by the Policy Development and Review Committee to the Regular Board meeting for decision and the procedures are shared as information;
  - 2.1.6 Approved policies are posted to the board website and communicated with schools and other policy stakeholders following the Governing Board meeting;

### **Policy Development And Review Procedures**

Adopted Date:

Last Revision Date:

2.1.7 Policies are reviewed every 5 years, or on an as needed basis.

**3.0 Process for rescinding a board policy**

3.1 The following steps will occur to rescind a board policy:

3.1.1 A policy which is recommended for withdrawal is brought to the Policy Review and Development Committee for consideration,

3.1.2 The Policy Development and Review Committee brings forward the recommended policy to be rescinded at the Regular Board meeting for decision.

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## HALIFAX REGIONAL SCHOOL BOARD

### Occupational Health & Safety – Quarterly Update – Q3 2013 July 1, 2013 to September 30, 2013

**PURPOSE:** To inform the Board of Occupational Health & Safety (OHS) issues.

**BACKGROUND:** Reporting on a quarterly basis is part of a due diligence process so the Board is aware of HRSB OHS significant statistics and activities.

**CONTENT:** Please see Appendix A - Occupational Health & Safety Quarterly Update, Q3 2013, July 1, 2013 to September, 2013.

**COST:** n/a

**FUNDING:** n/a

**TIMELINE:** n/a

**APPENDIX:** Appendix A - Occupational Health & Safety Quarterly Update, Q3 2013, July 1, 2013 to September 30, 2013.

**RECOMMENDATION:** The Board accept the report for information.

**COMMUNICATIONS:** n/a

**From:** John Swales, OHS Manager (2204)      jswales@hrsb.ca  
Mike Christie, Director Human Resource Services      [mchristie@hrsb.ca](mailto:mchristie@hrsb.ca)

**To:** Board: January 22, 2014

Occupational Health & Safety  
 Quarterly Update  
 Q3 2013  
 July 1 to September 30, 2013

School Insurance Program (SIP) – Reported Incidents

SIP informed that the incident summary is at present unavailable for this period.

Nova Scotia Teacher’s Union (NSTU)

*This group of employees is not covered by WCB.*

NSTU	Injury On Duty applications received		
	Reporting Quarter	Year Before Quarter	Preceding Quarter
	Jul 1 to Sept 30, ‘13	Jul 1 to Sept 30, ‘12	Apr. 1 to Jun. 30, ‘13
Injuries on Duty	6	1	6

OH&S Division of Department Labour and Workforce Development

Workplaces Inspected:	Workplaces with Compliance Orders Issued:	Total Compliance Orders Issued:
1	0	0

A workplace inspection occurred in response to an injured student incident. No report or compliance orders were issued.

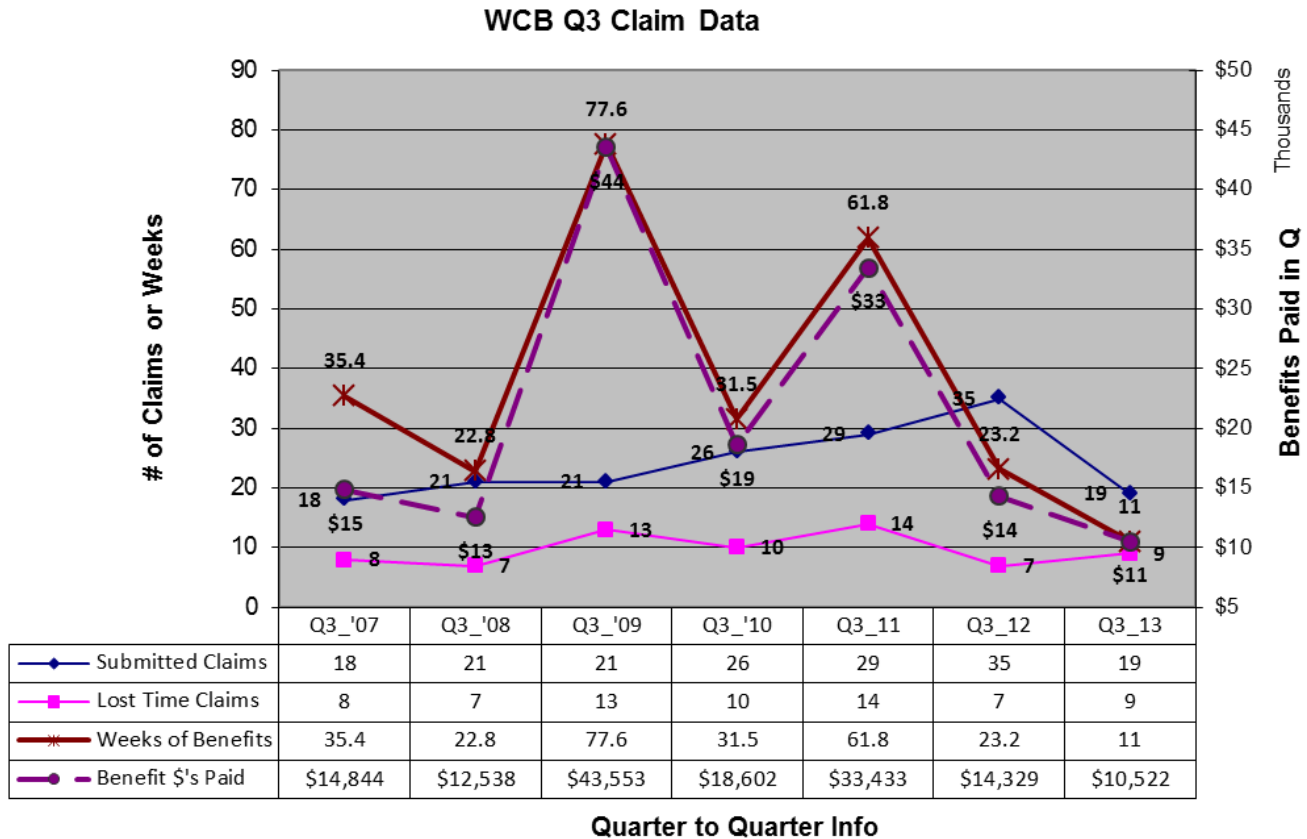
Workers’ Compensation Board (WCB) Claims

19 claims were submitted to the Workers’ Compensation Board, a decrease to the number of submitted claims during the same period last year. Four of the submitted claims had no resulting medical expenses or benefits paid as at the reporting time.

The paid benefits costs (reflecting the weeks of lost time and health care costs) are close to the lowest since 2007.

Submitted to WCB	Submitted	No Claim	Med Costs Only	Benefit Weeks +/- Med costs (LT Claim)	Weeks of Paid Benefits	SEVERITY (Weeks / LT Claim)
CUPE	4	1	0	3	5	1.7
NSUPE	13	1	6	6	6	1.0
NSGEU	0	0	0	0		
EXCEL / Lunch	1	1	0	0		
PEG	1	1	0	0		
Totals	19	4	6	9	11	1.2

The following graph shows 3<sup>rd</sup> Quarter 2013 WCB data in relation to previous 3<sup>rd</sup> quarter data.



Data was downloaded as of 16 October 2013; the claims continue to mature until they are closed.

The Workers' Compensation Board of Nova Scotia rates for 2014 have been set. Halifax Regional School Board has a cost ratio higher than the average cost ratio of our rate group and will therefore have a demerit on the 2014 assessment rate. Our rate group is comprised of elementary and secondary schools in Nova Scotia.

If the 2014 experience continues its positive trend, we would anticipate a reduction in premiums effective January 1<sup>st</sup>, 2015.

Year	Industry Rate	ER Merit/Demerit	Total Rate
2014	\$3.83	\$0.10	\$3.93
2013	\$3.85	\$0.02	\$3.87
2012	\$3.47	\$0.17-	\$3.30
2011	\$3.26	\$0.25-	\$3.01
2010	\$3.11	\$0.24-	\$2.87

Total for 2012 injuries \$261,714.92 aged one year.  
 Total for 2011 injuries \$722,650.33 aged two years.  
 Total for 2010 injuries \$259,263.93 aged three years.

### Training

Principals attended seven coaching sessions on hazard assessing and incident investigation between October 4<sup>th</sup> and 14<sup>th</sup>. The related procedures, as revised by the DOER's committee, were introduced and implemented.

Several First aid recertification sessions and Nonviolent Crisis Intervention training sessions are scheduled in October and November.

### Requests For Action

A request for action regarding indoor air odours and comfort levels from the previous period remains unresolved but investigations continue.

There were four Request for Action (RFA) forms received in the period:

- 1) A situation relating to an unsafe window was addressed.
- 2) Lack of water delivery was identified as a safety issue at a school. Water was delivered and measures put in place to minimize further disruption.
- 3) A lack of cell phone and police radio reception on one floor of a school was identified as an issue should there be an emergency. An alternate emergency notification system has been implemented.
- 4) One form, sent by a staff member rather than the occupational health & safety committee, addressed class climate issues. School administration was requested to address the concerns. The RFA was withdrawn.