



**HALIFAX REGIONAL SCHOOL BOARD  
POLICY DEVELOPMENT AND REVIEW COMMITTEE  
MINUTES  
December 4, 2013  
6:00 pm**

Meeting was held this date in the Board Chambers,  
33 Spectacle Lake Drive, Dartmouth, NS.

**PRESENT:**

Bridget Boutilier	Dave Wright
Nancy Jakeman	Christy Linders
Cindy Littlefair	Melinda Daye
Steve Warburton	

Denise Bell, Regional Education Officer

**REGRETS:**

Gin Yee  
Kirk Arsenault  
Sheryl Blumenthal-Harrison  
Alan Lowe, Senior Advisor, School Board Relations  
Doug Hadley, Coordinator, Communications

**STAFF:**

Elwin LeRoux, Superintendent  
Selena Henderson, Corporate Secretary  
Gary Adams, Senior Staff Advisor  
Ron Heiman, Director, Operations Services  
Danielle McNeil-Hessian, Director, School Administration  
Terri Thompson, Director, Financial Services  
Alison Leverman, Director, Program  
Vicki Palmetter, Assistant to the Corporate Secretary

**1. CALL TO ORDER**

The Chair called the meeting to order 6:07 p.m.

**2. APPROVAL OF AGENDA**

**It was moved and seconded (Day/Jakeman) that the Committee approve the agenda.  
(CARRIED)**

**3. ELECTION OF CHAIR**

By open nomination, the Superintendent received one nomination for the position of Chair:  
Steve Warburton

Steve Wright accepted the nomination.

Steve Warburton was appointed Chair of the Policy Development and Review Committee by  
acclamation.

By open nomination, the Chair received one nomination for the position of Vice-Chair:  
Melinda Daye.

Melinda Daye accepted the nomination.

Melinda Daye was appointed Vice-Chair by acclamation of the Policy Development and  
Review Committee.

**4. FUTURE POLICY TOPICS**

- Head Lice Policy
- Student Achievement

**5. POLICY REVIEW:**

- Creating School Populations Policy
- Policy Development and Review Policy

Danielle McNeill-Hessian, Director, School Administration, reviewed the draft changes to the  
Creating School Populations Policy with the Governing Board. The Governing Board proposed  
changes to the draft.

Selena Henderson, Corporate Secretary, reviewed the draft Policy Development and Review  
Policy with the Governing Board. The Governing Board provided feedback on the draft policy.

**4. NEXT MEETING**

Tuesday, January 8, 2014

**6. ADJOURNMENT**

It was moved and seconded (Jakeman/Daye) that the meeting be adjourned.

**(CARRIED)**

Meeting adjourned at 8:13 p.m.

APPROVED