

AGENDA

Committee of the Whole Meeting



Wednesday, September 13, 2017 6:00 pm

Board Chambers
33 Spectacle Lake Drive
Dartmouth, NS

1. CALL TO ORDER

We acknowledge that we are in Mi'kma'ki, which is the traditional ancestral territory of the Mi'kmaq people.

2. RECORD OF ATTENDANCE

3. APPROVAL OF AGENDA

4. APPROVAL OF MINUTES/BUSINESS ARISING FROM THE MINUTES

June 14, 2017

5. AWARDS / PRESENTATIONS

6. INFORMATION ITEMS

6.1 [Report #2017-09-35 – Focus on Learning: Success Stories from Priority Schools](#), Alison King, Director, Program

6.2 [Report #2017-09-36 – Summary Report on Teacher and Principal Evaluation \(2016-2017\)](#), Tracy O'Kroneg, Director, Human Resource Services

6.3 [Report #2017-09-30 – Summary Report on Emergency Management Drill Compliance 2016-17](#), Susan Tomie, Director, School Administration

7. PUBLIC PRESENTATIONS

8. DATE OF NEXT MEETING

Audit – September 20, 2017

Policy Development and Review Committee – September 20, 2017

Regular Governing Board Meeting – September 27, 2017

Committee of the Whole – October 11, 2017

9. IN-CAMERA

9.1 Approval of April 12, 2017 In-Camera Minutes

9.2 Disclosure of Wrongdoing Annual Report, Tracy O’Kroneg,
Director, Human Resource Services

9.3 Summer Signing Authority Report, Elwin LeRoux, Superintendent

10. ADJOURNMENT



**HALIFAX REGIONAL SCHOOL BOARD
COMMITTEE OF THE WHOLE
MINUTES
June 14, 2017
6:00 p.m.**

PRESENT: Archy Beals
Suzy Hansen
Cindy Littlefair
Jennifer Raven
Dave Wright

Bridget Boutilier
Nancy Jakeman
Linda MacKay
Jessica Rose
Gin Yee

Denise Bell, Regional Education Officer

REGRETS:

STAFF: Elwin LeRoux, Superintendent
Lance Bullock, Senior Staff Advisor
Selena Henderson, Corporate Secretary
Terri Thompson, Director, Financial Services
Tracy O’Kroneg, Director, Human Resource Services
Ron Heiman, Director, Operations Services
Alison King, Director, Program
Marlene Ruck Simmonds, Senior Diversity Advisor
Susan Tomie, Director, School Administration
Doug Hadley, Coordinator, Communications
Trevor Baker, Manager, VoIP & Network Structure
Athena Leclair, Administrative Assistant to the Corporate Secretary

1. CALL TO ORDER

The Chair called the meeting to order at 6:05 p.m.

2. RECORD OF ATTENDANCE

Let the record show that all Board Members are in attendance.

3. APPROVAL OF AGENDA

It was moved and seconded (Wright/Boutilier) that the Governing Board approve the agenda.

(CARRIED)

4. APPROVAL OF MINUTES/BUSINESS ARISING FROM THE MINUTES

It was moved and seconded (Beals/Yee) that the Governing Board approve the May 10, 2017 minutes.

(CARRIED)

5. AWARDS / PRESENTATIONS

6. INFORMATION ITEMS

6.1 Report #2017-04-19 – Focus on Learning: Literacy Strategy, Alison King, Director, Program

Alison King, Director, Program, introduced Tammie Landry, Facilitator, Literacy Implementation 4-12 and Paula Evans, Facilitator, Literacy Implementation P-3. Tammie presented the report and all three staff members were available to respond to questions from Board Members.

6.2 Report #2017-06-23 – Focus on Learning: Novel Programs in the Halifax Regional School Board, Alison King, Director, Program

Alison King, Director, Program, presented the report and responded to questions from Board Members.

Board Vice-Chair Cindy Littlefair noted that during a recent visit to Highland Park Junior High, she saw Kelly Connors, Communications Officer engaged with the students. Thanks were given to Kelly for the great work she does.

7. PUBLIC PRESENTATIONS

8. DATES OF NEXT MEETINGS

Policy Development and Review Committee – June 14, 2017

Board Vice-Chair Cindy Littlefair noted there was also an Ad Hoc Governance Committee meeting following the PDRC meeting tonight.

Audit – June 21, 2017

Regular Governing Board Meeting – June 21, 2017

Committee of the Whole – September 13, 2017

9. ADJOURNMENT

It was moved and seconded (Yee/Hansen) that the meeting be adjourned.
(CARRIED)

Meeting adjourned by the Governing Board at 7:17 p.m.

Cindy Littlefair
Chair
Halifax Regional School Board

Selena Henderson
Corporate Secretary

Prepared by Athena Leclair
Administrative Assistant to the Corporate
Secretary

Halifax Regional School Board Focus on Learning: Success Stories from Priority Schools

Purpose

To provide the Governing Board with information about the work of the Halifax Regional School Board (HRSB) to improve student achievement at selected schools

Background

In July 2014, provincial elementary assessment data was used to determine which elementary schools in the HRSB required a different model of support in order to improve mathematics and literacy achievement results for their students. A team was assigned to provide wrap-around support to each of these identified schools. The HRSB continues to have a priority to support student achievement in the twenty identified schools by allocating all available supports to them.

Success stories continue to emerge as a result of the HRSB's Priority Schools Support Model. School based staff, families, community partners and central office staff have demonstrated commitment to improvement, which has led to increased student achievement in mathematics and literacy.

Content

The report will highlight the efforts of two schools to improve student achievement. Sycamore Lane Elementary School will present their story of success in literacy, and Sheet Harbour Elementary School will share their success story in mathematics.

Funding Details

N/A

Timeline

N/A

Appendices

N/A

Recommendations

It is recommended that the Committee of the Whole accept this report for information.

Communications

AUDIENCE	RESPONSIBLE	TIMELINE
Committee of the Whole	Alison King	September 13, 2017

Contact

For further information, please contact Alison King, Director Program at aking@hrsb.ca or 902-464-2000 ext. 2567

Halifax Regional School Board Summary Report on Teacher and Principal Evaluation (2016-2017)

Purpose

To provide the Governing Board with a summary report of Teacher and Principal Evaluations for 2016-2017 in accordance with Recommendation 2.8 of the Auditor General's report dated November 2015.

Background

In November 2015, the Auditor General released a report and Chapter 2: Regional School Board Governance and Oversight included the following recommendation:

Recommendation 2.8: The Governing Boards of "...", Halifax and "... " should obtain and review information on whether Teacher and Principal evaluations are completed according to Board Policy, including summary results, and whether staff development needs are met.

The Halifax Regional School Board's response to Recommendation 2.8 reads as follows:

The Governing Board agrees to implement this recommendation. Starting in September 2016, the Governing Board will require Management to provide a summary report on the previous year's teacher and Principal evaluations.

At the regular board meeting held on June 21, 2017 the following motion was approved:

It was moved and seconded (Hansen/Rose) that following the recommendations contained in the November 2015, Auditor General report, the Superintendent provide the Governing Board with the following two reports in Fall 2017:

- *Summary Report on Teacher and Principal Evaluation for 2016-2017 – Recommendation 2.8*
- *Summary Report on Emergency Management Drill Compliance for 2016-2017 – Recommendation 3.7*

It is important to note that as part of the Auditor General's audit, checks were conducted to determine if Teacher and Principal appraisals were completed in accordance with Board policy. There was no finding that policies are not adhered to, only that a summary report should be provided to the Governing Board each year.

Content

The Halifax Regional School Board has two policies that detail how Teacher and Principal appraisals are to be completed:

- D.008 – Supervision and Appraisal for School Based Teaching Staff
- B.018 – Principal and Vice Principal Appraisal

The goal of the Teacher/Principal appraisal process is to enhance student learning through high quality teaching and leadership. The Halifax Regional School Board believes the appraisal process should align with the following:

1. Recognize excellence in teaching and leadership;
2. Promote ongoing professional growth among teachers and principals;
3. Sustain a school and board wide focus on improved student achievement;
4. Enhance instruction through a process that promotes ongoing dialogue and self-reflection;
5. Inform planning for individual, school and board-wide professional development;
6. Inform employment decisions.

In accordance with Board policies, all teachers working on a Probationary or Term contract are required to participate in the appraisal process, including evaluation, each year. All Permanent contract teachers are required to complete an evaluation at least once every three years. In the year(s) that a teacher is not scheduled to be evaluated, they must complete a Professional Growth Plan. The Principal appraisal cycle is the same.

Each year, completion of an evaluation may be deferred if the Teacher or Principal is on leave (pregnancy, sick leave, unpaid personal leave, long term disability) or in other extenuating circumstances approved by Human Resources or School Administration. If an evaluation is deferred, the Teacher or Principal evaluation is completed the following year.

Additional information regarding the appraisal process, including timelines and resources, are included in the procedures that accompany each policy.

In August of each year, Principals are informed by Human Resources which teachers are scheduled to be evaluated and which teachers are on Professional Growth. At the end of each school year, the completed documents are forwarded to the School Administration Supervisors for review and tracking. The completed document is saved in the teacher’s personnel file.

Summary of 2016-2017 Teacher & Principal Evaluations

Permanent/Probationary Teachers Evaluated	1185
Permanent/Probationary Teachers on Professional Growth Only	2102
Permanent/Probationary Teacher Evaluations Deferred	98
Term Teachers Evaluated	866
Teacher Evaluations Outstanding	58
Principals Evaluated	44
Principals on Professional Growth Only	90
Principal Evaluations Deferred	Less than 10*

**Figures less than ten (10) are not reported publically as individuals could be identified.*

***Data reported as of September 7, 2017*

As part of the appraisal and professional growth process, Teachers and Principals are required to set goals annually and identify professional development needs. In setting goals, Teachers and Principals are asked to reflect on their strengths and areas for growth, consider career goals, reflect on past appraisal reports and consider the school improvement plan so their goals align with the goals to support student achievement.

Teachers and Principals are provided with on-going professional development that reflects the priorities of the Board and improved student achievement. Teacher and Principals can also apply for professional development funding provided by the Department of Education and Early Childhood Development pursuant to Article 60 of the Teacher’s Provincial Agreement. The funding can be used for courses, conferences, study leaves and school based in-service training.

As part of the NSTU Job Action that occurred from December 2016 – February 2017, Principals and teachers were instructed by the NSTU not to participate in the evaluation process during Job Action. As a result, Principals lost a significant amount of time to conduct classroom observations, meet with teachers to provide feedback, etc. Although deadlines were extended to help mitigate the impact, there is recognition that not all evaluations were completed following the normal process. For example, where three formal classroom visits are required, perhaps two were completed in some cases.

Funding Details

N/A

Timeline

N/A

Appendices

N/A

Recommendations

It is recommended the Governing Board receive this report for information.

Communications

AUDIENCE	RESPONSIBLE	TIMELINE
Governing Board	Director, Human Resource Services	September 13, 2017

Contact

Tracy O’Kroneg, Director, Human Resource Services
Phone: 902-464-2000 ext. 2323
Email: tokroneg@hrsb.ca

Halifax Regional School Board Summary Report on Emergency Management Drill Compliance 2016-17

Purpose

To provide the governing board with a report outlining schools compliance with expectations related to the conducting of fire, lockdown, hold and secure, and re-location drills during the 2016-17 school year (Appendix A).

Background

In November 2015, the Governing Board received a report from the *Office of the Auditor General*, detailing their findings after completing an audit of the Halifax Regional School Board.

Recommendations 3.7 of the report stated the following:

... the Halifax Regional School Board should ensure that schools are conducting all required emergency drills.

In response to this recommendation, management agreed to improve practices within the HRSB,

...management agreed to strengthen systems to support the monitoring and reporting of emergency drills during the 2015-2016 school year and to include processes to ensure all schools are in compliance with legislation and board policy. Management will also develop strategies to support safe and effective emergency drills, in consideration of severe weather as we experienced during the winter of 2015.

Content

The *Nova Scotia Fire Safety Act* requires all schools and school boards to comply with the requirements of the *National Fire Code of Canada* which states: *in schools attended by children, total evacuation drills shall be held at least 3 times in each of the fall and spring school terms.* The Halifax Regional School Board's Fire Safety Policy F.006 further requires that *the first fire drill shall be held within the first week of the fall term, followed by two more drills evenly distributed between this time and the end of the fall term. The same sequence shall occur following the start of the spring term.*

Schools are also required to practice one re-location drill (actual or tabletop), 2 lockdown drills, and 2 hold and secure drills. The first lockdown drill must be held within the first month of the fall term.

School Administration supervisors provide guidance, timelines, and monitoring of the completion of practice drills at schools. Principals report on dates and the successful completion of drills at periodic times throughout the school year. An electronic database houses information about each school's drill completion. Dates for drills to be held are set for schools in the Principal's Calendar, the Principals to-do List, and the Emergency Management Planning electronic database.

Funding Details

N/A

Timeline

N/A

Appendices

Appendix A

Recommendations

That the Governing Board accept this report for information.

Communications

AUDIENCE	RESPONSIBLE	TIMELINE
Governing Board	Susan Tomie	September 13, 2017

Contact

For further information, please contact Susan Tomie, Director, School Administration, stomie@hrsb.ca, (902) 464-2000 ext. 2275.

Halifax Regional School Board Summary Report on Emergency Management Drill Compliance 2016-2017



The database housed in MyHRSB provides detailed information about each Emergency Drill (listed below) for all schools in the Halifax Regional School Board. It includes an electronic signature from the school administrator confirming drill completion. In addition, all schools provided documented evidence of drill completion in a scanned copy of their Fire Drill Record from the Fire Safety Plan Systems Maintenance Log.

Drill/Procedure	Level of Compliance (135 schools)
Fire Drill # 1 (September 8 - 15, 2016)	135 of 135 – 100%
Fire Drill # 2 (October 3 - 7, 2016)	135 of 135 – 100%
Fire Drill # 3 (October 31 - November 4, 2016)	135 of 135 – 100%
Fire Drill # 4 (April 10 - 13, 2017)	135 of 135 – 100%
Fire Drill # 5 (May 8 - 12, 2017)	135 of 135 – 100%
Fire Drill # 6 (June 5 - 9, 2017)	135 of 135 – 100%
Lockdown Drill #1 (September 9-13, 2016)	135 of 135 – 100%
Lockdown Drill #2 (February 13-25, 2017)	135 of 135 – 100%
Hold and Secure Drill (September 26-30, 2016)	135 of 135 – 100%
Relocation Drill (by September 30, 2016)	135 of 135 – 100%