



**Halifax Regional School Board
Policy Development and Review Committee
Minutes
December 9, 2015
6:00 p.m.**

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

PRESENT: Bridget Boutilier
Nancy Jakeman
Cindy Littlefair
Steve Warburton
Dave Wright
Christy Linders
Melinda Daye
Gin Yee

REGRETS: Sheryl Blumenthal-Harrison
Denise Bell, Regional Education Officer
Natascha Joncas, Acting Corporate Secretary

STAFF: Elwin LeRoux, Superintendent
Lance Bullock, Senior Staff Advisor
Terri Thompson, Director, Financial Services
Susan Tomie, Director, School Administration
Ron Heiman, Director, Operations Services
Alison King, Director, Program
Tracy O’Kroneg, Director, Human Resource Services
Wendy Mackey, Senior Diversity Advisor
Vicki Palmeter, Executive Administrative Assistant

1. Call to Order

The Superintendent called the meeting to order at 6:06 p.m.

2. Election of Chair and Vice-Chair

Board Member Christy Linders accepted the position of Chair of the Policy Development and Review Committee by acclamation.

Board Member Dave Wright accepted the position of Vice-Chair of the Policy Development and Review Committee by acclamation.

3. Approval of Agenda

It was moved and seconded (Littlefair/Yee) that the Committee approve the agenda.
(CARRIED)

4. Approval of Minutes

October 21, 2015

It was moved and seconded (Yee/Boutilier) that the minutes/business arising from the minutes of the October 21, 2015, Policy Development and Review Committee meeting be approved.
(CARRIED)

5. Information Items

• **C.009 Administration of Medication**

Alison King, Director, Program, indicated there are a number of changes to the policy that will be brought forward in early 2016. The Coordinator, Student Health Needs recently went off on leave and her replacement Kelly Backman will be assisting in the review of the policy.

• **Digital Citizenship**

Lance Bullock, Senior Staff Advisor indicated this policy is in the engagement stage. A number of sessions have been set-up with students, teachers and principals. There will also be an engagement session with the Governing Board and SACs.

• **F.005 Student Transportation**
- **Halifax Transit partnership**

Ron Heiman, Director, Operations Services, advised we have had a couple of meetings with Metro Transit around the cost of our student bus passes. Metro Transit offered that the restrictions around the passes could be lifted, but they would need to discuss the fee structure. We indicated we were looking for a fee reduction. Metro Transit advised there was nothing they could do to reduce the costs. Metro Transit indicated if we were looking for a reduction in fees we would need to go through HRM Council. This was reviewed in 2003 and there was a recommendation to Council to not reduce the fees. We are unsure if there will be support with Council to reduce the fees.

Governing Board Members asked questions on ridership, comparative costs to Stock Transportation and how bus passes are assigned to students. Terri Thompson, Director, Financial Services, provided approximates on the bussing costs per students.

Chair, Christy Linders, requested additional information for the January PDRC meeting.

6. Decision Items

- **C.008 Educational Options for Adults and Others - (Staff recommends rescinding at next RBM)**

Alison King, Director, Program, indicated through a review of the policies with Natascha Joncas, Corporate Secretary, it was felt this policy could be rescinded, as we simply do not require the policy any longer. At the time the policy was created there were no adult learning schools, only programs for adult learners. We currently have an alternative high school for adult learners located on two different sites.

Chair, Christy Linders, asked if this would impact how we treat adult learners. Alison indicated no other board in Nova Scotia has a policy like this. She advised that we receive a grant from NSSAL every year to help fund full-time teachers for adult learners over 21. A change to this policy would not impact the alternative high schools.

It was moved and seconded (Daye/Jakeman) that the Committee forward the policy to the Governing Board to rescind.

(CARRIED)

- **F.008 Site Selection - (Staff recommends it go to Consultation)**

Ron Heiman, Director, Operations Services, felt this policy is a policy to inform people. The procedures are very similar to the Boundary Review Policy and the School Review Policy.

It was moved and seconded (Littlefair/Wright) that the Committee direct staff to take the draft F.008 Site Selection Policy out for consultation.

(CARRIED)

- **D.004 Recruiting and Hiring of Staff - (Staff recommends it go to Consultation)**

Tracy O’Kroneg, Director, Human Resource Services, reviewed the Briefing Note and outlined the concepts that went into drafting the policy and indicated the policy was put into the new format to match the current template.

It was moved and seconded (Daye/Boutilier) that the Committee direct staff to take the draft D.004 Recruitment and Hiring of Staff Policy out for consultation.

(CARRIED)

- **D.010 Respectful Workplace (Harassment) Policy (Staff recommends approving minor changes at next RGBM)**

Tracy O’Kroneg, Director, Human Resource Services, indicated after the Respectful Workplace Policy was approved in June 2015, we received a concern from NSTU around parents and guardians being removed from the policy. HR met with the union and shared our legal

counsel's opinion on removing parents/guardians from the policy. The proposed revision to the policy overview statement was agreed to by the Union and HRSB as follows:

Behaviours by Parents, Guardians or Community Members that are considered to be harassing in nature will be addressed by the School Principal, in consultation with the School Administration Department as required.

It was moved and seconded (Boutilier/Jakeman) that the Committee forward the revised D.010 Respectful Workplace Policy to the Governing Board for approval.

(CARRIED)

7. Lookahead

a) PDRC Workflow

The Committee reviewed the PDRC Workflow Chart.

b) Update from Directors

Ron Heiman, Director, Operations Services, indicated the Facilities Use Policy is one Operations will be reviewing and bringing forward to the Committee in 2016.

Alison King, Director, Program, indicated we will be receiving three provincial policies. We will be receiving a draft Ministerial Assessment and Evaluation Policy for review and input, we have received a draft provincial French Second Language Policy for input.

Susan Tomie, Director, School Administration, indicated the third policy we will be receiving will be a Ministerial policy on Student Attendance.

Terri Thompson, Director, Financial Services, advised we are currently going through changes with SAP around procurement. The policy will be reviewed next year.

The Investment Policy was last reviewed in September 2008. There are not a lot of changes to be made, but the policy will need to be updated into the new format. The Budget and Business Planning Policy was last reviewed in 2001, and will be coming to the Policy Development and Review Committee in early 2016.

8. Next Meeting

January 13, 2016

9. Adjournment

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

(CARRIED)

Meeting adjourned at 7:40 p.m.