



**Halifax Regional School Board  
Policy Development and Review Committee  
April 13, 2016  
6:30 p.m.**

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

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

**REGRETS:** Sheryl Blumenthal-Harrison  
Pamela Glode-Desrochers

**STAFF:** Elwin LeRoux, Superintendent  
Lance Bullock, Senior Staff Advisor  
Natascha Joncas, Acting Corporate Secretary  
Alison King, Director, Program  
Terri Thompson, Director, Financial Services  
Susan Tomie, Director, School Administration  
Ron Heiman, Director, Operations Services  
Tracy O’Kroneg, Director, Human Resource Services  
Athena Leclair, Administrative Assistant to the Corporate Secretary

**1. Call to Order**

The Chair called the meeting to order at 6:34 p.m.

**2. Approval of Agenda**

**Natascha Joncas requested that A.006 Tobacco-Free School and Workplaces be moved from an Information Item to a Decision Item.**

**It was moved and seconded (Boutilier/Littlefair) that the Committee approve the amended agenda.**

**(CARRIED)**

### 3. Approval of Minutes

The Board Chair, Christy Linders, requested a change in policy A.001, to have it read “a discussion concerning using names of people as school names took place”.

It was moved and seconded (Boutilier/Littlefair) that the amended minutes/business arising from the minutes of the March 9, 2016, Policy Development and Review Committee meeting be approved.

(CARRIED)

### 4. Information Items

- **F.005 Student Transportation**

Ron Heiman, Director, Operations Services reviewed changes to the Student Transportation Policy. The process of how a school can request a bus for students with special needs was discussed. A conversation surrounding the process of how a bussing complaint is escalated also took place. It was noted that the process for communication between the school board, Stock and parents needs to be readily accessible. A discussion ensued regarding which items should be found under the policy, and which items should be found in the procedures.

**This item will be brought back at the next PDRC meeting.**

- **F.006 Fire Safety**

Ron Heiman, Director, Operations Services reviewed changes to the Fire Safety Policy. It was noted why the policy was coming forward as an Information Item and not a Decision Item.

**This item will be brought back at the next PDRC meeting.**

### 5. Decision Items

- **D.004 Recruiting and Hiring of Staff**

Tracy O’Kroneg, Director, Human Resources Services responded to questions regarding the Recruiting and Hiring of Staff Policy. The process surrounding the completion of a Criminal Records Check was discussed.

**It was moved and seconded (Yee/Jakeman) that the Committee forward the revised *D.004 Recruiting and Hiring of Staff Policy* to the Governing Board for approval.**

(CARRIED)

- **F.009 Site Selection**

Ron Heiman, Director, Operation Services reviewed changes to the policy. The process of assigning a Facilitator was discussed. A conversation ensued around the timeline of the Site Selection Committee Process.

**It was moved and seconded (Jakeman/Yee) that the Committee forward the new *F.009 Site Selection Policy* to the Governing Board for approval.**

**(CARRIED)**

- **A.006 Tobacco-Free School and Workplaces**

Natascha Joncas, Acting Corporate Secretary reviewed the changes to the policy. A discussion ensued regarding the definition of an e-cigarette. Section 2.14 and 2.15 was also discussed.

**This item will be brought back at the next PDRC meeting.**

**6. Lookahead**

a) PDRC Workflow

Natascha Joncas, Acting Corporate Secretary, reviewed the changes to the PDRC Workflow chart with the Committee, and outlined which policies would be coming forward to the PDRC May meeting.

b) Update from Directors

None.

**7. Next Meeting**

May 11, 2016 at 7:00 p.m.

**8. Adjournment**

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

**(CARRIED)**

Meeting adjourned at 7:54 p.m.