



**Halifax Regional School Board  
Policy Development and Review Committee  
March 9, 2016  
6:00 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

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

**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  
Cathy Younker, Nurse Coordinator, Students with Health Care Needs  
Athena Leclair, Administrative Assistant to the Corporate Secretary

**1. Call to Order**

The Chair called the meeting to order at 6:03 p.m.

**2. Approval of Agenda**

Christy Linders noted a few changes to the agenda. One change was to reverse the order of items 4 and 5. Another change was the addition of the C.013 Digital Citizenship Policy as an Information Item. The last change was to edit the order of Decision Items to include moving

C.008 Administration in Medication and E.003 Budget and Business Planning to occur first and second respectively.

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

**(CARRIED)**

### **3. Approval of Minutes**

**It was moved and seconded (Warburton/Wright) that the amended minutes/business arising from the minutes of the February 10, 2016, Policy Development and Review Committee meeting be approved.**

**(CARRIED)**

### **4. Decision Items**

- **C.008 Administration of Medication to Students by School Personnel Policy**

Cathy Younker, Nurse Coordinator, Students with Health Care Needs reviewed the changes to the Administration of Medication to Students by School Personnel Policy.

A discussion ensued regarding the necessary training School Personnel might need in administering medication, as well as the necessary education around the medication. A review of the current precautions surrounding anaphylactic medication took place. The definition of School Personnel was questioned and subsequently answered. Discussion ensued regarding the expiry of medication.

**It was moved and seconded (Yee/Daye) that the Committee forward the revised C.008 Administration of Medication to Students by School Personnel Policy to the Governing Board for approval.**

**(CARRIED)**

- **E.003 Budget and Business Planning**

Feedback from Board Members was given to staff concerning what information they would like provided in an updated policy.

**It was moved and seconded (Yee/Wright) to recommend to the Governing Board that the Superintendent mandate that staff work on a revised Budget and Business Planning Policy.**

**(CARRIED)**

- **A.001 Naming School Facilities Policy**

Natascha Joncas reviewed changes made to the policy. A discussion concerning using names of people as school names took place. It was noted that consultation would involve sending the policy out to SAC's.

**It was moved and seconded (Yee/Wright) that the Committee direct staff to send the draft A.001 Naming or Renaming of Schools out for consultation.**

**(CARRIED)**

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

**It was moved and seconded (Yee/Boutilier) to recommend to the Governing Board that the Superintendent mandate that staff work on a revised Tobacco-Free Schools and Workplaces Policy.**

**(CARRIED)**

- **F.006 Fire Safety**

**It was moved and seconded (Yee/Wright) to recommend to the Governing Board that the Superintendent mandate that staff work on a revised Fire Safety Policy.**

**(CARRIED)**

- **F.005 Student Transportation**

**It was moved and seconded (Yee/Wright) to recommend to the Governing Board that the Superintendent mandate that staff work on a revised Student Transportation Policy.**

**(CARRIED)**

## **5. Information Items**

- **C.013 Digital Citizenship Policy**

Lance Bullock provided an overview of the policy. He noted that extensive engagement took place including school administrative staff, students, and various specialists.

A discussion ensued regarding personal social media accounts. It was noted how engagement took place and what feedback was provided from that engagement. A discussion occurred surrounding the difficulty of creating the policy, resulting from multiple policies covering some of the same material. It was also noted that parents can benefit from the policy. It was stated that there is value in having the policy and procedures.

**It was moved and seconded (Warburton/Wright) that the Committee direct staff to send the draft C.013 Digital Citizenship Policy out for consultation.**

**(CARRIED)**

**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 April meeting.

b) Policy Status List

Natascha Joncas, Acting Corporate Secretary, reviewed the changes to the Policy Status List with the Committee.

c) Update from Directors

Tracy O’Kroneg, Director, Human Resource Services noted that they are on track to bring policy D.004 Recruiting and Hiring of Staff for review at the PDRC meeting in April.

**7. Next Meeting**

April 13, 2016 at 6:30 p.m.

**8. Adjournment**

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

**(CARRIED)**

Meeting adjourned at 7:47 p.m.