



**Halifax Regional School Board  
Policy Development and Review Committee  
November 15, 2017  
7:00 p.m.**

Meeting was held this date in room 310  
33 Spectacle Lake, Dartmouth, NS.

**PRESENT:** Bridget Boutilier Nancy Jakeman  
Cindy Littlefair Linda MacKay  
Jennifer Raven Jessica Rose  
Dave Wright Gin Yee

**REGRETS:** Archy Beals  
Suzy Hansen

**STAFF:** Elwin LeRoux, Superintendent  
Steve Gallagher, Senior Staff Advisor  
Selena Henderson, Corporate Secretary  
Susan Tomie, Director, School Administration  
Tracy O’Kroneg, Director, Human Resources  
Terri Thompson, Director, Financial Services  
Marie Fagan, Coordinator, Property Services – Custodial  
Doug Hadley, Coordinator, Communications Services  
Athena Leclair, Administrative Assistant to the Corporate Secretary

**1. Call to Order**

Gin Yee, Board Chair called the meeting to order at 7:34 p.m.

**2. Approval of Agenda**

The agenda was amended to add the addition of the Student Registration Policy has an Information Item.

**It was moved and seconded (MacKay/Jakeman) to approve the amendment.**

**(CARRIED)**

**It was moved and seconded (Raven/Jakeman) that the Committee approve the agenda as amended.**

**(CARRIED)**

**3. Approval of Minutes**

**It was moved and seconded (MacKay/Jakeman) that the minutes/business arising from the minutes of the October 11, 2017, Policy Development and Review Committee meeting be approved.**

**(CARRIED)**

**4. Information Items**

The additional agenda item will be discussed after the election of the Chair and Vice-Chair.

**5. Decision Items**

**• Election of Chair**

By open nomination, Board Chair Gin Yee received one nomination for the position of Chair: Nancy Jakeman.

Board Member Cindy Littlefair nominated Nancy Jakeman.

Board Member Nancy Jakeman accepted her nomination.

Nancy Jakeman was appointed Chair of the Policy Development and Review Committee. Nancy thanked everyone for their support.

**It was moved and seconded (Wright/Raven) that Nancy Jakeman be elected as Chair of the Policy Development and Review Committee.**

**(CARRIED)**

**• Election of Vice- Chair**

By open nomination, Committee Chair Nancy Jakeman received one nomination for the position of Chair: Jennifer Raven.

Board Member Bridget Boutlier nominated Jennifer Raven.

Board Member Jennifer Raven accepted her nomination.

Jennifer Raven was appointed Vice-Chair of the Policy Development and Review Committee.

**It was moved and seconded (MacKay/Rose) that Jennifer Raven be elected as Vice-Chair of the Policy Development and Review Committee.**

**(CARRIED)**

**6. Information Items**

- Student Registration Policy

A conversation ensued regarding out of area requests and the IB program. The out of area process was reviewed. A discussion ensued regarding whether or not the IB program has class caps. It was noted that this policy will be added to a future PDRC agenda. It was recommended to bring back past notes regarding the policy. A conversation ensued regarding timelines.

**7. Decision Items**

- **B.002 Communicable Diseases**

**It was moved and seconded (Yee/Raven) to recommend to the Governing Board that the Superintendent mandate that staff work on a revised *B.002 Communicable Diseases* policy.**

**(CARRIED)**

- **B.024 Information Sharing Under the Youth Criminal Justice Act**

**It was moved and seconded (Yee/Raven) to recommend to the Governing Board that the Superintendent mandate that staff work on a revised *B.024 Information Sharing Under the Youth Criminal Justice Act* policy.**

**(CARRIED)**

**8. Lookahead**

- a. PDRC Workflow

An updated workflow will be provided in the January PDRC meeting. It was noted that the PDRC workflow will be put on the screen in January for board members to review.

- b. Update from Directors

There was no update from directors.

**9. Next Meeting**

January 17, 2018 at 6:00 p.m.

**10. Adjournment**

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

**(CARRIED)**

Meeting adjourned at 8:15 p.m.

APPROVED