



**Halifax Regional School Board
Policy Development and Review Committee
October 18, 2017
6:00 p.m.**

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

PRESENT:

Archy Beals	Bridget Boutilier
Nancy Jakeman	Cindy Littlefair
Linda MacKay	Jennifer Raven
Jessica Rose	Dave Wright
Gin Yee	

Denise Bell, Regional Education Officer

REGRETS:

Suzy Hansen

STAFF:

Elwin LeRoux, Superintendent
Steve Gallagher, Senior Staff Advisor
Selena Henderson, Corporate Secretary
Alison King, Director, Program
Susan Tomie, Director, School Administration
Terri Thompson, Director, Financial Services
Ron Heiman, Director, Operations Services
Tracy O’Kroneg, Director, Human Resource Services
Marlene Broderick, Coordinator, Programs and Student Services
Stacy Bulger, Coordinator of Students with Health Care Needs
Athena Leclair, Administrative Assistant to the Corporate Secretary

1. Call to Order

Nancy Jakeman, Chair called the meeting to order at 6:07 p.m.

2. Approval of Agenda

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

(CARRIED)

3. Approval of Minutes

It was moved and seconded (MacKay/Wright) that the minutes/business arising from the minutes of the September 20, 2017, Policy Development and Review Committee meeting be approved.

(CARRIED)

4. Information Items

- **School Bus and Cancellation Guidelines – Discussion**

Susan Tomie, Director, School Administration reviewed the guidelines. An infographic is in development to clarify the school and bus cancellation decisions for parents and guardians. When the infographic is finalized, it will be communicated to parents and guardians. HRSB will insure that the infographic will be well communicated on the website and with the community. The guidelines reflect what has typically been happening every year, with the exception of delayed opening.

A discussion ensued regarding whether or not there is any interest in reviewing the policy. A conversation took place regarding if including the term *instructional time* in the policy, would it change the practice of staff when deciding whether or not to cancel busses and/or school. It was noted that one option may be to bring forward a motion to simply amend the policy as needed rather than reviewing the policy in its entirety. A discussion ensued regarding the feasibility of a delayed opening. Early dismissal was also discussed. The subject of attendance and student classwork was deliberated. A conversation took place regarding the number of days missed before adding additional days to the school calendar year.

5. Decision Items

- **B.017 Parent Concern Protocol Policy**

Susan Tomie, Director, School Administration, noted that the feedback provided at the last meeting is noted in the policy in red. Item 2.8 was discussed. The committee went through all the changes in red and finalized the policy. Who is considered an *advocate* in Item 2.3 was discussed. Whether or not to include *staff* in Item 2.8 was discussed.

It was moved and seconded (Yee/Wright) that the Committee forward the revised B.017 Parent/Guardian Concern Complaint policy to the Governing Board for approval.

(CARRIED)

- **D.002 Occupational Health and Safety**

Tracy O’Kroneg, Director, Human Resource Services reviewed the changes that were made to the policy since the last draft was brought forward. A discussion ensued regarding new staff orientation. It was noted that there should be a reporting clause.

It was moved and seconded (Littlefair/Yee) that the Committee forward the revised *D.002 Occupational Health and Safety* policy to the Governing Board for approval.
(CARRIED)

- **E.001 Purchasing**

It was moved and seconded (Yee/Beals) to recommend to the Governing Board that the Superintendent mandate that staff work on a revised *E.001 Purchasing* policy.
(CARRIED)

- **B.021 Safe, Secure & Healthy Schools**

It was moved and seconded (Yee/Wright) to recommend to the Governing Board that the Superintendent mandate that staff work on a revised *B.021 Safe, Secure & Healthy Schools* policy.
(CARRIED)

6. Lookahead

a. PDRC Workflow

A discussion ensued regarding reviewing the policies related to the evaluation of teachers and principals. It was confirmed that the province is working on policies therefore the HRSB is not currently reviewing those policies. A potential timeline was discussed. A conversation took place regarding whether or not any pressing changes to the policy needed to be made. It was noted that the topic of a LGBTQ board member is moved to a future Leadership Session.

7. Next Meeting

November 15, 2017 at 7:00 p.m.

8. Adjournment

It was moved and seconded (Beals/Boutilier) that the meeting be adjourned.
(CARRIED)

Meeting adjourned at 7:58 p.m.