



**Halifax Regional School Board  
Policy Development and Review Committee  
Minutes  
September 16, 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  
Sheryl Blumenthal-Harrison

Dave Wright  
Christy Linders  
Melinda Daye  
Gin Yee

Denise Bell, Regional Education Officer

**REGRETS:**

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

**1. Call to Order**

The Chair called the meeting to order at 6:00 p.m.

**2. Approval of Agenda**

**It was moved and seconded (Wright/Linders) that the Committee approve the agenda.**

**(CARRIED)**

### 3. Approval of Minutes

June 10, 2015

**It was moved and seconded by (Wright/Boutilier) that the minutes/business arising from the minutes of the June 10, 2015 Policy Development and Review Committee meeting be approved.**

**(CARRIED)**

### 4. Future Policy Topics

- **School Trips Policy**

### 5. Policy Review / Plan

- **Policy Development & Review Workflow**
- **Policy Status List**

The group reviewed the updated Policy Status Chart and discussed policy plans and workflow for the upcoming year. An updated Policy Status List was given to members.

### 6. Policy Topics

- **D.003 Recruitment, Identification and Selection of Principals & Vice-Principals**

**Susan Tomie, Director, School Administration, reviewed the policy with the group and responded to their questions. No mandate for action was given at the end of the discussion.**

**Discussion points:**

- **Employee turnover rate and effect on staff**
- **Hiring process overview**
- **Procedural aspects of hiring**

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

**This policy is currently under review and a draft will be presented at the December Policy Development and Review Committee meeting.**

- **D.009 Diversity Management**

**Elwin LeRoux, Superintendent, presented the Diversity Management Policy and suggested it be rescinded because D.004 Recruiting and Hiring of Staff Policy is better suited for this information.**

**Discussion points:**

- **New Senior Diversity Advisor**
- **P.J.G. position no longer exists**
- **Motion to recommend rescinding will happen at next PDRC meeting**

- **C.005 Learning Resources Policy**

**Alison King, Director, Program, presented a modified C.005 Learning Resources Policy.**

**Discussion points:**

- **Policy does not give any direction to the Superintendent, but to employees**
- **Group discussed option of rescinding policy**
- **Learning Resources Guidelines have been created to appropriately address this issue**

**It was moved and seconded (Littlefair/Linders) to recommend to the Governing Board that C.005 Learning Resources Policy be rescinded at the next regular Board meeting.**

- **A.009 Disclosure of Wrongdoing**

**It was moved and seconded (Daye/Wright) to recommend to the Governing Board that the Disclosure of Wrongdoing Policy be reviewed to include direction for annual reporting, regardless of whether or not any wrongdoing occurred.**

**(CARRIED)**

**7. Next Meeting**

October 14, 2015

**The group requested that the date of the next meeting be changed to October 21, 2015 because Cindy will be away on October 14, 2015.**

**October 21, 2015**

**8. Adjournment**

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

**(CARRIED)**

Meeting adjourned at 8:06 p.m.