

# AGENDA

## School Board Meeting



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**Wednesday, June 24, 2015**

**6:00 pm**

**Board Chambers  
33 Spectacle Lake Drive  
Dartmouth, NS**

- 1. CALL TO ORDER**
- 2. APPROVAL OF AGENDA**
- 3. AWARDS / PRESENTATIONS**
- 4. CHAIR'S REPORT**
- 5. SUPERINTENDENT'S REPORT**
- 6. PUBLIC PRESENTATIONS**
- 7. APPROVAL OF MINUTES/BUSINESS ARISING FROM THE MINUTES**

June 3, 2015 (Regular Board Meeting)  
April 15, 2015 (Emergency Meeting)

- 8. CORRESPONDENCE**
- 9. ITEMS FOR DECISION**

**9.1 Board Member Steve Warburton's Motion:**

Respecting that the Superintendent is responsible for the day to day management of the school board, I move that due to the importance of quality teachers in our education system, the Board request a report from the Superintendent asking whether the current hiring policies (Recruitment, Identification and Selection of Principals and Vice Principals (D.003) and Recruitment and Hiring of Staff (D.004)) and the provisions on hiring in the applicable

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Collective Agreement(s) support Goal 2 of the Board's strategic plan "to maximize exemplary teaching practices to support high quality instruction".

**9.2 Board Member Sheryl Blumenthal-Harrison's Motion:**

I move that the Halifax Regional School Board send a letter to the Honourable Karen Casey, Minister of Education and Early Childhood Development requesting that the Board receive the provincial assessment results in-camera, at the Regular Board Meeting immediately following the date on which the results are received by Halifax Regional School Board staff.

**9.3 By-law Amendments**

**9.4 Report #2015-06-20 – Boundary Review for New Eastern Passage High School – Ron Heiman, Director, Operations Services**

**9.5 Report # 2015-06-23 - Business Plan and Budget – Terri Thompson, Director, Financial Services**

**Board Member Gin Yee's Motion**

I move that the Board approve the 2015-2016 Supplementary Fund Budget as presented, with a spending authority of \$16,087,000.

**10. COMMITTEE REPORTS**

10.1 Audit Committee

10.2 Policy Development and Review Committee

10.2.1 Site Selection Policy

10.2.2 C.002 Fine Arts Policy

10.3 Nova Scotia School Boards Association

**11. INFORMATION ITEMS**

11.1 Report #2015-06-24 – Focus on Learning: A Story of Improvement – Alison King, Director, Program

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**12. NOTICE OF MOTION**

**13. DATES OF NEXT MEETINGS**

Regular Board Meeting – September 23, 2015

**14. IN-CAMERA**

14.1 Board Self-Assessment

14.2 Signing Authority

14.3 Contract Extension

**15. ADJOURNMENT**

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## NOTICE OF MOTION By-Laws Amendments

**June 3, 2015 Board Meeting**

**For decision at the June 27, 2015 Board Meeting**

Current By-law	Proposed Amendment (in red italics)	Rationale
<p>1.11</p> <p>A school board member must respect the strict confidentiality of any private information acquired by virtue of their office, in either oral or written form, and must not do any of the following except when required by law or authorized by the school board to do so:</p> <p>(...)</p> <p>In subsection (1), “private information” includes all of the following:</p> <p>(a) information in the possession of the school board or a school board member that the school board or the school board member is either prohibited from disclosing or is required to refuse to disclose under the Freedom of Information and Protection of Privacy Act or other legislation, including personal information and information that is supplied in confidence as those terms are used in the Freedom of Information and Protection of</p>	<p>1.11</p> <p><i>(1)</i> A school board member must respect the strict confidentiality of any private information acquired by virtue of their office, in either oral or written form, and must not do any of the following except when required by law or authorized by the school board to do so:</p> <p>(...)</p> <p><i>(2)</i> In subsection (1), “private information” includes all of the following:</p> <p>(a) information in the possession of the school board or a school board member that the school board or the school board member is either prohibited from disclosing or is required to refuse to disclose under the Freedom of Information and Protection of Privacy Act or other legislation, including personal information and information that is supplied in confidence as those terms are used in the <i>Freedom of Information and Protection of</i></p>	<p>The second paragraph in 1.11 refers to “subsection (1)”; there is no subsection (1) so it has been added.</p> <p>A subsection (2) has also been added.</p> <p>The language in this section is mandated in Schedule D of the <i>Ministerial Education Act Regulations</i>, NS Reg 80/97.</p>

<p>Privacy Act, or (b) (...)</p>	<p><i>Privacy Act, or</i> (b) (...)</p>	
<p>2.0 DEFINITIONS (...) (a) BOARD means the Halifax Regional School Board (...) (f) DIRECTOR, FINANCIAL SERVICES shall be considered the Chief Financial Officer of the Board. (g) SECRETARY means the Secretary of the Board.</p>	<p>2.0 DEFINITIONS (...) (a) BOARD means the <i>Governing</i> Halifax Regional School Board (...) (f) DIRECTOR, FINANCIAL SERVICES <i>means the</i> shall be considered the Chief Financial Officer of the Board. (g) SECRETARY means the <i>Corporate</i> Secretary of the Board.</p>	<p>Clarified the terms, and made the language consistent.</p>
<p>3.02 Attendance  At each regular meeting of the Board, the Corporate Secretary will keep a record of attendance of all members.  If a Member fails to attend three consecutive regular meetings of the Board without a reasonable excuse satisfactory to the Board, the Corporate Secretary will give formal notice to any Member who after having missed two consecutive regular board meetings is at risk of being removed from their seat. In the event they should be</p>	<p>3.02 Attendance  <del>If a Member fails to attend three consecutive regular meetings of the Board without a reasonable excuse satisfactory to the Board, the Corporate Secretary will give formal notice to any Member who after having missed two consecutive regular board meetings is at risk of being removed from their seat. In the event they should be absent for a third meeting, the Corporate Secretary shall bring the matter to the attention of the Board at its</del></p>	<p>The process was unclear.  I.e. who should the member contact to explain the reason for the excuse?  How does the reason for the excuse get before the Board?  The process has been clarified.</p>

<p>absent for a third meeting, the Corporate Secretary shall bring the matter to the attention of the Board at its next regular meeting. The Board shall then declare the seat of that Member vacant and shall forthwith call an election to fill the Member's seat pursuant to the Education Act.</p>	<p><del>next regular meeting. The Board shall then declare the seat of that Member vacant and shall forthwith call an election to fill the Member's seat pursuant to the Education Act.</del></p> <p><i>(a) At each regular meeting of the Board, the Corporate Secretary will keep a record of attendance of all members.</i></p> <p><i>(b) A Member may provide an excuse for missing a regular Board Meeting to the Corporate Secretary, Chair or Board Member.</i></p> <p><i>(c) The excuse will be presented to the Board, by the Chair, Corporate Secretary or the Board Member who received the excuse, at the regular Board meeting immediately following receipt of the excuse and a motion to accept the excuse shall be made.</i></p> <p><i>(d) The Corporate Secretary will give formal notice to any Member who has missed two (2) consecutive unexcused regular board meetings and is at risk of being removed from his or her seat.</i></p> <p><i>(e) If a Member fails to attend three (3) consecutive unexcused meetings, then the Corporate Secretary will bring the matter to the attention of</i></p>	
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	<p><i>the Board at its next regular meeting. The Board shall then declare the seat of that Member vacant and shall forthwith call an election to fill the Member's seat pursuant to the Education Act.</i></p>	
<p><b>Add New 3.03</b> – revise the rest of the numbering in section 3.</p>	<p><b>3.03 Attendance via Teleconference</b></p> <p><i>a) If at the discretion of the Chair extenuating circumstances exist which prohibit a Board Member from attending a Meeting in person then a Board Member will be allowed to participate in any meeting of the Board, or any of its committees, by means of two-way teleconferencing.</i></p> <p><i>b) Any request to participate by means of two-way teleconferencing must be made with sufficient time to meet the technical logistics necessary to support the telecommunication.</i></p> <p><i>c) Teleconferencing may include participation through speaker phone, skype, or other online forum where the identity of the board member can be confirmed by the Corporate Secretary.</i></p> <p><i>d) Where Board Members participate in a meeting via teleconference, they are considered to have attended the meeting for the purposes of section 3.02.</i></p>	<p>Revised and added a new section stipulating that in certain circumstances board members may attend a meeting via teleconference.</p> <p>[Note: This was an issue for the Board at the last emergency meeting. Chignecto-Central Regional School Board has language in its By-laws regarding the ability of board members to attend via teleconference]</p>

	<p><i>e) Where a meeting moves in-camera, participation via teleconferencing will only be permitted if the Chair is satisfied that the Board Member participating via teleconference is a secure and private.</i></p>	
<p>5.01</p> <p>(a) The Board shall hold a regular board meeting on the fourth Wednesday of each month or by resolution by the Halifax Regional School Board.</p> <p>(b) The agenda for the regular board meeting shall be posted on the Halifax Regional School Board website the Wednesday prior to the regular board meeting. Agendas shall follow the format contained in Appendix A.</p> <p>(c) The Board package, including a draft agenda will be distributed the Wednesday and staff reports shall be distributed the <b>Friday</b> prior to the board meeting. Staff reports shall follow the format contained in Appendix B.</p>	<p>5.01</p> <p>(a) The Board shall hold a regular board meeting on the fourth Wednesday of each month, <i>except for the months of July and August where no regular board meeting will generally be scheduled.</i> <del>or by resolution by the Halifax Regional School Board.</del></p> <p>(b) The agenda for the regular board meeting shall be posted on the Halifax Regional School Board website the Wednesday prior to the regular board meeting. Agendas shall follow the format contained in Appendix A.</p> <p>(c) The Board package, including a draft agenda will be distributed the Wednesday and staff reports shall be distributed the <b>Friday</b> prior to the board meeting. Staff reports shall follow the format contained in Appendix B.</p>	<p>Amendment reflects the practice of cancelling Board meetings in the months of July and August.</p>
<p>5.02</p> <p>b) The Corporate Secretary shall give at least three (3) calendar days notice to each of the Members of the time, place and purpose</p>	<p>5.02</p> <p><i>a) Special Board Meetings may be held to consider urgent business that cannot wait until the next</i></p>	<p>Special Board Meetings are for the purpose of taking up business that cannot wait until the next</p>

<p>of a Special Board Meeting by mailing or delivering to them a copy of the proposed agenda for such meeting, together with such related materials as the Chair may direct.</p>	<p><i>scheduled Regular Board Meeting.</i></p> <p><i>b) A Special Board Meeting may be called by the Chair or by the request of four Board Members.</i></p> <p><del>b)</del> <i>c) The Corporate Secretary shall give at least three (3) calendar days notice to each of the Members of the time, place and purpose of a Special Board Meeting by mailing or delivering to them a copy of the proposed agenda for such meeting, together with such related materials as the Chair may direct.</i></p>	<p>regular meeting - urgent.</p> <p>Revised the By-laws so it was clear on how a special meeting may be called – by the Chair, or by four (4) members.</p> <p>(this does not affect Emergency Meetings which are also possible)</p> <p>[Note for ex.: The Chignecto, South Shore, and Tri County Board all allow Special Board Meetings at the discretion of the Chair or with the request of a majority of board members]</p>
<p>5.03 Leadership Sessions</p> <p>a) Leadership Sessions will be held on the Wednesdays when no Board meeting is scheduled, and could be held on other evenings if necessary and appropriate.</p> <p>b) These leadership sessions with senior staff will be used for planning, refining board governance practices and studying background information on major issues. They will not be used for making formal decisions which will be made publically at the regular board meeting.</p> <p>c) The leadership session will be chaired by the</p>	<p>5.03 <i>Professional Development</i> Leadership Sessions</p> <p>a) <i>Professional Development Leadership Sessions (“leadership sessions”) may will be held on the Wednesdays when no Board meeting is scheduled, and or could may be held on other evenings if necessary and appropriate.</i></p> <p><i>b) Leadership sessions are not Board meetings and are not open to the public.</i></p> <p><del>b)</del> <i>c) These Leadership sessions with senior staff will be used for planning, refining board governance practices and studying background information on major issues.</i></p>	<p>Pursuant to section 59(1) of the <i>Education Act</i> all board meetings are public (subject to exceptions). If the Board would like these sessions to be private then they cannot be meetings - we should confirm that they are sessions and not meetings.</p> <p>If these are not meetings, we should not take minutes. This does not prevent staff from taking notes.</p>

<p>Chair or Vice-Chair or designee.</p> <p>d) The leadership session agendas will be set by the Chair in consultation with the Superintendent.</p> <p>e) Although these leadership sessions are primarily for planning, sharing information and raising understanding through a procedure less formal than the regular board meeting, agendas will be distributed in advance and informal records of the meeting will be kept on file.</p>	<p><i>d) Leadership sessions</i> They will not be used for <i>requesting formal Staff Reports or for</i> making formal decisions (which will be made publically at the regular board meeting).</p> <p><i>ee) Leadership sessions</i> The leadership session will be chaired by the Chair or Vice-Chair or designee.</p> <p><i>df) Leadership session</i> The leadership session agendas will be set by the Chair in consultation with the Superintendent.</p> <p>e) Although these leadership sessions are primarily for planning, sharing information and raising understanding through a procedure less formal than the regular board meeting, agendas will be distributed in advance. <del>and informal records of the meeting will be kept on file.</del></p>	
<p><b>6.07 Public or Private Nature of Meetings</b></p> <p>(a) All meetings of the Board shall be open to the public.</p> <p>(b) Notwithstanding Article 6.05(a), a meeting, or part of a meeting, of the Board may be held in private for the purpose of considering issues involving individual students, personnel matters or other confidential information as determined by a majority of the Members of the School Board present.</p>	<p><b>6.07 Public or Private Nature of Meetings</b></p> <p>(a) All meetings of the Board shall be open to the public.</p> <p>(b) Notwithstanding Article <del>6.05</del> <b>6.07</b> (a), a meeting, or part of a meeting, of the Board may be held in private for the purpose of considering issues involving individual students, personnel matters or other confidential information as determined by a majority of the</p>	<p>Incorrect reference to 6.05.</p>

<p>(...)</p>	<p>Members of the School Board present.</p> <p>(...)</p>	
<p><b>7.07 Amendments</b></p> <p>a) All amendments to a motion shall be dealt with before the motion and in the reverse order, in which they were moved,</p> <p>b) An amendment shall be directly relevant to the main motion and shall propose some change in form or substance of the main motion, but shall not change the intent of the original motion.</p> <p>c) An amendment to an amendment shall be directly relevant to the main motion and amendment shall propose some change in the form or substance of the amendment, but shall not change the intent of the original motion.</p> <p>d) An amendment may propose:</p> <p>(i) to add certain words  (ii) to leave out certain words  (iii) to leave out words in order to insert other words</p> <p>e) There is no limit on the number of times that a main motion may be amended before it is put to a vote.</p> <p>f) Only one amendment shall be allowed to an amendment at a particular meeting.</p>	<p><b>7.07 Amendments</b></p> <p>(a) All amendments to a motion shall be dealt with before the motion and in the reverse order, in which they were moved.</p> <p><del>(b) An amendment shall be directly relevant to the main motion and shall propose some change in form or substance of the main motion, but shall not change the intent of the original motion.</del></p> <p><del>(c) An amendment to an amendment shall be directly relevant to the main motion and amendment and shall propose some change in the form or substance of the amendment, but shall not change the intent of the original motion.</del></p> <p><i>(b) An amendment must be germane to the motion it seeks to amend.</i></p> <p><i>(c) An amendment to an amendment must be germane to the main motion.</i></p> <p>(d) An amendment may propose:</p> <p>(i) to add certain words  (ii) to <del>leave</del> <i>strike</i> out certain words  (iii) to <del>leave</del> <i>strike</i> out words in order to <del>insert</del> <i>substitute</i> other words</p> <p>(e) There is no limit on the number</p>	<p>Gin Yee amendment. Still complies with Roberts Rules of Order.</p> <p>The amendment must be relevant to the main motion.</p>

<p>g) As soon as one amendment has been voted upon, whether it is adopted, defeated, or referred, another amendment may be introduced.</p>	<p>of times that a main motion may be amended before it is put to a vote.</p> <p><del>(f) Only one amendment shall be allowed to an amendment at a particular meeting.</del></p> <p><del>(g)</del> (f) As soon as one amendment has been voted upon, whether it is adopted, defeated, or referred, another amendment may be introduced.</p>	
<p><b>7.12 Introduction of New Matter</b></p> <p>With the consent of the Chair, a Member shall be permitted to introduce a new matter at a Committee of the Whole meeting.</p>	<p><b>7.12 Introduction of New Matter</b></p> <p>With the consent of the Chair, a Member shall be permitted to introduce a new matter at a <del>Committee of the Whole</del> <b>Board</b> meeting.</p>	<p>Omitted Committee of a Whole.</p>
<p><b>10.0 PUBLIC PRESENTIONS</b></p> <p>(a) Any interested person or organization may apply to make a presentation to the Board under the Regular Board Meeting Agenda item, <i>Public Presentation</i>.</p> <p>(b) Applications to present must be received by the Corporate Secretary seven (7) working days in advance of the Regular Board Meeting.</p> <p>(c) The Chair, in consultation with the Superintendent, must approve a request to make a public presentation at the regular board meeting or may refer the presentation to a special board</p>	<p><b>10.0 PUBLIC PRESENTATIONS</b> <b>PRESENTATIONS</b></p> <p>(a) Any interested person or organization may apply to make a presentation to the Board under the Regular Board Meeting Agenda item, <i>Public Presentation</i>.</p> <p>(b) <i>In order to present at a Regular Board Meeting, A</i> applications to present must be received by the Corporate Secretary seven (7) working days in advance of the Regular Board Meeting.</p> <p>(c) The Chair, in consultation with the Superintendent, <i>will consider the application and may</i> <del>must</del></p>	<p>Presentations spelled wrong in the header – corrected.</p> <p>Revised this section to clarify practice and the process.</p> <p>For example, the By-Laws, as currently drafted, do not allow the Chair to deny a request to make a public presentation – the Chair can only approve OR refer.</p>

<p>meeting , a committee meeting, or the Superintendent.</p> <p>(d) A person, or group or organization may speak on any matter, except the following: Labour negotiations, legal or potentially legal matters, personnel matters, student discipline matters and solicitations.</p> <p>(e) A copy of written presentations or an outline of verbal presentations must be submitted to the Chair or Corporate Secretary by noon on the Monday prior to the regular board meeting.</p> <p>(f) Normally, each public presentation will be limited to 15 minutes --- the Chair may extend the time limit under unique circumstances.</p> <p>(g) Normally, only two public presentations will be scheduled for a regular board meeting.</p> <p>(h) Groups or organizations may designate no more than two (2) individuals to speak.</p> <p>(i) Waiver of Notice: Notwithstanding the foregoing, an application to present may be received at the regular board meeting, if two-thirds (2/3) of the board members present determine the presentation address an issue of serious or urgent nature.</p>	<p>approve <i>or deny the application</i> a <del>request</del> to make a public presentation at the <i>Regular Board Meeting</i>, <del>regular board meeting</del> or may refer the presentation to a special board meeting, a committee meeting, or the Superintendent.</p> <p>(d) A person, <del>or group</del> or organization may speak on any matter <i>reasonably connected to education</i>, except the following: labour negotiations, legal or potentially legal matters, personnel matters, student discipline matters and solicitations.</p> <p>(e) <i>A person or organization approved to present at a Regular Board Meeting, that plan on using any multimedia presentations, must</i> <del>A copy of written</del> provide those presentations <del>or an outline of verbal presentations must be submitted</del> to the Chair or Corporate Secretary by noon on the Monday prior to the regular board meeting.</p> <p>(f) Normally, each public presentation will be limited to <i>five (5)</i> 15 minutes. <del>--- the Chair may extend the time limit under unique circumstances.</del></p> <p><i>(g) In unique circumstances, the Chair may extend or reduce the length of public presentations.</i></p> <p><del>(g)</del> Normally, only two (2) public presentations will be scheduled for</p>	
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	<p>a regular board meeting.</p> <p>(h) Groups or organizations may designate no more than two (2) individuals to speak.</p> <p>(i) Waiver of Notice: Notwithstanding the foregoing, an application to present may be received at the regular board meeting, if two-thirds (2/3) of the board members present <i>agree</i>. <del>determine the presentation</del> <del>address an issue of serious or</del> <del>urgent nature.</del></p>	
<b>Appendix B – Staff Report</b>	Attached	New Template

## NOTICE OF MOTION By-Laws Amendment

**June 10: Addition to the Amendments provided to the Board on June 3, 2015**

**For decision at the June 27, 2015 Board Meeting**

Current By-law	Proposed Amendment (in red italics)	Summary of Change
<p>7.32 Notice of Motion to Rescind</p> <p>(a) A notice of motion to rescind any previous motion that has been approved by the Board must be provided in writing to the secretary at least seven (7) days in advance of the regular meeting at which the notice of motion will be read.</p> <p>(b) A notice of motion to rescind may only be given by a Member who has voted in the affirmative on the previous motion. Where the vote on the previous motion was not recorded, the Chair shall rule whether the notice of motion is properly given by that Member.</p> <p>(c) A motion to rescind requires 2/3 majority of those Members present to carry, and such notice to rescind shall be the first item of “business arising from the minutes” immediately after motions of reconsideration.</p> <p>(d) When the matter is considered at the next regular meeting, the mover, or in his or her absence, any other Member on his or her behalf; may briefly state his or her reasons for the rescinding, and if the motion to rescind is seconded, the same</p>	<p>7.32 Notice of Motion to Rescind</p> <p>(a) A notice of motion to rescind any previous motion that has been approved by the Board must be provided in writing to the secretary at least seven (7) days in advance of the regular meeting at which the notice of motion will be read.</p> <p><del>(b) A notice of motion to rescind may only be given by a Member who has voted in the affirmative on the previous motion. Where the vote on the previous motion was not recorded, the Chair shall rule whether the notice of motion is properly given by that Member.</del></p> <p><del>(c)</del> <i>(b)</i> A motion to rescind requires 2/3 majority of those Members present to carry, and such notice to rescind shall be the first item of “business arising from the minutes” immediately after motions of reconsideration.</p> <p><del>(d)</del> <i>(c)</i> When the matter is considered at the next regular meeting, the mover, or in his or her absence, any other Member on his or her behalf; may briefly state his or her reasons for the rescinding, and if the motion to rescind is</p>	<p><b>The current by-laws unduly restrict the Boards ability to rescind a motion previously adopted.</b></p> <p><b>The restrictions are very stringent and go beyond those found in Roberts Rules.</b></p> <p><b>Roberts Rules provide that a motion to rescind can be moved by any member, regardless of how they voted on the original question.</b></p>

<p>shall be put to vote without further debate.</p> <p>(e) No notice of motion to rescind may be given more than three (3) months following the original decision.</p> <p>(f) A motion to rescind may not be reconsidered or rescinded.</p>	<p>seconded, the same shall be put to vote without further debate.</p> <p><del>(e) No notice of motion to rescind may be given more than three (3) months following the original decision.</del></p> <p><del>(f)</del> <i>(d)</i> A motion to rescind may not be reconsidered or rescinded.</p>	<p><b>Roberts Rules provide that it is the right of any member to make the motion to rescind without time limit. There is no time limit on making a motion to rescind in Roberts Rules.</b></p>
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## NOTICE OF MOTION By-Laws Amendment

**June 11: Addition to the Amendments provided to the Board on June 3, 2015**

**For decision at the June 24, 2015 Board Meeting**

Current By-law	Proposed Amendment (in red italics)	Summary of Change
<p>7.01 <u>Reference Authority</u></p> <p>In all procedural and/or governance matters not provided for in applicable legislation or in these Bylaws, the rules and practices of Robert’s Rules of Order shall apply.</p>	<p>7.01 <u>Reference Authority</u></p> <p>In all procedural and/or governance matters not provided for in applicable legislation or in these Bylaws, the rules and practices of <i>the most current version of</i> Robert’s Rules of Order shall apply.</p>	<p><b>Clarifies it is the most current version of Roberts Rules, in the event there is a discrepancy.</b></p>
<p>8.08 <u>Committee Procedure</u></p> <p>(a) A quorum for all Committee meetings shall be a majority of the voting members of the Committee.</p> <p>...</p> <p>(i) Decisions taken by a Committee constitute recommendations to the Board and do not establish Board policy unless approved by the Board.</p>	<p>8.08 <u>Committee Procedure</u></p> <p>(a) <i>Except as otherwise provided in a Committee’s Terms of Reference,</i> A a quorum for all Committee meetings shall be a majority of the voting members of the Committee.</p> <p>...</p> <p>(i) <i>Except as otherwise provided in a Committee’s Terms of Reference,</i> <del>Decisions taken</del> <i>made</i> by a Committee constitute recommendations to the Board and do not establish Board policy unless approved by the Board.</p>	<p><b>8.08 (a) was in conflict with the PDRC Terms of Reference.</b></p> <p><b>This revision is in accord with the revision in no. 1 of the Terms of Reference below – it allows for the PDRC to make the decision to direct work on a new policy without having to recommend this decision to the Board.</b></p>
Appendix – D	Appendix – D	

<p>Mandate:</p> <p>In consultation with the Superintendent, the Policy Development and Review Committee is responsible for the following:</p> <ol style="list-style-type: none"><li>1. Advise the Board on the development of new policy;</li><li>2. Respond to any legislation that requires change to the Board's existing policies or development of a new policy;</li><li>3. Make recommendations for reviewing existing policies;</li><li>4. Fulfill other functions as required by the Halifax Regional School Board.</li></ol>	<p>Mandate:</p> <p>In consultation with the Superintendent, the Policy Development and Review Committee is responsible for the following:</p> <ol style="list-style-type: none"><li>1. <i>Determine the need for new policies</i>, and <b>A</b> advise the Board on the development of new policy;</li><li>2. Respond to any legislation that requires change to the Board's existing policies or development of a new policy;</li><li>3. Make recommendations for reviewing existing policies;</li><li>4. <i>Advise the Board on changes of existing policies</i>;</li><li>45. Fulfill other functions as required by the Halifax Regional School Board.</li></ol>	<p><b>This revision authorizes the PDRC to direct that work be done on creating a new policy, without having to make this recommendation to the board.</b></p>
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## **HALIFAX REGIONAL SCHOOL BOARD**

### **Boundary Review for New Eastern Passage High School**

**PURPOSE:** To seek direction from the Governing Board to complete a boundary review to establish a catchment area (boundary) for the new Eastern Passage High School.

**BACKGROUND:** This boundary review process is being recommended in accordance with Policy B. 003 *Creating School Populations Procedures*.

*Section 2.0 states in part:*

*A boundary review process will be recommended for the following reasons:*

2.1 *to respond to changes in demographics, and*

2.3 *to respond to new school construction and other conditions that may be identified by the Superintendent, from time to time.*

*(Halifax Regional School Board Policies and Procedures)*

**CONTENT:** In July 2013, EECD announced the construction of a new high school for the Eastern Passage Community. Site Selection was completed with the EECD announcement on April 16, 2015 that the Eastern Passage Common is the approved location for the new school.

The design capacity of the school will provide accommodation for approximately 540 students. However, a Boundary Review is required to establish a catchment area for the new school, which will determine projected enrollment.

The junior high student cohort from Eastern Passage presently feeds into Cole Harbour District High School. Therefore, the determination of the Eastern Passage High School boundary will result in a change of enrollment at Cole Harbour District High School, once implemented. A separate process will be initiated following the Eastern Passage High School Boundary Review, to respond to the enrollment impact at Cole Harbour District High School.

The boundary review process is subject to compliance with Policy B.003 *Creating School Populations*. A copy of the policy and procedures may be accessed at:

<http://www.hrsb.ns.ca/files/downloads/pdf/board/policy/sectionb/b.003-creating-school-populations.pdf>.

**COST:** Cost is approximately \$5000.

**FUNDING:** Costs of a boundary review would be funded within the overall Board operations budget.

**TIMELINE:** September 2015 to February 2016

**APPENDICES:** See the Long-Range Outlook for defined catchment areas and enrollment projections for schools within the Cole Harbour District High Family of Schools.

**RECOMMENDATIONS:** The Governing Board direct staff to complete a boundary review of Cole Harbour District High Family of Schools to establish a catchment area (boundary) for Eastern Passage High School.

**COMMUNICATIONS:**

<b>AUDIENCE</b>	<b>RESPONSIBLE</b>	<b>TIMELINE</b>
Principals at impacted schools	Director School Administration	Upon Approval
School Advisory Councils impacted	Director School Administration	Upon Approval

**From:** For further information, please contact:  
Ron Heiman, HRSB Director of Operations Services at 464-2000 ext. 2144 or by way of e-mail at [rheiman@hrsb.ca](mailto:rheiman@hrsb.ca)

**To:** Senior Staff June 9, 2015  
Full Board June 24, 2015

## **FINE ARTS**

### **POLICY**

The Halifax Regional School Board is committed to providing a program of excellence in the Fine Arts, throughout its jurisdiction, which make it possible for all students to reach their learning potential.

This commitment requires ongoing support by the Board, administrative staff and Fine Arts teachers for the delivery of Fine Arts Programs in all schools. The Board is also committed to encouraging the widespread involvement of parents and the broader community in meeting its goal in Fine Arts education

The vision for Fine Arts education in the Halifax Regional School Board includes a wide range of learning experiences in each of dance, drama, music and the visual arts.

The enhancement of existing programs and the initiation of new programs by the Board are fundamental to realizing quality Fine Arts Programs for all students.

The Board is committed to Fine Arts programming which acknowledges and values the cultural diversity of its school communities.

#### **1.0 GOALS**

- 1.1 The Board will provide access to Fine Arts Programs for all students (P-12).
- 1.2 The Board will ensure that the Fine Arts Programs at all levels (P-12) are taught by qualified teachers with appropriate training in Fine Arts theory and instruction.
- 1.3 The Board will provide support for Fine Arts Programs by appointing a Coordinator to facilitate the delivery of programs, provide assistance in the hiring of teachers and provide on-going support to maintain direction and develop Fine Arts Programs.
- 1.4 Funding must be provided to ensure that appropriate staff, professional development, materials, equipment and facilities are available to support Fine Arts Programs.

- 1.5 The Board will maintain and develop partnerships with arts organizations, professional artists, and the community to ensure expanded and diverse opportunities are available to augment current Fine Arts programming.
- 1.6 The Board will ensure the development and implementation of Fine Arts Programs which foster and respect the cultural diversity of school communities.
- 1.7 The Board will ensure that the Fine Arts implementation plan is evaluated and updated on an annual basis.

## **2.0 PROGRAM**

- 2.1 Fine Arts programming is an essential component of every student's education as stated in the graduation outcomes of the *Public School Programs*.
  - 2.1.1 All students, grades P-12, in the Halifax Regional School Board shall be provided with quality Fine Arts Programs.
  - 2.1.2 The components of a Fine Arts Program are dance, drama, music and visual arts. A range of Fine Arts Programs must be provided in order to meet the diverse learning needs of students and to enable all students to develop to their full potential.
  - 2.1.3 Programs offered in schools or families-of-schools may differ, but will be of the same high quality in terms of the access to resource material and program support.
- 2.2 The Halifax Regional School Board recognizes the high quality of existing Fine Arts Programs and wishes to build for the future on existing foundations.
  - 2.2.1 Fine Arts Programs will be comprehensive and cumulative in nature enabling students to build on their arts experiences in a planned sequential manner and to achieve the Essential Graduation Learnings of the *Public School Programs*.
  - 2.2.2 In meeting the diverse requirements of our students, Fine Arts Programs will provide students with balanced learning opportunities to:
    - i) actively engage in the process of making/creating works in the Fine Arts;

- ii) place the Fine Arts in diverse cultural and historical contexts;
  - iii) develop critical thinking skills and appropriate aesthetic response;
  - iv) meet the requirements of the diverse special populations present in our schools.
- 2.3 Quality Fine Arts Programs shall be taught by teachers whose education and expertise reflects theory and instruction in the Fine Arts area being offered and who are competent to teach their specific Arts discipline.
- 2.3.1 By the year 2003 there shall be qualified Fine Arts teachers in each area of the Arts in each family-of-schools.
- 2.3.2 For the purpose of staffing Fine Arts Programs, a flexible approach combining site-based and the family-of-schools model is essential to meet the needs of the school and community.
- 2.4 Provincial funding allocated by the Board for Fine Arts shall be shared in an equitable manner.
- 2.5 The school level involvement of practising artists, community Arts Groups and Arts resources in the Fine Arts curriculum is to be encouraged for program variation and enrichment.

### **3.0 PROGRAM SUPPORT**

- 3.1 The Board will designate a Coordinator of Fine Arts responsible for:
- i) Coordination of Fine Arts Programs, resources, equipment and professional development;
  - ii) Support of schools in the development of Fine Arts Programs;
  - iii) Assisting administrators in the supervision of instruction, curriculum and in determining appropriate staffing for the Fine Arts.
- 3.1.1 The person filling this position will have expertise and experience in Fine Arts education.
- 3.1.2 A central budget will be provided for system activities administered by the coordinator.

- 3.1.3 The Coordinator will be responsible for support for the four areas of Fine Arts. The Coordinator may receive further support from teachers with expertise in a specific Fine Arts discipline, where necessary. Where teachers with Fine Arts expertise are required to provide support, time will be formally allocated as a portion of their teaching assignment.
- 3.2 The Board shall provide space for teaching which is appropriate to the specific needs of the different Fine Arts Programs.
  - 3.2.1 Where it is required on the basis of the interest of students, space should be made available to allow students and Fine Arts teacher(s) to assemble from various schools for program variation and enrichment. This will ensure that existing facilities and space will continue to be provided and will be expanded as programs require.
- 3.3 The Board will provide appropriate professional development for teachers of the Fine Arts to support their professional growth as educators.

## **FINE ARTS**

### **PROCEDURES AND IMPLEMENTATION**

#### **1.0 CO-ORDINATOR OF FINE ARTS**

The survival and enhancement of Fine Arts Programs are contingent upon the appointment of a Coordinator of Fine Arts. To ensure that the goals of the policy are achieved, the Coordinator shall perform the following functions:

- 1.1 co-ordinate the delivery of programs, including providing assistance in the hiring of teachers and on-going support with respect to course content from P to 12 to maintain direction and develop Fine Arts Programs. This includes the following:
  - 1.1.1 consult with principals in the hiring of Fine Arts teachers including co-ordinating the hiring of teachers to deliver programs to more than one school in a family-of-schools;
  - 1.1.2 by the year 2000, the Coordinator of Fine Arts shall provide a resource list to all principals of those teachers employed in the system or those candidates for future teaching opportunities who are trained and qualified for specific Arts courses. This resource list will be updated on a yearly basis;
  - 1.1.3 develop and oversee professional development and in-service training for Fine Arts teachers and support those teachers seeking to upgrade their qualifications in the teaching of Fine Arts;
  - 1.1.4 act as a liaison between senior administration and schools on matters relating to program and staff development in the Fine Arts;
  - 1.1.5 support and address the health and safety concerns of Fine Arts teachers and students;
  - 1.1.6 support and encourage communication of Fine Arts issues among principals, teachers, students and the community throughout the Halifax Regional School Board;
  - 1.1.7 prepare implementation plans and projections for the Fine Arts and review them as necessary;
  - 1.1.8 oversee and foster the co-ordination of special Fine Arts events for students and/or teachers across the Halifax Regional School Board;

- 1.1.9 assist principals with the supervision and evaluation of Fine Arts teachers;
- 1.1.10 oversee the present all-cities programs to ensure the maintenance and enhancement of these programs.
- 1.2 advocate for Fine Arts Education, taking a leadership role in assisting elementary and secondary schools to strive for excellence in the development and implementation of Dance, Drama, Music and Visual Arts Programs. This includes the following:
  - 1.2.1 maintain communication with the Department of Education;
  - 1.2.2 co-ordinate and provide a leadership role for *Challenge for Credit*;
  - 1.2.3 integrate technology into the Fine Arts curriculum;
  - 1.2.4 initiate community partnerships to enhance the Fine Arts Programs;
  - 1.2.5 provide assistance in making application to the Department of Education for locally developed courses beyond those listed in the *Public School Programs*.
- 1.3 co-ordinate the delivery of services and equipment including overseeing decisions concerning:
  - 1.3.1 maintenance, purchase, inventory and usage of music instruments;
  - 1.3.2 maintenance, use and expansion of the Music Library;
  - 1.3.3 maintenance and usage of the ceramics lab;
  - 1.3.4 distribution, cataloguing, maintenance and upkeep of equipment, supplies and materials for the Fine Arts programs.
- 1.4 promote the development of Fine Arts Programs which reflect the cultural diversity of the student population of Halifax Regional School Board.

The Coordinator shall administer a central budget provided for Halifax Regional School Board Fine Arts activities.

The Coordinator will be responsible for support for the four areas of Fine Arts. The coordinator shall receive further support from teachers with expertise in a specific

Fine Arts discipline where necessary. Where teachers with Fine Arts expertise are required to provide support, time will be formally allocated as a portion of their teaching assignment.

## **2.0 HIRING OF STAFF**

- 2.1 The existing complement of Fine Arts teachers in the Halifax Regional School Board shall be maintained.
- 2.2 Teachers who are hired to teach Fine Arts courses shall have appropriate training in Fine Arts theory and instruction and be competent to teach their specific Arts discipline.
- 2.3 The Coordinator shall assist the principal in the hiring of Fine Arts teachers.

## **3.0 PROGRAM DELIVERY**

- 3.1 It is a belief of the Halifax Regional School Board that the Arts are visible evidence of a dynamic culture and are fundamental for full human development. Therefore, the Halifax Regional School Board will provide Arts opportunities for students to develop their abilities in creative expression as both active participants and observers.

## **4.0 BUDGET**

- 4.1 The Halifax Regional School Board will ensure budget preparations include adequate operating funds for staff professional development, materials, equipment and facilities for the Fine Arts Program.
- 4.2 In addition to the operating budget, funding is recommended to provide for the expansion of Fine Arts infrastructure in the Halifax Regional School Board.

## **5.0 PROFESSIONAL DEVELOPMENT**

- 5.1 The Halifax Regional School Board will provide professional development for teachers of the Fine Arts to support their professional growth as educators.

## **6.0 PROVIDING FACILITIES**

- 6.1 Central Fine Arts facilities shall be maintained and expanded in order to provide space for such things as:
  - 6.1.1 possible centralized instruction;
  - 6.1.2 housing of music and art libraries;
  - 6.1.3 storage of instruments;
  - 6.1.4 storage of theatre lighting equipment; and
  - 6.1.5 the ceramic lab.
- 6.2 Facilities will be upgraded and/or created to provide appropriate and safe physical space to serve existing and future Fine Arts Programs in the Halifax Regional School Board.
- 6.3 Corporate sponsorship may be pursued for the upgrading of existing auditoriums and performance spaces so students will benefit from access to improved facilities and equipment.

## **7.0 IMPLEMENTATION PLAN**

- 7.1 Plan for the best possible co-ordination of regional Fine Arts Programs.
- 7.2 Over the next year the Board will survey all spaces available for the teaching of Fine Arts Programs and make recommendations for their upgrade and a timeline for their completion.
- 7.3 The Board will survey buildings to determine the best possible sites, where space is available, to allow for program variation and enrichment on a regional or area basis.
- 7.4 By the year 2002 there shall be qualified Fine Arts teachers in each area of the Arts in each family-of-schools.
- 7.5 By the year 2000 the Coordinator of Fine Arts shall provide a resource list to all principals of those teachers employed in the system or those candidates for future teaching opportunities who are trained and qualified for specific Arts courses. This resource list will be updated on a yearly basis.
- 7.6 Develop a plan to integrate technology into the Fine Arts curriculum.

- 7.7 In addition to the operating budget, a fund of \$100,000.00 per year for the next five years is recommended to provide for expansion of Fine Arts infrastructure in the Halifax Regional School Board.
- 7.8 The Coordinator will aid in developing a protocol for the collection and use of rental revenues for musical instruments and their maintenance
- 7.9 Develop a plan to coordinate the regional utilization and access to the music library.
- 7.10 Develop a plan to coordinate regional access to the ceramic lab.
- 7.11 Evaluate and update implementation plan on an annual basis.
- 7.12 Pursue community partnership initiatives to enhance Fine Arts Programs.
- 7.13 Implement Fine Arts curriculum guidelines as they are developed by the Department of Education.
- 7.14 Identify schools in the Halifax Regional School Board to pilot Fine Arts Programs as they are developed by the Department of Education.
- 7.15 Develop and implement locally developed Fine Arts courses beyond those listed in the *Public School Programs* document.
- 7.16 The Halifax Regional School Board will pursue with the Department of Education the possibility of offering Dance 11 as a pilot for the 1998-1999 school year.

## **8.0 FINE ARTS PROGRAMS AND IMPLEMENTATION**

The vision for Fine Arts education in the Halifax Regional School Board includes a wide range of learning experience in each of dance, drama, music and the visual arts. To ensure all students in the Halifax Regional School Board reach their learning potential, quality Fine Arts Programs must be provided using a phased in implementation plan. The following provide a view of implementation for each of the Fine Arts.

### **8.1 DANCE**

- 8.1.1 The Halifax Regional School Board will pursue with the Department of Education the possibility of offering Dance 11 as a pilot for the 1998-1999 school year.

- 8.1.2 As dance curriculum is developed by the province, program offerings will be expanded at all levels.
- 8.1.3 Appropriate instructional time in dance must be allocated so that students, through cumulative learning experience, are able to achieve the Learning Outcomes of the *Public School Programs*.

## **8.2 DRAMA**

- 8.2.1 All students, Primary to 6, will receive classroom instruction in drama education as part of their regular program and will have opportunities to experience drama as a learning strategy across the curriculum.
- 8.2.2 All students, grades 7 to 9, will receive classroom instruction in drama education as part of their regular program and will have opportunities to experience drama as a learning strategy across the curriculum.
- 8.2.3 Appropriate instructional time in drama at the elementary and junior high levels must be allocated so that students, through cumulative learning experiences, are able to achieve the learning outcomes.
- 8.2.4 All students, grades 10 to 12, will have access to drama as a course option at each grade level and will have opportunities to experience drama as a learning strategy across the curriculum. While only one Fine Arts course is mandated by the *Public School Programs* students who choose to study drama should have opportunities to extend their learning through additional courses.
- 8.2.5 A minimum of 110 hours of instructional time is required to receive a credit in each drama course at the senior high level.

## **8.3 MUSIC**

- 8.3.1 All students in grades Primary to 6 will receive a classroom music education program taught by qualified teachers with appropriate training in music theory and instruction.
  - There will be formal time allocation provided in teachers schedule to allow for the delivery of a choral program.
- 8.3.2 All students grades 3 to 12 will have access to choral and instrumental music instruction taught by qualified teachers with appropriate training in music theory and instruction.

8.3.2.1 String programs will be offered to students grades 3 to 12;

8.3.2.2 Band programs will be offered to students grades 6 to 12;

8.3.2.3 Choral programs will be offered to students grades 4 to 12.

8.3.3 Instructional time in music at the elementary and junior high levels must be allocated so that students, through cumulative learning experiences, are able to achieve the Learning Outcomes of the *Public School Programs*.

8.3.4 All students in grades 10 to 12 will have access to music instruction taught by qualified teachers with appropriate training in music theory and instruction.

8.3.5 A minimum of 110 hours of instructional time is required to receive a credit in each music course at the senior high level.

#### **8.4 VISUAL ARTS EDUCATION**

8.4.1 All students primary to 6 will receive classroom instruction in visual arts education taught by teachers specifically educated in visual arts theory and instruction.

8.4.2 All students grades 7 to 9 will receive visual arts education as part of their regular program and is taught by a visual arts teacher.

8.4.3 Appropriate instructional time in music at the elementary and junior high levels must be allocated so that students, through cumulative learning experiences, are able to achieve the Learning Outcomes of the *Public School Programs*.

8.4.4 All students grades 10 to 12 will have access to visual arts as a course option at each grade level taught by visual arts teacher.

8.4.5 A minimum of 110 hours of instructional time is required to receive a credit in all senior high visual arts courses.

## **9.0 RECOMMENDATIONS**

It is recommended:

- 9.1 The Fine Arts Policy and Procedures be adopted by the Halifax Regional School Board, thus ensuring a direction is set for implementation of a program of excellence in the Fine Arts which make it possible for all students to reach their learning potential.
- 9.2 The report be communicated to all schools and school communities in the Halifax Regional School Board.
- 9.3 The Halifax Regional School Board provide a brochure which outlines the Fine Arts policy of the Halifax Regional School Board.
- 9.4 The Halifax Regional School Board declare the month of April as the annual Fine Arts celebration month.

## HALIFAX REGIONAL SCHOOL BOARD

### Focus on Learning: A Story of Improvement

**PURPOSE:** To provide the Governing Board with information about the work of the Halifax Regional School Board to improve student achievement at selected schools

**BACKGROUND:** Provincial elementary assessment data from the last five years was used to determine which elementary schools in the Halifax Regional School Board required a different model of support in order to improve student achievement results for their students. Twenty schools were identified and support teams were assigned to work with the administrative team at each school to determine the specific strengths and needs for each school. All available supports were allocated to work with the identified schools.

**CONTENT:** The report will highlight the efforts of one school to improve student learning in math and literacy.

**COST:** N/A

**FUNDING:** N/A

**TIMELINE:** N/A

**APPENDIX:** N/A

**RECOMMENDATION:** It is recommended the Governing Board receive the report for information.  
**COMMUNICATIONS:**

AUDIENCE	RESPONSIBLE	TIMELINE
Governing Board	Alison King	June 24, 2015

**From:** For further information please contact Alison King, Director Program at [aking@hrsb.ca](mailto:aking@hrsb.ca) or 464-2000 ext. 2624

**To:** Governing Board

June 24, 2015