

**SOUTH SHORE REGIONAL SCHOOL BOARD**

**February 22, 2012**

**Forest Heights Community School  
7:00 p.m. – Public Session**

**REVISED**

**A G E N D A**

- 1. Call to Order**
- 2. Approval of Agenda**
- 3. Education Presentation**
- 4. Public Presentation**
  - Schools Plus Program – Scott Patterson
  - Petite Riviere Elementary School Home & School – Leif Helmer
- 5. Approval of Minutes**
  - Board Meeting – January 25, 2012
- 6. Business Arising from the Minutes**
- 7. Correspondence**
- 8. Board Report**
- 9. Superintendent's Report**
- 10. Regional Education Officer's Report**
- 11. Items for Decision**
  - a. School Identification Reports
  - b. School Utilization Study Report
  - c. TCA Capital Plan
    - Options and/or recommendations
- 12. Information Items**
  - a. Electoral Boundary Changes
    - Special Board Meeting – March 7, 2012
- 13. Audit Committee** – The Committee met on February 20, 2012.
- 14. Nova Scotia School Boards Association**
- 15. Date of the Next Meeting**
  - Public Input Session – March 7, 2012
  - Board Meeting – March 21, 2012
- 16. Adjournment**

*These minutes are in draft form and will be approved at the next regular Board Meeting.*

## **SOUTH SHORE REGIONAL SCHOOL BOARD**

### **Minutes of Regular Board Meeting January 25, 2012 Regional Office Bridgewater, Nova Scotia**

**Present:**     **Board**  
Sullivan-Corney, Judith

**Staff**  
Butler, Barry; Director of Operations  
Ferraina, Lori; Executive Assistant to the Superintendent & Board Secretary  
Munro, Tina; Director of Human Resources  
Prest, Steve; Director of Programs and Student Services  
Pynch-Worthylake, Nancy; Superintendent of Schools  
Tattie, Wade; Director of Finance  
Thompson, Jenn; Acting Communications Manager

**Other**  
Amirault, Stephen; Regional Education Officer

#### **CALL TO ORDER**

Judith Sullivan-Corney called the meeting to order at 7:05 p.m. Ms. Sullivan-Corney welcomed the media and the public.

#### **RECORD OF ATTENDANCE**

The Board Secretary recorded attendance. Judith Sullivan-Corney and seven Staff Members were present.

#### **APPROVAL OF AGENDA**

**MOTION** by Judith Sullivan-Corney that the Agenda be approved.

**Motion Carried**

#### **EDUCATION PRESENTATION**

*~ West Northfield Elementary School – School Improvement Planning ~*

Ms. Lemire, teacher at West Northfield Elementary School explained that the school has recently finished their four year Accreditation. One of the goals that the school has decided to focus on is the math program. Positive EMLA results were shared with the Board. The PALS (Playground Activity Leaders) program has been implemented at the school. Two grade three students and two grade six students discussed some of the elements of their respective math programs.

#### **APPROVAL OF MINUTES**

**MOTION** by Judith Sullivan-Corney that the Minutes from the *December 15, 2011, Board Meeting and December 15, 2011, Annual General Meeting* be approved.

**Motion Carried**

Judith Sullivan-Corney stated that when the By-Laws are revised the Board will look at adding the approval of the Annual General Meeting Minutes at the next Annual General Meeting of the Board.

**RECEIPT OF CORRESPONDENCE**

- a) Letter from the Premier re: Jobs and Building Plan for the upcoming year.

**MOTION** by Judith Sullivan-Corney that the Board receive the correspondence listed.

**Motion Carried**

**REPORT FROM THE BOARD**

Judith Sullivan-Corney reported that in order to provide an opportunity for parents and teacher and others involved with Home and School and School Advisory Committees to meet with me and for me to hear their concerns regarding their students' education. I along with the Superintendent began a round of presentation. The last of these presentations will be held next Monday in New Germany. The focus of the presentations and discussion is:

- a) The role of the Board, the role of the Superintendent's governance.
- b) A look forward – 2012 outlook possible budget concerns, enrollment
- c) How the Board will continue to engage the public
- d) Questions and answers

These were very well attended, lots of interest and good discussion especially around the school review process. The Superintendent and senior staff now meet biweekly. The Superintendent uses these meetings to provide me with updates and highlights of the Board staff activities, including any direction from the Director of Programs and Students Services or items of policy that require discussion. And as the Board I provide direction for areas that I want to have explored. This allows me to ask questions thought the discussions. In order to reach out the municipal elected officials to seek their views on the education of students in this region, I have also begun a series of meetings with mayors and wardens and to date have met with Mayor John Leefe, Mayor Don Downe, and Warden Allen Webbers and will be meeting with others over the next few weeks.

I attended a meet and greet with the NSTU representative on January 16, 2012. Also met with the President and the Executive Director of the NSSBA. We discussed the role of the NSSBA and their role in School Board Member orientation, as well as their priorities for 2012.

The Board met with Mustapha Maynard and Jill Francis, former School Board Members so that I could understand the needs of diverse communities. I was invited and I attended the small school summit in Bridgewater this past Saturday. I was very interest in hearing the research on small schools, as well as learning about the "Schools Plus Program" which has been a big success for students in this region. In the area of policy format that is easily read and will have standard our approach to policy development and review after this meeting.

Tonight, the Board will receive the 12 ID reports and the Utilization report. These reports will assist the Board in determining school review.

The Utility and Review Board has approved changes to the electoral districts of Queens. In addition, the Municipality of the District of Lunenburg has requested changes to the electoral district boundaries as a result the electoral boundaries for School Board Members must be reviewed in preparation for October 2012 elections.

I have directed the Superintendent to review the options for the number and the composition of the districts as it relates to the current electoral boundaries.

## **REPORT FROM THE SUPERINTENDENT**

Nancy Pynch-Worthylake, Superintendent of Schools, reiterated some of the highlights from her written report that was included in this evening's Board Agenda. Directors gave brief updates for each Department.

### **Superintendent's Office**

Communication, input to the Board and the revision of policies have been a primary focus for the past month. The transition to a new Board has been very smooth from staff's perspective and feedback has been positive.

**2012-2013 planning** - Our key concern at this point in the year is preparation for the 2012-2013 budget and staffing. The Director Human Resources, Director of Programs and Student Services and I are meeting with each school administrative team to discuss staffing and budget priorities. We are committed to equitable support for schools, which takes into account consistency throughout the region balanced with support for programs and services to meet the specific needs of individual school communities. I am extremely concerned with the implications for students of further reductions in revenue from the province, especially given the major reductions last year. We will not be able to maintain the current level of programs and services to students if there are more reductions in funding.

**Teacher Professional Learning** - One of the most important factors in student learning and achievement is the professional development of teachers. The Department of Education is working with school board staff and partners to support the evolution of professional development in Nova Scotia to reflect research and best practices. In late November 2011, the Minister of Education released a report entitled *Report of the PLC Study Committee: Building Professional Learning Communities in Nova Scotia Schools*. The committee included representatives from school boards, the Nova Scotia Teachers Union, Department of Education, Nova Scotia School Boards Association, and University Schools of Education. The work of this committee, of which I was a member, built on the work of the Educational Professional Development Committee (EPDC) – also a representative committee. The report and recommendations of the EPDC were released in September 2008.

*A professional learning community is a group of professional educators working together in evidence-based collaborative teams in a climate of trust, innovation, risk taking, and reflection to enhance their practices so that all students are successful in learning essential curriculum outcomes.* (Recommendation 1)

The primary message embedded throughout the Report of the PLC Committee is that students benefit when teachers are engaged in learning at school. Dedicating time for teachers to examine student work and to collaboratively work and learn together to respond to the needs of students results in more effective instruction and assessment and therefore improved student learning and achievement.

The schools of the South Shore Regional School Board are already moving in this direction. Every school has a school improvement plan, which includes a student achievement goal. School staffs have been very creative in finding time for teachers to work collaboratively as professionals to support student learning. However, more collaborative time is needed if we are serious about improving instruction and learning.

The PLC Report provides a provincial framework and examines the benefits and challenges of PLCs. The greatest challenge facing schools is time – time for teachers to learn together. In the report, four approaches to time are outlined:

1. Increase the length of the instructional day and allow for times when teachers are at school without students. This is commonly referred to as banked time.

2. Recognize professional learning time as instructional time and allow for early dismissal without changes to the length of the instructional day.
3. Redistribute in-service days to allow for school-based professional learning time.
4. Increase the number of teachers allocated to each school to allow for time for teachers to meet during the day.

Three school boards in Nova Scotia are already making use of banked time. The second approach would reduce the instruction time for students. Most of the in-service time referenced in the third approach is already allocated to schools in the SSRSB. However, some of this time is used to support the implementation of provincial or Board initiatives. The fourth approach of adding staff to schools may not be realistic given the economic situation.

The Report includes 28 recommendations, which address a common approach, the need to create urgency and understanding, support for the work of PLCs, time for PLCs, communications, and learning and change.

To build on the work of the PLC Study Committee, a guiding coalition was formed under the leadership of the Department of Education. I represent the Superintendents and the SSRSB on this committee. The purpose of the Guiding Coalition is: *To embed and sustain high performing professional learning communities in every school in Nova Scotia.*

SSRSB schools and the region are well positioned to support the work of PLCs. As we plan for 2012-13 and beyond, we will continue to explore options to dedicate increased time to professional learning.

### **Human Resources**

**Substitute Skills** - A handbook for substitute teachers has been posted on our employment site. This handbook offers valuable information for substitutes to help them thrive in various schools and develop good practices.

An on-line depot for substitute administrative assistants has been structured and sent to the Communications Manager to create a central storage site with links to all routine forms used at the school level.

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**Job Analysis** - Directors have been ranked following completion of the job analysis questionnaire. The first department to undergo review will be Transportation. Once the process is discussed at a staff meeting, the questionnaires will be distributed by the Human resources department.

**Competencies for Early Literacy Teachers** - These have been developed and are for use of our recruitment system. They will be reviewed with other short listing criteria that currently exist as required.

**Best Practices and Guidelines for Recruitment; Interview Question Pools** - Work was started in November, revising guidelines and best practices for recruitment. A bank of interview questions exists in Excel and we are waiting for development of an on-line tool from Technology to make them accessible to hiring managers.

### **Finance Department**

**Financial Report** - Nine Months Ending December 31, 2011:

**South Shore Regional School Board****Statement of Operations and Surplus**

For the Nine Months Ended December 31, 2011

	<b>BUDGET YTD</b>	<b>ACTUAL YTD</b>	<b>VARIANCE YTD</b>	<b>ANNUAL BUDGET</b>
<b>Revenues</b>				
Province of Nova Scotia	41,792,006	41,696,138	(95,868)	54,312,799
Government of Canada	210,800	291,559	80,759	316,200
Municipal Contributions	11,588,094	11,588,096	2	15,450,800
School Generated Funds	-	-	-	3,200,000
Board Operations	494,524	736,685	242,161	683,576
<b>Total Revenues</b>	<b>\$54,085,424</b>	<b>\$54,312,478</b>	<b>\$ 227,054</b>	<b>\$73,963,375</b>
<b>Expenses</b>				
Board Governance	201,980	163,461	38,519	271,038
Regional Management	1,542,446	1,581,513	(39,067)	2,105,043
School Management & Support	5,202,248	5,123,103	79,145	6,865,077
Instruction & School Services	24,597,850	24,545,970	51,880	32,263,579
Student Support	7,277,546	7,470,182	(192,636)	9,662,011
Adult & Community Education	245,870	245,581	289	320,728
Property Services	6,250,063	6,303,891	(53,828)	8,922,991
Student Transportation	4,544,729	4,307,053	237,676	6,353,482
School Generated Funds	-	-	-	3,200,000
Other Programs	2,858,699	2,444,897	413,802	3,999,426
Defined Benefit Pension Plan	-	-	-	-
	<b>\$52,721,431</b>	<b>\$52,185,652</b>	<b>\$ 535,779</b>	<b>\$73,963,375</b>
<b>SURPLUS/(DEFICIT)</b>	<b>\$ 1,363,993</b>	<b>\$ 2,126,826</b>	<b>\$ 762,833</b>	<b>\$ -</b>

**2012/2013 Funding Announcement** - Schools Boards have not yet been informed by Department of Education as to what funding they can expect for the 2012/2013 fiscal year. It is now expected the earliest date an announcement will take place will be early February.

**Additional Capital Funding** - On January 12th Department of Education staff met with Directors of Finance and Directors of Operations to provide summary information on new capital funding. The announcement of specific 2012/2013 school construction and renovation funding had already taken place in the fall of 2011. These additional funds require detailed applications to be completed by school boards. Department of Education staff will coordinate the assessment of applications to determine which projects are to be funded. These funding envelopes are as follows:

- \$10 million is available for 2012/2013 additions and alterations
- \$4 million is available for 2012/2013 TCA repairs
- \$2 million is available for design and scoping of 2012/2013 additions and alterations projects, or 2013/2014 projects.
- More specific application process information is to be forwarded from Department of Education in the near future.

**2012/2013 Budget Process Schedule** - The 2012/2013 budget process schedule has been revised to address revised Board meeting dates. The revised schedule for the months of January and February 2012 are as follows:

<b>Month</b>	<b>2012/2013 SSRSB Annual Budget Process</b>
Jan	<ol style="list-style-type: none"> <li>1. Various budget issues reviewed at January 9<sup>th</sup> senior management meeting and Board work session.</li> <li>2. Various budget issues reviewed at January 23<sup>rd</sup> senior management meeting and Board work session.</li> </ol>
Feb	<ol style="list-style-type: none"> <li>3. Budget issues discussed with School Administrators on February 1<sup>st</sup>.</li> <li>4. SSRSB Finance staff finish first detailed budget draft by February 3, 2012.</li> <li>5. Senior management review and discuss/plan ways to cover remaining projected shortfalls at February 13<sup>th</sup> senior management meeting.</li> <li>6. Budget Draft #1 discussion at February 22<sup>nd</sup>, 2012 in-camera Board work session.</li> <li>7. The Manager of Finance completes Draft #2 by February 28, 2012.</li> </ol>

### **Programs & Student Services**

**Increased Student Achievement through Project-Based Learning Integrated with Mobile Wireless Technology – SQJHS Project** - The South Shore Regional School Board (SSRSB) is actively engaged in planning for innovative approaches to teaching and learning, with a focus on challenging students within a project-based learning environment at the middle level. After several years of professional learning and discussion among school-based and regional administrators, the SSRSB has launched four project sites. The target student group at each site is grade nine. This level was selected in part because of the need to revitalize programs in order to (re)engage students and to increase the learning and achievement of students. A key component of the innovations is the increased use of technology with the integration of project-based learning. One of the sites is South Queens Junior High School and we are pleased to announce that the South Shore Regional School Board has been successful in partnering with Apple Canada in an exciting new project where all grade 9 students at SQJHS will be engaged in Project Based Learning (PBL) using i-pad and i-pod technology. Apple Canada has agreed to supply a class set of i-pads for up to one year to assess their potential to meet student learning needs. The overarching goal of this project is to prepare for the use of Apple Mobile Devices in the proposed new South Queens Middle School and to determine the extent and viability of future usage by examining the impact on student engagement and achievement.

PBL is a systematic approach to creating a learning environment that fosters individual and collective inquiry as a mode of learning. Student influenced inquiry will be organized around complex real world issues. In designing Innovative approaches to teaching and learning, technology will be used as a tool to assist teachers in differentiating instruction and personalizing the learning experiences of all participating students. Student performances and products arising from their inquiries will be stimulated through activities designed to challenge while at the same time creating the excitement that comes from understanding new concepts and principles. Most importantly, students will apply their new knowledge to the issue under study. In a project-based learning environment, continuous feedback from peers, teachers and adults with expertise will be sought and provided. Assessment for learning practice will foster peer and personal expectations for rigor and excellence.

Due to the creative, engaging nature of Project-based learning, the approach aligns perfectly with the use of the powerful, versatile and creative aspect of Apple's mobile devices. On their own, they have proven to be portable, powerful, motivating and engaging devices that students utilize with enthusiasm and creativity. Our staff believes this has the potential to positively impact and reach out to a number of

groups and factors including differentiated instruction for struggling students, engagement, bullying and whole child learning.

**French Second Language Programming** - Effective mid February, a full-time French Second Language Literacy Lead Teacher will be assigned to work with Core French teachers in our school district. This appointment is made possible due to recent approval of funding from the French Department at the DOE. The French Second Language (FSL) Literacy Lead Teacher will focus primarily on providing instructional strategies training and support to other FSL teachers across the school district, especially to those who are in the early stages of implementing the most current FSL literacy strategies in their classrooms. It is expected that through the provision of one-on-one support to teachers that it will be possible for the lead teacher to have a direct and positive impact on FSL teachers' abilities to implement the literacy strategies with their students. The goals of this project are as follows:

- To increase the degree of teacher confidence and competencies in implementing FSL literacy strategies.
- To help FSL teachers effectively use literacy strategies as a major factor in helping student to learn to speak, read and write in French.

During the winter of 2012, the Coordinator for FSL Programs will be working with the Chester Area Middle School administrative team to explore the possibility of implementing an integrated French program in Grade 7 for the 2012-2013 school year. This process includes student and parent information meetings, and an application process with a deadline of February 3<sup>rd</sup>, 2012. If numbers are sufficient to sustain the viability of this program option, then a recommendation will be made to apply for a Special Project to the French Programs Division of the Nova Scotia Department of Education in the spring of 2012 to support this initiative. In addition, regional staff will be working with the Bluenose Academy administrative team to assist in merging the Grade 6 Intensive French program currently offered at Lunenburg Academy. This process will also include student and parent information meetings, and an application process with a set deadline that will be determined soon.

In the spring of 2012, finishing grade 9 French Immersion students at Hebbville Academy will be offered the opportunity to consider Bridgewater Junior-Senior High School as an option to complete their immersion program. Grade 9 French Immersion students from Hebbville Academy will spend a day at BJSHS to explore this option at the beginning of term 2.

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**Student Engagement Survey** - Our board is focused on student engagement and we are taking a new approach to collect data in this area to determine where are students are, their areas of strength and next steps for improvement. We will be surveying all the secondary students in our board from grades 7-12 using the nationally recognized Tell Them From Me (TTFM) on-line survey from The Learning Bar. Mitch Landry will lead this work, but we anticipate all our Programs staff being involved in using the data with schools to support our school improvement efforts. In partnership with our local health authority, our School Health Promoter will work closely with each of our secondary schools to make this process work effectively and efficiently. The student surveys will happen over the next few months, and conclude by March break. We see the TTFM student survey as a critical data set in our school improvement work in the accreditation program and we anticipate using the Student, Parent and Teacher surveys for grades 4-12 to inform our work in the future. For more information about the TTFM survey, visit The Learning Bar <http://www.thelearningbar.com/>

**iNSchool Update** - iNSchool is a province-wide student information system that uses technology to better support student achievement. It is being led by all school boards and the Department of Education. This system has several components, including a powerful teacher GradeBook and new provincial report card

for all schools. iNSchool will also contribute to several key functions such as curriculum and program development, student assessment, and school improvement programs with access to real-time information on our students and schools to better inform our program and policy decisions.

Collection of student achievement and other forms of data will now be carried out digitally, providing opportunities for schools and our board to eventually generate comprehensive reports for student marks, attendance, discipline and more. iNSchool also includes a web portal that gives students and parents quick and easy access to their most recent marks, attendance records, assignment due dates, and school announcements. Teachers and principals now have an online tool to manage their information and communicate with students and parents.

Our work to implement the iNSchool system in SSRSB will be on-going. We have experienced excellent support to date from principals and teachers as well a strong team of regional board staff. There have been challenges at times and there is still much to do as we complete the implementation phase and transition to on-going support. This work will enable improved use the system and the data in our efforts to improve student achievement. For more information about the iNSchool program, visit <http://www.inschool.ednet.ns.ca/>.

## **Operations Department**

### **TCA Capital Projects**

**Bluenose Academy** - The building is scheduled to be ready for occupancy at March break. Teachers will pack before March break, the move will take place during the break and unpacking will be done after March break. Students will arrive at the school on March 21<sup>st</sup>.

**South Queens Middle School** - The early conceptual design work is complete. The school will be an innovative open concept design planned around project based learning. A design/build tender will be issued in late February. The school is scheduled for completion by September 2013.

**Special Energy Initiative Projects** - Variable speed drives installation is complete at Chester District School.

- Lighting retrofit projects are being planned at Hebbville Elementary School and West Northfield Elementary School.
- Details of an energy efficient exterior lighting proposal were received from Litemor. This will be considered for the 2012-2013 budget year.

### **Operations Goals Update**

Goal 2, Outcome 3: Reduce energy consumption in school facilities:

- Energy efficient lighting has been installed in 10 school gymnasiums. Efficiency NS is providing funding assistance for this project.
- Variable speed drives have been installed at Hebbville Academy and are now being installed at Chester District School.
- A new boiler has been installed at New Ross Consolidated School.

Goal 2, Outcome 4: Increase routing and operational efficiency:

- A review of the New Germany sub-system was completed and implemented in September 2011.
- A review of the Bluenose Academy sub-system is now underway in preparation for the opening of the new school in March.

- We continue to monitor fleet fuel consumption and are targeting a reduction over the 2010-2011 consumption of 840,000 liters.

## **ITEMS FOR DECISION**

### **Policy on Policy Development and Revisions**

Pursuant to the Minister of Education's directive, the recommendations of the Deloitte report and as allowed by the Policy on Policy Development # 100 requires approval to facilitate the efficient functioning of the Board and management of the region.

**MOTION SS001-12** by Judith Sullivan-Corney that the Board approve the new Policy on Policy Development and Review. **Motion Carried**

### **NSTU PD Fund Committee**

Pursuant to the Minister of Education's directive and the recommendations of the Deloitte report eh management of the Board's responsibility related to the PD Fund should be the responsibility of the Superintendent.

**MOTION SS002-12** by Judith Sullivan-Corney that the Board assign responsibility for the administrative and operational requirements related to the NSTU PD Fund to the Superintendent of Schools.

**Motion Carried**

### **Policy on Student Trips**

Policy # 980 is currently undergoing a major revision via the usual consultation process. This is an interim measure to transfer authority from the Board to the Superintendent to approve out of province student trips. Monitoring and approval may be delegated to the Director of Programs and Student Services.

**MOTION SS003-12** by Judith Sullivan-Corney that the Board approve the interim revisions to Policy # 980 Student Co-Curricular and Extra-Curricular Trips. **Motion Carried**

### **School Utilization Study Report**

In May 2011, the Board directed staff to undertake a School Utilization Study. This study followed several other studies which began in 2006. A timeline is as follows:

- Program Review Phase 1 – Final Report, June 2006
- School Utilization Study – Part 1, November 2007
- School Utilization Study – Part 2, February 2008
- South Shore Regional School Board School Utilization Study motions, March 2008
- Equitable Access Report
- Building Condition Study, March 2009
- School Identification Reports, March 2011
- A School Utilization Study Report is now available and a process for receiving the report, preparing recommendations and responding to the recommendations is needed.

**MOTION SS004-12** by Judith Sullivan-Corney that the Board receive the School Utilization Study Report. **Motion Carried**

Judith Sullivan-Corney stated that the Identification Reports will be updated for the next Board Meeting, February 22, 2012. This information must be received at that time as the School Review information is due at the Department of Education by March 31, 2012. A Priorities Report is due at the Department of

Education by February 13, 2012. A Capital Request Report is due at the Department of Education by April 20, 2012. All materials are due to be reviewed and decisions will be made by the Board.

### **Memorial Bursary Fund Guidelines**

Over the past years an anonymous donor has donated funds to the South Shore Regional School Board asking only that the funds directly benefit students. In the past, these funds were placed in the Memorial Bursary Fund which caused yearly changes to the guidelines and required Board approval. It would be more efficient if the guidelines were changed in a way to avoid having to update them every year. These recommended changes to the guidelines would mandate automatic bursaries for each school if the funds are there, and if the funds stop, maintain the previous practice of \$750 per school on a rotating basis. In addition to the above change, the South Shore Innovative Learning Centre has been added to the list of schools entitled to receive the bursary.

**MOTION SS005-12** by Judith Sullivan-Corney that the Board approve the revised guidelines for the South Shore Regional School Board Memorial Bursary Fund. **Motion Carried**

### **INFORMATION ITEMS**

#### **EAP – Employee Assistance Program**

Tina Munro, Director of Human Resources, reported that the EAP program is offered to our non-teaching employees through a private company. The same private company supplies all Boards in the province. The provincial benefits committee is currently exploring options to provincially tender the EAP program to provide cost savings and/or increased services for employee wellness. If all Boards tender together, Boards may be able to save money and/or increase services. Tendering is expected in the fall.

### **AUDIT COMMITTEE**

The Committee is scheduled to meet on February 20, 2012 at 1:30 p.m.

### **NOVA SCOTIA SCHOOL BOARDS ASSOCIATION**

Nancy Pynch-Worthylake, Superintendent of Schools, stated that the leaders advisory committee is a committee of Board Chairs and Superintendents. It is an opportunity for Chairs and Superintendents to meet to discuss common concerns in education.

### **UPCOMING MEETINGS**

- **Public Input Session – February 20, 2012, at 7:00 p.m.**
- **Regular Board Meeting – February 22, 2012, at 7:00 p.m.**

### **ADJOURNMENT**

**MOTION** by Judith Sullivan-Corney, that the meeting be adjourned (8:07 p.m.)

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Lori Ferraina,  
Board Secretary &  
Executive Assistant to the Superintendent of Schools

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Judith Sullivan-Corney, Board



# Superintendent's Report

## February 22, 2012

I am pleased to provide the Board with a consolidated report that includes information and updates from the Director of each department. Each month, I will report to the Board on key areas of responsibility that will update the Board and provide important information related to effective governance.

### Superintendent's Office

The mid-year update on the 2011-2012 Annual Plan and Outcome Measures can be found at the end of this report.

### Finance Department

1. Financial Report - Ten months ended January 31, 2012.

#### South Shore Regional School Board

#### Statement of Operations and Surplus

For the Ten Months Ended January 31, 2012

	BUDGET YTD	ACTUAL YTD	VARIANCE YTD	ANNUAL BUDGET
<b>Revenues</b>				
Province of Nova Scotia	\$45,942,508	<b>\$45,781,678</b>	\$ (160,830)	\$54,312,799
Government of Canada	237,148	<b>353,497</b>	116,349	316,200
Municipal Contributions	12,875,660	<b>12,875,662</b>	2	15,450,800
School Generated Funds	-	-	-	3,200,000
Board Operations	538,266	<b>823,663</b>	285,397	683,576
<b>Total Revenues</b>	<b>\$59,593,582</b>	<b>\$59,834,500</b>	<b>\$ 240,918</b>	<b>\$73,963,375</b>
<b>Expenses</b>				
Board Governance	<b>\$ 220,598</b>	<b>\$ 179,130</b>	\$ 41,468	\$ 271,038
Regional Management	<b>1,733,575</b>	<b>1,777,364</b>	(43,789)	2,105,043
School Management & Support	<b>5,720,422</b>	<b>5,648,209</b>	72,213	6,865,077
Instruction & School Services	<b>27,122,724</b>	<b>26,819,962</b>	302,762	32,263,579
Student Support	<b>8,057,276</b>	<b>8,262,429</b>	(205,153)	9,662,011
Adult & Community Education	<b>270,575</b>	<b>274,955</b>	(4,380)	320,728
Property Services	<b>7,103,771</b>	<b>7,160,562</b>	(56,791)	8,922,991
Student Transportation	<b>5,104,192</b>	<b>4,834,263</b>	269,929	6,353,482
School Generated Funds	-	-	-	3,200,000
Other Programs	<b>3,217,222</b>	<b>2,749,998</b>	467,224	3,999,426
Defined Benefit Pension Plan	-	-	-	-
	<b>\$58,550,355</b>	<b>\$57,706,872</b>	<b>\$ 843,483</b>	<b>\$73,963,375</b>
<b>SURPLUS/(DEFICIT)</b>	<b>\$ 1,043,227</b>	<b>\$ 2,127,628</b>	<b>\$ 1,084,401</b>	<b>\$ -</b>

2. 2012/2013 Budget Process Schedule - The first draft of the budget has been completed and senior management have several dates scheduled to perform detailed reviews of all aspects of the budget. We are on schedule and the next major milestone is to complete a second draft by February 28th. At this time however, there still remains a large deficit for 12/13.

3. 2012/2013 Funding Announcement - On February 10th the Minister of Education invited school board Chairs and Superintendents to DOE offices in Halifax to discuss the 2012/2013 budget targets. Directors of Finance met with DOE staff on February 14th to review more details. Significant aspects on the announcement include the following:

- On average, School Board funding has been reduced by 1.3% (\$13,400,000 for all Boards).
- Funding changes range from an increase of 1.6% for CSAP to a decrease of 2.1% for three Boards (including SSRSB).
- In addition to the funding cuts, all Boards must absorb all cost of living increases.
- SSRSB's funding was reduced by 2.1% or \$1,423,000.
- The new Hogg formula was used to allocate the 2012/2013 funds. After allocation via the new Hogg formula, a transition calculation was performed which protects some Boards from further immediate significant funding decreases. This transition period will last a minimum of three years. SSRSB was one of the Boards protected by this transition period. Without the transition period SSRSB would have lost approximately \$3 million more in funding for 2012/2013. Note, however that this transition period only temporarily protects SSRSB - so SSRSB will need to find ways to address these additional funding declines well before the transition period is over.
- Several forms of traditionally restricted provincial funding have now been classified as unrestricted funding.
- The new Hogg formula has eliminated the \$150,000 small school funding factor and replaced it with a small isolated school and small high school funding allocation.

### **Human Resources Department**

The Human Resources department has been focused on developing staffing proposals for the upcoming 2012-2013 school year. Further budget reductions have made this a challenging process. We are working closely with schools to meet their individual needs as best as possible within our fiscal constraints.

The Workers Compensation Board of NS has invited our Manager, Stacey Soares, to sit on a committee that is undertaking a review of the Internal Appeals process. The Review Project is focused on process, exploring opportunities for early resolution, and reducing litigiousness in the System. This first round of consultations will focus on gaining a clear understanding of the issues. We are pleased that the Board has recognized Stacey's efforts and knowledge in implementing the SSRSB Early and Safe Return to Work policy and is seeking her input.

We are also working on our priorities for 2012-2013 that will be centered around creating more efficiencies within our department and providing a high level of support for schools.

## **Operations Department**

TCA Funding Request - The Department of Education has provided details of funding envelopes available for TCA capital. The categories include:

- \$10M in 2012-2013 for additions and alterations
- \$4M in 2012-2013 for repairs
- \$2M in 2012-2013 for estimating and scoping
- Board TCA priorities for 2013-2014 and beyond

South Queens Middle School - The conceptual design for the new South Queens Middle School is well underway. The design/build tender will be awarded in March and construction will tentatively start in mid-April. The new school is scheduled to open in September 2013.

Bluenose Academy - The new school is nearing completion and Operations staff are working closely with school administration to ensure the school is ready for occupancy. The move will happen over March break with teachers arriving at the school March 19th followed by students March 21st.

## **Programs & Student Services Department**

Pan-Canadian Assessment Program (PCAP) 2010 – This program provides Ministers of Education with a basis for examining the curriculum and other aspects of their school systems. It has been designed to determine whether students across Canada reach similar levels of performance in Science, Math, and Reading at about the same age and to complement existing assessments in each jurisdiction so they have comparative Canada-wide data on the achievement levels attained by grade 8 students. Results are reported at the provincial level. No Board-specific reports are available.

General statements from the report include:

- In the spring of 2010, the assessment was administered to a random sample of schools with grade 8 students. Approximately 32,000 grade 8 students (24,000 English and 8,000 French) participated.
- The Nova Scotia exemption rate was 6.2 %, the second highest in Canada and well above the national average of 3.3%.
- The mean mathematics, science, and reading scores of all Nova Scotia students who completed the PCAP 2010 assessment is lower than that of Canadian students overall for both English and French schools.
- The mean score in science of Nova Scotia students enrolled in French schools is significantly higher than that of Canadian students enrolled in French schools overall.
- Differences in reading achievement favoring females have been a consistent feature of large scale assessments. Differences in mathematics achievement tend to favour males but are much smaller than reading differences. There are no significant differences in the mean scores of males and females in mathematics overall.
- There are no significant differences in the mean scores in reading of grade 8 students in 2010 enrolled in either English or French schools from BC, AB, SK, ON, and NS when compared to their grade 8 counterparts in 2007.
- The mean scores of female students in science and reading were significantly higher than the mean scores of male students.
  - The following charts represent the results in each of the three subject areas by jurisdiction:

CHART 3-1 Mean scores by jurisdiction in mathematics

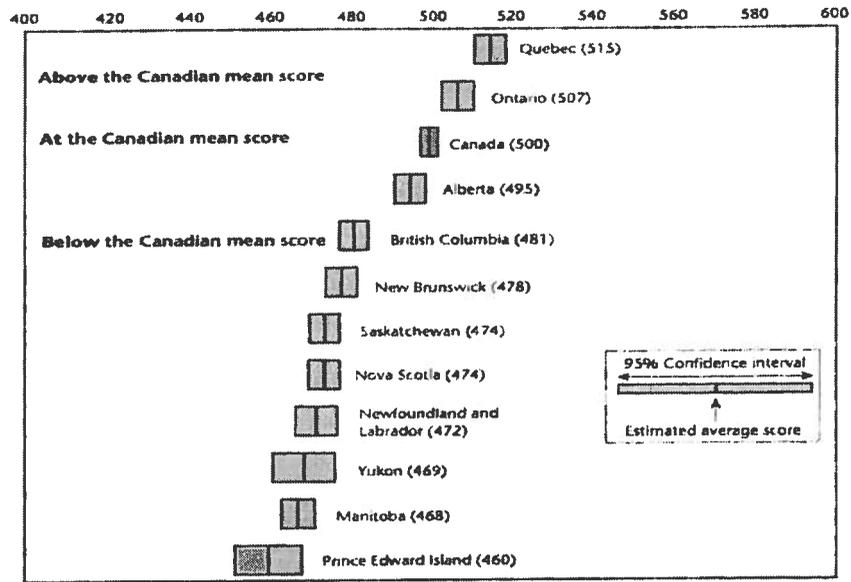


CHART 4-2 Mean scores for Canadian jurisdictions in reading

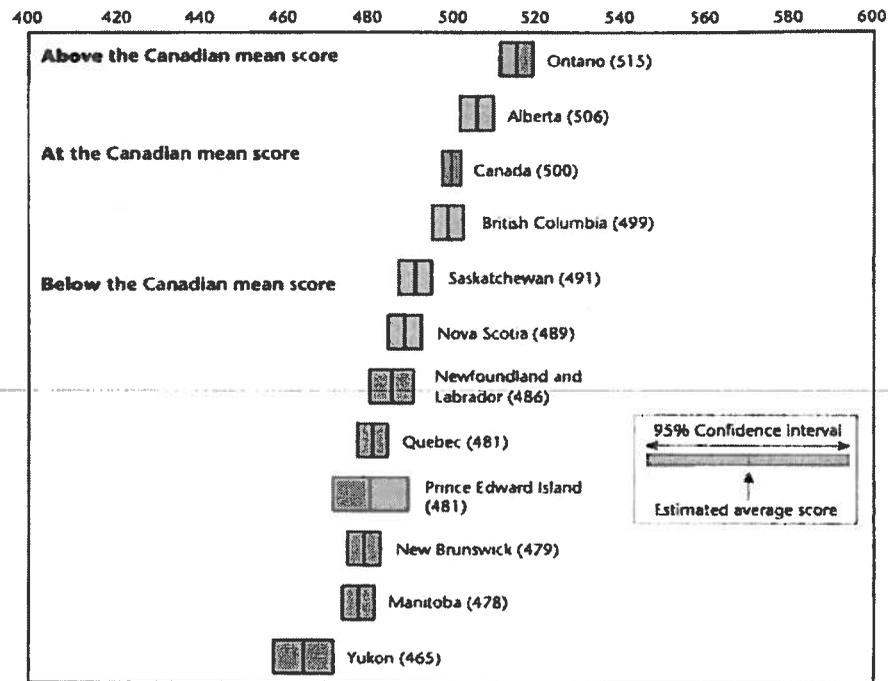
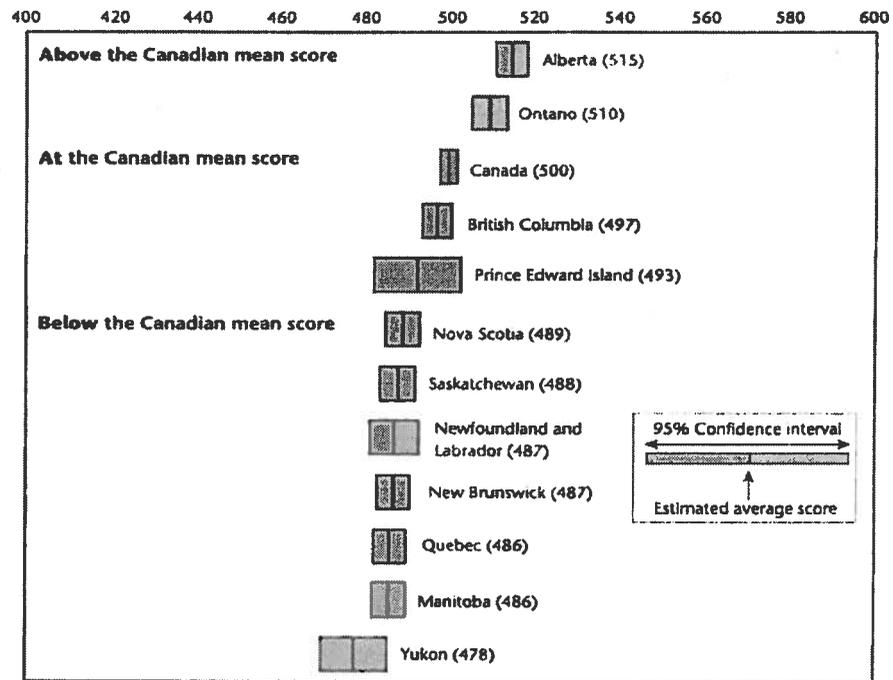


CHART 4-1 Mean scores for Canadian jurisdictions in science



## Appendix D – Outcome Measures

Goal 1: To improve student achievement in literacy and numeracy.					
Outcome	Measure	Baseline	Target/Year	Performance	Cost Pressure
Improvement in mathematics.	Percentage of students meeting or exceeding expectations using:				Major reduction in PSS budget. Regional Programs and Student Services staff reduced which will reduce our ability to support schools.
	Early Elementary Mathematical Literacy Assessment (EEMLA) 3	Baseline 2008-2009 Province: 71% SSRSB: 72%	By the end of 2012-2013 the % of SSRSB students meeting or exceeding the expectations of the EEMLA will continue to be at or above the NS reported percentage.	2009-2010 Province: 75% SSRSB: 81% #1 in the Province  2010-2011 Province: 75% SSRSB: 76%	
	Early Mathematical Literacy Assessment (EMLA) 6	Baseline 2009-2010 Province: 63% SSRSB: 63%	By the end of 2012-2013 the % of SSRSB students meeting or exceeding the expectations of the EMLA will continue to be at or above the NS reported percentage.	2009-2010 Province: 62.8% SSRSB: 63.3%  2010-2011 Province: 61.9% SSRSB: 64.6% meeting our goal	
	Nova Scotia Exam Grade 12 Academic Math (NSE)	Baseline 2008-2009 Province: 45% SSRSB: 34%	By the end of 2012-2013 the % of SSRSB students who passed the Grade 12 Academic Math NSE will be at or above the NS reported percentage.	2010-2011 Province: 51% SSRSB: 39.5%  Increase of 5.5% compared to baseline.	

	Nova Scotia Exam (NSE) Grade 12 Advanced Math	Baseline 2008-2009 Province: 64% SSRSB: 49%	By the end of 2012-2013 the % of SSRSB students who passed the Grade 12 Advanced Math NSE will be at or above the NS reported percentage.	2010-2011 Province: 69% SSRSB: 59.9%  Increase of 10.9% compared to baseline.	
<b>Outcome</b>	<b>Measure</b>	<b>Baseline</b>	<b>Target/Year</b>	<b>Performance</b>	<b>Cost Pressure</b>
Improvement in literacy	Percentage of students meeting or exceeding expectations using:				
	Supporting Early Literacy Learners (SELL) 3	Baseline 2009-2010 SSRSB 72%	Gr. 3: By the end of 2012-2013, 75% of grade 3 SSRSB students will achieve a Level 26 in reading as measured by the PM benchmark using baseline data from 2009-2010	2010-2011 SSRSB: 73.9% close to our goal and an increase of 1.8% compared to baseline	
	Extending SELL (ExSELL) 6	Baseline 2009-2010 SSRSB 85%	Gr. 6: By the end of 2012-2013, 90% of grade 6 SSRSB students will achieve a Level 4 in reading as measured by the AYR 4-6 assessment passages using baseline data from 2009-2010	2010-2011 SSRSB: 85.1% close to our goal and an increase of 0.1% compared to baseline	

	Supporting Early Literacy Learners (SELL) 3	Baseline 2009-2010 SSRSB 77%	Gr. 3: By the end of 2012-2013, 80% of grade 3 SSRSB students will achieve a Level 3 in writing as measured by the DOE writing exemplar rubric using baseline data from 2009-2010	2010-2011 SSRSB: 72.6% a bit off our goal and a decrease of 4.4% compared to baseline	
	Extending SELL (EXSELL) 6	Baseline 2009-2010 SSRSB 67%	Gr. 6: By the end of 2012-2013, 75% of grade 6 SSRSB students will achieve a Level 3 in writing as measured by the DOE writing exemplar rubric using baseline data from 2009-2010	2010-2011 SSRSB: 74.4% close to our goal and a increase of 7.4% compared to baseline	
	Early Language Literacy Assessment (ELLA) 3	08-09 Reading Baseline Province: 82% SSRSB: 82%  08-09 Listening Baseline Province: 80% SSRSB: 80%  08-09 Narrative Baseline Province: 80% SSRSB: 80%  08-09 Expository Baseline Province: 82% SSRSB: 83%	By the end of 2012-2013 the % of SSRSB students meeting or exceeding the expectations of the ELLA will be at or above the NS reported percentage.	2009-2010 Province: 76.0% SSRSB: 81.0% 2010-2011 Province: 78.0% SSRSB: 74.0% close to our goal in Reading.  2009-2010 Province: 84.0% SSRSB: 88.0% 2010-2011 Province: 83.0% SSRSB: 84.0% Meeting our goal in Listening.  2009-2010 Province: 76.0% SSRSB: 82.0% 2010-2011 Province: 74.0% SSRSB: 74.0% meeting our goal in Narrative Writing.  2009-2010 Province: 88.0% SSRSB: 92.0% 2010-2011 Province: 86.0% SSRSB: 89.0% Meeting our goal in Expository Writing.	

	Elementary Literacy Assessment (ELA) 6	08-09 Reading Baseline Province: 86% SSRSB: 86% 08-09 Writing Baseline Province: 93% SSRSB: 92%	By the end of 2012-2013 the % of SSRSB students meeting or exceeding the expectations of the ELA will be at or above the NS reported percentage.	2009-2010 Province: 85.0% SSRSB: 82.0% 2010-2011 Province: 84.0% SSRSB: 83.0% close to our goal in Reading.  2009-2010 Province: 92.0% SSRSB: 93.0% 2010-2011 Province: 90.0% SSRSB: 92.0% meeting our goal in Writing.
	Junior High Literacy Assessment (JHLA) 9	08-09 Reading Baseline Province: 82% SSRSB: 82% 08-09 Writing Baseline Province: 95% SSRSB: 96%	By the end of 2012-2013 the % of SSRSB students meeting or exceeding the expectations of the JHLA will be at or above the NS reported percentage.	2009-2010 Province: 81.0% SSRSB: 78.0% 2010-2011 Province: 78.5% SSRSB: 74.1% close to our goal in Reading.  2009-2010 Province: 94.0% SSRSB: 94.0% 2010-2011 Province: 90.2% SSRSB: 89.3% close to our goal in Writing
	Nova Scotia Exam (NSE) Eng 12	Baseline 08-09 Province 76% (sample) SSRSB1 % (sample) SSRSB2 XX% (all)	By the end of 2012-2013 the % of SSRSB students who passed the English 12 NSE will be at or above the NS reported percentage.	2010-2011 Province: TBA SSRSB: 91.5% increase of 9.5% compared to baseline. Waiting for NS percentage
	Nova Scotia Exam (NSE) Eng Comm 12	Baseline 08-09 Prov 74%(sample) SSRSB1 % (sample) SSRSB2 XX% (all)	By the end of 2012-2013 the % of SSRSB students who passed the English 12 Communications NSE will be at or above the NS reported percentage.	2010-2011 Province: TBA SSRSB: 85.4% increase of 12.4% compared to baseline. Waiting for NS percentage

**Goal 2: Increase operational efficiency & effectiveness, which includes a healthy environment and competent, qualified staff**

Outcome	Measure	Baseline	Target/Year	Performance	Cost Pressure
Goal 2: Outcome 1: Increase qualified substitutes within the Board	1. Increase in qualified substitutes	Currently there is no baseline data - need to develop metrics	Develop metrics to measure quality of substitutes		
Goal 2: Outcome 2: Increase the quality of hires	1. Percentage of teachers who are qualified in the subjects they teach	April 2010: Introduce guidelines in hiring.	2013: 85% of teachers will be qualified in the subjects they teach	We are at 87% qualified teachers as per subject audit done in 2011-12 school year. Guidelines for hiring are adhered to through automated short listing and review of recommendations	
	2. Number of absences due to illness or injury	2009-10: <b>Teachers:</b> 6,242 days <b>CUPE:</b> 12,784 hours <b>NSGEU:</b> 3,537.38 hours <b>SEIU:</b> 10,765.88 hours <b>Non-Union:</b> 780.92	December 2012: Reduce the days equating to a cost of \$50,000	Attendance awareness program implemented on a smaller scale as the Human Resources department has taken on additional organizational duties.  As of January 31, 2012 (projected to March 31) Teachers: 5,810 days CUPE: 11,724 hours NSGEU: 5207 hours SEIU: 8065 hours Non-Union: 1342 hours	

Outcome	Measure	Baseline	Target/Year	Performance	Cost Pressure
Goal 2: Outcome 3: Reduce energy consumption in school facilities (retrofit schools with energy efficient lighting)	1. Electricity and fuel oil consumption in school facilities	2008-09 fiscal year: Energy consumption data Oil: 1,649,594 liters Elec: 8, 617, 398 kw/hrs	Reduce overall consumption by 5% over 2011-12 (approximately \$200,000 cost savings)	Energy Report to be received at end of March. No update at the moment.	
	2. Number of schools with energy efficient gymnasium and exterior lighting	2009-10 fiscal year: Six schools have energy efficient lighting	March 31, 2011: Install energy efficient lighting in three additional schools	Upgraded 10 school gymnasium lighting.  No funding for exterior, but being requested from the province through Capital Funding.	
	3. Number of schools with energy efficient heating plants	2009-10 fiscal year: 23 schools have energy efficient heating plants	March 31, 2012: Install remaining three boilers which have been purchased	One boiler has been installed at NRCS.	
	4. Retrofit schools with variable speed drives	Number of schools with variable speed drives (2010-11 fiscal year - no schools have VSDs)	Install variable speed drives in five schools by March 31, 2012	Two of the five have been installed.	
Goal 2. Outcome 4. Increase routing and operational efficiency.	1. Fleet fuel consumption	2009-2010 fiscal year: 860,665 liters		This will be a year-end update.	

	<p>2. Number of routes that comply with UARB regulations and the Walking Distance recommendations.</p> <p>3. Number of sub-systems that have been reviewed.</p>	<p>2008-2009: 80% of routes comply with regulations</p> <p>2010-2011: 90% of routes comply with regulations</p> <p>2008-2009: 1 of 6 sub-systems have been reviewed.</p> <p>2010-2011: 2 of 6 sub-systems have been reviewed</p>	<p>2013-2014: 100% of routes comply with regulations</p>	<p>This will be a year-end update.</p>	
<p>Goal 2: Outcome 5: Obtain appropriate quality services and products at the best possible price, while complying with purchasing policies</p>	<p>1. Comprehensive revision/update of the procurement policy</p>	<p>2007: Policy is outdated 2010-11: Created draft policy, issued to stakeholders</p>	<p>March 31, 2011: Revised policy approved by the Board Waiting on procurement services and if no major changes by Dec 31, 2011</p>	<p>Revised procurement policy and procedures in draft format; aligned with the new provincial Procurement Act.</p>	
	<p>2. Maintaining cost saving without sacrificing quality</p>	<p>2009-10: Money used in 2009/10 and previous fiscal years \$50,000 by Dec. 2011</p>	<p>No incremental savings targets set but expect to maintain the current savings</p>	<p>\$50,000 savings was achieved before target date of December 2011</p> <p>Affected cost savings during review of policy and procedures.</p>	

**Goal 3: Improve Board Governance**

Outcome	Measure	Baseline	Target/Year	Performance	Cost Pressure
<p>Goal 3: Outcome 1: Revision of all policies following SSRSB format.</p>	<p>Number of policies that meet Policy on Policy Development.</p>	<p>June 2010: 21/118 HR: 9/15 Ops: 5/21 PSS: 5/61 Fin: 1/10 Superintendent: 1/5 Board Chair: 0/6</p>	<p>June 2012: 81/116 HR: 15/15 Ops: 19/19 PSS: 25/62 Fin: 10/10 Superintendent: 5/5 Board Chair: 6/6</p>	<p>New policy and procedure format adopted in January 2012. The number of updated and completed policy numbers will be reported at end of school year.</p>	
<p>Goal 3: Outcome 2: Improve the functioning of the Board.</p>	<p>1. Results on self-evaluation tool.</p>	<p>Results of self-evaluation from May 2009, March 2010.</p>	<p>Spring 2011: BMs completed revised Self Evaluation with certain questions clarified.  2011-12: Topics for discussion will be driven by the results of the questionnaire.  Repeat questionnaire in 2012.</p>	<p>Appointed Board working to implement good governance practices for 2012 elected Board. Following direction from the Minister of Education, by-laws are being re-written.</p>	
	<p>2. Each work session addresses critical issues of priority to the Board.</p>	<p>2009-2010: Work sessions agendas planned prior to each session.</p>	<p>2010-2011: Each work session addresses topics that have been identified by the Board as priorities.  2011-12: work session topics to be identified by the</p>	<p>Unachievable due to current Board structure.  One completed work session (October 2011) before Board dismissal.</p>	



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## **REGIONAL EDUCATION OFFICER'S REPORT**

**Stephen Amirault, REO for AVRSB, SSRSB and TCRSB**

**January 31, 2012**

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### **1. Early Development Instrument**

The government document titled ***Our Kids Are Worth It, Strategy for Children and Youth*** committed the Department of Education to the Early Development Instrument (EDI) and the DOE is now ready to proceed with a provincial implementation. The EDI is a questionnaire developed at the Offord Centre for Child Studies at McMaster University in Ontario.

It measures developmental trends in populations of children, over time, in five core areas:

- Physical Health & Well-Being (Can the child hold a pencil?)
- Social Competence (Does the child share with others?)
- Emotional Maturity (Is the child able to concentrate?)
- Language and Cognitive Development (Can the child count?)
- Communication Skills & General Knowledge (Can the child tell a story?)

These areas are good predictors of health, education, and social outcomes over the long term. The data collected is used to plan educational programming for schools and early childhood investments for the community.

Participating Primary teachers complete an EDI questionnaire for each child in February of the school year. The results are presented in a way that does not identify individual children. The EDI is not used as a diagnostic tool. It is available in both French and English.

### **2. Teaching Students About Workplace Health and Safety!**

Each year, hundreds of Nova Scotia students are injured on the job. The Workers' Compensation Board of Nova Scotia (WCB), the Department of Education, the seven school boards and the Conseil scolaire acadien provincial have been working together since 2006 to reduce this number by bringing workplace health and safety curriculum and resources to teachers and students in grades 10 to 12.

Most recently, health and safety content was added to Active Healthy Living 9, giving Nova Scotia grade 9 students a unique approach to learning about occupational health and safety through core curriculum.

In collaboration with the Department of Education and our safety partners, the WCB designs and provides workplace health and safety tools and services for teachers and students that include

- Healthy Living 9: Workplace Safety Moodle at [www.nsvs.ednet.ns.ca](http://www.nsvs.ednet.ns.ca). Found under "Provincial Professional Learning" at the NS Virtual School, this resource was designed for AHL9 teachers, but its tools are used by a wide variety of teachers
- Community-Based Learning: A Workplace Health and Safety Resource for Educators, a CD which holds over 100 different best practice safety resources
- Educators' webpage at [www.worksafeforlife.ca](http://www.worksafeforlife.ca)
- Regular provincial, board-level and summer institute professional development for teachers;
- Classroom presentations for students
- Sponsorship of Department of Education-approved safety programs, including Passport to Safety, St. John Ambulance online WHMIS, and LifeSmart First Aid. These programs are available to students at no charge.

These tools are helpful to those who teach courses such as community based learning, career development, skilled trades, technology education, family studies, healthy living, business, and science

### **3. Computers for Schools**

Computers for Schools NS is a public/private partnership that supplies refurbished, donated computer equipment and to schools, libraries, C@P Sites, literacy organizations and qualifying non-profit agencies across Nova Scotia free of charge. Since 1993, CFS-NS has distributed more than 60,000 computers across NS.

Primary sources of used computers are the Federal and Provincial Governments, which require that all surplus equipment be first offered to the CFS program, as well as a small percentage of private sector donors. The CFS NS minimum standard is a P4, 2.4 ghz CPU, and 15" LCD Monitors. They also accept keyboards, mice, laser printers, etc.

### **4. Committees/Meetings attended as of January, 2012**

January 3, 2012	TCRSB Board Meeting
January 4, 2012	AVRSB PD Session (Conflict of Interest) AVRSB Board Meeting
January 5, 2012	DOE Committee (Halifax)
January 10, 2012	TCRSB Corporate Services Committee
January 11, 2012	AVRSB Education Committee AVRSB Superintendent Annual Review Committee
January 16, 2012	AVRSB Superintendent Annual Review Interview
January 17, 2012	TCRSB Governance/Policy Committee
January 21, 2012	Small School Summit, Bridgewater NSCC Campus
January 25, 2012	AVRSB Superintendent Annual Review Committee DOE Committee (Halifax) SSRSB Board Meeting
January 26, 2012	DOE Meeting (Halifax) Meeting with Judith Sullivan-Corney (SSRSB)
January 27, 2012	Education Programs Committee (Halifax)
January 30, 2012	DOE Committee (Halifax)
January 31, 2012	AVRSB Superintendent Annual Review Committee

Stephen Amirault, REO  
AVRSB, SSRSB and TCRSB

**SOUTH SHORE REGIONAL SCHOOL BOARD  
SEIU LOCAL 902  
Labour Management Committee Meeting  
January 23, 2012 – 4:00pm  
Bridgewater Board Office**

Present: Committee Members  
Munro, Tina – Director of HR, SSRSB  
Swaine, Jackie – Lunenburg County Rep. SEIU  
Higgins, Gerard – Business Agent, SEIU

Regrets: Cochrane, Barbara – Consultant for Program Planning, SSRSB  
Soares, Stacey – Manager of HR and Recording Secretary, SSRSB  
Tanner, Sally – Queens County Rep. SEIU

**TOPICS OF DISCUSSION**

**Pension Issues**

The base year upgrade for pension was put in place in January along with the contribution year increase. This will remain as such pending an arbitration ruling from NSGEU grievance. All retiring employees will have a base year of 2002.

**Permanent Employees on Recall**

It was agreed that all permanent employees recalled to positions with the same number of hours will remain as permanent staff members at the school to which they were recalled.

In the spring, they will be considered as ongoing staff members in determining surplus. Their seniority will be considered within the existing staff in determining and potential displacements. Employees on reduced assignment will also remain at their assigned school if hours can be increased. If the hours remain reduced, they are entitled to positions through the surplus process.

**In-service reimbursement**

A memo was distributed outlining procedures for program support assistants registering for provincial conferences. Committee members have made changes and the memo will be distributed to PSAs,

**Bus Supervision**

In cases where there are no permanent employees who wish to do bus duty for the regular PSA assigned, the Board will train a few substitutes who are willing to undertake the duty as part of their role as a casual. That way, they will be familiar with the student's needs and trained for bus evacuation.

**NEXT MEETING**

The next meeting is to be determined.

**SOUTH SHORE REGIONAL SCHOOL BOARD**  
**TCA Capital Plan**

- PURPOSE:** To obtain Board approval for the 2012 TCA capital request
- BACKGROUND:** The Department of Education has developed a new process for TCA capital requests and has several funding envelopes available to Boards. Staff have prepared a list of projects for which to request funding based on the funding criteria.
- CONTENT:** TCA capital list
- TIMELINE:** February 22, 2012 – Board approve the list of TCA projects  
April 20, 2012 – Deadline for TCA projects
- APPENDICES:** List attached
- RECOMMENDATIONS:** Board approve the list of projects for which to request funding
- MOTION:** I move that the board approve the list of TCA projects as presented
- CONTACT:** For further information please contact Barry Butler at [bbutler@ssrsb.ca](mailto:bbutler@ssrsb.ca), or by telephone at 541-3023.
- APPROVAL DATE:** February 22, 2012
-

<u>School</u>	<u>Project Description</u>	<u>Estimate \$</u>	<u>\$2M</u>	<u>\$4M</u>	<u>\$10M</u>	<u>13/14</u>	<u>Notes</u>
BISHS	Roof replacement on old section	\$250,000		X			
FHCS	Roof replacement & Interior lighting upgrade	\$240,000		X			See Efficiency NS lighting audit attached. The payback for this project is 2.3 years. The school has a shingled pitched roof which is original to the school from 1992. There have been a number of leaks in recent years and ad hoc repairs have been made. Delays in roof replacement will likely lead to OHS issues and deterioration of the wood structure. 40,000 sf
FHCS	Sprinkler system retrofit, dry system	\$250,000		X	X		The sprinkler system in this building was originally installed with sub-standard piping and has been the cause of several major leaks and insurance claims over the years. SIP has asked for repairs to be made and may reject any future insurance claims.
FHCS	Tech Ed Shop for skilled trades program	\$400,000					The school currently has a Tech Ed shop that is too small and not equipped to deliver a skilled trades program. The project would renovate existing space within the school to provide a modern skilled trades facility.
HE	Roof replacement	\$250,000		X			17,500 sf
LRHS	Roof replacement	\$350,000		X			The school has an inverted roof which is original to the school from 1990. 30,000 sf
NQCS	Roof replacement on old section and gym	\$300,000		X			The school had a major renovation in 2008 following a fire but 2 old sections of roof remain. Buckets are being used to catch leaks in several areas and delays in replacement could result in OHS issues and structural damage.
NRCS	Accessibility upgrades	\$500,000			X		The gymnasium, upstairs and washrooms are inaccessible.
NRCS	Roof replacement, one section	\$170,000		X			
PVEC	Mid-Life refurbish	\$8,000,000	X			X	The school was built in 1978 and requires upgrades in almost every area. A mid-life renovation project would include building envelope upgrades, electrical upgrades, washroom and locker room upgrades, and a renewal of finishes throughout the building. There is also a need for major site work improvements including walkways, curbs, roadways and improved traffic flow including a reconfigured bus loop and student drop off area.
PVEC	Roof replacement on one section	\$150,000		X			Also included in mid-Life refurbish.
WNES	Roof replacement	\$150,000		X			The shingled roof is original to the school built in 1992. The gym section has a built up roof. 20,000 sf
All	Exterior Lighting Upgrade	\$215,000		X			This project would upgrade the exterior lighting at all schools to new energy efficient lighting. See detailed audit report attached. The project would replace HPS and MV exterior lighting at all SRSB schools with energy efficient LED fixtures. The payback for the project is 3.86 years.