CALL TO ORDER
Board Chair Naugler called the meeting to order at 6:32 p.m.

ORDER OF THE DAY
There were no orders of the day this evening.

RECORD OF ATTENDANCE
The Board Secretary recorded attendance. Seven Board Members and six Staff Members were present. Regrets were received earlier from Board Member Simms and Lamar Eason, RCH Coordinator.

Stephen Amirault, Regional Education Officer, introduced Dwayne Provo, Regional Education Officer, who will be visiting all school boards in the province.

APPROVAL OF AGENDA
MOTION by Board Member Payzant, seconded by Board Member Garrison, that the agenda be approved. 

Motion Carried Unanimously
APPROVAL OF MINUTES FROM THE PREVIOUS SCHOOL BOARD MEETING

**MOTION** by Board Member Hennigar, seconded by Board Member Fougere, that the Board approve the April 27, 2016, Regular Board Meeting Minutes.  

*Motion Carried Unanimously*

**MOTION** by Board Member Garrison, seconded by Board Member Hennigar, that the Board approve the April 28, 2016, Special Board Meeting Minutes.  

*Motion Carried Unanimously*

**MOTION** by Board Member Payzant, seconded by Board Member Hennigar, that the Board approve the May 12, 2016, Special Board Meeting Minutes.  

*Motion Carried Unanimously*

BUSINESS ARISING FROM THE MINUTES/NOTES OF THE COMMITTEE OF THE WHOLE BOARD MEETING

There were no questions or comments regarding the May 11, 2016, Committee of the Whole Board Meeting Notes.

Wade Tattrie, Director of Finance, explained that the Joint Management Committee is made up of the Superintendents from South Shore and Tri County and the Board Chairs from South Shore and Tri County. The committee meets to review the financial shared services between the two boards. There is a senior finance position that will retire in the fall of this year. The report addresses the issues related to the retirement.

**MOTION SS0022-16** by Board Member Payzant, seconded by Board Member Griffin, that the Board approve the April 27, 2016 Joint Management Report 2016-01.  

*Motion Carried Unanimously*

Wade Tattrie, Director of Finance, reported that the budget is balanced at $76.1 million. Significant reasons for revenues being up from last year. The international student program has grown and is generating over $320,000 of additional revenue. The province has also increased our overall restricted funding. We had expected that the province would reduce our funding by a factor of $768,000 for a formula adjustment factor. We have received a one year reprieve from the province because within the Hogg formula, we had a significant anomaly of a one million dollar decrease in our enrolment supplement factor. The province thought that we could not handle both factors this year. The province will notify us next year that we will have to use our funding for the formula adjustment factor in the next fiscal year. The total full time equivalent (FTE) staffing has not been reduced significantly. The total amount of expenditures adds up to $62.9 million of the $76.1 million – 82.6 % of our total budget is salaries and benefits. This is the first year in a long time that we have not cut NSTU positions. We have had a significant reduction in electricity, heating fuel, diesel fuel, and a reduction in substitute costs. The restricted funding does help us, as we are being funded this year for 17.1 teaching staff FTEs.

Geoff Cainen, Superintendent of Schools, thanked Mr. Tattrie for the work in preparing the budget. There are two areas that were mentioned for cost savings. Firstly, the energy management piece which was a task that the Operations Department has taken on. This includes educating our students and staff on how to cut back and save on energy. Also, the reduction in substitute costs has been substantial thanks to our Human Resources Department. We have made very significant gains in both areas.
Board Member Griffin asked about the energy costs that have been reduced. What do the substantial costs translate into?

Wade Tattrie, Director of Finance, when you look at the 2015-2016 school year it has been slightly over $100,000 that we have saved because of the reduction in energy consumption. That is a partial year for comparison to the previous year. This would be for electricity only. As we gain more experience, more savings will be realized.

Brian Smith, Director of Operations, stated that there is a possible decrease in fuel costs but the decreases are hard to assess because of the weather and equipment. The energy management project is a one year pilot but the learning will continue as we create a culture.

Board Member Crossland stated that every year there is different restricted funding. Can you comment on this?

Wade Tattrie, Director of Finance, stated that the Department of Education and Early Childhood Development has a different focus from year to year. Over time the restricted funding changes. There have been some programs that the DOEECD have reduced or eliminated in certain areas over the years.

Board Member Fougere stated that it was mentioned there were three new literacy teachers in the restricted funding piece of the budget. The Minister announced this week that there is $3.2 million dedicated to literacy. Would this be included in our budget?

Geoff Cainen, Superintendent of Schools, stated that our percentage of these funds would already be included in the budget.

Board Member Fougere asked about the declining enrolment and effects on the FTE staffing

Wade Tattrie, Director of Finance, stated that the declining enrolment has been consistent from year to year with the reduction of approximately 200 – 250 students. This upcoming year is slightly lower with approximately 100 – 150 students. When we approved the NSTU staffing last month, it showed that there are eight FTEs that were eliminated for this year. This is normally what would be reduced for enrolment decline. However, because of the province’s restricted funding, there are additional NSTU positions.

Vice Chair Fougere asked how many NSTU positions retired this year?

Tina Munro, Director of Human Resources, stated that we have approximately 25 retirements this year, which is standard.

Vice Chair Fougere stated that there are 935 FTEs in regional services and are they all serving the schools.
Wade Tattrie, Director of Finance, stated that 518.56 NSTU positions would be in the schools except for the Superintendent. The others would be administrative assistants and teaching assistants in the schools.

Tina Munro, Director of Human Resources, stated that each year the Board approves our school based staffing in March. The teachers and administrators in our schools - 468.34 FTEs. The 518.56 includes regional staff, regional services staff - speech language pathologists, psychologists, learning disability facilitators etc. These pieces come in the budget each year. We are required to start hiring our school based staff early, so we approve them early. The total FTE in the budget includes the regional services staff as we don’t have to adhere to the deadlines for the regional services staff.

Wade Tattrie, Director of Finance, stated that also within those numbers are the restricted funding numbers. Eight of the math coaches, literacy teachers, etc. are included in those numbers.

Board Member Griffin stated that 2016-17 is the only year’s grace we will get. In the 2017-18 year will we have to deal with a funding reduction?

Wade Tattrie, Director of Finance, stated that this is the only year’s grace and we will have to deal with approximately $768,000 off the top. We will have to find a way to deal with it.

Geoff Cainen, Superintendent of Schools, stated that there was approximately $750,000 in the transition fund and then the $1 million in enrolment decline; you can only absorb so much. The DOE asked us to find the enrolment decline funds only and gave us a grace period for the 2016-2017 year.

Board Chair Naugler stated that the public will sometimes want to look at regional office and ask that the regional office staff take a reduction in pay.

Tina Munro, Director of Human Resources, stated that most pay grades are pre-set. Teachers are paid based on their license level and level of experience. We have pay grades that are pre-determined through collective agreement bargaining for all unionized staff. Non-union staff pay grades are set each year through a provincial directive. At a senior level, each pay grade is set and outlines where staff would start and where they would stop. It’s not an individual organizational decision, they are mandated provincially.

Board Chair Naugler asked if there was an extra psychologist in our system.

Jeff DeWolfe, Director of Programs & Student Services, stated that we are obligated to employ Psychologists at a one to 1,500 ratio. We were supposed to have 4.3 and we have 4. An extra psychologist will be added as part of complex case. Complex case is specific work guided by the provincial guidelines around the funding. The other .5 is adding to our compliment to reach provincial ratio.

Board Chair Naugler asked about the international student program and the growth seen over the past year.
Wade Tattire, Director of Finance, stated that the international student program hosts a wide range of students that stay for the full school year or just stay a few months. Last year, we budgeted 950 student months. This means we had approximately 90 students in the system at any given time. We are expecting a 15% growth again. The Nova Scotia International Student Program has had to close their entry two months before the deadline because of the enormous growth. We receive $12,000 per student. There are many fees that get taken from that amount. From an actual profit, we projected about $105,000. This year we are expecting about $150,000.

Jeff DeWolfe, Director of Programs & Student Services, stated that he is pleased with the growth. There has been some conversation of maybe capping. There are also looking at shorter term placements for junior high students. North Queens is looking for growth. The staffing in schools does not include international students. There have been conversations with principals about where the threshold is.

Wade Tattrie, Director of Finance, stated that schools receive $200 per month, per student. From a board level perspective, anything left over would go to the board.

Board Chair Naugler asked if a high school had a need for assistance to hire a literacy teacher to assist with ESL could the school do that.

Tina Munro, Director of Human Resources, stated that she would discourage that because of the short term funding. You could approach this in a different way.

Wade Tattrie, Director of Finance, stated that there is an amount set aside for tutors in the fund. There is also a .6 NSTU teaching FTE allocated within the international student program as well.

Board Member Griffin asked how we know that they are receiving proper ESL support. What are we doing to ensure we are meeting our obligations?

Jeff DeWolfe, Director of Programs & Student Services, stated that we have a proficiency standard and require a level of proficiency through a standardized assessment that the agents use. Schools would identify English proficiency issues and they would make a referral to our office and we would provide support. Also, we have a tutoring budget to provide support.

Vice Chair Fougere asked for an update on the SchoolsPlus program and if there may be additional funding for our board.

Jeff DeWolfe, Director of Programs & Student Services, reported that currently, we have three hubs. The original hub is in Chester. We made an application for a unique structure for our second hub – Bridgewater, New Germany and the Queens County schools. We received a hub for the Park View area. We are waiting for the Hebbville, Bayview and Bluenose area hub, which may come next year. We are almost fully implemented. Funding for the original hub was $150,000, after that the hubs were funded for $125,000. They have since returned back to the $150,000. When you begin to add different hubs to a school region you get an economy of scale. We have gone with one facilitator and two half time assistant facilitators and then have added outreach workers with the rest of the funding. There are five outreach workers in place now.
MOTION SS023-16 by Board Member Payzant, seconded by Board Member Fougere, that the Board approve the 2016-2017 budget of revenues and expenditures of $76,108,737.  

Motion Carried Unanimously

Board Chair Naugler called a brief recess at 7:35 p.m. The meeting was called back to order at 7:42 p.m.

CORRESPONDENCE  
There was no correspondence this evening.

NEW BUSINESS  
There was no new business this evening.

SCHOOL BOARD CHAIR’S REPORT  
Board Chair Naugler reported that she attended the Nourish Nova Scotia Dinner. Nourish Nova Scotia is the umbrella organization who do a lot of work with our school breakfast programs. The Utility and Review Board held a hearing regarding the Electoral Boundaries on April 27th. The application was officially approved. Also, the Deputy Minister has said that they are hoping to have an individual selected by June 1st to review the Bridgewater and Park View families of schools - School Options Committee procedural fairness.

BOARD MEMBER UPDATE  
Board Member Griffin stated that the learning centre opened in New Ross. The learning centre is connected with New Ross Farm. It might be interesting for them to come to the board in the fall.

Board Member Fougere stated that she attended the BJSFH cheek swab for bone marrow donations. Also, attended the Regional Heritage Fair and was a judge at the Petite Riviere Heritage Fair.

Board Member Hennigar stated that the public are pleased about the decision for PVEC to have their graduation ceremony at the LCLC.

Board Member Crossland asked if any other board members are planning to attend the National Conference in Winnipeg.

Wade Tattrie, Director of Finance, explained the proper process around the use of the supplementary fund. If the fund is needed for board members to attend the national conference then a motion will be passed. Many board members expressed interest in attending the conference. If the supplementary fund is needed, then a motion will be brought forward to an upcoming board meeting.

SUPERINTENDENT’S REPORT  
The Superintendent’s Report can be found in the Board Member’s briefcase. Senior Staff reviewed their section of the Superintendent’s Report:
- Tina Munro, Director of Human Resources, reviewed a summary of instructional leadership opportunities held for administrators.
- Jeff DeWolfe, Director of Programs & Student Services, in Mr. Eason’s absence, reviewed the RCH section of the Superintendent’s report.
• Jeff DeWolfe, Director of Programs & Student Services, reviewed the roll out of the streamlined grade 4 – 6 curriculum, Tell Them From Me Surveys, Math 10 Update and the NSCC partnership with programming opportunities for the students from the STEP program, Adult High students, O2 students, etc. Also, the SSRSB guidance counsellors hosted a local workshop on Trauma Informed Practices on May 20th.

• Brian Smith, Director of Operations, reported that the Long Range Outlook Report revisions are complete with the exception of Baragar enrolment information. Geoff Cainen, Superintendent of Schools, recommends that the Board receive the information at the beginning of the school year in September.

REGIONAL EDUCATION OFFICER’S REPORT
Stephen Amirault, Regional Education Officer, reviewed his monthly report that covers the SchoolsPlus program and the schools served by the program across the province.

COMMITTEE REPORTS
There were no committee reports this evening.

OTHER REPORTS
NSSBA Board of Directors
Board Chair Naugler stated that the NSSBA is working on election readiness information. There is a public information session for people interested in becoming a board member on June 16, 2016 at BJSHS at 6:30 p.m.

NSSBA Education Committee & By-Laws Committee
Nothing to report this evening.

NSSBA Communication Committee
Nothing to report this evening.

FUTURE AGENDA ITEMS
a) School Safety Officer
b) Policies

NOTICE OF MOTION
There were no notices of motion this evening.

DATES OF UPCOMING MEETINGS
a) June 8, 2016 - Committee of the Whole Board Meeting
b) June 15, 2016 - Board Meeting

ADJOURNMENT
Board Chair Naugler adjourned the meeting at 8:25 p.m.
PUBLIC COMMENT SESSION
There were no public comments this evening.

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

Jennifer Naugler, Board Chair