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**CHIGNECTO-CENTRAL REGIONAL SCHOOL BOARD**  
**REGULAR MEETING**  
**11-06 MINUTES**  
**AUGUST 23, 2006**

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The regular monthly meeting of the Chignecto-Central Regional School Board was held on Wednesday, August 23, 2006, in the Board Room of the Administration Offices, 60 Lorne Street, Truro beginning at 7:00 p.m.

**Present:**

|                        |                  |
|------------------------|------------------|
| Gordon Anderson        | David Myles      |
| Kaaren Barkhouse       | Elizabeth Paris  |
| Vivian Farrell         | Mackie Ross      |
| Keith MacKenzie        | Jamie Stevens    |
| Ron Marks              | Marilyn Thompson |
| Wendy Matheson-Withrow | Trudy Thompson   |
| Marilyn Murray         | Bert Young       |

**In Attendance:**

|                  |                                 |
|------------------|---------------------------------|
| Gary Clarke      | Herb Steeves                    |
| Valerie Gauthier | Terri Mingo                     |
| Noel Hurley      | Linda Campbell, Board Secretary |
| Allison McGrath  | Bruce MacIntosh, Legal Counsel  |

**Absent:**

|                         |                             |
|-------------------------|-----------------------------|
| Alex Cope, with regrets | Jeff Williams, with regrets |
| Jim Grue, with regrets  |                             |

Board Chair Trudy Thompson called the meeting to order at 7:00 p.m. and welcomed everyone back from the summer break. She extended a special welcome to *Dr. Noel Hurley*, newly hired *Superintendent of Schools / CEO* and to *Gary Clarke* who was recently appointed as the Board's new *Director of Education Services*.

**APPROVAL OF AGENDA:**

It was MOVED by Jamie Stevens, seconded by Marilyn Murray

**THAT THE AGENDA BE APPROVED AS CIRCULATED.**

**MOTION CARRIED**

**PRESENTATION OF AUDITED FINANCIAL STATEMENTS:**

Ron Marks, Finance Services Committee Chair, welcomed Gordon Moore of KPMG Chartered Accountants to the meeting. He was in attendance to present the results of the audit of the Board's 2005-06 financial statements.

Mr. Moore indicated the draft financial statements had been presented to the Board's Audit Committee on June 26<sup>th</sup>, 2006. He reviewed the various sections of the audited statements including details on the *financial position* as well as *operations and accumulated surplus*. He reminded everyone of the change in format resulting from last year's provincial directive requiring school boards to report in accordance with Canadian generally accepted accounting principles for the public sector.

Mr. Moore advised that, in all material respects, the audit presents fairly the financial position of the Board, the results of its operations, changes in net financial resources and cash flows. While the Board's budget had included a 2.2 million dollar deficit, the actual deficit for the period ending March 31, 2006 was \$902,598.

Mr. Moore suggested that an allowance for doubtful accounts would have to be set up in future years if no progress was made in the collection of the Shubenacadie Band Council tuition fees.

Finance Services Committee Chair Ron Marks reminded those in attendance that senior staff are actively engaged in developing a plan with the Board's Legal Counsel to facilitate collection of this receivable.

At the conclusion of the presentation,

It was MOVED by Ron Marks, seconded by David Myles

**THAT THE BOARD ACCEPT AND APPROVE THE AUDITED FINANCIAL STATEMENTS FOR THE FISCAL PERIOD ENDING MARCH 31, 2006 AS PRESENTED BY KPMG CHARTERED ACCOUNTANTS.**

**MOTION CARRIED**

Chair Thompson thanked Mr. Moore for presenting the audited statements.

**APPROVAL OF MINUTES:**

It was MOVED by David Myles, seconded by Vivian Farrell

**THAT THE MINUTES OF THE BOARD MEETING HELD ON JUNE 14, 2006 BE APPROVED.**

**MOTION CARRIED**

**BUSINESS ARISING FROM THE MINUTES:**

There was no business arising from the minutes.

**CORRESPONDENCE:**

The Board Secretary read one item of correspondence.

***Minister of Education:***

On August 21<sup>st</sup> the Board received correspondence dated August 18, 2006 from Minister of Education Karen Casey, indicating that the government estimates for the 2006-07 fiscal year had been approved by the House of Assembly and also that the Deputy Minister had previously provided the finalized profile sheet to the Board.

Minister Casey reminded the Board of its obligation, under section 75 of the Education Act, to prepare and approve a budget within 60 days of receipt of the Minister's statement.

**COMMITTEE REPORTS:**

**COMMITTEE-OF-THE-WHOLE:**

Vice-Chair Keith MacKenzie, advised that no Committee-of-the Whole meeting had been held since the regular Board meeting in June. Subsequently there was no report to bring forward.

**EDUCATION SERVICES:**

Gordon Anderson, Committee Chair, provided a report on the Education Services Committee meeting held on June 27, 2006.

**Presentation ~ Big Brothers Big Sisters of Colchester:**

Michelle Misener, Executive Director of Big Brothers Big Sisters, provided an overview of the Big Brothers Big Sisters of Colchester “*In-School Mentoring*” program. This program was initially implemented in one school in 1997 and is currently being offered in 18 schools within the Chignecto-Central Regional School Board. She explained the process involved in matching volunteer mentors with students and the positive effects that mentoring has on a child’s life.

**Professor David Divine’s Report ~ Phase II:**

Following a recommendation from the Board at the last Committee-of-the-Whole Meeting, the Education Services Committee agreed to proceed with Phase II of Professor Divine’s report pertaining to the Student Support Worker role. Doug Benedict will negotiate an arrangement with Professor David Divine to carry out Phase II of this study, stipulating that his service fee does not exceed \$15,000.00. The Director of Education Services will advise the Committee of the results.

**Policies / Procedures Reviewed:**

The Education Services Committee reviewed four policies. Suggested changes to administrative guidelines will be made and distributed with the next update of the Policy and Procedure Manual. Policies reviewed included: ES-G-01 - *Community Education and Partnerships*; ES-G-02 - *Student Fundraising Activities*; ES-G-08 - *Tuition Fees*; and, ES-G-13 - *Administering Medication to Students*.

**Board Funding for “At-Risk” Students:**

In addition to his written report, Mr. Anderson highlighted information from the Education Services Committee meeting minutes pertaining to a defeated motion on which he had cast the deciding vote. The motion recommended that \$400,000. aimed at targeting middle and junior high school students with significant behavioural difficulties be allocated to pilot the intensive pebsCONNECT program at Highland Consolidated Middle School, E. B. Chandler Junior High, Truro Junior High and Riverside Education Centre.

Mr. Anderson indicated that the Education Services Committee would review alternative methods in allocating the \$400,000. for “At Risk” students and bring forward a recommendation for Board approval.

It was MOVED by Gordon Anderson, seconded by Elizabeth Paris

**THAT THE BOARD RECEIVE THE EDUCATION SERVICES COMMITTEE REPORT FROM A MEETING HELD ON JUNE 27<sup>TH</sup>, 2006 FOR INFORMATION PURPOSES.**

**MOTION CARRIED**

**CORPORATE SERVICES:**

Committee Chair Mackie Ross read a report from the Corporate Services Committee meeting held on June 21<sup>st</sup>, 2006.

**Presentation: Town of Truro – Civic Centre:**

Mayor Bill Mills and Councillor Raymond Tynes, from the Town of Truro, attended the Corporate Services Committee meeting to provide information on a proposed new Civic Centre, to be built adjacent to the current Colchester Legion Stadium as part of a bid to host the 2011 Canada Winter Games.

The preliminary plan requires additional parking space and the Town wishes to utilize a portion of Cobequid Educational Centre property. The Town is requesting the Chignecto-Central Regional School Board enter into a type of Joint Use Agreement for space owned by the Board.

The Corporate Services Committee requested that Herb Steeves, Director of Operational Services, in consultation with the Board Solicitor, draft a letter agreeing in principle to support a proposed Civic Centre, pending full Board approval. Additionally, the Committee requested that Mayor Mills and Councillor Tynes be invited to a future Board meeting to provide information on the Civic Centre to all Board Members.

**G. R. Saunders Elementary and North River Elementary:**

Herb Steeves, Director of Operational Services, provided a brief update as to the status of renovations at G. R. Saunders and North River Elementary schools. Construction and renovation work at the schools is anticipated to begin this summer. However, both projects are being negatively affected by the increases in prices within the construction industry.

It was MOVED by Mackie Ross, seconded by Marilyn Murray

**THAT THE BOARD RECEIVE THE CORPORATE SERVICES COMMITTEE REPORT FROM A MEETING HELD ON JUNE 21<sup>ST</sup>, 2006 FOR INFORMATION PURPOSES.**

**MOTION CARRIED**

At this point in the meeting, the Director of Operational Services introduced two additional topics requiring decision.

**Oxford P-12 Site Selection Report and Recommendation:**

Herb Steeves, Director of Operational Services, referred to the **Oxford P-12 Site Selection Report and Recommendation** which had been submitted to the Board for review and subsequent submission to the Department of Education. He welcomed Dave Fulton, the Site Selection Committee Chair, who was in attendance to answer questions pertaining to the report.

Mr. Fulton addressed queries related to several factors including the proximity and utilization of the Town of Oxford's sports field and recreation facility, location restrictions and land size requirements. Several Board Members expressed concern with accepting only one proposed site when the Committee's mandate was to identify three potential sites. Mr. Steeves assured the Board that the Department of Education was agreeable to accepting the report with one recommended location. He also advised that the Committee would reconvene to identify additional sites should the need arise. Accordingly,

It was MOVED by Keith MacKenzie, seconded by Gordon Anderson

**THAT THE BOARD RECEIVE THE OXFORD P-12 SITE SELECTION COMMITTEE REPORT AND RECOMMENDATION AND APPROVE SUBMISSION OF THE REPORT TO THE DEPARTMENT OF EDUCATION FOR CONSIDERATION.**

**MOTION CARRIED**

**Truro South Elementary School Site Selection:**

Herb Steeves, Director of Operational Services, reviewed correspondence from the Deputy Minister of Education dated July 18<sup>th</sup>, which was received by the Superintendent of Schools on July 24<sup>th</sup>, pertaining to site selection for the new elementary school to be built in Truro South (known as Truro West). The correspondence, previously provided to Board Members by e-mail, advised that the acquisition of the Kaulback Street property would no longer be pursued. Lengthy negotiations with the owner of the Kaulback Street property were unsuccessful in gaining agreement on terms acceptable to the Province. As a result, the Department of Education recommended that the Board confirm the Board-owned Curtis Drive property as the preferred site.

During discussion Board Member Bert Young, Truro representative, expressed disappointment with the overall administration of the property acquisition process. Mr. Young reiterated his preference for the Kaulback Street location. However, in light of this recent development and the significant delay already experienced he advised he would endorse the Curtis Drive site for the new school.

It was MOVED by Keith MacKenzie, seconded by Vivian Farrell

**THAT THE BOARD CONFIRM THE BOARD-OWNED CURTIS DRIVE PROPERTY AS THE PREFERRED SITE FOR THE NEW TRURO SOUTH ELEMENTARY SCHOOL AND AUTHORIZE THE DIRECTOR OF OPERATIONAL SERVICES TO NEGOTIATE WITH THE PROVINCE FOR THE OPTIMAL VALUE OF THE PROPERTY.**

**MOTION CARRIED**

*Note:* A response to the Deputy Minister of Education's correspondence will convey the Board's decision as outlined in the above motion.

**FINANCE SERVICES:**

Committee Chair Ron Marks reported on the Finance Services Committee meeting held on June 26<sup>th</sup>, 2006.

**HST Recovery Audit RFP:**

By motion, the Finance Services Committee agreed to proceed with the RFP (Request for Proposal) for the HST Recovery Audit.

**Procurement and Purchasing Policy #FS-01:**

Ron Marks served notice, by way of the Finance Services Committee report that he would move or cause to be moved, a motion to adopt revised Policy #FS-01, *Procurement and Purchasing* at the public Board Meeting on September 13<sup>th</sup>, 2006.

It was MOVED by Ron Marks, seconded by Kaaren Barkhouse

**THAT THE BOARD RECEIVE THE FINANCE SERVICES COMMITTEE REPORT FROM A MEETING HELD ON JUNE 26<sup>TH</sup>, 2006 FOR INFORMATION PURPOSES.**

**MOTION CARRIED**

**AUDIT:**

Ron Marks, read a report on behalf of Audit Committee Chair David Myles from a meeting held on June 26<sup>th</sup>.

**Audited Financial Statements:**

The Audit Committee agreed that KPMG Chartered Accountants be invited to present the audited Financial Statements for the year ended March 31, 2006 at the August 23<sup>rd</sup> Board Meeting. It was noted the presentation had taken place earlier in the meeting.

**Salary and Expense Report:**

The Audit Committee agreed to receive the Annual Report of Salary and Expenses for 2005-06.

**Peer Reviews:**

Peer review letters from the twenty (20) Peer Reviews completed this year were distributed for information. The Audit Committee agreed to receive the Peer Reviews as presented.

In addition to the written report from the Audit Committee, Board Members were provided with copies of a Canadian Institute of Chartered Accountants publication entitled "*20 Questions About Government Financial Reporting*".

It was MOVED by David Myles, seconded by Gordon Anderson

**THAT THE BOARD RECEIVE THE AUDIT COMMITTEE REPORT FROM  
A MEETING HELD ON JUNE 26<sup>TH</sup>, 2006 FOR INFORMATION PURPOSES.**

**MOTION CARRIED**

**SUPERINTENDENT'S REPORT:**

In his inaugural administrative report to the Board, Dr. Noel Hurley, newly appointed Superintendent of Schools/CEO thanked the Board for the opportunity to serve CCRSB in a leadership capacity. He also extended appreciation to Gary Miller who retired as Superintendent on July 31<sup>st</sup> and to Doug Benedict, recently retired Director of Education Services, for their valuable assistance during the initial transition period.

Dr. Hurley complimented the Board on its many initiatives, several of which are being used throughout the Province as models. These include, but are not limited to,



the Board's Professional Development model, use of achievement data for the improvement of teaching and learning, technology advancements and the development of the Chignecto-Central Virtual School.

Dr. Hurley referred to the section devoted to "Professional Learning Communities" in the June administrative report to the Board and to the suggestion that a Board professional development session be held during the fall of 2006. He proposed, in keeping with the PLC approach, that the Board and Senior Management collaborate on the development of a new Strategic Plan. He indicated Senior Management would develop guidelines for this process and report back to the Board.

**BOARD CHAIR / VICE-CHAIR REPORT:**

Chair Trudy Thompson congratulated Bruce MacIntosh, Legal Counsel, on having being awarded the *Nova Scotia Barristers Society's Distinguished Service Award*. Mr. MacIntosh received this prestigious award for his professional achievement, integrity and service to his community.

**NSSBA REPORT:**

Board representative to the Nova Scotia School Boards Association, David Myles, reviewed a number of topics from the minutes of the Board of Directors' Meeting held on June 22, 2006 and from the minutes of the 2006 Annual General Meeting.

Board Members were encouraged to attend the *Alternate Programs Symposium* scheduled for the evening of November 8<sup>th</sup>, November 9<sup>th</sup> – 10<sup>th</sup>. The forum will be held at the Holiday Inn Harbourview, Dartmouth and will provide information and opportunity for discussion on various alternate programs including vocational training and "options and opportunities".

In response to a request from the Association's President, Elliott Payzant, to name Board representatives to its Communications Committee and Education Committee the following motions were introduced.

**NSSBA Communications Committee:**

It was MOVED by David Myles, seconded by Kaaren Barkhouse

**THAT TERRI MINGO, COMMUNICATIONS MANAGER, CONTINUE TO SERVE AS THE BOARD'S REPRESENTATIVE ON THE NSSBA'S COMMUNICATIONS COMMITTEE.**

**MOTION CARRIED**

Subsequent to discussion suggesting it would be advantageous to name a Board Member as an alternate representative,

It was MOVED by Wendy Matheson-Withrow, seconded by Mackie Ross  
**THAT JAMIE STEVENS, BOARD MEMBER, SERVE AS THE BOARD'S ALTERNATE REPRESENTATIVE ON THE NSSBA'S COMMUNICATIONS COMMITTEE.**

**MOTION CARRIED**

**NSSBA Education Committee:**

It was MOVED by David Myles, seconded by Marilyn Murray  
**THAT GORDON ANDERSON, EDUCATION SERVICES COMMITTEE CHAIR, SERVE AS THE BOARD'S REPRESENTATIVE AND THAT GARY CLARKE, DIRECTOR OF EDUCATION SERVICES, SERVE AS THE BOARD'S ALTERNATE MEMBER ON THE NSSBA'S EDUCATION COMMITTEE.**

**MOTION CARRIED**

**NEW BUSINESS:**

**Report of the Auditor General – June 2006 Highlights:**

Superintendent Noel Hurley, assisted by senior staff, reviewed information relevant to school boards from the June 2006 Highlights of the Report of the Auditor General. Copies of the highlights were provided for information. The issues referenced in the report were related to *school-based funds, the responsibility to assess the performance of the CEO, and controls involving access and security of IT systems*. Dr. Hurley indicated he will respond in writing to ensure the Auditor General is aware of CCRSB's internal control processes and procedures.

**NOTICE OF MOTION:**

A notice of motion, proposing the adoption of revised Policy #FS-01, *Procurement and Purchasing* at the September 13<sup>th</sup> Board Meeting, was served earlier in the meeting through the Finance Services Committee Report.

**PUBLIC QUESTION PERIOD:**

There were no questions from the public.

**IN-CAMERA SESSION:**

It was MOVED by Keith MacKenzie, seconded by Vivian Farrell

**THAT THE MEETING MOVE TO IN-CAMERA SESSION REGARDING PERSONNEL ISSUES.**

**MOTION CARRIED**

It was MOVED by Keith MacKenzie, seconded by Vivian Farrell

**THAT THE MEETING RECONVENE IN PUBLIC SESSION.**

**MOTION CARRIED**

**DATE OF NEXT MEETING:**

The next regular meeting of the Board, scheduled for **September 13, 2006**, will be held in the Bible Hill Junior High School, 741 College Rd., Bible Hill, beginning at **7:00 p.m.**

**ADJOURNMENT:**

The meeting adjourned at 9:40 p.m. on motion by Marilyn Murray and Keith MacKenzie.

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Trudy Thompson, Board Chair

September 13, 2006  
Date

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Linda Campbell, Board Secretary

September 13, 2006  
Date