

*These Minutes are a brief overview of the meeting; not a verbatim account of discussions.*

## **SOUTH SHORE REGIONAL SCHOOL BOARD**

### **Corporate Services Committee Meeting**

**Regional Office – Board Room**

**Bridgewater, Nova Scotia**

**September 13, 2017, 5:30 p.m.**

### **MINUTES**

#### **Call to Order**

Christian Maguire called the meeting to order at 5:30 p.m.

#### **Record of Attendance**

The following seven Board Members and six Board employees were in attendance:

##### Board Members

Elizabeth Crossland  
Pat Garrison, Committee Member  
Theresa Griffin, Ex-Officio  
Christian Maguire, Committee Member  
Elliott Payzant, Board Chair  
Jennifer Naugler, Ex-Officio  
Mike Stewart, Committee Member

##### Board Employees

Scott Milner, Superintendent of Schools  
Brian Smith, Director of Operations  
Wade Tattrie, Director of Finance  
Murray Doucette, Director of Human Resources  
Theresa Schroder, Communications Coordinator  
Roxanne Naugler, Recording Secretary

#### **Approval of Agenda**

**MOTION** by Board Member Stewart, seconded by Board Member Garrison, to approve the Agenda as presented. **Motion Carried**

#### **Approval of Previous Meeting Minutes**

**MOTION** by Board Member Garrison, seconded by Board Member Stewart, to approve the Minutes of the June 14, 2017, Corporate Services Committee meeting. **Motion Carried**

#### **Business Arising from the Minutes**

*Change in Staffing report*

Murray noted that so far this year we are under the approved allocation. He noted that we have until September 30 to complete the staffing but based on projection all looks good.

## **New Business**

### **Human Resources**

#### *HR Policy Overview*

Murray noted he will first be looking at the hiring policies (610 & 615) to ensure they are defensible and fair. He noted he will also be looking at the Respectful Workplace Policy (630), Performance Appraisals for the NSTU (650) and Professional Development Fund for Non-Union Employees (695).

### **Operations**

#### *PVEC Update*

Brian noted that there are just a few small items to complete, landscaping, a bit of electrical in the office area. These jobs are being completed after hours and on the weekends. He also noted that there may be further items that arise as deficiencies after a complete walkthrough is completed.

#### *Summer work update*

Brian submitted and reviewed a report on the summer work update

#### *Policy Review*

Brian noted that the policies to be reviewed are Facility Usage (420), Board Owned Vehicle use (460), and Occupational Health and Safety (470).

#### *Catchment area consultation*

Brian presented and discussed the plan for the catchment area consultations. This item will come to the Committee of the Whole for further discussion.

#### *Facility use agreements*

Brian noted that Chester Municipality has agreed to include New Ross as a Community School along with Forest Heights and Aspotogan. He noted that he will be meeting with principals next 2 weeks for input, he will also discuss the development of an agreement with municipal staff representative(s). Discussions at the staff level will occur this school year with all municipalities

### **Finance**

#### *Actuarial Valuation Reports of Pension Plans – as at December 31, 2016*

Wade noted that this is a measurement of financial health of the pension plans, from a going-concern perspective we are in very good shape.

#### *Investment Performance report June 30, 2017*

Wade noted that there are no concerns with the outcomes from this report.

#### *17/18 Budget Status Update*

Wade noted that we are waiting for provincial budget approvals before we can go ahead with the approval of our budget.

#### *Board Office Lease Status*

Wade noted that the lease on the board office expires July 31, 2018 with 2 one-year renewal options. He noted that if there is a possibility of moving the office a decision needs to be made by December 31.

#### *July 31, 2017 Financial Report*

Wade noted that there are not significant issues year to date.

*NSTU Service Award Calculations*

Wade noted that they have been given a directive to calculate service award totals for every teacher for both South Shore and Tri County. He noted that it is very significant task and we have not been allocated any additional funds to get the job done.

*Finance Policies for Review/Revision in 17/18*

The finance policies that are up for review are School Based Funds (530), Budget Planning (510), and School Board Member Expenses (170).

*2018 WCB Rate Decrease*

Wade noted that the WCB rate has decreased by 13% for the year.

*Upcoming Staffing Issue*

Wade noted that his Manager of Finance is going to be going off on maternity leave during the busiest time for his department.

*School Based Funds Audit Planning*

Wade noted that as of June, 2017 we now have a person in place to work directly with the school-based funds.

*Auditor General's Report*

Wade presented the Auditor General's report and his response to the report.

*External Auditor Services*

Wade noted that there is a request for proposal that was issued in the summer for external auditor services. The responses have come back and will be reviewed.

*Municipality of Lunenburg Public Consultations*

Board Member Griffin, Board Member Crossland and Board Member McGuire reported on the public consultation meetings they attended regarding how the municipalities should be responding to school closures. They felt the meetings were very one-sided and misleading to the public.

**Review of items to bring forward to Committee of the whole**

Catchment area consultations

**Date of Next Meeting**

The next meeting dates are:

October 11, 2017

November 8, 2017

December 13, 2017

January 10, 2018

February 14, 2018

April 11, 2018

May 9, 2018

June 13, 2018

**Adjournment**

The meeting adjourned at 7:40 p.m.