Central Office  
Sydney, N.S.  
May 11, 2015

SPECIAL BOARD MEETING

(1) CALL TO ORDER: A Special Board Meeting of the Cape Breton-Victoria Regional School Board was called to order today beginning at 6:20 p.m.

(2) RECORD OF ATTENDANCE:

Present:  Lorne Green, Chair  Jack Toomey  Gary Fraser  
          Joan Currie  John Berk  Yvonne Kennedy  
          Jackie Organ  Steve Parsons  Darren Googoo  
          Joyce Lind  Sandra Margettie  Barb Mercer

Absent(sent regrets):  Stewart Matheson  Charlotte Shaw  Kevin Ruelland  
                      Fred Tilley

Also, Present:  Beth Maclusaac, Superintendent  
                George Boudreau, Director of Financial Services  
                Wendy King, Director of Human Resource Services  
                Cathy Viva, Acting Director of Programs & Student Services  
                Paul Oldford, Director of Facilities Management  
                Marlene Urquhart, Acting Coordinator of Secondary Programs  
                Nicole LeBlanc, Coordinator of Human Resource Services
HUMAN RESOURCES REPORT:  
a) Attendance Management Update: Mrs. Marlene Urquhart, Acting Coordinator of Secondary Programs provided an update regarding the Attendance Management data which she gathered while employed in Human Resources. She provided a power-point presentation. (a copy can be found attached to the original minutes.) She advised that Principals have had a conversation about attendance and the attendance policy with staff members who have been identified. (both NSTU and CUPE). After these conversations, principals have completed a tracking form and will send it to HR. She noted that most school principals have completed this task. An extension was given to principals due to the time constraints of preparing teaching assignments for staffing. 174 conversations with staff took place.

Absence data for February, March and April will be sent out at the end of April and the principals will follow the same process. She further noted that support will be provided to principals as we move through this process. Potential savings of $247,000 was identified due to this initiative.

Lengthy discussions ensued with regards to staff attendance along with student attendance.

b) Non-Teaching Staffing: Mrs. Nicole LeBlanc provided a power-point presentation with regards to CUPE staffing. She advised that CUPE staff are not retiring/resigning in comparable numbers to NSTU staff. We are over capacity in some classifications but savings cannot be fully realized without lay-offs. Teacher Assistant staffing is a fairly extensive collaboration between Student Services and Human Resources. Teacher Assistant Review- needs based assessment commenced in February. Areas reviewed were existing TA schedules, incoming primaries, transitioning students-grade level configuration, student TIENET data for approximately 575 students and 2013/2014 Student needs assessment. School secretaries we currently have 55.1 FTEs, 57 employees. Library Technicians we currently have 20 FTEs and we have two vacancies. Our high schools currently have full service. Varying levels of service to all junior high schools, based on enrollment numbers. We also have elementary schools that do not have service, eight were identified. It was the decision of those present to review the services offered in the area of Library Technicians. Lunch Bus Grounds Supervisors - the current situation is 101 FTEs, 7 vacancies, 3 casuals. The staffing formula based on enrollment - 1:125 for elementary, 1:150 for Junior High/Middle School and 1:300 High School. In conclusion; a summary was provided of five classifications.

BUDGET DISCUSSIONS: Mrs. Beth MacIsaac, Superintendent of Schools, began the discussions with a review of the recent meeting held with the Department of Education on Thursday, May 7th. She further noted that a meeting will be requested with the Minister during the month of June, 2015. Mr. George Boudreau, Director of Financial Services followed up with an update regarding budget deliberations. On April 9th staff included the announced education funding into our status quo budget. The status quo budget includes: Full year impact of teachers raise License and increment increase Benefit increase Water and sewerage charges Annualized cost of new initiatives started in September, 2014. He further noted budget reductions/pressures identified to date. He further remarked that grade reconfiguration has created unexpected critical mass and thereby facilitated our ability to reduce cost.

IN-CAMERA SESSION: Moved by Commissioner Berk Seconded by Commissioner Organ That the Board go to an in-camera session. Motion carried 2015-05-04

Commissioner Toomey chaired the in-camera session. Moved by Commissioner Organ

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Seconded by Commissioner Berk  That the Board rise and report. . . Motion carried
2015-05-05

Commissioner Green reported that the Board discussed personnel issues. . . .

(6) New Business: n/a

(7) Adjournment of the meeting. . . the meeting adjourned at 8:51 p.m. . . .

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LORNE GREEN GEORGE BOUDREAU
BOARD CHAIR BOARD SECRETARY