

AGENDA

School Board Meeting



**Wednesday, September 25, 2013 6:00 pm Board Chambers
33 Spectacle Lake Drive
Dartmouth, NS**

Reports attached following Agenda

- 1. CALL TO ORDER**

- 2. APPROVAL OF AGENDA**

- 3. AWARDS / PRESENTATIONS (Normally awards and presentations will be limited to 5 minutes – the Chair may extend the time limit under unique circumstances.)**
 - 3.1 Anti-Bullying Presentation – Springvale Elementary - John Dobrowolski, Principal

- 4. PUBLIC PRESENTATIONS**

- 5. APPROVAL OF MINUTES/BUSINESS ARISING FROM THE MINUTES**

June 19, 2013 (Regular)
June 25, 2013 (Special)
September 11, 2013 (Special)

- 6. CORRESPONDENCE**

- 7. CHAIR’S REPORT**

- 8. SUPERINTENDENT’S REPORT**

- 9. ITEMS FOR DECISION**

The HRSB would appreciate the support of the public and staff in creating a scent-reduced environment at all meetings. During Board meetings, cell phone ringers should be switched to vibrate or turned off. Cell phone conversations must take place outside the Board Chambers. We appreciate your cooperation. Thank you.

Halifax Regional
School Board
33 Spectacle Lake Drive
Dartmouth NS
B3B 1X7
T 902 464-2000 Ext. 2321
F 902 464-2420

10. COMMITTEE REPORTS (Committee reports will be limited to 5 minutes – the Chair may extend the time limit under unique circumstances.)

10.1 Audit Committee

10.1.1 Report #13-09-1426 - June 30, 2013 Quarterly Financial Update

10.1.2 Report #13-09-1424 - Purchasing Policy Annual Report 2012-13

10.2 Nova Scotia School Boards Association

11. INFORMATION ITEMS

11.1 Report #13-09-1422 – Occupational Health & Safety Quarterly Update, Q2 2013, April 1, 2013 to June 30, 2013 – Mike Christie, Director, Human Resource Services and John Swales, Manager, Occupational Health & Safety

11.2 Report #13-09-1430 – Update on Response to the External Review of the Halifax Regional School Board’s Support of Rehtaeh Parsons – Judy White, Superintendent

12. NOTICE OF MOTION

13. DATE OF NEXT MEETING

Board Meeting – October 23, 2013

14. IN-CAMERA

14.1 Contract Award – Audit Committee

15. ADJOURNMENT

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HALIFAX REGIONAL SCHOOL BOARD June 30, 2013 – Quarterly Financial Update

- PURPOSE:** To provide the Board with the April – June 2013 first quarter financial update report.
- BACKGROUND:** The Audit Committee and Board are provided with a quarterly financial report to advise the Board on actual results compared to budget and to comment on variances and provide projections for the entire fiscal year.
- Subsequent reports include an update on the status of business plan priorities and funded business plan initiatives as the new school year progresses. This quarterly reporting to the Board continues throughout the year to highlight accomplishments on a timely basis.
- CONTENT:** The attached report covers the first quarter of the 2013-2014 fiscal year and includes a financial report of actual revenues and expenditures for the period April 1, 2013 to June 30, 2013.
- Many of the budget adjustments, priorities, and spending plans in the 2013-2014 Business Plan relate to the new school year which commenced on September 3, 2013. Therefore, most of the activity and progress on priorities and initiatives will occur over the coming months and be reported in subsequent quarterly reports.
- The same is true of financial projections. It is difficult to prepare accurate projections for the full fiscal year until the new school year is well underway and staffing adjustments are completed. Staff does not begin detailed projection analysis until after September 30 results are available.
- COST:** N/A
- FUNDING:** N/A
- TIMELINE:** N/A
- APPENDICES:** Quarterly Financial Update – April 1, 2013 – June 30, 2013
- RECOMMENDATIONS:** It is recommended that the Board receive the June 30, 2013, first quarter Financial Update report for information.

COMMUNICATIONS:

AUDIENCE	RESPONSIBLE	TIMELINE
General Public via web site	Terri Thompson	Upon receipt by the Board

From: For further information please contact Terri Thompson, Director of Financial Services, at 464-2000, extension 2241 or e-mail at tthompson@hrsb.ca

To: Audit Committee – September 18, 2013
Board – September 25, 2013

Filename: *ktucker/Jun 30-13 Quarterly Financial Update – 13-09-1426*

Quarterly Business Plan and Financial Update June 30, 2013

Introduction

The following report outlines the General Fund and Supplementary Fund results for the three month period ended June 30, 2013. This reporting is part of an accountability framework that provides assurance to the Board that the approved budget is being implemented and monitored.

Limited work is undertaken to provide detailed variance analyses and projections at this point in the fiscal year. The first quarter of the fiscal year is the last quarter of the previous school year.

Once the 2013-2014 school year is well underway, staffing adjustments are completed and regular monthly financial reviews with Departmental Directors are held, full fiscal year variances and projections can be prepared, examined, and explained with a higher degree of accuracy. Subsequent quarterly reports better enable assessment of the full fiscal year financial position. Therefore, the projection amounts are stated at the approved budget amounts only for this first quarter report.

The following report indicates that results are generally in line with expected results for the first quarter of 2013-2014. There are no major variances at this time, but several items are being reviewed with Departmental Directors to understand some of the variances.

Meetings with Directors begin this week for results to August 31, 2013. More detailed information will begin to be collected on projections and variances for reporting to Senior Staff and the Board as the year progresses.

The Supplementary Fund budget amounts were presented and approved before final figures were confirmed by Halifax Regional Municipality. The final revenue allocation to HRSB is \$48,600 lower than budgeted. Despite this variance, results to date indicate that the Supplementary Fund is projected to meet budget targets by year-end with no major issues.

**GENERAL FUND
SUMMARY OF REVENUES AND EXPENDITURES
JUNE 30, 2013**

	Actual Year to Date 2013-2014	Budget 2013-2014	% Budget Utilized	Projection 2013-2014	Proj% Bud Util	Projected Budget Variance	Actual Year to Date 2012-2013	Line
REVENUE								
Province of Nova Scotia								
Formula Funding	71,139,981	268,752,100	26.5%	268,752,100	100.0%	0	72,133,291	R1
Provincial Initiatives	906,506	4,689,800	19.3%	4,689,800	100.0%	0	950,806	R2
Other Provincial Initiatives and Grants	4,997,450	8,257,800	60.5%	8,257,800	100.0%	0	3,402,822	R3
<i>Subtotal</i>	77,043,937	281,699,700	27.3%	281,699,700	100.0%	0	76,486,919	
Halifax Regional Municipality								
Mandatory Contribution	26,564,000	113,875,200	23.3%	113,875,200	100.0%	0	24,942,425	R4
<i>Subtotal</i>	26,564,000	113,875,200	23.3%	113,875,200	100.0%	0	24,942,425	
Government of Canada								
Adult EAL	293,515	2,105,600	13.9%	2,105,600	100.0%	0	738,975	R5
French Special Projects	0	231,500	0.0%	231,500	100.0%	0	0	R6
Minority Official Language	0	208,500	0.0%	208,500	100.0%	0	0	R7
Other Projects	58,742	0	n/a	0	n/a	0	47,766	R8
<i>Subtotal</i>	352,256	2,545,600	13.8%	2,545,600	100.0%	0	786,741	
Board Generated Revenue								
FLEC's Program	157,063	420,600	37.3%	420,600	100.0%	0	148,675	R9
Investment Income	99,246	380,000	26.1%	380,000	100.0%	0	88,192	R10
Summer School Fees	7,225	24,100	30.0%	24,100	100.0%	0	10,200	R11
Facilities Rental	25,505	703,000	3.6%	703,000	100.0%	0	45,324	R12
EXCEL - Before and After School Program	2,385,853	7,740,900	30.8%	7,740,900	100.0%	0	2,183,181	R13
International Services	925,890	2,824,900	32.8%	2,824,900	100.0%	0	796,543	R14
Miscellaneous	127,922	3,300	3876.4%	3,300	100.0%	0	192,797	R15
<i>Subtotal</i>	3,728,704	12,096,800	30.8%	12,096,800	100.0%	0	3,464,913	
TOTAL REVENUE	<u>107,688,897</u>	<u>410,217,300</u>	<u>26.3%</u>	<u>410,217,300</u>	<u>100.0%</u>	<u>0</u>	<u>105,680,998</u>	

**GENERAL FUND
SUMMARY OF REVENUES AND EXPENDITURES
JUNE 30, 2013**

	Actual Year to Date 2013-2014	Budget 2013-2014	% Budget Utilized	Projection 2013-2014	Proj% Bud Util	Projected Budget Variance	Actual Year to Date 2012-2013	Line
<u>EXPENDITURES</u>								
<u>SCHOOL ADMINISTRATION</u>								
Salaries - Teachers								
Classroom	44,081,676	164,593,800	26.8%	164,593,800	100.0%	0	44,134,144	S1
Special Education	5,945,271	23,600,400	25.2%	23,600,400	100.0%	0	5,809,968	S2
Student Support	2,238,890	8,488,600	26.4%	8,488,600	100.0%	0	1,887,933	S3
Library and Guidance	1,471,287	5,482,900	26.8%	5,482,900	100.0%	0	1,455,910	S4
Teacher Administrators	6,346,582	24,218,800	26.2%	24,218,800	100.0%	0	6,159,170	S5
Board Administration	416,520	1,611,100	25.9%	1,611,100	100.0%	0	416,150	S6
Substitutes	3,671,365	12,751,500	28.8%	12,751,500	100.0%	0	3,713,106	S7
<i>Subtotal</i>	64,171,591	240,747,100	26.7%	240,747,100	100.0%	0	63,576,380	
Salaries - Non-Teachers								
Educational Program Assistants	4,858,338	20,344,200	23.9%	20,344,200	100.0%	0	4,617,822	S8
Library Support Specialists	95,908	407,000	23.6%	407,000	100.0%	0	128,128	S9
School Secretaries	1,714,925	5,742,400	29.9%	5,742,400	100.0%	0	1,682,605	S10
Board Administration	51,003	192,300	26.5%	192,300	100.0%	0	47,540	S11
Student Support	158,067	701,100	22.5%	701,100	100.0%	0	171,832	S12
Security	31,010	119,200	26.0%	119,200	100.0%	0	39,596	S13
Lunch Supervision	319,184	2,364,000	13.5%	2,364,000	100.0%	0	353,050	S14
<i>Subtotal</i>	7,228,435	29,870,200	24.2%	29,870,200	100.0%	0	7,040,572	
Benefits								
Statutory	5,507,724	15,410,300	35.7%	15,410,300	100.0%	0	5,152,647	S15
Medical/Dental/Salary Continuation	843,927	3,152,400	26.8%	3,152,400	100.0%	0	788,675	S16
Service Awards	521,050	2,084,200	25.0%	2,084,200	100.0%	0	558,550	S17
Pension	700,186	2,889,200	24.2%	2,889,200	100.0%	0	697,617	S18
<i>Subtotal</i>	7,572,887	23,536,100	32.2%	23,536,100	100.0%	0	7,197,489	
Student Services								
Travel - Student Services	9,759	89,500	10.9%	89,500	100.0%	0	19,945	S19
Other Non Salary Expenditures	430	15,000	2.9%	15,000	100.0%	0	272	S20
<i>Subtotal</i>	10,190	104,500	9.8%	104,500	100.0%	0	20,217	

**GENERAL FUND
SUMMARY OF REVENUES AND EXPENDITURES
JUNE 30, 2013**

	Actual Year to Date 2013-2014	Budget 2013-2014	% Budget Utilized	Projection 2013-2014	Proj% Bud Util	Projected Budget Variance	Actual Year to Date 2012-2013	Line
Program Support Resources								
Classroom Supplies and Equipment	539,024	3,526,800	15.3%	3,526,800	100.0%	0	806,783	S21
School Technology	51,459	756,000	6.8%	756,000	100.0%	0	17,284	S22
Data Lines	4,706	608,600	0.8%	608,600	100.0%	0	111,708	S23
Circuit/Resource Travel	41,490	187,100	22.2%	187,100	100.0%	0	46,712	S24
Textbook Credit Allocation	763,082	2,544,500	30.0%	2,544,500	100.0%	0	759,299	S25
Other Non Salary Expenditures	26,465	190,000	13.9%	190,000	100.0%	0	38,836	S26
Other Projects	37,092	135,500	27.4%	135,500	100.0%	0	80,099	S27
<i>Subtotal</i>	1,463,317	7,948,500	18.4%	7,948,500	100.0%	0	1,860,722	
Administration								
Supplies and Materials	259	20,000	1.3%	20,000	100.0%	0	2,752	S28
Other Non Salary Expenditures	2,742	37,400	7.3%	37,400	100.0%	0	7,567	S29
<i>Subtotal</i>	3,001	57,400	5.2%	57,400	100.0%	0	10,318	
Professional Development								
System Leadership	38,345	175,000	21.9%	175,000	100.0%	0	113,183	S30
International Services								
Revenue	925,890	2,824,900	32.8%	2,824,900	100.0%	0	796,543	S31
Expenditure	690,126	2,129,500	32.4%	2,129,500	100.0%	0	603,751	S32
<i>Net Revenue</i>	235,765	695,400	33.9%	695,400	100.0%	0	192,792	
Summer School								
Revenue	7,225	24,100	30.0%	24,100	100.0%	0	10,200	S33
Expenditure	357	24,100	1.5%	24,100	100.0%	0	811	S34
<i>Net Revenue</i>	6,868	0		0		0	9,389	
Adult and Community Education								
FLEC's - Night School	4,007	20,000	20.0%	20,000	100.0%	0	4,306	S35
Nova Scotia Student Adult Literacy	52,692	400,600	13.2%	400,600	100.0%	0	102,545	S36
<i>Subtotal</i>	56,699	420,600	13.5%	420,600	100.0%	0	106,851	
Total School Administration	<u>81,234,946</u>	<u>305,013,000</u>	<u>26.6%</u>	<u>305,013,000</u>	<u>100.0%</u>	<u>0</u>	<u>80,530,295</u>	

**GENERAL FUND
SUMMARY OF REVENUES AND EXPENDITURES
JUNE 30, 2013**

PROGRAM	Actual Year to Date 2013-2014	Budget 2013-2014	% Budget Utilized	Projection 2013-2014	Proj% Bud Util	Projected Budget Variance	Actual Year to Date 2012-2013	Line
Salaries - Teachers								
Special Education	1,510,026	6,029,700	25.0%	6,029,700	100.0%	0	1,442,723	P1
Student Support	97,314	301,300	32.3%	301,300	100.0%	0	71,025	P2
Board Administration	771,440	2,617,600	29.5%	2,617,600	100.0%	0	752,653	P3
<i>Subtotal</i>	2,378,779	8,948,600	26.6%	8,948,600	100.0%	0	2,266,402	
Salaries - Non-Teachers								
Board Administration	63,200	307,800	20.5%	307,800	100.0%	0	96,470	P4
Student Services Secretaries	62,420	214,400	29.1%	214,400	100.0%	0	46,267	P5
<i>Subtotal</i>	125,620	522,200	24.1%	522,200	100.0%	0	142,736	
Benefits								
Statutory	191,034	466,000	41.0%	466,000	100.0%	0	174,949	P6
Medical/Dental/Salary Continuation	15,692	60,000	26.2%	60,000	100.0%	0	14,763	P7
Service Awards	22,900	91,600	25.0%	91,600	100.0%	0	21,875	P8
Pension	12,828	53,900	23.8%	53,900	100.0%	0	15,143	P9
<i>Subtotal</i>	242,454	671,500	36.1%	671,500	100.0%	0	226,730	
Special Education and Student Support								
Tutors/Support for Alternative Arrangements	53,074	90,000	59.0%	90,000	100.0%	0	52,837	P10
Supplies and Materials	9,804	168,000	5.8%	168,000	100.0%	0	7,377	P11
Assistive Technology Equipment	90,899	296,500	30.7%	296,500	100.0%	0	41,893	P12
Innovation Challenge/Spec Ed Pilot Projects	96,391	412,000	23.4%	412,000	100.0%	0	95,186	P13
SEIRC	18,885	106,400	17.7%	106,400	100.0%	0	15,700	P14
Travel - Student Services	14,848	103,100	14.4%	103,100	100.0%	0	23,071	P15
Contracted Services	306,162	1,015,400	30.2%	1,015,400	100.0%	0	264,190	P16
<i>Subtotal</i>	590,064	2,191,400	26.9%	2,191,400	100.0%	0	500,254	
Program Support Resources								
Supplies and Materials	30,651	233,500	13.1%	233,500	100.0%	0	91,651	P17
Provincial Program Initiatives and Projects	751,738	4,603,300	16.3%	4,603,300	100.0%	0	856,545	P18
<i>Subtotal</i>	782,389	4,836,800	16.2%	4,836,800	100.0%	0	948,196	
Administration								
Supplies and Materials	8,171	41,000	19.9%	41,000	100.0%	0	12,355	P19
Other Non Salary Expenditures	4,923	49,500	9.9%	49,500	100.0%	0	12,035	P20
<i>Subtotal</i>	13,093	90,500	14.5%	90,500	100.0%	0	24,390	

**GENERAL FUND
SUMMARY OF REVENUES AND EXPENDITURES
JUNE 30, 2013**

	Actual Year to Date 2013-2014	Budget 2013-2014	% Budget Utilized	Projection 2013-2014	Proj% Bud Util	Projected Budget Variance	Actual Year to Date 2012-2013	Line
Professional Development								
Curriculum Implementation	28,472	382,500	7.4%	382,500	100.0%	0	40,869	P21
Literacy Implementation	54,692	201,900	27.1%	201,900	100.0%	0	58,739	P22
Mathematics Implementation	121,954	273,700	44.6%	273,700	100.0%	0	2,841	P23
Assessment and Evaluation	3,908	78,800	5.0%	78,800	100.0%	0	472	P24
Continuous School Improvement	18,415	75,000	24.6%	75,000	100.0%	0	7,676	P25
Student Services	8,406	190,000	4.4%	190,000	100.0%	0	36,111	P26
RCH	36,000	210,700	17.1%	210,700	100.0%	0	12,368	P27
<i>Subtotal</i>	271,846	1,412,600	19.2%	1,412,600	100.0%	0	159,077	
Total Program	<u>4,404,246</u>	<u>18,673,600</u>	<u>23.6%</u>	<u>18,673,600</u>	<u>100.0%</u>	<u>0</u>	<u>4,267,785</u>	
 <u>BOARD SERVICES</u>								
Board Governance								
Honoraria and Benefits	25,693	102,600	25.0%	102,600	100.0%	0	25,617	B1
Supplies and Materials	328	5,000	6.6%	5,000	100.0%	0	1,510	B2
NSSBA Dues	85,000	85,000	100.0%	85,000	100.0%	0	85,000	B3
Other Non Salary Expenditures	24,984	82,900	30.1%	82,900	100.0%	0	10,119	B4
<i>Subtotal</i>	136,005	275,500	49.4%	275,500	100.0%	0	122,245	
Board Services								
Salaries	177,845	809,200	22.0%	809,200	100.0%	0	207,798	B5
Benefits	35,452	125,600	28.2%	125,600	100.0%	0	35,660	B6
Supplies and Materials	19,274	70,000	27.5%	70,000	100.0%	0	35,453	B7
Professional Services	33,062	270,000	12.2%	270,000	100.0%	0	65,744	B8
Other Non Salary Expenditures	8,729	82,400	10.6%	82,400	100.0%	0	9,573	B9
<i>Subtotal</i>	274,362	1,357,200	20.2%	1,357,200	100.0%	0	354,229	
Total Board Services	<u>410,367</u>	<u>1,632,700</u>	<u>25.1%</u>	<u>1,632,700</u>	<u>100.0%</u>	<u>0</u>	<u>476,474</u>	

**GENERAL FUND
SUMMARY OF REVENUES AND EXPENDITURES
JUNE 30, 2013**

	Actual Year to Date 2013-2014	Budget 2013-2014	% Budget Utilized	Projection 2013-2014	Proj% Bud Util	Projected Budget Variance	Actual Year to Date 2012-2013	Line
<u>OPERATIONS SERVICES</u>								
Administration								
Salaries	425,499	1,758,700	24.2%	1,758,700	100.0%	0	415,242	01
Benefits	107,775	396,300	27.2%	396,300	100.0%	0	102,758	02
Travel	3,114	53,000	5.9%	53,000	100.0%	0	3,508	03
Other Non Salary Expenditures	24,634	54,500	45.2%	54,500	100.0%	0	15,692	04
<i>Subtotal</i>	561,022	2,262,500	24.8%	2,262,500	100.0%	0	537,201	
Custodial Services								
Salaries	3,034,065	12,750,500	23.8%	12,750,500	100.0%	0	3,107,547	05
Benefits	981,666	4,068,500	24.1%	4,068,500	100.0%	0	987,819	06
Supplies and Equipment	220,875	788,400	28.0%	788,400	100.0%	0	232,785	07
Building Rental Expense	439,648	1,756,400	25.0%	1,756,400	100.0%	0	426,454	08
Contracted Services	142,053	2,013,200	7.1%	2,013,200	100.0%	0	173,326	09
<i>Subtotal</i>	4,818,306	21,377,000	22.5%	21,377,000	100.0%	0	4,927,930	
Maintenance Services								
Salaries	391,465	1,897,700	20.6%	1,897,700	100.0%	0	437,709	010
Benefits	131,109	580,700	22.6%	580,700	100.0%	0	139,942	011
Supplies and Equipment	368,139	4,104,600	9.0%	4,104,600	100.0%	0	771,906	012
Vehicle Operating Expense	53,175	200,000	26.6%	200,000	100.0%	0	49,381	013
Contracted Services - Maintenance	275,701	800,000	34.5%	800,000	100.0%	0	222,391	014
Relocation Expenses	3,540	50,000	7.1%	50,000	100.0%	0	6,120	015
<i>Subtotal</i>	1,223,129	7,633,000	16.0%	7,633,000	100.0%	0	1,627,450	
Plant Operations								
Insurance	186,427	635,800	29.3%	635,800	100.0%	0	195,541	016
Utilities - Electricity	1,195,706	5,871,100	20.4%	5,871,100	100.0%	0	1,031,762	017
Utilities - Heating Fuel	1,344,660	7,661,100	17.6%	7,661,100	100.0%	0	1,117,694	018
Utilities - Water / Sewer	120,277	989,000	12.2%	989,000	100.0%	0	175,792	019
Utilities - Telephone	11,304	67,000	16.9%	67,000	100.0%	0	16,933	020
<i>Subtotal</i>	2,858,374	15,224,000	18.8%	15,224,000	100.0%	0	2,537,721	

**GENERAL FUND
SUMMARY OF REVENUES AND EXPENDITURES
JUNE 30, 2013**

	Actual Year to Date 2013-2014	Budget 2013-2014	% Budget Utilized	Projection 2013-2014	Proj% Bud Util	Projected Budget Variance	Actual Year to Date 2012-2013	Line
Capital Projects	890,205	1,091,900	81.5%	1,091,900	100.0%	0	1,859,043	O21
Student Transportation	4,809,755	17,992,500	26.7%	17,992,500	100.0%	0	4,789,998	O22
Technology Services								
Salaries	526,380	2,179,800	24.1%	2,179,800	100.0%	0	513,200	O23
Benefits	133,158	542,400	24.5%	542,400	100.0%	0	127,725	O24
Computer Services - Schools	123,554	110,000	112.3%	110,000	100.0%	0	10,168	O25
Computer Supplies - Administration	62	107,100	0.1%	107,100	100.0%	0	8,582	O26
O'Connell Drive Refresh	351	121,600	0.3%	121,600	100.0%	0	1,023	O27
P3 Information Technology Sinking Fund	1,095	907,400	0.1%	907,400	100.0%	0	609	O28
IEI Non Salary Expenses	33,003	122,900	26.9%	122,900	100.0%	0	19,537	O29
Travel	21,264	76,700	27.7%	76,700	100.0%	0	13,462	O30
Professional Services	26,734	381,000	7.0%	381,000	100.0%	0	39,174	O31
Telephone/Fax/Data	24,578	132,000	18.6%	132,000	100.0%	0	26,877	O32
<i>Subtotal</i>	890,178	4,680,900	19.0%	4,680,900	100.0%	0	760,355	
Facilities Rentals								
Revenue	25,505	703,000	3.6%	703,000	100.0%	0	45,324	O33
Salaries	81,174	396,400	20.5%	396,400	100.0%	0	59,433	O34
Benefits	18,354	81,700	22.5%	81,700	100.0%	0	10,166	O35
Service Contract	0	52,400	0.0%	52,400	100.0%	0	0	O36
Other Non Salary Expenditures	7	5,000	0.1%	5,000	100.0%	0	827	O37
<i>Subtotal</i>	99,536	535,500	18.6%	535,500	100.0%	0	70,427	
<i>Net Revenue</i>	-74,031	167,500	-44.2%	167,500	100.0%	0	-25,103	
Total Operations Services	<u>16,150,506</u>	<u>70,797,300</u>	<u>22.8%</u>	<u>70,797,300</u>	<u>100.0%</u>	<u>0</u>	<u>17,110,125</u>	

**GENERAL FUND
SUMMARY OF REVENUES AND EXPENDITURES
JUNE 30, 2013**

	Actual Year to Date 2013-2014	Budget 2013-2014	% Budget Utilized	Projection 2013-2014	Proj% Bud Util	Projected Budget Variance	Actual Year to Date 2012-2013	Line
<u>FINANCIAL SERVICES</u>								
Administration								
Salaries	359,808	1,562,300	23.0%	1,562,300	100.0%	0	359,721	F1
Benefits	91,610	369,000	24.8%	369,000	100.0%	0	89,009	F2
Supplies and Materials	35,661	210,000	17.0%	210,000	100.0%	0	30,090	F3
Travel	502	5,000	10.0%	5,000	100.0%	0	278	F4
Liability Insurance	56,969	257,200	22.1%	257,200	100.0%	0	64,289	F5
Professional Services	7,860	45,000	17.5%	45,000	100.0%	0	-11,266	F6
Service Fees	1,252	30,000	4.2%	30,000	100.0%	0	-1,223	F7
<i>Subtotal</i>	553,661	2,478,500	22.3%	2,478,500	100.0%	0	530,900	
Excel - Before and After School Program								
Revenue	2,385,853	7,740,900	30.8%	7,740,900	100.0%	0	2,183,181	F8
Salaries	1,010,883	4,105,600	24.6%	4,105,600	100.0%	0	883,441	F9
Benefits	116,307	483,800	24.0%	483,800	100.0%	0	96,857	F10
Other	101,861	600,300	17.0%	600,300	100.0%	0	105,926	F11
<i>Subtotal</i>	1,229,051	5,189,700	23.7%	5,189,700	100.0%	0	1,086,224	
<i>Net Revenue</i>	1,156,802	2,551,200	45.3%	2,551,200	100.0%	0	1,096,957	
Adult EAL								
Revenue	293,515	2,105,600	13.9%	2,105,600	100.0%	0	738,975	F12
Expenditure	578,113	2,105,600	27.5%	2,105,600	100.0%	0	553,008	F13
<i>Net Revenue</i>	-284,598	0		0		0	185,967	
Total Financial Services	<u>2,360,825</u>	<u>9,773,800</u>	<u>24.2%</u>	<u>9,773,800</u>	<u>100.0%</u>	<u>0</u>	<u>2,170,132</u>	

**GENERAL FUND
SUMMARY OF REVENUES AND EXPENDITURES
JUNE 30, 2013**

	Actual Year to Date 2013-2014	Budget 2013-2014	% Budget Utilized	Projection 2013-2014	Proj% Bud Util	Projected Budget Variance	Actual Year to Date 2012-2013	Line
<u>HUMAN RESOURCE SERVICES</u>								
Administration								
Salaries	407,296	1,676,000	24.3%	1,676,000	100.0%	0	378,927	H1
Benefits	106,608	392,800	27.1%	392,800	100.0%	0	98,884	H2
Pension Top-Ups	12,325	41,800	29.5%	41,800	100.0%	0	12,325	H3
Supplies and Materials	49,346	106,100	46.5%	106,100	100.0%	0	29,331	H4
Travel	1,322	8,200	16.1%	8,200	100.0%	0	751	H5
Service Contracts	879	7,000	12.6%	7,000	100.0%	0	286	H6
<i>Subtotal</i>	<u>577,777</u>	<u>2,231,900</u>	<u>25.9%</u>	<u>2,231,900</u>	<u>100.0%</u>	<u>0</u>	<u>520,505</u>	
Staff Development								
Professional Development	209,932	2,095,000	10.0%	2,095,000	100.0%	0	218,540	H7
<i>Subtotal</i>	<u>209,932</u>	<u>2,095,000</u>	<u>10.0%</u>	<u>2,095,000</u>	<u>100.0%</u>	<u>0</u>	<u>218,540</u>	
Total Human Resource Services	<u>787,709</u>	<u>4,326,900</u>	<u>18.2%</u>	<u>4,326,900</u>	<u>100.0%</u>	<u>0</u>	<u>739,045</u>	
TOTAL EXPENDITURES	<u>105,348,599</u>	<u>410,217,300</u>	<u>25.7%</u>	<u>410,217,300</u>	<u>100.0%</u>	<u>0</u>	<u>105,293,856</u>	
NET SURPLUS/(DEFICIT)	<u>2,340,298</u>	<u>0</u>		<u>0</u>		<u>0</u>	<u>387,141</u>	
PLANNED USE OF ACCUMULATED SURPLUS				<u>600,900</u>				
NET OPERATING SURPLUS (DEFICIT)				<u>600,900</u>				

**SUMMARY OF REVENUES AND EXPENDITURES
JUNE 30, 2013
SUPPLEMENTARY FUND**

	Actual Year to Date 2013-2014	Budget 2013-2014	% Budget Utilized	Projection 2013-2014	Projected Variance	Actual Year to Date 2012-2013
<u>REVENUE</u>						
Supplementary Funding	4,383,582	17,059,700	25.7%	17,011,100	48,600	4,502,750
<u>EXPENDITURES</u>						
<u>SCHOOL ADMINISTRATION</u>						
Classroom Teachers						
Elementary Music	203,816	770,200	26.5%	770,200	0	209,754
Junior High Music and Art	139,616	516,300	27.0%	516,300	0	138,316
Physical Education	201,938	259,500	77.8%	259,500	0	207,028
Elementary Art	146,265	561,300	26.1%	561,300	0	144,192
Additional Teachers	905,000	3,433,200	26.4%	3,433,200	0	927,045
Fine Arts	397,596	1,516,300	26.2%	1,516,300	0	386,328
<i>Subtotal</i>	1,994,231	7,056,800	28.3%	7,056,800	0	2,012,662
Special Education						
Resource Teachers	779,528	2,549,600	30.6%	2,549,600	0	852,437
Social Workers	127,281	480,400	26.5%	480,400	0	124,785
Educational Program Assistants	224,634	935,400	24.0%	935,400	0	219,851
<i>Subtotal</i>	1,131,442	3,965,400	28.5%	3,965,400	0	1,197,074
Library and Guidance						
Library Support Specialists	553,559	2,185,400	25.3%	2,185,400	0	546,422
Guidance	196,178	736,600	26.6%	736,600	0	189,114
<i>Subtotal</i>	749,737	2,922,000	25.7%	2,922,000	0	735,535
Curriculum Leadership						
	104,859	411,000	25.5%	411,000	0	105,273

**SUMMARY OF REVENUES AND EXPENDITURES
JUNE 30, 2013
SUPPLEMENTARY FUND**

	Actual Year to Date 2013-2014	Budget 2013-2014	% Budget Utilized	Projection 2013-2014	Projected Variance	Actual Year to Date 2012-2013
Other						
Student Services Secretaries	7,287	25,500	28.6%	25,500	0	7,367
Early Learning Opportunities	79,908	308,100	25.9%	308,100	0	70,580
School Secretaries	11,451	40,100	28.6%	40,100	0	11,663
Student Support Workers	26,042	116,800	22.3%	116,800	0	21,916
<i>Subtotal</i>	124,689	490,500	25.4%	490,500	0	111,526
Benefits						
Statutory	341,244	916,800	37.2%	916,800	0	305,682
Medical/Dental/Salary Continuation	85,203	343,000	24.8%	343,000	0	81,807
Service Awards	25,000	108,300	23.1%	108,300	0	28,600
Pension	109,859	374,100	29.4%	374,100	0	88,721
<i>Subtotal</i>	561,306	1,742,200	32.2%	1,742,200	0	504,811
Substitutes	113,640	378,800	30.0%	330,200	48,600	120,090
Program Support						
Program Supplies and Materials	31,006	73,000	42.5%	73,000	0	29,737
Therapeutic Swim Program	7,189	20,000	35.9%	20,000	0	6,716
<i>Subtotal</i>	38,195	93,000	41.1%	93,000	0	36,453
TOTAL EXPENDITURES	<u>4,818,099</u>	<u>17,059,700</u>	<u>28.2%</u>	<u>17,011,100</u>	<u>48,600</u>	<u>4,823,424</u>
NET SURPLUS (DEFICIT)	<u>-434,517</u>	<u>0</u>		<u>0</u>	<u>0</u>	<u>-320,674</u>

Public [X]
Private []

Report No. 13-09-1424
Date September 9, 2013

**HALIFAX REGIONAL SCHOOL BOARD
Purchasing Annual Report – 2012/2013**

PURPOSE: To provide the Board with an annual report with respect to the implementation of and compliance with the Purchasing Policy.

BUSINESS PLAN GOAL: N/A

BACKGROUND: The mandate of the Purchasing Division is to ensure that goods and services are purchased in an open, fair, consistent, efficient and competitive manner, by providing staff with information and tools to implement best practices in purchasing.

The Board's Purchasing Policy requires that an annual report be provided to the Board "*on the implementation of the policy, purchasing activities and any recommendations for improving the purchasing policy and procedures.*"

CONTENT: The attached report covers the period **April 1, 2012 to March 31, 2013**. Annual reporting under this policy covers the fiscal year and will be presented to the Board each year.

As required, the report provides an overview of compliance with the policy, and major purchasing activities during the course of the 2012/2013 fiscal year.

COST: N/A

FUNDING: N/A

TIMELINE: N/A

APPENDICES: Purchasing Annual Report – 2012/2013

RECOMMENDATIONS: It is recommended that the Board receive the Purchasing Annual Report – 2012/2013 for information.

COMMUNICATIONS:

Audience	Responsibility	Timeline
General Public via web site	Doug Hadley	Upon receipt by the Board

From:

For further information please contact Terri Thompson, Director of Financial Services at 464-2000, ext. 2241, or email at tthompson@hrsbc.ca, or Kathryn Burlton, Manager of Accounting and Purchasing, at 464-2000 ext 2843 or via e-mail kburlton@hrsbc.ca.

To:

Senior Staff – September 9, 2013
Audit Committee – September 18, 2013
Board – September 25, 2013

File name: *2012 2013-annualpurchasingreport*

Date last revised: *September 11, 2013*

Purchasing Annual Report – 2012/13

Background

Section 15 of the Purchasing Policy states that:

“The Superintendent will submit an annual report to the Board on the implementation of this policy, purchasing activities and any recommendations for improving the purchasing policy and procedures.”

Implementation of the Policy

The Purchasing Division monitors all purchasing activities for compliance with the Purchasing Policy. The Purchasing Division reviews all requisitions for the purchasing thresholds to ensure compliance with the policy and ensures an open, transparent and competitive process is undertaken consistent with public tendering guidelines. There were no instances observed where policy provisions were not followed by schools and board offices in 2012/2013.

Purchasing Activities

The Halifax Regional School Board purchases approximately \$83 million in goods and services annually, including \$11 million in capital purchases. The Purchasing Division issued 56 tenders/RFP's and 3,598 purchase orders from April 2012 to March 2013. The Purchasing Division will continue regular communication with schools and departments to ensure compliance with the policy. The Purchasing Division will continue its ongoing cooperation and networking with other school boards, public groups, government departments and agencies to leverage combined expertise in promoting and maximizing purchasing best practices and to ensure accountability for public funds.

Section 14 of the Policy requires all tenders, requests for proposals (RFP), and contracts with a value of \$500,000 or more to be approved by the Board. The following contracts with a total contract value over \$500,000 were approved by the Board in 2012/2013:

Contract Name	Vendor	Contract value	Date Approved by Board
Dust Collection Upgrades – 6 Schools	Himmelman Contractors	\$530,333	April 30, 2012
Site Improvements – Prince Andrew High	Ocean Contractors	\$1,062,450	May 16, 2012
Administration Renovation – Dartmouth High	Ridgeback Contracting	\$797,909	June 25, 2012
Interior Renovations – Atlantic Memorial	Bird Construction	\$1,375,350	July 4, 2012
Tech Ed Wing Renovations – Prince Andrew	Bird Construction	\$1,048,500	July 4, 2012
Design Consulting Service – Cole Harbour High	WHW Architects	\$586,000	Nov 28, 2012
Design Consulting Service – Eastern Passage High	FBM Architecture	\$885,000	Dec 12, 2012
Tech Ed/Music/Library Reno – Dartmouth High	Ridgeback Contracting	\$1,124,747	Feb 27, 2013

Section 7 of the Policy permits alternative purchasing (sole sourcing) under certain circumstances. In 2012/2013, the following purchases were of values that should normally have been undertaken with tenders or RFP's. However, alternative or sole sourcing is permissible under circumstances outlined in the Policy and these purchases all met the criteria and were approved.

Item/Project	Vendor	Value	Reason for Alternative Purchasing
IT/Audio Equipment	3D Datacom	\$14,577	Only 2 Suppliers Available
Software Licenses	Enterprise Management Systems	\$10,318	Software Maintenance Renewal
Playground Equipment	Timbertec	\$11,270	Compatibility/warranty issue
Disk Drive Shelf Upgrade	Enterprise Management Systems	\$31,403	Compatibility/warranty issue
Testing Materials	Pearson Canada Assessment	\$32,824	Order direct from publisher - no alternative supplier
Software Licenses	Enterprise Management Systems	\$32,000	Compatibility/warranty issue
Software Licenses	SoftChoice	\$34,612	Compatibility/warranty issue

Recommendations

Recommendations for revisions to the Purchasing Policy related to signing authorities, approvals for change orders, and Services Provided by Non-Canadian Vendors will be brought forward in a separate report at a later date.

HALIFAX REGIONAL SCHOOL BOARD

Occupational Health & Safety – Quarterly Update – Q2 2013 April 1, 2013 to June 30, 2013

PURPOSE: To inform the Board of Occupational Health & Safety (OHS) issues.

BUSINESS PLAN GOAL: To continue to improve school safety.

BACKGROUND: Reporting on a quarterly basis is part of a due diligence process so the Board is aware of HRSB OHS significant statistics and activities.

CONTENT: Please see Appendix A - Occupational Health & Safety Quarterly Update, Q2 2013, April 1, 2013 to June 30, 2013.

COST: n/a

FUNDING: n/a

TIMELINE: n/a

APPENDIX: Appendix A - Occupational Health & Safety Quarterly Update, Q2 2013, April 1, 2013 to June 30, 2013.

RECOMMENDATION: The Board accept the report for information.

COMMUNICATIONS: n/a

From: John Swales, OHS Manager (2204) jswales@hrsbc.ca
Mike Christie, Director Human Resource Services mchristie@hrsbc.ca

To: Board September 25th, 2013

Occupational Health & Safety
Quarterly Update
Q2 2013
April 1 to June 30, 2013

School Insurance Program (SIP) – Reported Incidents

The data is unavailable this reporting quarter.

Nova Scotia Teacher’s Union (NSTU)

This group of employees is not covered by WCB.

NSTU	Injury On Duty applications received		
	Reporting Quarter	Year Before Quarter	Preceding Quarter
	Apr 1 to Jun 30, '13	Apr 1 to Jun 30, '12	Jan 1 to Mar 31, '13
Injuries on Duty	6	3	5

OH&S Division of Department Labour and Workforce Development

Workplaces Inspected:	Workplaces with Compliance Orders Issued:	Total Compliance Orders Issued:
2	1	2

An officer visited a school and issued two orders. These have been complied with.
A second workplace was visited due to a refusal. A report was written and the refusal closed.
No administrative penalties have been issued.

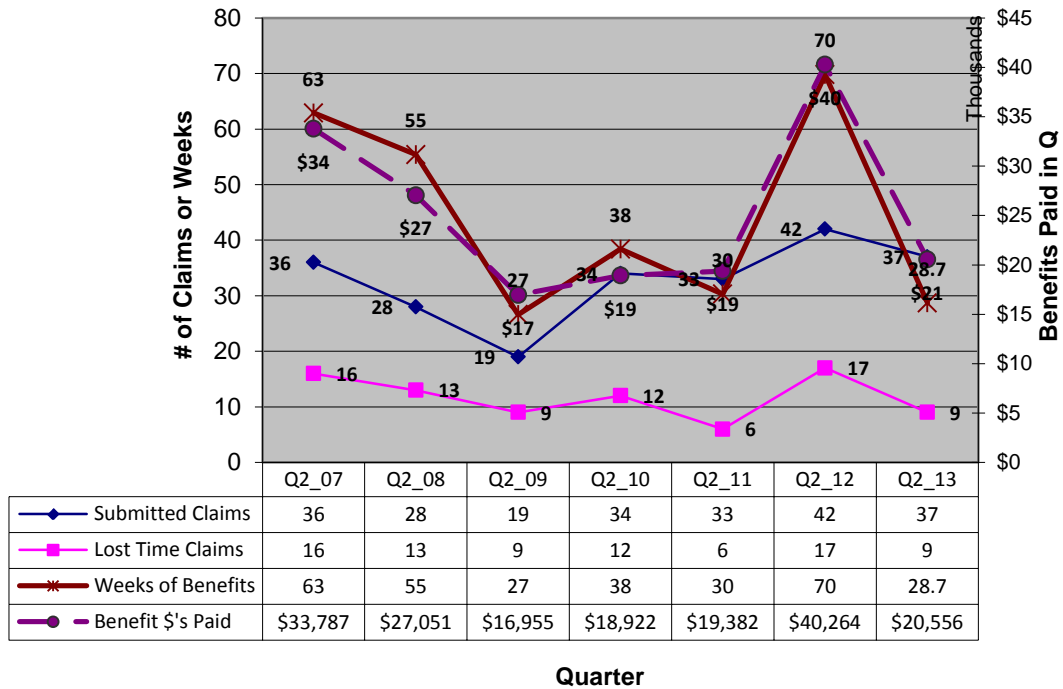
Workers’ Compensation Board (WCB) Claims

37 claims were submitted to the Workers’ Compensation Board including nine which resulted in a claim for Benefit Weeks/Lost Time (“LT”).

Submitted WCB	Submitted	No Claim	Med Costs Only	Benefit Weeks +/- Med costs (LT Claim)	Weeks of Paid Benefits	SEVERITY (Weeks / LT Claim)
CUPE	20	12	4	4	12.5	3.1
NSUPE	13	3	5	5	16.2	3.2
NSGEU	2	1	1	0	0.0	0.0
EXCEL / Lunch	2	0	2	0	0.0	0.0
Totals	37	16	12	9	28.7	3.2

The following graph shows 2nd Quarter 2013 WCB data in relation to previous 2nd Q data.

WCB Q2 Claim Data



Requests for Action from workplace JOHS Committees (received)

Four Request for Action forms were received by the Manager OH&S during the period. Two are addressed and resolved, the other two have been addressed and are partially complete and being monitored.

Employee Training

A group of 84 Educational Program Assistants employees were recertified in Non-Violent Crisis Intervention. 20 Educational Program Assistants were recertified in Emergency First Aid.

HALIFAX REGIONAL SCHOOL BOARD

Update on Response to the *External Review of the Halifax Regional School Board's Support of Rehtaeh Parsons*

PURPOSE:

To provide the Governing Board with a status report on the Halifax Regional School Board's response to the report *External Review of the Halifax Regional School Board's Support of Rehtaeh Parsons (Pepler/Milton, June 2013)*.

BACKGROUND:

On April 18, 2013, the Government of Nova Scotia appointed Debra Pepler and Penny Milton to conduct an independent review of policies and protocols of the Halifax Regional School Board (HRSB) and associated agencies, as they relate to the tragic death of Rehtaeh Parsons.

On June 14, 2013, authors Penny Milton and Debra Pepler submitted their report, *External Review of the Halifax Regional School Board's Support of Rehtaeh Parsons* to government. At the time of writing this board report, Pepler/Milton's final document is available at the following link:

<http://www.ednet.ns.ca/files/reports/External%20Review%20of%20HRSB%20Final.pdf>

The report of the external review contains 13 recommendations. Of the recommendations, four are targeted for all school boards in Nova Scotia and two are specifically directed to the HRSB. The remaining recommendations are directed to Departments of Education and Early Childhood Development, Health and Wellness, Community Services, Justice and other government departments.

On June 19, 2013, the Governing Board approved the following motion "It was moved and seconded (Linders/Jakeman) that the Governing Board direct staff to complete a report, for the September regular Board meeting, detailing the timeline and implementation plan for the recommendations relevant to HRSB listed in the *External Review of the Halifax Regional School Board's Support of Rehtaeh Parsons Report*."

CONTENT:

The two recommendations that are specific to our board are recommendations 5 and 6.

Recommendation 5: Revise the policy for Creating School Populations to take account of the needs of students who may have parents/guardians living in more than one school area. Clarify the approval process for transfers between schools to remove any inconsistencies between the policy and the practices.

Actions to date: This policy has been under review over the last year. The suggestions in recommendation 5 will be incorporated into the policy review process. Once drafted, the recommended policy changes will come to the Governing Board for approval.

At the Principals' Meeting on August 28th, principals were reminded to carefully consider Out of Area requests, to ensure that appropriate information is shared between sending and receiving schools and to consult with School Administration Supervisors when there are unusual circumstances to consider. Principals were reminded to gather all pertinent information prior to making decisions.

Timeline: Staff will have a draft policy available for the Board's consideration by December 2013.

Recommendation 6: Develop a standard to guide school administrators in determining what informal information to share when a student transfers between high schools.

Actions to date: Questions have been raised about the scope of "informal" information and consequently the legal ramifications of sharing such personal information without consent. We are seeking a legal clarification on this item. In the interim, we have begun preliminary work to improve the registration process. This will center on expanding the information shared by students, families and previous schools when students begin in a new school.

We will continue to be guided by existing provincial policy. The provincial Student Records Policy (2006) provides the framework for information sharing for students registered in the public school system and includes in its purpose the following statement: "*The information collected and maintained in student records is used to assist students through the charting of their educational progress, in addressing educational issues of programming and placement, and in planning academic programs and careers. Compliance with the Education Act, the Freedom of Information and Protection of Privacy (FOIPOP) Act, and the Youth Criminal Justice Act (YCJA) must be ensured. This policy is subject to those statutes.*"

The Department of Education and Early Childhood Development is working on student records and school counselor guidelines. Information will be forthcoming.

Timeline: Ongoing

There are four additional recommendations that are addressed to schools boards in Nova Scotia.

Recommendation 1: Make safety and respect the norm in all organizational policies and practices. Promote these core values at every opportunity – both to prevent bullying, cyberbullying, and sexual aggression, and to promote social-emotional (relationship) competence in children, youth and adults.

Actions to date: Promoting safety and respect as core values in our schools is *and continues to be* essential to ensuring an environment in which learners can thrive. Positive relationships with and among

students, staff, administrators, families and community members are essential.

Schools build safety and respect into their culture in unique ways, reflective of their individual school communities. There are a variety of strategies to build healthy positive relationships in schools. These include formal approaches like Positive Effective Behavioural Supports (PEBS) and Restorative Approaches, as well as informal strategies used in daily classroom teaching. For example, adults addressing situations as they occur in classrooms and hallways, establishing a classroom code of conduct appropriate to the learners and teaching age-appropriate strategies for everyone. Seizing opportunities to see positive examples in stories and books, highlighting what positive behaviour is and helping students in their development of social skills, all promote empathy and healthy interpersonal relationship development. Other examples of supports to address conflict and teach positive social behaviour include accessing support from the Safe Schools Consultant when issues of bullying arise as well as problem-solving individual situations with the support of School Administration Supervisors.

Since the report has been released, new legislation and government initiatives related to bullying and cyberbullying have been introduced.

1. Cyber-safety Act
2. Anonymous online reporting system
3. CyberSCAN Unit

The Superintendents met with the Deputy Minister and voiced concern over the impact this legislation may have, especially as it relates to the speed of implementation, potential unintended impacts and overly broad responsibilities. We requested revisions to the materials that were available and an additional meeting to problem-solve concerns and to identify helpful strategies for school administrators.

In response, materials were updated and Department of Education and Early Childhood Development (EECD) staff are providing professional development to every principal and some central office staff on the legislated changes and their roles and responsibilities. These sessions will take place at the end of the month.

At the opening Principals' Meeting in August, principals were given a copy of the Cyber-safety Act and a document provided by the EECD explaining anonymous reporting and the interaction of the CyberScan Unit with schools. To assist principals, discussion occurred regarding how they could focus on a welcoming and safe environment for students, especially in the first weeks of school.

- *What plans will you put in place to support students to report directly to adults in your school when they are feeling bullied or experiencing cyberbullying?*
- *If every teacher emphasized every day during the first week of school that they were available as a support to each of their students whenever they felt bullied at school, would that reduce anonymous reporting of bullying? How could you make this happen?*
- *What type of support will principals need?*

Responses from principals will influence future discussions and professional development organized through the School Administration Department.

Timeline: Work in this area is ongoing in all schools. We will continue our work with principals at the Family of Schools Meetings in October.

Recommendation 4: Ensure that many different students play meaningful roles in the development of policies, procedures, protocols, and initiatives that affect them – including the revision of regional and school codes of conduct.

Actions to date: EECD has indicated that the provincial Code of Conduct will be reviewed during the 2013-14 school year. Upon completion, we will schedule the revision to our *Regional Code of Conduct policy*. When the Governing Board approves that change, our schools will work to align school code of conduct policies.

Staff has begun work to develop a framework for public consultation. Once completed, it will come to the Governing Board for approval. In addition, the Governing Board is reviewing *Policy A.012 Policy Development and Review*. As part of this policy, the Governing Board will be able to ensure that there is a statement regarding student participation and consultation on policies.

Timeline: Staff will have a draft public consultation process available for the Board's consideration by December 2013. It is anticipated that the Governing Board will complete its review of the *Policy Development and Review* policy by November 2013. Revisions to regional and school codes of conduct will begin after receipt of the revised provincial Code of Conduct.

Recommendation 7: Ask students, staff and parents about the quality of their relationship within the school community, using school surveys or other tools. Report the findings in the school board's accountability reports to the community.

Actions to date: The Halifax Regional School Board has been collecting student, parent and teacher feedback with its *Getting To Great* survey since 2008-09. The survey has a variety of questions that collect attitudinal data about participant's opinions on several topics including the quality of relationships in individual schools.

Over the past three years, a consistent percentage of students report never being bullied at school. Students' feeling that teachers genuinely care about them has increased in junior and senior high schools over this timeframe. Feeling that there is at least one adult at the school with whom they can talk has increased for elementary and senior high students.

At both the junior and senior high levels, a greater percentage of students are now reporting that they treat every school staff member with respect, compared to three years ago.

Although still a very high result, a lower percentage of parents have reported believing that school is a safe place over the past three years (94% to 92%).

In 2012-13, we added statements about being treated unfairly because of culture or race and experiencing discrimination at school (students, parents, and teachers). We look forward to repeating these questions this coming school year.

Survey results are compiled by school and delivered to principals. Board results are also compiled. Staff reviews the *Getting To Great* survey results annually and makes decisions regarding revising, deleting or adding questions. Schools review results and use findings within the context of their continuous school improvement efforts. Many schools include survey results in their annual School Report to the Community. This year's reports are in final stages of completion. Staff will ensure that all schools comment on this factor when reporting to the community in the future.

Timeline: We will continue to survey students, parents and teachers and use the results in our continuous school improvement process.

Recommendation 8: Engage parents who have many different perspectives and experiences to help in the essential work of creating welcoming schools and non-adversarial policies and practices for resolving problems.

Actions to date: This recommendation requires two steps. The first step is to ensure that all parents feel welcome within the school environment and the second is to ensure that all voices are heard when developing policies and practices within the school community.

Information from the *Getting To Great* surveys informs schools on the work they need to do to ensure that all parents feel welcome in their school. Since 2008-09, 92-93% of parents/guardians surveyed reported that they feel welcome in their child's school. Over the past five years, the percentage of parents/guardians who reported that their school invites parent/guardian and community involvement has decreased from 92.5% (2008-09) to 90.4% (2012-13).

We have also started to ask grade 7-12 students and teachers whether people from different communities and cultures are involved in the school. 76% of students and 80% of teachers agreed in 2012-13.

The HRSB Strategic Plan identifies cultural proficiency training for all administrators and teachers as a priority. During the 2013-14 school year, a needs assessment will be administered and used to determine what this professional development will look like and how it will be implemented.

This professional development will benefit parents and students as schools and classrooms look through the lens of diversity and respond in the policies and practices of the school community.

As noted above, staff has begun to develop a framework for public consultation.

Timeline: We will continue to survey students, parents and teachers and use the results in our continuous school improvement process. Our work in developing a public consultation process is scheduled to be finished by December 2013. Our work here continues.

In order to support HRSB with the ongoing concerns around mental health initiatives, the IWK Health Centre has appointed a Program Developer/Service Facilitator for School Mental Health Services to work with HRSB. This position will support children and youth with complex care needs and the mental health staff that care for these children. In collaboration with HRSB Student Support Services and the IWK Health Centre staff working in the school system, the Program Developer/Service Facilitator will focus on the development of policies, standardization of procedures, school staff training and accessing the resources required to assist the child and his/her family to function as fully as possible in the school setting. This reallocation of resources from the IWK will enhance our ability to support students with mental health initiatives.

COST: TBD

FUNDING: Within existing budgets

TIMELINE: As specified above

APPENDICES:

RECOMMENDATIONS: That the Governing Board accept this report for information.

COMMUNICATIONS:

AUDIENCE	RESPONSIBLE	TIMELINE
Governing Board	Superintendent	September 25, 2013

From: For further information please contact Judy White, Superintendent, jwhite@hrsb.ca or by phone 464-2000 ext. 2312.