



**HALIFAX REGIONAL SCHOOL BOARD  
AUDIT COMMITTEE MEETING  
MINUTES  
November 15, 2017  
6:00 p.m.**

An Audit Committee meeting was held this date in  
Meeting Room 310  
33 Spectacle Lake Drive, Dartmouth, NS

**PRESENT:**

Linda MacKay, Chair  
Bridget Ann Boutilier, Vice-Chair  
Nancy Jakeman  
Dave Wright  
Gin Yee  
Bruce Densmore  
Cathie O'Toole

**BOARD MEMBERS:**

Cindy Littlefair  
Jennifer Raven  
Jessica Rose

**REGRETS:**

**STAFF:**

Elwin LeRoux, Superintendent  
Steve Gallagher, Senior Staff Advisor  
Selena Henderson, Corporate Secretary  
Susan Tomie, Director, School Administration  
Tracy O'Kroneg, Director, Human Resources  
Terri Thompson, Director, Financial Services  
Kate Wall, Coordinator, Financial Services  
Heather Syms, Coordinator, Program  
Marie Fagan, Coordinator, Property Services – Custodial  
Doug Hadley, Communications  
Athena Leclair, Administrative Assistant to the Corporate Secretary

**1. CALL TO ORDER**

Gin Yee, Board Chair called the meeting to order at 6:00 p.m.

**2. APPROVAL OF AGENDA**

**It was moved and seconded (Jakeman/Boutilier) that the agenda be approved.  
(CARRIED)**

**3. ELECTION OF CHAIR OF AUDIT COMMITTEE**

By open nomination, Board Chair Gin Yee received one nomination for the position of Chair: Linda MacKay.

Board Member Linda MacKay nominated herself.

Linda MacKay was appointed Chair of the Audit Committee.

**It was moved and seconded (Jakeman/Boutilier) that Linda MacKay be elected as Chair of the Audit Committee.**

**4. ELECTION OF VICE CHAIR OF AUDIT COMMITTEE**

By open nomination, Committee Chair Linda MacKay received one nomination for the position of Vice-Chair: Bridget Boutilier.

Board Chair Gin Yee nominated Bridget Boutilier.

Bridget Boutilier accepted her nomination.

Bridget Boutilier was appointed Vice-Chair of the Audit Committee.

**It was moved and seconded (Yee/Jakeman) that Bridget Boutilier be elected as Vice-Chair of the Audit Committee.**

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

**It was moved and seconded (O'Toole/Wright) that the minutes of September 20, 2017 Audit Committee be approved.**

**(CARRIED)**

**6. 2017-11-47 – QUARTERLY BUSINESS PLAN AND FINANCIAL UPDATE – SEPTEMBER 30, 2017**

Terri Thompson, Director, Financial Services opened the floor for any questions or comments on the Business Plan Priorities and their progress.

Cathie O'Toole asked if the Provincial Math Strategy has been released yet. Heather Syms, Coordinator, Program noted that it has not been formally released yet although the

school board has been provided funding. A discussion ensued regarding the absence of data collection and if there are other measures being used to collect data. A conversation took place regarding the teacher salaries variance. Ms. Thompson noted part of this variance relates to the timing of the addition of positions as well as unfilled teaching positions.

Bruce Densmore inquired if there are any concerns surrounding the Pre-Primary program. Ms. Syms noted that there was an initial challenge for staffing and registration however the issues have been resolved. A Pre-Primary Supervisor was hired. Elwin LeRoux, Superintendent noted that a future challenge will be to find more sites for the Pre-Primary Program as the program expands in the coming years. A discussion ensued regarding Excel and whether or not it conflicts with the Pre-Primary Program.

Mr. Densmore requested an update on the accessibility of the thirty-six multi-storey schools. Mr. LeRoux noted that when making capital requests to the provincial government, accessibility has been a factor for these requests. A conversation ensued regarding the timeline of implementing upgrades to schools to make them more accessible. Mr. Densmore complimented the technology refresh and the maintenance records. A conversation ensued regarding supplementary funding and whether or not those funds could be used for accessibility upgrades.

Cindy Littlefair inquired into the Literacy Strategy and how we are measuring whether or not we are completing the goals set out in the strategy. It was noted that a lot of the assessments have currently been placed on hold.

Jennifer Raven asked what happens to a student if they break a limb and are unable to transfer to another school. Mr. LeRoux noted that when changes cannot be made to the school in terms of accessibility, then the student would be transported to the closest accessible school.

Ms. Littlefair questioned if there is a correlation between priority schools and the schools who need math support teacher positions. It was noted that most priority schools are elementary, not junior high, but they may be from the same community.

Ms. Thompson noted that this quarter's report includes the first two quarters of the fiscal year. It was noted that it is still relatively early to make final projections for the year and that the results are also projected to be balanced with the supplementary fund.

A conversation ensued regarding funding from grants.

Ms. O'Toole inquired into the truancy officers and how they will be funded to the Halifax Regional School Board. A conversation ensued regarding substitute teachers and whether or not all have a teaching license.

## **7. OTHER BUSINESS**

### **7.1 Auditor General's Office October Report**

A conversation ensued regarding the disclosure of travel and hospitality expenses as well as the lack of a fraud risk assessment in the Halifax Regional School Board. It was noted that the Halifax Regional School Board has reached out to the Auditor General's office and they advised that they do not complete a fraud risk assessment. Ms. Thompson is reviewing how best to report all Senior Staff members expenses, not just the Superintendent. A conversation ensued regarding what the committee or Governing Board might need to do in order to complete a fraud risk assessment. Steve Gallagher noted that the Auditor General suggested contacting Internal Services within the Provincial government. Staff hope to receive a fraud self-assessment to complete from the Provincial government team. A conversation ensued regarding posting the Governing Board expenses online.

Ms. O'Toole noted that there is no standard in terms of what boards post as their expenses. A conversation ensued regarding the needs of the users and how some explanations or background information may be needed to support what is posted online.

**It was moved and seconded (Wright/Boutilier) to recommend to the governing board to publish a summary of Governing Board expenses online.**

**It was moved and seconded (Yee/Wright) to table the motion to the next audit committee meeting.**

**(CARRIED)**

**8. DATE OF NEXT MEETING**

Wednesday, February 21, 2018 at 6:00 p.m.

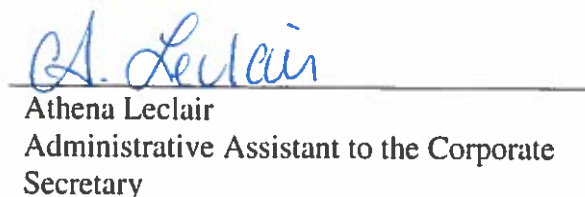
**9. ADJOURNMENT**

**It was moved and seconded (Yee/Jakeman) that the meeting be adjourned.**

**(CARRIED)**

The meeting adjourned at 7:20 p.m.

  
Linda MacKay  
Chair, Audit Committee

  
Athena Leclair  
Administrative Assistant to the Corporate  
Secretary