

Saskatchewan School Boards Association

Executive Meeting Minutes

March 19 & 20, 2015

Regina, Saskatchewan

Executive Members: Present – Ms. Bailey, Ms. Boucher, Mr. Caisse, Ms. Kotylak, Mr. Niezgod, Mr. Pavloff, Ms. Perreault, Ms. Pethick, Mr. Waugh

Association Staff: Mr. McKee, Mr. Amendt, Mr. Jackson (Thursday), Ms. Lenius, Ms. Lerat, Ms. Mann, Mr. McNaughton, Ms. Welke.

1. Call To Order

President Bailey called the meeting to order Thursday, March 19, 2015, at 9:00 a.m.

2. Procedural Items

2.1 Agenda

15.03.01 KOTYLAK: That the agenda be approved as amended. CD

2.2 Minutes

15.03.02 WAUGH: That the minutes of January 22 & 23, 2015 be approved. CD

15.03.03 PAVLOFF: That the minutes of January 26, 2015 be approved. CD

2.3 In Camera Session

15.03.04 BOUCHER: That the Executive move into closed session. CD

15.03.05 BOUCHER: That the Executive move into open session. CD

3. Decision Items

3.1 SSBA Executive Membership in the EBP Plan

The Executive reviewed the Briefing Note with respect to the Executive Membership in the Employee Benefits Plan. Discussion took place regarding cost-sharing between the SSBA and the Executive, being able to opt out of the plan and the Health Spending Account.

15.03.06 BOUCHER: That the Executive create a group under the EBP for members of the Executive, with the SSBA and the Executive member cost-sharing the required EBP premiums. CD

3.2 Breakfast for Learning – SSBA Centennial Nutrition Donation

The Executive reviewed the Briefing Note with respect to a one-time donation of \$25,000 to Breakfast for Learning. There is a approximately \$25,000 in accumulated surplus in the Saskatchewan Nutritional Advisory Council for Kids account administered by the SSBA. These funds would leave a 2015 legacy gift in recognition of 100 Years of the SSBA.

15.03.07 PAVLOFF: That the Executive approve a one-time donation of \$25,000.00 to Breakfast for Learning. Coupled with a \$10,000.00 donation from Mosaic, Breakfast for Learning will administer the SSBA Centennial Nutrition donation. This legacy donation will be for equipment purchases for eligible Saskatchewan Breakfast for Learning school programs. CD

3.3 Credit Card Policy

The Executive reviewed and discussed the Briefing Note with respect to the Credit Card Policy. Discussion took place regarding the positions that receive credit cards and the limits on the credit cards. A credit card policy is required to ensure that cardholders are responsible for exercising due care and judgement when using corporate credit cards and that the cards are safeguarded appropriately.

15.03.08 CAISSE: That the Executive approve the Credit Card Policy as amended. CD

3.4 Association Code of Conduct Policy Change

The Executive reviewed and discussed the Briefing Note with respect to the Association Code of Conduct Policy Changes. The Association's Code of Conduct requires updates to ensure that competitive processes are followed where a potential conflict of interest exists and to include appropriate disclosure requirements.

15.03.09 NEIZGODA: That the Executive approve the changes to the Association Code of Conduct.

CD

3.5 Financial Signing Authority

The Executive reviewed and discussed the Briefing Note with respect to Financial Signing Authority. A review of the Financial Signing Authority Policy approved by the Executive in December 2013 indicates that changes are required to the policy to more clearly define the signing authority for the Executive, the Audit and Investment Committee and the Executive Director.

TABLED TO THE APRIL MEETING

4. Strategic Plan Progress

No Report

5. Executive Member Reporting Responsibilities

5.1 President's/Designate Report

President Bailey provided the Executive with a brief update with respect to Budget Day, Report Card roll out, SARM conference, meetings and correspondence with the Minister, Members' Council, Media requests, Signing of PCA contract Media scrum, LEADS policy meeting and CSBA.

5.2 Executive Director's Report

5.2.1 Executive Director's Report

Darren McKee provided the Executive with a brief update with respect to 1st Nations and Métis Education, Concept Paper, changes at the Ministry, CSBA, Chamber of Commerce – Education policy, and the International Symposium on the Teacher Profession.

5.2.2 Board Development Services and Strategic HR

(a) 2015 Spring Assembly Agenda

The Executive reviewed and discussed the 2015 Spring General Assembly. They also discussed their assignments for the Spring General Assembly.

(b) Members' Council Evaluation

The Executive reviewed the 2015 Members' Council Evaluation results. There was a total of eight responses to the Evaluation.

(c) SSBA Governance Review Next Steps

The Executive reviewed the SSBA Governance Review Next Steps Briefing Note. They reviewed the 2015 Project Schedule.

(d) Governor Training Module 2 Survey Results

The Executive reviewed the January 29 & 30, 2015 School Board Member Education & Certification Program – Module Evaluations.

5.2.3 Communication Services

Jill Welke provided a report to the Executive regarding the Constituency reports. The Executive would like the opportunity to review the report prior to it being sent out to the membership.

5.2.4 Insurance and Risk Management Program and Legal Services

(a) General Insurance Renewal – 2015-2016

Dave Jackson reviewed with the Executive the Briefing note with respect General Insurance Renewal for 2015-2016. Each year a marketing trip is conducted to discuss new coverage options, policy exclusions, claims experience, terms and rates. This year there will be a 2% rate increase to the Property Insurance, 5% rate decrease to General Liability Insurance, 4.16% rate increase to Boiler and Machinery Insurance.

5.2.5 Employee Benefits Plan

No Report at this meeting.

5.2.6 First Nations and Métis Education Report

(a) First Nations and Metis Education

Jamie Lerat reviewed with the Executive the Briefing note with respect to the Fists Nations and Metis Education AYEP Budget. Information was provided to the Executive regarding schools involved in the AYEP program and costs of the program.

5.2.7 Director of Corporate Services

(a) Statement of Revenue, Expenditure and net assets

The Executive reviewed the draft Statement of revenue, expenditure and net assets. Discussion took place regarding the Operating Net Deficit and what it was comprised of. Vacation and PD accruals have not been included as part of the budget in previous years.

5.3 Executive Members' Reports

5.3.1 Round Table Reports

Each Executive Member provided a brief update to the Executive regarding the committees with which they have been involved and other meetings.

5.3.2 Resolution and Policy Development Committee

No report at this meeting.

5.3.3 Board Development Committee Report

No report at this meeting.

6. Other

6.1 Executive Members' Request for Information

6.2 Agenda Items – Future Executive Meetings

Executive members who have agenda items for future meetings should email them to Connie Bailey or Darren McKee.

6.3 LEADS

The Executive met with Mike Walters, Past President of LEADS on Thursday March 19, 2015. Discussions took place regarding the November 2014 Joint Conference, the Report Card, Leadership Development modules, Succession planning in Leadership, Data Warehouse and the Budget announcement.

7. Information Items

7.1 Reports

7.1.1 2015 Association Event Calendar

7.1.2 Darren's To Do List

7.1.3 Committee List

The Executive reviewed the reports provided in their materials.

7.2 Correspondence

No Correspondence provided.

7.3 Conferences

The Executive reviewed the upcoming conferences.

8. Meeting Evaluation

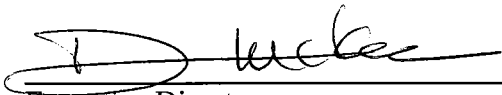
The Executive members completed an evaluation form at the conclusion of the meeting.

Adjournment

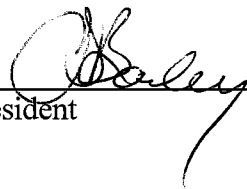
15.03.10 PERREAULT: That the meeting be adjourned.

CD

President Bailey thanked everyone in attendance at the meeting. The meeting adjourned at 12:40 p.m. on March 20, 2015.



Executive Director



President