

Saskatchewan School Boards Association

Executive Meeting Minutes

December 1 & 2, 2016

Regina, Saskatchewan

Executive Members: Present –Ms. Banks, Dr. Davidson, Mr. Favel, Ms. Kotylak, Mr. Niezgoda, Mr. Prince, Ms. Smith-Windsor; Ms. Young **Regrets:** Mr. Daigneault.

Association Staff: Mr. McKee, Mr. Amendt, Ms. Lenius, Ms. Lerat, Mr. McNaughton, Ms. Welke, Ms. Vu.

1. Call To Order

President Davidson called the meeting to order Thursday, December 1, 2016, at 8:57 a.m.

2. Procedural Items

2.1 Agenda

16.12.01 SMITH-WINDSOR: That the agenda be approved as amended. CD

2.2 Minutes

16.12.02 KOTYLAK: That the minutes of October 20 & 21, 2016 be approved. CD

16.12.03 BANKS: That the minutes of November 13, 2016 be approved. CD

16.12.04 KOTYLAK: That the minutes of November 14, 2016 be approved. CD

2.3 In Camera Session

16.12.05 BANKS: That the Executive move into closed session. CD

16.12.06 FAVEL: That the Executive move into open session. CD

3. Decision Items

3.1 Resolution 15-3 – Board Members and Leaves

The Executive reviewed the briefing note with respect Resolution 15-3 Board Members and Leaves. The membership approved a resolution at the 2015 Fall General Assembly asking the SSBA to lobby the Minister of Education to amend section 68 of *The Execution Act* to provide boards the authority to grant leaves of absence to trustees for substantiated reasons.

- 16.12.07 KOTYLAK: That the Executive approve the following:**
- 1. That the Executive not proceed with lobbying the Minister of Education to amend section 68 of *The Education Act* for the reasons outlined in adopted resolution 15-3.**
 - 2. That the Executive communicate this decision to Board Chairs through an email from the President, and provide the attached memo and analysis document as the background for this decision.**

CD

3.2 2016 SSBA Compensation Review

The Executive reviewed the briefing note with respect to 2016 SSBA Compensation review that was completed by Inshtrix.

16.12.08 BANKS: That the Executive move into closed session. CD

16.12.09 BANKS: That the Executive move into open session. CD

16.12.10 BANKS: That the Executive receive and file the Inshtrix report regarding the SSBA 2016 Compensation pending further review in 6 months' time with a possibility of further review by the Executive Human Resources Committee and data collected.

16.12.11 YOUNG: That the 2016 SSBA Compensation Review be referred to the Executive HR Committee to develop a recommendation of what further may be required.

CD

- 16.12.12 SMITH-WINDSOR: That the Executive current rates of compensation be immediately frozen for meetings with the exception of the mileage rates.**

CD

3.3 SSBA Planning and Report Cycle

The Executive reviewed the briefing note with respect to the SSBA Planning and Report Cycle. It was recommended that the strategic planning session be moved to January/February instead of August in order to align our strategic planning, financial planning and reporting cycle processes.

- 16.12.13 YOUNG: That the Executive approve the recommended updates to the SSBA strategic planning and reporting cycle.**

CD

3.4 Banking Services RFP

The Executive reviewed the briefing note with respect to the banking services request for proposal.

- 16.12.14 PRINCE: That the Executive continue its banking relationship with Scotiabank.**

CD

4. Strategic Plan Progress

The Executive participated in a wall walk to update and discuss progress on the SSBA 2016 Strategic Plan.

5. Executive Member Reporting Responsibilities

5.1 President's/Designate Report

President Bailey provided the Executive her final report which included updates with respect to CSBA, Curriculum Engagement, Advocacy Luncheon with the STF, SCSBA AGM and SSBA Fall Annual General Meeting.

President Davidson indicated that he would provide a written form. The President and Vice-President will work together to create a standard format for the report.

5.1.1 Governance Review Update

President Davidson provided an update with respect to his meeting with Dan Perrins, Donna Johnson and Julie MacRae with respect to the Governance Review. Each of the Executive members provided information as to what their School Divisions are doing to engage the public.

5.1.2 Minister Letter – Transformational Change

President Davidson provided an update with respect to a letter that was sent to Minister Morgan from two Directors of Education with respect to Transformational Change.

16.12.15 YOUNG: That the Executive receive and file the President’s Report.

CD

5.2 Executive Director’s Report

5.2.1 Executive Director’s Report

Darren McKee provided the Executive with a brief update with respect an external update which included SPTRB, Transformational Change, Curriculum Engagement and Partner Relations. An internal update was provide with respect to an Insurance review, Initiating Legal Services, HR and Employee Relations review for 2017, compensation review and 2017 budget implications.

16.12.16 BANKS: That the Executive receive and file the Executive Director’s Report.

CD

5.2.2 School Board Development Services, Strategic HR and Legal Services

(a) Executive Policy – Feedback on Executive Attendance Approach

The Executive reviewed the briefing note with respect to and approach to address attendance of Executive members at meetings in the policies.

16.12.17 YOUNG: That the Executive move into closed session.

CD

16.12.18 FAVEL: That the Executive move into open session.

CD

5.2.3 Communication Services

(a) Communications Report

Jill Welke provided the Executive with an update with respect to the communications area. Jill Welke also provided the Executive with links to the media coverage for Education in Saskatchewan as of November 22, 2016.

5.2.4 Employee Benefits and Insurance

No report at this meeting.

5.2.5 First Nations and Métis Education Report

Jamie Lerat provided the Executive with an update with respect to the First Nation and Métis Education.

5.2.6 Corporate Services and Risk Management

(a) October 2016 Financial Reporting

Catherine Vu presented the October 2016 monthly financial report.

(b) Audit Plan - Deloitte

Catherine Vu presented the Audit Plan from Deloitte. The auditors will meet with the Executive once the yearend audit is completed.

(c) Draft Quarterly Report format

Catherine Vu reviewed and discussed the draft Executive Summary Reporting. Additional feedback will be provided by Executive members.

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 Executive HR Committee Report

No report at this meeting.

5.3.4 Board Development Committee Report

No report at this meeting.

5.3.5 Audit 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 Shawn Davidson or Darren McKee.

- i. Executive technology use review
- ii. Evaluative process
- iii. Insurance – Trust Agreements, actuaries, legal opinions
- iv. Carbon Tax
- v. Legal matters.

6.3 Delegation – SARM

The Executive met with Ray Orb, President and Carmen Sterling from SARM on December 1, 2016. Discussions took place regarding “transformational change” and locally elected voices. It was suggested that the SSBA President and Executive meet with the SARM Board on December 8, 2016 for further discussions.

6.4 Delegation – University of Regina

The Executive met with Jennifer Tupper, Dean of Education at the University of Regina on December 1, 2016 and shared the Faculty of Education Strategic Plan for 2016-2021 and the Truth and Reconciliation calls to action. Discussion took place regarding “transformational change”, importance of local and community voice in education, streamlining of credit transfers and research opportunities.

6.5 AGM – Delegates

The Executive discussed accredited delegates for the Annual General Meeting. The SSBA bylaws set out information with respect to accredited delegates.

7. Information Items

7.1 Reports

7.1.1 2017 Association Event Calendar

7.1.2 Committee List

The Executive reviewed the reports provided in their materials.

7.2 Correspondence

The Executive reviewed the correspondence.

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

16.12.19 YOUNG: That the meeting be adjourned.

CD

President Davidson adjourned at 12:25 p.m. on December 2, 2016.



Executive Director


President