

Saskatchewan School Boards Association

Executive Meeting Minutes

January 21 & 22, 2016

Regina, Saskatchewan

Executive Members: Present – Ms. Bailey, Mr. Daigneault, Ms. Kotylak, Mr. Linklater, Mr. Niezgoda, Mr. Pavloff, Ms. Perreault, Ms. Pethick **Regrets:** Ms. Banks,

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

1. Call To Order

President Bailey called the meeting to order Thursday, January 21, 2016, at 9:00 a.m.

2. Procedural Items

2.1 Agenda

16.01.01 PAVLOFF: That the agenda be approved as circulated.

CD

2.2 Minutes

16.01.02 PERREAULT: That the minutes of December 3 & 4, 2015 be approved.

CD

2.3 In Camera Session

16.01.03 PERREAULT: That the Executive move into closed session.

CD

16.01.04 DAIGNEAULT: That the Executive move into open session.

CD

3. Decision Items

3.1 Changes to AGM Guest Invitations

The Executive reviewed the briefing note with respect to changes to the AGM guest invitations. An issue arose at the 2015 AGM related to guests attending portions of the meeting that the membership deemed to be closed.

16.01.05 PERREAULT: That the Executive approve the following:

- 1. That invitation to attend Association Meetings, including Annual General Meeting be limited to delegates and honorary members as described in the SSBA bylaws. Other invitations to guests beyond this list will be approved by the SSBA Executive in advance of the AGM. The approved list will specify which portions of the AGM the guests are invited to. Media will continue to be invited to Association events, however will be excluded from closed sessions.**
- 2. That the presiding official at Association Meetings stipulates which portions of the meeting are closed and announce such at Association events.**

CD

3.2 Review of SSBA Executive Policy Handbook

The Executive reviewed the briefing note with respect to the review of the SSBA Executive Policy Handbook. The Executive Policy Handbook in its entirety was last reviewed in 2010.

16.01.06 KOTYLAK: That the Executive approve a review of the SSBA Executive Policy Handbook, and appoint a minimum of three Executive and the required Association staff to conduct the review.

CD

3.3 Proposed Business Portion of Meeting at 2016 Spring Assembly

The Executive reviewed and discussed the briefing note with respect to the proposal to add a business portion of meeting at the 2016 Spring Assembly. The Aboriginal Constituency is

requesting a business component occur as part of the agenda at Spring Assembly to bring forward two resolutions to the membership.

16.01.07 LINKLATER: That the Executive approve a business component for 2016 Spring Assembly.

CD

3.4 EBP Advisory Committee Terms of Reference Revised

The Executive reviewed the briefing note with respect to revised Terms of Reference for the Employee Benefit Plan Advisory Committee. The terms of reference were reviewed by the EBP Advisory Committee to provide clarification of the role of the Committee.

16.01.08 PAVLOFF: That the Executive approve the revised Employee Benefit Plan Advisory Committee Terms of Reference.

CD

3.5 2016 Election Advocacy – Communications and Advocacy Strategy

The Executive reviewed and discussed the briefing note with respect to the 2016 Election Advocacy – Messages and Action Plan. The Executive requested a plan for election advocacy in support of the overall 2016 Communications and Advocacy Plan.

16.01.09 PETHICK: That the Executive approve the election advocacy messages and actions.

CD

3.6 2016 SSBA Key Messages - Executive

The Executive reviewed and discussed the 2016 SSBA Executive key messages. In support of the 2016 Communications and Advocacy Strategy organizational key messages have been prepared to support the Executive and members when they are communicating about SSBA services or initiatives – or about the importance and role of boards of education.

16.01.10 KOTYLAK: That the Executive approve that all messages that are part of previously approved speeches, documents, etc. of the SSBA – be shared with the Executive and members for use when speaking or communicating about related topics.

CD

3.7 CCSTA Membership

The Executive reviewed the briefing note with respect to the 2016 Canadian Catholic School Trustees Association annual membership fee for the Saskatchewan Catholic Section.

- 16.01.11 PERREAULT: That the Executive approve that the SSBA should pay the 2016 CCSTA membership and immediately inform the Saskatchewan Catholic School Boards Association that the SSBA will no longer be paying this membership so that they can budget effectively for 2017.**

CD

3.8 SSBA Executive/Senior Staff Expense Report Update

The Executive reviewed the briefing note with respect to making available to the member boards at the Fall and Spring Assemblies all salaries, expense claims and travel expenses associated with the work of the executive members and senior administration in regards to SSBA meetings, retreats, committees and membership activities.

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3.9 FNME/Residential Schools Position Paper

The Executive reviewed the briefing note with respect to the FNME/Residential Schools Position Paper. The Aboriginal Constituency has drafted a resolution requesting the SSBA to develop a position paper to be used to advocate to the Ministry of Education for mandatory curriculum that includes the rich and diverse history of FN/M peoples with the arrival of European newcomers and the legacy of the Indian Residential Schools era.

- 16.01.12 NIEZGODA That the Executive approve the development of a position paper on this matter which can be shared with the membership and education partners.**

CD

4. Strategic Plan Progress

No report at this meeting.

5. Executive Member Reporting Responsibilities

5.1 President's/Designate Report

President Bailey provided the Executive with a brief update with respect to Connecting the Dots, Meeting to sign Memorandum of Agreement – Birth 2 Forever, Chamber of Commerce Political Forum and the Joint Committee on Student/Teacher time.

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 the Executive Director Report for December/January. Topics included "Following their Voices", "Connecting the Dots", Team Coaching and external meetings that he attended.

(a) Wall Walk

The Executive meeting began with a wall walk to update and discuss progress on the SSBA 2016 Strategic Plan. This was the first wall walk with the Executive and is part of the ongoing work to align the SSBA Vision 2025 with the Education Strategic Sector Plan (ESSP) and develop a strategic plan for the organization to support this work and our members' priorities.

(b) Southern Constituency recommendation

The Executive reviewed and discussed the recommendation made by the Southern Constituency at the SSBA 2015 Fall Assembly. A letter will be sent to Southern Constituency boards regarding the decision made regarding AGM guests. Connie Bailey will provide a report to all boards at Members' Council.

(c) SSBA Delegates

The Executive reviewed and discussed the SSBA Delegates list.

5.2.2 Board Development Services and Strategic HR

(a) SSBA Executive Committees Liaison Agreements

The Executive reviewed and discussed list of SSBA Committees/Constituency Representatives Assignments for 2016.

(b) 2016 School Boards Elections

The Executive reviewed and discussed the information regarding SSBA actions to support 2016 School Board Elections.

(c) Members' Council Agenda – February 4 & 5, 2016

The Executive reviewed and discussed the Members' Council Agenda for February 4 & 5, 2016. Executive members volunteered to introduce each of the presenters.

5.2.3 Communication Services

No Report at this meeting.

5.2.4 Insurance and Risk Management Program and Legal Services

No Report at this meeting.

5.2.5 Employee Benefits Plan

(a) Representative Advisory Committee Report January 2016

The Executive reviewed the Representative Advisory Committee report from the meeting held on November 25, 2015.

5.2.6 First Nations and Métis Education Report

No report at this meeting.

5.2.7 Director of Corporate Services

(a) Monthly Executive Report – November 2015

Catherine Vu reviewed and discussed the Monthly Executive Report for the month ending November 2015.

(b) Executive Expense Statement

Catherine Vu reviewed and discussed the Executive Expense Statement.

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.

7. Information Items

7.1 Reports

7.1.1 2016 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

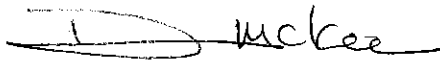
The Executive members completed an evaluation form at the conclusion of the meeting.

Adjournment

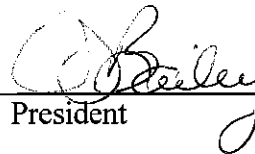
16.01.13 PETHICK: That the meeting be adjourned.

CD

President Bailey thanked everyone in attendance at the meeting. The meeting adjourned at 12:05 p.m. on January 22, 2016.



Executive Director



President