

**Saskatchewan School Boards Association
Executive Meeting Minutes
March 5 & 6, 2020
SSBA Boardroom
Regina, Saskatchewan**

Executive Members:

Present – Dr. Davidson, Ms. Banks, Ms. Greyeyes (March 6), Ms. Kotylak, Mr. Morin, Mr. Niezgod, Mr. Prince, Ms. Smith-Windsor, and Ms. Young.

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

1. Call to Order

President Davidson called the meeting to order on Thursday, March 5, 2020 at 9:00 a.m.

2. Moment of Reflection

3. Additions/Changes/Approval of Agenda

20.03.01 BANKS: That the agenda be approved as amended. CD

4. Review/Discuss delegation(s) preparation

5. Declaration of Conflict of Interest

6. In-Camera Session (9:15 – 10:50 a.m.)

20.03.02 KOTYLAK: That the Executive move into closed session. CD

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

(2:20 – 2:55 p.m.)

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

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

7. Adoption of Minutes of the Previous Meeting

20.03.06 NIEZGODA: That the minutes of January 16 & 17, 2020 be approved as amended. CD

8. Business Arising from Minutes - No business arising from the previous minutes.

9. Discussion Items

9.1 2020 National Trustee Gathering and CSBA Congress

The Executive discussed attendance at the 2020 National Trustee Gathering and CSBA Congress to be held in Banff, Alberta July 2 to 5, 2020.

9.2 Building Options

The Executive reviewed and discussed the briefing note with respect to the SSBA Building located at 2222 13th Avenue, Regina. The Audit and Investment Committee will review and bring forth recommendations.

9.3 Enterprise Risk Management (ERM) Maturity Assessment

The Executive reviewed the briefing note with respect to the Enterprise Risk Management Maturity Assessment. The Enterprise Risk Management Maturity assessment forms part of the Executive annual self-evaluation.

9.4 Risk Assessment Activity

The Executive participated in the annual risk assessment activity of the Enterprise Risk Management Cycle.

9.5 2020 Provincial Election

The Executive discussed the upcoming 2020 Provincial Election and some key messages for school divisions.

9.6 2020 Municipal Election

The Executive discussed the upcoming 2020 Municipal Elections. Election materials are being worked on and will be distributed and posted when they are ready.

10. Decision Items

10.1 University of Saskatchewan Research Agreement

The Executive reviewed and discussed the briefing note with respect to entering into a University of Saskatchewan Research Agreement to support the research and writing of the Indigenous Education Accountability Framework.

- 20.03.07 GREYEVES: That the Executive approve the SSBA entering into a Research Agreement with the University of Saskatchewan to support the research/writing of the Indigenous Education Accountability Framework.**
CD

10.2 2019 Reserves Allocation

The Executive reviewed and discussed the briefing note with respect to the 2019 allocation of funds to the Provincial Collective Bargaining and Arbitration Reserve, the Restricted Building Fund and the Unappropriated Reserves.

- 20.03.08 PRINCE: That the Executive approve the 2019 allocation for the SSBA reserves as follows:**
- **Allocation of \$50,000.00 from the unappropriated surplus to the Provincial Bargaining Agreement Bargaining and Arbitration Reserve**
 - **Allocation of \$100,000.00 from the unappropriated surplus to the Restricted Building Fund**
 - **The balance remaining to the Unappropriated Reserve.**
- CD**

10.3 Draft SSBA Strategic Plan for 2021

The Executive reviewed and discussed the briefing note with respect to the draft SSBA Strategic Plan for 2021. The draft plan has been developed for approval in principle to drive and guide the budget development and planning for 2021.

- 20.03.09 SMITH-WINDSOR: That the Executive approve the draft SSBA Strategic Plan for 2021.**
CD

10.4 Jan-Dec 2019 Executive and Senior Management Salaries and Travel Expenses Report

The Executive reviewed and discussed the January – December Executive and Senior Management Salaries and Travel Expenses Reports.

20.03.10 PRINCE: That the Executive approve the limited distribution of the Jan-Dec 2019 Executive and Senior Management Salaries and Travel Expenses Report to the Board Chairs Council. CD

11. Strategic Plan and Work Plan Progress

11.1 Executive Work Plan

The Executive reviewed the 2020 Executive Work Plan.

11.2 SSBA Strategic Plan Report – March

The Executive reviewed and discussed the SSBA Strategic Plan Report – March.

20.03.11 KOTYLAK: That the Executive approve the SSBA Strategic Plan Report – March. CD

12. Reports from President and Administration

12.1 President's Report

President Davidson provided an update on recent activity including meetings with the Committee on Class Size and Composition, the Minister of Education, SK Chamber Political Forum, CSBA, LEADS, and SUMA Convention.

20.03.12 YOUNG: That the Executive receive and file the President's Report. CD

12.2 Executive Director's Report

The Executive Director's report highlighted work related to Bargaining and Conciliation, Leadership Development Project and Coronavirus.

20.03.13 SMITH-WINDSOR: That the Executive receive and file the Executive Director's Report. CD

12.3 Communications Services

Jill Welke provided the Executive with an update with respect to recent activity, communications and advocacy.

20.03.14 BANKS: That the Executive receive and file the Communications Services Report. CD

12.4 Corporate Services

Catherine Vu provided the Executive with an update with respect to Corporate Services and the financial reporting for December 2019.

20.03.15 SMITH-WINDSOR: That the Executive receive and file the Corporate Services Report. CD

12.5 Board Development Services – Strategic HR and Legal Services

Ted Amendt provided the Executive with an update with respect to Strategic HR and Legal Services from October 2019 to February 2020.

20.03.16 BANKS: That the Executive receive and file the Board Development Services – Strategic HR and Legal Services Report. CD

12.6 Insurance/Risk Management

Jeff McNaughton provided the Executive with an update with respect to the General Insurance Plan and the Risk Management Activity.

20.03.17 MORIN: That the Executive receive and file the Insurance/Risk Management Report. CD

13. Executive Members' Reports

- 13.1 Vice-President**
- 13.2 Catholic Constituency**
- 13.3 Central Constituency**
- 13.4 Conseil scolaire fransaskois Constituency**
- 13.5 Indigenous Constituency**
- 13.6 Northern Constituency**
- 13.7 Southern Constituency**
- 13.8 Urban Public Constituency**

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

20.03.18 PRINCE: That the Executive receive and file the Executive Members' Reports. CD

14. Committee Reports

14.1 Resolutions and Policy Development Committee

An update was provided from the Resolutions and Policy Development Committee regarding the minutes of January 17, 2020. A brief update from the March 4, 2020 meeting was provided regarding Election Buddy trial, Parliamentarian position description, and the costing rubric.

20.03.19 NIEZGODA: That the Executive receive and file the Resolutions and Policy Development Committee Report. CD

14.2 Executive Human Resources (HR) Committee Report

An update was provided from the Executive HR Committee regarding the Organizational Culture Survey results, Executive Director emergency succession planning, SSBA compensation review and the 2020 work plan.

20.03.20 SMITH-WINDSOR: That the Executive receive and file the Executive Human Resources Committee Report. CD

14.3 Board Development Committee Report - No report

14.4 Audit and Investment Committee Report

An update was provided from the Audit and Investment Committee regarding their February 6, 2020 meeting. The committee reviewed adequacy of accounting and financial resources, Executive and Senior Management Salaries and Travel Expenses Reports, October to December 2019 financial results, and draft 2019 financial statements.

20.03.21 PRINCE: That the Executive receive and file the Audit and Investment Committee Report. CD

15. Presentations/Activity - No presentations at this meeting

16. Delegations

16.1 SPTRB

The Executive met with the SPTRB Registrar Trevor Smith and the Assistant Registrar Jason Vogelsang on Thursday March 5, 2020. The SPTRB provided the Executive with an overview of the SPTRB organization, provided the Executive with a copy of their 2018/2019 Annual Report and described the steps for their Complaint Management Process.

16.2 Public Section

The Executive met with the Public Section Chair, Colleen McPherson and Executive Director, Norm Dray on Thursday March 5, 2020 and provided the Executive with an update on their Citizenship award and the Professional Development Event on June 6 & 7.

Topics of shared interest that were raised or discussed included: the importance of local voice and representation through trusteeship, Leadership Development, the Working Advisory Group for the SSBA Executive Composition, Voting and Membership Review, and the Provincial Election.

16.3 Delegation Debrief

The Executive discussed their meetings with the SPTRB and the Public Section.

17. Information Items

- 17.1 2020 and 2021 Association Events Calendar
- 17.2 Committee List

18. Identification of future agenda items:

- 18.1 Provincial bargaining update
- 18.2 Provincial budget
- 18.3 PreK readiness
- 18.4 Education property tax mill rate setting – collaboration with school boards and government
- 18.5 Accessing Federal funding
- 18.6 Mental health opportunities
- 18.7 Accreditation Advisory Committee
- 18.8 Provincial strategies to encourage Indigenous trustees
- 18.9 2020 Provincial Election
- 18.10 2020 Municipal Election
- 18.11 SSBA Building
- 18.12 COVID 19 Planning

19. Upcoming Events

Information regarding upcoming events was provided to the Executive.

20. Meeting Evaluation

The link for the evaluation form was provided to the Executive.

Adjournment

President Davidson adjourned the meeting at 2:55 p.m. on March 6, 2020.

20.03.22 KOTYLAK: That the meeting be adjourned. CD



Executive Director



President