

**Saskatchewan School Boards Association
Executive Meeting Minutes
October 22 & 23, 2020**

Executive Members:

Present – Dr. Davidson, Ms. Banks, Ms. Greyeyes, Ms. Kotylak, Mr. Morin, Mr. Niezgod, Mr. Prince, Ms. Smith-Windsor.

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

1. Call to Order

President Davidson called the meeting to order on Thursday, October 22, 2020 at 9:15 a.m.

1.1. COVID-19 Protocol Reminders and Self-Assessment

The Executive reviewed the COVID-19 Protocol reminder and answered the questions on the Self-Assessment.

2. Moment of Reflection

3. Additions/Changes/Approval of Agenda

20.10.01 BANKS: That the Executive approved the agenda as amended. CD

4. Review/Discuss delegation(s) preparation –

The Executive prepared for their discussions with their delegations which included:

1. Saskatchewan High School Athletics Association
2. Dean of Education – University of Regina

5. Declaration of Conflict of Interest – Mr. Prince advised the Executive that his spouse is a Principal at a school and he will excuse himself if there are any reports regarding teachers/administration.

6. In-Camera Session

20.10.02 KOTYLAK: That the Executive move into closed session CD

20.10.03 KOTYLAK: That the Executive move into open session CD

7. Adoption of Minutes of the Previous Meeting

20.10.04 PRINCE: That the minutes of September 17 & 18, 2020 be approved as amended. CD

8. Business Arising from Minutes – The Executive added tabled motion 20.09.06 from the September 17 & 18, 2020 meeting as 10.8 Canadian Catholic Association Fees to the Agenda.

9. Discussion Items - no discussion items

10. Decision Items

10.1 Request for Proposal (RFP) for Banking/Investment Services

The Executive reviewed and discussed the briefing note with respect to the Request for Proposal (RFP) for Banking/Investment Services.

20.10.05 PRINCE: That the Executive approve that the banking and investment services for the SSBA be moved to CIBC effective January 1, 2021. The term of the contract will be for a two year period with possible extension, of one year increments, to a maximum of five years. CD

10.2 Jan-June 2020 Executive and Senior Management Salaries and Travel Expenses

The Executive reviewed and discussed the briefing note with respect to the Jan-June 2020 Executive and Senior Management Salaries and Travel Expenses.

A recorded vote was requested and the results were as follows:

Those in favour of the motion: Dr. Davidson, Ms. Banks, Ms. Greyeyes, Mr. Morin, Mr. Niezgod, Mr. Prince, Ms. Smith-Windsor

Those opposed to the motion: Ms. Kotylak

20.10.06 SMITH-WINDSOR: That the Executive approve the limited distribution of the Jan-Jun 2020 Executive and Senior Management Salaries and Travel Report to the Board Chairs Council. CD

10.3 SSBA Compensation Review 2019 – Meyers Norris Penny (MNP)

The Executive reviewed and discussed the briefing note with respect to the SSBA Compensation Review 2019 from Meyers Norris Penny.

20.10.07 NIEZGODA: That the Executive approve the Meyers Norris Penny recommendation #2, to increase salary grade minimums, mid-points and maximums by 2% - effective January 1, 2021 to keep on par with the market.
CD

10.4 SSBA Employee Benefit Plan (EBP) Annual Report 2019

The Executive reviewed and discussed the briefing note with respect to the Employee Benefit Plan (EBP) Annual report 2019.

20.10.08 MORIN: That the Executive table the Employee Benefit Plan Annual Report at the 2020 AGM.
CD

10.5 Enterprise Risk Management (ERM) Final Report

The Executive reviewed and discussed the briefing note with respect to the Enterprise Risk Management (ERM) Final Report.

20.10.09 NIEZGODA: That the Executive distribute the Enterprise Risk Management Final Report to the Board Chairs Council.

10.6 General Insurance Plan Annual Report

The Executive reviewed and discussed the briefing note with respect to the General Insurance Plan Annual Report 2019.

20.10.10 PRINCE: That the Executive approve and present the General Insurance Plan Annual Report 2019 to the 2020 AGM

10.7 SSBA Executive Director and Executive Evaluation 2020 Final Report

The Executive reviewed and discussed the briefing note with respect to the Executive Director and Executive Evaluation 2020 Final Report. The Executive moved into closed session with the facilitator George Rathwell.

20.10.11 BANKS: That the Executive approve the SSBA Executive Director and Executive Evaluation 2020 Final Report with final edits. CD

10.8 SSBA/Catholic Section Agreement

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

20.10.13 KOTYLAK: That the Executive move into open session. CD

The Executive lifted from the September 17 & 18, 2020 Executive Meeting - Motion 20.09.06 from the table.

20.09.06 PRINCE: That the Executive approve payment of approximately \$36,000 to the Saskatchewan Catholic School Boards Association for their membership fees to the Canadian Catholic School trustees Association for 2017-2020.

20.10.14 SMITH-WINDSOR: That the Executive table Motion 20.09.06 to a November Executive meeting. CD

11. Strategic Plan and Work Plan Progress

11.1 Executive Work Plan

The Executive reviewed the 2020 Executive Work Plan. The Executive removed from the Work Plan the Insurance/Risk Management (March) and Employee Benefits Plan (May), Approve the Insurance Plan Membership Report (October) and added approve the Employee Benefits Plan Annual Report and approve the General Insurance Plan Report (October)

20.10.15 MORIN: That the Executive receive and file the amended Executive Work Plan. CD

11.2 SSBA Strategic Plan Report – no report at this meeting.

12. Reports from President and Administration

12.1 President's Report

The President provided an update on recent advocacy and correspondence activity, CSBA AGM and Board Chair/Director meetings, as well as COVID-19 update meetings with the Deputy Minister of Education and Dr. Shahab while the Education Response Planning Team (RPT) and the Committee on Class Size and Composition meetings were on pause during the writ period.

20.10.16 KOTYLAK: That the Executive receive and file the President's Report. CD

12.2 Executive Director's Report

The Executive Director's report highlighted recent activity related to the Corporate Services Sub-Committee of the RPT, CSBA work and support, and the Indigenous Responsibility Framework.

20.10.17 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 media requests and coverage.

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

12.4 Board Development Services – SSBA HR-ER and Legal Services

Ted Amendt provided the Executive with an update with respect to the HR-ER and Legal Services from March to September 2020.

20.10.19 PRINCE: That the Executive receive and file the Board Development Services 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.

20.10.20 SMITH-WINDSOR: That the Executive receive and file the Executive Members' Reports. CD

14. Committee Reports

14.1 Resolutions and Policy Development Committee – no report at this meeting

14.2 Executive Human Resources (HR) Committee Report

An update was provided from the Executive Human Resources (HR) Committee regarding the Executive and the Executive Director Evaluations, Compensation review, HR Policy review and the Terms of Reference for the committee.

20.10.21 PRINCE: That the Executive receive and file the Executive Human Resources (HR) Committee Report. CD

14.3 Board Development Committee Report

An update was provided from the Board Development Committee regarding the scholarships, Premier Award, and Board Chairs Council and the annual general meeting.

20.10.22 GREYEVES: That the Executive received and file the Board Development Committee Report. CD

14.4 Audit and Investment Committee Report

An update was provided from the Audit and Investment Committee regarding the September 3, 2020 committee meeting. The committee met October 8, 2020 to review the request for proposal for business banking and investment services

20.10.23 KOTYLAK: That the Executive receive and file the Audit and Investment Committee Report. CD

14.5 General Insurance Plan Committee

An update was provided from the General Insurance Plan Committee with respect to their October 20, 2020 meeting which included brokerage fees, Climate Action and Awareness Fund application, Associate schools membership.

20.10.24 KOTYLAK: That the Executive receive and file the General Insurance Plan (GIP) Committee Report. CD

14.6 Executive Remuneration Committee – no report at this meeting

14.7 EBP Advisory Committee

An update was provided from the Employee Benefits Plan Advisory Committee regarding the EBP annual report, service provider review, administration of system and new software.

20.10.25 SMITH-WINDSOR: That the Executive receive and file the EBP Advisory Committee Report. CD

14.8 Indigenous Education Responsibility Committee

An update was provided from the Indigenous Education Responsibility Committee regarding the minutes of the September 25, 2020 meeting.

20.10.26 BANKS: That the Executive receive and file the Indigenous Education Responsibility Committee Report. CD

14.9 Provincial Bargaining Committee

An update was provided from the Provincial Bargaining Committee.

20.10.27 SMITH-WINDSOR: That the Executive receive and file the Provincial Bargaining Committee report. CD

15. Presentations/Activity – No presentations

16. Delegations

16.1 Saskatchewan High School Athletics Association

Saskatchewan High Schools Athletics Association (SHSAA) Executive Director Lyle McKellar and Dave Sandomirsky (incoming Executive Director) provided the Executive with an update on their recent activities and strategic priorities including response to COVID-19 as an organization and planning for a return to sport.

Topics of shared interest that were raised or discussed included: school sport locally and nationally, coaching; study re: sport and mental health, work on concussion protocols and focus on citizenship skill and relationships. The SSBA Executive acknowledged and thanked Lyle McKellar for his service to education and work at the SHSAA.

16.2 Dean of Education, University of Regina

University of Regina, Dean of Education, Dr. Jerome Cranston provided the Executive with an update on recent activities, their strategic plan, the impact of COVID-19 and plans going forward in the Faculty of Education.

Topics of shared interest that were raised or discussed included: internships, diversity and systemic racism, post-pandemic data and trends, context and issues in the North, inter-sectoral coordination, online learning, properly resourced classrooms and opportunities for students to learn more about board governance and the role of trustees in education.

17. Information Items

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

- 17.3 Professional Development
- 17.4 Climate Action and Awareness Fund Application

18. Identification of future agenda items:

- 18.1 Provincial budget
- 18.3 PreK readiness
- 18.3 Education property tax mill rate setting – collaboration with school boards and government
- 18.4 Accessing Federal funding
- 18.5 Mental health opportunities
- 18.6 Provincial strategies to encourage and support Indigenous trustees
- 18.7 Local Government Week
- 18.8 SSBA Building
- 18.9 COVID 19 Planning
- 18.10 Provincial Education Plan
- 18.11 Definition of membership of Associate High Schools
- 18.12 Policy Manual
- 18.13 Committees and External people

19. Upcoming Events

Information regarding upcoming events was provided to the Executive.

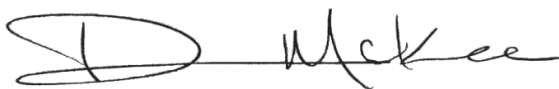
20. Meeting Evaluation

The link for the evaluation form was provided to the Executive. Responses from the May meetings were also provided.

Adjournment

President Davidson adjourned the meeting at 3:35 p.m. on October 23, 2020.

20.10.28 NIEZGODA: That the meeting be adjourned. CD



Executive Director



President