

**Saskatchewan School Boards Association  
Executive Meeting Minutes  
March 4 & 5, 2021**

**Executive Members:**

Present – Dr. Davidson, Ms. Banks, Mr. Favel, Ms. Gradin, Ms. Greyeyes, Ms. Kotylak, Mr. Niezgoda, Ms. Perreault, 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, March 4, 2021 at 10:15 a.m.

**2. Moment of Reflection**

**3. Additions/Changes/Approval of Agenda**

**21.03.01 FAVEL: That the Executive approved the agenda with the addition of 9.4 Provincial Education Interim Plan and 9.5 Kevin Cameron Presentation** CD

**21.03.02 SMITH-WINDSOR: That the Executive approve the agenda with the addition of 10.11 Request from Prairie South School Division.** CD

**4. Review/Discuss Delegation(s) Preparation –**

The Executive prepared for their discussions with their delegations which included: Saskatchewan Professional Teachers Regulatory Board (SPTRB) and the NDP Opposition Critic for Education.

**5. Declaration of Conflict of Interest –** President Davidson declared a conflict with item 10.11 Request from Prairie South School Division.

**6. In-Camera Session**

**21.03.03 FAVEL: That the Executive move into closed session.** CD

**21.03.04 BANKS: That the Executive move into open session.** CD

**7. Adoption of Minutes of the Previous Meeting**

**21.03.05 KOTYLAK: That the minutes of January 21 & 22, 2021 be approved as amended. CD**

**8. Business Arising from Minutes**

The Executive discussed motion 21.01.06 with respect to a virtual one day Spring Assembly.

**21.03.06 KOTYLAK – That the Executive approve the updated Agenda for the 2021 Spring Assembly. CD**

**9. Discussion Items**

**9.1 Enterprise Risk Management (ERM) Risk Register and Heat Map**

The Executive reviewed and discussed the briefing note with respect to the Enterprise Risk Management Risk Register (ERM) and Heat Map. This was the first report in the 2021 ERM cycle.

**9.2 Trustee Profile Survey**

The Executive reviewed and discussed the briefing note with respect to the Trustee Profile Survey. The Executive will reach out through Constituency Representatives to those who have not yet completed the Trustee Profile Survey in order to get more completions and/or feedback on the survey to help with identified gaps.

**9.3 Provincial Budget**

The Executive discussed the upcoming Provincial Budget and the Municipal and School Mill Rate Survey Results.

**9.4 Provincial Education Interim Plan**

The Executive discussed the Provincial Education Interim Plan and the three initiatives which include Mental Health, Learning Response Priority and Reading

## **9.5 Kevin Cameron Presentation**

The Executive discussed the presentation from Kevin Cameron delivered to Boards of Education on March 4, 2021.

## **10. Decision Items**

### **10.1 Executive 2021 Work Plan**

The Executive reviewed and discussed the Executive 2021 Work Plan. The Annual Work Plan guides the work of the Executive through an annual cycle.

**21.03.07 FAVEL: That the Executive approve the Executive Annual Work Plan for 2021. CD**

### **10.2 Indigenous Council – Terms of Reference**

The Executive reviewed and discussed the briefing note with respect to the Indigenous Council Terms of Reference.

**21.03.08 GREYEYES: That the Executive approve the Indigenous Council for a two-year term (January 2021 – December 2023) CD'**

**21.03.09 GREYEYES: That the Executive approve the Indigenous Council Terms of Reference. CD**

### **10.3 Indigenous Education Position Statement Working Advisory Group**

The Executive reviewed and discussed the briefing note with respect to the Indigenous Education Position Statement Working Advisory Group.

**21.03.10 GREYEYES: That the Executive approve the Indigenous Education Position Statement Working Advisory Group and the Terms of Reference. CD**

#### **10.4 Briercrest College and Seminary (Briercrest) request for affiliate SSBA Membership**

The Executive reviewed and discussed the briefing note with respect to the request from Briercrest College and Seminary for affiliate SSBA Membership.

**21.03.11 KOTYLAK: That the Executive approve the request for affiliate membership for Briercrest. CD**

#### **10.5 Referral to the Executive Policy Handbook Review Committee**

The Executive reviewed and discussed the referral of the selection, compensation and severance arrangement of the Executive Director and the hiring of senior management positions to the Executive Policy Handbook Review Committee.

**21.03.12 NIEZGODA: That the Executive HR Committee recommends that these tasks be removed from its Terms of Reference and be referred to the Executive Policy committee for inclusion in the Executive Policy review:**

- 1. Review the selection, compensation package and severance arrangements of the Executive Director.**
- 2. When hiring senior management positions, the interview panel shall consist of the Executive Director, a director, and an Executive member to be determined by the President or designate. CD**

#### **10.6 SSBA Emergency Succession Plan – Executive Director**

The Executive reviewed and discussed the 2021 SSBA Emergency Succession Plan – SSBA Executive Director departure.

**21.03.13 BANKS: That the Executive approve the 2021 SSBA Emergency Succession Plan – Executive Director. CD**

#### **10.7 General Insurance Plan (GIP) Committee Terms of Reference**

The Executive reviewed and discussed the briefing note with respect to the General Insurance Plan Committee Terms of Reference.

- 21.03.14 GRADIN: That the Executive approve the Terms of Reference for the General Insurance Plan Committee, as amended, for 2021. CD**

### **10.8 SSBA Request for Proposals for Building Solutions**

The Executive reviewed and discussed the briefing note with respect to the request for proposals for Building Solutions.

- 21.03.15 GRADIN: That the Executive approve entering a contract with Honeywell Building Solutions for a period of April 1, 2021 to March 31, 2024 at the following costs:**
- **Year 1 - \$31,773**
  - **Year 2 - \$32,726 – 3% increase**
  - **Year 3 - \$33,707 – 3% increase**
- CD**

### **10.9 Updated Strategic Plan for 2021**

The Executive reviewed and discussed the briefing note with respect to the updated Strategic Plan for 2021.

- 21.03.16 FAVEL: That the Executive approve the updated SSBA Strategic Plan for 2021, as amended. CD**

### **10.10 Draft Strategic Plan for 2022**

The Executive reviewed and discussed the briefing note with respect to the draft Strategic Plan for 2022.

- 21.03.17 BANKS: That the Executive approve the draft SSBA Strategic Plan for 2022 with minor edits. CD**

### **10.11 Letter from Prairie South School Division**

The Executive discussed the letter received from Prairie South School Division dated February 11, 2021 requesting financial support from the SSBA to assist with payment of legal fees up to \$10,000.00 with respect to litigation with the Village of Avonlea related to a local improvement tax that the Village has levied against the school division. President Davidson left the meeting during this discussion.

**21.03.18 KOTYLAK: That the Executive support the request for legal fees up to \$10,000.00 from Prairie South SD as stated in their letter of February 11, 2021. CD**

## **11. Strategic Plan and Work Plan Progress**

### **11.1 Executive Work Plan**

The Executive approved the 2021 work plan in Item 10.1.

### **11.2 SSBA Strategic Plan Report**

The Executive reviewed the SSBA Strategic Plan Report – March 2021.

**21.03.19 PERREAULT: That the Executive receive and file the SSBA Strategic Plan Report – March 2021. CD**

## **12. Reports from President and Administration**

### **12.1 President's Report**

The President provided updates on the recent Municipalities of Saskatchewan virtual conference and SSBA outreach with member boards related to our strategic priorities and the 2022 budget planning. He also provided updates from the meetings with Dr. Shahab, the Education Response Planning Team (RPT), Canadian School Boards Association (CSBA), the Committee on Class Size and Composition, Indigenous Council, Catholic Section, the Education Council and a University of Regina Faculty of Education class. He noted that the Prompt Payment implementation has been delayed until 2022.

**21.03.20 GRADIN: 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 the Corporate Services Sub-Committee of the RPT, his regular meetings with the Ministry and Deputy Minister of Education Donna Johnson, as well as with the Executive Directors of SASBO, STF and LEADS. He also

provided highlights from recent meetings or updates from the CSBA, Student Transportation WAG, SARM and Indigenous Education Responsibility Framework Committee.

**21.03.21 KOTYLAK: 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.

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

### **12.4 Corporate Services – no report**

### **12.5 Board Development Services**

Ted Amendt provided the Executive with an update with respect to HR/ER and Legal Services from October 2020 to February 2021.

**21.03.23 PERREAULT: 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.

**21.03.24 GRADIN: 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 with respect to the Minutes of the February 12, 2021 meeting.

### **14.2 Executive Human Resources (HR) Committee Report**

An update was provided from the Executive Human Resources (HR) Committee regarding their meeting of January 14, 2021.

### **14.3 Board Development Committee Report**

An update was provided from the Board Development Committee regarding their meeting of February 5, 2021.

### **14.4 Audit and Investment Committee Report**

An update was provided from the Audit and Investment Committed regarding their meeting of February 18, 2021.

### **14.5 General Insurance Plan Committee Report**

An update was provided from the General Insurance Plan Committee regarding their meeting of February 9, 2021.

### **14.6 Executive Policy Handbook Review Committee Report**

An update was provided from the Executive Policy Handbook Review Committee regarding the recent meeting.



**14.7 EBP Advisory Committee** – next meeting May 4, 2021.

**14.8 Indigenous Education Responsibility Committee** – no report

**14.9 Provincial Bargaining Committee** – no report

**21.03.25 GREY EYES:** That the Executive receive and file the Committee reports. **CD**

**15. Presentations/Activity** – no presentations

**16. Delegations**

**16.1 Saskatchewan Professional Teachers Regulatory Board (SPTRB)**

The Executive met with Trevor Smith, Chief Operating Officer and Registrar and Jason Vogelsang, Assistant Registrar from SPTRB. They provided the Executive with an update on the SPTRB and new initiatives.

Topics of shared interest that were raised or discussed included: Integrated programs, Additional Qualification Certificate, parent engagement, online learning, granting of temporary teaching permits, and potential bylaw and Education Act changes.

**16.2 NDP Opposition Critic for Education**

The Executive met with Carla Beck, the NDP Opposition Critic for Education. She provided the Executive with an update on her work and extended her appreciation to boards and the education sector for the leadership and efforts being undertaken for students during a global pandemic.

Topics of shared interest that were raised or discussed included: COVID-19 response in education and what we need to do to recover; the varying challenges on First Nations, in rural, remote, and urban areas; mental health and advocacy for a provincial mental health strategy; the interim Provincial Education Plan, provincial budget and sustainable and predictable education funding.

**17. Information Items**

- 17.1 2021 Association Events Calendar
- 17.2 Committee List
- 17.3 2021 Trustee Academy/School for New Trustee Evaluation
- 17.4 SSBA Executive Comp, Membership Fees, Voting Review WAG
- 17.5 SCC Handbook Review Committee Update
- 17.6 SSBA Board Package Options/Software

**18. Identification of future agenda items:**

- 18.1 Provincial budget
- 18.2 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 – BCC
- 18.6 SSBA Building
- 18.7 COVID 19 Planning
- 18.8 Provincial Education Plan
- 18.9 Policy Manual
- 18.10 Committees and External people
- 18.11 Operational Reserves – SASBO
- 18.12 Funding of distance learning schools
- 18.13 Social Passing kids
- 18.14 Research different programs for Executive packages
- 18.15 Conditionality of funding – supports for learning
- 18.16 Executive sponsored resolution – pool of funds for legal costs

**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 January meeting were reviewed.

**Adjournment**

President Davidson adjourned the meeting at 4:04 p.m. on March 5, 2021.

**21.03.26 FAVEL: That the meeting be adjourned. CD**



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Executive Director



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President