
**Saskatchewan School Boards Association
Executive Meeting Minutes
December 6 & 7, 2018
SSBA Boardroom
Regina, Saskatchewan**

Executive Members: Present – Dr. Davidson, Ms. Banks, Mr. Corrigan (via audio conference), Ms. Kotylak, Mr. Niezgoda, Mr. Prince (joined meeting December 6 - 11:15 a.m. via video conference), Ms. Smith-Windsor; Ms. Young **Regrets:** Joe Daignault

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

1. Call to Order

President Davidson called the meeting to order on Thursday December 6, 2018 at 9:00 a.m.

2. Moment of Reflection

3. Additions/Changes/Approval of Agenda

18.12.01 SMITH-WINDSOR: That the agenda be approved as circulated. CD

4. Declaration of Conflict of Interest - no conflicts declared

5. In-Camera Session

December 6, 2018 (9:10 – 10:05 a.m.)

18.11.02 NIEZGODA: That the Executive move into closed session. CD

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

6. Adoption of Minutes of the Previous Meeting

18.11.04 SMITH-WINDSOR: That the minutes of October 18 & 19, 2018 be approved. CD

18.11.05 SMITH-WINDSOR: That the minutes of November 15, 2018 be approved as amended. CD

7. Business Arising from Minutes

A meeting has been arranged with the Board of Education for the Horizon School Division and President Davidson, Darren McKee and Jaimie Smith-Windsor for December 12, 2018.

8. Discussion Items

8.1 SSBA Committees

The Executive reviewed and discussed the briefing note with respect to the annual review of the SSBA Committees and the reporting back to Constituency Representatives from the appointed committee representative.

18.12.06 SMITH-WINDSOR: That agenda item 8.12 SSBA Committees and Policy 3.11 be referred to Executive Policy Handbook committee for review. CD

9. Decision Items

9.1 Executive Director Evaluation

18.12.07 YOUNG: That the Executive TABLE the Executive Director Evaluation to the January Executive meeting. CD

9.2 Executive – Liaison Assignments to Representatives Appointed to Committees

The Executive reviewed and discussed the briefing note with respect to Executive Liaison assignment to representatives appointed to committees. An email will be sent to committee representatives advising of the Executive liaison, reporting template, submitting expenses and orientation for new appointments.

18.12.08 YOUNG: That the Executive approve the Executive Liaison assignments. CD

9.3 Executive 2019 Annual Work Plan

The Executive reviewed and discussed the briefing note with respect to the Executive 2019 Annual Work Plan.

18.12.09 SMITH-WINDSOR: That the Executive TABLE the Executive 2019 Annual Work Plan until the Resolutions and Policy Development Committees meets at 4:00 p.m. on December 6, 2018. CD

18.12.10 SMITH-WINDSOR: That the Executive approve the attached Executive Annual Work Plan for 2019 as amended. CD

9.4 Enterprise Risk Management – Policy 2 Role of Executive and Policy 12 Role of Executive Director

The Executive reviewed and discussed the briefing note with respect to Executive Policy No. 2 and 12. The Executive Self-Evaluation Positive Path Forward identifies the need to update these policies to reflect Enterprise Risk Management and to include the Enterprise Risk Management cycle in the Executive Work Plan. President Davidson requested separate motions relating to Policy 2 and Policy 12.

18.12.11 PRINCE: That the Executive approve Executive Policy No. 2 to include the responsibilities and activities of Enterprise Risk Management, adopted from the Saskatchewan School Boards Association Enterprise Risk Management Framework and User Guide. CD

18.12.12 BANKS: That the Executive approve Executive Policy No. 12 to include the responsibilities and activities of Enterprise Risk Management, adopted from the Saskatchewan School Boards Association Enterprise Risk Management Framework and User Guide. CD

9.5 Scotiabank/Scotia Institutional Asset Management Extension

The Executive reviewed and discussed the briefing note with respect to an extension to the Scotiabank services.

18.12.13 KOTYLAK: That the Executive approve the one (1) year extension of the Scotiabank group services. CD

9.6 SSBA Investment Policy

The Executive reviewed and discussed the briefing note with respect to SSBA Investment Policy and the necessary changes to the policy.

- 18.12.14 PRINCE: That the Executive approve the SSBA Investment Policy with changes as discussed. CD**

9.7 2019 Review – Executive Composition – Membership Fees – Voting Structure

The Executive reviewed and discussed the briefing note with respect to the 2019 review of the Executive composition, Membership fees and voting structure. A board chairs council conference call will be arranged for January 14, 2019 with a survey to be sent out prior to the meeting.

- 18.12.15 KOTYLAK: That the Executive approve the Board engagement and conference call on January 14, 2019. CD**

9.8 Style Guide for acronyms in SSBA prepared documents

The Executive discussed the need for a style guide for acronyms used by the SSBA.

- 18.12.16 BANKS: That the Executive receive clarification of all abbreviations and acronyms in all reports to the Executive including Briefing Notes, Reports and communications to Boards of Education. CD**

10. Strategic Plan and Work Plan Progress

10.1 Executive Work Plan

The Executive reviewed and discussed the draft Executive Work Plan for 2019 in Decision Item 9.3.

10.2 SSBA Strategic Plan Report

The Executive reviewed the progress report on the 2018 SSBA Strategic Plan.

- 18.12.17 BANKS: That the Executive receive and file the Strategic Plan Report CD**

11.1 President's Report

President Davidson provided the Executive with an update on recent activity, including the Local Government Week kick-off, SARM convention, attendance at the Throne Speech, Education Vision Planning meetings and recent correspondence.

18.12.18 SMITH-WINDSOR: That the Executive receive and file the President's Report. CD

11.2 Executive Director's Report

The Executive reviewed the written report provided in the Executive Package.

18.12.19 PRINCE: That the Executive receive and file the Executive Director's report. CD

11.3 Communications Services

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

18.12.20 CORRIGAL: That the Executive receive and file the Communications Services report. CD

11.4 Corporate Services – Financial Reports for September 2018 and October 2018

Catherine Vu provided the Executive with an update with respect to the Financial Reports for September 2018 and October 2018.

18.12.21 NIEZGODA: That the Executive receive and file the Corporate Services Report. CD

12. Executive Members' Reports

12.1 Vice-President

Vice-President Young provided an update on the General Insurance Plan Working Advisory Group and Design Team as well as an update from the Saskatchewan Professional Teachers Regulatory Board Annual General Meeting.

18.12.22 BANKS: That the Executive receive and file the Vice President's Report. CD

- 12.2 Catholic Constituency**
- 12.3 Central Constituency**
- 12.4 Conseil scolaire fransaskois Constituency**
- 12.5 Indigenous Constituency**
- 12.6 Northern Constituency**
- 12.7 Southern Constituency**
- 12.8 Urban Public Constituency**

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

18.12.23 KOTYLAK: That the Executive receive and file the Executive Members' Reports. CD

13. Committee Reports

13.1 Resolutions and Policy Development committee

Jaimie Smith-Windsor provided an update with respect to the minutes of the November 14 committee meeting and the position statement on Teaching and Learning with Technology.

13.2 Executive HR Committee Report

Jerome Niezgoda provided an update regarding the Executive Director review, the 2019 work plan, the staff organizational culture survey, and succession planning for the organization.

13.3 Board Development Committee Report

Vice President Young provided an update with respect to the feedback from the Annual General Assembly, Awards and scholarship, and Spring Assembly planning.

13.4 Audit and Investment Committee Report

President Davidson provided an update with respect to the Audit and Investment Committee meeting including budget, Scotiabank extension review of financial policies and the meeting with the Investment Manager.

18.12.24 SMITH-WINDSOR: That the Executive receive and file the Committee reports. CD

14. Presentations/Activity

Jeff McNaughton led an Enterprise Risk Management Activity with the Executive to identify Key Risks, Risk Descriptions and Risk Response.

15. Delegations

15.1 Dean of Education – University of Regina

The Executive met with Dr. Jerome Cranston, University of Regina Dean of Education on Thursday December 6, 2019. He provided the Executive with an update on recent activities and plans going forward in the Faculty of Education. Topics of shared interest that were raised or discussed included External Review progress related to programs and resources, French teachers, inclusive education, education funding, diversity of students and teachers, promotion of teaching as a profession of choice, work with the Metis Nation of Saskatchewan and a Vision for education going forward.

16. Information Items

- 16.1 2019 Association Event Calendar
- 16.2 Fall Assembly – Networking Groups Report

17. Identification of items for next agenda

- 17.1 Evaluation of Executive Director and Executive Plan for 2019

- 17.2 Child Advocate Report
- 17.3 Debrief on Education Summit
- 17.4 Provincial Bargaining – Class Size and Composition (December)
 - Strategies for next round of bargaining
 - Work better with Government Trustee Bargaining
 - Effective board engagement
 - Mechanism for feedback
- 17.5 Request for Proposal - Executive composition, voting, and membership fee structure review
- 17.6 French Teacher recruitment
- 17.7 Breakout/Networking groups – geographic/constituency rooms
- 17.8 Provincial Budget

18. Upcoming Events

Information regarding upcoming Events was provided to the Executive.

19. Meeting Evaluation

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

Adjournment

18.12.25 BANKS: That the meeting be adjourned. CD

President Davidson adjourned the meeting at 2:30 p.m. on December 7, 2018.



Executive Director



President