
**Saskatchewan School Boards Association
Executive Meeting Minutes
December 5 & 6, 2019
SSBA Boardroom
Regina, Saskatchewan**

Executive Members:

Present – Dr. Davidson, Ms. Banks (video conference), Ms. Greyeyes, Ms. Kotylak, Mr. Morin (audio conference), Mr. Niezgoda, Mr. Prince (video conference), Ms. Smith-Windsor; Ms. Young
Association Staff: Mr. McKee, Mr. Amendt, Ms. Lenius, Ms. Lerat, Mr. McNaughton, Ms. Welke, Ms. Vu

1. Call to Order

Vice President Young called the meeting to order on Thursday, December 5, 2019 at 9:00 a.m.

2. Moment of Reflection

3. Additions/Changes/Approval of Agenda

19.12.01 **KOTYLAK:** That the agenda be approved as amended. **CD**

4. Declaration of Conflict of Interest – no conflicts declared

5. In-Camera Session

19.12.02 **KOTYLAK:** That the Executive move into closed session. **CD**

19.12.03 **SMITH-WINDSOR:** That the Executive move into open session. **CD**

6. Adoption of Minutes of the Previous Meeting

19.12.04 **SMITH-WINDSOR:** That the minutes of October 24 & 25, 2019 be approved as amended. **CD**

19.12.05 **PRINCE:** That the minutes of November 17, 2019 be approved. **CD**

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

8. Discussion Items – no discussion items.

9. Decision Items

9.1 Board Chairs (or Designate) Council – Terms of Reference

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

19.12.06 SMITH-WINDSOR: That the Executive approve the Board Chairs' (or designate) Council for a two year term (January 2020 – December 2021), and further, that the Executive approve the Board Chairs' (or designate) Council Terms of Reference. CD

9.2 General Insurance Plan Committee Membership Call

The Executive reviewed and discussed the briefing note with respect to the General Insurance Plan Committee membership call. The term of the General Insurance Design Team ended as of November 2019. The next phase in the oversight of the General Insurance Plan is the General Insurance Plan Committee. The committee will consist of one Executive member, one Trustee, two SASBO members, one LEADS member and a Consulting Technical Advisor.

19.12.07 YOUNG: That the Executive approve the call for representatives to the General Insurance Plan Committee. CD

9.3 Enterprise Risk Management Annual Report to Board Chairs Council

The Executive reviewed and discussed the briefing note with respect to the Enterprise Risk Management Annual Report.

19.12.08 YOUNG: That the Executive approve the Enterprise Risk Management (ERM) Annual Report to Board Chairs Council. CD

9.4 General Insurance Plan Participation Agreement

The Executive reviewed and discussed the briefing note with respect to the General Insurance Plan Participation Agreement. The board chairs' signatures are due on the Participation Agreement by December 31, 2019. The SSBA President will sign the Agreement by the end of January 2020.

- 19.12.09 SMITH-WINDSOR: That the Executive approve the General Insurance Plan Participation Agreement. CD**

9.5 Employee Benefits Plan Advisory Committee – Terms of Reference

The Executive reviewed and discussed the briefing note with respect to the Employee Benefits Plan (EBP) Advisory Committee Terms of Reference. The EBP Advisory Committee recommended revising their Terms of Reference to have staggered appointments to provide continuity of knowledge and competencies on the Committee.

- 19.12.10 NIEZGODA: That the Executive approve the revised Employee Benefits Plan Advisory Committee Terms of Reference. CD**

10. Strategic Plan and Work Plan Progress

10.1 Executive Work Plan

The Executive reviewed and updated the Executive Work Plan for 2019.

10.2 SSBA Strategic Plan Report – December

The Executive reviewed the SSBA Strategic Plan Report – December.

- 19.12.11 BANKS: That the Executive receive and file the 2019 SSBA Strategic Plan Report for December. CD**

11. Reports from President and Administration

11.1 President's Report

President Davidson provided an update on recent activity including participation at meetings or events with: the Committee on Class Size and Composition; the Provincial Education Plan Planning Team; and the Saskatchewan Construction Association (along with SUMA and SARM regarding prompt payment legislation). Other activity included participation and media related to the SSBA Fall General Assembly; Respect in Schools and Bus Driver Appreciation announcement/releases.

- 19.12.12 NIEZGODA: That the Executive receive and file the President's Report. CD**

11.2 Executive Director's Report

The Executive Director's report highlighted work related to Provincial Bargaining, Board Evaluations, Student Transportation Working Advisory Group and the Community-Shift program at the Ivey School of Business.

19.12.13 MORIN: 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, communications and advocacy.

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

11.4 Corporate Services

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

19.12.15 KOTYLAK: That the Executive receive and file the Corporate Services Report. CD

11.5 First Nations and Métis Education

Jamie Lerat provided the Executive with an update with respect to First Nations and Métis Education. Topics included Resolution 19-12 – 4 Seasons of Reconciliation, Resolution 17-10 – Treaty symbol displaying and Indigenous Constituency.

19.12.16 MORIN: That the Executive receive and file the First Nations and Métis Education report. CD

12. Executive Members' Reports

- 12.1 Vice-President**
- 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 member provided a brief update to the Executive regarding their constituency and committees with which they have been involved and other meetings.

- 19.12.17 BANKS: That the Executive receive and file the Executive Members' Reports. CD**

13. Committee Reports

13.1 Resolutions and Policy Development Committee

An update was provided from the Resolutions and Policy Development Committee regarding the minutes of October 23, 2019 and the debrief meeting about the Annual General meeting.

- 19.12.18 YOUNG: That the Executive receive and file the Resolutions and Policy Development Committee Report. CD**

13.2 Executive Human Resources (HR) Committee Report

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

- 19.12.19 KOTYLAK: That the Executive move into closed session. CD**

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

- 19.12.21 GREY EYES: That the Executive receive and file the Executive Human Resources Committee Report. CD**

13.3 Board Development Committee Report – no report

An update was provided from the Board Development Committee regarding the Annual General meeting, Trustee Academy, Scholarship Committee and Spring Assembly.

- 19.12.22 KOTYLAK: That the Executive receive and file the Board Development Committee Report. CD**

13.4 Audit and Investment Committee Report

An update was provided by the Audit and Investment Committee which included the minutes of the October 10, 2019 committee meeting. The committee provided an update from their meeting on November 14, 2019 which included, the 2020 meeting calendar, review of financials, review of financial policy handbook and review of the audit plan from “Deloitte.

- 19.12.23 YOUNG: That the Executive receive and file the Audit and Investment Committee Report. CD**

14. Presentations/Activity - No presentations at this meeting

15. Delegations

15.1 Catholic Section

The Executive met with the SSBA Catholic Section and Saskatchewan Catholic School Boards Association (SCSBA) Executive Director, Tom Fortosky and SCSBA President Delmer Wagner on Thursday December 5, 2019. They provided the Executive with an update on their recent activities and strategic priorities and plan for future events and conferences.

Topics of shared interest that were raised or discussed included: commitment to SSBA strategic plan; advocacy for locally elected boards and local voice in education; TRC Calls to Action in education; focus on mental health; Education Property Tax collection; communications; engagement with the SSBA Working Advisory Groups; MLA engagement; SSBA *Connections* Report and the SSBA Executive Composition, Membership Fee and Voting Review.

15.2 University of Regina

The Executive met with the University of Regina, Faculty of Education Dr. Twyla Salm, Assoc. Dean, Research & Graduate Programs, and Dr. Pamela Osmond-Johnson, Assoc. Dean, Student Services and Undergraduate Programs on Thursday December 5, 2019. They provided the Executive with an update on recent activities regarding community engagement and upcoming renewal of their strategic plan.

Topics of shared interest that were raised or discussed included: International students; renewed contract with SUNTEP; new Centre for Education Research, Collaboration, and Development (CERCD); teacher shortages in the north; research support for students; intern support – pilot; and the graduate degree program review.

16. Information Items

- 16.1 2019 and 2020 Association Event Calendar
- 16.2 Committee List
- 16.3 Accreditation Policy and Procedure
- 16.4 SSBA Long Service Awards
- 16.5 Mileage Rates Update

17. Identification of future agenda items:

- 17.1 Provincial Bargaining Update
- 17.2 Executive Composition, Voting, and Membership Fee Review
- 17.3 Provincial Budget
- 17.4 PreK readiness
- 17.5 Education property tax mill rate setting – collaboration with school boards and government
- 17.6 Accessing Federal funding
- 17.7 Mental Health opportunities
- 17.8 Accreditation Advisory Committee
- 17.9 Provincial Strategies to encourage Indigenous trustees
- 17.10 2020 Provincial Election
- 17.11 2020 Municipal Election
- 17.12 Executive Compensation and Expenses

18. Upcoming Events

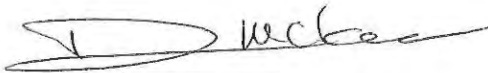
Information regarding upcoming events was provided to the Executive.

19. Meeting Evaluation

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

Adjournment

President Davidson adjourned the meeting at 2:15 p.m. on December 6, 2019.



Executive Director



President