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**Saskatchewan School Boards Association**

**Executive Meeting Minutes**

**January 18 & 19, 2018  
Sheraton Cavalier  
Saskatoon, Saskatchewan**

**Executive Members:** Present – Dr. Davidson, Ms. Banks, Mr. Corrigan, Mr. Favel, Ms. Kotylak, Mr. Niezgoda, Mr. Prince Ms. Smith-Windsor; Ms. Young

**Association Staff:** Mr. McKee, Mr. Amendt, Ms. Thomas, Ms. Welke

**1. Call to Order**

President Davidson called the meeting to order Thursday January 18, 2018 at 9:10 a.m.

**2. Moment of Reflection**

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

**18.01.01 PRINCE: That the agenda be approved. CD**

**4. Declaration of Conflict of Interest - No declarations.**

**5. In-Camera Session**

**18.01.02 NIEZGODA: That the executive move into closed session. CD**

**18.01.03 PRINCE: That the executive move into open session. CD**

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

**17.12.8 Change the motion to KOTYLAK rather than SMITH-WINDSOR**

**Change 17.12.12 to the following:**

**17.12.12 KOTYLAK: That the executive request administration to draft a policy that requires prior executive approval associated with legal costs that are of a provincial nature. CD**

**18.01.04 SMITH-WINDSOR: That the minutes be adopted as amended. CD**

**7. Business Arising from Minutes**

17.12.12 covered with the motion

**8. Discussion Items**

No Discussions Items at this meeting

**9. Decision Items**

**9.1 SSBA Emergency Succession Plan – Executive Director**

The Executive reviewed the briefing note with respect to the SSBA Emergency Succession Plan – Executive Director

**18.01.05 SMITH-WINDSOR: That the Executive approve the SSBA Emergency Succession Plan – SSBA Executive Director Departure. CD**

**9.2 Board Chairs' (or Designate) Council Terms of Reference**

The Executive reviewed the briefing note with respect to Board Chair's (or designate) Council Terms of Reference.

**18.01.06 PRINCE: That the Executive approve the BCC for a two-year term (November 2017 – 2019), and further, that the Executive approve the attached BCC Terms of Reference. CD**

**9.3 SSBA – FSIN MOU**

**18.01.07 YOUNG: That the Executive approve the draft Memorandum of Understanding between the SSBA and the Federation of Sovereign Indigenous Nations as amended to include the following statement “including working together to develop and implement a mandatory Indigenous studies course in our schools”. CD**

**9.4 Executive Member Personal Liability Insurance**

**18.01.08 FAVEL: To increase the Executive's D&O liability policy to 3 M limit and unlimited legal defense costs. CD**

**10. Strategic Plan and Work Plan Progress**

**10.1 Executive Work Plan**

The executive discussed the work plan. Discussion took place in regards to including FSIN as delegation. Also, to request that the President and Vice President be invited to FSIN's AGM.

The work plan be edited by removing Members Council in February and September as well as Trustee Academy in May.

**18.01.09 KOTYLAK: That the executive receive and file the Executive Work Plan as amended. CD**

## **10.2 SSBA Strategic Plan Report**

### **11. Reports from President and Administrative Staff**

#### **11.1 President's Report**

President Davidson had not attended any meetings since the last meeting. We are working on advocacy as mentioned in the communications report. Discussion took place with respect to inviting the new Premier and the Minister to BCC to work on a renewed relationship and to discuss the education funding.

**18.01.10 PRINCE: That the Executive receive and file the President's Report. CD**

#### **11.2 Executive Director's Report**

Darren McKee provided the Executive with a written report for their review. Arrangements are beginning for the Executive Director, President and Vice President to attend some Board meetings around the Province.

**18.01.11 SMITH-WINDSOR: That the Executive receive and file the Executive Director report. CD**

#### **11.3 Communications Services**

Jill Welke provided the Executive with an update with respect to communications supports, news releases, media coverage and the Advocacy campaign. Discussion about the upcoming BCC and discussion about inviting the Minister and the new Premier. After the budget local MLA visits are encouraged to set the context for the coming year.

**PRINCE: That the Executive receive and file the Communications report. CD**

#### **11.4 Corporate Services**

Darren provided the Executive with the Corporate Services update. Currently reconciled to October. The Executive did not fully understand the percentages stated in the report, and therefore request subsequent reports to provide an explanation of any percentages included in the report. Please ensure that expense claims are sent in from last year.

**18.01.12 FAVEL: That the Executive receive and file the Corporate Services report. CD**

#### **11.5 Board Development Services Report**

Ted provided the Executive with an update with respect to Board Development.

**18.01.13 YOUNG: That the Executive receive and file the Board Development Services Report. CD**

#### **12. Executive Members' Reports**

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

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

Insurance WAG tendered and only 3 responses. They didn't really speak to the RFP. They have been provided feedback and have been asked to come back to the Feb 5 meeting to present in person and a selection is to be made that day. Get an extension on the deadline to April 10<sup>th</sup> and have an answer by March 1<sup>st</sup>.

**18.01.14 KOTYLAK: That the Executive receive and file the Vice-President's report. CD**

##### **12.2 Aboriginal Constituency Report**

No Report

**18.01.15 SMITH-WINDSOR – Motion to extend the meeting by an hour. CD**

##### **12.3 Catholic Constituency Report**

The Theodore case continues. Fundraising is underway to raise \$300,000 for the Court of Appeal Application. The next Saskatchewan Catholic School Boards Association meeting will be by teleconference to save money.

**12.4 Central Constituency Report**

**12.5 Conseil Scolaire Fransaskois Constituency Report**

**12.6 Northern Constituency Report**

No report

**12.7 Southern Constituency Report**

No report

**12.8 Urban Public Constituency Report**

There is an upcoming 2 day SHSAA meeting that Donna will be attending.

**13. Committee Reports**

**13.1 Resolutions and Policy Development committee**

An update was provided to the Executive with respect to Resolutions and Policy Development committee.

**18.01.16 PRINCE: That the Executive receive and file the Resolutions and Policy Development Report. CD**

**13.2 Executive HR Committee Report**

Discussion around the next meeting. Potentially around the March Executive meeting, or April 23 or 25 or leave until May (1/2 day meeting). April will research TOR for Succession Planning.

**18.01.17 CORRIGAL: That the Executive receive and file the Executive HR Committee Report. CD**

**13.3 Board Development committee Report**

**18.01.18 FAVEL: That the Executive receive and file the Board Development committee Report CD**

### **13.4 Audit and Investment Committee Report**

- 18.01.19 SMITH-WINDSOR: That the Executive receive and file the Audit and Investment Committee Report. CD**

### **14. Presentations (11 – 12 Thursday)**

#### **14.1 Marsh – Insurance Coverage – Cassandra Williamson**

The Executive met with Cassandra Williamson from Marsh on Thursday January 18<sup>th</sup>, 2017. She provided the Executive with a presentation and overview of the SSBA insurance coverage with a focus on the upcoming renewal.

### **15. Delegations**

#### **15.1 CUPE**

The Executive met with CUPE's Education Workers Steering Committee representatives on Thursday, January 18<sup>th</sup>. Discussions took place with respect to potential school division boundary changes, policies related to administering medication and budget concerns.

### **16. Information Items**

- 16.1 2018 Association Event Calendar
- 16.2 Committee List
- 16.3 Inspiring Success Policy Renewal
- 16.4 Fall Assembly Evaluation

### **16.5 Executive Member Personal Liability Insurance**

- 18.01.20 SMITH-WINDSOR: That item 16.5 be brought forward to item 9.4 as a decision item. CD**

### **17. Identification of items for next agenda**

- 17.1 Executive technology use review
- 17.2 Evaluative Process
- 17.3 Insurance – Trust Agreements, actuaries, legal opinions
- 17.4 ERM WAG
- 17.5 Panel Report
- 17.6 Board Development
- 17.7 Work Plan

**18. Upcoming Events**

Information regarding the upcoming Events were provided to the Executive.

**19. Meeting Evaluation**

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


**Adjournment**

**18.01.21: KOTYLAK: That the meeting be adjourned.**

**CD**

President Davidson adjourned at 1:11 P.M. on January 19<sup>th</sup>, 2018.

  
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Executive Director

  
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President