

---

**Saskatchewan School Boards Association**

**Executive Meeting Minutes**

**March 16-17, 2017**

**Regina, Saskatchewan**

**Executive Members:** Present – Donna Banks, Janet Kotylak, Joe Daigneault, Duane Favel, Martin Prince, Jamie Smith-Windsor, Shawn Davidson, Aleana Young, Jerome Niezgodá (arrived at 2:25)

**Association Staff:** Darren McKee, Jill Welke, Debby Thomas,  
March 16<sup>th</sup> only: Ted Amendt, Jeff McNaughton, Jamie Lerat, Catherine Vu (left at noon on March 16<sup>th</sup>)

**1. Call to Order**

President Shawn Davidson called the meeting to order Thursday, March 16 at 9:17 a.m.

**2. Moment of Reflection**

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

U of R Senate document not included, Aleana will send out.

9.9 Prairie Valley S.D. Request

9.10 SaskTel letter of Support

8.3 Current Education Events

**17.03.01 BANKS: That the agenda be approved as amended.**

**CD**

**4. Declaration of Conflict of Interest**

Martin Prince may have regarding item 9.10 SaskTel letter of Support because of a relationship with access and LittleLoon. He will stay for dialogue but won't stay for the vote.

Janet Kotylak has a conflict with 9.9 the Prairie Valley S.D. Request, she will stay for the dialogue and won't stay for the vote.

**5. In-Camera Session**

**17.03.02 SMITH-WINDSOR: That the executive move into closed session.**

**CD**

**17.03.03      BANKS:      That the executive move into open session.      CD**

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

**17.03.04      FAVEL:      That the minutes of January 19 & 20, 2017 be approved.      CD**

**7.      Business Arising from Minutes**

Martin Prince wanted to note that he attended the previous meeting on the 1<sup>st</sup> day but not the 2<sup>nd</sup>.

**8.      Discussion Items**

**8.1      Carbon Tax**

The Executive discussed Carbon Tax and the matter to be re-addressed at a later date.

**8.2      Spring Assembly Agenda - Networking Groups**

The four items to be discussed at networking groups at Spring Assembly are:

- Budget: how does it affect their divisions?
- Budget: how does it affect the ESSP?
- Provincial bargaining – key messages
- Governance

**8.3      Current Education Events**

The executive discussed potential Provincial budget impacts to Education. Executive were invited to attend the pre-budget presentation at 11:00 a.m. on March 22<sup>nd</sup> and Jill will inquire whether the executive were invited to attend the March 24<sup>th</sup> meeting on an in-depth discussion about the 2017-18 Provincial Budget and school division governance.

**9.      Decision Items**

**9.1      Tenant Improvements**

Requesting approval of capital expenditure of approximately \$25K -35K to complete tenant improvements on the 3<sup>rd</sup> floor for a new tenant to begin April 1<sup>st</sup>, tenant to move in May 1<sup>st</sup>.

**17.03.05      SMITH-WINDSOR:      That the Executive approve the capital expenditure of \$25-35K subject to the signing of the lease agreement      CD**

**9.2      Audit and Investment Committee Terms of Reference Revision**

Terms of Reference have been revised to include additional duties for the SSBA insurance plan and better alignment of scheduled tasks in the committee's work plan.

**17.03.06 SMITH-WINDSOR: That the Executive approve the revisions to the Audit and Investment Committee's Terms of Reference. CD**

### **9.3 2016 Travel & Expense Reporting to Members**

SSBA clarify policies and procedures surrounding travel, expense claims, per diems and mileage rates. SSBA make this information available to member boards at Fall and Spring Assemblies, salaries, expense claims and travel expenses associated with the work of the executive members and senior administration in regards to SSBA meetings, retreats, committees, and membership activities inclusive of 2015. The 1<sup>st</sup> report being the 2015 Nov-Dec travel and expenses presented to the Board Chair council at the Spring Assembly 2016. The second was the 2016 Jan-Jun Travel and expenses made to the Board Chair council at the Fall Assembly 2016. This will be the third report.

**17.01.07 BANKS: That the Executive approve the 2016 Travel & Expense Report to the Board Chair Council at the Spring Assembly. CD**

### **9.4 Executive Annual Work Plan**

The SSBA Executive Annual Work Plan was updated based on the direction of the Executive.

**17.03.08 BANKS: That the Executive approve the Executive Annual Work Plan and format as presented. CD**

### **9.5 SSBA Board Development Strategy**

The Executive reviewed and discussed the proposed new Board Development Strategy.

**17.03.09 KOTYLAK: That the Executive approve the revised SSBA Board Development Strategy. CD**

### **9.6 Meeting Alternatives**

SSBA holds 8 face to face Executive meetings per year, 4 Membership meetings that the Executive attend and other various meetings. Options will be explored, the goal is to achieve attendance of a full executive however possible.

### **9.7 SSBA Provincial Budget 2017-Communications and Advocacy Plan**

The Provincial budget will be delivered on March 22, 2017 and we need a plan to speak to the impact of the budget on behalf of our membership. In support the 2017 Communications and

Advocacy Strategy (CASP), these actions and options have been developed to support the following objective to: Advocate for K-12 education funding that adheres to the principles identified by the SSBA membership in its position statement on financing.

The executive discussed the budget and messages following the budget. An evaluation will be sent out hot on the heels of budget, deadline for evaluation March 31<sup>st</sup>.

**17.03.10 SMITH-WINDSOR: That the Executive approve the 2017 Communications and Advocacy Plan as presented.**

**9.8 SSBA 2017 Strategic Plan Quarterly Report - March**

At the Executive planning day on February 1 a decision was made to move from Wall Walks to a quarterly written report with opportunity at the meeting where the report is presented to discuss and/or ask questions regarding progress of the approved 2017 strategic priorities. The executive reviewed and discussed the report.

**17.03.11 PRINCE: That the SSBA Executive approve the First Quarterly Report. CD**

**9.9 Prairie Valley School Division Request**

Janet Kotylak consulted with Bert De Gooijer and he would like to defer to the April Executive Meeting. A formal invitation will be sent.

**17.03.12 BANKS: Tabled to the April Executive Meeting. CD**

**9.10 SaskTel Letter of Support**

Paul Kelly – SaskTel is lobbying the Federal Government to expand the cell towers to different parts of the Province. He would like a statement of how this could be good for education by extending broadband coverage for students. They are wanting the Federal Government to pay for this.

**17.03.13 KOTYLAK: That we write a letter in support of the SaskTel tower build. CD**

**10. Strategic Plan Progress**

**10.1 Executive Work Plan**

There is an SSBA Strategic planning session scheduled for March 23.

**10.2 SSBA Performance Report**

---

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

### **11.1 President's/designate Report**

President Davidson provided the Executive with an update on his first CSBA Board of Directors meeting, a meeting with the Minister, LEADS Annual Policy Conference and the SUMA Convention.

**17.03.14 FAVEL: That the Executive approve the President's report.**

**CD**

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

Darren McKee provided the Executive with a brief update with respect to Transform SK, Curriculum Engagement, Partner Relations, BHP Billiton Partnership, SUMA Convention, UNESCO meeting, SK. Chamber Report and sector retirements.

**17.03.15 BANKS: That the Executive approve the Executive Director's report.**

**CD**

**Meeting recessed for the day at 4:23 pm.**

**March 17<sup>th</sup> the meeting was called to order at 9:05 a.m.**

### **11.3 Communications Services**

Jill Welke provided the Executive with an update with respect to the communications area.

**17.03.16 YOUNG: That the Executive approve the Communication's report.**

**CD**

### **11.4 Corporate Services**

### **11.5 School Board Development**

### **11.6 Strategic HR Services**

### **11.7 Legal Services**

### **11.8 Employee Benefits Plan**

### **11.9 Insurance Plan and Risk Management**

### **11.10 First Nations and Metis Education**

**12. Executive Members' Reports**

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

**13. Committee Reports**

**13.1 Resolutions and Policy Development committee**

**13.2 Executive HR Committee Report**

**13.3 Board Development committee Report – planning of events, agenda development, conference attendance, evaluations, etc.**

Committee would like a couple of years of evaluation results to delve into comments and review.

**13.4 Audit and Investment Committee Report**

**14. Presentations**

**15. Delegations**

**16. Information Items**

**16.1 2017 & 2018 Association Event Calendar**

**16.2 Committee List**

**16.3 Correspondence**

**16.4 Conferences (see 2017-2018 Calendar)**

**16.5 January 2017 Financial Reporting**

**16.6 Committee Appointments**

**16.7 Adopted Resolution Reporting**

**16.8 Spring Members council and BCC Evaluations**

**16.9 Communications Report**

**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**

A presentation with an overview of the draft framework and user guide will be presented at the Spring Assembly. The draft user guide and framework will be presented to the Executive at the

April 5<sup>th</sup> meeting, then seek approval at the May 23/24 Executive meeting (after endorsements from LEADS & SASBO).

**17.5 Panel Report**

**17.6** Executive Policy Handbook – would like policies for role of executive and executive director.

**17.7** Provide a couple of years of evaluations and the Board Development Committee will delve into comments and review.

**18. Upcoming Events**

**19. Meeting Evaluation**

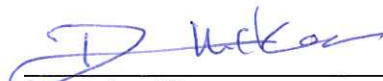
The Executive members completed an evaluation form at the conclusion of the meeting.

**Adjournment**

**17.03.17 YOUNG: That the meeting be adjourned.**

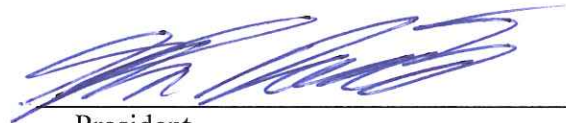
**CD**

President Davidson adjourned at 11:58 a.m. on March 17, 2017.



---

Executive Director



---

President