

Saskatchewan School Boards Association

Executive Meeting Minutes

May 28 & 29, 2015

Regina, Saskatchewan

Executive Members: Present – Ms. Bailey, Ms. Boucher, Mr. Caisse, Ms. Kotylak, Mr. Niezgoda, Mr. Pavloff, Ms. Perreault (May 29), Ms. Pethick, Mr. Waugh

Association Staff: Mr. McKee, Mr. Amendt, Mr. Jackson, Ms. Lenius, Ms. Lerat, Ms. Mann, Mr. McNaughton, Ms. Welke.

1. Call To Order

President Bailey called the meeting to order Thursday, May 28, 2015, at 9:03 a.m.

2. Procedural Items

2.1 Agenda

15.05.01 CAISSE: That the agenda be approved as amended.

CD

2.2 Minutes

15.05.02 PAVLOFF: That the minutes of April 15 & 16, 2015 be approved.

CD

2.3 In Camera Session

15.05.03 BOUCHER: That the Executive move into closed session.

CD

15.05.04 BOUCHER: That the Executive move into open session.

CD

3. Decision Items

3.1 Review of Per Diem and Honorarium Policy

The Executive reviewed the briefing note with respect to the review of per diem and honorarium policy. Janet Kotylak and Kevin Waugh provided information to the Executive regarding the addition of one-half day prep time for committee members who meet more than two times per year, the elimination of the distance factor and the change to the travel time allowance.

- 15.05.05 PETHICK: That the Executive approve the revised per diem and honorarium policy rates to take effect as follows:**
- **That per diem rate, including Executive members prep time, remain the same.**
 - **The meals and lodging (without receipt) rates remain the same.**
 - **That travel rates continue to be reviewed biannually and adjusted as per the market.**
 - **That the Executive members distance factor be eliminated effective September 1, 2015.**
 - **That the Executive members travel time allowance per kilometer rate be replaced with a \$25 per hour rate effective September 1, 2015.**
 - **That the conference call rate be renamed ">4 hour meetings/conference calls" effective January 1, 2016. The rate will be \$25/hour charged at hourly increments with a minimum of one hour. The note on the expense claim will indicate that this rate is to also be used for incremental meetings attached to existing meetings or events (e.g. committee meetings held prior to or immediately following Executive meetings). Any meeting 4 hours or more would not fall under this category and would default to the appropriate ½ day or full-day per diem rate.**
 - **That ½ day per diem be provided annually to any trustee assigned by the SSBA to a committee which meets 2 or more times per year effective January 1, 2016. This would not apply to any Executive members on committees as prep time is already received.**

The committee further recommends a review of all Executive policies and inclusion of an ongoing fixed review cycle.

CD

3.2 Proposed 2017 Joint Conference

The Executive reviewed the briefing note with respect to the proposed 2017 Joint Conference with LEADS and SASBO.

- 15.05.06 PAVLOFF: That the Executive approve proceeding with planning for a Fall 2017 Joint Conference. CD**

3.3 SSBA Renovation Project Decision Item

The Executive reviewed the briefing note with respect to the SSBA renovation -project. Three options to manage the renovation were provided to the Executive.

- 15.05.07 KOTYLAK: That the Executive approve a 5S/Lean Office review of the SSBA 4th floor using existing resources, leading to a renovation of the meeting room/staff room/work room area and the reception area. The cost of this will be approximately \$168,000 less insurance proceeds of \$17,000.00. CD**

4. Strategic Plan Progress

The Executive discussed the Strategic Planning Session for August 23-25, 2015. More information will be provided to the Executive regarding the location and times.

5. Executive Member Reporting Responsibilities

5.1 President's/Designate Report

President Bailey provided the Executive with a brief update with respect to the Spring General Assembly, the STF Annual Spring Council, the funding review, SASBO, CSBA, meeting with IBM/BC Ministry and meeting with Holy Family RCSSD.

- 15.05.08 BOUCHER: That the Executive accept the President's Report as presented. CD**

5.2 Executive Director's Report

5.2.1 Executive Director's Report

Darren McKee provided the Executive with a brief update with respect to the STF Spring Council, LEADS, SASBO, STF, SSBA Executive Director Meeting, SASBO Spring Conference, CMEC, Teacher Time and Task Force, Conversation on Education, CSBA Meeting, Meeting with BC Ministry and IBM regarding Consistent Technology Platform, LEADS Executive Meeting, EBP Seminar, meeting with Holy Family RCSSD Board, QESSB Annual Conference presented on Sask. Experience.

15.05.09 PAVLOFF: That the Executive accept the Executive Director's Report as presented. CD

5.2.2 Board Development Services and Strategic HR

(a) 2015 Spring Assembly Evaluation Results

The Executive reviewed the evaluation results from the 2015 Spring Assembly.

15.05.10 PERREAULT: That the Executive accept the Board Development Services and Strategic HR report as presented. CD

(b) Data Warehouse Presentation

Greg Zaba and April Blondeau, Strategic HR and Employee Relations presented information to the Executive regarding the Data Warehouse. Information shared with the Executive included job family classifications, comparisons using the salary pivot chart and salary pivot table. Work will continue during the summer to update pay grid information for out of scope employees.

5.2.3 Communication Services

Jill Welke provided the Executive with an update on the internal communications audit that was done and advised that a report is being prepared with the results.

(a) Report Card on Education Funding follow-up

The Executive provide their follow-up comments regarding the process used for the Report Card on Education Funding.

15.05.11 BOUCHER: That the Executive accept the Communication Services report as presented. CD

5.2.4 Insurance and Risk Management Program and Legal Services

No Report at this meeting.

5.2.4 Employee Benefits Plan

No report at this meeting.

5.2.6 First Nations and Métis Education Report

No Report at this meeting.

5.2.7 Director of Corporate Services

(a) Financial Summary March 2015

The Executive reviewed and discussed the Financial Summary ending February 28, 2015.

(b) 2016 Budget

The Executive reviewed and discussed the 2016 Budget.

15.05.12 BOUCHER: That the Executive move into closed session. CD

15.05.13 KOTYLAK: That the Executive move into open session. CD

15.05.14 PETHICK: That the Executive accept the 2016 Budget as presented at a four percent (4%) increase with no increase to membership fees, the required increase will come from Unappropriated Operating Reserves. CD

- 15.05.15 KOTYLAK: That the Executive direct the Audit and Investment Committee to ensure policies and processes are in place for the unappropriated surpluses and reserves.**

CD

5.3 Executive Members' Reports

5.3.1 Round Table Reports

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

(a) Activity Report to Stakeholders – MEPP

Jerome Niezgoda provided an update to the Executive regarding the MEPP Activity Report to the Stakeholders.

- 15.05.16 WAUGH: That the Executive accept verbal Round Table reports from each Executive member.**

CD

5.3.2 Resolution and Policy Development Committee

Janet Kotylak, Chair of the Resolutions and Policy Development Committee provided an update with respect to the deadline dates for Bylaws and Resolutions.

- 15.05.17 KOTYLAK: That the Executive direct the Resolutions and Policy Development Committee to explore potential bylaw changes utilizing feedback from the Board Chair Meeting on May 27, 2015.**

CD

5.3.3 Board Development Committee Report (a) Meeting Minutes – May 1, 2015

The Executive reviewed the Meeting Minutes from the Board Development Advisory Committee meeting on Friday May 1, 2015.

6. Other

6.1 Executive Members' Request for Information

6.2 Agenda Items – Future Executive Meetings

Executive members who have agenda items for future meetings should email them to Connie Bailey or Darren McKee.

6.3 Catholic Section

The Executive met with Ken Loehendorf, Executive Director and George Bolduc, President of the Catholic Section on Thursday May 28, 2015. Discussions took place regarding Theodore Court case up-date, SCSBA/CHAS Joint Conference and AGM, SCSBA Catholic Education Symposium, SCSBA AGM and Annual Convention, Faith in our Student Campaign update, SCSBA 2015 Communication plan, K-8 Religious Education Program Development, Grade 9 – 12 Catholic Studies Curriculum Development, Transgendered Resource Development Committee, Sister's Legacy Committee Update and Warman RCSSD Amalgamation update.

6.4 Public Section

The Executive met with Larry Huber, Executive Director and Bert de Gooijer, Chair of the Public Section on Thursday May 28, 2015. Discussions took place regarding advocacy work, communications with SSBA, update on their website, strategic plan and the Theodore litigation

6.5 Deloitte LLP - Auditors

The Executive met with the Valerie Watson from Deloitte and Denis Terry, Chair of the Audit Committee on Friday May 29, 2015. Discussions took place regarding the Report on audited annual financial statements.

15.05.18 BOUCHER: That the Executive accept the Auditors Report and Financial Statements. CD

7. Information Items

7.1 Reports

7.1.1 2015 Association Event Calendar

7.1.2 Darren's To Do List

7.1.3 Committee List

The Executive reviewed the reports provided in their materials.

7.2 Correspondence

No Correspondence provided.

7.3 Conferences

The Executive reviewed the upcoming conferences.

8. Meeting Evaluation


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

Adjournment

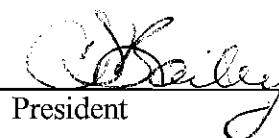
15.05.19 PERREAULT: That the meeting be adjourned.

CD

President Bailey thanked everyone in attendance at the meeting. The meeting adjourned at 3:05 p.m. on May 29, 2015.



Executive Director



President