

**Saskatchewan School Boards Association**

**Executive Meeting Minutes**

**May 24 & 25, 2016**

**Cypress Hills, Saskatchewan**

**Executive Members:** Present – Ms. Bailey, Ms. Banks, Ms. Kotylak, Mr. Niezgoda, Ms. Perreault, Ms. Pethick **Regrets:** Mr. Daigneault, Mr. Linklater, Mr. Pavloff

**Association Staff:** Mr. McKee, Mr. Amendt, Mr. Couture, Ms. Lenius, Ms. Lerat, Mr. McNaughton, Ms. Vu.

**1. Call To Order**

President Bailey called the meeting to order Tuesday, May 24, 2016, at 9:07 a.m.

**2. Procedural Items**

**2.1 Agenda**

**16.05.01 NIEZGODA: That the agenda be approved as amended. CD**

**2.2 Minutes**

**16.05.02 PETHICK: That the minutes of April 13, 2016 be approved. CD**

**16.05.03 BANKS: That the minutes of April 15, 2016 be approved. CD**

**16.05.04 BANKS: That the minutes of April 29, 2016 be approved. CD**

**2.3 In Camera Session**

**16.05.05 BANKS: That the Executive move into closed session. CD**

**16.05.06 PETHICK: That the Executive move into open session. CD**

**3. Decision Items**

**3.1 2016 AGM Guest Invitations**

The Executive reviewed and discussed the briefing note with respect the 2016 Guest Invitations. A list of the SSBA Annual General Assembly invitees was also reviewed.

**16.05.07 PERREAULT: That the Executive approve sending a letter to the invitees with clear expectations of what they will be able to attend at the AGM and this will be communicated to all boards of education.**

**CD**

**3.2 Counsel for Children**

The Executive reviewed and discussed the briefing note with respect the Counsel for Children. An intergovernmental committee including SSBA Legal has completed its work and seeks the SSBA Executive's endorsement of the Counsel for Children Guide.

**16.05.08 BANKS: That the Executive endorse the Counsel for Children Guide.**

**CD**

**3.3 Audit and Investment Committee Appointment**

The Executive reviewed and discussed the briefing note with respect the Audit and Investment Committee Appointment. The Terms of Reference of the Audit and Investment Committee recommended that an external Financial Advisor be appointed by the Executive to the Committee.

**16.05.09 NIEZGODA: That the Executive approve the extension of Dennis Terry as Chair of the Audit and Investment Committee.**

**CD**

**4. Strategic Plan Progress**

There was no Wall Walk at this meeting.

## **5. Executive Member Reporting Responsibilities**

### **5.1 President's/Designate Report**

President Bailey provided the Executive with a brief update with respect to the Joint Committee on Student/Teacher Time, Teacher Task Forces, the Audit and Investment Committee, meetings with Minister Morgan, media interviews, CSBA and the HR Committee.

### **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 meetings with Ministry, LEADS, SASBO and SaskTel on continued work on technology efficiency, NSBA, meeting to discuss transition of the AYEP, attending the SASBO spring conference, attending the STF Spring Council Banquet, meeting with INAC on National Panel on First Nations Students Support Plans, and meetings on Teacher Time Task Force report.

#### **5.2.2 School Board Development Services, Strategic HR and Legal Services**

##### **(a) Resolutions – Adopted Plan**

An update was provided to the Executive by Ted Amendt regarding the 2016 Spring Adopted Resolutions Work Plan and Assignments.

##### **(b) Board Chair Council Evaluations – April 2016**

The Executive reviewed the Board Chair Council Evaluations.

##### **(c) Spring Assembly 2016 Evaluations**

The Executive reviewed the Spring Assembly 2016 Evaluations.

#### **5.2.3 Communication Services**

##### **(a) 2016 Budget Advocacy Direction**

The Executive reviewed the 2016 Budget – Communications and Advocacy Strategy. Joe Couture provided a draft Media Release for May 30, 2016 – Consultation Critical before

Changes Considered for review. The Executive reviewed the action plan with respect to Budget Day.

**(b) Communications Report**

Joe Couture reviewed the Communications Report with the Executive.

**5.2.5 Employee Benefits and Insurance**

No report at this meeting.

**5.2.6 First Nations and Métis Education Report**

Jamie Lerat provided an update to the Executive with respect to the Aboriginal Youth Entrepreneurship Program.

**5.2.7 Corporate Services and Risk Management**

**(a) March 2016 Financial Reporting**

Catherine Vu reviewed and discussed the Monthly Executive Report for the month ending March 2016.

**(b) Executive Director Travel 2015**

Catherine Vu reviewed and discussed the Executive Director Travel Expenses for the reporting period January – December 2015.

**(c) Accounting Clerk Permanent Resource**

Catherin Vu reviewed and discussed the Accounting Clerk Permanent Resource. The 2014 audit resulted in recommendations by the Auditor to develop and implement processes to ensure that Insurance and Employee Benefit Fund amounts were recorded in financial systems and reported to the membership appropriately. A temporary accounting clerk was hired to address this issue and the one-year term is ending July 2016. It is recommended that the Executive Director approve hiring a permanent part-time accounting clerk to maintain operations that address the concerns raised by the Auditor.

**(d) Budget 2017**

Catherine Vu presented a powerpoint presentation to the Executive regarding the 2017 Budget. The presentation set out Key assumptions for Revenue and Expenditure. Further discussions regarding the 2017 Budget will be arranged with the Executive.

**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.

**5.3.2 Resolution and Policy Development Committee**

**(a) Position Statements – TEC Position Statement**

The Executive reviewed and discussed the Position Statement on Teacher Education and Certification. This feedback will be used with the feedback received from boards of education.

**5.3.3 Executive HR Committee Report**

**(a) SSBA 2016 Executive and Executive Director Evaluations**

The Executive reviewed and discussed the Briefing Note with respect to the SSBA 2016 Executive and Executive Director Evaluations. Proposals were submitted and reviewed by the Executive HR Committee and the committee recommended proceeding with SELU for this work.

**5.3.4 Board Development Committee Report**

(a) The Executive reviewed the Meeting Minutes from the April 21, 2016 Board Development Advisory Committee meeting.

**5.3.5 Audit Committee Report**

No report at this meeting.

**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.

**7. Information Items**

**7.1 Reports**

**7.1.1 2016, 2017 & 2018 Association Event Calendar**

**7.1.2 Committee List**

**7.1.3 2016 Delegations**

**7.1.4 Teacher Time Report Committee Meeting Minutes – May 2, 2016**

**7.1.5. 2016 Breakfast for Learning – Mosaic Challenge**

The Executive reviewed the reports provided in their materials.

**7.2 Correspondence**

The Executive reviewed the Correspondence.

**7.3 Conferences**

The Executive reviewed the upcoming conferences.

**8. Meeting Evaluation**

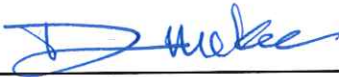
The Executive members completed an evaluation form at the conclusion of the meeting.

**Adjournment**

**16.05.10 NIEZGODA: That the meeting be adjourned.**


**CD**

President Bailey thanked everyone in attendance at the meeting. The meeting adjourned at 12:55 p.m. on May 25, 2016.



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Executive Director



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President