

**Saskatchewan School Boards Association**

**Executive Meeting Minutes**

**September 20 & 21, 2017**

**Saskatoon, Saskatchewan**

**Executive Members:** Present – Dr. Davidson, Ms. Banks., Mr. Favel (joined September 20 at 1:00 p.m.), Ms. Kotylak, Mr. Niezgoda, Mr. Prince, Ms. Smith-Windsor; Ms. Young **Regrets:** Mr. Daigneault.

**Association Staff:** Mr. McKee, Ms. Lenius (joined September 20, 10:00 a.m.) Ms. Welke (joined September 20, 2017, 10:20 a.m.)

The following association staff joined meeting at 11:45 a.m. on September 20 - Mr. Amendt, Ms. Lerat, Mr. McNaughton, Ms. Stewart

**1. Call to Order**

President Davidson called the meeting to order Wednesday September 20, 2017 at 8:31 a.m.

**2. Moment of Reflection**

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

**17.09.01 SMITH-WINDSOR: That the agenda be approved. CD**

**4. Declaration of Conflict of Interest – no declarations.**

**5. In-Camera Session**

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

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

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

**17.09.04 SMITH-WINDOR: That the minutes of May 25 & 25 2017 be approved. CD**

**17.09.05 PRINCE: That the minutes of June 1, 2017 be approved. CD**

**17.09.06 SMITH-WINDSOR: That the minutes of June 29, 2017 be approved.  
CD**

**7. Business Arising from Minutes**

No business arising from Minutes.

**8. Discussion Items**

No discussion items at this meeting

**9. Decision Items**

**9.1 Board Development Committee Terms of Reference**

The Executive reviewed and discussed the briefing note with respect to the Board Development Committee Terms of Reference. The Terms of Reference provides the flexibility for the President to name additional trustees, external to the Executive, if desired.

**17.09.07 YOUNG: That the Executive approve the Board Development  
Committee Terms of Reference (2017). CD**

**17.09.08 YOUNG: That the Executive break for the Strategic Issues Committee  
Meeting from 2:00 – 4:00 p.m. (September 20) CD**

**17.09.09 PRINCE: That the Executive resume the Executive Meeting – 4:15 p.m.  
September 20. CD**

**9.2 Revised Executive Policy Handbook**

The Executive reviewed the briefing note with respect to the revised Executive Policy Handbook.

**17.09.10 SMITH-WINDSOR: That the Executive approve the revised  
Executive Policy Handbook. CD**

### 9.3 2017 Life Memberships

The Executive reviewed the briefing note with respect to the 2017 SSBA Life Memberships.

- 17.09.11 **PRINCE:** That the Executive approve Life Memberships for Connie Bailey, Ronna Pethick, Elizabeth Perreault, and Larry Pavloff. It is further recommended that, if approved, President Shawn Davidson contact the four recipients by October 1 to confirm their acceptance.

CD

### 9.4 Proposed Bylaw Amendment 2017 – Association Finance and Membership Fee

The Executive reviewed the briefing note with respect to the proposed Bylaw Amendment 2017 – Association Finance and Membership Fee. The proposed bylaw amendment allows the flexibility for a revised budget to be presented to the membership, perhaps on the same day.

- 17.09.12 **KOTYLAK:** That the Executive approve sponsoring the following proposed bylaw amendment:  
**BE IT RESOLVED THAT** Bylaw No. 3 Section A 5 be amended by deleting the bylaw and replacing it as follows:  
**5. If the budget resolution as presented or amended does not pass, the Executive shall bring another budget resolution with a revised amount to the assembly to be voted on prior to the conclusion of the annual general meeting.**

CD

## 10. Strategic Plan Progress

### 10.1 Executive Work Plan

The Executive discussed the work plan. Topics included the governance review and the rewrite of *The Education Act* rewrite. Discussion took place regarding Member's Council and Board Chair Council for 2018, need for engagement with the membership with respect to the governance review, and *The Education Act* rewrite.

### 10.2 SSBA Strategic Plan Report

The Executive reviewed the Strategic Plan Report. In May 2017 the Strategic Plan was updated specifically Outcome #4 to reflect the current state and priorities for the organization.

- 17.09.13 FAVEL: That the Executive receive and file the SSBA Strategic Plan report for September 2017. CD**

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

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

President Davidson provided the Executive with an update with respect communications sent to Minister Morgan and Minister Eyre; attendance at the Walk to Breakfast at Muskowekwan First Nation, update regarding Mosiac committing to another \$100,000.00 for next year; feedback received on budget; and the Executive and Executive Director Evaluation.

- 17.09.14 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. An update regarding dates set for bargaining; external governance review; attendance at LEADS; meetings with the Executive Directors of partners and the DMO; and attendance at the International Play Association Conference.

- 17.09.15 BANKS: 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 communications supports, news releases and media coverage.

- 17.09.16 SMITH-WINDSOR: That the Executive receive and file the Communications report. CD**

### **11.4 Corporate Services**

Marie Stewart provided the Executive with an update with respect to the financial reporting to July 2017.

- 17.09.16 BANKS: That the Executive receive and file the Corporate Services report. CD**

## 11.5 School Board Development Services

Ted Amendt provided the Executive with an update with respect to SSBA Board Development report from April to September 2017.

**17.09.18 YOUNG: That the Executive receive and file the Board Development 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.

## 13. Committee Reports

**13.1 Resolutions and Policy Development committee – no report**

**13.2 Executive HR Committee Report – no report**

**13.3 Board Development committee Report –**

The Board Development committee reviewed and discussed with the Executive the Fall Assembly Agenda.

## 13.4 Audit and Investment Committee Report

The Audit and Investment Committee met on September 21, 2017 with Ken Kosolofski. The committee recommended to the Executive that they approve the redemption from the Employee Benefits Plan Investment Fund at the Scotia Asset Management the amount of \$999,921.00 to pay for the expense of the Employee Benefits Plan deficit from 2016.

**17.09.11 FAVEL: That the Executive approve the recommendation of the Audit and Investment Committee of the Saskatchewan School Boards Association to redeem from Employee Benefits Plan Investment Fund at Scotia Asset Management the amount of \$999,221.00 to pay for the expense of the Employee Benefits Plan deficit from 2016.**

**CD**

## 14. Presentations

No Presentations at this meeting.

## **15. Delegations**

### **15.1 Saskatchewan Teachers' Federation**

The Executive met with Randy Schmaltz, Executive Director and Patrick Maze President of the Saskatchewan Teachers' Federation on Wednesday September 20, 2017. Discussions took place with respect to professional development, Bill 63 and regulatory and legislative changes, SPTRB, the ESSP, Curriculum renewal, the impact of budget cuts and opportunities for information sharing and improved communications.

### **15.2 University of Saskatchewan**

The Executive met with Michelle Prytla, University of Saskatchewan Dean of Education on Wednesday September 20, 2017. Discussions took place with respect to curriculum, reconciliation, learning circles, education funding, directed missions, SPTRB, and pinning ceremonies

### **15.3 Ken Kosolofski – Audit and Investment committee**

The Executive had a meet and greet meeting on Thursday September 21, 2017 with Ken Kosolofski. Ken is the external member of the Audit and Investment committee.

## **16. Information Items**

- 16.1 2017 & 2018 Association Event Calendar
- 16.2 Committee List
- 16.3 2017 Draft Fall Assembly Agenda

## **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**

**17.09.19 KOTYLAK: That the meeting be adjourned. CD**

President Davidson adjourned at 11:23 p.m. on September 21, 2017.

  
Executive Director

  
President