
**Saskatchewan School Boards Association
Executive Meeting Minutes
January 19 & 20, 2023**

Executive Members:

Present – Ms. Smith-Windsor, Mr. Bachmann, Ms. Banks, Dr. Davidson, Ms. Gradin, Ms. Greyeyes, Mr. Niezgod, Ms. Perreault. **Regrets:** Mr. Favel.

Association Staff: Mr. McKee, Dr. Amendt, Ms. Horejda, Ms. Lenius, Mr. McNaughton, Ms. Vu, Ms. Welke.

1. Call to Order

President Smith-Windsor called the meeting to order on Thursday January 19, 2023 at 9:01 a.m.

2. Moment of Reflection

3. Additions/Changes/Approval of Agenda

23.01.01 PERREAULT: That the Executive approved the agenda as amended. CD

4. Review/Discuss Delegation(s) Preparation –

The Executive prepared for their discussions with the Saskatchewan Professional Teacher Regulatory Board and CUPE.

5. Declaration of Conflict of Interest – Mr. Bachmann wanted on the record that he is employed with an Independent School in Saskatchewan.

**6. In-Camera Session
(Jan 19/23 3:15 – 4:58 p.m.)**

23.01.02 BANKS: That the Executive move into closed session. CD

23.01.03 BANKS: That the Executive move into open session. CD

7. Adoption of Minutes of the Previous Meeting

7.1 December 1 & 2, 2022

23.01.04 GRADIN: That the minutes of December 1 & 2, 2022 be approved as amended. CD

8. Business Arising from Minutes - none

9. Discussion Items

9.1 Curriculum Renewal

President Smith-Windsor provided an update from the Curriculum Advisory Committee. The committee has reviewed the feedback they received regarding graduation requirements and are drafting recommendations.

9.2 Early Learning, Childcare

The Executive discussed early learning and childcare. The President and Executive Director will follow-up and discuss next steps for this item.

9.3 Executive Composition Membership Fees and Voting WAG Summary

The Executive discussed the briefing note with respect to the summary of the Executive Composition, Membership Fees and Voting Working Advisory Group. The Executive discussed potential next steps to proceed with further discussion on Executive Composition and Membership Fees at Spring Assembly networking groups.

9.4 Enterprise Risk Management Risk Assessment Activity

Jeff McNaughton led an Kahoot activity with the Executive to assess the mitigated likelihood and unmitigated impact for risks identified for the SSBA in December 2022.

9.5 Provincial Education Plan

The Executive discussed the endorsement of the Provincial Education Plan and the next steps.

10. Decision Items

10.1 SSBA Affiliate Membership Discussion Guide

The Executive reviewed and discussed the SSBA Affiliate Membership Discussion Guide.

23.01.10 PERREAULT: That the Executive approve the SSBA entering into an Agreement with the Government of Saskatchewan (Ministry of Education) for a Parent Teacher Home Visits project in 2022-23 for a total maximum value of \$145,000. **CD**

23.01.11 DAVIDSON: As part of the agreement with the Ministry, that the Executive approve the SSBA entering into a contract for a research project with Dr. James McNinch for a maximum value of \$40,000. **CD**

10.6 Accelerate Review of Education Finance Position Statement

The Executive reviewed and discussed the briefing note with respect to moving the Education Finance Position Statement to 2023 to align with advocacy efforts of the Association for provincial election timelines.

23.01.12 DAVIDSON: That the Executive approve the review of Position Statement 3.1 – Education Finance in 2023. **CD**

10.7 April Executive Meeting Date Change

The Executive reviewed and discussed the briefing note with respect to changing the Executive meeting dates for the April Executive meeting.

23.01.13 GREYEVES: That the Executive approve setting their April Executive meeting for April 3 (p.m.) & April 4 (a.m.) in Saskatoon to facilitate the Indigenous Council meeting to be held on April 4 (p.m.), the day prior to Spring Assembly. **CD**

10.8 Proposed SSBA Office Relocation

The Executive reviewed and discussed the briefing note with respect to proposed SSBA office relocation.

23.01.14 PERREAULT: The Executive authorizes the Executive Director to enter a contractual agreement for leased office space. **CD**

23.02.15 NIEZGODA: The Executive authorizes the Executive Director to enter contractual agreement(s) for tenant improvements (project management, design, and construction) up to \$300,000 plus taxes. **CD**

10.9 Audit and Investment Committee Terms of Reference

The Executive reviewed and discussed the briefing note with respect to Terms of Reference for the Audit and Investment Committee.

23.01.16 DAVIDSON: That the Executive approve the amendments to the Audit and Investment Committee Terms of Reference as amended. CD

10.10 SSBA HR Policy Review

The Executive reviewed and discussed the briefing note with respect to the SSBA HR policies 7 through 16.

23.01.17 NIEZGODA: That the Executive approve HR Policies 7 through 16 as recommended by the Executive HR Committee. CD

10.11 Executive Human Resources Committee Terms of Reference

The Executive reviewed and discussed the briefing note with respect to Executive Human Resources Committee Terms of Reference.

23.01.18 BANKS: That the Executive approve the Executive HR Committee Terms of Reference as amended. CD

10.12 2023 Emergency Succession Plan – Executive Director

The Executive reviewed and discussed the briefing note with respect to 2023 Emergency Succession Plan for the Executive Director.

23.01.19 BACHMANN: That the Executive approve the 2023 Emergency Succession Plan – Executive Director as amended. CD

10.13 Executive and Executive Director Evaluation Proposal

The Executive reviewed and discussed the briefing note with respect to the Executive and the Executive Director evaluation process. Direction was provided from the Executive to the HR Committee.

10.14 SSBA Proclamations

The Executive reviewed and discussed the briefing note with respect to SSBA proclamations.

23.01.20 BANKS: That the Executive approve the recommendations for SSBA Proclamations. CD

10.15 2022 Adopted Resolutions Work Plan and Assignments

The Executive reviewed and discussed the briefing note with respect to the work plan and assignments for the 2022 adopted resolutions.

23.01.21 GRADIN: That the Executive approve the 2022 Adopted Resolutions Work Plan Assignments. CD

10.16 2023 Communication and Advocacy Strategic Priorities (CASP)

The Executive reviewed and discussed the briefing note with respect to 2023 communication and advocacy priorities.

23.01.22 DAVIDSON: That the Executive approve the general direction for communications and advocacy priorities as outlined for 2023 in the Communications and Advocacy Strategic Priorities (CASP) document. CD

10.17 Updated 2023 Strategic Plan

The Executive reviewed and discussed the briefing note with respect to updated 2023 Strategic Plan.

23.01.23 DAVIDSON: That the Executive approve the updated SSBA Strategic Plan for 2023. CD

10.18 Vision 2025 SSBA Strategic Plan Renewal

The Executive reviewed and discussed the briefing note with respect to Vision 2025 SSBA Strategic Plan renewal.

- 23.01.24 BACHMANN: That the Executive approve the proposed process outline/approach for renewal of the Vision 2025 SSBA Strategic Plan. CD**

11.1 Executive Work Plan

The Executive reviewed the Executive work plan for 2023 and advised of changes to the work plan.

- 23.01.25 GREYEVES: That the Executive receive and file the Executive work plan, with minor revisions. CD**

11.2 SSBA Strategic Plan Report - no report

12. Reports from President and Administration

12.1 President's Report

The President provided updates related to recent correspondence, board meetings and engagements, the Canadian School Boards Association (CSBA), media relations, the Provincial Curriculum Advisory Committee, Government Trustee Bargaining Committee, the Canadian School Mental Health Leadership Network, Operational Reserves Committees, and meetings with SUMA and STF Presidents.

- 23.01.26 BANKS: That the Executive receive and file the President's Report. CD**

12.2 Executive Director's Report

The Executive Director's report highlighted recent activity related to the SSBA Strategic Plan, regular meetings with the Ministry and Deputy Minister of Education, Public and Catholic Sections, as well as with the Executive Directors of SASBO, STF and LEADS, CSBA, Bargaining and the Saskatchewan Broadband Action Committee including meeting with SARM and Minister McMorris.

- 23.01.27 GREYEVES: That the Executive receive and file the Executive Director's Report. CD**

12.3 Communications and Strategic Services

The Executive reviewed the briefing note from Communications and Strategic Services with an update with respect to recent activity, communications and media requests.

23.01.28 GRADIN: That the Executive receive and file the Communications and Strategic Services Report. CD

12.4 Board Development Services

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

23.01.29 BACHMANN: That the Executive receive and file the Board Development Services Report. CD

12.5 Corporate Services Report

Catherine Vu provided the Executive with an update with respect to Corporate Services and the financials.

23.01.30 BACHMANN: That the Executive receive and file the Corporate Services Report. CD

13. Executive Members' Reports

13.1 Vice-President

The Vice-President provided updates from the Provincial Education Council and Class Size and Composition Committee.

13.2 Catholic Constituency

13.3 Central Constituency

13.4 Conseil scolaire fransaskois Constituency

13.5 Indigenous Constituency

13.6 Northern Constituency

13.7 Southern Constituency

13.8 Urban Public Constituency

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

23.01.31 NIEZGODA: That the Executive receive and file the Executive Members' Reports. CD

14. Committee Reports

14.1 Resolutions and Policy Development Committee

An update was provided from the Resolutions and Policy Development Committee regarding their meeting of December 8, 2022.

23.01.32 BANKS: That the Executive receive and file the Resolutions and Policy Development Committee report. CD

14.2 Executive Human Resources (HR) Committee Report

An update was provided from the Executive Human Resources Committee regarding their meeting of December 20, 2022.

23.01.33 DAVIDSON: That the Executive receive and file the Executive Human Resources Committee report. CD

14.3 Board Development Committee Report

A report was provided from the Board Development Committee regarding their meeting on November 29, 2022.

23.01.34 PERREAULT: That the Executive receive and file the Board Development Committee report. CD

14.4 Audit and Investment Committee Report

The Audit and Investment Committee met on November 21 to approve an investment withdrawal and will be meeting on December 15, 2022.

23.01.35 DAVIDSON: That the Executive receive and file the Audit and Investment Committee Report. CD

14.5 General Insurance Plan Committee Report – no report

14.5.1 Cyber Insurance Working Advisory Group

An update was provided from the Cyber Insurance Working Advisory Group. Their next meeting is March 2023.

23.01.36 BACHMANN: That the Executive receive and file the Cyber Insurance Working Advisory Group Report. CD

14.6 Executive Policy Handbook Review Committee Report – no report.

14.7 EBP Advisory Committee – no report

14.8 Provincial Bargaining Committee – no report

14.9 The Code of Ethics Committee – no report

14.10 Executive Compensation Committee – no report

15. Presentations/Activity – ERM Risk Assessment Activity – 2023 – See 9.4

16. Delegations

16.1 Saskatchewan Professional Teachers Regulatory Board (SPTRB)

The Executive met with Trevor Smith, the Registrar and Chief Operating Officer of the Saskatchewan Professional Teachers Regulatory Board (SPTRB). He shared an overview and update on the work of the SPTRB. Topics of shared interest that were also raised or discussed included: Professional Conduct Committee processes, Temporary Teaching Permits, TRC Calls to Action and requirement for courses; the Canadian Free Trade Agreement and labour mobility in Canada, and cybersecurity.

16.2 CUPE – Education Workers Steering Committee

The Executive met with Chair Omar Murray, Executive members Brandy Kabay and Debbie Dufault and staff members Janice Janzen and Tria Donaldson. They provided the Executive with a presentation on a recent education survey they conducted. Topics of shared interest included: education funding, along with opportunities for shared work and advocacy to ensure classrooms and students have the supports they need.

17. Information Items

- 17.1 2023 Association Event Calendar
- 17.2 Committee List and Executive Liaison List
- 17.3 2022 Fall Assembly Evaluation
- 17.4 SSBA Indigenous Council update
- 17.5 Mileage Rate update
- 17.6 Annual Employee IPP Rating
- 17.7 2022 Organizational Culture (CARES) Report

18. Identification of future agenda items

The Executive reviewed the future agenda items.

19. Meeting Evaluation

The Executive reviewed the Evaluation. The link for the January Evaluation form was provided to the Executive.

Adjournment

President Smith-Windsor adjourned the meeting at 4:15 p.m. on January 20, 2023.

23.01.37 PERREAULT: That the meeting be adjourned.



Executive Director



President