

**Saskatchewan School Boards Association
Executive Meeting Minutes
May 19 & 20, 2022**

Executive Members:

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

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

1. Call to Order

President Davidson called the meeting to order on Thursday May 19, 2022 at 9:34 a.m.

2. Moment of Reflection

3. Additions/Changes/Approval of Agenda

22.05.01 GREYEVES: That the Executive approved the agenda as amended. CD

4. Review/Discuss Delegation(s) Preparation –

The Executive prepared for their discussions with Deloitte, LEADS and SASBO.

5. Declaration of Conflict of Interest – no conflicts declared

6. In-Camera Session

Delegation – Deloitte - Auditor

22.05.02 GRADIN: That the Executive move into closed session. CD

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

22.05.04 PERREAULT: That the Executive move into closed session. CD

22.05.05 PERREAULT: That the Executive move into open session. CD

7. Adoption of Minutes of the Previous Meeting

7.1 April 6, 2022

22.05.06 BANKS: That the minutes of April 6, 2022 be approved as circulated.
CD

8. Business Arising from Minutes – none

9. Discussion Items

9.1 Enterprise Risk Management Maturity Assessment

The Executive discussed the Enterprise Risk Management Maturity Assessment. It will be used as part of the Executive annual self-evaluation. The results will be shared with the consultant conducting the Executive self-evaluation.

9.2 Proposed SSBA Bylaw Amendments

The Executive reviewed and discussed the draft proposed bylaw amendments that will be distributed to the membership for their feedback.

9.3 External Committee compensation

The Executive discussed the compensation for external committee members.

9.4 Executive Compensation Matrix

The Executive discussed the Executive compensation matrix. Additional work will be done and brought back to the next meeting.

10. Decision Items

10.1 2022 AGM Invites

The Executive reviewed and discussed the briefing note with respect to the annual general meeting guest invitation list.

22.05.07 SMITH-WINDSOR: That the Executive approve the 2022 AGM guest invitation list as amended.
CD

10.2 Revised Code of Ethics Review Working Advisory Group – Terms of Reference

The Executive reviewed and discussed the briefing note with respect to the Code of Ethics review working advisory group Terms of Reference.

- 22.05.08 NIEZGODA: That the Executive approve a revised Terms of Reference for the SSBA Code of Ethics working advisory group.** **CD**

10.3 Audit and Investment Committee Chair

The Executive reviewed and discussed the briefing note with respect to the appointment of a external Chair for the Audit and Investment Committee.

- 22.05.09 BANKS: That the Executive approve the appointment of Mr. Phil Benson as the external Chair for the Audit and Investment Committee for September 1, 2022 – August 31, 2023 year.** **CD**

10.4 Legal Electronic Filing System

The Executive reviewed and discussed the briefing note with respect to an electronic filing system solution for the Legal Services department.

- 22.05.10 SMITH-WINDSOR: That the Executive approve contracting with OpenText for a secure electronic filing system for the legal services department.** **CD**

10.5 Mileage rate update

The Executive reviewed and discussed the briefing note with respect to the mileage rates.

- 22.05.11 BACHMANN: That the Executive approve the revision to the mileage rate reimbursement range.** **CD**

10.6 2021 Audited Financial Statements

The Executive reviewed and discussed the briefing note with respect to the 2021 Audited Financial Statements and the year-end Communication 2021. The Executive met with the Auditors to discuss the financial statements.

22.05.12 GREYYES: That the Executive approve the 2021 Audited Financial Statements as presented. CD

10.7 2021 Audited Financial Statement – Specific Land Claim

The Executive reviewed and discussed the briefing note with respect to the 2021 Specific Land Claim Fund Financial Statements.

22.05.13 GREYYES: That the Executive approve the 2021 Specific Land Claims Fund Financial Statements as presented. CD

10.8 Executive Compensation Committee

The Executive reviewed and discussed the briefing note with respect to the Executive Compensation Committee and to increase the number of members on the committee. The committee will include three Executive members and two trustees.

22.05.14 BANKS: That the Executive approve the larger Executive and Committee Members Compensation Committee and the accompanying Terms of Reference. CD

10.9 SSBA VOIP Phone System

The Executive reviewed and discussed the briefing note with respect to the voice over internet protocol (VOIP) system.

22.05.15 BACHMANN: That the Executive approve management to migrate to a voice over internet protocol (VOIP) phone system. CD

10.10 General Insurance Plan Committee Terms of Reference

The Executive reviewed and discussed the briefing note with respect to the Terms of Reference for the General Insurance Plan committee.

22.05.16 SMITH-WINDSOR: That the Executive approve the Terms of Reference for the General Insurance Plan Committee for 2022. CD

10.11 2022 SSBA General Insurance Plan (GIP) Excess Capital Distribution

The Executive reviewed and discussed the briefing note with respect to 2022 SSBA General Insurance Plan (GIP) excess capital distribution.

22.05.17 GRADIN: That the Executive approve a distribution of excess capital in the amount of \$1,159,096 to eligible SSBA General Insurance Plan subscribers. CD

10.12 2023 SSBA Budget

The Executive reviewed and discussed the briefing note with respect to the proposed 2023 SSBA Budget.

22.05.18 PERREAULT: That the Executive approve the 2023 SSBA Budget with the endorsed options for distribution to the membership including a 2% increase to membership fees. CD

10.13 Executive Policy Handbook Review Committee – Terms of Reference

The Executive reviewed and discussed the briefing note with respect to the Terms of Reference for the Executive Policy Handbook Review Committee.

22.05.19 PERREAULT: That the Executive approve the proposed updates to the Terms of Reference for the Executive Policy Handbook Review Committee. CD

10.14 2021 Draft Annual Report

The Executive reviewed and discussed the briefing note with respect to the 2021 draft Annual Report.

22.04.20 SMITH-WINDSOR: That the Executive approve the 2021 Annual Report. CD

10.15 Cyber Security Working Advisory Group – Terms of Reference

The Executive reviewed and discussed the briefing note with respect to the Terms of Reference for the Cyber Security Working Advisory Group.

22.05.21 BANKS: That the Executive approve the proposed Terms of Reference for the Cyber Risk Working Advisory Group. CD

11. Strategic Plan and Work Plan Progress

11.1 Executive Work Plan

The Executive reviewed the Work Plan for 2022.

11.2 SSBA Strategic Plan Report – May

The Executive reviewed the SSBA Strategic Plan Report for May.

22.05.22 BANKS: That the Executive receive and file the SSBA Strategic Plan Report for May. CD

12. Reports from President and Administration

12.1 President's Report

The President provided updates from the SSBA Spring Assembly, meetings with the Canadian School Boards Association (CSBA), member boards, the Public Section, Prairie Valley School Division and the SSBA budget day response. He noted recent advocacy work, including federal advocacy with the CSBA as the ongoing media relations and correspondence.

22.05.23 GRADIN: 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 strategic plan, the Indigenous Responsibility Framework, meetings with member boards, the Ministry and Deputy Minister of Education, the Public and Catholic Sections, as well as with the Executive Directors of SASBO, STF

and LEADS. He also provided highlights from recent meetings or updates from the CSBA, SSBA building needs assessment and the internal legal services review.

22.05.24 BANKS: That the Executive receive and file the Executive Director's Report. CD

12.3 Communications and Strategic Services

Jill Welke provided the Executive with an update with respect to recent activity, communications and media requests, services, and advocacy.

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

12.4 Board Development Services – FNME report

Ted Amendt provided the Executive with an update with respect to First Nations and Métis Education.

22.05.26 SMITH-WINDSOR: That the Executive receive and file the Board Development Services - FNME Report. CD

12.5 Corporate Services Report

Catherine Vu provided the Executive with an update with respect to recent activity and February-March Financials.

22.05.27 BANKS: That the Executive receive and file the Corporate Services Report. CD

13. Executive Members' Reports

13.1 Vice-President

The Vice-President provided a report that highlighted the CAPSLE conference sessions along with the many meetings attended with the President. Updates from the Canadian School Mental Health Leadership Network, the Operational Reserves Range Committee and Restricted Reserves Working Group and the Director of Education Role Expectations and Quality Indicators WAG were also provided.

- 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.

22.05.28 GRADIN: 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 May 5, 2022 and the Bylaw Amendments.

22.05.29 BACHMANN: 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 April 13, 2022. The next meeting is scheduled for June 9.

22.05.30 BACHMANN: That the Executive receive and file the Executive Human Resources Committee report. CD

14.3 Board Development Committee Report – no report

14.4 Audit and Investment Committee Report

An update was provided from the Audit and Investment Committee regarding their meeting of May 5, 2022.

22.05.31 NIEZGODA: That the Executive receive and file the Audit and Investment Committee Report. CD

14.5 General Insurance Plan Committee Report

An update was provided from the General Insurance Plan Committee regarding their meeting of April 19, 2022.

22.05.32 NIEZGODA: That the Executive receive and file the General Insurance Plan Committee Report. CD

14.6 Executive Policy Handbook Review Committee Report

An update was provided from the Executive Policy Handbook Review Committee regarding their meetings of January 12 and March 9, 2022.

22.05.33 BANKS: That the Executive receive and file the Executive Policy Handbook Review Committee Report. CD

14.7 EBP Advisory Committee – no report

14.8 Indigenous Education Responsibility Committee – no report

14.9 Provincial Bargaining Committee – no report

14.10 CSBA Congress Planning Committee

An update was provided from the CSBA Congress Planning Committee regarding their meeting held on April 26, 2022.

22.05.34 BANKS: That the Executive receive and file the CSBA Congress Planning Committee Report. CD

15. Presentations/Activity – no presentation/activity

16. Delegations

16.1 Deloitte - Auditors

The Executive met with the Auditor Valerie Watson from Deloitte. She gave an overview of the audit that had already been presented in detail to the SSBA Audit and Investment Committee and took questions from the Executive. As per standard process and due diligence, the Executive also went in-camera with the Auditor for discussion. The Auditors presented a clean audit and the SSBA 2021 Annual Report and Audited Financial Statements were approved for distribution to the membership.

16.2 Saskatchewan League of Educational Administrators, Directors & Superintendents (LEADS)

The Executive met with LEADS Executive Director, Ben Grebinski and President, Kevin Garinger. They provided a quick overview of LEADS, new members and key initiatives this year. They recognized the partnership with SSBA, including appreciation for the good working relationship. The efforts and shared work related to COVID-19, the Response Planning Team and sub-committees were also noted.

Topics of shared interest that were also raised or discussed included: the Provincial Education Plan, communication and shared advocacy opportunities, tuition agreements, Independent and Associate schools, services, and professional development.

16.3 Saskatchewan Association of School Business Officials (SASBO)

The Executive met with SASBO Executive Director, Jaime Valentine President Laurier Langlois, and Reserves Committees Chair, Joel Lloyd. Jaime Valentine provided a quick update on their new strategic plan, mentorship program and strategic committees. They also recognized the partnership with SSBA. Joel Lloyd then provided a presentation and update on the work of the Operational Reserves Study Committees.

17. Information Items

- 17.1 2022 & 2023 Association Events Calendar
- 17.2 Committee List
- 17.3 Spring Assembly Evaluation Results

- 17.4 Indigenous Council Update
- 17.5 Executive Director and Executive Evaluation Process 2022
- 17.6 Membership Payee Disclosure Report 2021
- 17.7 SSBA Spring Assembly – Networking Group Summary Notes

18. Identification of future agenda items

The Executive reviewed the future agenda items.

19. Upcoming Events

Information regarding upcoming events was provided to the Executive.

20. Meeting Evaluation

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

Adjournment

President Davidson adjourned the meeting at 3:35 p.m. on May 20, 2022.

22.05.35 BACHMANN: That the meeting be adjourned.



Executive Director



President