

Board of Directors Meeting
MINUTES OF March 2nd & 3rd, 2017
NSSBA Office

ATTENDANCE

Hank Middleton	President, NSSBA
Dave Wright	Vice President, NSSBA
Sue Ritchie	Past President, NSSBA
Marthe Craig (Alternate)	Conseil scolaire acadien provincial
Jackie Foster	Annapolis Valley Regional School Board
Sandra Margettie	Cape Breton-Victoria Regional School Board
Gin Yee	Halifax Regional School Board
Vernon Simms	South Shore Regional School Board
Jamie Samson (Alternate)	Strait Regional School Board
Andrea Huskilson-Townsend	Tri-County Regional School Board
Adam Davies	Chignecto-Central Regional School Board
Karen Hudson	Black Educators Association

REGRETS

Eleanor Bernard	Mi'kmaw Kina'matnewey
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STAFF

Nancy Pynch-Worthylake	Executive Director, NSSBA
Karen Budden	Finance and Office Manager, NSSBA
Trish Smith	Communications Officer, NSSBA
Danielle Cottreau	Executive Assistant, NSSBA

1. Call to Order

The president called the meeting to order at 6:30 pm

2. Record of Attendance

The attendance for the meeting was recorded.

3. Approval of Agenda: March 2nd, 2017

It was MOVED and SECONDED (HUSKILSON-TOWNSEND/SIMMS)
that the Agenda for March 2nd, 2017 be approved.

MOTION carried.

4. Approval of Minutes: December 1st & 2nd, 2016

It was MOVED and SECONDED (YEE/MARGETTIE):
that the minutes from December 1st & 2nd, 2016 be approved.

MOTION carried.

5. Business Arising from Minutes

a) Capital Construction Committee

- a. President Middleton spoke to this. At the request of the Board of Directors, NSSBA sent a letter to the Minister. We are currently awaiting a response.

Note: The Minister subsequently responded. The letter from the Minister was sent to the Board of Directors and will be received at the next meeting.

b) Follow-up on 2015 Resolution on hiring of African Nova Scotian and Mi'kmaq teachers (NSSBA Website)

- a. President Middleton spoke to the 2015 NSSBA Resolution and to the Task Force study report completed by HRSB (*Attached*).

Resolution# 2

Recruitment of quality male applicants for elementary education, African descent applicants, Mi'kmaq applicants, and Acadian applicants.

Submitted by: CCRSB

NOW THEREFORE BE IT RESOLVED that the NSSBA advocate to the Department of Education and Early Childhood Development to collaborate with, support the efforts of and require through an accreditation process that University Schools of Education in Nova Scotia have effective recruitment strategies to attract and train sufficient numbers of quality male applicants for elementary education, African descent applicants, Mi'kmaq applicants, and Acadian applicants. The members discussed a follow-up plan (if any) to bring this issue forward. It was agreed that NSSBA President will write a letter to Board Chairs, to suggest follow-up and to include a request for details on the number of teachers of African descent and Mi'kmaq teachers, their contract status, and the number of applicants (if possible). It was suggested this be added to a future MOU meeting. Each board member should follow-up with their Board Chair to let them know of the upcoming correspondence from the President.

ACTION: NSSBA President will write a letter to Board Chairs to suggest follow-up and to include a request for details on the number of teachers of African descent and Mi'kmaq teachers, their contract status, and the number of applicants (if possible). (**Attach: Task Force Study**)

ACTION: Executive Assistant to add the 2015 Resolution #2 "Equity Hiring" to a meeting of the MOU committee.

ACTION: Each board member to follow-up with their Board Chair to let them know of the upcoming correspondence from the President.

c) Follow-up letter to Provincial Health Authority

Following direction of the Board of Directors meeting in December, a letter was sent to the vice presidents of the Provincial Health Authority indicating that they will be invited to a future combined meeting of the Board of Directors and Leaders Advisory Committee meeting.

ACTION: The Executive Assistant will follow-up with the Provincial Health Authority once a date is set for the combined Leaders Advisory Committee/Board of Directors meeting.

d) Stipend Report Legislation Change Letter (NSSBA Website)

A letter was sent to the Minister on February 1st, 2017, in response to her letter indicating her intention to change legislation on board member remuneration and reimbursement. Included in the letter was the request for NSSBA to be included in any discussions and changes to the stipend review process.

e) Spring PD (NSSBA Website)

i. Session for all members

- The Executive Director reviewed the Spring PD Agenda with the members. David Potter, Director of Financial Services would like to receive ahead of time some questions that members may ask.
- Each member will come back with suggestions.
- Each Director agreed to promote the Spring PD session within their board.

ii. Board Chair and Vice Chair session

- The Executive Director reviewed the Agenda for the Board Chairs and Vice Chairs session scheduled for March 30th.

iii. Board secretary session

- The Board Chairs recently met to discuss NSSBA hosting a session for the board secretaries. The chairs decided that the Executive Director should canvass the superintendents for interest. Responses are coming in. (**UPDATE: Based on the responses of the superintendents, the NSSBA will not offer a professional development session for board secretaries.**)

ACTION: Each Director to promote the Spring PD session within their board.

ACTION: Each Director to come back with questions members may ask David Potter at the Spring PD session.

f) Students Travelling to International Destinations

- a. The Executive Director spoke to this. The NSSBA did a Call for Proposals for an external consultant to take on this project. There are 3 submissions and the Board of Directors will be updated once the successful candidate is contacted. ***(UPDATE: Natascha Joncas has been contracted as the Consultant for this project)***

ACTION: Update the Board of Directors once the successful candidate for the Students Travelling to International Destinations project is contracted. ***(UPDATE: Board of Directors were updated on March 10th, 2017)***

6. President's Report (report attached)

President Middleton spoke to his report. He also added that he and the Executive Director met with the superintendent from SSRSB to discuss the Judicial Review. The Executive Director spoke briefly to this. NSSBA has been granted intervenor status in the appeal of the judge's decision to allow a judicial review of the decision of the SSRSB to move students from one school to another. She will update the Board of Directors on progress.

It was MOVED and SECONDED (WRIGHT/FOSTER):

that the President's Report be received.

MOTION carried.

7. Executive Director's Report (report attached)

The Executive Director reviewed her report and spoke to the continued progress in the work the staff and committees have taken on.

The Director of Inspiring Communities, Annika Voltan, provided an update on the provincial initiative and its progress since receiving approval to move into the two identified communities.

The Executive Director spoke to the NSSBA Strategic Plan and provided an overview on each goal and current updates.

The Executive Director and Finance & Office Manager are recommending that an Ad Hoc Committee be established to provide oversight on the work on performance measures on funding. Board Member Yee volunteered to sit on this committee representing the Board of Directors.

The Executive Director and Finance & Office Manager will develop the Terms of Reference for the adhoc committee.

Sent to NSSBA Board of Directors on April 13, 2017

It was MOVED and SECONDED (HUSKILSON/MARGETTIE):

that the AD Hoc Committee for the performance measures on funding under the Strategic Plan goal #1 be established.

MOTION carried.

It was MOVED and SECONDED (WRIGHT/SIMMS):

that Board Member Yee sit on the Ah Hoc committee for the performance measures on funding representing the Board of Directors.

MOTION carried.

ACTION: The Executive Director and Finance & Office Manager to develop the Terms of Reference for the Ad Hoc committee for the performance measures on funding under the Strategic Plan goal #1.

It was MOVED and SECONDED (MARGETTIE/YEE):

that the Executive Director's report be received.

MOTION carried.

8. Reports from Individual Boards

The director from each board provided written or verbal reports. Directors spoke to highlights from their reports.

a) AVRSB- verbal report

- Jeanne Saulnier has been hired as the New Finance Director
- Construction projects ongoing in Bridgetown and Wolfville
- Moving forward from the NSTU Job Action

b) BEA-verbal report

- Working with Education Committee on initiatives
- Digby Program 10th anniversary
- Spelling BEE Event in progress
- Awaiting new Budget

c) CBVRSB- report attached

- Newly appointed Chair is Darren Gogoo
- CBVRSB Schools celebrated African Heritage month
- This year's board focus has been addressing the achievement gap

- Board recently completed our self-assessment

d) CCRSB-report attached

- The Board had a presentation from local law enforcement and staff from both Mental Health and Addiction Services and Health Promotion on the topic of drug awareness.
- The Board has outlined 11 factors - separated into five categories (Educational Services Optimization, Demographics, Utilization, Facility, and Financial) - as an instrument to be used when considering a school review process.
- CCRSB has begun a new Strategic Planning Process.

e) CSAP- report attached

- Board has decided it will hire several teachers who will help fill the needs that exist in our system.
- The Board is looking into finding ways to improve the use of schools in regards to School Board elections.
- The Board has picked its committees for the coming year.
- The Board has been kept up to speed on the teachers' contract situation (as much as possible).

f) HRSB- report attached

- Presentations by:
 - Culturally Relevant Pedagogy
 - Provincial Assessment Results for Grade 8 and 10 for 2015-2016
- Approved a 90 days extension school review timeline
- Approved a Motion to write a letter to the Minister Re: Mandatory bus distance of 3.6 km
- Decided that HRSB will develop their own strategic plan. RFP process has started.

g) MK-no report

h) SSRSB- report attached

- Program in place that has greatly reduce the cost of electricity.
- Reviewing policies
- Still dealing with the legal challenge from the Town of Bridgewater regarding the moving of students.
- Special election was held to fill a vacant board seat.
- The board has formed two committees (Programs, Student Services, and Corporate Services) to replace its education meeting.
- The board voted to accept the stipend report

i) SRSB- report attached

- School Feeder System Review
- By-law Review
- NSSBA AGM & Conference: Strait is the 2017 host
- Strait Excellence Program
- Loran Award
- Board Office relocation

j) TCRSB- report attached

- We are still striving to hire a superintendent. Interviews are set for March 4th and 5th.
- We have hired a new Human Resources Director.
- We debated if we should continue to hold Education meetings during work to rule. The board made the decision not to. Wondering what everyone else is doing?
- The board supported the Southwest Nova Scotia African Heritage Month Gala by purchasing a table.
- We are looking at doing self-assessment soon.
- We held a Professional Development session on Governance for board members.

It was MOVED and SECONDED (SIMMS/WRIGHT):
that the individual board reports be received.

MOTION carried.

Suggestions from board members, it was agreed that NSSBA would:

- a) Develop a template for the Directors' Reports prior to the next Board of Directors meeting.
- b) Create an Actions Registry to track: Actions, Responsibility, Date & Updates

ACTION: NSSBA to develop a template for Directors Report prior to the next Board of Directors meeting.

ACTION: NSSBA to create an Actions Registry to track: Actions, Responsibility, Date & Updates

It was MOVED and SECONDED (FOSTER/MARGETTIE):
that the Board of Directors meeting recess for the day at 8:24p.m.

MOTION carried.

Friday March 3, 2017

The chair called the meeting back to order.

It was MOVED and SECONDED (HUSKILSON-TOWNSEND/MARGETTIE):

that the Board of Directors meeting re-convene on March 3rd, 2017 at 9:00a.m.

MOTION carried.

It was MOVED and SECONDED (WRIGHT/SAMSON):

that the Board of Directors move in-camera.

MOTION carried.

It was MOVED and SECONDED (SIMMS/FOSTER):

that the Board of Directors move out of in-camera.

MOTION carried.

During the in-camera session, the members had a discussion regarding dues.

It was MOVED and SECONDED (FOSTER/MARGETTIE):

that the Board of Directors meeting recess to allow time for the Finance Committee meeting.

MOTION carried.

It was MOVED and SECONDED (FOSTER/MARGETTIE):

that the Board of Directors meeting reconvene.

MOTION carried.

It was agreed to move and discuss item **10. (h)** Accountability Reports - Governance Steering Action Plan Committee (*NSSBA Website*) Discussion & Motion required for Accountability Reports

9. Accountability Reports - Governance Steering Action Plan Committee (*NSSBA Website*)

Discussion & Motion required for Accountability Reports (Originally Agenda Item 10. (h))

The Executive Director and Chair of the Governance Action Plan Committee reviewed the Accountability Reports Draft 20 with the board members for feedback. Feedback was collected Draft 21 was produced. (Attach Draft 21)

Based on discussions and feedback, the Board of Directors recommends that the Governance Steering Committee review the Non-Education Act-Legislated Responsibilities Template with the recommended revisions identified (attached). Once reviewed, it will be re-circulated to the Board of Directors for approval.

It was MOVED and SECONDED (FOSTER/MARGETTIE):

that the Board of Directors approved the Accountability Reports (Draft 21)

MOTION carried.

The board discussed and agreed that board member alternates be sent meeting materials prior to attending a meeting whether they are or are not attending the meeting, so they can be kept informed.

ACTION: Executive Assistant to send meeting materials prior to attending a meeting whether they are or are not attending the meeting, so they can be kept informed.

10. Committees

a) Standing Committees

Directors and staff presented their respective committee reports

i. Executive Committee- report attached

President Middleton spoke to this on behalf of the Executive Committee.

ii. Education Committee- report attached

The Committee met on March 2nd, 2017.

The Chair of the committee shared the Agenda items. The primary focus of this meeting included presentations by Paul Ash, Director with African Canadian Services Division for an in-depth presentation. The committee approved the amended Terms of Reference.

iii. Finance Committee – Minutes and report attached

Further to the finance committee minutes, which are **attached**.

The following motions are recommendations from the Finance Committee:

It was MOVED and SECONDED (FOSTER/YEE):

that the Finance Committee recommends to the Board of Directors for approval that the NSSBA stay with the Royal Bank for banking services.

MOTION Carried

It was MOVED and SECONDED (FOSTER/YEE):

That the finance committee recommends to the Board of Directors for approval that the financial projections up to March 31, 2017 be approved.

MOTION carried

It was MOVED and SECONDED (FOSTER/SIMMS):

that the Finance Committee recommends to the Board of Directors for approval the 2017/2018 budget totaling \$686,950 pending approval by the Minister.

MOTION carried.

It was MOVED and SECONDED (FOSTER/MARGETTIE):

that the Finance Committee recommends to the Board of Directors for approval that the 2017/2018 Dues be increased by \$36,031 as per the table attached.

MOTION carried.

Recorded Vote Attached

ACTION: The President will send a letter to the Minister with the approved 2017-2018 NSSBA Dues.

ACTION: NSSBA to send the 2017-2018 dues to the member boards, pending Minister's approval.

iv. Audit Committee- verbal report

The Finance and Office Manager spoke this. The committee Terms of Reference state that the NSSBA Treasurer shall serve as a member and the Board of Directors shall appoint two external members to the Audit Committee.

It was MOVED and SECONDED (SAMSON/SIMMS):

That the Board of Directors appoint two members to the Audit Committee for 2017.

MOTION carried

The two new members appointed to the committee are:

- Chris Grover from SRSB
 - Janine Saulnier from CSAP
- Wade Tatterie from SSRSB is the alternate

The committee is scheduled to meet on May 5th, 2017. The audit is scheduled to take place mid-April.

v. Leaders Advisory Committee

The committee has not met.

vi. Communications Committee

The Committee has no met.

vii. Resolutions Committee – Report attached

The call for the Resolutions committee representatives was sent to the membership.

The Executive Directors spoke to this. The board reviewed the resolution procedures for 2017 and recommended that the deadline to submit resolution be changed from 2 months to 6 weeks prior to the AGM.

It was MOVED and SECONDED (FOSTER/YEE):

That the Board of Directors approve to amend the 2017 Resolutions Procedures to change the deadline to submit resolutions from 2 months to 6 weeks prior to the AGM.

MOTION carried

ACTION: Executive Assistant to resend the 2017 resolution process to Committee, Board of Directors and Board secretaries.

viii. Nominations Committee

The call for the Nominations committee representatives was sent to the membership.

ix. Central Purchasing Committee - report attached

The Finance & Office Manager spoke to this committee.

No action or motions required.

x. Members' Employee Benefits Committee – report attached

The Finance & Office Manager spoke to this committee. No action or motions required.

xi. Pension Trustees Committee - report attached

The Finance & Office Manager spoke to this committee. No action or motions required.

It was MOVED and SECONDED (SAMSON/WRIGHT):
that the Standing committee reports be received.

MOTION carried.

b) Other Committees - reports attached

Directors and staff presented their respective committee reports.

i. Memorandum of Understanding Committee

President Middleton spoke briefly to this committee. Next meeting is March 29th, 2017.

ii. Annual General Meeting Committee – report attached

The Communications Manager spoke to this.

- St. FX has been booked as the venue for the AGM and Conference.
- Theme for the AGM and Conference: “Changing of the Tide - Conversations on mental health, wellness and resilience”.
- A promotional teaser will be distributed during the NSSBA Spring PD session in March 2017.
- They have booked Dr. Stan Kutcher as the keynote speaker
- The next committee meeting is scheduled for March 22, 2017, 5:00 p.m., at the Strait Regional School Board, Boardroom.

a) By-law review discussion: Motion (To be discussed at Item 10. (c))

iii. Provincial Education Week Committee- verbal report

Communications Manager spoke to this. Provincial Education week has been on hold due to the NSTU Job Action. The Executive Director has been in contact with the Department of Education and is awaiting response that the event will not take place for 2017.

iv. Computers for Schools – report attached

The Finance & Office Manager spoke to this.

v. Governance Action Plan Steering Committee- report attached

Susan Ritchie, Chair of the committee, spoke to this. The committee has continued its work over winter and is moving forward with the work plan. The Draft Accountability Reports have now been approved and will be ready to present to the membership at the Spring PD session.

vi. CSBA 2018 Updates/ Organizing Committee- report attached

Vice-president Wright and Communications Manager spoke to this. The committee met on December 16th and March 2nd, 2017. The report highlights the agenda items discussed. Additional board members volunteered for sub-committees
Board Member Yee will canvass HRSB for participation on sub-committees.

ACTION: Board Member YEE Yee will canvass HRSB for participation on CSBA 2018 sub-committees.

It was MOVED and SECONDED (YEE/WRIGHT):

that the Other Committee Reports be received.

MOTION carried.

11. New Business

- a) In-Camera Discussion (*Timed Item: 9:00am March 3rd, 2017*)
- b) SSRSB School Review (*Verbal*) (*Discussed in Presidents Report*)
- c) **Terms of Reference for all NSSBA Committees (*NSSBA Website*)**
 - Discussion & Motion required for each Terms of Reference

The Executive Director reviewed the amendments made to all NSSBA Terms of Reference to reflect the updated By-laws approved at the 2016 AGM.

It was MOVED and SECONDED (WRIGHT/MARGETTIE):

that the revised NSSBA Terms of Reference be approved.

MOTION carried.

The members reviewed a Notice of Motion to amend By-Laws Article 16.1.2. Concerns around quorum requirements for committees with three members were raised. Currently quorum is not less than fifty per cent (50%) plus one (1). For a committee or subcommittee of three members, this would require all three members attend a meeting for quorum to be met. A motion was made to make notice of motion for the change at AGM such that only 2 members are required to meet quorum for any committee of three members.

It was MOVED and SECONDED (MARGETTIE/WRIGHT):

that the Board of Directors support a Notice of Motion to amend the By-Laws Article 16.1.2. such that quorum for a committee of three is set at two members.

MOTION carried.

The mover of the motion for which notice is given is Sandra Margettie, CBVRSB

The seconder of the motion for which notice is given is Dave Wright, Vice President, NSSBA.

d) Letter from Justice Re: Red Light Violations (NSSBA Website)

President Middleton spoke to the letter that the NSSBA received from Minister Whalen on Red Light Violations. She identified David Burchill, Policing Services Consultant as the contact at the Department of Justice. The Board of Directors is recommending that NSSBA write a letter to Mr. Burchill requesting a meeting.

ACTION: The President to write a letter to Mr. Burchill at the Department of Justice requesting a meeting to discuss Red Light Violations.

e) Letter from Minister: 2016 Resolutions (NSSBA Website)

President Middleton reviewed each response from the Minister on the 2016 Resolutions.

It was MOVED and SECONDED (SAMSON/WRIGHT):

that the Board of Directors receive the responses from the Minister to the 2016 Resolutions.

Motion carried.

It was MOVED and SECONDED (FOSTER/CRAIG):

that the Minister's Responses to the 2016 Resolutions be forwarded to Board Chairs and Superintendents the responses

Motion carried.

Board Member Ritchie left meeting at 1:20pm

Board Member Margettie left meeting at 1:43pm

f) Nominations for Honourary Life Members at 2017 NSSBA AGM

The President inquired on any nominations for Honourary Life Members.

iii. Past-president Susan Ritchie

g) NSSBA Executive Director Performance Appraisal Process

The President reviewed the timeline for the NSSBA Executive Director Performance Appraisal. The board agreed for the NSSBA Executive to carry out the Performance Appraisal of the Executive Director.

ACTION: NSSBA Executive to carry out the Performance Appraisal of the Executive Director.

It was MOVED and SECONDED (YEE/FOSTER):

that the Board of Directors approved the timeline for the NSSBA Executive Director Performance Appraisal.

Motion carried.

12. Information Items- No items

13. Date of Next Meeting – May 24th, 2017 Pre-AGM May 27th 12:00pm Post AGM

14. Future meeting items: How NSSBA Advocates for boards/Build on Resolutions Process (exec)

15. Action items: Action Items List attached.

16. Adjournment:

It was MOVED and SECONDED (WRIGHT/DAVIES):

that the Board of Directors meeting adjourn at 2:04pm.

Motion carried.

Danielle Cottreau
recorder

Hank Middleton
chair