

Board of Directors Meeting

Wednesday, May 24th, 2017

Light supper: 5:00 p.m. – 5:30 p.m.

Meeting: 5:30 p.m. – 8:30 p.m.

Continued on May 25th, 2017 – 10:00 a.m. to 11:00 a.m.

St. Francis Xavier University, Keating Centre
Antigonish, NS

ATTENDANCE

Hank Middleton	President, NSSBA
Dave Wright	Vice 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
Richelle MacLaughlin	Strait Regional School Board
Adam Davies	Chignecto-Central Regional School Board

REGRETS

Eleanor Bernard	Mi'kmaw Kina'matnewey
Andrea Huskilson-Townsend	Tri-County Regional School Board
Sue Ritchie	Past President, NSSBA
Karen Hudson	Black Educators Association

STAFF

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

1. Call to Order

The President called the meeting to order at 5:45pm

2. Record of Attendance

Attendance was recorded

3. Approval of Agenda

It was **MOVED** and **SECONDED** (YEE/SIMMS):

that the May 24th, 2017 Board of Directors meeting agenda be approved.

MOTION carried.

4. Approval of Minutes: March 2nd and March 3rd, 2017

It was **MOVED** and **SECONDED** (MARGETTIE/WRIGHT):

that the March 2nd & March 3rd, 2017 Board of Directors meeting minutes be approved.

MOTION carried.

5. Business Arising From Minutes:

a) Capital Construction Committee

President Middleton spoke to this. This was discussed with the Minister at the April 18, 2017 MOU meeting. She agreed that the government needs long range planning. She seemed open to having a TCA committee but made no commitment.

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

President Middleton spoke to this. Staff has written to superintendents asking for details on applicants, hiring and status of contracts. We have not heard from all boards. We will carry this forward to a future agenda once we receive information from all boards. It was agreed that each member would go back and bring forward this request with each their boards. This item will be discussed at the September meeting.

Following discussions, it was agreed to forward key items for discussion at a future Education Committee meeting. The committee will discuss culturally relevant teaching and self-identification around students and staff.

Once the Education Committee has met, staff will update the board.

ACTION: Each Director will follow-up with his/her board on the letter sent to Board Chairs and Superintendents on the hiring of African Nova Scotian and Mi'kmaq teachers.

ACTION: Add to future Education Committee Agenda a) Culturally Relevant Teaching b) Discussion on self-identification around students and staff.

b) Provincial Health Authority

This item will carry forward. We will invite them to a future LAC meeting. Potentially Fall 2017.

c) Stipend Report Legislation

President Middleton spoke to this. This was not discussed with the Minister at MOU. In response to recent announcements during the election campaigns, the NSSBA has asked to be involved in any revisions. This request has also been made directly to Minister Casey. Staff will monitor the situation and communicate with the minister, once named.

c) Spring PD Debrief/Report (NSSBA Website)

The President spoke to this. The Evaluation Report was posted online to review. The session was very well received and feedback was very positive. The President opened the floor for comments from the members. Below are some key points to bring forward:

- Orientation and ongoing support for new board members.
- Big disconnect on what the role and value is of school board members.
- NSSBA could create a package for new members to ensure consistency across the province.
- NSSBA provide some sessions by distance or record key presenters at the session and have them available online.

ACTION: Staff to exploring the option of recording PD Sessions.

ACTION: Executive Director to follow-up with Governance Steering Committee Re: Board of Directors support for orientation materials.

d) Students Travelling to International Destinations Outside of Canada Policy Framework Report (NSSBA Website)

President Middleton spoke to this. The report was distributed to the members for review prior to the meeting. The President called for questions or concerns. Following discussions, it was agreed to proceed with the translation of the report and to distribute to all boards. Any follow-up on the use of the framework will be reported by the NSSBA Director. An inquiry was made in regards to SIP providing cancellation insurance. The Executive Director will inquire and report back to the board.

ACTION: Executive Director to inquire with SIP on providing trip cancellation insurance.

ACTION: Executive Assistant to distribute student travel policy to NSSBA Directors.

ACTION: Include Follow-up on Student Travel Policy on future Agenda in Business Arising.

It was **MOVED** and **SECONDED** (SIMMS/MARGETTIE):

that the Students Travelling to International Destinations Outside of Canada Policy Framework Report 2017 be accepted and distributed to all boards.

MOTION carried.

d) Update: SSRSB School Review: Letter from Minister Re: Feedback from LAC on the South Shore School Review

President Middleton spoke to this. NSSBA currently has not received any responses on the recommendations on the SSRSB school review. Staff will continue to call for involvement in changes to the process.

e) Update: Meeting with Justice (Mr. Burchill) Re: Red Lights Violations

The Executive Director and Communications Manager attended an intergovernmental meeting on Tuesday May 23.

The Executive Director and Communications Manager provided key points from the meeting.

- The meeting included 2 police agencies from HRM.
- Meeting was positive overall.
- All parties shared some existing challenges.
- Key Focus: Change to legislation and increase promotion.
- Next Step: Advocating to local MLA's

The board discussed the NSSBA resolution from 2015 and whether it included sufficient information on specific ideas on how to resolve this problem. It was agreed that the President will write a letter to the incoming Minister to clarify the intent of this resolution. The Communications Manager will draft a letter to present to the board.

ACTION: President will write a letter to the incoming Justice and Education Minister to clarify the intent of this resolution. The Communications Manager will draft a letter to present to the board that will include requests to change legislation to issue tickets to vehicle owners.

It was **MOVED** and **SECONDED** (FOSTER/SIMMS):

that NSSBA follow up with all government departments involved in reducing red light violations.

MOTION carried.

f) Update: NSSBA Executive Director Performance Appraisal

An in-camera meeting to discuss is scheduled for May 25, 2017.

6. President's Report (*NSSBA Website*)

President Middleton spoke to his report. The report was included in the meeting package.

It was **MOVED** and **SECONDED** (SIMMS/FOSTER):

that the President's Report be accepted.

MOTION carried

7. Executive Director's Report (*NSSBA Website*)

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

a) Strategic Plan Update

The Executive Director reviewed Draft 17 of the Strategic Plan. Under Goal 1 an AdHoc Committee was formed to undergo a review of educational funding. Stu Jamieson was contracted as a consultant to complete the work and the report. The Chair of the committee, Board member Yee and Finance and Office Manager spoke to the timeline of the committee and its work. Following discussions on how to proceed with the distribution of the report the board identified the following actions for staff:

- Send to the Department of Education. (from the NSSBA President)
- Add Funding review to a future MOU
- Post-elections: Send cover letter and report to all school board members;
- Proceed with French Translation;
- Send to the media;
- Post on the NSSBA Website.
- Revise Strategic Plan to capture follow-up to the Review of Funding Report.

It was **MOVED** and **SECONDED** (MARGETTIE/MACLAUGHLIN):

that the Executive Directors Report and the Report by Stu Jamieson, "Review of Education Funding and Comparison of Funding to Cost" be accepted.

MOTION carried.

8. Reports from Individual Boards (attachments)

a) AVRSB (*NSSBA Website*)

- AVRSB received the Gold Achievement Award and the Gerald W. Buchan award for being tied as the top carrier in the province;
- The Information Technology Division has completed work on school networks and wireless system upgrades;
- Board identified categories to monitor and ensure good governance;
- The Planning and Priorities committee will continue its self- assessment update on a regular basis. Areas for reflection were Categories: Legislation and governance;

- Board approved School Start Time Change for the West Kings Family of Schools;
- Board approved the staffing allocation for 2017-18 school year;

b) BEA (*NSSBA Website*)

- 11th Annual Spelling BEE at Mount Saint Vincent University on May 13, 2017;
- Implementation of Technology Infusion Project for all Cultural Academic Enrichment Programs (CAEPs) within the fall;
- The BEA does not have operational funds or an Executive Director as of to date
- All CAEPs will be closing on May 30, 2017;
- Presently the BEA is updating its Strategic Plan;
- AGM for BEA will be held on June 17.

c) CBVRSB (*NSSBA Website*)

- Hired Marilyn Jones-McNeil as African Nova Scotian Consultant to our RCH Department;
- EECD recently announced an expansion of the program to include Riverview High;
- May 8th the Board had their final meeting with Judy White with regards to self-assessment and will be reviewing the results.
- On May 15th the Board held a meeting with staff to initiate conversations with regards to a boundary review.
- Preliminary budget discussions have been occurring over the past two months.
- The Board once again has received the Gold Award.
- The Board was successful in receiving two TCA Repair projects.
- We recently had a breach at Rankin School that allowed school security cameras to be accessed and viewed on the web. The office of the Information & Privacy Commissioner will be conducting an investigation with recommendations to follow.

d) CCRSB (*NSSBA Website*)

- Pictou School Review: At a special meeting of the Board, CCRSB decided to recommend to the Department of Education and Early Childhood Development the purchase of Pictou Elementary School (a P3 school with a lease set to expire).
- Maple Ridge – Shubenacadie School Review: At a special meeting of the Board, CCRSB voted to recommend the purchase of Maple Ridge Elementary School (another P3 school with a lease set to expire).
- Literacy: Over the past few weeks several members of staff have made presentations to the Board on literacy results, specifically a review of the Nova Scotia Assessment

(NSA); the Nova Scotia Examination (NSE); and early literacy resources, including Reading Recovery and Early Literacy Support.

e) CSAP (*NSSBA Website*)

- The board has had its own PD session with Maureen Reid. This session was 100% in French and was a great success in my opinion to add to the success almost all new Board members attended the session.
- The final report on the review of the elementary schools of Clare will be presented at the next Board meeting.
- The Board, Youth Council of Nova Scotia and the University Sainte-Anne are proud to have launch the entries for a large gathering socio-cultural for the youth which has taken place at the Université Sainte-Anne on the 27 to 29 April 2017.

f) HRSB – Verbal Report

- HRSB recently approve the stipend report
- Received a visit from the Minister
- Passed the staffing model

g) MK- no report

h) SSRSB (*NSSBA Website*)

- Formed a RCA Committee
- Success in strategic energy program in the schools. Significant budget savings
- SSRSB has won its ninth consecutive Nova Scotia Pupil Transportation Gold Award. The awards are presented to school boards across the province for exceptionally high scores in a number of safety and performance related areas.
- Currently working next year's budget. Transition team working on moving senior high students from Bridgewater High to Parkview Education Center.

i) SRSB (*NSSBA Website*)

- Our Skilled Trades Centres are proving a huge success and we are thankful to be establishing our latest one at the Richmond Education Centre Academy.
- Proceeding with our boundary review for Antigonish County.
- Our bylaws and policy work has been delayed with WTR and then completing our 2 school reviews. We will be focusing on “catching up” over the summer.
- After completing 2 Family of schools reviews, they are still identifying major challenges with the current process. Feedback from the SOC's and Boards should be gathered to further improve the process.

j) **TCRSB** (*NSSBA Website*)

- Currently working on board self-assessment
- The Socially and Emotionally Aware Kids (SEAK) Project is implementing the Promoting Alternative Thinking Strategies® (PATHS®) curriculum for the delivery of social and emotional learning.
- Tri-County Implemented a Committee of the Whole, as a standing committee, with a focus on governance, so that all members can attend.
- Website is being revamped to make it more user friendly, and have asked high school students to submit logo samples, for a new TCRSB logo.

It was **MOVED** and **SECONDED** (WRIGHT/CRAIG):

that the Individual Board Reports be received.

MOTION carried.

9. **Committees**

a) **Standing Committees**

i. **Executive Committee** (*NSSBA Website*)

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

ii. **Education Committee** (*NSSBA Website*)

The Committee met by GoTo on May 10th, 2017.

The Chair of the committee shared the Agenda items. The primary focus of this meeting included a presentation by special guest Diane Racette from EECD for input on revisions to the Public School Program

iii. **Finance Committee** (*No Report: Committee did not meet*)

iv. **Audit Committee** (*NSSBA Website*)

The Treasurer, Board Member Foster presented two recommendation by the Audit Committee for approval.

It was **MOVED** and **SECONDED** (FOSTER/SIMMS)

that the Board of Director accept the recommendation by external members that there be a pre audit meeting and a post audit meeting and that agenda would have staff leave the meeting for the planning part of the meeting.

MOTION carried.

It was **MOVED** and **SECONDED** (FOSTER/YEE)
**that the revised audited Financial Statements for the year ended March 31,
2017 be recommended to the Board of Directors for approval.**

MOTION carried.

v. Leaders Advisory Committee (*No Report: Committee did not meet*)

This committee will be meeting on May 25th, 2017.

vi. Communications Committee

The Communications Manager spoke to this. The committee has not met yet. There has been some communication via email. Meetings will resume in June.

vii. Resolutions Committee (*NSSBA Website*)

President Middleton inform the board that there were a total of nine (9) resolutions received, eight (8) from six (6) school boards and one (1) from the NSSBA. The committee did amend some resolutions, and the amendments and recommendations were shared with the school boards.

The Chair of the Committee will not be present at the AGM. The board agreed that Board Member Davies would make the introductory remarks in her place during the AGM.

viii. Nominations Committee (*NSSBA Website*)

President Middleton informed the board that one nomination had been received for the position of President and two nominations for the position of Vice President.

ix. Central Purchasing Committee (*No Report*)

The committee will meet on June 6th, 2017.

x. Members' Employee Benefits Committee (*NSSBA Website*)

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

xi. Pension Trustees Committee (*NSSBA Website*)

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

It was **MOVED** and **SECONDED** (MARGETTIE/DAVIES)
that the Standing Committee Reports be accepted.

MOTION carried.

b) Other Committees

i. Memorandum of Understanding Committee (*NSSBA Website*)

President Middleton spoke to this.
MOU committee met with the Minister on April 19th, 2017.
Next meeting is scheduled for June 14th, 2017.

ii. Annual General Meeting Committee (*NSSBA Website*)

The Communications Manager spoke to this. There are over 80 delegates registered and over 100 attendees for the banquet. Speakers will include, Dr. Stan Kutcher, Park Bench Players and St. John Ambulance.

iii. Provincial Education Week Committee (*Verbal*)

The Communications Manager spoke to this. Due to work-to-rule, Provincial Education Week did not happen. All boards were encouraged to celebrate their own.

iv. Computers for Schools (*NSSBA Website*)

The Finance & Office Manager spoke to this. Report was included in the business meeting package.

v. Governance Steering Committee (*NSSBA Website*)

The Executive Director spoke to this. The committee has continued its work and is moving forward with their work plan. Key work has included finalizing and presenting the Accountability Reports to all members at the Spring PD session and continuing the development of the NSSBA School Board Governance Approach.

The committee is working on a draft Nova Scotia version of The Key Work of School Boards owned by and authorized to use by the NSBA.

vi. CSBA 2018 Organizing Committee (*NSSBA Website*)

The CSBA 2018 Congress Planning Committee has met online and in-person. The sub-committees have also begun meeting, or have meetings planned for the coming weeks. The congress title has been chosen as Navigating the Waters: Guiding the way through relationships, stewardship and leadership."

Downeast Destination Management has been contracted to prepare an Event Management Plan for the Communications Manager to use as her guide.

It was **MOVED** and **SECONDED** (FOSTER/SIMMS)
that the Other Committee Reports be accepted.

MOTION carried.

10. New Business

a) NSSBA Fall PD Session

President Middleton spoke to this. The Fall PD dates are set. On November 30th there will be a session for Board Chairs and vice chairs, and December 1st and 2nd will be for all members. The session will focus on “Change” and the work of the Governance Steering Committee. This will include breakout sessions.

The board discussed a Spring PD session. It was agreed that with NSSBA hosting CSBA 2018 and with the AGM in late Spring/Summer that a spring session would not be required.

It was **MOVED** and **SECONDED** (FOSTER/MACLAUGHLIN):

that the Board of Directors meeting recess until 10:00am on May 25th, 2017.

MOTION carried.

The Board of Directors Meeting Reconvened at 10:00am on May 25th, 2017

It was **MOVED** and **SECONDED** (WRIGHT/MACLAUGHLIN):

that the Board of Directors move in-camera.

MOTION carried.

It was **MOVED** and **SECONDED** (FOSTER/YEE):

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

MOTION carried.

During the in-camera session, the members discussed the Executive Directors Performance Appraisal.

The following Motions were approved in-camera.

Motion #1

It was **MOVED** and **SECONDED** (YEE/SIMMS):

that the Board of Directors approve the performance appraisal report.

MOTION carried.

Motion #2

It was **MOVED** and **SECONDED** (YEE/WRIGHT):

that the Board of Directors approved the recommended compensation.

MOTION carried.

Motion # 3

It was **MOVED** and **SECONDED** (YEE/MARGETTIE):

that the Board of Directors approve that next evaluation for the NSSBA Executive Director will be a formative / 360 review.

MOTION carried.

Motion #4

It was **MOVED** and **SECONDED** (YEE/FOSTER):

that the Board of Directors approve that the summative tool to evaluate the NSSBA Executive Director will be updated.

MOTION carried.

b) NSSBA Structure: Advocating for Boards

Vice President Wright spoke to this. The NSSBA Executive met on May 3rd to discuss the current and improvements to the NSSBA structure and how it advocates for boards. He reviewed the Actions that were brought forward from this meeting.

The Executive Director will work to develop a new Strategic Plan for discussion with the Executive and subsequent discussion with the board. NSSBA will be looking at completing a full review on its structure and will include input from all board members and will target for debate of any changes to the 2018 AGM.

The following motion was brought forward for approval to move forward with such a review.

It was **MOVED** and **SECONDED** (WRIGHT/SIMMS):

that the Board of Directors approve an evaluation of the NSSBA governance alignment, and committee structure.

MOTION carried.

c) Affiliate Members: Terms of Membership (*Distributed with Agenda*)

The Executive Director reviewed the revisions made to the Terms of membership for the Affiliate Members. Two motions were presented for approval.

It was **MOVED** and **SECONDED** (SIMMS/MACLAUGHLIN):

that the Board of Directors approve the revised Terms of Affiliate Membership, such that the MK representative is excused from certain in-camera meetings of the Board of Directors, at the discretion of the president, and that the ML representative participates in all committee meetings, including in-camera.

Motion carried

It was **MOVED** and **SECONDED** (YEE/MARGETTIE):

That the Board of Directors approve the revised Terms of Affiliate Membership, such that the BEA representative is excused from certain in-camera meetings of the Board of Directors, at the discretion of the president, and that the ML representative participates in all committee meetings, including in-camera.

Motion carried.

11. Information Items

12. Date of Next Meeting – May 27th, 2017

13. Future Actions:

- a) Collate the long range outlook from each board
- b) Explore tracking board member time

14. Future meeting items:

- a) Centralizing the AGM

15. Adjournment

It was **MOVED** and **SECONDED** (DAVIES/CRAIG):

that the Board of Directors meeting adjourn at 12:35pm

MOTION carried.