

Board of Directors Meeting
August 28, 2017 10:00am to 5:00pm
August 29, 2017 9:00am to 2:00pm
NSSBA Office- 3 Spectacle Lake Drive, Dartmouth, NS

ATTENDANCE

Hank Middleton	President, NSSBA
Dave Wright	Vice President, NSSBA
Sue Ritchie(August 28, 2017)	Past President, NSSBA
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
Andrea Huskilson-Townsend	Tri-County Regional School Board
Adam Davies	Chignecto-Central Regional School Board
Eleanor Bernard	Mi'kmaw Kina'matnewey
Léonard LeFort (Alternate- August 29, 2017)	Conseil scolaire acadien provincial

REGRETS

Karen Hudson	Black Educators Association
Jackie Foster	Annapolis Valley Regional School Board

STAFF

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

1. Call to Order

The President called the meeting to order at 10:08am

2. Record of Attendance

Attendance was recorded

3. Approval of the Agenda

It was MOVED and SECONDED (MARGETTIE/HUSKILSON-TOWNSEND) **that the Agenda for August 28 and 29, 2017 be approved.**

MOTION carried.

President Middleton spoke to the outcomes for the two days.

- Sharing of information on current climate and situation
- Preparation for strategic planning
- Orientation for new and returning directors
- Discovery session with public relations consultant
- Confirmation of committee membership and discussion of the sequence of meetings

4. Round Table update discussion:

NSSBA Executive:

The Executive Director reviewed correspondence and communications between NSSBA, the Minister and Board Chairs.

The board discussed the accessibility to the letters to and from the Minister to the association. It was agreed that upon receipt, any correspondence will be uploaded to the Board of Directors side of the website and staff will send an email directing to check the site for new information.

ACTION: Staff will email the Board of Directors referring members to the letters from the minister on the website.

President Middleton spoke to his positive phone conversation with the Minister. Each Director provided their feedback on the correspondence between the Minister and NSSBA to date. He also mentioned that the Minister reached out to the NSSBA for recommendations on potential candidates to facilitate the upcoming provincial school boards/administration review. The NSSBA responded with 3 potential candidates. Following a board member inquiry, the Executive Director briefed the directors on the current status on the Commission on Inclusive Education. The Education Committee will be meeting on September 13th to provide input.

NSSBA Directors:

CBVRSB- Board Member Sandra Margettie

Met with local MLA. He is now interested in meeting on a regular basis.

TCRSB-Board Member Andrea-Huskilson-Townsend

Meeting with MLA's and Minister scheduled for September.

CCRSB- Board Member Adam Davies

There has been a shift from Liberal to Conservative in this part of the province. MLA's seem to lean more towards favoring the Council for Classroom Conditions and the NSTU.

AVRSB- Past President Sue Ritchie as NSSBA Past president

The Past president has met with local MLA's as a representative of the NSSBA Executive.

HRSB- Board Member Gin Yee

Meeting with the Caucus and MLA's scheduled for September

MK- Board Member Eleanor Bernard

- John Jerome has returned to MK
- The board will be facing evaluations soon and is up for funding renewal. The board has been in negotiations for the past 24 months and will be required to reach an agreement by the end of August 2017 in order for MK to continue.

For next day (August 29, 2017) discussion: Should NSSBA be writing a letter to the Minister in support for MK funding and the importance of addressing the challenges of reduction of assessments and the impact on funding.

Decision: It was agreed that the President will write a letter to the Minister in support of MK.

ACTION: President Middleton to write a letter of support on behalf of the NSSBA for MK funding and the importance of addressing the challenges of reduction of assessments and the impact on funding.

ACTION: Board Member Eleanor Bernard and Communications Manager to connect to determine key messages and wording for the letter of support to the department.

SSRSB- Board Member Vernon Simms

Have not seen value in meeting with local MLA to date.

SRSB- Richelle MacLaughlin

Connection with MLA has been established and the MLA is very interested in meeting. Looking at getting some key points to bring at a meeting that will outline the same messaging to bring to the meetings with the MLA's.

ACTION: Communications Manager and Executive Director to send common messages for MLA meetings.

MK- Board Member Eleanor Bernard

MK does not typically meet with MLA's but rather with the Deputy and Minister through their liaison Wyatt White, Director of Mi'kmaq Services.

For Future Discussion: Should NSSBA increase its connection with Chambers of Commerce?

The President spoke to positive meeting over the summer with the PC Education Critic Tim Halman.

The board discussed current and potential partners for the organization. It was agreed that the President and Executive Director would arrange a time to meet with Lyette Doucet, President and the new Executive Director of the NSTU.

ACTION: The President and Executive Director to meet with Lyette Doucet and the new Executive Director of the NSTU.

Staff:

Each staff member provided a brief update on work in-progress.

5. Committees:

The Board of Directors began a preliminary discussion on standing committees. They reviewed the current membership for 2017/18. It was agreed that when possible, committee meetings should be scheduled in such a way that the flow of information is maximized. The role of each standing committee will be reviewed at the September Board of Directors meeting.

ACTION: Executive Assistant to revise the 2017/2018 Standing Committee lists and create a separate list for the Resolutions Committee.

ACTION: Add to September Board of Directors Agenda: Role of Each Standing Committee and Board of Directors as permanent part of LAC. Discuss setting 5 dates annually for LAC.

On behalf of the vice president, the Executive Director reviewed a possible meeting sequence for standing committees. This was previously discussed by the Executive.

Communications Committee: The Executive Director spoke to what the purpose of this committee has been to date. This has been more of a “projects” committee. The future role of this committee will be discussed at the September Board of Directors meeting. The association has contracted Colour, a public relations firm to provide an outreach plan to support the work of the NSSBA over the next year.

Leaders Advisory Committee: While LAC only regularly meets 3 times per year, a recommendation was made to schedule 5 meetings for the upcoming year. This will create the opportunity to have a date available if required for an additional meeting.

Lunch 12:15pm

6. a) Review of Current Strategic Plan & Updates

The Executive Director and Communications Manager reviewed the current strategic plan and updates.

Goal 1

Looking for a decision on whether to keep the performance measure on “Develop a consistent measure of EA, to allow for comparison among board” in the current plan.

Decision: The board agreed to remove this performance measure from the strategic plan; however, it was agreed to bring this forward to the commission on inclusive education.

Goal 2

Looking for a decision on whether to keep the performance measure: Provide government and partners with list of local school board initiatives, including rationale for their continuance and what makes them unique.

Decision: The board agreed to move forward with this performance measure.

It was agreed to add the performance measure specific to the work of the public relations firm Colour and to list it under Goal 5 of the strategic plan.

Goal 3: Professional Development and support to school board members.

ACTION: Add target: PD on the role of CSAP and the rights of Acadian/Francophones.

ACTION: Executive Director to send email to collect board initiatives and the rationale for their continuance to provide to government and partners. **Decision:** Agreed to move forward with the performance measure under goal 2: Provide government and partners with list of local school board initiatives, including rationale for their continuance and what makes them unique.

Goal 4:

The board had a roundtable discussion on the development of a framework for partnerships listed under Goal 4 of the strategic plan.

It was discussed and agreed to keep the performance measure under Goal 4 and discuss it further when developing the new strategic plan.

ACTION: Update Goal 4 of the strategic plan to indicate how we will move forward with the performance measure on developing a partnership framework.

ACTION: Add the performance measure specific to the work of the public relations firm Colour and under **Goal 5** of the strategic plan.

b) Review of other Canadian provincial associations approach during challenging times (Saskatchewan/Quebec)

The Communications Manager presented an overview of what is on-line and from discussions with her communications counterparts.

President Middleton and the Executive Director added further details discussed at the CSBA Board table.

Review of School Boards/Administration

The Executive Director spoke to NSSBA taking on a research project in preparation to the review of school boards/administration. She is seeking direction from the board on the association proceeding with contracting a facilitator to do the work. Following discussions, the board agreed to proceed with the review of literature

Decision: Review the literature on school board size, configuration, board member per student/geography.

7. Strategic Planning

The Board of Directors discussed the development of a new strategic plan. The Executive Director led the Board through a review of approaches to strategic planning, as well as styles of strategic plans. This work will not begin until the review of school boards is completed. The Board of Directors agreed the NSSBA can continue to do its work within the current strategic plan.

The board discussed and agreed that the Executive Director, Communications Manager, and the Executive would conduct visits with school boards over the next two months to discuss the work and role of the NSSBA. The purpose of these visits is also to receive feedback from the board members on the work of the NSSBA, and to inform future work. Questions to be considered for the discussion will be sent to boards ahead of the visits.

The board discussed self-assessments of the association and of its Board of Directors and agreed the Executive Director will develop a self-assessment tool and a meeting assessment tool for presentation at the September meeting.

ACTION: NSSBA staff and the Executive to meet with each of the school boards to discuss the work and role of the NSSBA. Include the role of NSSBA directors (Send topics/questions to the Board ahead of time). Executive Assistant to work with board secretaries to schedule a visit to each school board. **Agreement:** It was agreed to include the NSSBA Director in the presentation.

ACTION: Executive Director to develop an NSSBA self-assessment tool for review at the September BOD meeting.

ACTION: Executive Director to develop a NSSBA meeting assessment tool to review at the September BOD meeting.

It was MOVED and SECONDED (MACLAUGHLIN/SIMMS):
that the Board of Directors meeting recess at 4:00pm

Motion carried.

It was MOVED and SECONDED (HUSKILSON-TOWNSEND/MARGETTIE):
that the Board of Directors meeting reconvene at 9:10am.

Motion carried.

President Middleton did a brief review of yesterday's session and a roundtable check-in with each Directors.

Board Member Davies made an inquiry on the distribution of correspondence between the Minister and the NSSBA. It was agreed that staff will send an e-mail to the Board of Directors directing them to the member side of the NSSBA website to view any letters received or sent to the Minister.

ACTION: Staff will send an e-mail to the Board of Directors directing them to the member side of the NSSBA website to view any letters received or sent to the Minister.

The board discussed effective communications coming from the association and from the boards. It was agreed that staff would send highlights and action items following each board meeting. The Communications Manager will send a monthly email to board members directing them to the NSSBA website for any important updates. It was discussed and agreed that the Communications Manager would look into adding a 'Blog' component to the website.

The board discussed the process on reporting back to their boards post-meetings. It was re-affirmed that every Director will provide a written report to their boards and the Communications Manager can offer support by writing a framework for the report.

ACTION: Staff to send highlights after each BOD meeting (face-to-face and GoTo).

ACTION: Communications Manager to look at using the Blog option on the NSSBA website.
Ex. Success stories: School board member optics of the NSSBA overtime.

ACTION: Each director will provide a written report to his/her board and the Communications Manager can offer support to directors by writing the framework for the report.

8. NSSBA Board of Director Orientation

President Middleton provided an abbreviated orientation for the NSSBA Board of Directors.

(Attachment)

It was agreed that a future practice of the association will be for the Executive Director to meet with any new director who may not be present for the September orientation or who joins the board mid-term. The Executive Director will also make the attempt to meet with the boards collectively more regularly.

ACTION: The Executive Director will meet with any new director who cannot attend the September orientation or who joins the board mid-term.

The board had a brief discussion and clarification on the role of the President, Directors or the Executive Director for speaking publicly on behalf of the association.

9. Rob Batherson-Colour, Public Relations

Rob Batherson of Colour Communications met with the Board of Directors to facilitate a discovery session to inform the preparation of a strategic communications plan to effectively work within the political climate in Nova Scotia.

Rob will work with the Communications Manager on this plan to support the NSSBA and specifically Goal 5 of the strategic plan.

During the discovery session the Board of Directors were asked to give feedback on a variety of questions regarding relationships and perceptions with government and community. Discussions and Notes were captured in the attached document "Colour-Discover Session Notes" *(Attachment)*

The Communications Manager will meet with Rob to follow-up on the meeting and begin working on the plan.

10. Decision on Pre-AGM Board of Directors Meeting:

The board agreed to have the Board of Directors meeting remain on the Wednesday evening.

11. Future Agenda Item:

Recruitment and retention of principals – role of governing boards.

September meeting: NSSBA to increase connection with Chamber of Commerce

September Meeting: NSSBA Self-assessment tool and meeting assessment

September Meeting: Role of each standing committee. Determine if the BOD be a permanent part of LAC or when should they be present at a meeting. Should Directors be sitting on these committees?

September Meeting: Should the BOD be meeting more frequently? By GoTo or email updates.

Expanding the role of the Resolutions committee

12. Review of Action Items:

List of Action Items Attached

13. Date of Future Meeting:

- a. September 21st & 22nd, 2017

14. Adjournment:

It was MOVED and SECONDED (DAVIES/MARGETTIE):
that the Board of Directors meeting adjourn at 2:15pm.

Motion carried.

Danielle Cottreau
recorder

Hank Middleton
chair