

Board of Directors Meeting  
**MINUTES OF June 1<sup>st</sup>, 2016**  
Old Orchard Inn  
Greenwich, Nova Scotia

**ATTENDANCE**

Susan Ritchie	President
Hank Middleton	Vice President
Vic Fleury	Past President
Brenda Pickup (Alternate for Blair Samson)	Conseil scolaire acadien provincial
Jackie Foster	Annapolis Valley Regional School Board
Sandra Margettie	Cape Breton-Victoria Regional School Board
Mackie Ross	Chignecto-Central Regional School Board
Dave Wright	Halifax Regional School Board
Jennifer Naugler	South Shore Regional School Board
Richelle MacLaughlin	Strait Regional School Board
Elizabeth Acker	Tri-County Regional School Board

**REGRETS**

Eleanor Bernard	Mi'kmaw Kina'matnewey
Andrea Noylander	Black Educators Association

**STAFF**

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

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**1. Call to Order**

The president called the meeting to order at 5:33pm

**2. Record of Attendance**

The attendance for the meeting was recorded

*Approved by the Board of Directors September 23<sup>rd</sup>, 2016*

### **3. Approval of Agenda**

It was MOVED and SECONDED (**FLEURY /NAUGLER**)  
**that the agenda be approved as circulated.**

MOTION carried.

### **4. Approval of Minutes: March 3<sup>rd</sup>, March 4<sup>th</sup>, March 23<sup>rd</sup> and March 31<sup>st</sup>, 2016 Noted that March 23<sup>rd</sup> should reflect that the meeting took place via GoTo.**

It was MOVED and SECONDED (**FLEURY / WRIGHT**):  
**that the minutes from March 3<sup>rd</sup>, March 4<sup>th</sup>, March 23<sup>rd</sup> and March 31<sup>st</sup>, 2016  
be approved as amended.**

MOTION carried.

### **5. Inspiring Communities Presentation**

Rene Ross, Collective Impact Coordinator, presented to the Board of Directors an overview on the Inspiring Communities Initiative.

**ACTION: NSSBA Executive Assistant to attach presentation with the distributed minutes.**

### **6. Business Arising From Minutes:**

- a) The President provided an update on the Board of Directors attendance at LAC meetings. The executive is a part of LAC with the full board invited as needed, depending on the agenda.  
It was discussed and agreed at the last Executive Committee meeting that the attendance of the BOD will remain the same. Only the executive will attend, unless it is deemed beneficial for all the directors to attend a specific meeting so that everyone receives information at the same time.
- b) Update on CSBA 2018 Annual Conference- Will be deferred to the POST AGM BOD meeting

#### **c) Approval of revised strategic plan goals and priorities (attached)**

The Board of Directors developed the Goals and Priorities at a work session. In order to accomplish the priorities under goal one, school board staff will be need to provide information and assistance.

It was agreed that Nancy would e-mail Directors and Board Chairs to seek support in working with superintendents and their staff to gather the required information.

In terms of a provincial focus, it was pointed out that it is difficult to compare EA allocations among boards because of the manner in which full time equivalent are calculated.

**Action: NSSBA Executive Director to consider adding, as a priority, the question of allocation of funding for EA supports and the way in which FTE's are calculated by each of the boards.**

It was MOVED and SECONDED (ACKER /WRIGHT):

**that the Board of Directors approve the revised strategic plan goals and priorities.**

MOTION carried.

## **7. President's Report**

President Ritchie spoke to her work on the Transition Task Force and advised that it is now ending. The launch date for the release of the report is June 21<sup>st</sup>.

The President and Executive Director attended the CSBA Meeting in Calgary. A meeting with CBSA President, Vice-president and Executive Director was organized to discuss some of our concerns and they were very well received. Our goal was to communicate our wish to establish more of an alignment between the work between of NSSBA and CSBA.

President Ritchie thanks the Board members for their hard work during her term as President.

**Sandra Margettie from CBVRSB joined the meeting at 7:30pm**

## **8. Executive Director's Report**

The Executive Director presented her report. She gave an overview on the past year at NSSBA and the important work the staff and the committees have taken on.

## **9. Reports from Individual Boards - reports attached**

The boards provided written reports. Directors spoke to highlights from their reports.

**a) TCRBS- report attached**

The school review process is ongoing. No decisions until September 2016.  
Budget discussions continues.

**b) SRSB-verbal report**

The Chairs appeared in Public accounts to respond to questions about the AG report.

Budget and staffing are ongoing. Changes to staff hours are under discussion.  
NSSBA AGM planning has begun for 2017. Will be at St.Fx.

20 employees were honoured at the Strait to Excellence Awards Ceremony

**c) SSRSB- verbal report**

The superintendent hiring process is ongoing. Expect to announce a selection later this month.

The school review process for BJSHS & PVEC is on hold for a review of process. Some concerns were raised about the process.

School board electoral boundaries will be aligned with municipal districts

**d) MK – no report**

**e) HRSB- report attached**

School review process is ongoing. HRSB hired 3<sup>rd</sup> party facilitators to help ensure fairness.

Currently reviewing board by-laws

**f) CSAP-verbal report**

URB meeting June 1<sup>st</sup> to discuss electoral boundaries.

Self-Assessment completed last month - results are being analysed

Completed interviews for new superintendent Michel Comeau was selected.

**g) CCRSB – verbal report**

Budget process complete

URB boundary review- independent firm did the review for them.

Complete by-law review was conducted and was approved at last meeting

Staff structure of the board will be changing. Will be adding another senior staff member to support the superintendent.

**h) CBVRSB- verbal report**

School closure process resulted in 17 closures. Eleven schools will close in September.

Electoral boundary review process in place.

- i) **Black Educators Association**-no report
  
- j) **AVRSB- Jackie Foster – report attached**  
Completed staffing and budget consideration.  
Still waiting on decision from the Electoral boundary review.  
Completed by-law review.  
Finished NSSBA Self-Assessment. Received support from NSSBA.  
New superintendent to be announced at June 15 meeting

## 10. Committees

### a) **Standing Committees**

Directors and staff presented their respective committee reports

#### i. **Executive Committee**

**Nothing to bring forward at this time.**

#### ii. **Education Committee**

The Education Committee provided the members with final versions of the guidelines for external presentations and the distribution of external information to school boards and is seeking approval from the Board of Directors.

It was MOVED and SECONDED (MIDDLETON / FOSTER):

**that the Board of Directors approve the guidelines for processing external presentation requests.**

MOTION carried.

It was MOVED and SECONDED (MIDDLETON/FLEURY):

**that the Board of Directors approve the guidelines for the distribution of external information to school boards.**

MOTION carried.

### **International Travel Policy**

Hank brought forward this important issue to the board and is looking for feedback on whether this is something all boards can come together to possibly establish some universal best practices.

Executive Director addressed the board on the importance of this issue and how this would be a fit for NSSBA to be involved. However, capacity is an issue. The Executive Director was requested by the Executive to present options to the board on how to proceed.

1. NSSBA not take on the project
2. NSSBA to take it on with help of staff
3. Take it on with board member staff
4. Delay action

**ACTION:** Each member to go back to their board to make them aware of this issue and the options brought forward by NSSBA and bring it forward to next agenda in the fall.

**ACTION:** NSSBA Executive Director to explore how international travel companies are approved.

iii. **Finance Committee - no report**

iv. **Audit Committee-**

It was MOVED and SECONDED (MARGETTIE/FLEURY):

**that the audited Financial Statements for the year ended March 31, 2016 be approved.**

MOTION CARRIED

v. **Leaders Advisory Committee - no report**

vi. **Communications Committee – report attached**

The committee recently met via GoTo. Dave Wright and Trish Smith provided an update on Red Light violations. Media sources all over Nova Scotia have been bringing attention to this issue by reporting on red lights. Trish was happy to report that there was a successful conviction in Bridgewater for a red light violation.

**ACTION: NSSBA to collect background information on Nova Scotia Red Lights violation convictions.**

Work on School board elections is moving forward. School Board Elections website will be going live. School Board Candidate Schools are scheduled throughout the province for June.

*Approved by the Board of Directors September 23<sup>rd</sup>, 2016*

- vii. Resolutions Committee – report attached**  
Vic Fleury advised that 7 resolutions will be recommended by the resolutions committee
- viii. Nominations Committee – verbal**  
Vic Fleury advised that one nomination for each position was received
- ix. Central Purchasing Committee - report attached**  
Karen Budden spoke to this committee. No action or motions required
- x. Members' Employee Benefits Committee - report attached**  
Karen Budden spoke to this committee. Renewals were done in April
- xi. Pension Trustees Committee - report attached**  
Karen Budden spoke to this committee. They met on March 21<sup>st</sup>  
A complete review of TOR was completed.  
No actions required – Next meeting June 13<sup>th</sup>

It was MOVED and SECONDED (FLEURY/NAUGLER):

**that the all Standing Committee Reports approved by the Board of Directors.**

MOTION CARRIED

**b) Other Committees - reports attached**

Directors and staff presented their respective committee reports.

- i. Memorandum of Understanding Committee- no report**
- ii. Annual General Meeting Committee – no report**
- iii. Provincial Education Week Committee- report attached**  
Trish Smith announced that Adam Davies was the recipient of this award on April 18<sup>th</sup>
- iv. Computers for Schools – report attached**
- v. By-Law Review Committee- no report**

**vi. Self-Assessment and Professional Development Steering Committee Committee.**

The work developed by the committee has now ended but the work will continue among all boards.

It was MOVED and SECONDED (FOSTER/MARGETTIE):

**that the dissolution of the Self-Assessment and Professional Steering Committee be approved by the Board of Directors.**

MOTION CARRIED

**11. New Business**

**a) Approval of the Terms of Reference for the Governance Steering Committee**

It was MOVED and SECONDED (FLEURY/WRIGHT):

**that the Terms of Reference for the Governance Steering Committee be approved by the Board of Directors.**

MOTION CARRIED

**b) Dates and Locations of PD in the Fall- November 17,18 and 19**

The President updated the board on the chosen dates discussed at the last Executive meeting for the fall PD session so that staff can start organizing the event.

**c) Update on the 2016-2017 dues**

NSSBA received letter from Minister Casey approving the upcoming year dues.

**12. Information Items- No items**

**13. Date of Next Meeting** –New Board of Directors will meet on June 4, 2016 (immediately following the AGM)

**14. Future meeting items: None**



**15. Action items**

**ACTION:** NSSBA Executive Assistant to attach presentation with the distributed minutes.

**ACTION:** NSSBA Executive Director to consider adding, as a priority, the question of allocation of funding for EA supports and the way in which FTE's are calculated by each of the boards.

**ACTION:** Each member to go back to their board to make them aware of this issue and the options brought forward by NSSBA and bring it forward to next agenda in the fall.

**ACTION:** NSSBA Executive Director to explore how international travel companies are approved.

**ACTION:** NSSBA to collect background information on Nova Scotia Red Lights violation convictions.

**16. Adjournment**

It was MOVED and SECONDED ( FLEURY/ MARGETTIE ):  
**that the Board of Directors meeting adjourn at 8:46pm.**

Motion carried.

Danielle Cottreau  
recorder

Sue Ritchie  
chair