

Board of Directors Meeting  
**MINUTES OF March 3 & 4, 2016**  
Nova Scotia School Boards Association  
3-395 Spectacle Lake Drive

**ATTENDANCE**

Susan Ritchie  
Hank Middleton  
Vic Fleury  
Jackie Foster  
Sandra Margettie  
Mackie Ross  
Blair Samson

Melinda Daye (alternate)  
Jennifer Naugler  
Richelle MacLaughlin  
Elizabeth Acker  
Andrea Noylander

President  
Vice President  
Past President  
Annapolis Valley Regional School Board  
Cape Breton-Victoria Regional School Board  
Chignecto-Central Regional School Board  
Conseil scolaire acadien provincial (*attended Friday only*)  
Halifax Regional School Board  
South Shore Regional School Board  
Strait Regional School Board  
Tri-County Regional School Board  
Black Educators Association (*attended Thursday evening only*)

**REGRETS**

Dave Wright  
Eleanor Bernard

Halifax Regional School Board  
Mi'kmaw Kina'matnewey

**STAFF**

Karen Budden  
Nancy Pynch-Worthylake  
Trish Smith  
Michelle MacKinnon  
Phil Laven  
Rene Ross

Finance and Office Manager  
Executive Director  
Communications Officer/Executive Assistant  
Finance and Administrative Assistant  
Administrative Assistant (*Thursday evening only*)  
Collective Impact Director, Inspiring Communities

*Sent to NSSBA Board of Directors on March 10, 2016*

**1. Call to Order**

The president called the meeting to order at 6:35pm

**2. Record of Attendance –**

The President introduced and welcomed Rene Ross, Collective Impact Director for Inspiring Communities.

**3. Approval of Agenda**

It was MOVED and SECONDED (FLEURY / NAUGLER)

**that the agenda be approved as amended.**

MOTION carried.

**4. Approval of Minutes:** December 3 & 4, 2015, January 11, 28 and February 26, 2016

It was MOVED and SECONDED (FLEURY / MIDDLETON):

**that the minutes from December 3 & 4, 2015, January 11, 28 and February 26, 2016 be approved.**

MOTION carried.

**5. Business Arising From Minutes:**

**c) Mi'kmaq representatives on school boards** - appointment process (future meeting). This was a request from the Board of Directors. It will be part of the governance action plan.

**d) By-law amendment**

- The Notice of Motion for debate of amendments to the by-laws was discussed and approved at the February 26, 2016 meeting.
- The Notice of Motion will be distributed as soon as the approved changes are made.
- The By-Law review committee will review the Notice of Motion on March 10, to ensure that the background notes are accurate. The committee will make not changes to the Notice of Motion that was already approved by the BOD.

**e) School bus red light violations data update - report attached**

Trish Smith shared an update on the school bus red light violations. There have been over 680 reported school bus red light violations across the province from September to December, 2015. This continues to be a priority for the NSSBA and was included on the MOU Committee meeting agenda, and the data was shared with the Minister of Education. The NSSBA Communications Committee will also report on this work.

**f) School Board Elections - Municipal Affairs update - report attached**

The NSSBA is taking a lead position on work for the 2016 School Board Elections, along with the Departments of Municipal Affairs and Education and Early Childhood Development. Planning is still underway for communications and education activities for the public, candidates and elections staff. The Board of Directors directed President Ritchie to contact the Minister of Education and notify her of the concerns around management of school board elections.

**ACTION:** President Ritchie to contact Minister Casey to express concerns with the lack of understanding and support of CSAP and ANS elections.

**g) Inspiring Communities Partnership**

There is a presentation scheduled for Friday, March 4

**6. President's Report - report attached**

President Ritchie spoke to her work on the Transition Task Force. The task force report will be completed by March 31. The By-Law Review Committee work is wrapping up, and the notice of motion will be sent in the coming weeks.

**7. Executive Director's Report - report attached**

The Executive Director presented her report. She also referred to the time that is dedicated to the teachers' provincial agreement negotiations. It is very important that the NSSBA is represented at that table.

**8. Reports from Individual Boards - reports attached**

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

**a) TCRBS**

The school review process and boundary reviews continue to be a priority for TCRSB.

**b) SRSB**

The school review process remains a priority. The board continues to work with the School Options Committees. The SRSB is making changes to processes as per the Auditor General's report.

**c) SSRSB**

The Superintendent of SSRSB announced his retirement effective July 1, 2016. They are currently in the middle of the school review process for two families of schools.

**d) MK – no report**

**e) HRSB**

Melinda Daye spoke to the support received by the HRSB Governance Committee from NSSBA.

**f) CSAP**

The CSAP was saddened at the loss of a board member in December. The seat in the Halifax district has been declared vacant as a result. The Board has selected its committee to hire a superintendent.

**g) CCRSB - no written report**

Mackie Ross provided an update verbally. Their board is preparing their resolutions for the upcoming AGM. They continue to work on their long-range outlook planning for school reviews and the impact on their P3 schools.

**h) CBVRSB**

Sandra Margettie asked the Board of Directors about their board's student attendance policies. They are having a problem with student absenteeism. There is no provincial student absenteeism policy. Boards address this issue differently across the province. The Education Act does require that every school board has an Attendance Committee. President Ritchie will bring this issue to the Transition Task Force.

**i) Black Educators Association**

The BEA has been examining the math and literacy results, as well as the IPP data. Andrea encourages the Board of Directors to visit the Cultural Academic Enrichment Programs to see the great work being done.

**j) AVRSB**

The AVRSB has requested a second extension to March 31 for the electoral boundary review. Their superintendent search is underway. The board passed a motion to begin its self-evaluation process and will be receiving support from the NSSBA.

It was MOVED and SECONDED (ROSS / FOSTER):

**that the Board of Directors recess until after the Finance Committee meeting on the morning of Friday, March 4.**

MOTION carried.

It was MOVED and SECONDED (ROSS/FOSTER):

**that the Board of Directors reconvene their meeting at 11:14am on Friday, March 4, 2016.**

MOTION carried.

**9. Committees**

**a) Standing Committees**

Directors and staff presented their respective committee reports

**i. Executive Committee - report attached**

The Executive Committee met and discussed the budget process and cost pressures for the NSSBA. They also discussed the stipend review process. The Minister of Education and Early Childhood Development and the NSSBA are required by legislation to jointly select a person to carry out a school board member stipend review. The selection must take place by April 1, and the report is due by June 30.

The President discussed the possibility of an opportunity to increase support to the NSSBA and member boards regarding increasing the understanding of the roles of Mi'kmaq school board members and the role of school boards in Treaty Education.

The Executive Committee may hold a GoTo meeting to discuss the possible Mi'kmaq opportunity.

**ii. Education Committee - report attached**

The Education Committee met via GoTo and received a presentation by Jacqueline Smith with the Black Educators Association. The committee also did a final review of the external presentation guidelines and recommends them to the Board of Directors for approval.

It was MOVED and SECONDED (MIDDLETON / MARGETTIE):

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

MOTION carried.

**iii. Finance Committee - no written report**

The Committee met on Friday, March 4, 2016.

It was MOVED and SECONDED (MIDDLETON/FLEURY):

**that the Board of Directors approve the finance report for the period ending January 31, 2016.**

MOTION Carried.

It was MOVED and SECONDED (MIDDLETON/FLEURY):

**that the Board of Directors approve the 2016/2017 Budget totalling \$727,582, pending dues and grant approval by the Minister of Education and Early Childhood Development.**

MOTION carried.

**iv. Audit Committee - no written report**

This committee has not met. The Auditor has been booked and will begin work in April. The post-audit committee meeting will be held on Friday, March 6, 2016 at 10:00am via GoTo. Following discussion, it was decided that there is no need to have a pre-audit meeting prior to the auditor begins his work on April 19, 2016.

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

The January meeting was cancelled due to weather. The next Leaders Advisory Committee Meeting is scheduled for April 22, 2016.

**ACTION:** Add to the June agenda to discuss BOD attendance at LAC meetings.

**vi. Communications Committee - report attached**

Blair Samson, Vice Chair of the Communications Committee, reported on behalf of Dave Wright, Chair. The Communications Committee had an in-person work session and meeting to discuss the 2016 School Board Elections work. They provided the Communications Officer with feedback for the communications plan and messaging. The Committee also discussed the school bus red light violations, and the need for a provincial communications strategy protocol to provide direction on how NSSBA messaging is delivered on a local level.

**vii. Resolutions Committee - report attached**

The Resolutions Committee has been struck and will meet on April 15, 2016. A call for resolutions has been sent to all school boards.

**viii. Nominations Committee - report attached**

The Nominations Committee has been struck and will meet on April 15, 2016. A call for nominations has been sent to all school boards.

**ix. Central Purchasing Committee - report attached**

The Central Purchasing Committee met in December, January and February. They have met with representatives from various vendors.

**x. Members' Employee Benefits Committee - report attached**

The Members Employee Benefits Committee met in December and February. They continue to work on wellness initiatives for the member boards.

**xi. Pension Trustees Committee - report attached**

The Pension Trustees Committee has not met since the last Board of Directors meeting. However, the final contributions and benefit payments for the year have been calculated. In total an additional \$32,299 is required from the member boards in respect of 2015 transfer deficiencies. Chief Financial Officers at the member boards have been notified of the amount relevant to their board.

It was MOVED and SECONDED (FLEURY / DAYE):

**that the NSSBA Standing Committee reports be received by the Board of Directors.**

Motion carried.

**b) Other Committees - reports attached**

Directors and staff presented their respective committee reports.

**xii. Memorandum of Understanding Committee**

The Board Chairs selected their MOU Committee representatives: Melinda Daye and Jennifer Naugler, with Trudy Thompson and Francine Boudreau as alternates.

**ACTION:** Going forward, we will ask boards to prepare concrete information supporting resolutions so we can have this information available to the Minister when requested.

**xiii. Annual General Meeting Committee**

NSSBA staff and the committee are working with the Old Orchard Inn regarding the allocation of guest rooms. We will be contacting Board Secretaries to ask them to release any rooms they do not require for the board members, as soon as possible.

Directors offered to lend support during the AGM to help with on the ground work.

**xiv. Provincial Education Week Committee**

Planning for the Provincial Education Week Awards is underway. The event will be held at Charles P. Allen High School on Monday, April 18, 2016. The NSSBA is invited to present a Provincial Education Week Partner Award. School board member nominations are coming in from school boards.

It was MOVED and SECONDED (ACKER / MACLAUGHLIN):

**that the NSSBA executive be authorized to select the Nova Scotia Education Week NSSBA partner award recipient.**

Motion carried.

**ACTION:** Staff to develop nomination guidelines for board selection of partner award nominee.

**xv. Computers for Schools**

1338 computers, 365 laptops, 1259 monitors, 64 printers plus keyboards, mice, scanners, speakers, etc. have been shipped to clients.

**xvi. By-Law Review Committee**

The By-Law Review Committee met in January and February. The committee will meet once more to review any clean-up changes and notes in support of the Notice of Motion, which will be sent to the membership in advance of the NSSBA AGM.

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

The Executive Director shared with the Board of Directors that she is recommending a committee for the Governance Action Plan work with a configuration similar to that of the Self-Assessment and Professional Development Steering Committee. NSSBA President, past president, two

board chairs, two vice chairs, one Director and the Executive Director. The goal would be to have as many boards represented as feasible. It is essential that there be continuity between the self-assessment work and the governance action plan.

It was MOVED and SECONDED (B SAMSON / DAYE):

**that the Board of Directors approve the establishment of a Governance Action Plan Steering Committee, comprised of the Past President, two board chairs, two vice-chairs and one NSSBA director.**

Motion carried.

## **10. New Business**

### **c) TIMED ITEM - 11:00am - 12:00pm**

Presentation: Inspiring Communities, Jodene Dunlevy  
The President introduced Jodene Dunlevy, Director of Education Research and Partnership in the newly formed Centre for Learning Excellence Branch of Education and Early Childhood Development, and Sandy Graves, Executive Lead - Collective Impact, to present on the Inspiring Communities project.  
Ms. Dunlevy and Ms. Graves spoke about collective impact, the Between the Bridges initiative, and Inspiring Communities (***presentation and hand outs attached***).

Collective impact organization websites:  
Success by 6 - <http://www.successby6bc.ca/>  
Strive Together - <http://www.strivetogether.org/>

### **d) Recommendations from March 3, 2016 work session**

No recommendations.

***Vic Fleury left the meeting at 1:45pm***

***Sandra Margettie left the meeting at 1:45pm***

### **e) Nominations for honorary life members**

The honorary life membership section of the by-laws were provided as a reference for the Board of Directors, as well as a list of current honorary members.

It was MOVED and SECONDED (MIDDLETON / MACLAUGHLIN):

**that Vic Fleury, Jamie Stevens and Ken Meech be nominated as honorary life members of the NSSBA at the 2016 AGM.**

Motion carried.



**ACTION:** Staff to arrange for honorary life membership recognition at the 2016 AGM.

**f) Hosting CSBA in 2018**

The President spoke to the opportunity to host the Canadian School Boards Association national conference in 2018 in Nova Scotia. The Board of Directors discussed the opportunity, CSBA membership, and the requirements of the NSSBA as host. The decision to host the 2018 conference is time sensitive, and the NSSBA needs to tell CSBA as soon as possible.

There are many benefits to belonging to CSBA. The President also shared concerns with the current interaction with CSBA and the lack of influence on CSBA decisions. Following discussion, the Board unanimously agreed that membership is essential and directed the President and the Executive Director to communicate concerns with the CSBA leadership. NSSBA has much to offer and much to gain with a partnership.

It was MOVED and SECONDED (B SAMSON / MACLAUGHLIN):

**that the NSSBA host the 2018 Canadian School Boards Association annual conference.**

Motion approved.

**ACTION:** The Executive Director will contact the Executive Director of the CSBA to confirm the NSSBA will host the 2018 conference.

**ACTION:** The President and Executive Director will speak directly with the CSBA President, Vice-president and Executive Director to express concerns and seek increased involvement and input.

**11. Information Items**

March 31, 2016 at 1:00pm there will be an event to celebrate Between the Bridges and announce Inspiring Communities.

**ACTION:** Staff will send the invitation for the Inspiring Communities event to the Board of Directors.

**12. Date of Next Meeting –**June 1, 2016 (evening), and/or June 2 (morning); New Board of Directors will meet on June 4, 2016 (immediately following the AGM)

**13. Future meeting items:**

- c) Mi'kmaq representatives on school boards – Professional Development on the appointment process

**14. Action items**

Sent to NSSBA Board of Directors on March 10, 2016

**ACTION:** President Ritchie to contact Minister Casey to express concerns with the lack of understanding and support of CSAP and ANS school board elections.

**ACTION:** Add to the June Board of Directors meeting agenda to discuss Board of Directors attendance at Leaders Advisory Committee meetings.

**ACTION:** Staff to develop nomination guidelines for board selection of Nova Scotia Education Week partner award recipient.

**ACTION:** The Executive Director will contact the Executive Director of the CSBA to confirm the NSSBA will host the 2018 conference.

**ACTION:** The President and Executive Director will speak directly with the CSBA President, Vice-president and Executive Director to express concerns and seek increased involvement and input.

**ACTION:** Staff to arrange for honorary life membership recognition at the 2016 AGM.

**ACTION:** Staff will send the invitation for the Inspiring Communities event to the Board of Directors.

**ACTION:** Future agenda item: Mi'kmaq representatives on school boards – Professional Development on the appointment process.

## 15. Adjournment

It was MOVED and SECONDED (B SAMSON / MIDDLETON):  
**that the Board of Directors meeting adjourn at 2:35pm.**  
Motion carried.

RESPECTFULLY SUBMITTED

Trish Smith  
recorder

APPROVED

Sue Ritchie  
chair