

Board of Directors Meeting
MINUTES OF December 1st & 2nd, 2016
NSSBA Office

ATTENDANCE

Hank Middleton	President, NSSBA
Dave Wright	Vice President, NSSBA
Sue Ritchie	Past President, NSSBA
Blair Samson	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
Andrea Huskilson-Townsend	Tri-County Regional School Board
Adam Davies (December 2 nd)	Chignecto-Central Regional School Board

REGRETS

Eleanor Bernard	Mi'kmaw Kina'matnewey
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 6:30 pm

2. Record of Attendance

The attendance for the meeting was recorded

3. Approval of Minutes: September 22nd & 23rd, 2016

It was MOVED and SECONDED (SAMSON/FOSTER):

that the minutes from September 22nd & 23rd, 2016 be approved.

MOTION carried.

4. Approval of Agenda

It was MOVED and SECONDED (YEE/MARGETTIE)

that the Agenda for December 1st and 2nd, 2016 be approved.

MOTION carried.

5. Business Arising from Minutes

a) Follow up from Fall PD Board Orientation

The Executive Director spoke to the Evaluation Report. Overall, the feedback was very positive. Each member spoke to the overall feedback received from their board.

Both positive and constructive feedback were recorded.

*A summary of the evaluation is **attached** to these minutes.*

The Evaluation Report indicates strong support for NSSBA to provide a Spring PD session.

b) Resolutions 2016 (link to MOU Report)

The Executive Director spoke to this. The MOU committee presented the top 3 Resolutions and supporting background at the October 4th MOU meeting. NSSBA is currently awaiting feedback from Minister Casey on the resolutions. If there is no update received by January 10th, the members agreed that President Middleton would send a follow-up letter to the Minister.

ACTION: If there is no update received on the 2016 Resolutions by January 10th, the members agreed that President Middleton would send a follow-up letter to the Minister.

c) Red Lights Violations Provincial Statistics Update

The Communications Manager spoke to correspondence with the Minister on the violations and the use of cameras on Nova Scotia buses. She presented new data collected since the last Board of Directors meeting.

Two successful School Bus Safety week campaigns were held in Cape Breton and Halifax.

The student video contest deadline was November 19th and 2 winners were determined, however, due to the NSTU Job Action, a celebration event will be delayed.

The following suggestions were made for the Communications Manager in relation to Red Light Violations in Nova Scotia.

1. Access Nova Scotia to display videos on red light violation on their screens or prior to completing vehicle registrations online.
2. Discuss the option of requiring applicants to watch the video.
3. Connect with CBC and CTV on airing these videos live.
4. Conduct discussions with insurance companies (SIP) on a campaign on this issue.

Communications Manager will contact Access Nova Scotia to inquire about the suggestions made by the Board of Directors.

ACTION: Communications Manager will contact Access Nova Scotia, CBC, CTV and various insurance companies to inquire on the suggestions made by the Board of Directors on the videos of red light violations.

The members agreed that red light violations should be included on the next MOU agenda in January. This item will include a discussion on the collection of data by bus drivers who are questioning the collection of data due to the increasing level of frustration with the lack of action against violators.

ACTION: To add as a potential MOU Item: Discussion on the collection of data by bus drivers who are questioning the collection of data due to the increasing level of frustration with the lack of action against drivers.

ACTION: Communications Manager will follow-up with the Pupil Transportation Committee on whether a large number of violations are happening in school zones.

ACTION: Each Board of Director will speak with local MLA's on red lights violations and the connection with the Department of Justice.

ACTION: NSSBA Staff to draft a generic letter to the MLA's that each board could send in relation to these violations and seek their support.

d) By-law amendments (in By-Law Committee report)

e) CSBA 2018 (in CSBA 2018 Committee report)

f) Students Travelling to International Destinations Policy

No report at this time. NSSBA will start this work in 2017.

6. President's Report(report attached)

President Middleton presented his report. He added that the LAC committee recently met to discuss the SSRSB School Review recommendations and a summary will be distributed to the committee shortly and then to the Board of Directors prior to submitting to the Minister.

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

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.

A board member inquired on NSSBA's membership to Capital Construction Committee.

Follow discussions, the members agreed that if there is an active committee, the NSSBA Executive Director should be part of this committee again and if it does not exist, make a recommendation to have it re-established. The members agreed that the Executive Director would make this inquiry via letter to the Minister of Education and Early Childhood Development.

ACTION: Executive Director to write a letter to the Minister of Education and Early Childhood Development regarding NSSBA's representation on the Capital Construction Committee, and if does not exist, make a recommendation to have it re-established.

The Executive Director informed the Board that she is co-chairing a Multi-stakeholder group on internationally educated teachers. This led to a discussion of the need to recruit and hire more underrepresented teachers.

ACTION: NSSBA staff to follow-up on the 2015 Resolution on the hiring of African Nova Scotian and Mi'kmaq teachers.

The Executive Director spoke to Strategic Plan and provided an overview on each goal and current updates. The Executive Director will be adding the Stipend Review Process and Capital Construction Committee under Goal 5 of the Strategic Plan. She will have an update at the March Board of Directors meeting.

ACTION: Executive Director to add the Stipend Review Process and Capital Construction Committee under Goal 5 of the Strategic Plan.

It was MOVED and SECONDED (MACLAUGHLIN/WRIGHT):

that the Executive Director's report be received.

MOTION carried.

8. Reports from Individual Boards

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

a) AVRSB- Board Member Foster- report attached

Board Member Foster delivered the report on behalf of AVRSB. Following elections, the board has two new board members, Tassa Kennedy and Gerry Burrell. Nominations Committee representative to be approved at the December meeting. Held individual Orientation for our new members. In depth-review of self-assessment and planned PD early 2017. Preparing for NSTU Job Action. Board had their fall meeting with local MLA's in November. Reviewed Annual Educational Business Plan and Budget Process timelines for 2016-17.

b) BEA-no report

c) CBVRSB- report attached

Board Member Margettie delivered the report on behalf of CBVRSB. We have two new elected board members where two members did not offer. Board members who attended the NSSBA Fall PD were very happy and enjoyed themselves. By-law review nearly complete. We are preparing to do our self-assessment. NSTU Job Action preparations. Tie vote for Board chair. We have an interim until the Minister appoints the new Chair.

d) CCRSB-report attached

Board Member Davies provided a written report on behalf of CCRSB. Trudy Thompson was re-elected as Board chair and Marilyn Murray as Vice chair. Learning community practices are being implemented in elementary schools. Educators from CCRSB participated in professional development of culturally relevant pedagogy. SOC has been formed to review Maple Ridge Elementary and Shubenacadie Elementary schools. CCRSB schools and offices are participating in an early dismissal pilot.

e) CSAP- report attached

Board Member Samson delivered the report on behalf of CSAP. Following elections, CSAP has four new board members, Marthe Craig, Jerome Breau, Joeleen Larade and Clyde Deviller. Kenneth Gaudet was re-elected as Chair and Jeanelle D'Entremont was elected as Vice chair. Blair Samson will remain NSSBA Director. The board named their representatives for the NSSBA standing committees. CSAP website has been re-designed. School review committee in Clare has been formed and meetings are coming.

f) HRSB-

Board Member Yee delivered the report on behalf of HRSB. 50% change in Board membership. New Board Chair and Vice Chair. 9 of 10 board members attended the NSSBA Fall PD Orientation. Ongoing boundary review of 17 schools. New board committee structure. Pending decision on Strategic Planning vs. Action Plan.

g) MK-no report

h) SSRSB- report attached

Board Member Simms delivered the report on behalf of SSRSB. He recommends having a template for the individual board reports to guide new board members.

Transition Team continues their work post SSRSB school review. Board Chair and Vice chair have begun visitations with local mayors and warden. Preparations for special school board election in early 2017 for Town of Bridgewater. SSRSB in partnership with Efficiency NS, has just completed a Strategic Energy Management program. Currently reviewing board polices.

i) SRSB- -verbal report

Board Member McLaughlin delivered the report on behalf of SRSB. Four new board members - Barbara Quirk, George Kehoe, Chelsea Burke and Paula Paul. Two family of schools are being reviewed, both involve P3 schools, first public meetings have been held for both. Bylaw Review in process. AGM 2017 Planning.

j) TCRSB- report attached

Board Member Huskison-Townsend delivered the report on behalf of TCRSB. Information session was held for new board members. AGM and swearing in for new members. New Board Chair is Michael Drew and Vice Chair is Donna Tidd. Governance Committee as a new committee. Jim Gunn will fill in for Lisa Doucet who is starting a new job in January. They hope to hire by mid-March.

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

MOTION carried.

ACTION: Develop and send template for directors' reports.

It was MOVED and SECONDED (MARGETTIE/FOSTER):
that the Board of Directors meeting recess for the day at 8:35 p.m.

MOTION carried.

It was MOVED and SECONDED (FOSTER/SAMSON):
that the Board of Directors meeting re-convene on December 2nd, 2016 at 11:30 a.m.

MOTION carried.

9. 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 December 1, 2016.

The primary focus of this meeting included presentations by Judy Elliot and the Student Services Division at the Department of Education and Early Childhood Development.

The committee invited Paul Ash, Director with African Canadian Services Division for a more in-depth presentation at the next Education Committee meeting on February 15th.

The committee recommended, by way of motion, that if the Board of Directors approve a Spring PD, that Treaty Education, presented by Wyatt White, Director, Mi'kmaq Services, be included.

Motion from December 1st Education Committee

It was MOVED and SECONDED (FOSTER/RAVEN)

that if the Board of Directors approve a Spring PD, the Education Committee recommends that Treaty Education be part of the session.

MOTION carried.

It was MOVED and SECONDED (WRIGHT/MACLAUGHLIN)

that Treaty Education be part of the Spring PD session.

MOTION carried.

The members reached a consensus for NSSBA to reconnect with the Provincial Health Authority.

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/MARGETTIE):

that the Finance Committee recommends the Financial report at November 30th, 2016 and the Financial projections up to March 31, 2017 to the Board of Directors for approval.

MOTION carried

It was MOVED and SECONDED (FOSTER/SIMMS):

that the Finance Committee recommends the Report on Governance Expenditures to the Board of Directors for information.

MOTION carried

It was MOVED and SECONDED (FOSTER/SAMSON):

that the Finance Committee recommends the amended expense guidelines to the Board of Directors for approval.

MOTION carried

- iv. **Audit Committee- no report**
- v. **Leaders Advisory Committee- report attached**
The LAC committee met on November 25th to review and provide feedback on the SSRSB School Review Recommendations submitted by Alphonse McNeil and to provide input on the work of the Governance Steering Committee.
- vi. **Communications Committee- report attached**
NSSBA Communications Manager spoke to the report. The committee is scheduled to meet on December 14th.
Executive Director and Communications Manager will be attending the post-election debrief meeting on December 5th.
Both Communications Manager and Ciara Yorston, Co-op Student working with NSSBA, presented a brief summary on the work done by NSSBA and the Communications Committee in preparations for the 2016 school board elections. They presented some statistics on voter turnout and areas of improvement & opportunities for the 2020 elections.
- vii. **Resolutions Committee – no report**
- viii. **Nominations Committee –no report**
- ix. **Central Purchasing Committee - report attached**
The Finance & Office Manager spoke to this committee.
The committee has been meeting on a monthly basis and is continuously monitoring the RFP's, which school boards were mandated to be a part of, for effectiveness. After many meetings with the provincial procurement departments and many requests that school

boards have an opportunity for input in the development of the RFP's we have now been invited to participate in the development of the RFP's as they come up for renewal.

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 (RITCHIE/ HUSKILSON-TOWNSEND):
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- report attached

President Middleton spoke briefly to this committee. Next meeting is January 2017. The committee is seeking suggestions on items the Board of Directors would like to bring to this meeting.

Identified Items:

- Update on Red Lights Violations:
 - Department of Justice and any change in legislation
 - Frustrations from Front Liners on collecting data
- System concern:
 - Student outcomes-Data presentation on African and First Nations Nova Scotia Students
- CSBA 2018- Partnership with Mi'kmaw Kina'matnewey and the Black Educators Association
- Governance work
- Hogg Formula: proposed changes timeline: How will boards be included and how including NSSBA.

ii. Annual General Meeting Committee – verbal report

Communications Manager and Board Member McLaughlin spoke to this. The next AGM will be at the Strait Regional School Board and planning is moving forward.

Dr. Stan Kutcher has been confirmed as a keynote speaker.

It is important for the membership to be aware of the dates ahead of time.

ACTION: Executive Assistant to send calendar invite for AGM to the entire membership.

iii. Provincial Education Week Committee- verbal report

Communications Manager spoke to this. The committee recently met and decided to delay further action until the NSTU Job Action is resolved.

iv. Computers for Schools – report attached

The Finance & Office Manager spoke to this. The organization is now branching out to non-profit organization and focusing more on training of the TWEP Trainees (Technical Workshop Experience Program). They are looking to hire a TWEP to do strictly social media to promote the organization and attract more trainees. There is a concern about the Gender balance in the TWEP training program and we are hoping the social media might attract more females to the program.

v. By-Law Review Committee- report attached

The committee met on October 6th and brings forward a motion to the Board of Directors for Approval.

The purpose of the meeting was to address outstanding items/questions as per direction from the Board of Directors, related to Standing Committees. The committee is recommending that the Central Purchasing Committee, the Members' Employee Benefits Committee and the Pension Trustees Committee each continue as Standing Committees of the NSSBA. All committee TOR will need to be revised to reflect the new by-laws and the Executive Director will have the revisions made by the March Board of Directors meeting.

It was MOVED and SECONDED (FOSTER/YEE):

that the Central Purchasing Committee, the Members' Employee Benefits Committee and the Pension Trustees Committee each continue as a Standing Committees of the NSSBA.

MOTION carried.

It was MOVED and SECONDED (FOSTER/MACLAUGHLIN):

that the dissolution of the By-law Committee be approved by the Board of Directors.

MOTION carried.

The Executive Director spoke to the amazing work of the committee. The work of this committee was completed at the 2016 AGM; however, they continued their work to resolve any outstanding by-laws issues.

vi. Governance Action Plan Steering Committee

Sue Ritchie, Chair of the committee, spoke to this. The committee has continued its work over the fall and is moving forward with the work plan. The committee presented its work-to-date at the Fall PD Session and was positively received.

Timed Item: Presentation: Governance Steering Action Plan Committee

Susan Ritchie, Chair of the committee, NSSBA Consultant, Judy White and Executive Director presented the work to-date of the committee including an overview of the committee membership and membership, the four governing approaches, the emerging concepts and the draft accountability reports.

The Executive Director provided a sample NSSBA Accountability Report to the members. This will be posted online.

ACTION: Executive Assistant to post NSSBA Accountability Report on the association website.

As a result of recent elections there have been some changes in the roles of committee members and there is one vacancy. The current Terms of Reference state that the committee shall consist of a balance among Directors, Chairs and Vice-Chairs. The Chair reviewed that the balance among roles was for the initial make-up of the committee. She recommends that the Board of Directors review the current Terms of Reference to make appropriate changes to support continuity of the current members.

Board member Margettie left meeting at 1:26 p.m.

Following discussions, the decision to the Terms of Reference were revised and are approved.

It was MOVED and SECONDED (YEE/SAMSON):

That the Governance Steering Action Plan Steering Committee's Terms of Reference be approved as revised:

1. Background

- 1.1. The NSSBA Board of Directors passed a motion on January 28, 2016 approving work on governance and the use of money it holds to carry out this work.
- 1.2. The NSSBA Board of Directors approved the composition of the Governance Action Plan Steering Committee and the criteria for selection on March 4, 2016 and amended the make-up by motion on March 31, 2016.
- 1.3. The NSSBA Board of Directors reviewed the membership of the Committee.
- 1.4. The NSSBA Board of Directors revised the Terms of Reference on December 2, 2016.

2. Membership

- 2.1. NSSBA Past President.
- 2.2. One representative of each member school board (~~upon formation of the committee, membership to be balanced among NSSBA directors, chairs and vice-chairs~~).
- 2.3. NSSBA President – Ex-officio
- 2.4. Notwithstanding, 2.1 and 2.2, once the steering committee is established, members will remain until the committee is dissolved, regardless of change in position, as long as the individual is a governing school board member.
- 2.5. Should a committee member cease to be a member of a governing school board, a new representative shall be selected by that school board.
- 2.6. Notwithstanding, 2.1 and 2.2, once the steering committee is established, members will remain until the committee is dissolved, regardless of change in position, as long as the individual is a governing school board member.

MOTION carried.

Following discussions, the members agreed to delete “regardless of change in position” from 2.6

It was MOVED and SECONDED (FOSTER/SMASON):

That all amendments to the Governance Steering Action Plan Committee Terms of Reference be approved.

MOTION carried.

The revised Terms of Reference are **attached** to the minutes.

vii. CSBA 2018 Updates/ Organizing Committee- written report

Vice-president Wright and Communications Manager spoke to the key logistic items previously agreed upon by the committee and key items requiring action. The committee has a scheduled meeting for December 13th.

It was MOVED and SECONDED (SIMMS/DAVIES):

that the Other Committee Reports be received.

MOTION carried.

10. New Business

a) Stipend Report Legislation Change

President Middleton spoke to the process of the current legislation of establishing board member stipends. He received a letter from Minister Casey on planned changes to legislation this spring. The President is seeking feedback from the board regarding an appropriate response to this letter.

Some key points made by the Directors:

Have a discussion at the upcoming MOU meeting on this issue and NSSBA's role in the stipend process as outlined in the Act.

NSSBA and the Department jointly appointed the consultant for the stipend review. The members felt it would be important to have a follow up conversation with the consultant.

ACTION: Executive Director will review past stipend reports to compare the roles and responsibilities identified by each consultant for each recommended stipend.

ACTION: NSSBA to send a letter to the Minister outlining the importance of continuing the current partnership in the review of stipends.

b) Spring PD Session

The Executive Director is seeking a decision from the board regarding planning a Spring PD Session prior to March 31st, 2017.

It was MOVED and SECONDED (FOSTER/HUSKILSON-TOWNSEND)

that NSSBA host a Spring PD Session.

MOTION carried.

11. Information Items- No items

12. Date of Next Meeting –March 2nd & 3rd, 2016

13. Future meeting items: None identified

14. Action items: Action Items List attached.

15. Adjournment:

It was MOVED and SECONDED (SAMSON/SIMMS):

that the Board of Directors meeting adjourn at 3:25pm.

Motion carried.

Danielle Cotreau
recorder

Hank Middleton
chair