



**MINUTES of the CSBA Board of Directors Meeting
MAY 15, 16, 2016, Calgary, Alberta**

Present:

Janet Foord*	President, Canadian School Boards Association
Valerie McLeod	Executive Director, Canadian School Boards Association
Gordon Swan*	Vice-President, British Columbia School Trustees Association
Mike Roberts	Executive Director, British Columbia School Trustees Association
Mary* Martin	President, Alberta School Boards Association
Scott McCormack	Executive Director, Alberta School Boards Association
Connie Bailey*	President, Saskatchewan School Boards Association
Darren McKee	Executive Director, Saskatchewan School Boards Association
Floyd Martens*	VP, CSBA, Past President, Manitoba School Boards Association
Jennifer Maccarone*	President, Québec English School Boards Association
Marcus Tabachnick	Executive Director, Québec English School Boards Association
Nancy Pynch Worthylake	Executive Director, Nova Scotia School Boards Association
Susan Ritchie*	President, Nova Scotia School Boards Association
Goronwy Price*	President, Newfoundland Labrador School Boards Association
Josh Watt	Executive Director, Manitoba School Boards Association

REGRETS: Brian Shortall, Gail Anderson, Laurie French, Teresa Resansoff Josee Bouchard

GUESTS : Nick Milanetti, Executive Director, OCSTA

*indicates voting member

Welcome and Opening of the meeting: 9am.

Approval of the Agenda

MOVED (Goronwy Price, NLSBA /Sue Ritchie, NSSBA) **CARRIED**

Approval of Feb. 2016 Minutes from

MOVED (Jennifer Maccarone, QESBA/Connie Bailey, SSBA) **CARRIED**

Adoption of President's Report (verbal)

JF Attending coming Ontario and Nova Scotia AGMs. FM attending ASBA.

MOVED (Gordon Swan, BCSTA /Sue Ritchie NSSBA) **CARRIED**

Adoption of Vice Presidents Report (provided)

MOVED (Jennifer Maccarone, QESBA/Goronwy Price, NLSBA) **CARRIED**

Executive Directors Report (provided)

MOVED (Jennifer Maccarone, QESBA/Gordon Swan, BCSTA) **CARRIED**

Communications

- Several drafts of letters were presented for consideration, but given significant revisions required. It was decided the letters would be reviewed and carried forward into the first 4 months of the Work Plan (2016-2017 Strategic Plan being presented for approval at the July AGM. These letters included FNMI funding, National Bandwidth standards: Syrian Refugee Funding, CMEC from individual provinces to their Minister of Education, CSBA to CMEC, AFN (suicide prevention and CSBA conference).
- The actions that were proposed by the communications committee were put into the strategic plan and will also be carried forward to the Work Plan of the 2016-19 Strategic Plan (if approved).

NOTE:

CSBA Advocacy Correspondence: Governance committee to discuss a functional process; develop a related policy and procedure; requests for CSBA advocacy/correspondence would be accompanied with specific rationale and outcomes to inform the drafting of the letter. Could develop a checklist to ensure the information is gathered at the time of the request (to who, copied to who, what is the issues, what are the key messages/rationale, what is the ask; what is the desired response/outcome). Also, levels to be outlined: what level of authority does each letter require: ED, Committee Chair, President or full board approval (CMEC has a process which may be useful to us)

COMMITTEE WORK

COMMITTEE MEMBERS (MAY 2016)

Finance

Goronwy
Janet
Floyd
Mike
Scott
Val

FNMI

Josh
Helen / Mary
Gail (but not chair)
Darren
Hank
Geoff?

Health and Wellness

Scott
Teresa
Brian
Laurie
Stacey

Governance

Nancy
Brian
Marcus
Jennifer
Connie
Jennifer

COMMITTEE REPORTS

FNMI COMMITTEE REPORT (JW)

1) Background:

The FNMI Committee met to review five specific items, for further advisement and recommendation to the CSBA National Executive, as follows:

i) CSBA Strategic Plan Item B1.1- draft advocacy correspondence and statement on Federal and Provincial funding in support of First Nations education

- The Committee recommends that the draft document be amended by the Committee Chair, in consultation with the ED, by refining focus to First Nations education, without including Metis and Inuit education given the distinctive characteristics and relationships in respect of the latter. It was further recommended that the draft letter remove references to linkages between underfunding and poor outcomes in favour of emphasis on the importance of funding in support of enhanced educational attainment and outcomes among First Nations students. The National Executive's recommendation concerning need for removal of "Liberal" references to the Government was supported by the Committee.
- The Committee further advised that the central messaging of this advocacy correspondence be focused on expressing CSBA support and affirmation to Federal and Provincial/Territorial partners in their ongoing efforts to address First Nations education funding, with clear indication of public school boards associations' mandates and willingness to support, assist, coordinate and align with these efforts and initiatives (Charter).
- The Committee further expressed requirement that all advocacy letters drafted by CSBA in future include specific reference to a general principle of CSBA respect for the autonomy, self-determination and local control of the inherent rights of First Nations, Metis and Inuit Peoples over their education.
- Lastly, it was advised by the Committee that the draft letter provided by the ED form the basis for a covering letter from the President to the Federal Minister of Indigenous and Northern Affairs Canada and that the draft statement prepared by the Chair in consultation with key partners and stakeholders be appended to this covering letter as further analysis and information. In keeping with this advisement, it was recommended by the Committee that key informants be consulted and allowed sufficient time to provide feedback, in order to strengthen the letter and accompanying analysis through the draft statement.
- Following such consultation and feedback, the Committee observed that the drafts would then be distributed to all National Executive members for final review and approval prior to being issued.

MOVED (Connie Bailey, SSBA/Floyd Martens, MSBA) CARRIED

ii) CSBA Strategic Plan B1.3 - compilation of general and best practices for FNMI education

- The Committee considered the draft CSBA Research Questionnaire prepared by the ED and advised that, pending final feedback from all National Executive members, that the draft section of the questionnaire relating to FNMI be used as a basis for compiling the general and best practices for FNMI education as adopted by the National Executive at the February 2016 meeting.

- The Committee lastly recommended that, pending receipt of final feedback concerning the draft research questionnaire, that the final submission date of the specific FNMI questions included in the questionnaire be completed no later than June 15th 2016 and that all provincial associations commit to meeting that timeframe in order to facilitate the further work of CSBA relative to its priorities on FNMI education.

iii) Consideration of request by the Ontario Aboriginal Trustee Council for CSBA support for the work of the Assembly of First Nations in the aftermath of Attawapiskat

- The Committee advised that the CSBA National Executive approve the drafting of a letter of support in conjunction with the above request. To that end, the Committee recommended that a letter be drafted by the ED and the Committee Chair, to the Grand Chief and National Education Director of the AFN requesting a meeting to discuss potential CSBA support and actions in support of the *AFN's National Suicide Prevention Strategy* and how this support might be achieved.
- The Committee further recommended that, if AFN were to so indicate that CSBA support would be desirable, that a letter be drafted by the ED and the Committee Chair, to the Federal Minister of Indigenous and Northern Affairs Canada indicating CSBA support for the *AFN National Suicide Prevention Strategy*. The Committee advised that such a letter to the Federal INAC Minister specifically request a response to such letter.
- It was lastly recommended by the Committee that the draft bullets provided by the Ontario FNMI Trustees Council be used as a basis for drafting the letter of support. Further, that the needs outlined be specifically contextualize and related to CSBA's larger mandate and mission to advocate on behalf of public education by ensuring that the letter be expanded by including references to student mental health and wellness. It was the opinion of the committee that including such reference would successfully achieve alignment of this initiative with CSBA's mission and mandate.

MOVED (Floyd Martens/Jennifer Maccrone, QESBA) CARRIED

iv) Forthcoming partner conferences and events

- The Committee recommended that the ED draft proposals under recent calls for papers/presentations as issued by CEA concerning their *First Nations Schools 1st* to be held in Vancouver from October 6-7th 2016,
 - Also as issued by the *World Indigenous Peoples Conference on Education being held in Canada in 2017*. The committee advised that the inter-jurisdictional responses received from provincial associations under the CSBA Research Questionnaire be used to compile general presentations and materials that can be used.
- The Committee further recommended that CSBA undertake efforts to promote the National Trustee Gathering on Aboriginal Education at future conventions of the NSBA in the United States.

MOVED (Jennifer Maccarone, QESBA/Gordon Swan, BCSTA) CARRIED

CSBA Conferences

- The Committee lastly recommended that a letter of invitation be drafted by the ED, to be issued under the President's signature and to be issued to the Grand Chief and National Education Director of the Assembly of First Nations, in conjunction with the NTGAE and CSBA in 2017.

MOVED (Goronwy Price, NLSBA/Gordon Swan, BCSTA) CARRIED

v) Draft letter of inquiry re: policy frameworks and clarification emerging from the decision of the Supreme Court of Canada in Daniels v. Canada.

- The landmark ruling in this SCC case bears considerable implications and impacts upon public school boards across Canada, in view of the expanded legal/constitutional definition of "Indian" to include both non-status Indians and Metis across Canada.
- It was there recommended by the Committee that the ED, in consultation with the Committee Chair, draft a letter under the signature of the President, directed to the Federal Minister of Indigenous and Northern Affairs Canada, requesting clarification from the Federal Government concerning policy frameworks and relationships between the First Nations education and public education systems relative to non-status Indian and Metis students across Canada.

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MOVED (Floyd Martens, MSBA/Gordon Swan, BCSTA) CARRIED

Report received (Connie Bailey, SSBA/Goronwy Price, NLSBA) CARRIED

CSBA STUDENT HEALTH AND WELLNESS COMMITTEE REPORT

1.) Status of CSBA Student Health and Wellness Committee

- The committee shares a sense of concern with discontinuing the committee's work without understanding of how CSBA advocacy will be informed or supported in the future; appreciate the reference to work of the committee in the proposed CSBA strategic plan
- The committee sought clarification on its mandate and priorities last year; was approved by the CSBA Board of Directors in October 2015
- The committee does not believe sufficient time at the board meetings has been provided to advance and fully consider this advocacy issue
- The committee wishes to ensure CSBA has guidance as to how to advocate in this area and with which partners and therefore wishes to continue its work for an additional 12 months 1320652
- The committee is proposing CSBA develop guiding principles to guide their advocacy in the area of student health and wellness; these foundational statements will assist by informing our vision and beliefs relative to student health and wellness, providing common language that the provincial associations could support and promote, and articulating our commitment to a culture of health and wellness in the education system

2.) CSBA support for a National Student Health and Wellness Charter

The committee had believed CSBA had previously contemplated a national student health and wellness charter though we could not locate any related documentation. A national charter, similar to that endorsed relative to First Nations, Métis and Inuit student education, could inform a shared vision relative to student health and wellness A national charter would also be assistive in informing advocacy positions for CSBA relative to student health and wellness

The committee is willing to research and prepare a draft charter for the CSBA Board to review at the October 2016 board meeting

Request for CSBA to support comprehensive school health, endorsing the Joint Consortium on School Health (JCSH)

- The committee received a request from the ASBA Student Health and Wellness Task force seeking CSBA endorsement of the JCSH
- The Canadian Medical Association has recently endorsed the JCSH; this motivated the Alberta Medical Association representative on the ASBA Task Force to advance the request to CSBA
- The JCSH is a national association formed jointly by the provincial Ministers of Health and Education (CMEC); seen by the committee to offer an obvious connection to CSBA
- Much of the work the committee was envisioning relative to gathering promising practices from provincial jurisdictions is already being tracked and shared by JCSH
- The JCSH offers an array of supports and services that many of our jurisdictions may not be aware of
- A partnership between CSBA and JCSH would assist in raising the profile of this advocacy issue and CSBA's related role
- As a partner, JCSH could assist by informing our advocacy positions and perhaps assist with preparing the national student health and wellness charter
- The committee is interested in raising awareness of provincial initiatives, programs, policies, charters, etc. related to student health and wellness, however, it would be preferred if such a survey could be prepared in partnership with the JCSH and minimize any duplication of efforts.
- Where the committee did not believe a national food strategy is a key priority for all jurisdictions, related policies and programs could be identified through the survey approach noted above and shared accordingly

Summary of Proposed Action:

1. The CSBA Student Health and Wellness Committee requests a 12 month extension to complete their proposed work.
2. The committee recommends CSBA endorse the Joint Consortium on School Health (JCSH) and continue to formalize a partnership between the organizations for sharing information and promoting student health and wellness.

MOVED (Gordon Swan, BCSTA/Goronwy Price, NLSBA) CARRIED

3. The committee will draft a national student health and wellness charter – to be considered for approval by the CSBA Board of Directors at the October 2016 meeting.

MOVED (Goronwy Price, NLSBA/Mary Martin, ASBA) CARRIED

4. The committee will draft guiding principles to guide CSBA advocacy in the area of student health and wellness – to be considered for approval by the CSBA Board of Directors at the October 2016 meeting.

Report received (Connie Bailey, SSBA/Gordon Swan, BCSTA) CARRIED

GOVERNANCE COMMITTEE

MANDATE

- To develop a governance framework structure, procedures, roles responsibilities and review policy, including ongoing review.
- The Governance committee has the authority to engage in research, communication, fact- finding in order their mandate and functions.
- The recommendations of the governance committee will result in recommendations to the board for debate and approval.
- The Committee will work within its mandate, including making recommendations to the Board for consideration regarding CSBA policies

MOTION TO APPROVE (Floyd Martens, MSBA/Goronwy Price, NLSBA) CARRIED

WHERE DO WE GET THIS INFORMATION: Including terminology of definition of policy, procedures, bylaws etc. Laurie (as Parliamentarian), volunteer resource person; guidelines for the constitution

PRIORITIES

TOP

- 1 - Roles and Responsibilities, Definitions
- 2 - Job Description of Executive Director
- 3 - Performance Appraisal of Executive Director
(Including Board self-evaluation, Development of evaluation/approval process for letters and communication pieces)

MEDIUM

- 4 - Development and Review of Policy & Procedures
- 5 - Evaluation of Board
- 7 - Policy/Procedures for Strategic Plan Development & Monitoring

LOW

- 6 - Determine orientation for new members
- 8 - Review of Bylaws, Constitution/Policies
- 9 - Communication (governance framework of)
- 10 - Congress

EXECUTION

- Identification of Chair and Membership by Provincial Association to ensure consistency
- Delegation of responsibilities:
- Assign background work to ED of CSBA
- Chair to coordination elements that exist to work with existing practices, documents, practices
- Seek clarification for communication between Chair and ED
- Schedule time for follow-up meeting
- Establishment of timeline
- Recommend the work of this Committee be included in Strategic Plan

Next Steps

Definition of budget if required

1 - Roles and Responsibilities, Definitions

(including definitions of said) for the President, Vice President, Committees including Committee Chair, CSBA Directors, and Board of Directors, Executive Directors, Executive Committee

Role of President

TRAVEL

Oversight - President decides who goes where - this should be documented in rules and procedures (i.e., whether it's Pres or VP or ED) Representation should be expanded to Provincial Presidents who should be part of this process. This could be determined based on need for representation at tables. Or option B we have a travel policy

Expense approval goes here / Need something in writing regarding approval of ED expenses from both president and VP

2 - Job Description of Executive Director

3 - Performance Appraisal of Executive Director

Establish and carry out performance evaluation processes annually for the Executive Director.

NOTES FROM JANET

- *No formal evaluation process exists. We need to evaluate the ED. Needs a letter on file, process, and to protect the executive - we need a process in place*
- *Policy change resulting for governance change (i.e., oversight which is not formally documented) can follow*
- *Oversight - Pres decides who goes where - this should be documented in rules and procedures (i.e., whether it's pres or VP or ED)*
- *We need roles, responsibilities and job description*
- *Frustration when things heat up (advocacy, planning for meetings, package prep and distribution, etc.) in that we're short admin assistance, then we need to elaborate on budget where ED states objectives, needs, and how to accomplish*
- *Need balance between advocacy work and nitty gritty - she needs clarify in terms of what the expectation are*
- *ED expressed desire to have members who were on hiring committee to sit in on evaluation*
- *Janet to provide background (with support from Brian) on hiring This should be a process going forward not retroactive - set evaluation objectives from this point on - this is long term - Short term should Janet simply do immediate performance appraisal?*
- *Janet will compile background from individuals on hiring committee and ask for feedback to support Janet's evaluation and letter for file. This will help to support new Pres when he/she takes*

over. We need to prioritize our needs to help clarify her role. This will assist in determining additional needs.

4 – Review and development of Policy & Procedures

- Review, identify, develop policies and periodically review as required or as indicated in each policy.
- Identification of priorities within this process
- Procedure on receiving/approving Reports and Recommendations from Committees

5 - Evaluation of Board

Overall evaluation

- Individual meeting feedback
- Chairperson
- How organization is functioning
- Process to optimize subsequent meetings
- Self evaluation by each member
- How do we communicate this (Google docs)
- Who does this - voting members and ED

6 - Determine orientation for new members

- Development of instruction/training manual; description, etc.
- New members are assigned experienced members as mentors

7 - Policy/Procedures for Strategic Plan Development & Monitoring

- Establishment of Cycle Development; review of process, monitoring

8 - Review of Bylaws, Constitution/Policies

- First priority would be to review existing Constitution
- Establishment of process for review, including execution following timeline

9 - Communication (governance framework of)

- Annual Reporting Requirements
- What has the association done
- How does it relate back to the strategic plan
- Did we fulfill our mandate
- Financial Considerations

Urgent - Development of evaluation/approval process for letters and communication pieces

10. Congress –

- Definition of Congress Committee and CSBA
- Expectations of Membership

Report received (Gordon Swan, BCSTA/ Jennifer Maccarone, QESBA) CARRIED

Finance Committee (GP)

A new fee structure was proposed for 2017 on; 5 levels based on recent student populations only. A friendly amendment was made that the new fee structure have an automatic increase of 5% every three years beginning with the first raise with the 2017-2018 fiscal year to be billed in spring 2017 (see below for details). The committee also will be investigating our obligations and options relative to audit processes and associated budget line. GP offered that other line items would also eventually be reviewed.

CSBA Membership Fees					
Province	2010-2016	Enrolment	New Method	2017	2020
ASBA	\$29,434	620475	\$30,000	\$31,500	\$33,075
BCSTA	\$29,434	557571	\$30,000	\$31,500	\$33,075
MSBA	\$15,521	182073	\$15,000	\$15,750	\$16,538
NLSBA	\$8,565	67293	\$10,000	\$10,500	\$11,025
NSSBA	\$12,739	119383	\$15,000	\$15,750	\$16,538
OPSBA	\$41,955	1,231,529	\$42,000	\$44,100	\$46,305
QESBA	\$11,348	97,308	\$10,000	\$10,500	\$11,025
SSBA	\$14,130	173,548	\$15,000	\$15,740	\$16,528
Total Membership Revenue	\$163,126		\$167,000	\$175,340	\$184,109

Fee Legend	
1,000,000+ Students	\$42,000
500,000 - 999,999 students	\$30,000
100,000 - 499,999 students	\$15,000
50,000 - 99,999 students	\$10,000
50,000 -	\$5,000

MOVED (Jennifer Maccarone, QESBA/Connie Bailey, SSBA) **CARRIED**

Report Received (Connie Bailey, SSBA/Jennifer Macrone, QESBA) **CARRIED**

Departure of Scott McCormack

This will be his last meeting and ASBA would like to recognize his valuable contributions and it is noted that the CSBA also has greatly appreciated his presence and support at the national table.

MOVED (Mary Martin, ASBA/Jennifer Maccarone, QESBA) **CARRIED**

Provincial Reports

- CSBA extends official congratulations to QESBA and FCSQ on their advocacy efforts and success in defeating Bill 86 proposed by the Ministry of Education.
- Nova Scotia offered to host CSBA 2018 in Halifax (possibility of Quebec in 2019)

MOVED (Goronwy Price, NLSBA/Floyd Martens, MSBA) **CARRIED**

BoardDocs

- MR and SM provided a portrait based on their evaluations in their jurisdictions. BC has been looking at their services as an option to point local school boards to their services. Seem large and legit. ASBA is also considering them.
- American based company that offers a software program to assist with managing documents; paperless meetings; effective tools for school boards and other boards of governance
- The ED was not sure it provided such a benefit for CSBA as our needs are very small; but BoardDocs would provide their software to CSBA at no cost, in exchange for occasional promotional opportunities. Member associations who be interested in their product can up with them, market to local S/Bs and can use it as a significant revenue generating option; CSBA would possibly allow them a 10x10 space the CSBA Congress; but would consider carefully the precedent it could sets relative to other partnerships (equivalent cost, partnerships)

NOTE: A draft criteria for Partnerships/Sponsorships Policy was provided at this meeting for consideration and used subsequently when moving to endorse the JCSH (Student Health Committee), however the Governance committee may have recommendations or amendments to suggest following their review of policy.

Tour of Sheldon Kennedy Child Advocacy Centre/Presentation on Respect in School OL Program

The Respect in Schools program (**RIS**) has national potential and a strong relationship with several ministries and provincial associations. The board recommended that an action plan be determined that develops the areas would be best for collaboration to present at the next meeting.

1. A national strategy for Respect in School as a foundational program for our “Healthy Communities” initiative;
2. Lobbying within each province for information sharing legislation and;
3. Moving the SKCAC model across Canada, starting with communities that have a high rate of high risk students, suicide or substance abuse.

A national strategy would provide a single, consistent approach to bullying, abuse, harassment and discrimination prevention. It would ensure economic viability while creating a collective voice for future curriculum elements (as in Ontario and MB); mental health, suicide, addiction, self-harm, etc.

Nationwide Profile as of May 2016

- Ontario - Just completed a successful Pilot of **RIS** and are waiting for direction from the Ministry for province-wide implementation. Delayed with the recent cabinet shuffle (sound familiar?)!
- New Brunswick –**RIS** required training for all EAs, sponsored by the Ministry and now growing into school boards for global use (Moncton being the first).
- Alberta – Completed successful pilot under old government, recently presented to new Education Minister Foothills and Canadian Rockies SD’s are fully implemented.
- Saskatchewan – Met with Brad Wall (Premier) and the new Education Minister (Morgan) and they showed renewed interest and will be meeting again looking towards a province-wide approach through **RIS**. Good Spirit School Division is already fully implemented.
- Manitoba – Using **RIS** since 2011, funded by the Education Ministry. Met with the new Premier (Pallister) and new Education Minister (Wishart). As part of their new “Child Protection” legislation **RIS** may become “mandatory” for all school leaders, bumping it up from “optional”.

Elections in July

Will elect to Pres and Vice Pres. at CSBA Annual Congress in July; FM expressed interest in running for President.

There are stipends provided to the President and Vice President. However, the Vice President's travel expenses are covered by the provincial association (and therefor are normally the already attending designated representative), while the President's expenses are covered by CSBA.

Adjournment

MOVED (Goronwy Price, NLSBA /Jennifer Maccarone, QESBA) **CARRIED**