

SSLA AGM AGENDA

2018-2019



YEAR

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2018-2019

AGENDA

1.0 Call to Order

The Saskatchewan School Library Association AGM was called to order at **TIME** on **DATE** by **NAME**.

2.0 Approval of the Agenda

The agenda was unanimously **approved** as distributed.

3.0 Approval of the 2012 AGM Minutes

The agenda was unanimously approved as distributed.

4.0 Annual Reports

Approval of the Reports: **Name CARRIED**

4.1 President's Report

4.2 Archivist/Secretary's Report

4.3 Publication Councillors' Report

4.4 Professional Development Councillors' Report

4.5 Special Project Councillors

5.0 Financial Statement

5.1 Adoption of Financial Statement

6.0 Constitutional Amendments

6.1 Proposed Amendments

Changes to the constitution were made to bring the SSLA Constitution in line with the guidelines required by the STF. The updated constitution can be found on the website

7.0 Elections

The following positions did not require nomination as the Executive member is serving a second year or were incumbent:

Treasurer – Carol Preece

Special Projects Councillor – Carla Katerynych

Communications Councillor – Amy Perrey

Publication Councillor – Katie Bell

Professional Development Councillors – Regan Williams, Hannah Patterson
Secretary/Membership/Archives – Kari-Anne Ellery

Before the nominations and elections were held, an overview of each position was given.

President

Name moved that the President Elect **Name** assume the role of President. **Name** seconded the nomination. **Name** moved that nominations cease.

Professional Development Councillor – **Name** nominated **Name**. **Name** seconded the nomination. **Name** moved that nominations cease.

Special Projects Councillor - **Name** nominated **Name**. **Name** seconded the nomination. **Name** moved that nominations cease.

Secretary/Archivist - **Name** nominated **Name**. **Name** seconded the nomination. **Name** moved that nominations cease.

8.0 Awards and Bursary Presentation

Dr. Alixe Hambleton Bursary – not awarded

Connie Acton Award of Merit – not awarded

Art Forgay Award of Recognition of Administrators – not awarded

John G. Wright Distinguished Service Award – not awarded

9.0 New Business

10.0 Adjournment

Meeting was adjourned at **Time** by **Name**. Seconded by **Name**. CARRIED

SSLA AGM AGENDA

2018-2019

Saskatchewan School Library Association

President's Report

Throughout the 2018-2019 year, SSLA successfully engaged members with a number of excellent professional development opportunities and with a commitment to communicate the latest and greatest of the library and literacy world through a variety of platforms from social media postings to our peer-reviewed journal and our newsletters. SSLA's membership is 294 members in total.

Strategic Plan

In accordance with Year 1 of our Strategic Plan, the SSLA Executive undertook the following actions:

Setting Strategic Direction

The SSLA took out \$10,000 from its Operating Fund to provide a security cushion to cover the expenses from the Ruth Culham Workshops. After the success of the workshops, the money was returned to the Opportunity Fund.

Professional Development

The SSLA submitted presentation proposals for the Regina Teachers' Convention.

The SSLA hosted two workshops for April 11 & 12, 2019 featuring Ruth Culham.

The SSLA planned three learning events on Blackboard Collaborate for 2019-2020, featuring Jennifer Casa-Todd, Shannon McClintock Miller, and Jennifer LaGarde.

The SSLA increased our social media presence through a Facebook Page, and more frequent use of our Twitter account.

Communication

The SSLA distributed at least three newsletters during the 2018-2019 year.

The SSLA offered awards and bursaries for 2018-2019, although no recipients were put forward.

The SSLA updated its web site under its existing domain. The Digital Badges site digitalbadges.ssla.ca was discontinued, and the information moved to a new section of our website titled Ed Tech Tools. Updates were also made to the FNMI Resource List.

The SSLA published three editions of the Medium.

The SSLA held a social in celebration of its 60th Anniversary on April 11, 2019.

The SSLA sent a delegate to MSLA Conference in October to hear Jennifer Casa-Todd, author of SocialLEADia. This resulted in an article for The Medium, as well as a learning event opportunity for 2019-2020.

Sustainability

The SSLA was able to increase the Executive presence to nine members, which has allowed us to bring back Learning Events.

The Constitution was amended to make all memberships the same cost, and to make the length of memberships 2-years.

SSLA Reserve Fund

Subdivision 1: Operating Reserves - \$10,000

The amount of \$10,000 was removed from the Operating Reserve to provide funds to cover the Ruth Culham workshops held April 11 & 12. The income of the workshops was sufficient that the full \$10,000 was returned to the Operating Reserve savings.

Subdivision 2: Opportunity Reserves - \$10,000

The Opportunity Reserve was untouched during the 2018-2019 year.

Professional Development

SSLA continued to provide professional development by publishing three issues of *The Medium*, our professional journal and posting to *The Medium* blog hosted on the SSLA website.

Invitations were sent to Jennifer Casa-Todd, Shannon McClintock Miller, and Jennifer LaGarde to be speakers for a 2019-2020 Learning Events series. Signed contracts were returned from Jennifer Casa-Todd and Shannon McClintock Miller, and a written confirmation was received from Jennifer LaGarde.

SSLA hosted two workshop featuring Ruth Culham April 11th and 12th, 2019. Sessions were held in Saskatoon and Regina, with 197 participants attending between the two workshops.

SSLA completed work on our special projects grant for a **FNMI K-6 Resources Project**. The purpose of the project is to create and post a digital curation of quality resources to support FNMI content, Treaty Education, and the ideals of the Truth and Reconciliation Commission of Canada (TRC): Calls to Action. The completed K-6 portion of the FNMI Resources page was launched in September of 2018. In April of 2019, confirmation from the STF was received in the form of a grant for the continuation of this project, covering Grades 7-12.

Looking ahead, the SSLA hopes to partner with the SLA for their 2020 conference. Negotiations for this opportunity began in May, 2018.

Communication

SSLA executive send regular newsletters to the membership and to the school division liaisons. SSLA has been successful in finding someone from almost every school division to act as a liaison to distribute

SSLA news and information to school librarians across their district whether or not the school division has teacher-librarians who are SSLA members. SSLA maintains connections with a number of provincial and national groups as well. SSLA continues to have a representative on the Multitype Library Board. Through these networking relationships SSLA is able to connect its members to pertinent information provided by these groups.

Sustainability

Sustainability is the fourth pillar of SSLA's strategic plan. As the number of teacher-librarians across the province dwindles as school divisions deal with tight budgets, SSLA is concerned that teacher-librarians could be eliminated entirely across the province as evidenced by the current practice in some school divisions. SSLA was once again unable to fill all of the available executive positions forcing current executive members to perform double duties. The executive is trying a number of methods to remain viable. SSLA promotes mentorship roles on the executive so that an incoming member can have a year to be mentored before taking on the full responsibility of a position. SSLA offered participation in the AGM through Blackboard Collaborate so that members did not have to travel to Regina to be involved.

Secretary/Archivist's Report (2018-2019 Year)

As secretary I attended all meetings of the SSLA both online and in person. During the meetings, I took notes and created the minutes. The minutes were sent to the executive for review and were added to the SSLA website.

I sent out communications for the SSLA in newsletter format and shared other SSLA news and information with the membership.

I have gathered the minutes and reports digitally for the year and will share with the president.

I kept records of membership and shared total numbers of membership with the necessary people. The SSLA is currently at 293 members.

With the president, I will submit the necessary documents for the archives.

Respectfully submitted,
Sophie Long

Publications Report

April 2020

Submitted by Katie Bell

We published four editions of *The Medium* in the 2018 and four editions in 2019. We were celebrating the SSLA's Golden Anniversary in 2019, so we dug deep in our archives and re-published a number of articles from the past.

We had article contributions from: Gaetan Hammond, Amy Perry, Anita Hammond, Katie Bell, Regan Williams & Charlotte Raine.

PD Councillor 2018-2019 AGM Report

2018-2019 was the year of our biennial conference. This year, as with the past several, the conference was a workshop format featuring one guest speaker for the entire day. The executive took a number of factors into consideration when choosing a location. While Saskatoon has usually been chosen for its central location in the province, declining professional development budgets and opportunities for travel seemed to be impacting the attendance from educators in the southern part of the province. Therefore, the decision was made to hold a conference in both Saskatoon and Regina, on April 11 and 12, 2019 respectively. Our presenter, author and educator and writing specialist Ruth Culham, presented the same workshop at both locations. The conferences were also attended by six vendors, all but one of them sponsoring the event in addition to displaying resources.

On April 11, 2019, Ruth Culham presented to 87 attendees at the Western Development Museum. Response to the venue space and food provided was very positive. There were some minor sound issues that were quickly resolved at the start of the day. The feedback on the presenter and the content was positive and well-received.

On April 12, 2019, Ruth presented to 116 attendees at Evraz Place in Regina. While maps of the space indicated it would be adequate, it was a challenging room for our presentation. We encountered a few set up concerns at the start of the day, but those were very quickly resolved by the facility staff. Response to the quality of food was good, but there were issues with service/providing of the food and clearing during the lunch. Feedback on the presenter and the content was positive and well-received here as well.

Ruth Culham presented a hands-on, strategy-filled day for teacher librarians and educators to support quality writing instruction in Saskatchewan classrooms. Participants walked away with many ideas they could use immediately with students as well as strategies grounded in research and best practice. While a financial risk to organize two conferences in different cities, the 2019 SSLA conferences were successful financially as well as in content and execution.

Submitted by Regan Williams

SSLA Special Projects Grant Interim Report, June 2019

Part One: Project Description and Rationale

Project Description

The National Centre for Truth and Reconciliation (NCTR) states, "Education is the key to reconciliation but only a true and complete experience in education can pave the path to relationships built on mutual respect and peaceful co-existence between Aboriginal and non-Aboriginal classmates, neighbors and community members in this country" (NCTR, 2016). SSLA currently has a digital curation of FNMI resources to support grades K-6. The purpose of the SSLA's initiative **FNMI, Treaty and TRC Grades 7-12 Resources Project** is to create and post a digital curation of quality resources to support FNMI content, Treaty Education, and the ideals of the Truth and Reconciliation Commission of Canada (TRC): Calls to Action for grades 7-12. The current digital curation has been welcomed and praised by the education community as being thorough, easy to access and a valuable addition to what is currently available through on-line access. The Grade 7-12 Resource Project would extend the current digital curation to support the achievement of Saskatchewan curricular outcomes at those grade levels and will advance teacher librarians', teachers', students', and the public's understanding of FNMI ways of knowing, Treaty Education, the legacy of the residential schools, and the journey towards reconciliation.

Rationale

Honorary Witness, the Right Honourable Michaëlle Jean states: "I call on Canadians - elders and youth, Aboriginal or not - to commit to reconciliation and breaking down the wall of indifference"(2009). Educators are positioned to provide a key role in supporting a better understanding of the shared history of Aboriginal and non-Aboriginal Canadians, and the moving forward of respectful relations for all Canadians in the future. In 2008, the TRC was established and entrusted with a two-fold mandate, initially to complete and report on a truth-gathering process that took place across the country in order to document and to bring to light the individual and collective harms perpetrated against Aboriginal peoples while honouring their resilience and courage. It explored what the legacy of the residential school system meant to Aboriginal people and to Canada as a whole. The TRC Final Report was submitted in 2015 with additional volumes added in 2016. In 2015, TRC: Calls to Action was released to redress the legacy of residential schools and advance the process of Canadian reconciliation in two critical areas: Legacy and Reconciliation. TRC Call to Action 10 calls for "developing

culturally appropriate curricula", and, for "respecting and honouring the treaty relationship". TRC Call to

Action 62 urges governments to "make age-appropriate curriculum on residential schools, Treaties and Aboriginal peoples' historical and contemporary contributions to Canada a mandatory education requirement for Kindergarten to Grade 12 students." In

Saskatchewan, mandatory Treaty Education was introduced in 2007 as part of forging new ties. "There must be an appreciation in the minds of the general public that Treaties are living, breathing documents that continue to bind us to promises made generations ago" (Speech from the Throne 2007). Renewed curricula also focused on integrating FNMI content and ways of knowing.

National, provincial and local libraries and organizations have been challenged and are responding to the need to provide resources to support the TRC Calls to Action. The NCTR is bringing forward existing resources as well as looking to develop more in partnership with education and the community. NCTR suggests that educators will play a pivotal role in "clearing a path of truth, enlightenment, social justice and reconciliation for our children now and in future generations" (2016). The Office of the Treaty Commissioner in Saskatchewan has provided valuable resources for promoting respect and understanding of Treaties while advocating for and building strong relationships between First Nations and non-First Nations people. The Saskatoon Public library has created the Read for Reconciliation area (CBC News, 2016).

Saskatchewan teacher librarians and educators desire to move forward as active and respectful partners in reconciliation. However, they require access to quality curated collections to support student learning in relation to FNMI content, Treaty Education and TRC: Calls to Action. The Ministry of Education provides resource lists for Core Only and Additional Resources to support the FNMI content within the renewed curricula. In addition, the Ministry has suggested Other Useful Material including Learning Resource Updates, the latest released in 2006. Titles that may support instruction "related to the history, work and ideals of the TRC" have been suggested, but a full evaluation process for these resources has not yet occurred. In order to provide current and relevant resources, Media Specialist and Teacher Librarian, Dr. Joyce Valenza, urges teacher librarians to adopt the practice of curation or gathering of resources including digital to support students learning (2016). She states, "Curation is about selection, access, organization, equity. Librarians have always been about selecting, organizing, ensuring access and equity, sense-making, adding value, instructional voice, storytelling, personalizing and learning. Connections: Policy and Guidelines for School Libraries in Saskatchewan (2008) provides guidelines for school libraries to house and/or provide access to the most "current, relevant,

credible and representative" resources. Quick and easy access to a digital curation that brings together recommended current and relevant resources in a multi-media format from multiple sources would support the demands placed on educators to support FNMI content, the achievement of Treaty Education outcomes and the actualization of TRC ideals. It would also address the challenges caused the evolving state of resources and Saskatchewan school library programs in general.

SSLA's Mission clearly states its commitment to promoting the development of effective educational programs and promoting school library development. SSLA is poised to collaborate with its members, other professional growth networks, and other local, provincial and national organizations to support the needs of Saskatchewan teacher librarians and educators in order to develop a quality curation. The proposed digital curation of resources, accessible through the current SSLA website, would include a diverse range of materials to further support FNMI content and Treaty Education Outcomes, while being particularly responsive to providing Truth and Reconciliation resources as applicable to Saskatchewan. It is not SSLA's intent to house resources. Rather, the FNMI, Treaty and TRC 7-12 Resources Project will enable SSLA to extend the current FNMI digital curation involving a multimedia format with embedded videos such as elders telling their stories, and, digital links to documents, prints, websites, and openly shared resources, as well as annotated suggestions for print or other educational materials. As the groundwork for this project is already in place, this would be a three-phase project. During Phase One, a working committee would be established. To ensure the needs of SSLA members, Saskatchewan teacher librarians and educators are being addressed, an environmental scan would occur particularly focusing on the needs and wants of middle grades and high school. SSLA would reach out to other libraries, organizations and individuals to explore resource options. In accordance with Connections (2008) guidelines and the current collection criteria (Appendix 1) the curated resources be:

- ◆ Relevant to the curricula
- ◆ Age and format appropriate o Accurate and current in terms of content
- ◆ Free of bias and stereotype
- ◆ From credible and reputable sources
- ◆ Quality in artistic and literary form

Phase Two would focus on the curation and annotation of resources and the addition of these resources to the current website. Phase Three would focus on promotion, going public, showcasing the digital curation, completing final reports and sharing results.

Section Two: Activities to Date

Activities to Date

- Grant Application approved April 2019
- **Phase One - Planning**
- Began to establish collaborative relationships with other professionals, and where applicable, national libraries and organizations such as the OTC and the Ministry of Education
- Initiated environmental scan to determine what is currently used and/or readily available? Focus: What do TLS and educators need?
- Unveiled project to membership at Annual Conference
April 11 Saskatoon and April 12 Regina
- Submitted interim report to STF May 31, 2019

Phase 2 - Curation of Resources

- Began the curation and annotation of resources including links to curricular outcomes.

Phase Three: SSLA Website Enhancement

- Began the upload of resources to current website

Income and Expenditures January - May 31 2019

Income:

STF Grant	4000.00
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Expenditures:

Promotion	19.34
Balance	\$3980.66

Report submitted by Carla Katerynych SSLA Special Projects Councillor June 2019

Sample Audited Financial Statement or Review Engagement Report



FORMS

Each network must submit an approved audited financial statement or review engagement report which shows the income and expenditures for the previous year. An audit is a formal examination and verification of accounts that takes place annually. An annual review is less formal and normally provides a review engagement report. See the Audit or Review Procedures section for further information. Following is a sample format.

The auditor or reviewer must be an independent person with no personal affiliation to anyone in the network and who, ideally, should have an approved accounting designation.

Saskatchewan School Library Association
Professional Growth Network
2018-2019
Fiscal Year

Bank Balance at Start of Year \$ 7,996.90

Income

Membership Fees	\$	<u>6,000</u>
Conference Receipts	\$	<u>35,480</u>
Federation Basic Grant	\$	<u>-</u>
Other Grants	\$	<u>4,000</u>
Other Income	\$	<u>10,166.82</u>
Total Income	\$	<u>55,646.82</u>

Expenditures

Executive	\$	<u>2,368.98</u>
Conference	\$	<u>20,083.25</u>
Office	\$	<u>18.90</u>
Publications	\$	<u>50.00</u>
Advertising	\$	<u>25.00</u>
National Fees	\$	<u>250.00</u>
Special Projects	\$	<u>3,219.65</u>
Bank Charges	\$	<u>1,192.89</u>
Other	\$	<u>14,527.88</u>
Total Expenditures	\$	<u>31,786.55</u>

Net Loss/Profit for the year \$ 23,860.27

Bank Balance (At end of year) \$ 31,857.17

Name Cathy McEwen Accounting Designation Account Services
Organization Lang and McQuade

Forward information to the Federation.



Saskatchewan School Library Association Constitution

Revised November 2019

ARTICLE 1 – NAME

- 1.1 The name of the organization shall be: Saskatchewan School Library Association (herein called the Association).

ARTICLE 2 – AFFILIATIONS

- 2.1 The Association shall be affiliated with the Saskatchewan Teachers' Federation (herein called the STF) as a Professional Growth Network as long as 50 percent of the membership is comprised of members of the Federation.
- 2.2 The Association may be affiliated with any national or international association as approved by the Executive.

ARTICLE 3 – MISSION STATEMENT

- 3.1 The Association's mission is to provide leadership for the improvement, development and promotion of school libraries.
- 3.2 The goals of the Association shall be:
 - GOAL 1: To promote the development of effective educational programs.
 - GOAL 2: To promote school library development at all levels.
 - GOAL 3: To provide members with opportunities for professional growth.
 - GOAL 4: To advocate teacher librarianship and school libraries.
 - GOAL 5: To encourage membership and involvement in the Association.

GOAL 6: To manage the business of the Association effectively, efficiently and to the benefit of the membership.

ARTICLE 4 – MEMBERSHIP

- 4.1 Membership shall be open to anyone with a professional interest in school libraries.
 - 4.1.1 Regular membership shall be available for any teacher belonging to the Saskatchewan Teachers' Federation as defined in STF Policy.
 - 4.1.2 Associate membership shall be available for anyone not belonging to the Saskatchewan Teachers' Federation.
 - 4.1.3 Institutional membership shall be available for any organization with a professional interest in school libraries.
- 4.2 Any person eligible for regular membership as defined by the Constitution may, at the unanimous consent of the Executive Council, become a honorary member of the Association for the duration of which shall be at the discretion of the Executive.
- 4.3 All members shall have voting privileges.

ARTICLE 5 – FEES

- 5.1 Changes to the annual fees shall be established by a membership vote at the SSLA annual general meeting.

ARTICLE 6 – EXECUTIVE COUNCIL

- 6.1 The officers of the Association shall be: President, President-Elect, immediate Past President, Secretary/Archivist, Communications Councillor(s), Publications Councillor(s), Professional Development Councillor(s), Special Project Councillor(s), and Ad Hoc Committee Chairpersons. These officers shall be known as the Executive Council.

- 6.1.1 The Treasurer shall be appointed annually by the President, approved by the Executive Council, and have full voting privileges.
- 6.1.2 Ad Hoc Committee Chairpersons shall be appointed annually by the President, approved by the Executive Council, and may, at the discretion of the Executive Council, be voting members of the Executive Council.
- 6.2 The officers of the Association shall be members of the Saskatchewan Teachers' Federation.
- 6.3 The President, and President-Elect, and immediate Past President shall serve one-year terms. All other officers shall serve two-year terms.
- 6.4 Committee chairpersons and chapter presidents may be invited by the President to attend Executive Council meetings and may, at the discretion of the Executive Council, be voting members of the Executive Council.

ARTICLE 7 – MEETINGS

- 7.1 The annual general meeting and such conventions as are deemed necessary shall be held at such times and places and with such themes as approved by the Executive Council.
- 7.2 Meetings of the Executive Council shall be held at such times and places as determined by the Executive Council in order to execute the business of the Association.
- 7.3 A quorum for a meeting of the Executive Council shall consist of 50 percent of its members.
- 7.4 Meetings of the Executive Council and Special Committees may be held electronically (video conferencing, online conferencing, audio conferencing) provided that all participants can communicate with each other simultaneously.
- 7.5 In the case of a motion that is easily handled by the expression of a vote in favour or opposed, communication via email to a designated recipient is deemed acceptable.

ARTICLE 8 – ELECTION OF OFFICERS

- 8.1 The President, with Executive Council approval, shall appoint a Nominating Committee of three members not less than one month prior to the Annual General Meeting as stated in the Association's *Executive Duties and Responsibilities*.
- 8.2 Executive Officers of the Association shall be elected at the Annual General Meeting and shall assume office July 1.
- 8.3 Officers of the Association are eligible for re-election.
- 8.4 Vacancies shall be filled by appointment of the President, approved by the Executive Council, and shall endure until regular elections are held.
- 8.5 Approval of the financial statement of the Saskatchewan School Library Association shall be affected by a two-thirds vote of the members present at the Annual General Meeting.

ARTICLE 9 – CHAPTERS OF THE ASSOCIATION

- 9.1 The Executive Council shall have authority to recognize chapters of the Association which may be established on a local or regional basis.
- 9.2 Recognition of a Chapter shall be dependent upon Executive Council approval of the constitution of the Chapter.
- 9.3 Chapter presidents shall be members of the Saskatchewan Teachers' Federation.
- 9.4 Chapter presidents may, at the discretion of the Executive Council, be voting members of the Executive Council.

ARTICLE 10 – COMMITTEES

- 10.1 The Executive Council shall determine the committees deemed proper and necessary to fulfill the objectives and purposes of the Association.

ARTICLE 11 – RESOLUTIONS FOR SASKATCHEWAN TEACHERS' FEDERATION COUNCIL

- 11.1 Resolutions may originate from the Association's general membership, the Executive Council or a Chapter of the Association.
- 11.2 Resolutions from the membership or any Chapter of the Association may be submitted to the Annual General Meeting for approval.
- 11.3 The Executive Council may submit resolutions on behalf of the Association.
- 11.4 Resolutions approved by the Annual General Meeting or the Executive Council shall be forwarded to the Saskatchewan Teachers' Federation.

ARTICLE 12 – RESOLUTIONS FOR SSLA ANNUAL GENERAL MEETING

12.1 Resolutions may be submitted in writing to the Secretary by any member of the
Association at the Annual General Meeting.

12.2 Resolutions shall be passed by a simple majority.

ARTICLE 13 – REPRESENTATION

13.1 Any representation which the Association wishes to make to any organization, persons, government, department, or other agency outside the STF shall be conducted through the regular channels of the STF as provided by Federation Policy and *The Teachers' Federation Act, 2006*.

ARTICLE 14 – AMENDMENTS OF CONSTITUTION

14.1 The Constitution may be amended by a two-thirds vote of the members present at the annual general meeting provided that notice of the proposed amendment has been posted on the Association's web site at least thirty days prior to the date of such a meeting.

14.2 The Executive Council may make such editorial, grammatical, or numbering changes to Articles of the Constitution as do not change their substance or meaning. These changes shall take effect upon approval of the Executive Council.

ARTICLE 15 – DISSOLUTION AND DISBURSEMENT OF FUNDS

15.1 The SSLA may be dissolved by a two-thirds vote of the members present at the annual general meeting provided that notice of the proposed dissolution has been posted on the Association's web site at least thirty days prior to the date of such a meeting.

15.2 Upon approval of dissolution, the Executive Council will distribute remaining funds to the STF Stewart Resources Centre for the purpose of purchasing resources pertaining to teacher librarianship.