

Board Policy 8

Committees of the Board

PURPOSE:

Board committees are established by the Board of Trustees to assist the Board in meeting its role and responsibilities as governors. The Board grants authority to its committees to undertake work at the Board's direction with recommendations for Board action to return to the Board of Trustees for decision.

- Board committees shall not speak or act for the Board except when formally given such authority for specific and time-limited purposes;
- All committee meetings of the Board are normally closed to the public;
- The Board shall determine trustee membership;
- Superintendent or designate is a member of all committees; by serving as a Resource Officer;
- The Committee Chair or Superintendent shall call committee meetings;
- The Committee Chair and or the Superintendent shall develop the agenda for meetings; and
- The Superintendent shall ensure that the proceedings of committee meetings are recorded.
- All agenda items and supporting materials on which motions and recommendations are based, and the substance of deliberations shall in public meetings be public records.
- All agenda items and supporting materials on which motions and recommendations are based, and the substance of deliberations shall in private meetings remain confidential, except when:
 - the Board of Trustees determines that the information should be submitted to a public meeting;
 - the Board of Trustees specifically authorizes its public release, or is legally required to release such information;
 - a motion of the Board of Trustees is required to release this information to any persons other than to the Board of Trustees, employees or agents of the Board who require such information to carry out their duties on behalf of the Division.

Standing Committees

1 Advocacy Committee

Purpose

The Board recognizes that it needs community support for public education; that the Board's objectives can be furthered through advocacy and the assistance of others; that effective advocacy is dependent on positive relationships with stakeholders; that building positive community and intergovernmental relationships takes time; and that the Board must use the time it has available to efficiently and effectively advocate.

1.1 Responsibilities of the Committee

- Develop and facilitate a process for the Board to identify a manageable set of strategic objectives/advocacy positions that can be realized through positive Board, community and intergovernmental relations activities over the course of the year.
- No later than January each year, recommend to the Board a strategic Board, community and intergovernmental relations plan for Board liaison with targeted stakeholder groups including but not limited to parents, levels of government and external agencies for the purpose of furthering the Board's strategic objectives and, or advocacy initiatives. The plan will identify objectives, strategies and supports for implementation of the Board's strategic community and intergovernmental relations plan.
- Monitor and review the Board's strategic community relations plan in October or as required and report to the Board. The Board Chair, by virtue of the office, plays a crucial role in keeping the Board apprised of community and intergovernmental relations opportunities extended to the Division.

1.2 Committee Terms of Reference

1.2.1 Membership

- Three (3) trustees, one (1) alternate.
(Chair to be appointed at the first committee meeting.)
- Superintendent and/or designates.

1.2.2 Decision Making

- By trustee consensus.

1.2.3 Reporting

- The record of proceedings of committee meetings shall be available to the Board through the appropriate section of a regular Board meeting agenda; Action, Information or In-Camera.

2. ATA Negotiations Committee

Purpose

To advise and assist the Board in negotiations with teachers.

2.1 Responsibilities of the Committee

- To prepare a bargaining position and objectives for consideration of the Board.
- To negotiate and conclude Memoranda of Agreement for recommendation to the Board.

2.2 Committee Terms of Reference

2.2.1 Membership

- Three (3) trustees.
(Chair to be appointed at the first committee meeting.)
- Superintendent and designates.

2.2.2 Decision Making

- By trustee consensus.

2.2.3 Reporting

- A verbal report of the proceedings shall be available to the Board through the appropriate section of the in camera section of a regular Board meeting agenda.
- On execution, the Memorandum of Agreement will be recommended to the Board.
- The record for ATA Negotiations Committee shall be the Memorandum of Agreement.

3. Communications Committee

Purpose

To enhance relationships and the image of the Northern Gateway Public Schools.

3.1 Responsibilities of the Committee

- To communicate the ongoing work of students, staff, and the Board.
- To review annually and revise a communications plan and recommend it to the Board.
- Oversee the Annual Appreciation Evening hosted by the Board.

3.2 Committee Terms of Reference

3.2.1 Membership

- Three (3) trustees; one (1) alternate.
(Chair to be appointed at the first committee meeting.)
- Superintendent and/or designate.

3.2.2 Decision Making

- By trustee consensus.

3.2.3 Reporting

- A record of the proceedings shall be available to the Board through the appropriate section of a regular Board meeting agenda.

4. Finance Committee

Purpose

Set budget priorities based on the Division Strategic Plans, review budget and allocation process.

4.1 Responsibilities of the Committee

- Set budget priorities based on the Three-Year Education Plan, review budget and allocation process,
- And recommend a final budget to the Board.

4.2 Committee Terms of Reference

4.2.1 Membership

- All trustees.
(The Board Chair is the Chair of the Finance Committee.)
- Superintendent and designates.

4.2.2 Decision Making

- majority vote – trustees only.

4.2.3 Reporting

- A record of the proceedings shall be available to the Board through the appropriate section of the in camera section of a regular Board meeting agenda.

5. Grievance Committee

Purpose

To hear, review and endeavor to resolve any grievance submitted by any employee/employee group.

5.1 Responsibilities of the Committee

- To hear, review and endeavour to resolve any grievance submitted by any employee/employee group.
- To render a decision in respect of the grievance within the time lines specified in the applicable collective agreement or the Common Handbook.

5.2 Committee Terms of Reference

5.2.1 Membership

- Three (3) trustees to be appointed at a Board meeting prior to the Grievance Committee hearing.
(Chair to be appointed at the first committee meeting).
- Superintendent and/or designates.

5.2.2 Decision Making

- By majority vote – trustees only.

5.2.3 Reporting

- A record of the proceedings shall be available to the Board through the appropriate section of the in camera section of a regular Board meeting agenda.

6. Group Benefits Insurance Plan Committee

Purpose

To assist in the administration and review of a Group Benefits Insurance Plan for Division employees.

6.1 Responsibilities of the Committee

6.1.1 To review and recommend to the Board:

- A group insurance plan designed for employees;
- Changes in coverage provided by each benefit insurance plan;
- New employee benefit plans; and
- Change in benefit insurance policy carriers.

6.1.2 Liaise with and seek input from the staff each member represents.

6.2 Committee Terms of Reference

6.2.1 Membership

- Two (2) trustees, one (1) being ex-officio.
- Two (2) representatives of Central Office staff.
- Two (2) representatives of Maintenance
- Three (3) representatives of school based secretarial/Library clerks/Teacher assistant staff.
- Two (2) representatives of Transportation staff/Bus Drivers'.

6.2.2 Advisory Members

- One (1) payroll clerk;
- Superintendent/designate;

- The benefits consultant, as appointed by the Board, who shall administer and provide information on the group insurance plans to the committee;
- All staff representatives will serve a two (2) year term; with September 1 each year being the annual start date for each representative.

6.2.3 Decision Making

- Consensus of the Committee.

6.2.4 Reporting

- A record of proceedings shall be made available to the Board in the appropriate section of a regular Board meeting agenda, and to the membership.

6.2.5 Committee Meetings

- Meetings, as required, may be called by the Superintendent/designate;
- At the first meeting after the Board organizational meeting, a Committee Chair will be elected by the committee from its membership; and
- The Committee Chair shall be elected for a one (1) year term.

6.2.6 Other

- The Board shall be the policy holder of all benefit insurance policies.
- Trustee members shall serve as liaison between the committee and the Board.

7. Staff Liaison Committee

Purpose

To effect positive relations with staff through discussions of matters of interest and concern not related to contractual agreements.

The Staff Liaison Committee of the Board is comprised of four trustees and the Superintendent/designate. This Committee will meet with the following employee groups to fulfil its responsibilities.

7.1 Joint Board/Support Staff Liaison Committee – Non-Unionized

7.1.1 Responsibilities of the Committee

To discuss matters of interest not specifically related to the Terms of Employment/Common Handbook.

7.1.2 Committee Terms of Reference

7.1.2.1 Membership

- Four trustees
(Chair to be appointed at the first committee meeting.)
- Two (2) representatives of Central Office staff.
- Two (2) representatives of Maintenance.
- Two (3) representatives of school based secretarial/Library clerks/Teacher assistant staff.
- Two (2) representatives of Transportation staff/Bus Drivers'.
- Superintendent and/or designates.

7.1.2.2 Decision Making

- Participants make recommendations by consensus for consideration by administration.

7.1.2.3 Reporting

- A record of the proceedings shall be available to the Board through the appropriate section of a regular Board meeting agenda.

7.2 Joint Board/Support Staff Liaison Committee – CUPE

7.2.1 Responsibilities of the Committee

To discuss matters of interest not relating to the CUPE Collective Agreement.

Will serve as the CUPE Labour Management Committee

7.2.2 Committee Terms of Reference

7.2.2.1 Membership

- Four trustees.

- (Chair to be appointed at the first committee meeting.)
- Superintendent and/or designates.

7.2.2.2 Decision Making

- Participants make recommendations by consensus for consideration by administration.

7.2.2.3 Reporting

- A record of the proceedings shall be available to the Board through the appropriate section of a regular Board meeting agenda.

7.3 Joint Board/Teacher Liaison Committee

7.3.1 Definition of Terms

- **Board:** The Board of Trustees of Northern Gateway Regional Division No. 10
- **Board-Teacher Liaison Committee:** A joint committee consisting of Board and teacher representatives hereinafter referred to as “The Committee”.
- **Teacher Sub Committee:** A committee consisting of four (4) teachers from Northern Gateway Regional Division No. 10 who are selected annually by the ATA Northern Gateway Local #43 as their representatives on the Joint Board-Teacher Liaison Committee.

7.3.1.1 The name of this group shall be the Northern Gateway Regional Division Joint Board-Teacher Liaison Committee.

7.3.2 Responsibilities of the Committee

7.3.2.1 To enhance communication between the Board of Trustees and the teachers of Northern Gateway Regional Division No. 10.

7.3.2.2 To improve education for the students of Northern Gateway Regional Division No. 10.

7.3.3 Committee Terms of Reference

7.3.3.1 Without limiting the agenda, topics of discussion may include:

- Board policy.
- Curriculum and programs.
- Three-Year Education Plan.

The committee shall not deal with matters which are the responsibility of contract negotiators or the Grievance Committee as outlined in the Collective Agreement. The committee shall avoid discussion with respect to individual employee evaluations and retention.

7.3.3.2 The Committee shall not vote on any items excepting

- Approval of Agenda.
- Approval of Record.

7.3.3.3 Membership

- Four (4) teacher representatives from Northern Gateway Regional Division No. 10.
- Four Trustees
- Superintendent or designate.
- Secretary-Treasurer.

(The Chair of the committee shall alternate meeting to meeting between Board and teacher members.)

- The Board shall provide a recording secretary for the committee.

7.3.3.4 Reporting

- Record of all meetings shall be prepared and distributed within one (1) week (seven (7) days) of the meeting. Copies shall be provided to all committee members, for inclusion in a regular Board agenda and to all principals for posting in schools.

7.3.3.5 Other

- Meetings may be held as required, as mutually agreed to.
- Agenda items shall normally be submitted to the recording secretary a minimum of one week (seven days) prior to the meeting. Agendas shall be

distributed to all members at least seventy-two (72) hours prior to the meeting.

- Payment for the meal expense shall alternate between the Board and Teacher Sub-Committee.

8. Policy Committee

Purpose

The Policy Committee is responsible for assisting the Board in reviewing /developing Board policy by ensuring that Board policies submitted for Board approval are developed/reviewed in accordance with applicable Provincial Legislation and Regulations as well as the Board's practices and protocols, in accordance with Policy 10 (Policy Making).

8.1 Responsibilities of the Committee

- To address policy issues referred to the committee by the Board and to make recommendations for possible policy changes as part of the Board's annual policy review, with the following wording:

Current Policy:

- Affirm as presented
- Affirm as amended
- Delete

New Policy:

- Adopted

8.2 Committee Terms of Reference

8.2.1 Membership

- Three (3) trustees; one (1) alternate.
(Chair to be appointed at the first committee meeting.)
- Superintendent and/or designates.

8.2.2 Decision Making

- By trustee consensus.

8.2.3 Reporting

- A record of the proceedings shall be available to the Board through the appropriate section of a regular Board meeting agenda.

9. Student Discipline Review Committee

Purpose

To adjudicate any recommendations for student expulsion.

9.1 Responsibilities of the Committee

- To adjudicate any recommendations for student expulsions consistent with the requirements of the School Act.

9.2 Committee Terms of Reference

9.2.1 Membership

- Superintendent and/or designates.
- Two (2) trustees to be determined by the Board Chair in consultation with the Superintendent, on a case by case basis.

9.2.2 Decision Making

- Unanimous vote – trustees only.

9.2.3 Reporting

- A record of the proceedings shall be available to the Board through the appropriate section of the in camera section of a regular Board meeting agenda.

10. Support/Administration Compensation Committee

Purpose

To advise and assist the Board in negotiations with Support Staff.

10.1 Responsibilities of the Committee

- To review and recommend revisions to the Common Handbook, employee contracts and contracts for service.

- To prepare a bargaining position and objectives for consideration of the Board. (CUPE)
- To negotiate with CUPE and conclude memoranda of agreement for recommendation to the Board.

10.2 Committee Terms of Reference

10.2.1 Membership

- Four (4) trustees.
(Chair to be appointed at the first committee meeting.)
- Superintendent and/or designates.

10.2.2 Decision Making

- By trustee consensus.

10.2.3 Reporting

- The record of proceedings of committee meetings shall be available to the Board through the appropriate section of the Board meeting agenda. The record for CUPE shall be the memoranda of agreement.

Ad Hoc Committees

Ad hoc committees may be established at any meeting of the Board for the purpose of studying, investigating or acting on specific matters; they cease to exist as soon as they have completed the specified task. Terms of reference are outlined at the time of establishment.

Resource Personnel

The Superintendent may appoint resource personnel to work with committees and shall determine the roles, responsibilities and reporting requirements of the resource personnel.

Reference: Sections 60, 61, 62, 63, 113 School Act