

EDUCATION COMMITTEE OF THE WHOLE

2019/2020 TERMS OF REFERENCE

Adopted: September 10, 2019

I. PURPOSE

The purpose of the Education Committee of the Whole is to:

- provide guidance for learning in School District No. 8;
- promote, support and celebrate learning;
- review student progress in relation to the framework for enhancing student learning and SD8 Student Expectations;
- review and analyze initiatives and trends in learning;
- promote awareness in trends and research in education and learning in order to encourage wise practice; and
- bring appropriate recommendations to the Board related to the above.

II. COMPOSITION AND OPERATIONS

- A. The Committee shall be composed of all trustees of the Board, Directors, Superintendent and Secretary-Treasurer and two representatives from each of the KLTF, KLPVPA, CUPE Local 748 and the Kootenay Lake DPAC.
- B. The Committee will be chaired by a trustee elected at the first Committee meeting every second year following the inaugural meeting of the Board.
- C. The Committee quorum will consist of the Trustee Committee Chair or designate (s), Superintendent or designate(s), a minimum of 4 (four) trustees and one member from any two of the stakeholder groups.
- D. Committee members are voting members of the Committee.
- E. The Committee will strive to make decisions by consensus; failing consensus, committee decisions will be made by a majority of votes cast.
- F. The Committee shall operate in a manner that is consistent with Board [Policy #121 Committee Structures](#).
- G. As scheduled by the Board the Committee will meet periodically during the school year. A schedule of meetings will be provided by the Board to the Committee following the adoption of the Board's annual Board meeting schedule.
 - i. Additional meetings will be scheduled as necessary;
 - ii. Special meetings may be held at the discretion of the Board Chair and the Committee Chair or upon the written request to the Board Chair from a majority of the Committee

members.

- H. The Committee will establish an Annual Plan at the first committee meeting of the school year which includes:
 - I. Goals and objectives for the year
 - i. Strategies and structures to achieve goals
 - ii. Communication strategies
 - iii. Schedule of meeting dates
 - J. The Annual plan will be developed and approved by the committee and then be submitted to the Board for approval.
 - K. The Committee may create ad hoc sub-committees, which will report to the Education Committee of the Whole.
 - L. The Education Committee of the Whole Terms of Reference, Annual Plan and meeting minutes will be posted on the District website.

III. DUTIES AND RESPONSIBILITIES

The Committee has the responsibility to:

A. Planning Process:

The committee will utilize the following process in its dialogue to discuss matters, which fall within our mandate, arising from partner groups throughout the year:

An appreciative inquiry approach will be taken to consider:

- Current status: Where are we now?
- Future state: Where do we want to be?
- Plans: How are we going to get there?
- Monitoring: What progress have we made?

B. Team Learning:

Members of the Education Committee will engage in team learning related to the Committee's purpose which may include shared Pro-D and reading of appropriate material relating to the annual plan.

C. Input Gathering Process:

The Education Committee will gather and encourage input in a variety of ways. Input will also be gathered from other groups not currently represented on committee.

D. Communication Expectations:

All partner group representatives are expected to communicate and seek feedback from their respective groups.

E. Review School Growth Plans and make recommendations to the Board of Education for approval.

III. ACCOUNTABILITY

All meetings will be open to the public. The Committee shall report its discussions to the Board by maintaining minutes of its meetings.

All approved Education Committee of the Whole meeting minutes will be posted to the District's website in a timely manner.