

## **POLICY 121: Committees of the Board of Education**

The Board of Education of School District No. 8 (Kootenay Lake) recognizes the importance of contributions from partners and community. The wisdom, values and experiences of our communities and partners create a context for our operations. Our Partner Advisory Committee structure brings together the Board of Education with partners on the topics of Education, Operations & Finance, and Policy. Additional committees are established as needed.

### Guidelines

1. The Board establishes committees and appoints committee members for a variety of purposes. The Chair may appoint an ad hoc committee of the Board where deemed advisable. Short-term, ad hoc committees may be excepted from the requirements of Section 2 but will report to the entire Board.
2. Each committee will review the terms of reference held within this Policy (including its purpose, decision-making model, input process, and procedures) at its first meeting each school year. Suggested revisions to this policy shall be submitted to the Board for approval and a hyperlink to the Terms of Reference will be updated within this policy.
3. Minutes of committee meetings will be submitted to the Board.
4. The Chair shall make Trustee appointments for Trustee representatives and alternates to committees as well as for other Trustee representatives as required. Names of committee appointments, including alternates, will be distributed to senior staff through the Superintendent. Staff will distribute all meeting materials, including but not limited to schedules, meeting locations, agendas and minutes to all representatives and alternates.
5. The term of Trustee appointments to committees is 24 months. The term of Trustee appointments to ad hoc committees is for the duration of the ad hoc committee.
6. The Chair, in making appointments, shall use the following procedures:
  - 6.1. At the Board's inauguration Meeting, the Secretary-Treasurer shall provide each Trustee with a list of all Board committees.
  - 6.2. Each Trustee shall indicate their first and second preferences for committee appointments to the Chair at least two (2) weeks prior to the next Board Meeting.
  - 6.3. The Chair shall make and announce the committee appointments at the next Board Meeting.

Trustees who are not appointed members of a committee may attend committee meetings as observers.

7. Committee representatives and alternates will keep each other informed, as necessary.

### Procedures

1. Education Partner Advisory Committee meetings are open to the public and shall be held according to a schedule published by June 30<sup>th</sup> of each school year. The Terms of Reference shall include Appendix B. The order of business will be as follows:

Related Legislation: Nil

Related Contract Article: Nil

Adopted: May 22, 2001

Amended: June 2, 2009 - February 12, 2010 - November 28, 2017 - June 12, 2018 - October 9, 2018 - February 26, 2019 - April 23, 2019 - July 12, 2019, June 21, 2022

1. Call to Order
  2. Acknowledgement of Aboriginal Territory
  3. Changes to Proposed Agenda
  4. Adoption of Agenda
  5. Receiving Presentations/Delegations
  6. Opportunity for Comments from the Public regarding items on this Agenda
  7. Correspondence
  8. Adoption of Minutes
  9. Unfinished Business
  10. New Business
  11. Comments or Questions from the Public
  12. Meeting Schedule and Reminders
  13. Adjournment
2. Policy Partner Advisory Committee meetings are open to the public and shall be held according to a schedule published by June 30<sup>th</sup> of each school year. The Terms of Reference shall include Appendix B. The order of business will be as follows:
1. Call to Order
  2. Acknowledgement of Aboriginal Territory
  3. Changes to Proposed Agenda
  4. Adoption of Agenda
  5. Receiving Presentations/Delegations
  6. Opportunity for Comments from the Public regarding items on this Agenda
  7. Correspondence
  8. Adoption of Minutes
  9. Unfinished Business
  10. New Business
  11. Comments or Questions from the Public
  12. Policy Schedule
  13. Meeting Schedule and Reminders
  14. Adjournment
3. Finance and Operations Partner Advisory Committee meetings are open to the public and shall be held according to a schedule published by June 30<sup>th</sup> of each school year. The Terms of Reference shall include Appendix B. The order of business will be as follows:
1. Call to Order
  2. Acknowledgement of Aboriginal Territory
  3. Changes to Proposed Agenda
  4. Adoption of Agenda
  5. Receiving Presentations/Delegations
  6. Opportunity for Comments from the Public regarding items on this Agenda
  7. Correspondence
  8. Adoption of Minutes
  9. Unfinished Business
  10. New Business
  11. Comments or Questions from the Public
  12. Meeting Schedule and Reminders
  13. Adjournment

Related Legislation: Nil

Related Contract Article: Nil

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## APPENDIX A: Committees of the Board

<u>Committee</u>	<u>Members</u>	<u>Scope</u>	<u>Meeting Frequency and Chair</u>
ACE - Aboriginal Committee of Education	<ul style="list-style-type: none"> <li>• District Principal of Aboriginal Education</li> <li>• 2 Trustees</li> <li>• 1 Principal or Vice-Principal</li> <li>• 2 KLTF reps</li> <li>• 1 CUPE</li> <li>• 1 Representative per Nation</li> <li>• Elders and/or Knowledge Keepers</li> <li>• 2 Aboriginal Education Students</li> <li>• Indigenization Coordinator</li> <li>• Superintendent</li> </ul>	<ul style="list-style-type: none"> <li>• To provide support, guidance, and wisdom between Aboriginal communities and the District.</li> <li>• Makes recommendations to the Board.</li> </ul>	<ul style="list-style-type: none"> <li>• Chaired by District Principal of Aboriginal Education</li> <li>• Meets four times annually</li> <li>• <a href="#">Terms of Reference</a></li> </ul>
French Advisory Committee	<ul style="list-style-type: none"> <li>• Director of Innovative Learning Services</li> <li>• 1 Trustee</li> <li>• 1 Principal or Vice-Principal rep from each French Immersion school</li> <li>• 1 Teacher rep from each French Immersion school</li> <li>• 2 Parents from French Immersion schools and/or 1 Canadian Parents for French rep</li> </ul>	<ul style="list-style-type: none"> <li>• To address issues related to French Immersion.</li> <li>• This Committee provides recommendations to the Board.</li> </ul>	<ul style="list-style-type: none"> <li>• Chaired by Director of Innovative Learning</li> <li>• Meets four times annually</li> <li>• <a href="#">Terms of Reference</a></li> </ul>
Joint Safety Advisory Council	<ul style="list-style-type: none"> <li>• Director of Operations</li> <li>• District Safety Officer</li> <li>• 2 Principal or Vice-Principals</li> <li>• 2 KLTF reps</li> <li>• 2 CUPE reps</li> <li>• 2 Trustees (non-voting)</li> </ul>	<ul style="list-style-type: none"> <li>• To deal with issues related to employee safety at the work site.</li> <li>• WorkSafe BC Regulations guide decision making process.</li> <li>• This committee provides operational advice to the District.</li> </ul>	<ul style="list-style-type: none"> <li>• Chaired by Union Representative, alternating CUPE and KLTF</li> <li>• Meets four times annually</li> <li>• <a href="#">Terms of Reference</a></li> </ul>

Related Legislation: Nil

Related Contract Article: Nil

Adopted: May 22, 2001

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<u>Committee</u>	<u>Members</u>	<u>Scope</u>	<u>Meeting Frequency and Chair</u>
Policy Review Committee	<ul style="list-style-type: none"> <li>• Superintendent</li> <li>• Secretary Treasurer</li> <li>• 3 Trustees (incl. Policy Chair)</li> </ul>	<ul style="list-style-type: none"> <li>• To provide ongoing review and revision of Board policies</li> <li>• This committee provides recommendations to the Board.</li> </ul>	<ul style="list-style-type: none"> <li>• Chaired by the Secretary-Treasurer</li> <li>• Meets four times annually</li> </ul>
Partner Advisory Committees	<ul style="list-style-type: none"> <li>• Board of Education</li> <li>• Senior Leadership Team</li> <li>• 2 Principal or Vice-Principal reps</li> <li>• 2 KLTF reps</li> <li>• 2 CUPE reps</li> <li>• 2 DPAC reps</li> <li>• 2 ACE reps</li> </ul>	<ul style="list-style-type: none"> <li>• As per Appendix B</li> </ul>	<ul style="list-style-type: none"> <li>• Chaired by elected Trustee</li> <li>• Meets four times annually</li> </ul>

<u>Ad Hoc Committees</u>			
<p>Created when the Board determines an ad hoc committee is needed to address specific issues.</p> <p>Examples: Anti-racism Advisory Council</p>	<ul style="list-style-type: none"> <li>• Members determined by the Board, based on the needs of the ad hoc committee.</li> </ul>	<ul style="list-style-type: none"> <li>• Mandate determined by the ad hoc committee.</li> <li>• These committees provide recommendations to the Board.</li> </ul>	<ul style="list-style-type: none"> <li>• Terms of reference determined by the ad hoc committee.</li> </ul>

Related Legislation: Nil

Related Contract Article: Nil

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## Appendix B: Board of Education Partner Advisory Committees Terms of Reference

1. The Partner Advisory Committee is an advisory group and is chaired by the elected Trustee. In the absence of the elected Trustee the Board Vice-Chair will assume the chair.
2. The purpose of the Partner Advisory Committee is to bring together, on an ongoing basis, partner groups, senior staff, and the Board of Education to have informal discussions about how to support the district and provide advice to Board.
3. The Partner Advisory Committee will offer a venue for parties to discuss ways to work together in support of students, the school district and public education, building trust and sustaining strong functional relationships, and strengthening communication and information sharing. The discussions will be purposeful, constructive and team building in nature.
4. Partner Advisory Committee input will be considered in all matters related to the district but will not replace the accountability of district management and the Board of Education in decision making.
5. An annual schedule of meetings will be developed by the Chair of the committee, in collaboration with the Board Chair. An agenda will be developed for each meeting. To facilitate open discussion, summary minutes shall be recorded, following the minute-taking standards in Policy 124.
6. Labour relations or personnel matters will be addressed through district labour management meetings.

Related Legislation: Nil

Related Contract Article: Nil

Adopted: May 22, 2001

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