

Policy 8

COMMITTEES OF THE BOARD

The Board believes that its duties can best be carried out through the establishment of Board committees to more thoroughly deliberate on specific matters and provide advice to the Board as a whole. This is accomplished by conducting comprehensive discussions and/or preparing recommendations regarding matters referred by the Board or on issues initiated by a committee.

The function of a Board Committee shall be fact-finding, deliberative and advisory rather than legislative or administrative.

The Board shall:

- At its annual organizational meeting, establish such standing committees as it deems necessary. Such standing committees shall remain in place until the subsequent organizational meeting unless dissolved by Board motion.
- At any duly constituted meeting, establish such standing or ad hoc committees as it deems necessary.

The Board will determine the terms of reference of each committee, including purpose, powers and duties, membership and meeting requirements.

1. General Requirements

- 1.1 Each standing committee is to consist of trustees appointed by the Board, except as outlined in 8.3. All trustees may attend any committee meeting without remuneration and will not be entitled to a vote; nor take part in discussions unless invited by the committee Chair.
- 1.2 Each standing committee shall select its own Chair at the first committee meeting following the annual organizational meeting. All committee chairs will be trustees.
- 1.3 Committee meetings will be held at the call of the committee Chair or the Superintendent, except as outlined in 3.4.
- 1.4 Agendas will be developed by the committee Chair and the administrator designated by the Superintendent.
 - 1.4.1 Trustees can request to have an item added to a committee meeting agenda by emailing the committee chair and administrator designated by the Superintendent or designate, five (5) days prior to the meeting.
- 1.5 The Chair of each committee will work closely with the administrator assigned in those matters that fall within the sphere of that committee.
- 1.6 Committee meetings shall be held only when a quorum of the committee is present, with the exception as outlined in 8.

- 1.7 The Board Chair and Superintendent shall be ex-officio members of all Board committees but will not have voting powers.
- 1.8 All committees of the Board, unless otherwise directed, shall prepare and submit a report to the Board. It is expected that reports will be included in the agenda package.
- 1.9 If possible, a trustee shall not be Chair of more than one standing committee at the same time.

Standing Committees

Standing committees are established to assist the Board with work of an on-going or recurring nature.

2. Board Committee of the Whole

2.1 Purpose

- ◆ To allow the entire Board to explore matters and receive information to much greater depth than can be accomplished in a scheduled regular meeting of the Board.

2.2 Powers and Duties

- ◆ To make recommendations to the Board for formal debate.
- ◆ No motions or decisions can be entertained.
- ◆ Cannot be used to debate or advance the work of the Board.
- ◆ To receive and review changes to Administrative Procedures

2.3 Membership

- ◆ All trustees
- ◆ Superintendent and/or designate(s).

2.4 Meetings

- ◆ As determined by the Board Chair, in consultation with the Superintendent.

3. Finance Committee

3.1 Purpose

- ◆ To provide oversight and direction in all matters financial including budget formation and implementation.

3.2 Powers and Duties

- ◆ Assess the needs and wishes of the system and our school communities, set priorities, and determine what can be achieved with the available resources to best meet the educational needs of students throughout the Division.
- ◆ Provide direction on budget development, including review of budget assumptions. Ensuring ample time for Board review and deliberation i.e. dedicated review and deliberation at a Board budget meeting.

- ◆ Provide direction on budget application when significant adjustments are required.
- ◆ Committee chair makes annual presentation of the budget to the Board.
- ◆ Periodically review and analyze financial statements. Examine audited financial statement and budget documents presented annually that will ensure a thorough understanding of year-to-year variances and department reserve figures.
- ◆ To respond to Board requests regarding financial matters.
- ◆ Ensure the budgeting process and timeline is clearly defined in the Board's annual work plan.
- ◆ Recommend trustee compensation rate.
- ◆ To regularly review the status of surplus cash or other assets, held in investments to determine that the investments continue to be appropriate to the circumstances of the Board and comply with legislative requirements.

3.3 Membership

- ◆ Three trustees
- ◆ Superintendent and/or Secretary Treasurer

3.4 Meetings

- ◆ To be called by the Committee Chair
- ◆ The first annual meeting of the Finance Committee shall be called no later than October 15th, with the exception of an election year, in which case said meeting shall be called no later than December 15th.

4. Labour Committee - is established as a standing committee of the Board, with responsibility for work as detailed below:

4.1 Purpose

- ◆ To discuss, consult and negotiate with teacher representatives of the ATA to reach a Collective Agreement between the ATA and the Board of Trustees of St. Thomas Aquinas RCS School Division, and to bring a proposal for settlement of issues to the Board.
- ◆ To discuss and consult with school support and custodial staff governed by the In-School Support Staff Terms of Employment.

4.2 Powers and Duties

- ◆ It is the responsibility of this committee to be knowledgeable with the existing contract and terms of employment, and to seek advice and be aware of the possible impact to the education of our students and the operations of our region any changes to the Collective Agreement or In-School Support Staff Terms of Employment may have.
- ◆ It is also the responsibility of this committee to seek current and timely information regarding external trends and issues.

- ◆ The Committee may seek the services of a professional negotiator.

4.3 Membership

- ◆ Three trustees
- ◆ Superintendent and/or designate(s)

4.4 Meetings

- ◆ As required
- ◆ Are held in camera

5. Teacher-Board Advisory Committee

- 5.1 As the Terms of Reference for this committee has been jointly drafted, the Purpose, Powers and Duties, Membership and Meetings for this committee are as per Appendix A.

6. Long Range Planning

6.1 Purpose

- ◆ To provide research and planning in determining long range direction and initiatives

6.2 Powers and Duties

- ◆ Develop recommendations for future school buildings or closures.
- ◆ Develop recommendations for future Board directed initiatives.
- ◆ Develop recommendations for future grade configurations and programming.
- ◆ Develop recommendations for the Three-Year Education Plan (3YEP) Process.
- ◆ Develop an action plan for the execution of the Board's annual Positive Path Forward document.

6.3 Membership

- ◆ Three trustees
- ◆ Superintendent and/or designate(s)

6.4 Meetings

- ◆ To be called by the committee Chair.

7. Policy

7.1 Purpose

- ◆ To review Board Policies and recommend proposed revisions for Board consideration.
- ◆ To initiate and present new Policy as per Board Policy 10.

7.2 Powers and Duties

- ◆ Review each Board Policy periodically, and at least once every 4 years.
- ◆ Review Board Policy suggestions provided by the Board and stakeholders.
- ◆ Develop Board Policy change recommendations.
- ◆ Develop Board Policies as needed.

7.3 Membership

- ◆ Three trustees
- ◆ Superintendent and/or designate(s)

7.4 Meetings

- ◆ To be called by the committee Chair.

8. Audit Committee

8.1 Purpose

- ◆ To enhance the expertise, related to financial matters, of the Board.

8.2 Powers and Duties

- ◆ Recommend external auditors to the Board.
- ◆ Review the annual financial statements and report to the board, and
- ◆ Attend to other matters as the board may determine in the establishment of the audit committee.

8.3 Membership

- ◆ The audit committee shall comprise at least 5 individuals and shall include at least one of each of the following individuals:
 - a trustee.
 - Two (2) public members of the community who are not trustees.
- ◆ The Board of Trustees will appoint the public members of the committee for a two (2) year term from the date of appointment, for up to 2 consecutive terms.

8.4 Meetings

- ◆ To be called by the committee chair.

Ad Hoc Committees

Ad hoc committees may be established by 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.

9. Student Review Committee

9.1 Purpose

- ◆ To make decisions concerning recommendations for the expulsion of any student.

9.2 Powers and Duties

- ◆ Hear representations relative to the recommendation from such Board employees/agents as it deems appropriate.
- ◆ Provide an opportunity for the student and/or appropriate student advocate to make representation.
- ◆ Reinstate or expel the student. (If reinstated, state date for return and conditions to be met. If expelled, state term of expulsion and conditions for re-entry).
- ◆ Inform the Board of the action taken by the Committee, including a summary of proceedings.
- ◆ With the superintendent, provide background information during a Ministerial appeal of its decision.

9.3 Membership

All Trustees of which only three (3) will sit at any given hearing.

- ◆ The local trustee will be the first person given the opportunity to sit at the hearing. The trustee can either accept or decline the invitation. Furthermore, and in keeping with justice principles, should the local trustee personally know anyone involved in the hearing, they must excuse themselves from the committee, due to a conflict of interest.

9.4 Meetings

- ◆ As detailed in Policy 13 – Appeals and Hearings Regarding Student Matters

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.

Legal Reference: Section 33, 34, 37, 51, 52, 53, 64, 67, 222 Education Act
Collective Agreements