

POLICY 8

COMMITTEES OF THE BOARD

In its attempts to govern the system in an effective and efficient manner, the Board may establish such standing Board Committees as it deems necessary.

The Board shall:

1. At its annual organizational meeting, establish standing committees and committee membership.
2. At any duly constituted meeting, establish such ad hoc committees, and terms of reference for each, as it deems necessary.
 - 2.1 The term of an ad hoc committee and its membership shall be established by the Board.
3. At the first meeting, each committee shall meet the powers and terms as recommended by legal counsel:
 - Chair: The Chair will be selected at the first Committee meeting by the committee members.
 - Quorum: Shall consist of a majority of committee members.
 - Committee Mandate: Committee shall determine or reaffirm its mandate at the first meeting.
 - Decision Making: Committees shall be advisory unless the Board has assigned decision making powers. The Committee will make decisions by consensus; where consensus cannot be reached, the options shall be brought to the Board.
 - Privacy/confidentiality concerns: Committee meetings are considered public unless the meeting moves in-camera. All in-camera discussions will follow Policy 7 Section 4.
 - Meetings: Meetings are to be called by the Chair in consultation with committee members.
 - Reporting: The Chair is to provide a written report to the Board following each committee meeting.

4. **Standing Committees**

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

4.1 The **CUPE Negotiations Committee** is established as a standing committee of the Board, with responsibility for work as detailed below:

4.1.1 Purpose

- Negotiate a collective agreement with the CUPE representatives.

4.1.2 Powers and Duties

- Establish Board proposals within the mandates set by the Board.
- Negotiate with CUPE representatives.
- Recommend action to the Board on negotiations issues.

4.1.3 Membership

- Two trustees
- Superintendent and/or designate(s)

4.1.4 Meetings

- To be called by the Committee Chair in consultation with Committee members, as required, to negotiate agreements.

Updated: TBD

4.2 The **Support Staff Terms of Reference Committee** is established as a standing committee of the Board, with responsibility for work as detailed below:

4.2.1 Purpose

- Review Terms of Employment with the Support Staff representatives.

4.2.2 Powers and Duties

- Establish Board proposals within the mandates set by the Board.
- Review with Support Staff representatives.
- Recommend action to the Board on issues.

4.2.3 Membership

- Two (2) trustees
- Superintendent and/or designate(s)

4.2.4 Meetings

- To be called by the Committee Chair in consultation with the Committee members, as required, to review agreements. The Terms of Employment are due for review in 2017.

Updated: TBD

4.3 The **Teacher-Board Liaison Committee** is established as a standing committee of the Board as per the Alberta Teachers' Association (ATA) Local #15 Collective Agreement, Clause 23, with responsibility for work as detailed below:

4.3.1 Purpose

- To maintain open channels of communication between itself, the Board and the Division's professional staff. The Board expects the basic line of communication, however, to be through the Superintendent.
- To enhance communications through discussions which may involve Board policy, changes in conditions of professional service, system goals and objectives, and other areas mutually agreed upon.

4.3.2 Powers and Duties

- The Teacher Committee shall be allowed a minimum of twenty-one (21) calendar days to inform staff and forward feedback to policy changes which would affect professional staff in order to provide input prior to the Board approving the policy in full.
- -The Teacher Committee shall consist of one representative from each of the Division schools. A four (4) member executive committee from this group shall be selected to represent teachers on the Teacher-Board Liaison Committee.
- The Teacher Board Liaison Committee shall avoid discussion of issues which are properly the responsibility of the Collective Agreement talks or of a Grievance Committee.

4.3.3 Membership

- Two (2) trustees
- Superintendent or designate
- Four (4) teachers, one from each of the geographical areas in the school division, and Committee Chair if necessary
- A teacher selected by this group shall be the Committee Chair.

4.3.4 Meetings

- The initial meeting of the Teacher Board Liaison Committee shall be held prior to the end of November with a second meeting held prior to the end of May. Additional meetings may be called by the Chair or upon the request of either group.
- The three (3) teachers and Chair on the Committee shall meet with the Superintendent and Board representatives regularly to study policies, proposed policy changes, and proactive TBLC issues.
- All meetings shall be open to members of the professional staff and trustees.

- The meeting agenda shall be established and circulated to all Committee members one week (seven days) prior to the meeting date. Responsibility for the agenda preparation and distribution shall rest with the Chair.
- Minutes of each meeting shall be distributed to Committee members, within one week (seven days) of the meeting. Minutes shall be distributed to trustees, Division schools, and division office after committee members have approved the minutes. (Minutes shall be recorded by an appointed representative and distributed with prior concurrence from the Committee Chair.)
- In the Board/Teacher meetings, the Committee shall not vote on items with the following exceptions:
 - Approval of the Agenda
 - Approval of Minutes
 - Adjournment
- Teacher Board Liaison Committee issues shall be included on the Board's agenda upon request of the Committee.
- Costs related to the functioning of the committee shall be the responsibility of the respective parent bodies.
- A quorum shall consist of one teacher executive representative each of the three (3) geographical areas and two (2) board representatives.

4.3.5 Amendments of the Frame of Reference

- The Teacher Liaison Committee Frame of Reference may be amended from time to time by agreement between the Board and the Teacher Committee.
- The Teacher Committee members are authorized to propose and ratify amendment on behalf of those members of the Northern Lights Alberta Teacher Association Local No. 15 who are employees of the Board.
- Board approval for amendments shall be through Board motion.
- Either party desiring to amend this Frame of Reference shall provide written notice to the other party through the TBLC agenda.
- Notice shall include reference to a section and/or subsection of the existing Frame of Reference.
- Details with respect to each item which the party serving notice desires to amend shall also be included in the notice to amend.

Updated: June 27, 2018

4.4 The **Support Staff Liaison Committee** is established as a standing committee of the Board, with responsibility for work as detailed below:

4.4.1 Purpose

- To provide an ongoing mechanism for discussion of items of mutual concern.

4.4.2 Powers and Duties

- Liaise on emerging issues.
- Items which are contained in the Collective Agreement shall not be discussed by the Liaison Committee.

4.4.3 Membership

- Two trustees
- Superintendent or designate
- Support staff representatives

4.4.4 Meetings

- Semiannually, as agreed to by Committee members.

Updated: May 2, 2018

4.5 The **Recognition/Friends of Education Committee** is established as a standing committee of the Board, with responsibilities for work as detailed below:

4.5.1 Purpose

- To develop and recommend to the Board appropriate recognition and appreciation programs.

4.5.2 Powers and Duties

- Develop appropriate appreciation programs and make recommendations to the Board for implementation.
- Develop operating budget for recognition.
- Organize and plan annual recognition activities.

4.5.3 Membership

- Four (4) trustees
- Superintendent's designate

4.5.4 Meetings

- To be convened by the Committee Chair in consultation with Committee members, as required.

Updated: May 2, 2018

4.6 The **First Nations Métis Inuit (FNMI) Committee** is established as a standing committee of the Board, with responsibilities for work as detailed below:

4.6.1 Purpose

- Develop excellent working relationships with FNMI Communities.
- Seek ways to enhance or improve FNMI education across the Division.
- Initiate action plans for Board approval.
- Review student achievement for all FNMI students within the Division.
- Collaborate with FNMI communities on a shared vision for success of students.

4.6.2 Powers and Duties

- Review FNMI student results and report back to the Board as required.
- Review Divisional FNMI strategies with Administration for improving FNMI student achievement.
- Communicate FNMI strategies to stakeholders for comment and input.
- Review Truth and Reconciliation Commission (TRC) Calls to Action.
- Review Aboriginal Achievement Scholarship criteria.

4.6.3 Membership

- Three (3) trustees
- Superintendent and/or designate(s)

4.6.4 Meetings

- Minimum of 3 (three) meetings annually (Tentative October, January-February, April).

Updated: September 9, 2015

4.7 The **Political Action Committee** is established as a standing committee of the Board, with responsibilities for work as detailed below:

4.7.1 Purpose

- Coordinate educational advocacy efforts.

4.7.2 Powers and Duties

- Make recommendations to the Board re: advocacy strategies.
- Carry out advocacy strategies as directed by the Board.

4.7.3 Membership

- Board Chair
- Two trustees
- Superintendent and/or designate(s)
- Director of Community Partnerships and Engagement (as required)

4.7.4 Meetings

- Meetings as convened by the Committee Chair in consultation with Committee members.

Updated: January 13, 2016

4.8 The **Communications Committee** is established as a standing committee of the Board, with responsibilities for work as detailed below:

4.8.1 Purpose

- To enhance internal and external communications.

4.8.2 Powers and Duties

- Develop a marketing/communications plan for Board approval.
- Review and recommend the marketing/communications budget.

4.8.3 Membership

- Three (3) trustees
- Superintendent and/or designate(s)

4.8.4 Meetings

- Called in a timely manner by the Committee Chair or Administration to meet the needs for reporting.

Updated: May 2, 2018

4.9 The **Superintendent Evaluation Committee** is established as a standing committee of the Board, with responsibilities for work as detailed below:

4.9.1 Purpose

- Provide a recommendation for a process of evaluation for the Superintendent.

4.9.2 Powers and Duties

- Request the Superintendent to provide evidence of agreed-upon quality indicators.
- Recommend an evaluation report by the Board.
- After consultation with the Superintendent, recommend a particular evaluation process to the Board.

4.9.3 Membership

- Board Chair
- One trustee
- Superintendent

4.9.4 Meetings

- To be called by the Committee Chair by March 1st annually and completed and presented for Board approval by June 30th.

Updated: May 2, 2018

4.10 The **Superintendent Compensation Committee** is established as a standing committee of the Board, with responsibilities for work as detailed below:

4.10.1 Purpose:

- Review annually and provide Superintendent compensation commensurate with school jurisdictions of similar size/population of students.

4.10.2 Powers and Duties:

- Review annually salary, benefits and other compensation as determined in the contract.

4.10.3 Membership:

- Board Chair
- One Trustee

4.10.4 Meetings:

- To be called by Chair of committee before May 1st annually with recommendations to be completed and presented to Board for approval prior to June 30th of same year.

Updated: TBD

4.11 The **Student Achievement Committee** is established as a standing committee of the Board, with responsibility for work as detailed below:

4.11.1 Purpose:

- Review and enhance student achievement at all levels for students within Northern Lights School Division.
- Time Student Achievement Committee meetings to align with the Accountability Cycle, and the first draft of the Three Year Education Plan.
- Bring all reviews to the Board. This would include school, program, career, and scholarship/awards reviews.

- Address referrals to the committee such as:
 - Literacy
 - Numeracy
 - Grade 3 SLA
- Link system and program needs to the Budget process by identifying funding required to meet objectives.
- Establish student recognition programs, awards and activities for students.
- Select recipients for selected scholarships:

4.11.2 Powers and Duties

- Review student results and report back to the Board as required.
- Review strategies with administration for improving student achievement.
- Recommend funding levels within this committee's mandate.

4.11.3 Membership

- Three (3) trustees
- Associate Superintendent of Learning Services

4.11.4 Meetings

- Called in a timely manner by the Committee Chair or Administration to meet the needs for reporting.

Updated: TBD

4.12 The **Finance Committee** is established as a standing committee of the Board, with responsibility for work as detailed below:

4.12.1 Purpose:

- Review Management Statements
- Review Unaudited and Audited Schedules
- Review Financial Statements (Quarterly (3) and Year End) of the Division
- Review the Surplus/Deficit reports of the Division
- Develop and monitor the Budget Assumptions of the Board
- Review and recommend budgets for the Division's operations from the Committee to the Board as a whole

4.12.2 Powers and Duties

- Review reports and plans, and report quarterly and annual information to the Board.

- Recommend funding levels in each of the areas to the Board.

4.12.3 Membership

- Minimum of three (3) trustees with no maximum
- Secretary-Treasurer

4.12.4 Meetings

- Called in a timely manner by the Committee Chair or Administration to meet the needs for reporting. Generally speaking, one meeting in each of October/November, January, March/April, and May.

4.12.5 Audit Committee

- In the event that an external audit committee member cannot be secured, then membership of the Audit Committee folds/defaults to the Finance Committee, which then assumes the mandate of the Audit Committee.

Updated: January 17, 2018

- 4.13 The **Audit Committee** is established as a standing committee of the Board, with responsibility for work as detailed below:

4.13.1 Purpose

- Be directly involved with the hiring of the Auditor for the Division.
- Meet with the Auditor prior to, and following, the Audit process.
- Bring to the Auditor's attention any activity or event that is deemed appropriate for investigation or further research.
- Ensure the activities of the Board and Administration are carried out in an accountable and financially responsible manner that reflects the Fiduciary responsibility of the Board.
- Address with the Auditor, any areas that have the potential for Fraud.
- Ensure the protection of "Whistleblowers".
- Ensure the motions of the Board are acted upon.
- Ensure the recommendations of the Audit are adhered to in a timely manner.
- Ensure appropriate Policies, Procedures (Administrative), and Practices are in place to be transparent and accountable.
- Ensure there is an accurate reporting of any financial information.

4.13.2 Powers and Duties

- Review, with the Auditor, any financial concerns that have been brought to its attention.
- Work with the Board and Administration to ensure accuracy, efficiency and accountability.

- Recommend funding levels within this committee’s mandate.

4.13.3 Membership

- Two trustees, one of whom will be designated as “Chair”.
- Financial advisor or auditor from the community.

4.13.4 Meetings

- Called in a timely manner by the Committee Chair or Administration to meet the needs for reporting (Usually 3-4 meetings per year).

Updated: TBD

4.14 The **Transportation Committee** is established as a standing committee of the Board, with responsibility for work as detailed below:

4.14.1 Purpose

- To provide an on-going mechanism to deal with transportation issues.

4.14.2 Powers and Duties

- Liaise on emerging issues.
- Hear appeals/make rulings on appeals.

4.14.3 Membership

- Three (3) trustees (one from each geographical area), one of whom will be designated as “Chair”.
- Director of Transportation.
- Superintendent or designate.

4.14.4 Meetings.

- Semi-annually or as required.

Updated: TBD

4.15 The **Policy Committee** is established as a standing committee of the Board, with responsibility for work as detailed below:

4.15.1 Purpose

- Review **Board Policy 8 – Board Committees** annually.
- Develop policy as directed by the Board.
- Review policy annually.
- Ensure that prevalent policy is brought to the Board for review as required.

4.15.2 Powers and Duties

- Draft new policy as per Board direction.
- Bring forward any changes to current policies.

- Ensure Policy 10 – Policy Making alignment.
- 4.15.3 Membership
- Three (3) trustees.
 - Superintendent and/or designate(s).
- 4.15.4 Meetings
- Minimum 2 (two) times annually.

Updated: May 2, 2018

5. **Ad Hoc Committees**

Ad hoc committees are established to assist the Board on a specific project for a specific period of time. The terms of reference for each ad hoc committee will be established at the time of formation.

6. **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.

7. **ATA Negotiations Committee**

This Committee will be activated as required.

Legal Reference: Section 60, 61, 62, 63, School Act

Revised: October 27, 2010; December 8, 2010; January 12, 2011; August 31, 2011; October 12, 2011; October 26, 2011; May 23, 2012; June 6, 2012; September 26, 2012; November 7, 2012; April 24, 2013; June 5, 2013; January 8, 2014; September 10, 2014; March 18, 2015; April 18, 2018; May 16, 2018