

COMMITTEES OF THE BOARD

The Board may establish committees to assist it to carry out its work. Committees can perform any of the following functions:

- be empowered to act on behalf of the Board;
- conduct research and report back to the Board with recommendations;
- perform a liaison function.

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

The Board of Trustees, at the October Organization Meeting, shall select one of its members to serve as Board Chair and Vice-Chair.

Committee membership will be established at the October Organization Meeting of each school year through a process that involves all Board Members. In the year of an election, the timelines for the process of determining committee membership may be extended to November. That process will consider trustees' knowledge, experience and interest pertaining to the terms of reference for each committee. Once all committee memberships are determined, committee chairs will be named through a nomination process.

Committees may be standing or ad hoc in nature.

1. Standing Committees

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

a) The Board Committee of the Whole (Superintendent Evaluation) with responsibilities as outlined below:

i. Purpose

- ◆ Facilitate the annual evaluation of the Superintendent.

ii. Powers and Duties

- ◆ Consider a facilitator to assist in the evaluation process.
- ◆ Request the Superintendent to provide evidence of accomplishments on agreed-upon quality indicators as per Policy 13.
- ◆ Complete an evaluation report.
- ◆ After consultation with the Superintendent, determine a particular evaluation process to be followed in the year in which contract extension is to be considered.
- ◆ Consider compensation adjustments in accordance with the contract of the Superintendent, with any decisions that emerge being made at a regular Board Meeting.

iii. Membership

- ◆ All trustees
- iv. Meetings
- ◆ To be called by the Board Chair as necessary, but at minimum, on an annual basis, and in accordance with the “CEO Evaluation Process, Criteria and Timelines” document as approved by the Board.
 - ◆ Meetings of the committee will be held in camera.
- b) The Board Committee of the Whole (Audit) with responsibilities for work as detailed below:
- i. Purpose
- ◆ To act in an objective, independent capacity as a liaison between the auditors, management and the Board of Directors;
 - ◆ To ensure the auditors have a facility to consider and discuss governance;
 - ◆ To audit issues with parties not directly responsible for operations.
- ii. Powers and Duties
- ◆ Solicit information from the auditor(s) on the financial operation of the school jurisdiction;
 - ◆ Determine appropriate action items for a Board Meeting.
- iii. Membership
- ◆ All trustees;
 - ◆ Superintendent and Associate Superintendent (Business Services).
- iv. Meetings
- ◆ The Board Chair shall convene a meeting prior to the annual audit.
- c) The Board Committee of the Whole (Planning) with responsibilities as outlined below:
- i. Purpose
- ◆ To Allow the Board to receive information in preparation for a regularly scheduled meeting of the Board;
 - ◆ Agenda Planning.
- ii. Powers and Duties
- ◆ To receive information;
 - ◆ To ask questions of clarification related to the information provided.
- iii. Membership
- ◆ All trustees;
 - ◆ Superintendent and/or designate(s).
- iv. Meetings
- ◆ All meetings are held in sufficient time to allow for preparation for the regularly scheduled meeting of the Board.

- d) The Negotiations Committee - ATA is established as a standing committee of the Board, with responsibilities for work as detailed below:
- i. Purpose
 - ◆ Negotiate collective agreements with authorized representatives of the Alberta Teachers' Association representing teaching staff.
 - ii. Powers and Duties
 - ◆ Establish Board proposals within the guiding principles set by the Board;
 - ◆ Negotiate with ATA representatives;
 - ◆ Recommend action to the Board on negotiations issues;
 - ◆ Recommend terms of settlement for Board ratification;
 - ◆ Refer any concerns expressed, through the Board to the Superintendent;
 - ◆ Hear and rule on grievances in accordance with collective agreements.
 - iii. Membership
 - ◆ Three trustees;
 - ◆ Superintendent and/or designate(s).
 - iv. Meetings
 - ◆ To be called by the Committee Chair as required to negotiate agreements.
- e) The Negotiations Committee - Support Staff is established as a standing committee of the Board, with responsibility for work as detailed below:
- i. Purpose
 - ◆ Negotiate collective agreements with authorized representatives of employee unions and/or associations representing support staff.
 - ii. Powers and Duties
 - ◆ Establish Board proposals within the guiding principles set by the Board;
 - ◆ Negotiate with support staff representatives;
 - ◆ Recommend action to the Board on negotiations issues;
 - ◆ Recommend terms of settlement for Board ratification;
 - ◆ Refer any concerns expressed, through the Board to the Superintendent;
 - ◆ Hear and rule on grievances in accordance with collective agreements.
 - iii. Membership
 - ◆ Three trustees;
 - ◆ Superintendent and/or designate(s).
 - iv. Meetings
 - ◆ To be called by the Committee Chair as required to negotiate agreements.
- f) Appeal Committee is established as a standing committee of the Board, with responsibilities for work as detailed below:
- i. Purpose
 - ◆ Hear appeals on student matters other than expulsion of students.
 - ii. Powers and Duties

- ♦ To conduct hearings in accordance with Policy 14 - Appeals Regarding Student Matters;
 - ♦ To render decisions on behalf of the Board on appeals presented.
- iii. Membership
- ♦ Three trustees;
 - ♦ Superintendent or designate.
- NB: Both the appellant and the Committee may be represented by Counsel.
- iv. Meetings
- ♦ The Committee Chair shall convene a meeting within five working days of receipt of a letter of appeal
- g) The Discipline Committee is established as a standing committee of the Board, with responsibility for work as detailed below:
- i. Purpose
- ♦ Hear recommendations for the expulsion of a student.
- ii. Powers and Duties
- ♦ Hear representations with respect to a recommendation for a student expulsion in accordance with Policy 14 - Appeals Regarding Student Matters;
 - ♦ Reinstate or expel the student and provide for alternate educational programming.
- iii. Membership
- ♦ Three trustees with all board members as alternates;
 - ♦ Superintendent or designate.
- iv. Meetings
- ♦ To be convened by the Committee Chair upon the call of the Superintendent, but in no event shall the meeting occur later than ten school days from the first day of suspension.
- h) The Awards Committee is established as a standing committee of the Board, with responsibility for work as detailed below:
- i. Purpose
- ♦ To carry out the wishes of the Board in annually recognizing excellence in achievement by the awarding of scholarships and awards including: Lloyd Cavers Scholarship, Enmax Environmental Scholarship, Emerging Artist Scholarships and the Edwin Parr Excellence in Teaching Award.
- ii. Powers and Duties
- ♦ Establish and review criteria at the Board's request;
 - ♦ Using scholarship criteria, solicit nominations for the awards from schools in the Division;
 - ♦ Determine the recipients of the awards.
- iii. Membership
- ♦ Two trustees
 - ♦ Superintendent or designate

- iv. Meetings
 - ◆ To be convened by the Committee chair upon the call of the Superintendent.
- i) The Professional Learning Committee is established as a standing committee of the Board, with responsibility for work as detailed below:
 - i. Purpose
 - ◆ Summarize professional learning opportunities for the Board of Trustees.
 - ii. Powers and Duties
 - ◆ Discuss PL needs of trustees;
 - ◆ Research PL opportunities and provide information to trustees.
 - ◆ Align PL opportunities with Board Priorities.
 - iii. Membership
 - ◆ Two trustees;
 - ◆ Superintendent or designate.
 - iv. Meetings
 - ◆ The Committee Chair shall convene meetings as required to ~~plan PD~~ discuss PL opportunities.
- j) The Policy Review Committee is established as a standing committee of the Board, with responsibility for work as detailed below:
 - i. Purpose
 - ◆ To review annually all Board policies.
 - ii. Powers and Duties
 - ◆ To review all Board policies;
 - ◆ To discuss all reviews with the Board;
 - ◆ To recommend amendments to policies.
 - iii. Membership
 - ◆ Three trustees;
 - ◆ Superintendent or designate.
 - iv. Meetings
 - ◆ To be convened by the Committee Chair.
- k) The Community Relations Committee is established as a standing committee of the Board, with responsibility for work as detailed below.
 - i. Purpose
 - ◆ To build a culture of trust, mutual respect and transparency through collaboration;
 - ◆ To facilitate communication with all stakeholders who have a vested interest in education within the school system;
 - ◆ To support open and transparent communication with the public;

- ◆ To engage elected officials, community groups, and the community at large in discussion of educational matters.
- ii. Powers and Duties
- ◆ To provide opportunities for collaboration with the school community;
 - ◆ To plan with parents and students through school, student and regional councils;
 - ◆ To facilitate meetings within the community on a regular basis.
- iii. Membership
- ◆ Three trustees;
 - ◆ Superintendent or designate.
- iv. Meetings
- ◆ To be held a minimum of three times a year or as convened by the Committee Chair.

ℓ) The Peigan Board of Education and LRSD Working Committee.

i. Purpose

- ◆ To work together to support Piikani First Nation student success, achievement and well-being.

ii. Goals

- ◆ To develop and share policies and procedures related to student registration, transfer and fees;
- ◆ To develop a service level of agreement with regard to professional development, as well as sharing best practices and resources;
- ◆ To work together to support and develop initiatives between the two boards;
- ◆ To develop a mechanism to meet the needs of students who are not attending schools in either jurisdiction.

iii. Principles

The committee will work together to make recommendations that:

- ◆ Use the Memorandum of Understanding to guide collaboration and partnership initiatives;
- ◆ Support students and families;
- ◆ Support student achievement;
- ◆ Reflect Board Policies;
- ◆ Are collaborative, and
- ◆ Enhance student, parent and community involvement in education.

iv. Definitions

Administrator *The Superintendent of Peigan or Livingstone Range Board of Education*

Chairperson *The person who will prepare agendas, chair meetings, complete and distribute a record of decisions from each meeting*

Memorandum of Understanding *An agreement that was signed in February, 2010 involving Treaties 6, 7 and 8, the province of Alberta and the Government of Canada to work together to work collaboratively and expeditiously to continuously improve education outcomes for First Nation students*

Trustee *An elected official who serves on either the Peigan or Livingstone Range Board of Education*

v. Committee Membership

- ◆ Three trustees from each Board;
- ◆ Superintendent and/or designate from each Board.

vi. Roles and Responsibilities

Trustees

- ◆ Serve as elected officials to represent students and families in their jurisdiction;
- ◆ Liaise between the committee and their board.

Administrators

- ◆ Schedule working committee meetings;
- ◆ Prepare and distribute agendas and record of decisions.

Chairperson

- ◆ Prepare agenda and distribute;
- ◆ Keep record of decisions during meetings and distribute;
- ◆ Chair to be rotated between administrators each meeting.

vii. Scope

- ◆ The working committee will meet quarterly;
- ◆ The working committee will use collaborative decision-making to determine recommendations;
- ◆ Trustees will take recommendations from the committee forward to their respective Boards;
- ◆ Trustees are to seek Board approval of the terms of reference as part of the annual review;
- ◆ Once approval is gained, the working committee will develop a work plan that is consistent with the terms of reference.

m) The Kainai Board of Education and LRSD Working Committee.

i. Purpose

- ◆ To work together to support Kainai First Nation student success, well-being and achievement.

ii. Principles

The committee will work together to make recommendations that:

- ◆ Use the intent of the Memorandum of Understanding to guide collaboration and partnership initiatives;
- ◆ Support students and families;
- ◆ Support student achievement;
- ◆ Reflect Board Policies;
- ◆ Reflect the Kainai Elders' Declaration
- ◆ Are collaborative;
- ◆ Enhance student, parent and community involvement in education, and
- ◆ Demonstrate knowledge of and respect for Kainai culture and history.

iii. Definitions

Administrator *The Superintendent of Kainai or Livingstone Range Board of Education*

Chairperson *The person who will prepare agendas, chair meetings, complete and distribute a record of decisions from each meeting*

Memorandum of Understanding *An agreement that was signed in February, 2010 involving Treaties 6, 7 and 8, the province of Alberta and the Government of Canada to work together to work collaboratively and expeditiously to continuously improve education outcomes for First Nation students*

Trustee *An elected official who serves on either the Kainai or Livingstone Range Board of Education*

iv. Committee Membership

- ◆ Kainai Board of Education – The Superintendent, The Deputy Superintendent / Business Affairs and two Trustees.
- ◆ Livingstone Range School Division – Three Trustees, the Superintendent and two Central Office Staff.

v. Roles and Responsibilities

Trustees

- ◆ Serve as elected officials to represent students and families in their jurisdiction;
- ◆ Liaise between the committee and their board.

Administrators

- ◆ Schedule working committee meetings;
- ◆ Prepare and distribute agendas and record of decisions.

Chairperson

- ◆ Prepare agenda and distribute;
- ◆ Keep record of decisions during meetings and distribute;
- ◆ Chair to be rotated between administrators each meeting.

vi. Scope

- 1) The Working Committee will meet three times a year. In the first meeting, the work plan will be developed; progress and results will be monitored in the second meeting and a review of the work and planning for the following year will occur in the third meeting.
- 2) The Working Committee will use collaborative decision-making to determine recommendations.
- 3) Trustees will take recommendations from the committee forward to their respective Boards.

n) The ATA Executive and LRSD Working Committee.

i. Purpose

- ◆ To work together to model collaboration in the areas of:
 - ⇒ Leadership (Leader2Leader)
 - ⇒ Mentorship (Teacher2Teacher, Leader2Leader)
 - ⇒ Professional Development (Jurisdictional Day)
 - ⇒ Planning (Calendar, Satisfaction Surveys)
 - ⇒ Celebration and Recognition of Success (Teacher Induction, Retirement, Long Service)
 - ⇒ Joint Initiatives (Accountability Project)
 - ⇒ Advocacy for Education
- ◆ To improve communication and understanding of concerns and issues between the ATA Executive and the Board of Trustees for Livingstone Range School Division.

ii. Powers and Duties

- ◆ To create a framework to enable conversation and collaboration between the ATA Executive and Board of Trustees for Livingstone Range School Division;
- ◆ To share information on joint initiatives.

iii. Membership

- ◆ ATA Executive:
 - ⇒ 4 members including the local ATA President.
- ◆ LRSD:
 - ⇒ 2 Trustees;
 - ⇒ Superintendent or designate.
- ◆ Chair/Recorder:
 - ⇒ The Superintendent or designate will be responsible to collaboratively develop the agenda, keep a record of decisions and distribute both to the members of the committee.

iv. Meetings

- ◆ At least 3 meetings will be convened each school year (suggested dates: late October, early February, early May).

2. 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.

Specifically, the Board will appoint an ad-hoc committee to serve as an appeal body for disputes and conflict resolution between the Principal and the school council. Disputes are to be referred in writing to the Superintendent. If requested by both parties in a dispute, the Superintendent will endeavor to mediate as a preliminary step in conflict resolution.

3. 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 61, 62, 63, School Act
Approval Date: October 14, 2003
Amendment: January 13, 2004
Amendment: January 10, 2006
Amendment: November 13, 2007 - 1(h), 1(i)
Amendment: September 8, 2009
Renumbered BP 8 September 8, 2009 (Previously BP 9)
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