

# 126832

## **BOARD COMMITTEES**

### **General Purpose**

The Board uses a committee structure to produce recommendations to be considered for action by the Board in public session at its regular meetings. The Board relies on committees to research and conduct due diligence on issues and to monitor the operations of the Division through a system of organized reports.

Committees generally operate under the rules of the Board, however, the rules about the number of times and length of time a Trustee may speak to an item are relaxed to allow for a more thorough examination of the subject.

Standing and Ad Hoc Committees report to the Board as required by the Board or whenever the Committee deems necessary.

The meetings of Board Committees are private. Action is taken only after recommendations are reported to the Board in public session at a regular Board meeting where they are supported by appropriate rationale and any required exhibits.

Committee chairs and committee members are elected annually. The Committee Chair is responsible for exercising discretion in ensuring that all members have an opportunity to participate.

Committee meetings are held at the call of the chair. Committee of the Whole, Board and Standing Committee meetings are not open to the public.

### **Committee Membership**

The Board Chair is a non-voting member of each committee by virtue of election to the position (ex officio).

Process for election of Chair and Vice Chair

- The Secretary-Treasurer/Chief Financial Officer circulates a request to all trustees prior to the inaugural or annual meeting for declared interest in the Chair and Vice Chair positions.
- The trustees are requested to submit to the Secretary-Treasurer/Chief Financial Officer their interest in Board Chair and Vice Chair positions before the inaugural or annual meeting.
- These lists will be compiled and copied by the Secretary-Treasurer/Chief Financial Officer and sent to all trustees by the Friday prior to the inaugural or annual meeting.

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- Trustees will review the expressed wishes of other trustees and be prepared to make nominations of trustees for the Chair and Vice Chair positions at the inaugural or annual meeting.

Process for election of committee members:

- The Secretary-Treasurer/Chief Financial Officer circulates a list of the board leadership positions to be filled to all trustees two weeks following the inaugural or annual meeting.
- The trustees are requested to submit to the Secretary-Treasurer/Chief Financial Officer their preferences as to the positions, i.e., committee chairs and/or memberships that they wish to undertake, in a prioritized order.
- These prioritized lists will be compiled and copied by the Secretary-Treasurer/Chief Financial Officer and sent to all trustees by the Friday prior to the Board Meeting that follows the inaugural or annual meeting.
- Trustees will review the expressed wishes of other trustees and be prepared to make nominations of trustees for the various positions
- Trustees are encouraged to rotate their membership regularly on the two standing committees during their term of office.

### **Committee Framework**

Committees of the Board are organized in various ways related to their function and scale of work.

#### **1. Committee of the Whole**

The Committee of the Whole is used for two purposes. One purpose is to allow the Board to deal with confidential or sensitive matters in camera. (In camera proceedings are addressed below). Secondly, unless a standing, liaison or ad hoc committee is struck by the Board to deal with matters in a particular area, all other areas are addressed within the Committee of the Whole. Such areas include:

- Finance and Facilities; and
- Education.

##### **a. Finance/Facilities Committee:**

Responsibilities of this committee shall include the monitoring and development of policy in the following areas:

- i. Finance:
  1. Budget
  2. Expenditure Control

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3. Asset Inventory
  4. Financial Audit
  5. Purchasing
- ii. Facilities and Grounds:
    1. Development and Maintenance
    2. Fire and General Safety
    3. Rentals and Community Use
    4. New Construction and Renovations
- iii. Student Transportation
    1. Departmental Regulations
    2. Student Eligibility
    3. User Fees

The Finance and Facilities Committee meets at a minimum bi-monthly per year (excluding July and August) and as required to address specific deliverables.

**b. Education Committee**

Responsibilities of this committee shall include the monitoring and the development of policy in areas relating to:

- i. Staffing requirements related to educational programming
- ii. New Education Programs
- iii. School Accommodation
- iv. Policy Manual updating
- v. Obtaining Reaction to Board Policies
- vi. Other matters as assigned by the Board of Trustees

The Education Committee meets once a month per year (excluding July & August).

The Education Committee monthly agenda will include education programming presentations from Senior Administration and professional staff regarding public education and student achievement.

Committee of the Whole shall also be used when meeting with local municipal councillors from the City of Winnipeg and RM of Headingley and with local MLAs and MPs.

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### Committee of the Whole in Camera

This form occurs on regular meeting agendas to consider items of a privileged nature as defined in the Organizational By-Law.

### Committee of the Whole in Public

This form used in Regular meeting agendas to address issues of an immediate or urgent nature where time does not permit referral to a standing committee with a subsequent report to the Board for action. This committee is convened by motion as required.

## **2. Standing Committees**

The Standing Committees are established as a sub-set of the Board for reasons of efficiency and to facilitate in-depth discussion that is better suited for smaller groups. Meetings are scheduled closely with the Regular Meetings of the Board to enable timely deliberation and effective response with recommendations for action. The Standing Committees are described below.

### a. Human Resource/Governance

Membership shall consist of the chair of the committee and 3 trustees.

Responsibilities of this committee include Human Resource and Governance.

Human Resource includes the monitoring and the development of policy in areas relating to:

- i. Hiring (all employees)
- ii. Leaves (all employees)
- iii. Review for approval by the Board: Administrative Staff and Coordinator Staff placements as recommended by the Superintendent/CEO
- iv. Assessment of employee personnel policies
- v. Negotiations
- vi. Salary Classification
- vii. Employee Benefits
- viii. Grievances and Liaison policy

The terms of reference for Governance are as follows:

- i. To review the operation and application of the Board's Organizational By-Law

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- ii. To review sections A and B of the Policy Manual
- iii. To assist and advise the Board in areas of parliamentary procedure (Roberts Rules of Order)
- iv. To review as required the ward boundaries of the school division as set out by the Public Schools Act
- v. To assist the Chair of the Board in the area of trustee development in relation to the operating procedures by-law and/or the responsibilities of committees and committee chairs
- vi. To advise the Board on accepted good practice in Governance
- vii. To be responsible for conducting the process of the annual Board self-evaluation
- viii. To consider other items as referred by the Board

**b. Community Engagement Committee**

Membership shall consist of the chair of the committee and 3 trustees.

The terms of reference of the Community Engagement Committee are as follows:

- i. To market/promote the schools and the Division to the community in a positive manner
- ii. To determine appropriate strategies to effectively communicate to the community
- iii. To highlight and celebrate, wherever possible, the successes of the staff and students in the Division
- iv. To review data provided by administration on an annual basis – including non-resident data, private/home school data, exit/entrance surveys and larger divisional surveys in order to effectively monitor the marketing and communication of the Division
- v. To prepare and facilitate Trustee community events.
- vi. To provide oversight of the information gathering initiatives of the Board that are incorporated in the Four-Year Planning Cycle. For example, focus groups and the Division-hosted Parent Forum.

**3. Other Committees**

**a. Awards and Scholarships Advisory Committee**

Membership shall consist of:

- a. Superintendent/CEO or designate
- b. Supervisor, Accounting
- c. two principals, senior years

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- d. one principal, middle years
- e. one principal, early years
- f. one trustee
- g. two members of the St. James Scholarship Foundation

The terms of reference of the Awards and Scholarships Advisory Committee are set out in Regulation JM-R – Awards and Scholarships.

The mandate of the Awards and Scholarships Advisory Committee shall be:

- a. To make recommendations to the School Board for adoption as policy in the matter of awards and scholarships.
- b. To review and recommend action in respect to the establishment and presentation of awards and scholarships.

The committee shall meet a minimum of once per year, or more often at the call of the Chair.

**b. Liaison Committees Membership and Roles:**

**i. Board/Student Council**

Membership: 1 trustee

Role: The trustee will attend the two regularly scheduled divisional student council meetings and report to the Board following the meetings.

**ii. Board/St. James-Assiniboia Teachers' Association**

Membership: Chair of the Human Resource/Governance Committee, one other trustee and administrative representation as required.

Role: Discuss issues that may be referred from the collective bargaining process and other issues of mutual interest.

**iii. Divisional Early Childhood Committee**

Membership: 1 trustee

Role: The trustee will act as liaison between the Board and the Divisional Early Childhood Committee.

**iv. Mental Health Promotion Committee**

Membership: 1 Trustee

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Role: The trustee will attend meetings and report annually to the Board.

**v. Safe Schools Committee**

Membership: 1 Trustee

Role: The trustee will attend meetings and report annually to the Board.

**vi. Ziibi Odewei'igan Committee**

Membership: 1 Trustee

Role: The trustee will attend the regularly scheduled meetings and report annually to the Board.

**vii. Assiniboia Chamber of Commerce**

Membership (paid): 1 Trustee

Role: The trustee will act as liaison between the Board and Assiniboia Chamber of Commerce.

**viii. School Resource Officer Management Committee**

Membership: 1 Trustee

Role: The trustee will act as liaison between the Board and the School Resource Officer Management Committee.

**4. Ad Hoc Committees**

Ad Hoc Committees may be appointed by the Board to act in an advisory capacity to deal with a specific matter or a related group of matters only and shall, if possible, have a time limit within to operate. (Example: Schools Review Committee)

The Board shall establish terms of reference for the Ad Hoc Committee so that the responsibilities and term of operation for the committee are clear.

The Board shall strike a budget, if one is required, for the Ad Hoc committee to operate.

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Ad Hoc committees shall:

- a. Be appointed at any time deemed advisable by the Board
- b. Consist of no less than two members but no more than four, one of whom shall be appointed as Chairperson
- c. Be advisory to the Board and have no deliberative authority
- d. Report to the Board as necessary
- e. Take no action on any matter but submit recommendations to the board for approval
- f. Make no statement, announcement, commitment, press or publicity release dealing with Board policies, actions or plans unless prepared in writing and approved by the Board
- g. Be automatically dissolved as a Committee upon Board acceptance of the committee's final report unless asked to continue by the Board

## **5. Retirement Plan Committee**

Membership:

Two trustees, Secretary-Treasurer/Chief Financial Officer, one representative from each of the non-teaching bargaining units and staff support as required.

Role:

The committee acts in accordance with the governance role of the Retirement Plan for Non-Teaching Employees.

## **Committee Minutes**

The Committee Chair reviews the minutes prior to distribution. The Chair of a Committee (or designate) is responsible for presenting the report of the Committee to the Board at the next regular Board meeting.

Minutes of Committee meetings become part of the Board's official record when they are approved by the Board at a Board meeting. Committee recommendations are put forward at the Board Meeting by the Chair of the Committee (or designate) and detailed in the minutes in the format of a resolution.

Recommendations may be amended by the Board before adoption and are debatable. In the case of multiple recommendations, each may be addressed separately at the request of any one Trustee. The adoption or approval of Committee minutes in their entirety gives effect to all recommendations, either in their original form or as amended.

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