



**Board Committees**

Policy References	Policy Development Tracking
<b>External:</b> Education Act: Section 85  <b>Internal:</b> BP 13 – Appeals and Hearings Regarding Student Matters	<b>Adopted: June 28, 2011</b>  <b>Amended: March 19, 2019</b>

The Board may establish committees to assist with its work. Committees may be standing or ad hoc in nature.

**General Requirements**

1. Purpose of Board Committees
  - 1.1 Board committees support the work of the Board and reinforce the wholeness of the Board as a single entity.
  - 1.2 Ordinarily, Board committees will assist the Board by preparing policy alternatives, implications or recommendations for Board deliberation.
2. Establishment of Board Committees
  - 2.1 The Board shall establish standing committees and their terms of reference at the annual Organizational Meeting as deemed necessary.
  - 2.2 At any duly constituted meeting, the Board may establish standing or ad hoc committees and their terms of reference.
  - 2.3 Subsequent to the establishment of committees, appointment of trustees to committees will be by majority vote of the Board.
  - 2.4 Committee Chairs will be selected by the members.
  - 2.5 Committees will be used sparingly and ordinarily in an ad hoc capacity.
3. Operation of Board Committees
  - 3.1 Board committees, unless otherwise directed, shall submit a report to the Board. It is expected that written reports, if available, will be included in the agenda package.
  - 3.2 Board committee recommendations will come with an explanation of the decision-making process and implications of the recommendations.
4. Board Committee/Board Relations
  - 4.1 Board committees may not speak or act for the Board except when formally given such authority for specific and time-limited purposes.
  - 4.2 A Board committee that has helped the Board create policy on any subject shall not be used to monitor organizational performance on that same subject.
5. Board Committee/Director Relations

- 5.1 Board committees shall never interfere with the Board's delegation of authority to the Director.
  - 5.2 Any direction to the Director will come from the full Board versus a Board committee.
  - 5.3 Because the Director works with the full Board, the Director does not need approval of any Board committee before taking executive action.
6. Board Committee/Staff Relations
- 6.1 Board committees cannot exercise authority over staff.
  - 6.2 Board committees help the Board do its job and as such, they shall have a mandate to help or advise the staff.
  - 6.3 In keeping with the Board's broader focus, Board committees normally will not have direct dealings with ongoing staff operations.

## **Standing Committees**

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

### **1. Audit Committee**

#### **1.1 Terms of Reference**

##### **1.1.1 Purpose**

- 1.1.1.1 The Audit Committee exists to assist the Board in fulfilling its fiscal accountability.

##### **1.1.2 Role**

- 1.1.2.1 The Audit Committee will lead the external audit function and act as a conduit between the Auditor and the Board.

- **Pre-Audit**

- Provide for proposals for audit services as required and recommend the appointment of external auditors and the audit fees.
- Recommend on any question of resignation or dismissal of the external auditors.
- Review the auditor's proposed audit scope and approach.
- Review and confirm the independence of the auditors by obtaining statements from the auditors on relationships between the auditors and the Division, including non-audit services, and discussing the relationship with the auditors.
- Plan with the auditor for additional or specific focus services.

- **Post-Audit**

- Review with the external auditors and management the results of the audit.
- Review the external auditor's Management Letter and correspondence attached to the annual statement.

- Review the effectiveness of the Committee and recommend any proposed changes to the Board.
- The Committee shall report to the Board the results of the audit and its recommendation for the audited financial statements.

### 1.1.3 Authority

The Audit Committee has authority to:

- 1.1.3.1 Meet with external auditor or auditor candidates,
- 1.1.3.2 Meet with the Director, Superintendent of Business and/or the Business Supervisor as deemed necessary,
- 1.1.3.3 Seek advice of other professionals as deemed necessary and within Committee budget,
- 1.1.3.4 Report to the Board with regard to any matters within its mandate.

## 1.2 Composition

1.2.1 Board Chair.

1.2.2 Two (2) trustees, Director and Superintendent of Business.

## 1.3 Meetings

1.3.1 The Audit Committee shall meet with the external auditors prior to the start of the annual audit and shall meet with the external auditors upon completion of the Annual Financial Statement.

1.3.2 The Chair of the Audit Committee may call a meeting of the Audit Committee in the event that a clarification or concern is raised that the Chair deems requires a meeting of the Audit Committee.

## 2. Board Committee of the Whole

### 2.1 Terms of Reference

#### 2.1.1 Purpose

2.1.1.1 To provide a forum for discussion and planning.

#### 2.1.2 Role

2.1.2.1 To solicit and receive information relevant to the development of various system activities and plans. This shall include presentations on educational programs and initiatives occurring within the division. The Board Annual Work Plan will be examined in order to ensure the timely completion of work plan activities as outlined in Board Policy.

2.1.2.2 To make recommendations for agenda items for subsequent Board meetings.

### 2.2 Composition

2.2.1 All trustees as well as the Director of Education, the Superintendents and the Board's Executive Assistant.

### 2.3 Meetings

2.3.1 Meetings will normally be held on the second Tuesday of the month or at the discretion of the Board Committee of the Whole.

2.3.2 Meetings will be open to the public and will therefore also allow for “in-camera” sessions if required.

### 3. Boundary Committee

#### 3.1 Terms of Reference

##### 3.1.1 Purpose

3.1.1.1 Consider adjustments in boundaries.

##### 3.1.2 Role

3.1.2.1 Recommend school attendance areas to the Board.

3.1.2.2 Review boundary, attendance and related transportation requests.

#### 3.2 Composition

3.2.1 Board Chair or Vice-Chair;

3.2.2 Two (2) trustees one of which is the subdivision trustee.

#### 3.3 Meetings

3.3.1 To be held as determined by the Committee.

### 4. CUPE Negotiating Committee

#### 4.1 Terms of Reference

##### 4.1.1 Purpose

4.1.1.1 To negotiate and conclude a Memorandum of Agreement for recommendation to the Board.

##### 4.1.2 Role

4.1.2.1 Report to the Board from time to time.

4.1.2.2 Maintain confidentiality of negotiation proceedings.

#### 4.2 Composition

4.2.1 Two (2) trustees, Director, Superintendent of Business, Human Resources Supervisor and Human Resources Officer.

#### 4.3 Meetings

4.3.1 To be called by the Committee Chair as required.

### 5. LINC Negotiating Committee

#### 5.1 Terms of Reference

##### 5.1.1 Purpose

5.1.1.1 To negotiate and conclude a Memorandum of Agreement for recommendation to the Board.

##### 5.1.2 Role

5.1.2.1 Report to the Board from time to time.

5.1.2.2 Maintain confidentiality of negotiation proceedings.

#### 5.2 Composition

5.2.1 Two (2) trustees.

5.3 Meetings

5.3.1 To be called by the Committee Chair as required.

6. Major Facilities Renovations Committee

6.1 Terms of Reference

6.1.1 Purpose

6.1.1.1 To make decisions regarding the recommendations for major facilities renovations and projects.

6.1.2 Role

6.1.2.1 Report to Board from time to time.

6.1.2.2 Approval of tenders for major facilities renovations and projects.

6.1.2.3 Review and approval of preventative maintenance renewal and long term facilities plan.

6.2 Composition

6.2.1 Board Chair or Vice-Chair.

6.2.2 Subdivision trustee.

6.3 Meetings

6.3.1 To be called by the Committee Chair as required.

7. Student Discipline Committee

7.1 Terms of Reference

7.1.1 Purpose

7.1.1.1 To make decisions regarding the recommendations for the suspension/expulsion of students.

7.1.2 Role

7.1.2.1 Upon referral of a suspension confirm, extend or remove suspension.

7.1.2.2 On a recommendation for expulsion, 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.)

7.1.2.3 Inform the Board of the action taken by the Suspension Committee.

7.2 Composition

7.2.1 One (1) trustee to serve as Chair and two (2) other trustees (preferably the subdivision trustee from the student's attendance area).

7.2.2 Director and/or designate(s).

7.3 Meetings

7.3.1 As detailed in Policy 13 Appeals and Hearings Regarding Student Matters.

8. Technology Committee

8.1 Terms of Reference

- 8.1.1 Purpose
  - 8.1.1.1 To make decisions regarding the recommendations for technology projects.
  - 8.1.1.2 To monitor the implementation of the “Sun West Distance Learning Centre Charter: contained in Appendix A – Sun West Distance Learning Centre Charter.
- 8.1.2 Role
  - 8.1.2.1 Report to the Board from time to time.

## 8.2 Composition

- 8.2.1 Three (3) trustees.
- 8.2.2 Director and Superintendent of Education (Technology).

## 8.3 Meetings

- 8.3.1 To be called by the Committee Chair as required.

## 9. Board Policy Review Committee

### 9.1 Terms of Reference

- 9.1.1 Purpose
  - 9.1.1.1 To review, revise and develop board policies as required.
- 9.1.2 Role
  - 9.1.2.1 Report to the Board from time to time.

### 9.2 Composition

- 9.2.1 Board Chair.
- 9.2.2 Two (2) trustees.
- 9.2.3 Director, Superintendent of Business and Executive Assistant.

## 10. Board Advocacy Committee

### 10.1 Terms of Reference

- 10.1.1 Purpose
  - 10.1.1.1 To support the ongoing communication of Board activities;
  - 10.1.1.2 To maintain an Advocacy Plan in support of the Strategic Plan.
- 10.1.2 Role
  - 10.1.2.1 Report to the Board from time to time.
  - 10.1.2.2 Convey key messages regularly to MLAs and municipal partners
  - 10.1.2.3 Arrange for Board to meet annually with MLAs and municipal partners.
  - 10.1.2.4 To receive updates from Director of Education on Division-level partnership endeavours.
  - 10.1.2.5 Promote and support the activities and initiatives for the Public Sector of the Saskatchewan School Boards Association;

### 10.1.3 Composition

10.1.3.1 Three (3) trustees.

10.1.3.2 Director

### **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.

Each ad hoc committee, at the conclusion of its work, shall present a written report to the Board. Unless otherwise directed by the Board, ad hoc committees are dissolved as soon as they have reported to the Board.

The Director or designate shall attend meetings of ad hoc committees.

### **Resource Personnel**

The Director may appoint resource personnel to work with committees and shall determine the roles, responsibilities and reporting requirements of the resource personnel.



**Appendix A – Sun West Distance Learning Centre Charter**

Policy References	Policy Development Tracking
<b>External:</b> Education Act: Section 159  <b>Internal:</b>	<b>Adopted:</b>  <b>Amended: March 19, 2019</b>

The Sun West Distance Learning Centre (DLC) is configured in a manner that sets it aside as a separate entity from all other Division schools. Learning opportunities offered at the DLC are designed to ensure educational program equity for all Division students and are also offered to external users.

The Sun West Distance Learning Centre Charter outlines the manner in which the funding and operation of the DLC is managed on a regular basis. The Charter provides a framework that enables administration to make timely decisions especially in taking advantage of business opportunities as they arise.

**Funding**

The DLC budget is determined by the amount of money generated by the operations of the DLC:

- Student funding allocation is provided to the Division via the Ministry of Education’s Funding Distribution Model;
- External school divisions purchasing online service from the DLC;
- Adult course registration fees;
- Partnership agreement funding models;
- The management of home-based education students with the Division;
- Identified DLC monetary supports from the Ministry of Education; and,
- Possible Division general revenues if necessary.

**Budgeting**

The Superintendent of Education with responsibilities for Technology and the DLC Principal will develop an annual budget in collaboration with the Superintendent of Business and the Director of Education/CEO and submit this budget to the Board’s Technology Committee.

- This budget will account for all aspects of the DLC.
- Staffing numbers will be determined by the Superintendent of Education with responsibilities for Technology taking into consideration:
  - Number of instructional programs;
  - Number of student enrolments;
  - Number of program developments;
  - Specific specialized support personnel required; and,
  - Amount of time and expertise needed to pursue and develop revenue streams.
- Budget goals will be set to create profit margins and establish financial reserves to provide financial wherewithal to take advantage of business opportunities as they arise.



- If required, budget shortfalls may be requested from Division general funds that would be determined/granted by the Board of Education in consultation with the Board's Technology Committee.
- When appropriate, financial profits may also be transferred to Division general reserves.

### **System Supports**

The DLC will also house the provision of system supports that have technology aspects to their operations in order to integrate and align their work with Division initiatives and needs, i.e.:

- Division and school web sites;
- Division communications;
- Division curriculum development and management; and,
- Division resource bank development, management and implementation.

The cost of system supports that are housed in the DLC will be charged to the general Division budget, i.e. Curriculum/Resource Bank Consultant, system communications, etc.

### **Planning**

The DLC planning will be futuristic in nature and consider:

- Developing entrepreneurial ventures focused on ensuring the DLC is financially sustainable and eventually revenue generating;
- Developing the capability of becoming a provincial online delivery service;
- Developing a system of partnerships with other school divisions;
- Promoting the development of a provincial industry and education council providing equity of opportunity to small urban and rural systems comparable to the Saskatoon and Regina Industry and Education Councils; and,
- Developing the capacity to physically expand its operations when required.

### **Reporting**

Up to three (3) formalized Board Technology Committee meetings will be convened on an annual basis to allow committee members to have input into DLC planning and operations. Additional meetings may be called should circumstances arise that would need Board input in a more timely manner.

The Superintendent of Education with responsibility for Technology will work collaboratively with the Superintendent of Business to monitor and report on the financial standing of the DLC budget as part of the reports with the Board Technology Committee. DLC financial data will also be included in the Superintendent of Business monthly financial report to the Board of Education.

The Superintendent of Education with responsibility for Technology will communicate on a regular basis with the Director of Education/CEO regarding the DLC operations, programming plans and financial standing.

The value of the DLC to the Division, including value to students, will be demonstrated within the financial accounting records and then utilized to promote awareness and understanding of this resource for all Division stakeholders.