

POLICY 102: BOARD OF EDUCATION – COMMITTEES AND REPRESENTATION

ADMINISTRATIVE PROCEDURES

General Operating Guidelines for Standing Committees:

The purpose of the Board of Education's Standing Committees is to provide increased opportunities to share and receive information and input, to review and consider matters, and to make recommendations to the Board of Education. Each Standing Committee shall have a Trustee Chair and hold public meetings in accordance to a schedule established annually by the Board of Education. All Trustees are members of each of the Standing Committees. Topics and/or themes for Standing Committees may come from the Board of Education, Senior Staff and any emergent issue that arises. At the discretion/direction of the Board of Education, Community groups and Student groups may be invited to present at a Standing Committee. Each public Standing Committee meeting will reference the category that is being held (*Education and Programs, Finance and Facilities/Capital Planning, and Towards the Future for Schools*).

A representative of each of the Board of Education's partner groups shall have the opportunity to participate in the discussions of the Standing Committee. The partner groups include the North Vancouver Parent Advisory Council (NVPAC), the North Vancouver Teachers' Association (NVTAs), the Canadian Union of Public Employees – Local 389 (CUPE), North Vancouver Administrators Association (NoVA), and District Student Leadership Council (DSLCL). All employees and members of the community are welcome to participate in the meetings which will be conducted in an inclusive and informal manner. The Board of Education values the opportunity for wide ranging discussion and dialogue with community members. Active encouragement and promotion of Standing Committees will occur through promotion through the District website, Social Media channels and Superintendent Updates.

The representatives on Standing Committees are expected to reflect the interests, concerns, and perspectives of the organization on whose behalf they represent. The representatives will act as liaisons for their organization and will provide the means through which their membership will be informed about the activities of the Standing Committees.

A Standing Committee shall be supported by senior administrators to be named by the Superintendent, and, from time to time, other administrative officers and managers as may be required by the committee. The preparation of the agenda for a meeting of the Standing Committee shall be created by Senior Staff and the Committee Chair. The meeting agenda and supporting materials shall be made available on-line on the preceding Thursday, whenever possible.

A record containing a summary of the matters discussed, input received, and any recommendations to the Board of Education shall be provided by the Standing Committee Chair to the Board of Education at the first Board meeting following a Standing Committee Meeting.

General Themes of the Standing Committee:

Education and Programs:

The Education and Programs addresses matters pertaining to the quality and types of education provided by the school district including curriculum, programs, educational technology, special education, athletics and the teaching methods employed. It also deals with all matters affecting services provided to students, including counselling, student achievement, safe and caring schools, and health services.

Finance and Facilities/Capital Planning:

The Finance and Facilities/Capital Planning addresses matters pertaining to budget preparation, financial and investment policy, and the allocation of operating and capital funds. It also deals with long-range facility planning, matters of facility design, construction and alteration, maintenance of buildings and grounds, facility leases, dispositions and acquisitions of facilities and land, and the community use of facilities.

Towards the Future for Schools:

The Towards the Future for Schools addresses matters pertaining to the development and annual refinement of the long-term strategic (10-year) and short-term operating (3-year) plans. Plans are informed by demographics and student enrolment, land and facility issues, community values and trends, and Ministry initiatives. It also identifies, with the partner groups, opportunities for more efficient and flexible use of school district facilities and any other opportunities to sustain school operations in all areas of the school district through input into the development of the annual budget.

Ad Hoc Committees:

The Board of Education may, from time to time, establish ad hoc committees comprising of less than a majority of the Board of Education, plus other persons, for purposes of investigating or considering particular issues, opportunities, or concerns, with the intent of reporting or presenting recommendations to the Board of Education.

In establishing an ad hoc committee, the Board of Education shall set out, by resolution, its membership, Chair, terms of reference, responsibilities, duration, schedule of reporting, and relationship to the Board. It is expected that each ad hoc committee shall determine its work plan, record-keeping procedures, methods of decision-making, and the frequency and scheduling of its meetings.

Liaison Trustees:

The purpose of liaison assignments is to provide each Trustee with increased opportunities to become acquainted with the schools and act as a Board representative when one is desired at school functions. Liaison assignments provide an opportunity for increased communication between Trustees and residents of the schools' communities. Consistent with the policy making and corporate role of the Board of Education, the liaison Trustee is not expected to carry out administrative or Board-delegated authority.

The assignment of a Trustee to a "family of schools" shall be for a school year, July 1 to June 30. Following the Board of Education's meeting in June of each year, the Chair of the Board will assign each Trustee to a liaison area consisting of a secondary school and its surrounding elementary schools (family of schools). Family of school assignments shall be rotated among Trustees each year.