



Palliser Regional Schools

Palliser Centre

#101, 3305 - 18 Avenue North, Lethbridge, AB T1H 5S1

Phone: 403-328-4111 Toll-free: 877-667-1234

Fax: 403-380-6890 www.pallisersd.ab.ca

COMMITTEES OF THE BOARD BOARD OF TRUSTEES

BOARD POLICY #10	
POLICY TITLE	Committees of the Board
POLICY HOLDER	Board of Trustees Palliser Regional Schools
ORIGINAL DATE	July 2017
REVIEW DATE	November 2019
REVISED DATE	
NEXT REVIEW	

Policy Statement:

The Board has an overall responsibility for providing an education system organized and operated in the best interest of students. To carry out its business in an effective and efficient manner the Board may find it necessary to appoint various committees to fulfill specific responsibilities.

Board Action:

The Board will establish committees that can perform, but not limited to the following functions:

1. Be empowered to act on behalf of the Board;
2. Conduct research and report back to the Board with recommendations; and
3. Perform a liaison function.

The Board will determine the terms of reference for each committee, including purpose, powers and duties, membership and meeting requirements. Board committees shall only exercise such powers as are specifically assigned by the Board and are not intended to do the work of administration.

Committees may be standing or ad hoc in nature.

General Requirements

1. All committees shall function under Board-approved terms of reference.
2. The Chair shall be an ex-officio member of every Board committee, with full participation and voting rights, except in those cases where a quorum of the Board is created.



3. Committees have no legal powers unless empowered by the Board to make certain decisions on its behalf except for the Appeals Committee, which is empowered to expel students and make decisions on transportation appeals that are binding on the Board.
4. Committees shall provide recommendations to the Board for final decisions, except as provided for in section 3 above.
5. Committees shall meet as often as required and shall keep adequate minutes regarding the proceedings of the meeting to report to the Board as required.
6. Each standing committee shall select its own Chair at the annual organizational meeting of the Board or the first time the committee meets.
7. If possible, a trustee shall not be Chair of more than one (1) standing committee at the same time.
8. Trustees shall be appointed to serve on committees at the pleasure of the Board.

Standing Committees

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

Board Committee of the Whole

1. Appeals

1. Purpose
 - To make decisions concerning recommendations for the expulsion or transportation of any student, and any other matter that significantly affects the education of a student.
2. Powers and Duties
 - Hear representations relative to the recommendation from such division employees/agents as it deems appropriate.
 - Provide an opportunity for the student and/or appropriate student advocate to make representation.
 - 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.)
 - Uphold or deny transportation appeals.
 - Inform the Board of the action taken by the Committee.
 - With the Principal, provide background information during a Ministerial appeal of its decision.
3. Membership
 - The entire Board, with a quorum of at least three (3) members necessary for the Committee to meet, except in the case of a student expulsion hearing; and
 - Superintendent and designate(s), who act in an advisory, non-voting capacity.
4. Meetings
 - As detailed in Policy 13 – Appeals and Hearings Regarding Student Matters.

2. Communications Committee

1. Purpose

***Together we will ensure learning success for all students
to develop their unique potential as caring citizens in a changing world.***



- The purpose of the Communications Committee is to recommend the board's response to data collected from stakeholders and create short- and long-term communications plans for the Board of Trustees, to govern the activities not only of the corporate board but of individual trustees. This communications plan would be specific to the trustees' needs and should be considered in tandem with the division's long- or short-term communications plan. This work is directly tied to the Board's positive path forward, as established in June 2015.
- 2. Composition and Appointments
 - This is a standing committee of the Board of Trustees, open to all trustees, the Superintendent or designate, and Communications staff. Other representatives from Central Office administration may be called to participate in the committee's work as required. The chair shall be elected by committee members annually.
- 3. Meetings
 - Twice a year (early fall and April) and additional times as needed. A minimum of three trustees must be in attendance for a meeting to occur.
 - MINUTES: Minutes of the meeting shall be recorded by the Communications Officer or designate.
 - REPORTING: The minutes of the committee meeting shall be submitted to the next Board of Trustees' meeting, serving as the committee's report.
 - FUNCTION AND DELEGATED AUTHORITY: The purpose of the Communications Committee is to recommend the board's response to data collected from stakeholders and create short- and long-term communications plans for the Board of Trustees, to govern the activities not only of the corporate board but of individual trustees. This communications plan would be specific to the trustees' needs and should be considered in tandem with the division's long- or short-term communications plan. This work is directly tied to the Board's positive path forward, as established in June 2015.
- 3. **Policy Advisory Committee**
 - 1. Purpose
 - to advise in the development and review of District policies that define the legal and/or philosophical position of the Board with respect to an identified issue.
 - advise in the development and review of Administrative Procedures - the mandatory requirements of the policy.
 - identify the need for the development of new policy.
 - review annually the Terms of Reference of the Committee.
 - committee members shall have the opportunity and responsibility to consult with their respective stakeholder groups as appropriate.
 - 2. Composition and Appointments
 - Board of Trustees - Committee of the Whole
 - 3. Meetings



- A schedule of meetings shall be developed annually at the Organizational Meeting or as approved by the Board.
- 4. Resources
 - Minutes of all meetings will be recorded by the Corporate Services Coordinator or designate.
- 5. Review and Evaluation Process
 - The Committee will review the Terms of Reference at the Annual Organizational Meeting

Board Committees

1. Board-Teacher Advisory Committee

1. Purpose
 - To provide a permanent and ongoing mechanism for considering matters of concern and communicating thereon the views of the respective parties.
2. Powers and Duties
 - To provide advice and recommendations to the Board and the ATA Local to promote harmonious relations.
3. Membership
 - Two (2) trustees: Including the Board Chair, and one (1) additional trustee; Superintendent or designate who acts in an advisory, non-voting capacity; and
 - Three (3) representatives from the ATA Local or as determined by collective agreement.
4. Meetings
 - At least two (2) meetings per year, with the first meeting to be called as soon as practicable after the Board's organizational meeting. The second meeting shall be held in the spring.

2. Labour Relations Negotiating Committee

1. Purpose
 - To negotiate memoranda of agreement with organized labour groups in the division.
2. Powers and Duties
 - Establish Board proposals within established Board mandates and guidelines.
 - Negotiate with representatives of organized labour groups.
 - Sign memoranda of agreement and make recommendations to the Board for ratification.
3. Membership
 - Two (2) trustees; One (1) being the Board Chair
 - Superintendent or designate(s); and
 - Regional Bargaining Agent, if desired by the Board.
4. Meetings
 - As required to negotiate or interpret agreements.

3. Audit Committee

***Together we will ensure learning success for all students
to develop their unique potential as caring citizens in a changing world.***



1. Purpose
 - Assist the Board and the Superintendent of Schools in fulfilling its oversight responsibilities for the financial reporting process, the system of internal control over financial reporting, the audit process (including Public Sector Accounting Standards (PSAS) compliance), and monitoring the division's compliance with laws and regulations pertaining to the financial operations.
2. Power and Duties
 - Audit processes within the organization from a "value-for-money" perspective.
 - Make recommendations to the Board for possible Board development to increase the Board's capacity to provide appropriate fiscal oversight.
 - Make recommendations to the Board regarding terms of engagement for the auditor, meet with the auditor prior to commencement of the audit and at the conclusion of the audit without the presence of staff.
 - Review the auditor's proposed audit scope and approach to ensure it complies with the Board's direction.
 - Review the performance of the auditors, and provide a recommendation to the Board regarding the final approval on the reappointment or discharge of the auditors.
 - Review and confirm the independence of the auditors by obtaining statements from the auditors on relationships between the auditors and the school division, including non-audit services and discussing the relationship with the auditors.
 - Regularly review the format and content of the monthly financial accountability reports to the Board to ensure they facilitate the Board's understanding of the financial status of the division, of key financial issues, and the Board's ability to make sound financial decisions. In addition, these reports will document whether or to what extent the deficiencies identified in the previous year's Audit - - Report and Management Letter have been remediated.
 - Review semi-annually with management and the auditors, if necessary, whether deficiencies have been remediated.
 - Make recommendations to the Board as to whether any deficiencies, as identified by the auditor, should be not acted upon.
 - Discuss significant financial risk exposures, including insurance, and make recommendations to the Board if deemed warranted.
 - Obtain training/expertise as required to carry out the functions of the Audit Committee.
 - Review any correspondence received from the auditor to the division.
 - Annually assess the effectiveness of the Audit Committee.
 - Annually review the terms of reference of the Audit Committee.
3. Membership
 - Three (3) members of the Board of Trustees, with one (1) member designated as Chair of the Audit Committee; and
 - The Board will add member of the business community who is not a trustee and a member of the adult learning committee that is not a trustee



- The Audit Committee will access administrative support through the office of the Superintendent.

4. Meetings

- The Audit Committee will meet at least three times per year, with authority to convene additional meetings, as circumstances required. All Audit Committee members are expected to attend each meeting, in person or via tele- or videoconference. The Audit Committee will invite members of management, auditors or others to attend meetings and provide pertinent information, as necessary. It may hold private meetings with auditors and executive sessions.

- Minutes of meetings will be prepared. Audit Committee reports shall be provided at a meeting of the Board of Trustees. The Executive Assistant shall act as the Secretariat to the Audit Committee.

4. **Wall of Fame**

1. Purpose

- To honour former students or employees of Palliser Regional Schools who “have distinguished themselves in this region or elsewhere, or who have rendered prolonged or significant services to their chosen work and/or area of interest.” Recognize nominees in the following areas: Scholastic, Athletic, Community Service (i.e., political involvement), Volunteer Work, or Leadership in their Field.

2. Power and Duties

- The Palliser Regional Schools Committee will select the award winners by the end of March in each school year. Nominations received later than January 31 will be carried over to the next school year. The names of individuals not selected as award winners will automatically be forwarded for consideration in the next school year.

3. Membership

- Two (2) trustees
- Board Chair
- Communications Officer
- Other members as decided

4. Meetings

- At least two (2) meetings per year

Ad Hoc Committees

Ad hoc committees may be established from time to time to assist the Board for a specific purpose or function. The terms of reference for each ad hoc committee will be established at the time of formation. The term of appointment shall end upon conclusion of the appointed purpose or function or at the pleasure of the Board.

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



Scope and Limitations of Superintendent:

The Superintendent, in communication with the Board, will be required to assign staff to the various committees as determined by the Board.

Information and Monitoring Requirements:

Each committee formed has a requirement in its terms of reference to annually review its performance against the terms of reference and provide its findings to the Board.

Legal Reference: Section 33, 39, 51, 52, 53, 64, 67, 222 Education Act
Collective Agreements

Draft