



School Committee

Resource Manual

December 2022

TABLE OF CONTENTS

- Introduction..... 1**
- Mission Statement 2**
- Governance 3**
- School Committees 4**
 - Constitution and Terms of Reference.....4
 - Meetings.....5
 - Agenda5
 - Conflict of Interest.....7
 - Minutes.....8
 - Motions.....8
 - Duties of a Chairperson9
 - Duties of a Secretary.....9
 - Duties of a Treasurer.....9
 - In-Camera Session10
 - Delegation.....10
 - Responding to Issues and Concerns11
 - The School Committee – Principal Team.....11
 - School Committee Training Program.....12
 - Finances13
 - School Committee Grant.....13
 - School Committee Funds.....13
 - Audit Policy (Policy D.I.E).....14
 - School Fundraising Projects (Policy D.I.D).....14
- Policies 15**
 - School Committee Input into Policy Development15
 - Local School Policies16
 - Policies To Note16

Planning and Reporting for Accountability..... 17
 School Committee Involvement..... 17

Elections..... 18

Appendix I – Division Information

- Division Map
- School and Office Listing

Appendix 2 – Templates

- Template 1 – Local School Committee Constitution and Terms of Reference
- Template 2 – Area Advisory Committee Constitution and Terms of Reference
- Template 3 – School Committee Meeting Agenda
- Template 4 – School Committee Meeting Minutes
- Template 5 – Treasurer’s Report

Appendix 3 – Resources

- School Committee Role and Responsibility, Year at a Glance
- School Committee Communication Plan

Introduction

Meaningful involvement of parents and community members in the education of their children can significantly increase student success rates. People in our communities can become involved by participating in School Committees, Area Advisory Committees, and the Frontier School Board of Trustees.

This booklet is designed to assist those who are currently involved on School Committees in the Division. It is also a part of the division's commitment to provide training and support to individuals in carrying out their responsibilities. This manual provides some of the information School Committees need. Orientation and training programs will provide further training for School Committee members as the effective operation of School committees is crucial to the success of our students and school.

Linda Ballantyne
Chairperson
Frontier School Board of Trustees



Mission Statement

Our Children

Our Success

Our Future

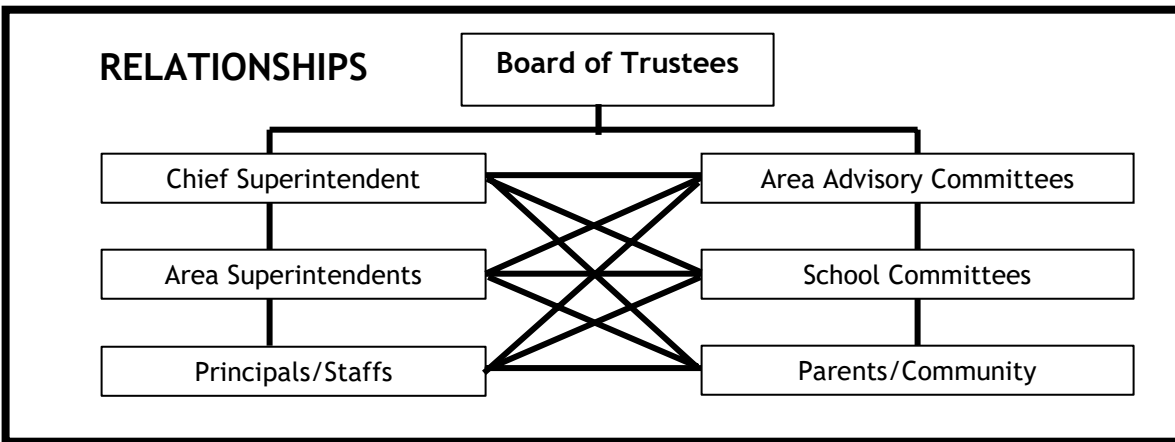
Our Vision...Our Beliefs

Students are healthy and successful.
Parents provide support, guidance, and direction.
Families build a strong foundation for students.
Staff are participating members of the community.
High standards of teaching result in academic excellence.
Appropriate educational programming is provided for all students.
School programs reflect the needs and aspirations of the community.
Language and culture celebrated in the community and school builds identity.
Schools are safe places where individuals are respected, cared for, and valued.
Our Division is an innovative and dynamic leader in education.

Governance

Governance refers to how an organization is directed.

The governance system in Frontier School Division is three-tiered. Parents and community members form the foundation of our governance model by participating on school committees, area advisory committees and the Board of Trustees. These committees have legislated responsibilities at the local and area level. The third level of responsibility is participation on the Frontier School Board.



Details on the governance system in Frontier School Division, including elections, and legal responsibilities are outlined in Section B of the Policy and Procedures Manual located on the Division's web site www.fsdnet.ca

Section B of the Policy and Procedures Manual is divided into sub-sections which reflect this three-tiered system:

- B.1 Board of Trustees
- B.2 Area Advisory Committees
- B.3 School Committees

School Committees

CONSTITUTION AND TERMS OF REFERENCE

Each school committee has a Constitution and Terms of Reference to define its operations. The documents provide information on the makeup, role, and functions of the committee. Also included is a code of conduct to guide members of the committee.

Specific items in the constitution include:

- ◆ Name of committee
- ◆ Elections
- ◆ Voters List
- ◆ Declaration of a Seat Vacant
- ◆ Notice – Annual Meeting
- ◆ Minutes
- ◆ Conflict of Interest
- ◆ In-Camera
- ◆ Purpose
- ◆ Qualifications
- ◆ Vacancies
- ◆ Duties of Officers
- ◆ Special Meeting
- ◆ Changes
- ◆ Confidentiality
- ◆ Closing
- ◆ Membership
- ◆ Voters
- ◆ Officers
- ◆ Meetings
- ◆ Quorum
- ◆ Conduct
- ◆ Delegations
- ◆ Approval date/motion

The Terms of Reference document contains:

- ◆ Introduction
- ◆ School Policies, Procedures, Programs and Activities
- ◆ School/Community Liaison
- ◆ School Committee Financial Records
- ◆ Legal Basis
- ◆ Facilities
- ◆ School Priorities
- ◆ Record Keeping
- ◆ Personnel
- ◆ Functions of the School Committee
- ◆ Budget
- ◆ Pupil Transportation
- ◆ Approval date/motion

Templates for the Constitution and Terms of Reference, for school committees and for Area Advisory Committees, including the Code of Conduct, are included in the appendices (Appendix 2).

MEETINGS

Agendas

The key to an effective meeting is a well-prepared agenda. The Chairperson, in consultation with the Principal, should prepare the meeting agenda. Below is a brief description of each topic:

1. **Call to Order.** At the appointed time the Chairperson opens the meeting and welcomes and introduces any delegates or guests to the meeting.
2. **Approval of Agenda.** The Chairperson reviews the agenda and asks for changes or new business items for the agenda. Once the agenda has been finalized, a motion is necessary to accept the agenda.
3. **Delegation.** The Chairperson will make the introductions and set the ground rules for the presentation. This will be a timed item.
4. **Approval of Minutes from Previous Meeting.** The Chairperson asks the committee to review the minutes for clarity and possible errors. Once members are satisfied that the minutes are correct, the Chairperson asks for a motion to adopt the minutes.
5. **Business Arising from the Minutes.** The Chairperson does a follow-up from action items arising from the last meeting.
6. **Treasurer's Report.** The Treasurer gives an up-to-date financial statement on the school committee account. Motions are required to pay bills as well as to accept the report.
7. **Correspondence.** The Chairperson or the Secretary reads/summarizes any letters received and makes the letters available as information. Correspondence that requires action will be dealt with through a motion.
8. **Draft Policy Report.** The committee reviews and discusses all draft Division or School policies for comment.
9. **Reports.** The Chairperson invites written and/or verbal reports from the Principal, the Area Superintendent, the Governance Support Officer or other staff. The Chairperson introduces each person who presents a report. The Chairperson asks for a motion to accept all reports.
10. **For Approval:** Sports trips or tours, school fund raising events and permission to hold religious exercises/instruction, or use of school facilities all require approval of the school committee. Once all requests are in order, the Chairperson will request a motion to approve the item/activity. Activities that require Board approval are then forwarded to the Frontier School Board for final approval.

11. **In-Camera.** In-camera sessions are held to deal with matters of a confidential or sensitive nature. The Chairperson asks for a motion to go in-camera. At the conclusion of the in-camera session, the Chairperson asks for a motion to go out of in-camera. Issues discussed in this session are not to be discussed outside of the in-camera session.

12. **New Business.** At the start of the meeting, members were asked by the Chairperson to include any new items or business. These are items are now discussed.

13. **Adjournment & Date of Next Meeting.** The Chairperson will confirm the next meeting date. The Chairperson asks for a motion to adjourn meeting.

CONFLICT OF INTEREST

What is Conflict of Interest?

A conflict of interest is defined as the following in Policy E.I.E :

- “Any perceived or actual interest in, connection with, or benefit from activities, which might adversely affect Frontier School Division,
- Any perceived or actual benefit to an employee, committee member, trustee or his/her immediate family directly or indirectly as a result of their position or connection with the Division.

A conflict of interest occurs when employee, committee member, trustee, or his/her immediate family member places, or is perceived to place his/her own interests or the interest of his/her immediate family member above the interests of the Division.

Frontier School Division believes that all employees, committee members and trustees occupy positions of trust and confidence in the public. All are expected to fulfill their duties and responsibilities professionally, impartially, and with integrity. Each person must anticipate and avoid conflicts of interest, including situations that could give the appearance of being in conflict with the interest of the Division.” (Excerpts from Policy E.I.E – Conflict of Interest)

“A trustee or committee member who becomes aware of potential conflict of interest, whether actual or perceived, with respect to any matter coming before the Board or committee, shall make this potential conflict known immediately in any discussion relating to the matter.” (Excerpt from Regulation E.I.E-R – Conflict of Interest)

“Conflict of Interest Situations

Trustees, committee members or employees are in conflict of interest when:

- they, or a member of their immediate family, receive (because of their position with the Division) a benefit that is not included in their benefit package.
- they use information gained by performing their duties, which is not public information, for their own benefit, the benefit of an immediate family member, or for the benefit of anyone.
- they attempt to influence a decision that will benefit themselves or an immediate family member.
- they attempt to use their position with the Division to enhance their private business affairs or the private business affairs of an immediate family member.” (Excerpt from Policy E.I.E – Conflict of Interest)

Minutes

Minutes are a record of what happened at a meeting. They include the date, time and location of the meeting, type of meeting, names of members present and absent (and reasons for absence), reports provided, motions adopted, topics discussed, and date and time for next meeting. Minutes need to reflect the major points and/or direction of the committee. It is usually best practice to compile and distribute the minutes as soon after the meeting as possible.

Appendix 2 Template 4 is the format used for keeping minutes of the meeting.

As noted in the School Committee Constitution and Terms of Reference, minutes are forwarded to the Governance Support Officer responsible for your school.

Motions

A motion is a proposal for action that is recorded in the minutes.

When a majority of committee members supports a motion, it becomes the official decision of the committee.

Any requests that go to the school board from a school committee are made in the form of a motion, as are decisions related to the expenditure of money. The carried or defeated motion is recorded in the meeting minutes.

Sample Motions

For sports trips

Motion # ____ That the following sports trip(s) (list) is approved as presented.

Moved by ____ / Seconded by ____

Carried ____ Defeated ____

For other

Motion # ____ That (describe activity being approved) be approved.

Moved by ____ / Seconded by ____

Carried ____ Defeated ____

Below is an example of how a motion is presented and recorded in the minutes.

A school committee member proposes spending money on year end awards for students. A member of the committee says, "I move that we spend \$200.00 on year end awards." A second member says, "I second that motion." The Chairperson calls for discussion. Once the discussion has been concluded, the Chairperson asks for a vote. If a majority of the members vote in favour then the Chairperson declares the motion carried. If a majority of the committee does not support the motion it is defeated.

DUTIES OF A CHAIRPERSON

The Chairperson:

- Serves as the contact person for the committee,
- Prepares before the committee meeting,
- Develops and follows the meeting agenda,
- Ensures that members of the committee are treated with respect and dignity,
- Encourages the full participation of all members of the committee,
- Offers a clear statement of the purpose of each item on the agenda,
- Helps clarify and summarize the discussions, and where necessary brings the topic to conclusion,
- Outlines issues to be held over for future meetings,
- Invites members to introduce motions, and
- Is familiar with the committee's constitution and terms of reference.

If the Chairperson is absent, the **Vice-Chairperson** assumes the role.

DUTIES OF THE SECRETARY

The Secretary:

- Is the official recorder of the proceedings of school committee meetings,
- Calls the meeting to order in the absence of the Chairperson and Vice-chairperson,
- Participates in the meeting in the same way as any other member,
- Keeps an attendance record,
- Writes any letters of response on behalf of the committee,
- Maintains the school committee filing system,
- Keeps accurate minutes of school committee meetings,
- Circulates any correspondence at each meeting, and
- Prepares minutes for distribution as soon as possible after each meeting and ensures they are sent out to the members and other staff within fourteen (14) days after the meeting.

DUTIES OF THE TREASURER

The Treasurer:

- Is the official recorder of the financial aspects of school committee meetings,
- Ensures the committee's financial records are accurate and up-to-date,
- Presents all records for audit,
- Receives all funds, and keeps an accurate account of receipts and disbursements,
- Pays the committee's bills once members have approved them,
- Provides a report on the committee's financial status at each meeting, and
- Participates in the meeting in the same way as any other member.

Appendix 2 Template 5 is the format used for the Treasurer's Report.

IN-CAMERA SESSION

An in-camera session is when a committee discusses confidential and sensitive information such as personnel issues or student concerns.

During an in-camera session, guests/visitors will be asked to leave the room. The Principal, Vice Principal, Superintendent and Governance Support Officer remain. When discussions are concluded, the school committee goes out of in-camera and continues on with the meeting.

The Chairperson will remind members that all in-camera discussions cannot be discussed outside of the in-camera session.

Process for in-camera session:

- A motion is made to move in-camera.
- The Chairperson asks all visitors and staff, except Administration and the Governance Support Officer, to leave the room.
- The motion is then passed to move in-camera. The motion and the time must be recorded.
- When the discussion has been concluded, the committee approves a motion to end the in-camera portion of the meeting.
- The Secretary records the motion and the time. There is no record of the in-camera session.
- Visitors and staff may then come back into the room.
- The committee continues with the regular meeting.
- If a decision was made while the committee was in-camera, it is recorded in a motion in the regular minutes. The topic is still considered confidential, so the motion must be carefully worded (Example: "It is moved that the principal's recommendation be approved.")

DELEGATION

A delegation is an individual or group of individuals from the community who have items they wish to present to the school committee. The following is the delegation process:

- The individual or group wanting to make a presentation to the committee must outline their request in writing at least one day prior to the meeting.
- The Chairperson sets a specified time to receive the delegation.
- After the delegation has made its presentation, the committee may ask questions for clarification. They are advised not to debate the presentation or make any decisions during the presentation.
- The Chairperson thanks the delegation for their presentation and informs them that the committee will discuss their request and will respond in writing.
- The delegation is invited to stay for the remainder of the meeting. If they remain at the meeting, they are observers only and cannot participate in the committee's discussions.

RESPONDING TO ISSUES AND CONCERNS

It is part of a school committee member's role to listen to concerns from community members. The following is a general process for responding to concerns:

1. If a school committee member is approached by a parent or community member, direct them to the person with whom they have the concern.
2. If they are unable to resolve their concern with the individual, they should be directed to speak to the Principal.
3. If, after steps 1 and 2, the parent or community member is still not satisfied, they may request a meeting with the Area Superintendent.
4. If, after steps 1 through 3, the parent or community member is still not satisfied, they may request a delegation with the school committee.
5. If, after steps 1 through 4, the parent or community member is still not satisfied, they may request a meeting with the Chief Superintendent.
6. If, after all avenues for resolution have been exhausted in steps 1 through 5, they may request to appear as a delegation with the Frontier School Board.

School committee members may direct individuals to the processes above. Individual school committee members acting on their own do not have any legal authority.

THE SCHOOL COMMITTEE - PRINCIPAL TEAM

The school committee's role is governance. The Principal's role is administration, and together they form the leadership team for the school. It is essential that each understand their roles and have a positive working relationship on behalf of the students.

Refer to Policy C.I.E - Principal for more information on the role of the Principal.

Working as a Team

The School Committee–Principal team is most effective when they:

- support and respect each other,
- have clearly defined and separate roles,
- support each other to set local school policies and directions,
- Principal implements policies and directions and deals with management issues, reporting to the School Committee,
- are honest and straightforward with the committee, and
- school committee is clear about roles, plays by the rules and speaks with one voice.

SCHOOL COMMITTEE TRAINING PROGRAM

The Governance Support Officers provide training for local school committees on:

- areas of responsibilities as outlined in *The Public Schools Act* of Manitoba,
- school committee operations, or
- topics of interest identified by local committees.

Training is available and is provided in a variety of ways, including:

- workshops held during the Annual School Committee Conference,
- workshops at the community level presented locally by staff (such as a Governance Support Officer, Area Superintendent, Principal, Chief Superintendent, or program staff on specific topics such as student assessment programs),
- workshops provided at Area Advisory Committee meetings, or
- arranging for individual committee members to attend workshops.

FINANCES

The school division provides financial support to school committees. School committees may also supplement Divisional funds through fund raising activities. School committees are accountable for all financial revenues and expenditures. Financial management training will be provided.

School Committee Grant (Policy D.I.G)

The Board of Trustees believes that school committees play a vital role in the education of children. To assist school committees in this role, the Division provides an annual grant to all school committees to enable them to support student and school activities. The grant is based on a formula that gives a guaranteed amount plus a portion that is determined by student enrollment: \$5.63/pupil, \$497.00/location based on previous actual September enrollment, a minimum of \$827/location.

The process to access the grant is as follows:

- School committees should apply for the grant in writing to their Governance Support Officer in early October.
- The written request includes the school committee's current bank account number, name and address of the committee's bank, and copy of the school committee meeting minutes including the Treasurer's report.
- Once approved, funds are deposited directly into the school committee account.

School Committee Funds

The basic accounting system for managing school committee funds is described below.

- Open a bank account and have a minimum of two signing officers from the school committee.
- Use a journal to record all transactions as they occur.
- All disbursements shall be by cheque.
- Each cheque should be supported by back-up documentation.
- Cheques are pre-numbered and signed by two authorized signing officers.
- Reconcile the bank account and journal on a monthly basis or as needed.
- Keep all bank statements, cancelled cheques, journals and general correspondence in a secure location and file them in an orderly fashion.
- Protect all receipted funds properly prior to making a deposit. A safe, secure location must be made available in the school building.

Audits Policy (Policy D.I.E)

Financial accountability shall be practiced at all levels of the Division's operation. To ensure accountability of all private and public funding, an audit of the records of each school committee is performed by Division staff. The audit is an examination of the school committee financial records including a review of all original documents and any other required information relative to the audit. This examination will focus on ensuring that proper controls are in place and that discussion and transparency exists within the committee. All audit results will be reviewed by the school committee and recorded in the school committee minutes.

The Division audits the accounts of every school committee regularly. Please refer to Policy D.I.E for School Committee for information on the process for audits.

Fundraising Projects (Policy D.I.D)

School committees play a role in raising funds to support student or school projects (example, school trip).

Proposals for fundraising activities must be submitted to the school committee for approval (D.I.D-EX1). The Principal makes sure the records are properly kept and that they are audited by the Division. Please refer to Division Policy D.I.D – School and School Committee Fundraising Projects for detailed information.

Policies

A policy manual is the most important document in a school division. It is a written record of all directions approved by the Board of Trustees who have the legislated mandate to govern the Division. This responsibility to govern the Division is carried out chiefly by the development of policy and by ensuring that policy is implemented.

Policies are principles which outline a course of action the Board of Trustees wishes to take. These principles are based on the values of parents and residents of the Division. A policy explains what is to be done and why it is to be done while the accompanying regulations detail how policy is to be implemented.

Both policies and regulations provide direction to the Chief Superintendent who, with staff, must implement Board policy. Policies are the lawful orders of the Board and Divisional staff are legally obligated to implement the policies and all directions in them.

Over the years, the Board of Trustees established an effective process for the development and revision of policy. This process, which is outlined in Section B, Governance, allows for a great deal of input from the Division community which includes parents, school committees, staff, and other partners. The process also provides for wide-spread dissemination of approved policies.

School Committee Input into Policy Development

While the Board develops policy for the Division, local school committees can influence the development or the content of policies. If a school committee member feels that a policy should be revised or that there should be a new policy, they are encouraged to do the following:

- raise the topic, in the form of a motion, at a school committee meeting,
- request your Area Advisory Committee representative to raise the topic at an Area Advisory Committee meeting,
- request your Area Superintendent raise the topic with Division administration and the Board,
- request the Chief Superintendent raise the topic with the Board or
- send a written request to the Frontier School Board of Trustees to have the topic discussed.

Procedures on the distribution of draft Division policies are outlined in Policy B.I.J – Policy Development, Dissemination and Review.

Local School Policies

School committees and the school administration develop local policies to guide and support the local school. These local school policies must be consistent with Division policy and provincial and federal legislation. Examples of local school policies follow:

- Attendance policy,
- Policy D.2.C – Community Use of Division Facilities provides direction for the community use of school facilities and states other rules pertaining to the use of facilities may be developed at the local level. Local school committees and principals can then develop their own policies and regulations for use by their school,
- School discipline policy. A local discipline policy can be developed, provided it follows provincial legislation or related Division policies.

POLICIES TO NOTE

In addition to all policies in Section B – Governance, the following also relate to the operation of school and area committees. These policies are located in various sections of the Policy and Procedures Manual as indicated by the letter/numbered coding.

C.1.A	Frontier School Division Governance and Leadership Chart
C.2.H	Emergency School Closures
C.2.K	Respect for Human Diversity – Gender Identity and Expression (2019)
D.1.A	Annual Operating Budget
D.1.B	Accounting Systems
D.1.D	Fundraising Projects
D.1.E	School Committee Audits
D.1.G	School Committee Grant
D.2.A	Five-Year Capital Plan
D.2.C	Community Use of Division Facilities
D.3.A	Division Assets
D.3.B	Tenders
E.1.B	Recruitment of Personnel
E.1.E	Conflict of Interest
E.1.N.1	Smoking on School Division Property – Employees and User Groups
E.3.N	Special Leave – Teaching Staff
E.4.B	Supervision and Evaluation – Support Staff
F.1.G.A	Language Instruction
F.1.E	Grade Extensions to High Schools
F.1.K	Educational Trips, Educational Excursions and Outdoor Wilderness/Cultural Activities
F.1.M	Healthy Foods in Schools and Offices
G.1.A	A Safe Learning and Working Environment
G.1.B	Student Suspension
G.1.C	Student Expulsion
G.3.B	Student Transportation – Four Coldest Months

Planning and Reporting for Accountability

Each year, a sequence of planning events takes place to assist the Board, staff, schools, and community to provide the highest quality for our students. This planning process takes into consideration the context and environment of the Division and reflects the mission, goals, vision, and beliefs of Frontier School Division.

Please refer to the Frontier School Division website for more information on the Strategic Planning document at www.fsdnet.ca. (Contacts and Resources)

School Committee Involvement

One of the roles and responsibilities of school committees is to “review and make recommendations annually respecting the short- and long-term priorities for their school.” Specifically, school committees are involved in three aspects of school plans. These include:

1. Identifying topics, issues, and priorities to be included in the multi-year school plan.
2. Budget preparation. It is important that the school committee, school staff and Principal discuss the potential budget needs of the school for the next year. Normally discussions about school, area and Division budget preparation begin no later than January. School committees are involved in these discussions.
3. School Plan Report and Community Report. Near the end of the school year, the school committee, Principal and school staff review and evaluate the current year’s school plan. It is shared with the community and sent to the Area Superintendent and Chief Superintendent.

Elections

Frontier School Division's governance model is a three-tiered system. The process calls for three elections at

- the local school committee,
- the Area Advisory Committee, and
- the Frontier School Board of Trustees.

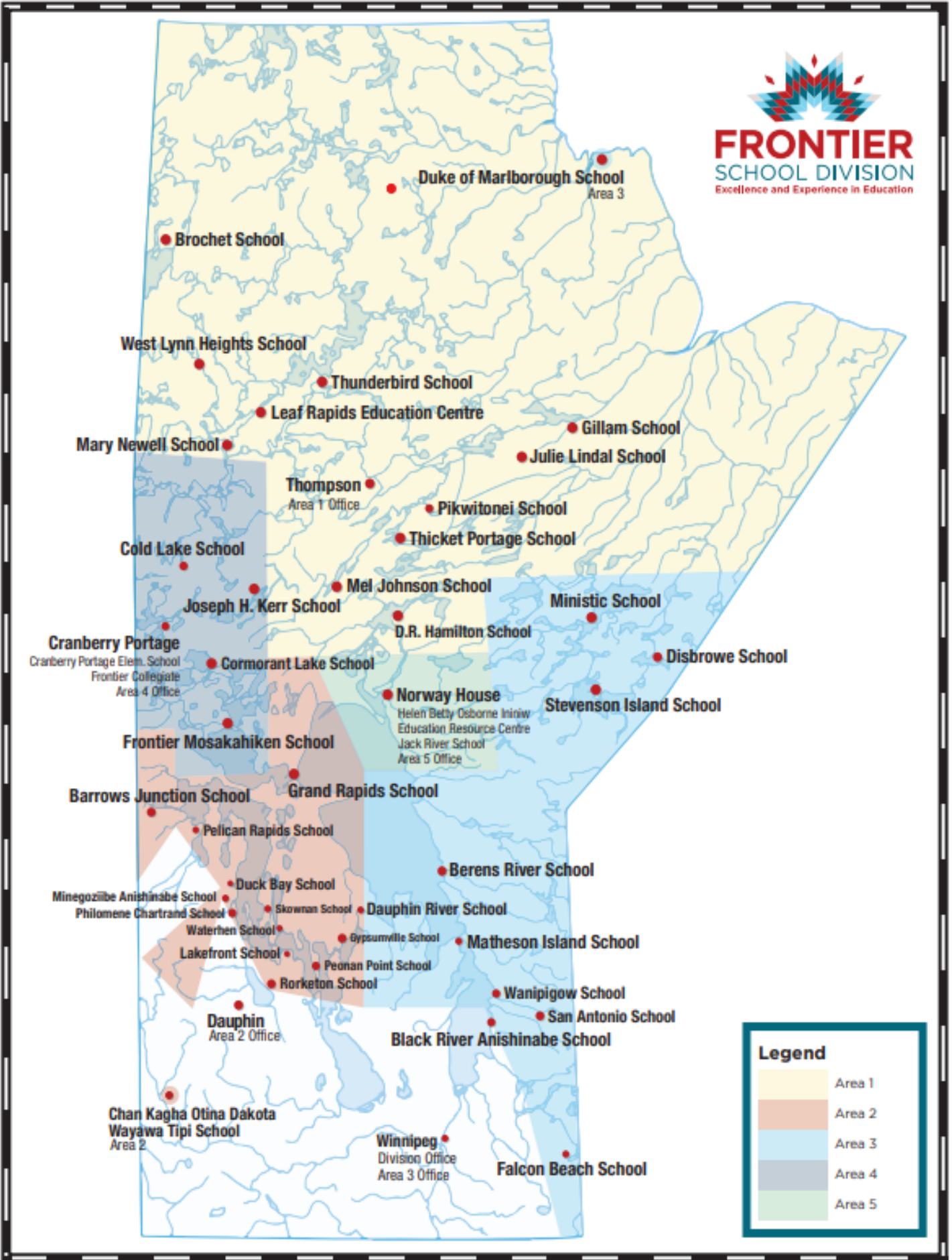
Elections for school committee members are held in conjunction with the municipal elections on the 4th Wednesday in October every four years. Elections for Frontier School Division are governed by *The Municipal Councils and School Boards Elections Act* and *The Public Schools Act*.

Appendices

Appendix 1 – Division Information



FRONTIER
SCHOOL DIVISION
 Excellence and Experience in Education



Legend

- Area 1
- Area 2
- Area 3
- Area 4
- Area 5

Appendix 1 – Division Information

FRONTIER SCHOOL DIVISION SCHOOLS

SCHOOLS	AREA	ADDRESS	PHONE/ FAX NO.	
BERENS RIVER	3	Box 344, BERENS RIVER, R0B0A0	382 - 2153	FAX 382 - 2422
BLACK RIVER ANISHINABE SCHOOL	3	GENERAL DELIVERY, O'HANLEY, R0E1K0	367 - 8298	FAX 367 - 2266
BROCHET	1	Box 70, BROCHET, R0B0B0	323 - 2051	FAX 323 - 2053
CHAN KAGHA OTIN DAKOTA WAYAWATIPI	2	Box 40, BEULAH, R0M0B0	568 - 4757	FAX 568 - 4762
COLD LAKE	4	SHERRIDON, R0B1L0	468 - 2021	FAX 468 - 2039
CORMORANT LAKE	4	CORMORANT, R0B0G0	357 - 2225	FAX 357 - 2178
CRANBERRY PORTAGE ELEMENTARY	4	CRANBERRY PORTAGE, R0B0H0	472 - 3250	FAX 472 - 3622
DAUPHIN RIVER	2	GYP SUMVILLE, MBR0C1J0	659 - 2629	FAX 659 - 2660
* DISBROWE	3	REDSUCKER LAKE, R0B1H0	469 - 5778	FAX 469 - 5168
D. R. HAMILTON	1	Box 70, CROSS LAKE, R0B0J0	676 - 2278	FAX 676 - 2045
DUCK BAY	2	Box 123, DUCK BAY, R0L0N0	524 - 2394	FAX 524 - 2267
DUKE OF MARLBOROUGH	3	Box 338, CHURCHILL, R0B0E0	675 - 2737	FAX 675 - 2617
FALCON BEACH	3	Box 70, FALCON LAKE, R0E0N0	349 - 2295	FAX 349 - 2274
FRONTIER COLLEGIATE	4	CRANBERRY PORTAGE, R0B0H0	472 - 3431	FAX 472 - 3191
FRONTIER MOSAKAHIKEN	4	MOOSE LAKE, R0B0Y0	678 - 2353	FAX 678 - 2312
HELEN BETTY OSBORNE INIWIW EDUCATION RESOURCE CENTRE	5	Box 790, NORWAY HOUSE, R0B1B0	359-4100	FAX 359-4803
GILLAM	1	Box 370, GILLAM, R0B0L0	652 - 2 19 3 / 2 51 9	FAX 652 - 2150
GRAND RAPIDS	2	GRAND RAPIDS, R0C1E0	639 - 2451	FAX 639 - 2605
GYP SUMVILLE	2	GYP SUMVILLE, R0C1J0	659 - 4475	FAX 659 - 5708
JACK RIVER	5	NORWAY HOUSE, R0B1B0	359 - 6781	FAX 359 - 6650
JOSEPH H. KERR	4	100 POPLAR, SNOW LAKE, R0B1M0	358 - 2281	FAX 358 - 2116
JULIE LINDAL	1	ILFORD, R0B0S0	288 - 4355	FAX 288 - 4317
LAKEFRONT	2	CRANERIVER, R0L0M0	732 - 2750	FAX 732 - 2899
LEAF RAPIDS EDUCATION CENTRE	1	Box 670, LEAF RAPIDS, R0B1W0	473 - 2403	FAX 473 - 8632
* MARY NEWELL	1	GRANVILLE LAKE, R0B0P0	0 - 60 0 0	
MATHESON ISLAND	3	MATHESON ISLAND, R0C2A0	276 - 2118	FAX 276 - 2153
MEL JOHNSON	1	WABOWDEN, R0B1S0	689 - 2620	FAX 689 - 2289
MINEGOZIIBEANISHINABE	2	Box 130, CAMPERVILLE, R0L0J0	524 - 2354	FAX 524 - 2287
MINISTIC	3	Box 320, GOD'S LAKE NARROWS, R0B0M0	3 35 - 2159	FAX 335 - 2170
BARROWS JUNCTION	2	BARROWS, R0L0B0	545 - 6246	FAX 545 - 6228
THUNDERBIRD	1	SOUTH INDIAN LAKE, R0B1N0	374 - 2056	FAX 374 - 2052
* PELICAN RAPIDS	2	Box 141, PELICAN RAPIDS, R0L1L0	587 - 2131	FAX 587 - 2037
PEONAN POINT	2	Box 193, ST. MARTIN, R0C2T0	659 - 2009	FAX 65 9 - 2363
PHILOMENE CHARTRAND	2	Box 40, CAMPERVILLE, R0L0J0	524 - 2343	FAX 524 - 2596
PIKWITONEI	1	PIKWITONEI, R0B1E0	458 - 247 1	FAX 458 - 2431
RORKETON	2	Box 160, RORKETON, R0L1R0	732 - 2525	FAX 732 - 2404
SAN ANTONIO	3	BISSETT, R0E0J0	277 - 5277	FAX 277 - 5280
SKOWNAN	2	SKOWNAN, R0L1Y0	628 - 3315	FAX 628 - 3568
STEVENSON ISLAND	3	Box 9, STEVENSON ISLAND, R0B2H0	456 - 2786	FAX 456 - 2319
THICKET PORTAGE	1	THICKET PORTAGE, R0B1R0	286 - 3264	FAX 286 - 3271
WANIPIGOW	3	Box 2562, WANIPIGOW, R0E2E0	363 - 7 3 9 2 / 7 25 3	FAX 363 - 7293
WATERHEN	2	WATERHEN, R0L2C0	628 - 3443	FAX 628 - 3571
WEST LYNN HEIGHTS	1	Box 670, LYNN LAKE, R0B0W0	356 - 2292	FAX 356 - 8363
DIVISION OFFICE		30 SPEERS ROAD, WINNIPEG, R2J 1L9	775 - 9741	FAX 775 - 9940
AREA 1 OFFICE		16 KELSEY DRIVE, THOMPSON, R8N 0L7	677 - 6744	FAX 677 - 6878
AREA 2 OFFICE		38-1st Avenue N.W., Dauphin R7N 1G7	638-6839	FAX 638-3335
AREA 3 OFFICE		30 SPEERS ROAD, WINNIPEG, R2J 1L9	775-9741	FAX 697-1318
AREA 4 OFFICE		CRANBERRY PORTAGE, R0B0H0	472-3800	FAX 472-3283
AREA 5 OFFICE		Box 1000, NORWAY HOUSE, R0B1B0	359-6711/12/13	FAX 359-6897

*Temporary Closed

(May 2018)

LOCAL SCHOOL COMMITTEE CONSTITUTION

ARTICLE 1 - NAME

This School Committee shall be called _____ School Committee.

ARTICLE 2 - PURPOSE

"A local school committee for a ward shall advise the area superintendent and the principal of each school in the ward with respect to school matters arising in the ward, and shall encourage the involvement of residents of the ward in those matters and, without limiting the generality of the foregoing, shall with respect to that ward

- a) make recommendations with respect to the hiring of principals, teachers, and other schoolstaff personnel;
b) make recommendations respecting the need to evaluate the performance of any person employed by the school board;
c) review and make recommendations respecting proposed capital construction projects, the proposed annual budget and monthly expenditures;
d) review and make recommendations respecting changes in policies, procedures, programs and activities.
e) review and make recommendations annually respecting the short- and long-term priorities for each school in the ward; and
f) make recommendations respecting the transportation of students."

Public Schools Act, Section 17 (6).

ARTICLE 3 - MEMBERSHIP

Section 1 This School Committee shall consist of _____ members. (The number of members is stated in Regulation 118/91, Schedule 2 of the Public Schools Act.)

Section 2 (N.B. This section applies only to School Committees with sub-wards.)

2.1 Each of the following sub-wards will elect members to the School Committee. (List the names and numbers.)

2.2 The _____ First Nation will appoint or elect _____ members to the _____ School Committee. (Fill in the name of the First Nation, number of members and name of School Committee.)

Section 3 No student in regular attendance shall be a School Committee member of the ward of which he/she is a student. Public Schools Act, Section 22 (2) c.

Section 4 No employee of the Division or person under contract to the Division shall be eligible to be elected to the School Committee. P.S.A Section 22 (3), Section 48.1.(1 to 5)

An employee of the same school board, school division or school district is disqualified from serving as a trustee unless he or she takes a leave of absence under sub-section 48.1(4) of The Public Schools Act.

Appendix 2 – Template 1

"Employee" is defined as any person receiving remuneration from the School Division in the form of wages, salary or compensation for permanent, part-time or casual employment, where the level of remuneration exceeds five hundred dollars (\$500.00) per annum.

"A person under contract" to the Division is defined as a person receiving a fee, commission or other compensation paid or payable for services rendered.

Exclusions to restrictions imposed by the definitions of the **"employee"** and **"a person under contract"** are limited to exclusions contained in Section 37 of the Public Schools Act.

Any contingency not covered by this constitution shall be governed by the **Public Schools Act, Section 37 (1) to (8). Public Schools Act, Section 37(1) to (8)**

ARTICLE 4 - ELECTIONS

Elections of members shall take place on the fourth Wednesday in October every four years. (Public Schools Act, Section 21.50)

ARTICLE 5 - QUALIFICATION

"A person who has the qualifications set out in clauses 22 (a), (b) and (d) and has been a resident of a particular ward for a period of at least six months as at the date of the election is qualified to be nominated and elected as a member of the local school committee established for that ward."

Public Schools Act, Section 17 (5).

"A person is qualified to be nominated for and elected as a trustee of a school board, if the person

- (a) is a Canadian citizen;
- (b) is of the full age of 18 years, or will be of the full age of 18 years at the date of the election;
- (c) is an actual resident in the school division or school district, and will have been so for a period of at least six months at the date of the election; and
- (d) is not unqualified under any other provision of this Act or under any other Act, and is not otherwise by law prohibited, from being a trustee or from voting at elections in the school division or school district."

Public Schools Act, Section 22(1)

ARTICLE 6 - VOTERS

A person is qualified to vote in a School Committee election if:

- Section 1 He/she is eighteen (18) years of age or over.
- Section 2 He/she is a Canadian citizen.
- Section 3 He/she is a resident elector in the ward and has established a six-month residency.
- Section 4 His/her name appears on the latest revised list(s) of electors in that ward.

ARTICLE 7 - VOTER'S LIST(S)

As published in accordance with **The Municipal Councils and School Boards Elections Act, Section 23 (1)**.

ARTICLE 8 - VACANCIES

Section 1 Resignations must be addressed to the Secretary-Treasurer in writing. **Public Schools Act, Section 39.8 (b)**.

The School Committee Chairperson shall contact the Senior Election Official in writing to call for a by-election to fill the vacancy.

Section 2 Vacancies shall be filled as per **Section 26(1) to (7) of the Public Schools Act**.

Where the vacancy occurs in the final year of the term, the School Committee may choose not to fill the vacancy.

Where a vacancy is not filled at an election or by-election, a majority of the committee shall appoint to fill the vacancy for the term.

Where the members of the committee do not constitute a majority of the full committee, the members for the last preceding year or a majority of them shall appoint to fill the vacancy for the term.

ARTICLE 9 - DECLARATION OF A SEAT VACANT

Section 1 Any member of the School Committee who fails to attend 3 (three) regular meetings in a row without good reason will be considered retired from the School Committee. **Public Schools Act, Section 39.8 (c)**.

Section 2 The School Committee will record authorized absences by way of a motion recorded in minutes as stated in the **Public Schools Act, Section 39.8 (c)**.

Section 3 Member resigns, ceases to be a resident of the school division or is deceased. **Public Schools Act, Section 39.8 (a) to (e)**

ARTICLE 10 - OFFICERS

Section 1 The officers of this School Committee shall be: Chairperson, Vice-Chairperson, Secretary and/or Treasurer.

Section 2 The election of officers shall take place within five days following the election of members.

Section 3 Vacancies occurring among the officers shall be filled by people appointed by the Chairperson with the agreement of the other remaining members or, by election. The members will serve in their positions for a period of one (1) year, elections will be held annually at the first meeting in September.

Section 4 The School Committee shall, within five days after their own election, elect one member to the Area Advisory Committee as per the **Public Schools Act, Section 17 (8)**.

ARTICLE 11 - DUTIES OF OFFICERS

Section 1 Chairperson

(a) It shall be the duty of the Chairperson, at all times, to preserve order and to follow the order of business as efficiently as possible.

(b) It shall be the duty of the Chairperson to appoint all Chairpersons of sub-committees of the School Committee.

Section 2 Vice-Chairperson

When the Chairperson is absent from a regular meeting of the School Committee, the Vice-Chairperson may exercise all the powers and discharge all the duties of the Chairperson.

Section 3 Secretary

The Secretary shall record the proceedings of a meeting.

Section 4 Treasurer

The Treasurer will receive all School Committee funds, keep them in a bank account set up by the School Committee and pay out money only on the authority of a duly passed and recorded motion of the School Committee, and will prepare a monthly report for presentation at a regular monthly meeting.

ARTICLE 12 - MEETINGS

Section 1 The School Committee shall hold at least one (1) meeting monthly excepting July and August which shall be at the discretion of the School Committee.

Section 2 It is recommended that each school hold a community meeting at least once at the beginning of the year for the purpose of introducing new employees, committee members, and reporting on the school programs. (For example, some schools host an annual barbeque for the school and community.)

ARTICLE 13 - NOTICE - MEETING

The school committee in conjunction with the principal shall announce a community meeting at least seven (7) days prior to the meeting date, post notices in the community (and, if applicable, in each sub-ward) stating the date, time and place of the meeting.

ARTICLE 14 - SPECIAL MEETING

Section 1 A special school committee meeting is not regularly scheduled, but if absolutely necessary is held to discuss special business only. All members must be notified and the notice must state the items of business that will be voted upon. A copy of the call or notice for a special meeting must be put in the report of the meeting.

Section 2 A special meeting may be called after the Chairperson and Principal have determined it is required.

ARTICLE 15 - QUORUM

Section 1 Except for circumstances covered by **Section 39.1 (1) - (4) of the Public Schools Act**, a quorum is a majority of the School Committee, and no business can be legally transacted without a quorum being present.

Section 2 If a quorum is present but the Chairperson is absent, then the Vice-Chairperson may call the meeting to order.

Section 3 If a quorum is not present, and the School Committee must deal with important/urgent business, then the Committee will hold an informational meeting and introduce active motions to be ratified by a quorum of the School Committee. This will be done either by (a) the Chairperson conducting a poll of the absent members or (b) at a vote at the next regular meeting where a quorum is present.

ARTICLE 16 - MINUTES

Section 1 All School Committee meetings shall be recorded in writing and copies sent to the Governance Support Officer within fourteen (14) days. These reports shall be distributed to the Area Superintendent, Principal, and others as deemed appropriate by the Governance Support Officer.

Section 2 When the presiding officer takes charge of the meeting, the report of the last meeting will be read by the Secretary or Secretary Treasurer and any errors or omissions corrected. After the reading and corrections, if any, the School Committee shall vote on approval of the minutes.

ARTICLE 17 -CHANGES

Suggested changes to this constitution, but not including the sections noted from *The Public Schools Act* and *The Municipal Councils and School Boards Elections Act*, may be presented, in writing, at any regular meeting of the School Committee. Such suggestions must be signed by active members of the School Committee, shall be read by the Secretary of the meeting, shall be voted on and, if approved, shall be sent to the Frontier School Board for approval.

ARTICLE 18 - CONDUCT

The conduct of a School Committee member shall conform to the School Committee Code of Conduct (attached).

ARTICLE 19 - CONFIDENTIALITY

Confidentiality is keeping to yourself sensitive information that was discussed at the meeting, and shall not be discussed with anyone outside of the meeting room at any time.

Member(s) who breach confidentiality may be asked to resign by a two-thirds (2/3) majority of the school committee.

ARTICLE 20 - CONFLICT OF INTEREST

A conflict of interest is when a school committee member participates in a discussion on issues, or votes on issues that may appear to have a direct or indirect benefit to the member or to the member’s immediate family.

A School Committee member shall not participate in discussions or vote on any issue that will have a direct or indirect benefit on the member's immediate family.

Immediate family is defined as spouse, son/daughter, brother/sister, mother/father or any person who resides in the School Committee member's household.

ARTICLE 21 - IN-CAMERA

An in-camera session is when a school committee discusses confidential and sensitive information, such as personnel, or student concerns.

Appendix 2 – Template 1

The School Committee shall move "in-camera" to discuss matters considered to be confidential.

Member(s) who breach confidentiality of matters discussed in the "in-camera" session may be asked to resign by a two-thirds (2/3) majority of the school committee.

ARTICLE 22 - DELEGATIONS

The School Committee, upon receiving a verbal or written request at least one (1) day prior to the meeting, will set aside time for group or individual presentations.

ARTICLE 23 - CLOSING

The Chairperson will ask for a motion to adjourn the meeting, the motion will require a (2/3) two-thirds majority.

Adopted by the _____ School Committee by Motion _____

Date _____

Signed _____

Approved by the Frontier School Board of Trustees

Motion # _____

Date _____

LOCAL SCHOOL COMMITTEE

CODE OF CONDUCT

Local school committee members elected in Frontier School Division are responsible for advising the Principal and Area Superintendent with respect to school matters and encourage the involvement of residents. A local school committee member's first and greatest concern is the best interest of each and every child in the local school.

Local school committee members shall:

- abide by the provisions of all federal, provincial and local legislation, including but not limited to human rights statutes, The Public Schools Act, and school division by-laws and policies.
- provide effective and credible service by devoting time, thought and study to the duties of a school committee member;
- conduct themselves, at all times, in a manner that is becoming to a person in an office of public trust, always displaying fairness, honesty, and integrity.
- recognize that the local school committee is an advisory body and that each member has a responsibility as an advisor to make decisions as a representative of the community;
- abide by and be supportive of the decision and recommendations of the local school committee;
- maintain strict confidentiality of privileged information;
- work as a team with the administration staff (Area Superintendent, Governance Support Officers, Principals, Consultants) and school staff and support all members of the team;
- treat fellow school committee members with respect, honesty and openness and work with them in harmony and cooperation;
- keep informed on educational issues locally, provincially, and nationally;
- participate in local school committee meetings and school/community events.

Frontier School Division Policy B.3.F – Local School Committee Code of Conduct September 2012

TERMS OF REFERENCE

Local School Committee

INTRODUCTION

School committees have been formed in Frontier School Division because Frontier believes firmly that each community has an important role to play in the education of their children. Community members who work closely in support of their school have a much greater possibility of ensuring success for the children in their community. Active parental participation in their child's education is a key ingredient to achieve this success.

LEGAL BASIS

The Frontier School Board of Trustees has the power to make all policy decisions in the Division. **Public Schools Act, Sections 48 - 58.**

Because of the legal obligations of the Frontier School Board of Trustees, the Board reserves the right to overrule a decision. However, should the Board choose to do so, an explanation will be provided in writing.

FUNCTIONS OF THE SCHOOL COMMITTEE

The purpose of the school committee within the legal framework above (See the **Public Schools Act, Section 17 (6)**) is to work with the Area Superintendent and the Principal on issues which concern the operation of the local school(s). Specifically, the school committees of Frontier School Division will be involved in the operation of their schools in the following ways:

A. PERSONNEL

I. Recruitment

- (a) At least a quorum of the School Committee and the Area Superintendent will interview applicants for the position of principal of the school and decide upon and approve the successful applicant.
- (b) At least two members of the School Committee, the Principal or his/her designate and the Area Superintendent (if he/she chooses) will interview applicants for teaching positions and all other school staff and decide upon and approve the successful applicant.
- (c) The School Committee can be involved in the actual screening of applicants along with the Area Superintendent and/or principal and request the resumes of all applicants be made available five days before the actual interview.

It is understood that provincial and federal requirements will be followed in hiring staff. (Please refer to Policy E.1.B – Recruitment of Personnel)

If, after reasonable effort, it is not possible to obtain a quorum, interviews and selection of candidates may proceed with as many members of the Committee present as possible.

- (d) The School Committee may choose to be involved in school and community orientation for all new staff. This responsibility shall be carried out in cooperation with the school principal or experienced school staff members.

2. Evaluation

- (a) If the School Committee members have reason to question the performance of any school personnel, they may request evaluations of staff members, as follows:
 - (i) If the staff person in question is the principal or an area support person, the Area Superintendent will conduct the evaluation.
 - (ii) If the staff person in question is a teacher or educational assistant, the Principal (and, if necessary, the Area Superintendent) will conduct the evaluation.
 - (iii) If the staff person in question is a school support person (secretary, custodian), the Principal will conduct the evaluation.
 - (iv) If the staff person in question is the maintenance person, the supervisor of that person will conduct the evaluation.
- (b) The School Committee will receive, upon request, a verbal progress report on the status of evaluations from the administration.

B. SCHOOL POLICIES, PROCEDURES, PROGRAMS AND ACTIVITIES

The Committee may recommend changes in policy, procedures, programs and activities to the Principal, Area Superintendent and the Frontier School Board. Frontier School Division policy requires that the school committee give written approval to all educational tours, sports events and other extra-curricular activities.

C. FACILITIES

1. Each year, the Area Superintendent/Principal will review with the Committee both short- and long-term building needs, maintenance and minor capital and with them, decide on priorities.
2. The Committee will be notified and when appropriate consulted-for all major and minor capital projects.
3. The Committee is responsible for striking a building committee to work with Division officials, architects and others in the design of a new school or major additions.

D. BUDGET

1. The Committee may review the school budget prepared by the Principal before it is submitted to the Area Superintendent. The Committee may also choose to become directly involved in the budget preparation with the Principal.
2. Once the Division budget has been approved by the Frontier School Board of Trustees, it will be reviewed with the Committee by the Principal.
3. It is the responsibility of the Principal to keep expenditures within the budget once it is approved. All expenditures made by the Principal shall be reviewed with the Committee. Normally, this will mean a review of the monthly variance at a regular meeting. If it is deemed necessary by the Principal to overspend the budget, the Principal will review this with the Committee before the submission is made to the Area Superintendent.

E. SCHOOL/COMMUNITY LIAISON

1. The Committee is responsible for relaying community concerns and positive feedback to the Area Superintendent/Principal and vice versa.
2. The Committee is responsible for encouraging community members to become positively involved in the operation of the school. The Committee will also encourage the public to attend and observe regular meetings.
3. The Committee, in conjunction with school administration, may hold informational meetings within the larger community to ensure that the community is informed. The Committee, in conjunction with school administration, may also publish a newsletter or participate in a community newsletter for the same purpose.
4. The Committee is responsible for carrying local school committee concerns and positive feedback to the Area Advisory Committee and vice versa.
5. The Committee is responsible for positive public relations.

F. SCHOOL PRIORITIES

The Committee, the Area Superintendent and the Principal will discuss short and long-range priorities for the school at least once per year in reference to Frontier School Division's Strategic Plan.

G. PUPIL TRANSPORTATION (Public Schools Act, Sections 43 to 47)

1. The Committee is responsible for recommending pupil transportation needs to the Division.
2. The Committee will determine the starting date where the Division provides transportation for young students (4 to 9 years of age) during the four coldest months.

H. SCHOOL COMMITTEE FINANCIAL RECORDS

1. The Committee is responsible for keeping accurate, up-to-date records of their financial transactions. A monthly financial statement should be prepared and presented to School Committee members.
2. The Committee will cooperate with the School Division Secretary-Treasurer's department in the conducting of an audit of the Committee's books and records.

I. RECORD-KEEPING

1. The Committee is responsible for keeping accurate and complete minutes of all business carried out at each of its meetings.
2. All decisions should be recorded in the form of motions.
3. The Committee will forward copies of their minutes to the Governance Support Officer as per their Constitution.

Adopted by the _____ School Committee by Motion _____

Date _____

Signed _____

Approved by the Frontier School Board of Trustees

Motion # _____

Date _____

(Reviewed/Revised May 2018)

(May 2018)

AREA _____ ADVISORY COMMITTEE

CONSTITUTION

ARTICLE 1 - NAME

This committee shall be called the Area _____ Advisory Committee of Frontier School Division.

ARTICLE 2 - PURPOSE

"An Area Advisory Committee shall advise the Area Superintendent or the Chief Superintendent, as the case may be, with respect to school matters arising in the area, and shall encourage the involvement of residents of the area in those matters and, without limiting the generality of the foregoing, shall with respect to that area

- a) make recommendations respecting the hiring of the area superintendent, the Governance Support Officer, (referred to as "Area Liaison Officer in the Public Schools Act, Section 17(8)) and area support staff;
b) make recommendations respecting the need to evaluate the performance of any person employed by the school board;
c) review the proposed short- and long-term capital construction projects and make recommendations respecting their priority;
d) review and make recommendations respecting the proposed annual budget and monthly expenditures;
e) review and make recommendations respecting changes in policies, procedures, programs and activities; and
f) review and make recommendations annually respecting the short and long-term priorities for the area."

Public Schools Act, Section 17 (10).

ARTICLE 3 - MEMBERSHIP

The Area Advisory Committee shall consist of _____ members. The number of members is based on the Public Schools Act, Regulation 118/91, Schedule 3, Section 8.

ARTICLE 4 - ATTENDANCE

Each local school committee is expected to send a representative to each Area Advisory Committee meeting. Where an Area Advisory member cannot attend a meeting; the school committee has the authority to send an alternate. The alternate can vote on all issues; but cannot run for office.

ARTICLE 5 - REPLACEMENT

The Public Schools Act, Section 17 (9) provides that, "Where a vacancy occurs in the membership of an area advisory committee before the expiry of a term of office, the local school committee whose member occupied the vacated position shall, within ten (10) days after the vacancy occurs, elect another one of its members to fill the vacancy for the unexpired balance of the term and thereafter until a successor is elected."

ARTICLE 6 - MEETINGS

The area committee shall hold three (3) meetings per year.

ARTICLE 7 - NOTIFICATION OF MEETINGS

The Chairperson and the Governance Support Officer will send written notice of the Area Advisory Committee meetings to the local school committees six (6) weeks prior to the meetings and include notification of the meeting place, the starting time, and the length of the meeting. Two (2) weeks prior to the meeting, the Chairperson and Governance Support Officer will send a written reminder of the meeting and include a copy of the agenda.

ARTICLE 8 - SPECIAL MEETING

- Section 1 A special meeting is not regularly scheduled and is held to discuss special business only. All members must be notified at least twenty-four (24) hours prior to the commencement of the meeting and the notice must state the items of business that will be voted upon. A copy of the call or notice for a special meeting must be put in the report of the meeting.

- Section 2 Special meetings may be called by the Chairperson or by a majority of the Area_Advisory Committee members.

- Section 3 The Area__ Superintendent and other Frontier staff may request a special meeting through the Chairperson of the Area__Advisory Committee and, with the agreement of a quorum of the committee, the meeting shall take place.

- Section 4 The cost of any special meeting shall not reduce the funding set aside for regular meetings.

ARTICLE 9 - OFFICERS

- Section 1 The officers of this committee shall be Chairperson and Vice-Chairperson. The Governance Support Officer or designate will serve as the secretary of the committee.

- Section 2 Chairperson

It shall be the duty of the Chairperson, at all times, to preserve order and to follow the order of business as efficiently as possible. The Chairperson will set up the agenda with the assistance of the Governance Support Officer and Area Superintendent.

- Section 3 Vice-Chairperson

When the Chairperson is absent from a regular meeting of the Area Advisory Committee, the Vice-Chairperson may exercise all the powers and discharge all the duties of the Chairperson.

- Section 4 Selection of Officers

The Chairperson and Vice-Chairperson shall be elected by the voting members at the first meeting of the school year. Only voting members are eligible to hold the chairperson and vice chairperson position.

- Section 5 Elections of Trustees

The Public Schools Act, Section 17 (12) and (13) provide: The members of each Area Advisory Committee of a northern school division shall, within 10 days after their own election, elect from among their number two persons as trustees of the school board of the school division, and the school board shall consist of the trustees so elected by all area advisory committees of the school division. Where the position of a trustee becomes vacant before the expiry of his or her term of office, the area advisory committee that elected the trustee shall, within 20 days after the date when the vacancy occurs, elect another trustee from among its members to hold office for the unexpired balance of the term and thereafter until a successor is elected.

Section 6 Interview Committee

Every year the committee will elect two (2) members and two (2) alternates to be the interview committee; same procedure as set for election of officers shall apply.

ARTICLE 10 - FRONTIER COLLEGIATE ADVISORY COMMITTEE

Section 1 Each Area Advisory Committee shall, within ten (10) days of election day elect from among its members one (1) member to the Frontier Collegiate Advisory Committee. Each member so elected shall serve a four (4) year term.

Section 2 Where the position of Frontier Collegiate Advisory Committee member becomes vacant, the Area Advisory Committee shall elect a replacement from among its members at the next regularly scheduled meeting of the committee. Such replacement members shall fill the vacancy for the remainder of the unexpired term.

ARTICLE 11 - QUORUM

A simple majority of the voting members of the Area Advisory Committee, when present at a meeting, makes up a "quorum". The Governance Support Officer, in consulting with the Chairperson, may postpone any regular meeting when it is apparent a quorum will not attend. Should a meeting be held where there is no quorum, the attending members may conduct regular business provided motions are sent to local committees for ratification by a majority of those members.

SECTION 12 - ORDER OF BUSINESS

Section 1 The business of a regular meeting should include the following:

1. Call meeting to order.
2. Review and revise the agenda.
3. Elections when necessary.
4. Review minutes of the previous meeting.
5. Business arising from minutes.
6. Board Report
7. Area Superintendent's Report
8. School Committee and Frontier Collegiate Advisory Committee's reports.
9. Governance Support Officer's Report
10. Discussion of New Business
11. Dates and agenda items for next meeting.
12. Close of meeting.

ARTICLE 13 - MINUTES

The reports of all Area Advisory Committee meetings will be officially recorded in writing and distributed as necessary by the Governance Support Officer within fourteen (14) days of the meeting.

ARTICLE 14 - CHANGES

Suggested changes to this constitution notwithstanding sections noted in the Public Schools Act, may be presented, in writing, at any regular meeting of the Area Advisory Committee. Such suggestions must be signed by active members of the Area Advisory Committee and shall be read by the Secretary of the meeting, shall be voted upon and, if approved, shall be sent to the Frontier School Board for approval.

ARTICLE 15 - CONDUCT

The conduct of an Area Advisory Committee member shall conform to the Area Advisory Committee Code of Conduct. (Attached)

ARTICLE 16 - CONFIDENTIALITY

Confidentiality is keeping sensitive information that was discussed at a meeting and not discussing it with anyone outside of the meeting room at any time.

Member(s) who breach confidentiality of matters discussed in the “in-camera” session may be asked to resign by a two-thirds (2/3) majority of the Area Advisory Committee.

ARTICLE 17 - CONFLICT OF INTEREST

A conflict of interest is when an Area Advisory Committee member participates in a discussion on issues, or votes on issues that may appear to have a direct or indirect benefit to the member or to the member’s immediate family.

An Area Advisory Committee member shall not participate in discussions or vote on any issue that will have a direct or indirect benefit on the member's immediate family.

ARTICLE 18 - IN-CAMERA

The Area Advisory Committee shall go into "in-camera" session to discuss matters of a confidential nature.

An in-camera session is when an Area Advisory Committee discusses confidential and sensitive information, such as, but not limited to personnel, or student concerns.

ARTICLE 19 - DELEGATION

The Area Advisory Committee, upon receiving a verbal or written request at least one (1) day prior to the meeting, will set aside time for group or individual presentations.

ARTICLE 20 - CLOSING

The chairperson will ask that a member suggest the closing of the meeting, providing that no other business is to be taken care of at the meeting. The suggestion must be agreed to by all present.

Adopted by the Area _____ Advisory Committee by

Motion _____

Date _____

Signed _____

Approved by the Frontier Board of Trustees

Motion # _____

Date _____

(May 2018)

AREA ADVISORY COMMITTEE

CODE OF CONDUCT

Area advisory committee members elected in Frontier School Division are responsible for keeping an open line of communication between all schools and for ensuring that the common interests of the Division and area committee are conveyed to and from the local committees and the advisory committee.

Area advisory committee members shall:

- abide by the provisions of all federal, provincial and local legislation, including but not limited to human rights statutes, The Public Schools Act, and school division by-laws and policies.
- provide effective and credible service by devoting time, thought and study to the duties of an area advisory committee member;
- conduct themselves, at all times, in a manner that is becoming to a person in an office of public trust, always displaying fairness, honesty, and integrity.
- recognize that the area advisory committee is an advisory body and that each member has a responsibility as an advisory to make decisions as a representative of the committee;
- abide by and be supportive of the decision and recommendations of the committee;
- maintain strict confidentiality of privileged information;
- work as a team with the administration staff (area superintendent, liaison staff, principals, consultants) and support all members of the team;
- treat fellow committee members with respect, honesty, and openness and work with them in harmony and cooperation;
- keep informed on educational issues locally, provincially, and nationally;
- participate in area meetings and share the committee's discussions with their local committees.

Frontier School Division, Policy B.2.F – Area Advisory Committee Code of Conduct, September 2012

AREA____ADVISORY COMMITTEE

TERMS OF REFERENCE

INTRODUCTION

School committees have been formed in Frontier School Division because Frontier believes firmly that each community has an important role to play in the education of their children. Community members who work closely in support of the school have a much greater possibility of ensuring success for the children that attend the school. Active parental participation in their child’s education is a key ingredient to achieve this success.

In the same way, it is considered important to provide community input at the area level, thus the formation of the Area Advisory Committees.

LEGAL BASIS

The Frontier School Board has the power to make all policy decisions in the Division, that is, the same powers as a school board in any other division or district (Public Schools Act, Sections 48-58).

Because of the legal obligations of the Frontier School Board, the Board reserves the right to over-rule a decision, however, if the Board does, the Board will explain the reason to the Committee.

Policies established for the entire Division by the Frontier School Board over-rule those established by the Area Advisory Committee.

FUNCTIONS OF THE AREA ADVISORY COMMITTEE

The purpose of the Area Advisory Committee within the legal framework below is to work with the Area Superintendent and the Principal on area issues which concern the operation of the schools. Specifically, the Area Advisory Committee of Frontier School Division will be involved in the operation of their area in the following ways:

"An Area Advisory Committee shall advise the area superintendent or the chief superintendent with respect to school matters arising in the area, and shall encourage the involvement of residents of the area in those matters, and without limiting the generality of the foregoing, shall with respect to the area

- a) make recommendations respecting the hiring of the area superintendent, the area liaison officer (*Area Governance Support Officer referred to as “Area Liaison Officer” in the Public Schools Act, Section 17(10)*) and area support staff;
- b) make recommendations respecting the need to evaluate the performance of any person employed by the school board;
- c) review the proposed short- and long-term capital construction projects and make recommendations with respecting their priority;
- d) review and make recommendations respecting the proposed annual budget and monthly expenditures;
- e) review and make recommendations respecting changes in policies, procedures, programs and activities; and
- f) review and make recommendations annually respecting the short- and long-term priorities for the area."

Public Schools Act, Section 17 (10).

A. PERSONNEL

1. Recruitment

- a) The Chief Superintendent along with the Area Advisory Committee shall interview applicants for the position of Area Superintendent and decide upon and approve the successful applicant. The Chief Superintendent’s office or designate is responsible for notifying members of the committee.
- b) The Area Superintendent along with the Area Interview Committee will interview applicants for any area support personnel vacancy and decide upon and approve the successful applicant.

It is understood that Provincial and Federal requirements will be followed in hiring staff.

If after reasonable effort, it is not possible to obtain a quorum, the interview and selection of candidates may proceed with as many members of the committee present as possible.

2. Evaluation

- a) If the Area Advisory Committee members have reason to question, the performance of any area level personnel, they may request evaluations of staff members, as follows:

If the staff person in question is an area support person, the Area Superintendent will conduct the evaluation.

If the staff person in question is the Area Superintendent, the Chief Superintendent will conduct the evaluation.

- b) The Area Advisory Committee will receive, upon request, a verbal progress report on the status of evaluation from the administration.

B. AREA POLICIES, PROGRAMS AND ACTIVITIES

The Area Advisory Committee may recommend changes in policies, programs and activities to the Frontier School Division Board.

C. FACILITIES

Yearly at the _____ Meeting, the Area Superintendent will review with the Area Advisory Committee both short- and long-term building needs.

D. BUDGET

At its _____ Meeting the committee will be presented with the results of the budget by the Area Superintendent in terms of D-Grants and F-Grants for their Area.

E. SCHOOL PRINCIPALS AND AREA ADVISORY COMMITTEE MEETING

- 1. The Area Advisory Committee, the Area Principals and Area Superintendent will meet once a year to discuss priorities for the upcoming school year.
- 2. The committee is responsible to carry local school committee concerns and feedback to the Area Superintendent.

F. AREA PRIORITIES

The Strategic Plan will be reviewed at each meeting.

G. PUBLIC RELATIONS

The Committee is responsible for positive public relations.

Adopted by the Area _____ Advisory Committee by

Motion _____

Date _____

Signed _____

Approved by the Frontier Board of Trustees

Motion # _____

Date _____

(May 2018)

Name of School Committee _____

Regular Meeting ○

Special Meeting ○

Place _____

Date _____ Time _____

- 1. Call to Order
- 2. Approval of Agenda
- 3. Delegation
- 4. Approval of Minutes from Previous Meeting
- 5. Business Arising from the Minutes
- 6. Treasurer’s Report
- 7. Correspondence
- 8. Draft Policy Review
- 9. Reports
 - a. Area Superintendent’s Report
 - b. Principal’s Report
 - i. Academics (numeracy, Literacy. EYE)
 - ii. Indigenous Way of Life
 - iii. Wellness
 - iv. Attendance
 - v. Suspensions
 - vi. Division Assets
 - vii. Grant Applications
 - viii. Facilities Report
 - ix. Other
 - c. Governance Support Officer’s Report
 - d. Other
- 10. For Approval: Sports Trips, Tours, Fund Raising Events, Use of Facilities
- 11. In-Camera Item
- 12. New Business
- 13. Adjournment & Date of Next Meeting

School Committee Minutes

Name of Committee _____ Date _____

Type of Meeting: Regular Special Location _____

Members Present

Staff Present

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Members Absent:

1. CALL TO ORDER

The meeting was called to order by Chairperson _____ at _____ (time).

2. APPROVAL OF AGENDA

Motion That agenda be approved as presented

That agenda be approved as amended

M/S by _____ / _____ Carried Defeated

3. DELEGATION

Delegation (name/group) _____

Date/time attended _____

Topic or issue _____

4. APPROVAL OF MINUTES FROM PREVIOUS MEETING

Motion That minutes from previous meeting be approved as presented

That minutes from previous meeting be approved with changes

M/S by _____ / _____ Carried Defeated

5. BUSINESS ARISING FROM MINUTES

Business arising from the Minutes:

Four horizontal lines for notes.

6. TREASURER’S REPORT

Table with columns for Previous Balance, Money Received, Money paid out, and Present Balance, with sub-columns for (+) and (-) and corresponding lines.

Motion That Treasurer’s Report be received as presented []

M/S by _____ / _____ Carried [] Defeated []

Motion That the following bills be approved for payment:

Four horizontal lines for bill details.

M/S by _____ / _____ Carried [] Defeated []

7. CORRESPONDENCE

That the following correspondence be received as information:

Form with labels Date, Re, From and five horizontal lines for text.

8. DRAFT POLICY REVIEW

That the following Draft Policies were reviewed and discussed: _____

Recommendations and comments will be forwarded to the Chief Superintendent’s office.

9. REPORTS

The following reports were received as information:

- a. Area Superintendent’s Report

- b. Principal’s Report
 - i. Academics (numeracy, literacy, EYE)

 - ii. Indigenous Way of Life

 - iii. Wellness

 - iv. Attendance

 - v. Suspensions

 - vi. Division Assets

 - vii. Grant Applications

 - viii. Facilities Report

 - ix. Other

- c. Governance Support Officer’s Report

- d. Other

Motion That reports be received as information

M/S by _____/_____ Carried Defeated

10. FOR APPROVAL: SPORTS TRIPS, TOURS AND FUND-RAISING EVENTS, USE OF FACILITIES

Motion That the following Sports Trips / Tours / Fund Raising Events / Use of Facilities are approved as presented.

M/S by _____ / _____ Carried Defeated

Sports Trip(s) _____

Tour(s) _____

Fund Raising Event(s) _____

Use of Facilities _____

11. IN-CAMERA DISCUSSION

Motion To move **in-camera** @ _____ (time)

M/S by _____ / _____ Carried

Motion To move **out of in-camera** @ _____ (time)

M/S by _____ / _____ Carried

Motion _____

M/S by _____ / _____ Carried Defeated

12. NEW BUSINESS

The following new business was discussed:

Motion That _____

M/S by _____ / _____ Carried Defeated

Motion That _____

M/S by _____ / _____ Carried Defeated

Motion That _____

M/S by _____ / _____ Carried Defeated

Motion That _____

M/S by _____ / _____ Carried Defeated

13. ADJOURNMENT AND DATE OF NEXT MEETING

Moved by _____ to adjourn meeting.

Adjourned at _____ (time).

Date of Next Meeting _____

Special Notes for Next Meeting _____

School Committee Role and Responsibility (On-going, as required, or monthly)

1. PERSONNEL

- Participate in the interview process for school staff.
- May request performance evaluation as outlined in the Local School Committee Terms of Reference.
- Review student/personnel issues with administration during in-camera sessions.

2. CAPITAL PROJECTS

- Review and obtain input on major capital, minor capital, and D-Grant facility needs of the school and submit request to the Area Superintendent.
- Review Board-approved Five-Year Capital Plan.

3. FINANCE

- Review and approve monthly reports from Treasurer.
- Request school committee grant.
- Review and approve school committee expenditures.
- Review and approve school and school committee fundraising, as outlined in Division Policy D.1.D Fundraising Project

4. POLICIES AND PROCEDURES

- Review and provide comments on draft Division policies.
- Review approved Division policies.
- Review and approve local policies.
- Annually review School code of conduct and Emergency Response Plans.
- Annually review school committee constitution, code of conduct, and terms of reference.

5. PROGRAMS AND ACTIVITIES

- Review and approve sports trips, educational tours, fund raising activities, use of facilities.
- Review programming options.
- Receive for information school timetable and staff assignments.

6. PLANNING, REPORTING AND ACCOUNTABILITY

- Receive and discuss reports from the administration.
- Receive and discuss reports from Board Report, Area Superintendent, Governance Support Officer, other.
- Receive and review Board-approved “Strategic Plan”.
- Provide input and approve local School Plan.
- Receive Community Report.

Appendix 3 – Role and Responsibility

7. STUDENT TRANSPORTATION

- Review student safety procedures.
- Review and recommend pupil transportation needs to Division (as per Division policy).

8. COMMUNICATION AND PUBLIC RELATIONS

- Encourage positive parental/community involvement in local school.
- Assist with positive public relations on behalf of the school.
- Develop and review, in consultation with staff and community, a communication plan for the school.

9. ADMINISTRATION/SCHOOL COMMITTEE RELATIONS

- Promote positive constructive teamwork with administration.
- Consider opportunities for staff appreciation.
- Review and consider candidates for recognition awards (long service, outstanding contribution) for school committees and personnel, and for Frontier Achievement Award.

10. ADVOCACY

- Advocate with parents, community and local leaders regarding significant issues on behalf of the school.
- Positively promote the programming and activities of the school.

11. TRAINING AND DEVELOPMENT

- Identify needs, request and participate in training to develop the capacity of the school committee
- Select delegates to participate in Annual School Committee Conference, and report back to committee after conference.

School Committee Role and Responsibility – Year at a Glance

RESPONSIBILITY	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	
1. PERSONNEL	Interview, performance evaluations, in-camera reports.	→									
2. CAPITAL PROJECTS				Capital and facility needs reviewed.						Approved Five Year Capital Plan reviewed.	
3. FINANCE	School committee grant use.	→		Review, Approve Fundraising	→		Budget needs.	→		Approved Budget reviewed.	
4. POLICIES AND PROCEDURES	Division and school policies. Review constitution, codes of conduct, school emergency plans, school year calendar.	→									
5. PROGRAMS AND ACTIVITIES	Sports trip or tours, fund raising reviewed/approved, use of facilities.	→							School timetable and staff assignments.	→	
6. PLANNING, REPORTING AND ACCOUNTABILITY	Program and staff reports received. Review school plan.	→							Division strategic plan reviewed.	School Plan and Community Report reviewed.	
7. STUDENT TRANSPORTATION	Safety procedures.		Transportation needs.	→							
8. COMMUNICATION AND PUBLIC RELATIONS	Positive relations. Communication plan reviewed.	→								Communication plan reviewed.	
9. ADMINISTRATION/SCHOOL COMMITTEE RELATIONS	Work positively with school and administration.		Awards program recognition.	→						Staff appreciation.	
10. POLITICAL ADVOCACY	Advocate for school.	→									

11. **TRAINING AND DEVELOPMENT**

Training.

ASCC participants selected.

Attend ASCC.

Report on ASCC to school committee.

SCHOOL COMMITTEE COMMUNICATION PLAN

Rationale

To carry out its responsibilities the school committee has a two-way communication plan. This plan provides information to the community. The school committee also needs a plan to ensure that they are receiving community feedback.

A. PROVIDE INFORMATION

Strategic Plan	Once yearly
School Plan	Yearly
Community Report	Once Yearly
Operating Budget and Capital Plan	Yearly
Correspondence	Varies
School Committee Minutes	Monthly
School Committee Newsletters	Varies

B. RECEIVE FEEDBACK/INPUT

School Committee Meetings	Monthly
Community Meetings	Yearly
Correspondence	Varies
Local Delegations	Varies
Frontier School Board Report	Monthly
Chief Superintendent Report	Ongoing
Area Superintendent Report	Ongoing
Principal Report	Monthly
Division, Area, School Staff Reports	Varies
Governance Support Officer Report	Ongoing



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