

## **BOARD COMMITTEES**

### **A. Establishing Standing Committees**

The following shall be the Standing Committees of the Board:

1. Building and Maintenance Committee
2. Community Liaison Committee
3. Education Liaison Committee
4. Finance Committee
5. Negotiations and Personnel Committee
6. Policy Committee
7. Transportation Committee

### **B. Composition of Standing Committees**

1. Committees shall be composed of not less than one member, but not more than three. The Chair of the Board shall be a member, ex officio, of the Standing Committees.
2. An effort shall be made to avoid an exact duplication of membership.
3. No member of the Board shall be appointed to fewer than two or more than three of the Standing Committees.

### **C. Committee Reporting Responsibilities**

1. Committee chairs will be responsible for keeping track of outstanding items, minutes, and attendance of their own committees.
2. The committee chair will prepare a written report after each meeting, to be submitted for circulation with the next Board agenda package, if possible. A sample reporting tool is exhibited in BCE-1.
3. The committee chair will be responsible for the content of the report, with administration available for background information.
4. If a recommendation has cost implications, the committee report must include a cost analysis and recommendation on the allocation of the funds.
5. Board committees must have financial requests prepared for submission to the Finance Committee by the 2nd Board meeting in November, as per policy DBC.

**D. Building and Maintenance Committee**

The Committee shall:

1. oversee procedures and make recommendations involved in major building projects/repairs,
2. review regular reports from the Secretary Treasurer and the Director of Maintenance and Transportation regarding the condition of facilities within the School Division,
3. make recommendations on all other building and maintenance concerns that are delegated to it by the Board,
4. annually review and plan for the needs of the facilities in the School Division.

**E. Community Liaison Committee**

The Committee shall:

1. provide a liaison with community groups and schools
2. become familiar with the content and scope of existing agreements,
3. review the agreements between Kelsey School Division and municipal, business and community groups as required
4. receive and review recommendations for rental and/or agency agreements
5. recommend guidelines with administration, for working with agreements.

**F. Education Liaison Committee**

The Committee's responsibilities shall include:

I. Curriculum

The Committee shall:

1. monitor curriculum programs within Kelsey School Division and be conversant with impending changes.
2. make recommendations for new programs or program deletions in consultation with those directly affected,
3. respond in consultation with the Superintendent and as directed by the school board, to relevant requests from Manitoba Education and Training and the Manitoba School Boards Association.

## II. Liaison

The Committee shall:

1. represent the School Division at meetings with community agencies, students, staff, parents, and the community at large, on all matters pertaining to curricular programs
2. meet at least once during the school year with each school's administration and student representatives (École Scott Bateman Middle School and Margaret Barbour Collegiate Institute) for discussion about School Division programs,
3. coordinate any public forum as directed by the Board,
4. review the annual survey of graduate students conducted by the MBCI counselling service to review student needs and student satisfaction.

## G. Finance Committee

The Committee shall:

1. review policy DBC (Budget Deadline and Schedules) each September and establish procedures for the development of the annual School Division budget.
2. review monthly with the Secretary Treasurer the revenues and expenditures as compared to the projected annual revenue budget statements.
3. authorize the committee chair to review, monthly, the cheques issued.
4. review and discuss all management policies, processes and internal controls for financial reporting.
5. arrange for the auditors to meet with the Board at least once annually.
6. oversee the tender for auditing and/or banking services every third year, or sooner when deemed appropriate.
7. recommend for the Board's ratification the appointment of the auditing and/or banking services upon completion of the tendering process.
8. function as the audit committee of the Board.

## H. Negotiations and Personnel Committee

The Committee's responsibilities shall include:

### I. Negotiations

The Committee shall:

1. represent the Board in negotiating salary agreements with employees,
2. represent the Board with respect to issues arising out of the interpretation of salary agreements.

## II. Personnel

The Committee shall:

1. review with administration the annual employee requirements in conjunction with the budget process,
2. represent the Board in personnel matters pertaining to the staff of Kelsey School Division, such matters to include but not be limited to: recruitment, selection, placement, evaluation, resignation, termination, job descriptions, and position deletion.

## III. Evaluation

The Committee shall:

1. facilitate the annual performance appraisal of the Superintendent,
2. coordinate the Board's strategic planning process and the development of annual goals and objectives,
3. facilitate the Board self-evaluation process.

## I. Policy Committee

The Committee shall:

1. upon review, recommend to the Board changes required in existing policies,
2. recommend new policies developed with administration,
3. develop policies upon direction of the Board,
4. review all policies that are five years old, archive outdated policies; and reformat policies as required.

## J. Transportation Committee

The Committee shall:

1. monitor all necessary procedures for the requisition, purchase, maintenance, and operation of all vehicles used for transporting students,
2. monitor the transportation routes, with the assistance of the Secretary Treasurer and the Director of Maintenance and Transportation
3. receive appeals from individuals affected by school bus transportation routes, and make recommendations as deemed necessary to the Board and/or Director of Transportation
4. monitor procedures for the regular evaluation of all aspects of school bus operation, with the assistance of the Secretary Treasurer and the Director of Maintenance and Transportation.

**COMMITTEE REPORTING SHEET**

BCE-1

<b>COMMITTEE :</b>		
Meeting Date:		
Members Present:		
Members Absent:		
Submitted by:		
<b>ITEM</b>	<b>DISCUSSION</b>	<b>ACTION</b>

**INFORMATION BACKGROUND SHEET**

**COMMITTEE :** \_\_\_\_\_

Report Date:

Submitted by:

<b>CODE :</b>	<b>NAME :</b>
<b>Reason for Change</b>	
<b>Changes Made</b>	
<b>Recommendation for Motion</b>	