

STANDING COMMITTEE GUIDELINESSTANDING COMMITTEE GUIDELINES:

The following items are to be assigned to each committee as a guide to review and report on:

I. OPERATIONS COMMITTEE:

The Operations Committee will be responsible for ensuring that non-educational staffing and policies are in place to provide effective financial management, transportation services and facilities in the Division. The Operations Committee will review and/or recommend changes to the following:

1. Operational Expenditures/Budgets
2. Current/new policies
3. Capital “D” planning
4. Transportation portfolio
5. Operations and Maintenance portfolio
6. Secretary-Treasurer’s job description and goals (L-1)
7. Review all policies annually under the umbrella of this committee

II. EDUCATION COMMITTEE:

The Education Committee will be responsible for ensuring that policies are in place to ensure the effective delivery of educational curriculums, programs and courses.

The Education Committee will review and/or recommend changes to the following:

1. Educational staffing, programs, services and the corresponding budget items
2. Educational policies and additional policies requested by the Board
3. Curriculum implementation
4. Educational goal setting
5. The Superintendent’s job description and goals (L-4)
6. Review all policies annually under the umbrella of this committee
(see Appendix A)

III. NEGOTIATING COMMITTEE:

1. The Committee is to prepare for and conduct negotiations with all parties and employee groups.

The committee will operate under direction from the Board as to the Board’s

- priorities and parameters.
2. The Committee will review all opening proposals.
3. The Committee will then continue to negotiate while keeping the Board updated.
4. Should an agreement in-committee be reached, all Board members should be notified as soon as possible.

IV. FINANCE COMMITTEE:

1. Assist the Secretary-Treasurer with the budgetary process.
2. Monitor yearly budget spending.
3. Monitor non-budgetary items.
4. Review of the audited statements.
5. Review all policies annually under the umbrella of this committee.

Appendix A

EDUCATION COMMITTEE SCHOOL YEAR CALENDAR

SEPTEMBER – OCTOBER:

- Committee members are decided at the Inaugural or Organizational Meeting.
- Early October have a Board-TMTA Liaison Meeting.
- Early October have a Board-CUPE Liaison Meeting.
- Review Policy J – 1 (Staffing) in October.

NOVEMBER:

- Discuss current staffing as well as future needs.
- Review curriculum implementation.
- Student Services update and future needs.
- Discuss items to be considered in budget deliberations.

APRIL:

- Spring Board – TMTA Liaison Meeting
- Board-CUPE Liaison Meeting.

MAY:

- Review the Superintendent's job description along with Board Chair and Superintendent.
- Review high school course offerings for the following school year.

Passed July 11, 1989
Amended September 29, 1992
Amended June 15, 1993
Amended January 28, 1997
Amended September 9, 2009
Amended November 10, 2010
Amended May 25, 2011

POLICY REVIEW SCHEDULE

- First Education Committee Meeting, review the following policies:
A-4, A-8, B-1, B-2, B-3, B-5, B-6, C-1; G-1, G-2, G-3, G-4, G-5
- Second Education Committee Meeting, review the following policies:
G-6, G-7, G-8, G-9, G-10, G-11, G-12, G-13, G-14, G-15, G-16, G-17, G-18
- Third Education Committee Meeting, review the following policies:
G-19, G-20, G-21, G-22, G-23, G-24, G-25, H-1, H-2, H-3, H-4, H-5, H-6
- Fourth Education Committee Meeting, review the following policies:
H-7, H-8, I-1, I-2, I-3, I-4, I-6, I-7, I-8, I-9, I-10, I-12, I-13
- Fifth Education Committee Meeting, review the following policies:
I-14, I-16, J-1, K-1, K-2, K-3, K-4, K-5, K-7, K-8, K-9, K-12, K-13, K-14, K-16, K-17, K-18, K-19, L-3

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