



SECTION 1000

COMMITTEES OF THE BOARD

Specific committees shall be established to aid in the operation of the Board.

Procedure

- following the inaugural meeting of the board, committee members shall be determined by the chair, vice-chair and senior administration and approved by board motion. The committee members shall be selected on a rotating basis if possible;
- the first named trustee on the committee list is responsible for calling the committee together;
- at the first meeting of the committee, the members shall elect a chair of the committee. The vice-chair of the board is not eligible to chair the committee;
- it is advisable to include senior administration staff on board committees;
- minutes of meetings shall be recorded and provided to the board where applicable;
- the committee shall consider referrals made to them by the board and shall report the findings with recommendations to the board; and
- recommendations from committees are to be duly moved, seconded, debated and voted on by the board.

Committee Chair

- arranges meeting venue, time and day;
- designates tasks and schedules to be addressed by the committee; and
- presents and moves the minutes and recommendations of the committee to the board.

Committees of the Board

- Finance
- Policy and Evaluation
- Community Connections
- Negotiations

Division Committees with Trustee Representation

- Equivalentents
- Workplace Safety & Health
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The Board of the Lord Selkirk School Division shall appoint a committee to be known as the:

Finance Committee

Committee Structure

The Finance Committee shall consist of no fewer than three trustees and not more than four trustees.

Meetings

The Finance Committee shall be at the call of the chair. There shall be at least one meeting per school year.

Authority

The responsibilities of this committee shall include the monitoring and development of policy in the following areas:

a) Audit:

- authorized to investigate any activity within its terms of reference;
- authorized to seek any information required from school division employees;
- authorized to obtain legal or other professional advice if necessary.

b) Trustee Indemnity:

- authorized by the board and Section 56(1), (2) and (3) of The Public Schools Act.

Duties

a) Audit

The duties of the Finance Committee shall be:

- to meet with the external auditors upon completion of the Annual Financial Statement and to discuss any matters pertaining to the annual audit with or without management;
- to recommend the appointment of external auditors, the audit fees, any question of resignation or dismissal of the external auditors;
- to oversee the work of the external auditor engaged for the purpose of issuing an independent auditor’s report;
- to facilitate the resolution of disagreements between management and the external auditor regarding financial reporting matters;
- to pre-approve all non-audit services to be provided to the school division or its subsidiaries by the external auditors;

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- to review the consolidated financial statements with the board before the school division publicly discloses this information, and review any correspondence attached;
- to consider other topics as defined by the board; and
- to provide minutes of meetings to the board.

b) Trustee Indemnity

The duties of the Finance Committee shall be:

- to review annually for budget consideration, trustee indemnity, trustee eligible travel expenses, and trustee professional development; and
- to provide minutes of meetings to the board.

The Board of the Lord Selkirk School Division shall appoint a committee to be known as the:

Policy and Evaluation Committee

Committee Structure

The Policy and Evaluation Committee shall consist of no fewer than three and no more than four trustees and shall include senior administration and, when necessary, invited personnel.

Meetings The Policy and Evaluation Committee meetings shall be at the call of the chair.

Authority

The board authorizes the committee to establish policies which provide direction and guidance in the educational foundations of vision, mission and strategic goals for the overall operation of the division.

Duties

The duties of the Policy and Evaluation Committee shall be:

- to prepare for meetings;
- to review policies on a continual basis to ensure that policies are compliant with all levels of government laws and shall reflect community values, the educational needs of all students, and current practice;
- to report all changes and make recommendations regarding policies and evaluation to the board in a timely manner that ensures trustees make informed decisions regarding new policies or changes in existing policies;

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- to establish a yearly performance review of and with the superintendent. A report of the review shall be shared with the board; and
- to coordinate, collate and report the board's evaluation in the second and third year; to provide to the board first reading of proposed new policies, an amendment or revision of an existing policy, or a deletion of an existing policy;
- to provide second reading to debate and to make any final amendments to the policy;
- to provide third reading;
- to receive any rescinded policy on third reading for further study of the Policy Committee;
- to consider other topics as defined by the board; and
- to provide minutes of meetings to the board.

The Board of the Lord Selkirk School Division shall appoint a committee to be known as the:

Community Connections

Committee Structure

The Community Connections Committee shall consist of no fewer than three and not more than four trustees and includes senior administration and invited personnel.

Meetings

Meetings shall take place at the call of the chair of the committee.

Authority

This committee is authorized to make recommendations to the board that promote community awareness.

Duties

The duties of the committee shall be:

- to prepare and present a plan for board consideration;
- to prepare for meetings;
- to highlight programs, events and achievements within the division through newsletters, school and division websites, and social media;
- to organize the annual Public Budget Forum and other public meetings; and
- to provide minutes of meetings to the board.

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The Board of Lord Selkirk School Division shall appoint a committee to be known as the:

Negotiations Committee

Committee Structure

The Negotiation Committee shall consist of no fewer than three trustees and not more than four trustees. The committee shall include a member of senior administration, with the exception of senior administration negotiations.

Meetings

The Negotiation Committee shall meet at the call of the committee chair after an initial proposal to open negotiations from any of the organizations listed below has been received.

Authority This committee is authorized to negotiate an agreement. When a draft agreement has been reached, such an agreement must come to the board for discussion and then ratification by board motion before it is enacted.

Duties

The duties of the Negotiation Committee shall be:

- to prepare for negotiations;
- to negotiate in good faith;
- to reach an agreement acceptable to both parties;
- to provide a verbal report of meetings to the board in camera; and
- to negotiate with the following organizations – LSTA – Lord Selkirk Teachers Association; CUPE – Canadian Union of Public Employees; BOSA – Board Office Staff Association; Unifor – Union for Canada (Bus Drivers); Out of Scope (employees not included in the above).

The Board of the Lord Selkirk School Division shall appoint a committee to be known as the:

Equivalents Committee

Committee Structure

The Equivalents Committee shall be formed prior to October 1st and shall consist of three trustees and three members of the Lord Selkirk Teachers’ Association and senior administration as required. Either party may include other representatives from their respective organization.

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Meetings

The Equivalents Committee shall meet within fourteen days of receiving written notice from either party.

Authority

This committee is authorized by the board in response to Article 3 of Lord Selkirk Teachers' Association Collective Agreement.

Duties

The duties of the Equivalents Committee shall be:

- to prepare for meetings;
- to act as an adjustment committee regarding any question or interpretation of the collective agreement;
- to make recommendations to the board; and
- to provide minutes of meetings to the board.

The Board of the Lord Selkirk School Division shall appoint a committee to be known as the:

Workplace Safety and Health Committee

Committee Structure

One trustee and an alternate to represent the division.

Meetings

The trustee shall call the first meeting at which time a co-chair shall be elected from the employee representatives. The board trustee and employee representative cochairs will alternate chairing the meeting. There shall be a minimum of four meetings each year.

Authority

The Workplace Safety and Health legislation in Manitoba requires that a Workplace Safety and Health Committee be established in the Lord Selkirk School Division. The committee shall be structured to meet the

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particular circumstances of the school division under the authority of Part 3 of the Workplace Safety and Health Regulations.

Duties

The duties of the board trustee shall be:

- to act as co-chair of the committee;
- to participate in discussion;
- to ask relevant questions to understand areas of concern; and
- to provide timely information to the board.

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