

SCHOOL COMMITTEE – YEAR-AT-A-GLANCE SCHEDULE OF ROLES AND RESPONSIBILITIES

(DRAFT NOVEMBER 2006)

RESPONSIBILITY	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
1. PERSONNEL							All school committee members must complete training on Division recruitment model.			
2. CAPITAL					Obtain input annually on major capital, minor capital, and D-Grant facility needs of the school and submit requests to the Area Superintendent.				Review annually Board approved Five Year Capital Plan.	Review annually Board approved Five Year Capital Plan.
3. FINANCE	Request and direct use of school committee grant.	Request and direct use of school committee grant.			Obtain input on school needs and submit requests to the Area Superintendent.				Review annually Board approved budget.	Review annually Board approved budget.
4. POLICIES AND PROCEDURES	Review annually Division policies directly related to school committee operations. Review annually school code of conduct and emergency response plans. Review annually the school committee constitution, terms of reference, and code of conduct.	Review annually the school committee constitution, terms of reference, and code of conduct.					Review Board direction regarding school year calendar (Christmas break) and submit to board for approval.	Review Board direction regarding school year calendar (Christmas break) and submit to board for approval.		
5. PROGRAMS & ACTIVITIES								Review with administration the school timetable and staff assignments.	Review with administration the school timetable and staff assignments.	Review with administration the school timetable and staff assignments.
6. PLANNING, REPORTING AND ACCOUNTABILITY	Receive and review Division strategic plan “Charting the Future” and resource document for school plans “Planning for Sustainable Improvement in Schools and Classrooms”. Provide input on local school plan. Review and approve school plan prior to finalization and submission to Division Office and Manitoba Education, Citizenship and Youth. Review, prior to submission to Division Office and Manitoba Education, Citizenship and Youth, report on school plan.	Review and approve school plan prior to finalization and submission to Division Office and Manitoba Education, Citizenship and Youth. Review, prior to submission to Division Office and Manitoba Education, Citizenship and Youth, report on school plan.							Receive and review Division strategic plan “Charting the Future” and resource document for school plans “Planning for Sustainable Improvement in Schools and Classrooms”. Review, prior to local circulation, Community Report.	Receive and review Division strategic plan “Charting the Future” and resource document for school plans “Planning for Sustainable Improvement in Schools and Classrooms”. Provide input on local school plan. Review and approve school plan prior to finalization and submission to Division Office and Manitoba Education, Citizenship and Youth. Review, prior to local circulation Community Report.
7. STUDENT TRANSPORTATION	Review student related safety procedures provided by Division Transportation Coordinator.		Determine the starting date where the Division provides transportation for young students (4 to 9 years of age) during the four coldest months.							
8. COMMUNICATION AND PUBLIC RELATIONS	Develop and review, in consultation with staff and community, a communication plan for the school.									Develop and review, in consultation with staff and community, a communication plan for the school.
9. ADMINISTRATION/ SCHOOL COMMITTEE RELATIONS										
10. POLITICAL ADVOCACY										
11. TRAINING AND DEVELOPMENT					Select delegates and participate in the Annual School Committee Conference.	Select delegates and participate in the Annual School Committee Conference.				

SCHOOL COMMITTEE – ROLES AND RESPONSIBILITIES

RESPONSIBILITY	ONGOING	AS REQUIRED	MONTHLY
1. PERSONNEL	<ul style="list-style-type: none"> • Participate in the hiring of staff (principal, teachers, other school personnel) using the Division’s performance-based recruitment model). • Maintain confidentiality at all times. • Follow conflict of interest Division policy. • Request evaluation of the performance of any person employed by the Division. 	<ul style="list-style-type: none"> • In-camera review with administration, including possible recommendations for action, regarding significant student or staff concerns or issues. 	
2. CAPITAL PROJECTS			
3. FINANCE			<ul style="list-style-type: none"> • Receive and review monthly report from the school committee treasurer. • Review monthly school expenditures including variance reports provided by the Secretary-Treasurer’s department of the Division.
4. POLICIES AND PROCEDURES	<ul style="list-style-type: none"> • Review and provide comments on draft Division policies. • Review and approve local school policies. • Review, as required, recently approved Division policies. 		
5. PROGRAMS AND ACTIVITIES	<ul style="list-style-type: none"> • Review and approve, as appropriate, educational tours. • Review appropriate local programs such as adult/continuing education. 		
6. PLANNING, REPORTING AND ACCOUNTABILITY			
7. STUDENT TRANSPORTATION	<ul style="list-style-type: none"> • Review and recommend pupil transportation needs to the Division. • Review, as required and with appropriate Division officials, transportation tenders. 		
8. COMMUNICATION AND PUBLIC RELATIONS	<ul style="list-style-type: none"> • Encourage positive parental/community involvement in local school. • Assist with positive public relations on behalf of the school. 		
9. ADMINISTRATION /SCHOOL COMMITTEE RELATIONS	<ul style="list-style-type: none"> • Work positively with school, area and Division administration. • Maintain a team approach with school administration. 		
10. POLITICAL ADVOCACY	<ul style="list-style-type: none"> • Advocate politically with parents, community and local leaders regarding significant issues on behalf of the school. 		
11. TRAINING AND DEVELOPMENT	<ul style="list-style-type: none"> • Identify needs, request training, and participate in training to develop and increase school committee effectiveness. 		