



School Committee Resource Manual

FRONTIER SCHOOL DIVISION
(Approved by the Frontier School Board, January 2011)

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School Committee Work Plan, Year at a Glance (2006)

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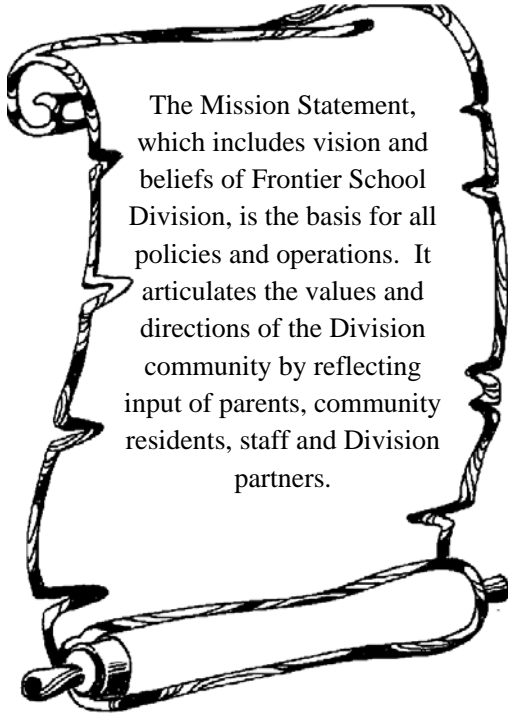


Introduction

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 board of trustees.

This booklet is designed to assist those who are currently involved on school committees in the Division. It is part of our 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. The effective operation of school committees is crucial to the success of our students.

Linda Ballantyne
Chairperson
Frontier School Board of Trustees



The Mission Statement, which includes vision and beliefs of Frontier School Division, is the basis for all policies and operations. It articulates the values and directions of the Division community by reflecting input of parents, community residents, staff and Division partners.

The Division's Mission Statement is noted here.

The components describing this statement follow.

Both the Mission Statement and the components document are available on the Division's website, Section A, Foundation (Policy A.I.B).

Our Mission

A graphic for Frontier School Division. At the top, the text "Frontier School Division" is written in large blue letters. A circular logo with a sunburst and the text "FRONTIER SCHOOLS DIVISION" and "LEARNERS IN LEARNING" is positioned over the word "Frontier". Below this, the text "Our Children Our Success Our Future" is written in white on a blue background. To the left of this text are three circular images: a sunset over a field, a person reading, and a person working at a computer. Below these images is a map of Minnesota. To the right of the map, the text "Our Vision...Our Beliefs" is written in yellow, followed by a list of beliefs in white text.

Frontier School Division

**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 build identity.
- Schools are safe places where individuals are respected, cared for, and valued.
- Our Division is an innovative and dynamic leader in education.

COMPONENTS OF DIVISION MISSION STATEMENT (February 2008)

Introduction and Direction for Use

The Board of Trustees approved the current Mission Statement in February 2008. There are several components that comprise the total document. Each of these components is important and has significance for the Division. These components are explained in the following text. This information was also presented by the Board Chairperson to the delegates at the 30th Annual School Committee Conference in February, 2008.

Background Picture

Frontier School Division is defined by our natural surroundings and the beauty of this environment. The images of land and water and its impact on us collectively is a part of who we are. Our connection with all that is natural and holistic sets us apart and makes us uniquely “Frontier.” Increasingly, schools, with community support, are providing land-based and culturally-focused educational activities for students using this rich and beautiful natural environment.

Map of Manitoba

In the lower left corner, the Province of Manitoba map identifies Frontier School Division territory and our area boundaries. It is impressive to note that we are responsible for educating many students who live in this huge territory that covers approximately 75% of Manitoba. The narrow boundary lines outline our five areas as defined in provincial legislation.

Our broad geographical expanse is not a barrier to our mission, but rather an opportunity to build and maintain relationships across communities, from the farthest northern regions to the farthest southern regions and to points east and west of the province.

This geography often leads us to think creatively. Our range of communities and cultures fosters both inclusion and diversity. We see our communities as representative of the larger fabric of Canadian society regardless of our geographic location.

Photographs in Circles

The three photographs in the circles speak to our geography and some of the unique but routine ways that we travel in all seasons across the Division. Float planes, snow machines with toboggans, and trains on the Bay Line are common methods of transportation for many of us but may be different and unique in the eyes of others.

Frontier Logo “O”

The Division’s logo of “Partners in Learning” is embedded in the letter “o” in Frontier at the top of the Mission Statement. Input from across the Division clearly stated we must keep and continue to reinforce this phrase. Frontier School Division’s philosophy of partnership has never been stronger.

Our Children, Our Success, Our Future

We are increasingly aware of the vital importance of the interconnectedness of all levels of home, school, community, and society. Our focus on building, preserving, and maintaining relationships and partnerships are the same whether we are talking about a classroom or a boardroom, a home or a community. It is through working as partners in learning that we will share success. That is why we have chosen three simple statements to define our mission.

Our Children

The Division's efforts are for every child. We use the broadest definition of the word children.

Our Success

This describes our Division operating at its peak. When we harness the collective energy of every component of our system, we achieve our success.

Our Future

This is the focus of our planning. This is what lies ahead. This is what inspires us. If we are thoughtful and thorough enough with the first two components of the mission statement, then we can realize together a successful future for our children.

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.

These are 10 strong and positive statements about students, parents and families, staff and programs, safe schools, and our Division as a leader. They add clarity to our purpose, focus, approach, and identity. They support the phrase – Our Children, Our Success, Our Future – and further define our mission. The statements encompass what the Board believes must be the guiding principles, goals, or universal values that will help us all move in the direction of our mission. They are our “North Star”. These statements must be revisited often and can be the lens through which we view all that we do. When we look at all that we are and all that we do, then we can truly believe that our mission is Our Children, Our Success, Our Future.

Closing

The Board of Trustees hopes that you find this information insightful and helpful in understanding the Mission Statement. The Board of Trustees thanks all of the people who provided input and suggestions for developing this Mission Statement.



Governance

Governance refers to how an organization is directed.

The governance system in Frontier School Division is a three-tiered system. This is unique to Frontier School Division. Parents and community members form the foundation of this system by participating on school committees, area advisory committees and the Board of Trustees.

By legislation, these committees have responsibilities at their local school level and area level. The third level of responsibility is the Frontier School Board of Trustees.

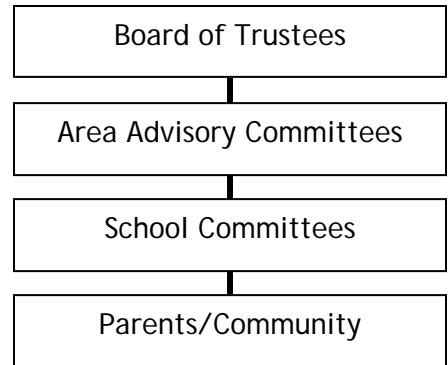
Details on the governance system in Frontier School Division, including elections and legal responsibilities, are outlined in Section B of the Policy and Procedures Manual on the Division's web site.

Section B is divided into sub-sections which reflect the three-tiered system in the Division:

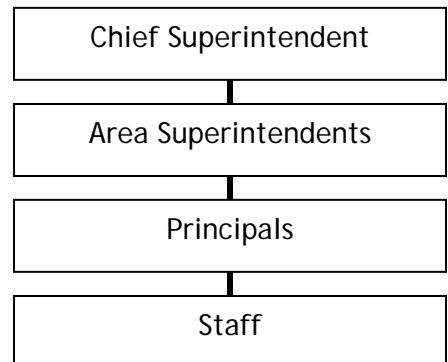
- B.1 – Board of Trustees,
- B.2 – Area Advisory Committees,
- B.3 – School Committees.

In order to assist readers, all policies in the manual involving school or area committees have been listed following the Table of Contents. Policies on this list are coded to enable readers to quickly find a topic referring to school and area committee operations.

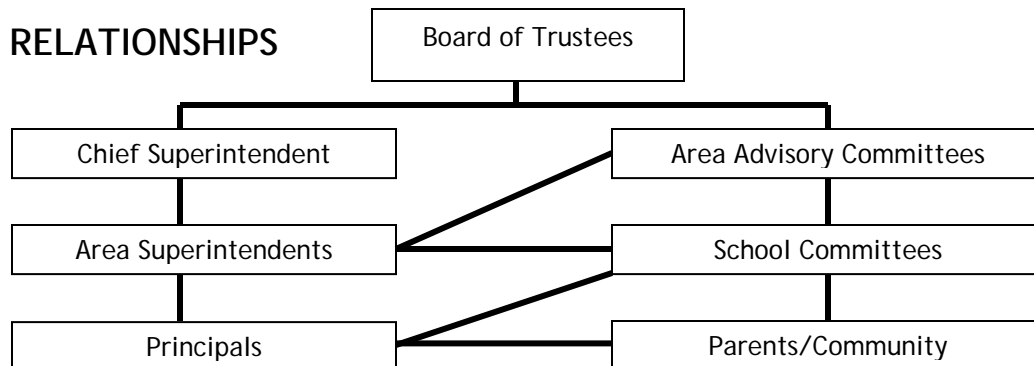
GOVERNANCE



STAFF



RELATIONSHIPS





Local School Committees

This section provides practical information on the role of the school committee under the following headings:

- Constitution and Terms of Reference,
- Meetings,
 - Agenda,
 - Minutes,
 - Motions,
- Duties of a Chairperson,
- Duties of a Secretary,
- Duties of a Treasurer,
- In-Camera Sessions,
- Delegations,
- Handling Concerns and Complaints,
- The Principal-School Committee Team,
 - Working as a Team,
- School Committee Training Program,
- Finances.

CONSTITUTION AND TERMS OF REFERENCE

Each school committee has a Constitution and Terms of Reference to guide its operations. Topics in the constitution include the following:

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

Topics included in the Terms of Reference are as follows:

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

In addition, the Constitution and Terms of Reference includes a Local School Committee Code of Ethics.

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

MEETINGS

Agenda

The key to an effective meeting is a well-prepared agenda. The Chairperson, in consultation with the Principal, should prepare an agenda.

Here are some terms you might find on an agenda and a brief description of what usually happens at a meeting:

- **Call to Order** At an appointed time the Chairperson opens the meeting and welcomes any delegates/guests and makes introductions.
- **Delegations** The Chairperson will make the introductions and set the ground rules for the presentation. This will be a timed item. (See Appendix 3, Delegations)
- **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.
- **Approval of Minutes from Previous Meeting** The Chairperson asks the Secretary to read the minutes of the last meeting, and the committee reviews them for clarity and possible errors. Once members are satisfied that the minutes are correct, the Chairperson asks for a motion to adopt the minutes.
- **Business Arising from the Minutes** The Chairperson does a follow-up from action items arising from the last meeting.
- **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.
- **Correspondence** The Chairperson or the Secretary reads any letters received and asks the committee to deal with each one. If a committee decision is required, a motion is necessary.

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- **Draft Policy Report** Draft policy review is a standing agenda item. The committee reviews and discusses any draft Division or School policies.
 - **Staff Reports** The Chairperson invites written or verbal reports from Principal, Area Superintendent, Governance Support Officer, School Board or other staff. The Chairperson introduces each person who presents a report. The Chairperson asks for a motion to accept all reports.
 - **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.
 - **Unfinished Business** This will include follow up on any action items introduced at the meeting or from presentations made by delegations.
 - **In-Camera** When issues of a confidential nature arise, such as personnel issues, 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 in public. (See Appendix 3, Confidentiality and In-Camera Sessions)
 - **General Discussion** This is an open forum. It is a time for members to bring up any other items that they wish to discuss.
 - **Adjournment & Date of Next Meeting** The Chairperson will confirm the next meeting date. The Chairperson asks for a motion to adjourn meeting.

Appendix 2 Template 3 is a sample of a Draft Agenda school committees may wish to use for their meetings.

Minutes

Minutes are a record of what happened at a meeting. Minutes don't need to be complicated. It is better if they are simple and straightforward. 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 a sample Minutes document for school committee use.

- A checklist for a good set of minutes includes the following:
- Type of meeting (regular or special)
 - Date, time and place of meeting
 - Names of school committee members present and absent, and reason for absence
 - Statement of treasurer's report
 - Motions made and adopted, including names of movers and seconders
 - Topics discussed
 - Date and time of next meeting

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.

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

- A school committee discusses spending money on year end awards for students. They have the money, and everyone agrees that it is a good idea.
- 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 any further discussion and, when there is no further discussion, asks for a vote. If a majority of the members vote in favour, the Chairperson declares the motion carried. If a majority do not support it, it is defeated.
- The carried or defeated motion is recorded in the minutes by the Secretary.

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 ____

Duties of a Chairperson

The selection of a Chairperson is critical to the success of the committee. The following is an overview of the chairperson's responsibilities.

The Chairperson:

- Serves as the contact person for the committee,
- Prepares before the meeting,
- Develops an agenda,
- Follows the agenda,
- Helps the group become comfortable with each other by using ways of putting people at ease,
- Provides a good working environment,
- Offers a clear statement of the purpose of each item on the agenda,
- Helps clarify group members' comments,
- Keeps the discussion on the topic,
- Gives summaries,
- Helps the group arrive at conclusions,
- Outlines issues to be held over for future meetings,
- Monitors discussion and moves towards closing discussion and, if necessary,
- Invites members to introduce motions on action issues or to accept reports,
- Is familiar with the committee's constitution and terms of reference,
- May be required to break a tie-vote(s).

Other duties may be included in 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. Their duties include:

- Notifying members if a special meeting is called,
- Calling the meeting to order in the absence of the Chairperson and Vice-chairperson,
- Participating in the meeting in the same way as any other member,
- Keeping an attendance record,
- Writing any letters required on behalf of the committee,
- Maintaining the school committee filing system,
- Keeping accurate minutes of school committee meetings,
- Reading any correspondence at each meeting,
- Preparing 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. Their duties include:

- Ensuring the committee's financial records are accurate and up-to-date (this includes presenting all records for audit when asked by the secretary-treasurer of the school division),
- Receiving all funds, and keeping an accurate account of receipts and disbursements,

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- Paying the committee's bills once members have approved them,
 - Providing a report on the committee's financial status at each meeting, and,
 - Participating in the meeting in the same way as any other member.

Appendix 2 Template 5 is a sample Treasurer's Report Form for school committee use.

Other duties may be included in the committee's constitution and terms of reference and in Division policy. More information is included on aspects of the Treasurer's role in the section on Finances.

In-Camera Sessions

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 and Governance Support Officer remain. When discussions are concluded, the school committee goes out of in-camera, and continues on with the meeting. During the discussions names cannot be disclosed due to legislation noted in *The Freedom of Information and Protection of Privacy* (Section 17(2)).

IMPORTANT...All committee members should be informed that all in-camera discussions are absolutely confidential and cannot be discussed outside the session.

Process for in-camera sessions:

- Any member of the committee, or the Principal, may request an in-camera session to discuss sensitive or confidential information.
- A committee member introduces a motion to move in-camera. The motion must be seconded and recorded.
- If approved, the committee moves in-camera, and the Secretary records the motion and the time.
- The Chairperson asks all visitors and staff, except the Principal and the Governance Support Officer, to leave the room.
- When the discussion has finished, the committee approves a motion to end the in-camera portion of the meeting and to carry on with the regular meeting. The Secretary records the motion and the time.
- 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. An example of this is as follows: "It is moved that the principal's recommendation on the personnel matter be approved."

Please note that the Secretary records minutes of in-camera sessions but keeps them in a separate, secure file and **does not** circulate them with the regular minutes.

Delegations

A delegation is an individual or group of individuals from the community who have items they wish to present to the school committee. All parents and community members have the right to appear as a delegation at school committee meetings.

Delegations can provide the school committee with very useful information about issues or community wishes and should not be discouraged from appearing before the committee.

The following is the process on receiving delegations:

- The individual or group wanting to make a presentation to the committee must outline their issues in writing and request that they be allowed to appear as a delegation at the school committee meeting.
- The school committee sets a specified time, at the start of the regular meeting, 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 or concern and respond in writing.
- Delegations are invited to stay for the remainder of the meeting if they so choose. If they remain at the meeting, they are observers only and cannot participate in the committee's discussions.
- The delegation is notified in writing of the decision.

Handling Concerns and Complaints

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

1. If a school committee member is approached by a parent or community member, they need to be directed to talk to the person they have the concern with first.
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 resident is still not satisfied, they may request a meeting with the school committee or may discuss the matter with the area superintendent.
4. If, after steps 1 through 3, the parent or resident is still not satisfied, they may request a meeting with the Chief Superintendent.
5. If, after all avenues for resolution of the issue have been exhausted in steps 1 through 4, and the parent or resident is still not satisfied, they may request to appear as a delegation with the Frontier School Board.

The Principal–School Committee Team

The Principal and the school committee have separate roles that are defined in legislation and in policy, but together they form the leadership team for their school. The Principal is the educational leader in the school and is responsible for staff organization, management, instruction, and student discipline. The school committee provides guidance, direction and support to the school. It is essential that the Principal and the school committee have a positive working relationship and that they operate together as a leadership team on behalf of the students. Please 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 the:

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

School Committee Training Program

The Governance Support Program provides training for local school committees. The training focuses 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 Mathematics Assessment program),
- workshops provided at Area Advisory Committee meetings, or
- arranging for individual committee members to attend workshops.

Examples of training sessions are noted in the graphic.

TRAINING SESSIONS

Recruitment

- Process
- Legal Considerations
- Employment Rules

Performance Evaluation

- Process
- Legal Considerations

Budgeting

- Division Budget Process (schedule)
- School Committee Involvement
- Working with the Principal in the development of the local budget.

Local Policies, Procedures, Programs

- Review Local School Policy
- Education Tours, Sports Trips, Fundraising Activities
- Working with the Principal

Short and Long Term Priorities

- Annual School Plan – Where do School Committees Fit In?

School Transportation

- Legalities and Policies

School Committee Operations

- Constitution and Terms of Reference
- Meeting Procedures (agenda, chairperson duties, etc.)
- Financial Record Keeping

Ethical Issues

- Conflict of Interest
- Confidentiality
- In-Camera Session

Effective Working Relationships

- Working as a Team with the Principal and School Staff
- Working as a team with Other Committee Members
- Communication

FINANCES

Treasurers and school committees should be aware of the following:

School Committee Grant (or Unconditional Grants)

A school committee grant is available each year to school committees. School committees can decide how to use these funds but must remember that they are to be used to benefit the students in their school.

Process:

- A school committee applies for the grant in writing to their Governance Support Officer or Area Superintendent.
- The written request includes the school committee's current bank account number, name and address of the committee's bank, and copy of the minutes including the Treasurer's report.
- Once approved, funds are deposited directly into the school committee account.

Audits Policy

The Division examines and audits the books and accounts of every school committee. Please refer to Division Policy D.I.E – School Committee Audits for detailed information on audits.

Adult Education Evening Class Grants

Some funds are available from the Division to run adult recreational and upgrading classes in the evening. Further information on these grants is available from the Division Adult/Continuing Education Coordinator in the Winnipeg office.

School Fundraising Projects

The school committee gives the final approval before any fundraising activities are undertaken by staff or students. The Principal makes sure the records are properly kept, and they are audited by the Division. Please refer to Division Policy D.I.D – School and School Committee Fund-raising Projects for detailed information.

School Committee Funds

To ensure that funds are handled properly, a basic accounting system 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.
- Make all disbursements by cheque, never cash. Cheques are pre-numbered and signed by two authorized signing officers.
- Use a pre-numbered receipt system for all incoming funds. Receipt all funds immediately and make a corresponding deposit as soon as possible. All deposits should represent a clearly identifiable group of receipts.
- All incoming and outgoing transactions must clear through the bank. This supports requirements noted above.
- Reconcile the bank account and journal on a monthly basis and send a copy to the Finance Department in the Division (Winnipeg) office.
- Keep a backup file consisting of bills or supporting all payments. Mark each bill or invoice, "paid by cheque #___." Keep the backup file in numerical order.

- 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.

Budget Process

School committees participate in discussions about the preparation of school budgets. This is one of the main roles of school committees as outlined in provincial legislation and in the committee's Terms of Reference.

What follows is a typical budget schedule. Please note that school committees and Area Advisory Committees should meet regularly to talk about the next year's budget and should bring any proposals or considerations to the attention of their Area Superintendent.

Typical Budget Schedule

November-February	School committee, principal and, possibly school staff get together to discuss needs, issues and possible budget implications.
Mid-January	Provincial government makes the annual funding announcement.
February	After the committees have talked about the issues and gathered input, Division staff put the budget together and refines it. The Board Finance sub-committee does an overview.
March	Division staff may meet with the Finance Branch of Manitoba Education. Division staff further refines the draft budget following discussion. The Board Finance sub-committee reviews the draft. The Board reviews the draft. The Board approves the mill rate (local taxes).
April	Staff further refines the budget draft following discussion. Board approves the budget and asks staff to implement it.
May	School and Area Advisory Committees meet, and include a discussion of the approved budget.

TECHNOLOGY SUPPORT

As part of the Policy and Procedures Manual, approved by the Board of Trustees in 2009, school committees were informed supports would be provided to them in terms of a designated computer for their use in their local school. This computer includes the Policy and Procedures Manual as well as access to Division email. This computer will also include software that school committees can use in their role supporting their local school.

A resource document entitled “School Committee Computer Handbook” is available at each school and Area Office. It provides information on use of the computer. School committees are encouraged to seek training and support from their local school Principal or staff in the Division’s Technology department.



Policies

DIVISION 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.

The Board of Trustees approved the Policy and Procedures Manual effective September 1, 2009. It is on the Division's web site.

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 regulations 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 does not contravene provincial legislation or related Division policies.

POLICIES TO NOTE

The following policies relate to the operation of school and area committees. These policies are located in other sections of the manual as indicated by the coding.

C.1.A	Frontier School Division Governance and Leadership Chart
C.2.H	Emergency School Closures
D.1.A	Annual Operating Budget
D.1.B	Accounting Systems
D.1.D	School and School Committee 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
F.1.E	Grade Extensions to High Schools
F.1.GA	Language Instruction
F.1.K	Educational Trips, Educational Excursions and Outdoor Wilderness/Cultural Activities
F.1.M	Healthy Foods in Schools and Offices
G.1.B	Student Suspension
G.1.C	Student Expulsion
G.3.B	Student Transportation – Four Coldest Months



School Plans

Section 41 of *The Public Schools Act* states:

Every school board shall

(z) ensure that each school in the school division or district prepares an annual school plan.

The School Plan

A school plan is a multi-year document prepared by the Principal with input from the school staff, parents, students and school committee. These plans are intended to improve student performance and should reflect the Division's priorities as well as those of the local school and community.

The Board-approved strategic plan "Charting the Future" identifies mandated goals that all schools are to address and include in their individual school plans. Schools may identify additional goals beyond those noted in "Charting the Future".

The resource document "Planning Requirements in Schools and Classrooms, 2010-2014" contains:

- Legislated requirements for School Plans,
- Expectations for School Plans,
- Expectations for Classroom Plans,
- School Planning Process: Roles and Responsibilities,
- Timeline for Implementation,
- School Plan Components, and
- Appendices (templates).

This document is available from the Division office and on the Division's website at www.frontiersd.mb.ca

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, Chief Superintendent, and in turn, forwarded to Manitoba Education.



Elections

At the beginning of this manual we described Governance and its reference to how an organization is directed.

Frontier School Division's governance system is a three-tiered system unlike any other school division. In essence, the process calls for three elections at:

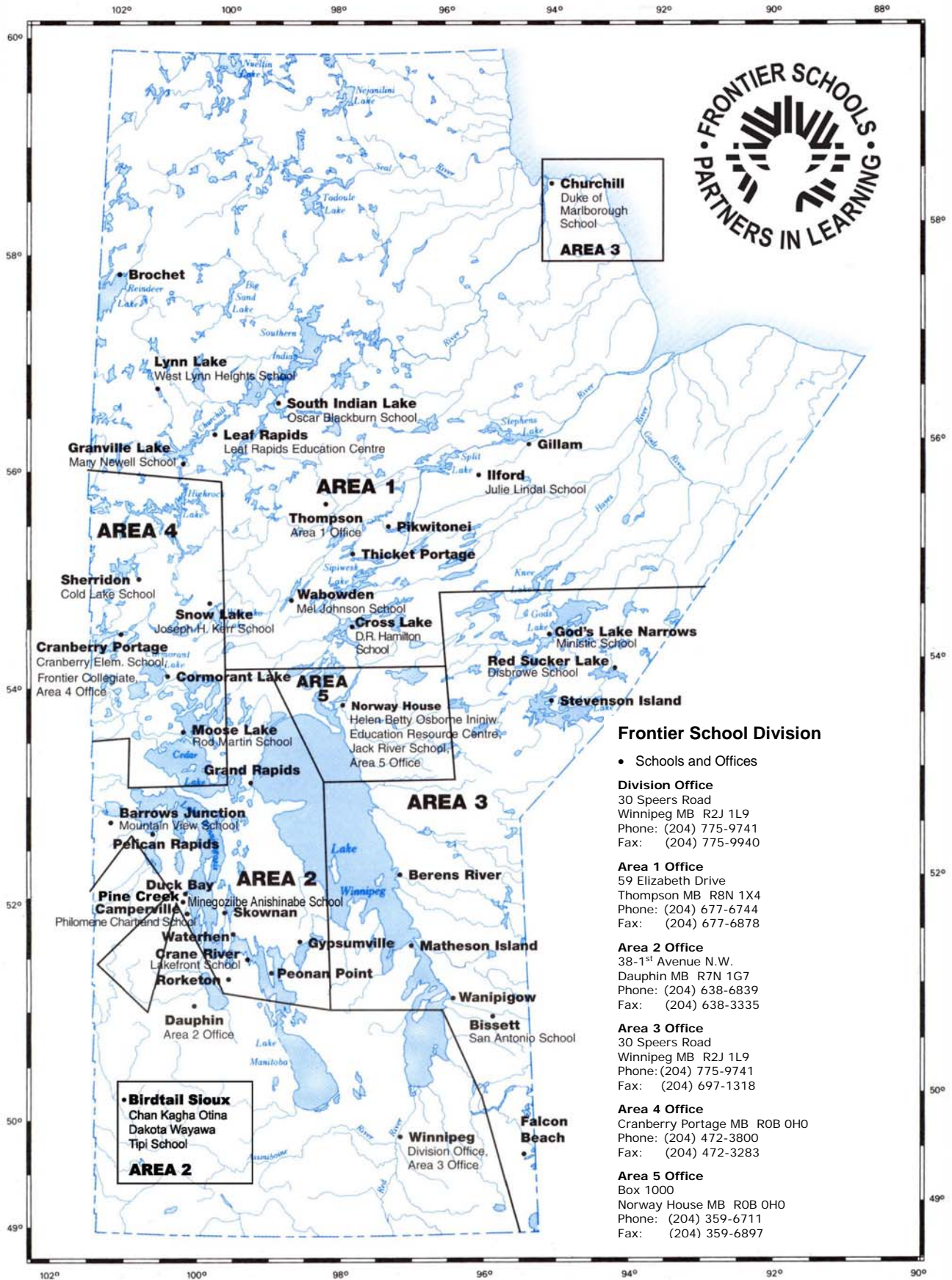
- the local school committee,
- the Area Advisory Committee,
- the Frontier School Board of Trustees.

Elections for school committee members are held in conjunction with the municipal elections and occur every four years. Elections for Frontier School Division are governed by *The Municipal Councils and School Boards Elections Act*.

The "School Committee Elections Resource Manual", drafted and implemented by the Division Elections Team, outlines roles and responsibilities for electing school committee members, area advisory committee members and the Frontier School Board of Trustees. It is available on the Division's website.

Appendices

Appendix 1 – Division Information



Appendix 1 – Division Information

FRONTIER SCHOOL DIVISION SCHOOLS (2010/11)

SCHOOLS	AREA	ADDRESS	PHONE	FAX
BERENS RIVER	3	Box 344, BERENS RIVER, R0B 0A0	382-2153	FAX 382-2422
BROCHET	1	Box 70, BROCHET, R0B 0B0	323-2051/2048	FAX 323-2053
CHAN KAGHA OTINA DAKOTA WAYAWI TIPI	2	Box 40, BEULAH, R0M 0B0	568-4757	FAX 568-4762
COLD LAKE	4	SHERRIDON, R0B 1L0	468-2021	FAX 468-2039
CORMORANT LAKE	4	Box 11, CORMORANT, R0B 0G0	357-2225	FAX 357-2178
CRANBERRY PORTAGE ELEMENTARY	4	CRANBERRY PORTAGE, R0B 0H0	472-3250	FAX 472-3622
DISBROWE	3	RED SUCKER LAKE, R0B 1H0	469-5778	FAX 469-5168
D.R. HAMILTON	1	Box 70, CROSS LAKE, R0B 0J0	676-2278	FAX 676-2045
DUCK BAY	2	Box 123, DUCK BAY, R0L 0N0	524-2394	FAX 524-2267
DUKE OF MARLBOROUGH	3	Box 338, CHURCHILL, R0B 0E0	675-2737	FAX 675-2617
FALCON BEACH	3	Box 70, FALCON LAKE, R0E 0N0	349-2295	FAX 349-2274
FRONTIER COLLEGIATE INSTITUTE	4	CRANBERRY PORTAGE, R0B 0H0	472-3431	FAX 472-3191
FRONTIER MOSAKAHIKEN	4	MOOSE LAKE, R0B 0Y0	678-2353	FAX 678-2312
HELEN BETTY OSBORNE ININIW EDUCATION RESOURCE CENTRE	5	Box 790, NORWAY HOUSE, R0B 1B0	359-4100	FAX 359-4803
GILLAM	1	Box 370, GILLAM, R0B 0L0	652-2193/2519	FAX 652-2150
GRAND RAPIDS	2	GRAND RAPIDS, R0C 1E0	639-2451	FAX 639-2605
GYPSUMVILLE	2	GYPSUMVILLE, R0C 1J0	659-4475	FAX 659-5708
JACK RIVER	5	NORWAY HOUSE, R0B 1B0	359-6781	FAX 359-6650
JOSEPH H. KERR	4	100 POPLAR, SNOW LAKE, R0B 1M0	358-2281	FAX 358-2116
JULIE LINDAL	1	ILFORD, R0B 0S0	288-4355	FAX 288-4317
LAKEFRONT	2	CRANE RIVER, R0L 0M0	732-2750	FAX 732-2899
LEAF RAPIDS EDUCATION CENTRE	1	Box 670, LEAF RAPIDS, R0B 1W0	473-2403	FAX 473-8632
MARY NEWELL	1	GRANVILLE LAKE, R0B 0P0	0-473-6000	
MATHESON ISLAND	3	MATHESON ISLAND, R0C 2A0	276-2118	FAX 276-2153
MEL JOHNSON	1	WABOWDEN, R0B 1S0	689-2620	FAX 689-2289
MINEGOZIIBE ANISHINABE	2	Box 130, CAMPERVILLE, R0L 0J0	524-2354	FAX 524-2287
MINISTIC	3	Box 320, GOD'S LAKE NARROWS, R0B 0M0	335-2159	FAX 335-2170
MOUNTAIN VIEW	2	BARROWS, R0L 0B0	545-6246	FAX 545-6228
OSCAR BLACKBURN	1	SOUTH INDIAN LAKE, R0B 1N0	374-2056	FAX 374-2052
PELICAN RAPIDS	2	Box 141, PELICAN RAPIDS, R0L 1L0	587-2131	FAX 587-2037
PEONAN POINT	2	Box 193, ST. MARTIN, R0C 2T0	659-2009	FAX 659-2363
PHILOMENE CHARTRAND	2	Box 40, CAMPERVILLE, R0L 0J0	524-2343	FAX 524-2596
PIKWITONEI	1	PIKWITONEI, R0B 1E0	458-2471	FAX 458-2431
RORKETON	2	Box 160, RORKETON, R0L 1R0	732-2525	FAX 732-2404
SAN ANTONIO	3	BISSETT, R0E 0J0	277-5277	FAX 277-5280
SKOWNAN	2	SKOWNAN, R0L 1Y0	628-3315	FAX 628-3568
STEVENSON ISLAND	3	Box 9, STEVENSON ISLAND, R0B 2H0	456-2786	FAX 456-2319
THICKET PORTAGE	1	THICKET PORTAGE, R0B 1R0	286-3264	FAX 286-3271
WANIPIGOW	3	Box 2562, WANIPIGOW, R0E 2E0	363-7392/7253	FAX 363-7293
WATERHEN	2	WATERHEN, R0L 2C0	628-3443	FAX 628-3571
WEST LYNN HEIGHTS	1	Box 670, LYNN LAKE, R0B 0W0	356-2292	FAX 356-8363
DIVISION OFFICE		30 SPEERS ROAD, WINNIPEG, R2J 1L9	775-9741	FAX 775-9940
AREA 1 OFFICE		16 KELSEY BAY, THOMPSON, R8N 0L7	677-6744	FAX 677-6878
AREA 2 OFFICE		38-1 st 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, R0B 0H0	472-3800	FAX 472-3283
AREA 5 OFFICE		Box 1000, NORWAY HOUSE, R0B 1B0	359-6711/12/13	FAX 359-6897

(Approved Guidelines, Revised March 2009)

CONSTITUTION

Name of School Committee

ARTICLE 1 - NAME

This School Committee shall be called _____

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 school staff 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. (As per attached **Schedule 2, Regulation 118/91 of the Public Schools Act**.)

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**.

Appendix 2 – Template 1

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

Appendix 2 – Template 1

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 A general annual community meeting may be held for the purposes of introducing the new School Committee members and/or reporting on the operation of the local school.

ARTICLE 13 - NOTICE - ANNUAL MEETING

The Secretary or Secretary-Treasurer shall, at least seven (7) days before any annual meeting, 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 meeting is not regularly scheduled and 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 Special meetings may be called by the Chairperson or by a majority of the School Committee.

Section 3 Principals and other Frontier staff may request a special meeting through the Chairperson of the School Committee and, with the agreement of a quorum of the School Committee, the meeting shall take place.

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 active 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 The reports of all School Committee meetings shall be recorded in writing and copies sent to the Governance Support Officer within fourteen (14) days of the meeting being held for distribution to the Area Superintendent, Principal, Secretary-Treasurer, Area Board members and others.

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

Appendix 2 – Template 1

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 Ethics (attached).

ARTICLE 19 - 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 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

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

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

ARTICLE 22 - DELEGATIONS

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

ARTICLE 23 - 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 that meeting. The suggestion must be agreed to by all present.

Adopted by the _____ School Committee by Motion _____

Date _____

Signed _____

Approved by the Frontier School Board of Trustees

Motion # _____

Date _____

LOCAL SCHOOL COMMITTEE CODE OF ETHICS

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:

- * 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 Officer, 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.

TERMS OF REFERENCE

_____ **School Committee**

INTRODUCTION

School Committees have been formed in Frontier School Division because it is believed that parents should be involved in, and feel a sense of ownership for, the education of their children. A sense of ownership comes from involvement in the decisions which affect education in their communities.

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.**

A local school committee for a ward shall advise the area superintendent and the principal of a school in the ward with respect to school matters arising in the ward and encourage the involvement of residents of the area in those matters.

Because of the legal obligations of the Frontier School Board, the Board reserves the right to overrule 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 overrule those established by the Area Advisory committee and the Area Superintendent, which overrule those established for a single school by the Area Superintendent/Principal and the local committee.

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

1. Recruitment

- (a) At least a quorum of the 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 a quorum of the 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.

If, after reasonable effort, it is in the opinion of the Area Superintendent and the Committee in (a) and in the opinion of the Principal and Committee in (b) 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 provide the evaluation.
 - (ii) If the staff person in question is a teacher or teacher aide, the Principal (and, if necessary, the Area Superintendent) will provide the evaluation.
 - (iii) If the staff person in question is a school support person (secretary, janitor), the Principal will provide the evaluation.
 - (iv) If the staff person in question is the maintenance person, the supervisor of that person will provide the evaluation.
 - (v) If the staff person in question is the Governance Support Officer, the Area Superintendent will provide the evaluation.
 - (vi) If the staff person in question is the Area Superintendent, the Chief Superintendent will provide the evaluation.
- (b) It is understood that, due to legal implications, all evaluations will be verbal.
- (c) The School Committee will provide input yearly to the Area Advisory Committee on the performance of the Governance Support Officer assigned to the school.
- (d) The School Committee will receive, upon request, a progress report on all staff from the administration.
- (e) The School Committee shall be informed of Special Leave requests.

B. SCHOOL POLICIES, PROCEDURES, PROGRAMS AND ACTIVITIES

Any changes in policies, procedures, programs and activities which affect the school must receive the prior approval of the Committee. The Committee may recommend changes 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. BUILDINGS

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 approval of the Committee is required 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 and approve in writing 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 budget has been approved by the Government, it will be reviewed with the Committee by the Principal. Intermediate stages in the budget process may also be reviewed with the Committee.
3. It is the responsibility of the Principal and the School Committee to keep expenditures within the budget once it is approved. All expenditures made by the Principal shall be reported by the Principal to the Committee. Normally, this will mean a review of the monthly variance statement with the Committee at

Appendix 2 – Template 1

a regular meeting. If it is deemed necessary by the Principal to overspend the budget, prior approval of the School Committee must be obtained 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 will ensure that at least one general community/school committee meeting is held each year. They will also encourage the public to attend regular meetings.
3. The Committee may hold informational meetings within the larger community to ensure that the community is informed. The Committee 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 encouraging community members to become positively involved in the operation of the school.

F. SCHOOL PRIORITIES

The Committee, the Area Superintendent and the Principal will at least once per year discuss short- and long-range priorities for the school.

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. School Committees are 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 Secretary-Treasurer's department in the conducting of an annual 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 _____

**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, 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 118/92, Schedule 3, Section 8.**

ARTICLE 4 - ATTENDANCE

Each local school committee is expected to send a representative to each Area Advisory Committee meeting. If the local school committee does not send a representative to a meeting, they will be contacted by the Governance Support Officer responsible, to determine the reason for non-attendance and ensure attendance at the next meeting.

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 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 ___ weeks prior to the meetings and include notification of the meeting place, the starting time, and the length of the meeting. Two 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 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

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 1 Chairperson
It shall be the duty of the Chairperson, at all times, to preserve order and to endeavor to conduct all business before the Area Advisory Committee with propriety and dispatch.

Section 2 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 3 Secretary
The Secretary shall record the proceedings of a meeting.

Section 4 Selection of Officers
The Chairperson and Vice-Chairperson shall be elected by the voting members from among the voting members at the first meeting of the school year.

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.

ARTICLE 10 - FRONTIER COLLEGIATE 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 Committee. Each member so elected shall serve a four (4) year term.

Section 2 Where the position of Frontier Collegiate 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. If "weather conditions" result in no quorum, the attending members may conduct regular business provided resolutions 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. Governance Support Officer's report.
7. Area Superintendent's report.
8. Discussion of new business.
9. School Committee and Frontier Collegiate Institute's reports.
10. Board report.
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 Ethics. (Attached)

ARTICLE 16 - IN-CAMERA

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

ARTICLE 17 - 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 18 - 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 _____

(Revised March 2009)

AREA _____ ADVISORY COMMITTEE

CODE OF ETHICS

Area _____ 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:

- * 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, Governance Support Officer, 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.

AREA ___ ADVISORY COMMITTEE

TERMS OF REFERENCE

INTRODUCTION

School committees have been formed in Frontier School Division because it is believed that parents should be involved in and feel a sense of ownership for the education of their children. A sense of ownership comes from involvement in the decisions which affect education in their communities.

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**).

An Area Advisory committee shall advise the area superintendent and the principals of schools in the area with respect to area matters arising in the area and encourage the involvement of residents of the area in those matters.

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 and the Area Superintendent, which over-ruled those established for a single school by the Area Superintendent/Principal and the local 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 of 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 the area

- a) make recommendations respecting the hiring of the area superintendent, the area liaison officer 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;

Appendix 2- Template 2

- 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).

Adopted by the Area ____ Advisory Committee by

Motion _____

Date _____

Signed _____

Approved by the Frontier Board of Trustees

Motion # _____

Date _____

DRAFT AGENDA

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. Principal’s Report
 - b. Area Superintendent’s Report
 - c. Governance Support Officer’s Report
 - d. Board Report
 - e. Other
- 10. For Approval: Sports Trips, Tours, Fund Raising Events
- 11. In-Camera Item
- 12. Unfinished Business
- 13. New Business
- 14. General Discussion
- 15. Adjournment & Date of Next Meeting

School Committee Minutes

Name of Committee _____ Date: _____

Type of Meeting: Regular Special Location: _____

Members Present: _____ Staff Present: _____

Members Absent: _____

▪ **CALL TO ORDER**

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

▪ **APPROVAL OF AGENDA**

Motion That agenda be approved as presented
That agenda be approved as amended
M/S by _____ / _____
Carried Defeated

▪ **DELEGATION**

▪ **INCAMERA DISCUSSION**

Motion To move in-camera @ _____ (time)
M/S by _____ / _____
Carried

In Camera Notes: _____

Motion To move out of in-camera @ _____ (time)
M/S by _____ / _____
Carried

▪ **APPROVAL OF MINUTES**

Motion That minutes from previous meeting be approved as presented
That minutes from previous meeting be approved with changes

M/S by _____ / _____
Carried
Defeated

Business arising from the Minutes:

▪ **TREASURER'S REPORT**

Previous Balance			
Money Received	_____		_____

	_____	(+)	_____
Money paid out:	_____		

	_____	(-)	_____
Present Balance			_____

Motion That Treasurer's Report be received as presented

M/S by _____ / _____

Carried

Defeated

Motion That the following bills be approved for payment:

M/S by _____ / _____

Carried

Defeated

▪ **CORRESPONDENCE**

That the following correspondence be received as information:

Date: _____ Re: _____ From: _____

▪ **DRAFT POLICY REVIEW**

That the following Draft Policies were reviewed and discussed:

And recommendations and comments will be forwarded to the Chief Superintendent's office.

▪ **REPORTS**

The following reports were received as information:

Principal's Report – The principal reported on the following:

Superintendent's Report – the Superintendent reported on the following:

Other Staff Reports(G.S.O): _____ reported on the following:

Board Report: _____ reported on the following:

Motion That reports be received as information
M/S by _____ / _____

Carried
Defeated

▪ **FOR APPROVAL: SPORTS TRIPS, TOURS AND FUND-RAISING EVENTS**

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

M/S by _____ / _____

Carried
Defeated

Sports Trip(s) _____

Tour(s) _____

Fund-Raising Event(s) _____

▪ **UNFINISHED BUSINESS**

The following unfinished business was discussed:

▪ **NEW BUSINESS**

The following new business was discussed:

▪ **GENERAL DISCUSSION AND OTHER MOTIONS**

Motion M/S by _____ / _____ Carried Defeated

That _____

Motion M/S by _____ / _____ Carried Defeated

That _____

Motion M/S by _____ / _____ Carried Defeated

That _____

▪ **ADJOURNMENT AND DATE OF NEXT MEETING**

Moved by _____ to adjourn meeting, adjourned at _____ (time).

Date of Next Meeting: _____

Special Notes for Next Meeting:

Handling Concerns & Complaints

It is part of a school committee member's role to listen to concerns from community members.

Below is the established process for a parent or community resident with a concern:

1. The parent meets with the staff member and discusses the concern.
2. If the parent/resident is dissatisfied with your response, they should be directed and welcomed to discuss the matter with the principal.
3. If, after steps 1 and 2, the parent or resident is still not satisfied, they may request a meeting with the school committee or may discuss the matter with the Area Superintendent.
4. If, after steps 1 through 3, the parent or resident is still not satisfied, they may request a meeting with the Chief Superintendent.

Continued:

5. If, after all avenues for resolution of the issue have been exhausted in steps 1 through 4, and the parent or resident is still not satisfied, they may request a delegation with the Frontier School Board.

It is important for school committee members to listen to residents' concerns and provide a quick response.

GSO Contact Information

Ms. Nora Ross - Area 1 Office, Thompson

Ph: 677-6744 Fax: 677-6878

Email: nross@frontiersd.mb.ca

Mr. Lee Heroux – Area 2 Office, Dauphin

Ph: 638-6839 Fax: 638-3335

Email: lherou@frontiersd.mb.ca

Ms. Gloria Whitford – Area 4 Office,

Cranberry Portage

Ph: 472-3800 Fax: 472-3283

Email: gwhitf@frontiersd.mb.ca

What School Committees Should Know

Delegations

In-Camera Sessions

Handling Issues and Concerns



Frontier School Division
Governance Support Program

August 2008

Delegation



Delegation can provide the school committee with very useful information about issues and community wishes and should not be discouraged from appearing before the committee.

All parents and community members have the right to appear as delegates at school committee meetings.

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

The process for delegations to present matters before the school committee is as follows:

1. The individual or group wanting to make a presentation to the committee must outline their issues in writing and request that they be allowed to appear as a delegation at the next school committee meeting.
2. The school committee informs the delegates of the date for the next meeting.

3. The school committee sets a specified time, on the agenda, to receive delegations. Delegations are usually received after the meeting is opened and the agenda and minutes have been approved.
4. After the delegation makes its presentation, the committee may ask questions for clarification. The school committee does not make any decisions with the delegation present.
5. The chairperson thanks the delegation for the presentation and informs them that the committee will discuss their request and respond in writing, providing the school committee time to reflect on the issues.
6. The delegation then moves away from the table. If the delegation remains in the room, they are present as observers only. They cannot participate in the committee's discussions.
7. The delegation is notified in writing of the decision.



In-Camera Session

If a school committee has agenda items of a confidential nature, the meeting should be held *in-camera*.

During an *in-camera* session, guests/visitors must leave the room. The principal and Governance Support Officer remain. When discussions of a confidential nature are concluded, the school committee goes out of *in-camera*, and continues with the regular meeting.

Some examples of why a school committee would go *in-camera* include: personnel matters, staffing issues, or student concerns.

It is important that all committee members are aware that all *in-camera* discussions are absolutely confidential and cannot be discussed outside the session.

Please note that the secretary may record the minutes of *in-camera* sessions. *In-camera* minutes are kept in a separate, secure file and are not circulated to school committee members.

Confidentiality

Confidentiality is keeping information to yourself that was discussed at a meeting and not discussing it with anyone outside the meeting room.

“Any school committee member who breaches confidentiality of matters discussed in closure can be asked to resign by a two-thirds (2/3) majority of the school committee.” (Constitution & Terms of Reference: Article 19)

Sample Case:

An *in-camera* discussion is held at a school committee meeting regarding a staff member who appears to be abusive towards the students. The students are afraid of the staff member. The principal is asked to look into the situation and to speak with the staff member. That afternoon the principal receives a phone call from an irate parent about the staff member. It becomes apparent to the principal that one of the school committee members had discussed the issue in the community.

Not only does this interfere with the process for an investigation by the principal and the Division, it can also become a legal matter. The staff member was not given “due process” for a fair investigation as everyone in the community has already labeled the staff member guilty. Matters of this nature are confidential and must not be discussed outside the meeting.

Tips for Handling Ethical Issues

As a school committee member, if you are not clear on your role, or what you can and cannot discuss in the community, first ask yourself the following questions:

→**Did I receive or hear information during an *in-camera* session at a school committee meeting?** If the answer is yes, you cannot discuss it with anyone, not even your spouse, child or anyone in your community.

→**Am I related to an individual who may or will be possibly discussed at a school committee meeting?** If the answer is yes, the proper thing to do is before the topic is to be discussed, you state that you are related to the person and advise how you are related. The committee will decide whether or not you are in a direct conflict with the person/topic being discussed. They may ask you to stay or they may ask that you remove yourself from the meeting.

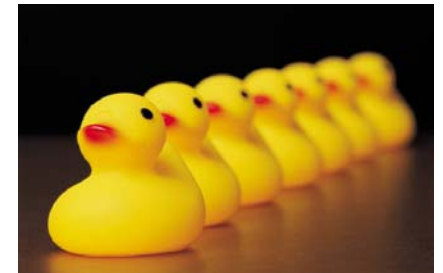
Governance Support Officers can provide school committees with training on a variety of topics. Please contact them for further information on these and other topics.



School Committees

Tips for Handling Ethical Issues

Conflict of Interest
Hidden Agendas
Confidentiality



Frontier School Division
Governance Support Program

August 2008

Ethical Issues - Conflict of Interest, Hidden Agendas, Confidentiality

Conflict of Interest

Conflict of interest is when school committee members participate in discussions on issues or vote on issues that may have direct or indirect benefit to the school committee member or to 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.

Sample Case #1

The principal has advised you that your child will be suspended from school for six weeks for extreme behaviour in school. A copy of the Division's policy on the appeal process has been provided to the child and your child has decided to appeal this suspension to the local school committee. You are a member of the school committee. How do you handle this situation?

As a school committee member you are in conflict as the student is your child. You must state this to the committee before discussion takes place on this topic and remove yourself from the meeting.

Sample Case #2

Each school has a code of conduct that includes an attendance policy. Your nephew has exceeded the number of absences and is appealing the school's decision to the school committee. You are a member of the committee. How do you handle this situation?

As a school committee member you are in conflict. You would not be present or participate in the discussion.



Sample Case #3

A member of your family has applied for a position at the school. The school committee and principal are the interview team and are responsible for selecting someone for this position. You are a member of the school committee. How do you handle this situation?

As a school committee member you are in conflict if the family member is your spouse, child, mother, father or any person who is living with you. As noted in Case #1, you should declare your family status and remove yourself from the interview process.

For further information, please see Policy E.1.E.- Conflict of Interest and Article 20 of your local school committee constitution and terms of reference.

Hidden Agenda

A hidden agenda is a hidden motive or intention behind an overt action. For example, a school committee member uses school committee meetings to advance his/her own personal issues.

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. 		

WORKING DRAFT – April 19, 2006

SCHOOL COMMITTEE COMMUNICATION PLAN

Rationale

To carry out its responsibilities effectively, the school committee must have a two way communication plan which provides information to the community and receives feedback from it. This communication plan will be developed and refined locally to meet the needs of the school and community.

A. Provides Information

“Charting the Future” 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. Receives 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
Community Liaison Officer report	Ongoing