

## Committees of the Board

| <b>STATUTORY COMMITTEES</b> |   |   |
|-----------------------------|---|---|
| 1.1                         | Audit   | 1.<br>2.<br>3.  |
| 1.2                         | PIC<br>(Parent Involvement Committee)                 | 1.<br>Alternate (1)   |
| 1.3                         | SEAC<br>(Special Education Advisory<br>Committee)     | 1.<br>2.<br>Alternate (2)   |
| 1.4                         | SAL<br>(Supervised Alternative Learning)              | 1.<br>2.<br>3. Indigenous Trustee/Alternate   |
| 1.5                         | Discipline  | 1. Chair of the Board<br>2.<br>3.   |
| <b>STANDING COMMITTEES</b>  |   |   |
| 2.1                         | Committee of the Whole                                | Chair: Vice Chair of Board<br>All Trustees  |
| 2.2                         | Policy Review   | 1. Chair of the Board or Designate<br>2. OPSBA Board Director<br>3.<br>4.                       |
| 2.3                         | Director's Review                                     | 1. Board Chair<br>2. Vice-Chair<br>3. Past Chair  |
| 2.4                         | Indigenous Education Advisory                         | 1. Indigenous Trustee<br>2. Trustee<br>3. Trustee   |
| <b>OTHER</b>                |   |   |
| 3.1                         | Student Senate  | 1.<br>2.  |
| 3.2                         | Calendar  | 1.  |
| 3.3                         | OPSBA<br>(Ontario Public School Board<br>Association) | 1. Trustee (who is the Director and the<br>Voting Delegate)<br>2. One Alternate Voting Delegate |
| 3.4                         | RCJTC   | 1.<br>2..   |
| <b>AD HOC (as needed)</b>   |   |   |

## **DEFINITIONS**

*“SEAC” refers to the Special Education Advisory Committee (SEAC). It is an advisory committee which may make recommendations to the Board in any matter affecting the establishment and development of special education programs and services.*

*“SAL” refers to “supervised alternative learning” which is an individualized learning program consisting of one or more activities.*

*“OPBSA” refers to the Ontario Public School Board Association.*

*“RCJTC” refers to the Renfrew County Joint Transportation Consortium.*

*“COW” refers to Committee of the Whole.*

*“PIC” refers to Parent Involvement Committee.*

The Board shall establish statutory, standing and ad hoc (as needed) committees to govern the system in an effective and efficient manner. Administration will bring forward the current list and mandate of all Board Committees to the November Committee meeting as a separate agenda item. The terms of reference for each committee shall be approved by the Board as required.

Committee reports, where possible, should be in writing and circulated to the Board in advance.

At a committee meeting, a quorum shall be a majority of the number of members of the committee. Committee meetings lacking a quorum may not pass any resolutions or motions and can deal only with the following matters:

- (a) Board business, including presentations and reports may be discussed;
- (b) adjourn or recess the meeting;

## **TYPES OF COMMITTEES**

### **1. Statutory Committees**

Statutory committees are specifically required by legislation.

#### **1.1 Audit Committee**

Purpose:

The Audit Committee is established to perform the duties referred to in section 9 of Ontario Regulation 361/10 made under the Education Act, including the ability to obtain expert advice, require staff

attendance at meetings, hold in-camera meetings with auditors and have full access to all the District's records.

#### Powers and Duties:

- will oversee the accounting and reporting practices used in recording the district's financial transactions that result in the annual consolidated financial statements, to ensure the financial statements are in accordance with generally accepted accounting standards
- ensure the appointment of an external auditor, receive and review the annual external audit plan and make recommendations to the Board on the annual appointment of the external auditor
- receive and review the results of the annual external audit and perform due diligence in regards to any issues identified by the external auditor in the report or other communication with District staff
- complete a satisfactory review of the annual financial statements and external audit finds, and subsequently recommend the approval of the annual financial statements to the Board
- oversee and evaluate the overall effectiveness of the district's internal controls
- ensure the effective operation of an internal audit function, including recommending an annual internal audit plan to the Board
- receive and review the results of the internal audit work during the year and evaluate the results in light of the approved internal audit plan
- review the effectiveness of the district's system for monitoring compliance with legislative requirements and the Board's policies and procedures, with follow-up on any non-compliance identified by any internal and external sources
- review and assess the district's risk assessment and risk management policies, as well as the activities to manage identified risks
- review the adequacy of the District's insurance coverage in regards to risks
- review and ensure that the codes of conduct are communicated to Board members and staff and that the codes of conduct are operating
- initiate and oversee, as needed, investigations into auditing matters, internal financial controls and allegations of inappropriate or illegal financial dealings
- performs other activities related to the oversight of the district's risk management issues or financial matters, as requested by the Board
- perform other activities related to the oversight of the District's risk management issues or financial matters, as requested by the Board
- review the periodic financial forecasts of the annual financial operations of the district in order to evaluate the year-end financial results
- oversee the financial reviews of the school generated funds of every school
- will provide a report in closed session to the Board annually outlining the Committee's work on external and internal audits, as by the Regulation (The Board is obliged by the Regulation to provide a copy of this Report to the Minister of Education.)
- will provide an annual public report to the Board outlining its activities for the year, as specified in the Regulation.

## Membership:

- three Trustees of the Board
  - trustees will serve a one year term that is reviewed annually in November. A complete term on Audit may not exceed a maximum of four years which coincides with a term of office.
- two members external to the Board
  - external members of the Committee must have the qualifications specified in the regulation
  - the terms of office for the External members of the Committee will be three years from the date of appointment, with reappointments for an additional three year term at the Board's discretion authorized in the Regulation
  - potential external members of the Audit Committee will be identified by a Selection Committee consisting of the Director of Education, the Superintendent of Business and the Chair of the Board or the Chair's designate.
- the Director of Education and Superintendent of Corporate Services shall be the primary staff support and shall assign additional staff support to the Committee as required.

## Meetings:

- the Committee shall meet at least three times in a school year at the call of the Chair of the Committee  
The first meeting shall occur before September 30 of each school year.

## 1.2 Parent Involvement Committee (PIC)

### Purpose:

The Parent Involvement Committee (PIC) is a committee of parents. It supports, encourages and enhances parent engagement across the District in order to improve student achievement and well-being. PIC serves an integral role within the District by providing parents with the opportunity to voice their concerns, ideas and challenges.

### Powers and Duties:

- reach out to parents, recognizing the barriers of time, language, recent immigration, socio-economic status, newness to the system, or other factors
- work collaboratively with the school board to ensure linkages between parents, the director of Education and trustees
- develop strategies for enhancing parental engagement and outreach
- hold district-wide meetings and encourage inter-school communications
- participate in the promotion, development, and implementation of grant applications and projects funded under the Ministry of Education Parents Reaching Out (PRO) program.

## Membership:

PIC members are chosen from the RCDSB community and are appointed for either a 1 or 2 year term. PIC members must have a strong interest in and commitment to public education and represent the views of a wide variety of parents. The majority of members must be parents. The membership includes:

- parent members
- community Representatives
- the Director of Education (or designate)
- one Trustee appointed by the Board of Trustees plus one designated alternate
- additional staff who attend to support the committee, including a principal, a teacher and one other employee.

Meetings:

At least four times during the school year.

### 1.3 Special Education Advisory Committee

The Special Education Advisory Committee is mandated by Ontario Regulation 464/97.

Purpose:

The Special Education Advisory Committee (SEAC) is an advisory committee to Renfrew County District School Board and may make recommendations to the Board regarding any matter affecting the establishment and development of special education programs and services in respect of exceptional students of the Board.

This committee provides an avenue for community involvement and receives advice and input from the community.

Powers and Duties:

- become aware of the special education programs and services of the Board that are provided to meet the needs of all exceptional students within the Board
- facilitate the exchange of information and ideas among the committee members representing the local associations, the Director and/or designates, and the Board
- make recommendations to the Board about special education programs and services for exceptional students of the Board
- provide information to the local associations about the Special Education Advisory Committee (SEAC)
- recommend to the Board the annual review of special education plans in accordance with Ministry legislation
- participate in a special education program review and provide recommendations to the Board.

Membership:

- two trustees, two alternates
- one representative from each of the local associations, not to exceed twelve, to be nominated by the respective associations and appointed by the Board
- one alternate for each representative, nominated by each local association and appointed by the Board
- Director and/or designates

- one or more additional community members who are not representatives of a local association.

Meetings:

The committee shall meet at least ten times in each school year.

#### 1.4 Supervised Alternative Learning Committee

The Supervised Alternative Learning Committee functions in accordance with the terms of Ontario Regulation 308.

Purpose:

The Supervised Alternative Learning (SAL) Committee supports students aged 14 to 17 who, for a variety of reasons, are at risk of leaving school, by providing the opportunity to access an individual learning plan which will enable them to progress towards obtaining their Ontario Secondary School Diploma or achieving other educational and personal goals.

Power and Duties:

- ensure the student has an individual learning plan which may include one or more of the following:
  - enrolment in one or more courses in which the student may earn credit(s)
  - enrolment in a Job Readiness Program
  - development of general employment skills, earning workplace certifications, or other non-credit courses
  - full or part-time employment at a work placement that has been visited and found appropriate
  - volunteering
  - counselling or medical treatment (to address barriers to learning)
  - any other activity that will help the student reach their educational and/or personal goals.

Membership:

- 2 Trustees
- Indigenous Trustee, and as an alternate, to be called on when student has self-identified as Indigenous
- other staff members as needed

Meetings:

- A yearly schedule to be developed with at least one meeting per month. Meetings will be cancelled if not required.

## 1.5 Discipline Committee

### Purpose:

To deal with suspension appeals and recommendations for expulsion.

The Discipline Committee functions in accordance with Part XIII of the Education Act, Regulation 472/07, and Board Policy 13 - Appeals Regarding Student Matters.

### Powers and Duties:

- the Discipline Committee hears and makes determination regarding suspension appeals and hears and makes determination regarding recommendations for expulsion from a Principal.

### Membership:

- at least three elected members of the Board designated, by the Chairperson, on a case by case basis, in accordance with the following criteria:
  - a member is not a trustee elected from the municipality in which the student resides
  - a member has no involvement with the matter that is coming to the Committee.

### Meetings:

- Called as required.

## 2. Standing Committees

Standing committees are established to assist the Board with work of an ongoing or recurring nature. The following committees will be designated as standing committees for the Renfrew County District School Board.

Committees are expected to meet on a regular basis and are encouraged to set a schedule of meeting dates at their initial meeting to be shared with the Board.

### 2.1 Committee of the Whole

#### Purpose:

The Committee of the Whole (COW) will provide trustees with information and, if necessary, take action or give direction as to the status of important Board issues.

Powers and Duties:

- review strategic priorities and ensure effective decision-making
- discuss matters in a more informal manner.

Membership:

- All trustees

## 2.2 Policy Review Committee

Purpose:

The Policy Review Committee will review on a regular basis those policies which govern the Board of Trustees. When identifying policies for review, the following must be considered:

Powers and Duties:

- review existing policies
- develop new policies as requested by the Board, Standing Committee of the Board, Chair of the Board, Director or Advisory Committee established by the Board
- Distribute policies to the Board's solicitor as needed for review
- is it relevant?
- is it in keeping with the requirements of the Education Act, the Ministry of Education?
- RCDSB policies and other appropriate legislation?
- does it require revisions?
- should it be rescinded?

Membership (4):

- Chair of the Board or designate
- Board's OPSBA Director
- Two additional Trustees
- senior staff representative

## 2.3 Director's Review Committee

Purpose:

The Director's Review Committee will provide an annual evaluation for the Director that will culminate with a full review in the fourth year of a five year contract.



Powers and Duties:

- review the annual report of the Director on the action the Director has taken during the preceding twelve months
- review annually the management plan prepared by the Director
- present an evaluation report for ratification by the Board.

Membership:

- Board Chair
- Vice-Chair
- Past Chair

## 2.4 Indigenous Education Advisory Committee

Purpose:

The Indigenous Education Advisory Committee will seek advice on meeting the unique needs of identified indigenous students and determine shared programming needs and opportunities.

Powers and Duties:

- increase the cultural awareness of all Board students, personnel and Trustees, through professional development and/or other related activities.
- expand the awareness of effective programs for the educational needs of indigenous students
- facilitate initiatives for all indigenous students.
- provide advice on initiatives, including but not limited to, student programs, indigenous studies, and student retention and alternative education programs
- develop and enhance partnerships with community-based agencies that support indigenous students and their families.

Membership:

- Indigenous Trustee
- Trustee
- Alternate Trustee
- RCDSB staff as required

## 3. Other

### 3.1 Student Senate Committee

Purpose:

The Board elects two trustees to sit on the Student Senate in order to hear about issues facing

students. The Student Senate is an advisory body and planning group that is independent of the Board of Trustees.

Powers and Duties:

- provide the Board with active and effective insight into all manners of student-related issues and programming
- act as a conduit for communication and idea sharing between the Board and its secondary students
- support the Student Trustees in their task of coordinating initiatives that benefit and celebrate student achievement by collaboratively working towards a common goal
- oversee the election of the incoming Student Trustee for the following two academic years to serve as the representative of all Renfrew County District School Board students at official Board meetings and standing committees of the Board.

Membership:

- two trustees

### 3.2 Calendar Committee

Purpose:

The Calendar Committee will prepare the school year calendar in accordance with the Education Act and Regulation 304.

Powers and Duties:

- draft school year calendar will be submitted to the Ministry of Education on or before May 1st of each year or by March 1st in the case of a modified school year calendar.

Members:

- one trustee
- one Superintendent.

### 3.3 OPSBA (Ontario Public School Board Association)

Purpose:

The Board's OPSBA Director will promote and enhance public education by promoting the District's values and mandate and will develop effective partnerships with other groups interested in public education across the province.

Powers and Duties:

- ensure that the Board’s decisions pertaining to public education are shared with the OPSBA Board of Directors
- provide strategic advice to the OPSBA Board of Directors on such matters as provincial affairs, government relations and personnel matters
- provide recommendations on issues related to education program reform.

Membership:

- one Trustee (who is the Director and the Voting Delegate)
- one Trustee (who is the Alternate Voting Delegate)

### 3.4 RCJTC (Renfrew County Joint Transportation Consortium)

Purpose:

The Renfrew County Joint Transportation Consortium is a not-for-profit independent corporation set up between the Renfrew County Catholic District School Board and the Renfrew County District School Board to provide safe, cost effective, on time delivery of transportation services for the students in Renfrew County.

Powers and Duties:

The Transportation Consortium oversees all home to school bus scheduling for the Renfrew County District School Board.

Membership:

- two RCDSB trustees
- two RCCDSB trustees
- RCDSB Superintendent of Business - Corporate Services
- RCCDSB Superintendent of Business
- RCJTC General Manager

### **DUTIES OF COMMITTEE CHAIRS**

Committee Chairs shall follow the same policy as the Board Chair as set out in Policy 9 - Board Operations.

### **RESOURCE PERSONNEL**

The Director may appoint resource personnel to work with committees, and shall determine the roles, responsibilities, and reporting requirements of the resource personnel.

Legal References:

*Education Act s. 57, s. 170, s. 171, s. 176*

*Regulation 464/97*

*Regulation 308*