

Medicine Hat Public School Division

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**MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"**

SECTION 200 – Board Governance

POLICY 208: BOARD COMMITTEES

BACKGROUND

The key to effective governance of the Division is that the Board of Trustees authorizes or adopts policies and practices that the executive officers are delegated responsibility to execute. Although the Board of Trustees will make most of its major decisions as a corporate body, there may be a need to establish standing and ad hoc committees.

POLICY

In order to facilitate the work of the Board, committees, comprised primarily of Trustees and Executive Officers, are established annually.

GUIDELINES

1. The functions of Board committees include:
 - 1.1. a problem-solving or issue-exploring body;
 - 1.2. providing a means whereby a collective responsibility replaces that of an individual so that decisions are less vulnerable to bias;
2. Standing Committees will be established to perform the work of the Board.
3. Ad hoc Committees may be established by the Board as needed. An ad hoc committee will:
 - 3.1. have membership determined by the Board;
 - 3.2. have clearly defined roles and responsibilities as outlined by the Board;
 - 3.3. be time specific;
 - 3.4. be established by Board resolution.
4. Trustees will be appointed to Standing Committees by the Board Chair on an annual basis.
5. If required, a Trustee will be appointed Chair for each committee.
6. Committee Chairs will serve as a contact person for the appropriate Board officials, should they find it necessary to seek specific advice between regular Board meetings.
7. Each Committee will identify tasks to be carried out for the next year.
8. Executive Officers, in consultation with the Committee Chair, will prepare an agenda, in advance, of topics requiring discussion at committee level.
9. Committee meetings shall not be public meetings.
 - 9.1. A committee may agree to meet in public session or hold a public meeting.

- 9.2. Trustees, except where excluded by motion of the Board, may attend all meetings of Committees of the Board.
10. The Superintendent of Schools will make provision for committee meeting minutes to be taken and shared with the Board.

COMMITTEES

1. Standing Committees of the Board include:

1.1. Student Expulsion

- 1.1.1. Composition: Three Trustees, one of whom is to be appointed Committee Chair by the Board Chair.
- 1.1.2. Responsibility: To conduct expulsion hearings in accordance with Section 37(1) of the Education Act and Board Policy 618 – Appeal Hearings Regarding Student Matters.

1.2. Labour Relations

1.2.1. A.T.A.

1.2.2. C.U.P.E.

1.2.3. Non-unionized Staff

- 1.2.3.1. Composition: Two Trustees appointed by the Chair of the Board, of which one shall assume Chair of the Committee, along with the Superintendent and Secretary Treasurer, in an advisory role.
- 1.2.3.2. Frequency: Meetings shall be established at the call of the Committee's Chair.
- 1.2.3.3. Staffing Groups: This committee shall be responsible to oversee the working conditions of non-unionized staff, which includes the Centralized and Facilities Group and the Executive Officers.
- 1.2.3.4. Responsibilities:

Centralized and Facilities Group: The Committee shall vet changes recommended by the Executive Officers to the "Conditions of Employment Program" document for the Centralized and Facilities Group. The Committee Chair shall take those changes to the Board of Trustees for approval.

The Committee shall also vet changes to the salary grids for the Centralized and Facilities Group. However, as per Article 6 of the working conditions document, Division Administration shall determine appropriate salary levels for each job category. This includes determining salary levels mid-year if a new position is created.



After the Committee has vetted any annual changes or recommendations in regard to general salary increases the Committee Chair shall take those changes to the Board of Trustees for approval.

Executive Officers: The Committee shall perform a 360° review of Executive Officer salaries every four years or sooner if directed by the Board to do so. This review will normally take place in the spring before a municipal/Trustee election. The review will include reviewing what salaries are paid by other School Boards in the province for the same positions (ASBA report). The review may also include what other similar entities are paying for similar positions within the City and surrounding area.

The Committee Chair shall take the findings and recommendation for any changes to the Board of Trustees for approval.

The Committee shall also vet changes to the working conditions for the Executive Officers.

1.3. Audit Committee – as established under policy 208.1

1.4. Other standing committees may be identified at the direction of the Board.

2. Ad Hoc Committees of the Board

2.1. Naming of a School:

- 2.1.1. When naming a new school/facility, or renaming an existing school, or part of a school, the Board may follow one of two processes:
- 2.1.2. The Board may name the new school themselves,
- 2.1.3. or engage in a process that involves public participation. In cases where the Board seeks outside input, the Board Chair will appoint three (3) Trustees to serve on this committee. In consultation with the Superintendent, representatives from key stakeholders will be sought to provide input for the Trustees serving on the committee.
- 2.1.4. Guidelines for this process will be carried out as per Policy 210 – School and Facility Naming.

REFERENCES

Policy 210 – School and Facility Naming

Policy 618 – Appeal Hearings Regarding Student Matters

Alberta Education – Education Act

Approved: January 20, 2004

Revised: ~~August 31, 2016~~ December 10, 2019

