



**BOARD OF EDUCATION OF  
SCHOOL DISTRICT NO. 46 (SUNSHINE COAST)**

**COMMITTEE OF THE WHOLE  
AGENDA**

January 27, 2015 from 9:30-11:30 a.m.  
School Board Office – Gibsons, BC

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1. Strategic Plan – Review and Direction Setting for Consultation
2. Policy Review – Committee of the Whole Terms of Reference

## FRAMEWORK FOR THE 2015 STRATEGIC PLAN CONSULTATION

Timeline	Elements of Plan
January 27, 2015 and February 12, 2015 <i>Committee of the Whole</i>	<ul style="list-style-type: none"> <li>• Approve framework and communication plan</li> <li>• Approve approach and media message to invite input (trustees and staff create questions and hook)</li> <li>• Initiate outreach, ads etc</li> <li>• Approve agenda and calendar for Feb and March input sessions</li> </ul>
February and March 15, 2015	Host 2 public forums for clusters of stakeholder groups, e.g.: <ul style="list-style-type: none"> <li>• DPAC and individual school PACs (PB and BB)</li> <li>• Employee partner groups (SCTA, CUPE)</li> <li>• SIB and other local govt</li> <li>• Students' Forum</li> <li>• Business and general community</li> </ul>
March 24, 2015 <i>Committee of the Whole</i>	Data presentation, analysis and trustee discussion of input (Themes)
March 24 to April 15, 2015	<ul style="list-style-type: none"> <li>• Circulating themes for further input (to whom? Previous people?)</li> <li>• Prepare draft plan</li> </ul>
April 28, 2015 <i>Committee of the Whole</i>	Draft plan to Board
April 28 to May 20, 2015	Draft plan circulate (early May)
May 26, 2015 <i>Committee of the Whole</i>	Present feedback and proposed revision
June 9, 2015 <i>Regular Board Meeting</i>	Present <i>Strategic Plan 2015 – 2019</i> for board approval
July 2015	Final layout and publishing
September 15, 2015 <i>Regular Board Meeting</i>	New Strategic Plan available for distribution
September 2015	Communication with all groups in fall re New Strategic Plan

## **5 ROLE OF BOARD COMMITTEES**

The Board may meet as a Committee of the Whole and will appoint Standing Committees and Ad Hoc Committees to help carry out its governance responsibilities in accordance with its Procedural Bylaw. Consequently, committees:

- 5.1 Are constituted to directly assist the Board by preparing policy alternatives, considering implications and recommending possible actions to be taken by the Board.
- 5.2 Shall not interfere with the wholeness of the Board’s job, nor speak or act for the Board except when formally given such authority for specific, time-limited purposes.
- 5.3 Shall operate within the Terms of Reference approved by the Board, except when given other assignments by Board motion.
- 5.4 Shall have their agendas managed and set by Committee chairs, but every item must be either assigned by the Board, or by the Board’s agenda-setting process.
- 5.5 Should provide a means of receiving stakeholder/community input, when appropriate, in an open, inviting and efficient manner.
- 5.6 May serve as venues for staff, external or trustee presentations, within each committee’s Terms of Reference.
- 5.7 Shall be appointed by the Chair annually at the January regular Board meeting.
- 5.8 Shall include but not be limited to:

(i) Education Standing Committee

Terms of Reference: The Education Committee shall review and consider the governance of education issues including curriculum; programs; education policy; student assessment; and student achievement.

(ii) Operations Standing Committee

Terms of Reference: The Operations Standing Committee shall review and make recommendations on budget issues including the annual budget and consultation process; proposed plans related to school sites and buildings; the Annual Facilities Grant budget and Carbon Neutral Action Report/Plan; the Annual Capital Plan budget submission to the Ministry of Education; matters related to community use of school facilities; finance and facilities policy; local government land-use and planning referrals; and transportation service levels and costs.

(iii) Superintendent Evaluation Committee

Terms of Reference: The Superintendent Evaluation Committee shall be responsible for promoting professional growth and development through ongoing dialogue with the Superintendent, providing opportunities for reflection and collaboration. The Committee shall be chaired by the Board

Chair, and will include ~~two other~~all trustees. Its meetings, called in coordination with the Superintendent Evaluation Cycle, will be Closed Sessions due to personnel matters.

(iv) Trustee Honorarium Ad-Hoc Committee

Terms of Reference: At the beginning of the second year of each Board's term, the Chair will strike an Ad Hoc committee to review trustee honorariums and the committee shall bring recommendations to the Board on or before the regular Board meeting in March of that year.

(v) Committee of the Whole

Terms of Reference: The Committee of the Whole shall consider board orientation and evaluation; review the Governance section of board policies and bylaws; strategic planning and public consultation; appeals bylaw review and review school calendar and school growth plans each year. The committee of the Whole shall act as the Audit committee for the school district. The Committee of the Whole is also the forum where the Board as a whole may discuss emerging issues in the structure and planning of education and educational organizations and authorities in the province, e.g.: BCPSEA, BCSTA or Ministry of Education consultations or initiatives.