

BOARD COMMITTEES**(A) STANDING COMMITTEES**

Standing Committees are considered permanent committees. They consist of one or more trustees plus representation from other groups as applicable. Trustees on standing committees are appointed annually at the Board's Inaugural Meeting.

1. Policy Manual Committee

A Committee consisting of three trustees with administrative support will constitute the Policy Manual Review Committee. The purpose of the Committee is to (1) make recommendations to the Board for revisions to existing policies where in the opinion of the Committee such revisions are necessary and (2) recommend new policies where such new policies are extensions of existing policies.

2. Workplace Safety and Health Committee

At its' Inaugural meeting the Board shall appoint trustee(s) representation on the Workplace Safety and Health Steering Committee. The objectives of the committee are outlined in the Seven Oaks School Division Workplace Safety and Health Code of Practice.

3. Accident Review Committee

The Accident Review Committee consists of two trustees, one member of the Superintendents' Department, the Director of Transportation and two representatives of C.U.P.E. Local 731. Its function is to review all school divisional vehicle accidents with a view, if possible, toward correcting the situation which may have caused the accident. The Accident Review Committee will meet at least once a year for that purpose.

4. Board-Staff Advisory Committee

At its' Inaugural meeting the Board shall appoint trustee representative(s) to the Board-Staff Advisory Committee as outlined in the SOTA Collective Agreement.

5. Board-Student Liaison Committee

The Board Student Liaison Committee consists of two trustees, one member of the Superintendents' Department and representatives of the student councils with their staff advisors of each of the Division's high schools. Its purpose is for the Board to hear of student council concerns which are not able to be addressed at school level. This committee shall meet at least once a year.

6. Negotiations Committees

The Board at its' Inaugural meeting will appoint Negotiations Chairperson(s) plus two trustees for the following employee organizations:

Seven Oaks Teachers' Association
Canadian Union of Public Employees Locals 731, 949, 2938
Seven Oaks Paraprofessionals' Association

Administrators and out-of-scope employees will be affiliated with one of the above unions or associations for purposes of applying negotiated salary increases and for changes in working conditions.

7. Other Committees

(A) **AD HOC COMMITTEES**

1. Shall be appointed by the Board to deal with a specific matter or a related group of matters only and shall, if possible, have a time limit within which to operate;
2. Shall be appointed at any time deemed advisable by the Board;
3. Shall consist of no fewer than two members, one shall be Chairperson;
4. Shall meet as soon as possible after appointment and shall meet as often as required to complete expeditiously and wisely their work as laid out in their terms of reference;
5. Shall cause a report of all matters dealt with in committee to be made at the completion of their appointed task for presentation by the committee chair or delegate to the earliest possible Board meeting;
6. Shall cause no action to be taken on any matter by any official of the Board but shall submit recommendations to the Board for approval;
7. Shall make no statement, announcement, commitment, press or publicity release dealing with Board policies, actions or plans unless prepared in writing and approved by the Board;
8. Shall be automatically dissolved as a committee upon Board acceptance of the committee report unless asked to continue by the Board.

(B) SUB COMMITTEES

1. Shall be appointed by any committee to deal with a specific matter or a related group of matters only and shall, if possible, have a time limit within which to operate;
2. Shall be appointed at any time deemed advisable by the Committee;
3. Shall consist of no less than two members, one of whom shall be appointed as Chair;
4. Shall meet as soon as possible after appointment and shall meet as often as required to complete expeditiously and wisely their work as laid out in their terms of reference;
5. Shall cause a report to be made at the completion of their appointed task for presentation by the sub committee chair or delegate to the earliest possible meeting of the committee which appointed the sub committee;
6. Shall cause no action to be taken on any matter by any official of the Board but shall submit recommendations to the Committee for approval;
7. Shall make no statement, announcement, commitment, press or publicity release dealing with Board policies, actions or plans unless prepared in writing and approved by the Board;
8. Shall be automatically dissolved as a sub committee upon Committee acceptance of the sub committee report unless asked to continue by the Committee.

(C) REPRESENTATIVES ON EXTERNAL COMMITTEES

The Board will appoint representatives for external liaison as follows:

City of Winnipeg Liaison – (Chairperson or Vice-Chairperson)

Metro Coordinating Committee – (Negotiations Chairpersons)

Other representatives as may be required

(D) EXECUTIVE SESSIONS

(Committee of the Whole)

The Board believes that its fundamental obligation is to preserve, if not enhance, the public trust in education, generally, and in the affairs of its operations in particular.

The Board believes that the public trust is preserved through the conduct of Board meetings which are open to the public.

The Board recognizes, however, that occasions may arise from time to time where it is in the best public interest to discuss sensitive matters in closed meetings.

1. Shall consist of the entire Board assembled at a duly called meeting of the Board;
2. Shall deal with matters of negotiations with staff members and their representatives on such matters as salaries, working conditions, fringe benefits or any item covered or desired to be covered in an agreement;
3. Shall deal with any other matter in which informal and private discussion is deemed desirable;
4. Shall exclude all members of the public or press and any other individual not a member of the Board during the sitting as a committee as deemed advisable by the Committee;
5. Shall be deemed to have made no decisions and have taken no action on any matter while sitting as a committee;
6. Shall rise and report to the Board the results of its deliberations upon completion of same;
7. Shall be chaired by the Vice Chairperson of the Board or in the case of his/her absence, or in the case of the Vice Chairperson having chaired that day's regular Board meeting, shall be chaired by the member with the longest continuous service on the Board excepting the Chairperson and Vice Chairperson;
8. Board members and other persons attending the in-camera meeting are honor-bound not to disclose the details of the discussion.