

## ADMINISTRATIVE COMMITTEES

### Background

The Superintendent has established a number of advisory committees.

Although these committees are not decision making groups, there is an expectation that significant weight is placed on their advice. If the advice is not acted upon, the Superintendent will provide a rationale for the decision.

Representatives are expected to represent their organization fairly, and to report to their organization on a timely basis. The organization's responsibility is to provide clear direction to its representative and to make sure its representative is informed in the areas under review. It is equally important that the Superintendent clearly define the mandate of every committee. Terms of reference need to be clearly articulated to all parties involved in, and affected by the process.

The District derives its strength and integrity from mutually supportive student, parent, staff and community relationships. These positive partnerships serve to ensure quality learning opportunities for students of all ages.

### Procedures

#### 1. Student Services Advisory Committee

- 1.1 Membership
- CPVPA (2)
  - CTA (2)
  - CUPE (2)
  - DPAC (2)
  - Community Partners (8)
    - ADD Advocacy Connection
    - Learning Disabilities Association of BC - Fraser North Chapter
    - Family Resource Centre
    - Simon Fraser Society for Community Living
    - Parent Advisory Committee on Education (P.A.C.O.E.)
    - Autism Tri Cities
    - Fast Brained Kids - Coquitlam Gifted Children's Association
    - (unfilled)
- 1.1 Terms of Reference
- This representative committee provides advice on District-wide matters related to Student Services support provisions. This Committee reports to the Superintendent in an advisory capacity.

## 1.2 Functions

- To provide a vehicle for parent groups to share information with District
- To provide a forum for parent and employee groups to share information with each other
- To provide a forum for the District to communicate with parent groups on District program and policy development.

## 2. French Advisory Committee

- 2.1 Membership CPVPA (2)  
CTA (2)  
Parents (7)  
Resource People (3 representatives)

### 2.2 Terms of Reference

This representative committee provides advice on District-wide matters related to operation of the French Immersion and French as a Second Language Programs in the District. Reports to the Superintendent and deals in an advisory capacity with Board policy or administrative procedures issues.

### 2.3 Functions

- To advise the Superintendent on matters pertaining to French programs in the District
- Make recommendations to the Superintendent as appropriate
- To provide a forum for exchange of information and views among parents, teachers, the Coquitlam Chapter of Canadian Parents for French and administrators in School District No.43.

## 3. Montessori Liaison Committee

- 3.1 Membership CTA (6)  
Parent (one parent from each Montessori school)  
Montessori Society (4)  
Administration (1)  
CPVPA (6)

### 3.2 Terms of Reference

The committee meets four times a year to discuss ongoing operations of the Montessori program with administrators and teachers. Topics are consistent from year to year.

### 3.3 Functions

- To share information between pre-schools and the public schools with a Montessori alternate program.
- To liaise with the Coquitlam Montessori Society
- To provide support for the Montessori program

#### 4. Aboriginal Education Advisory Committee

- 4.1 Membership Administration (1)  
Band (2)  
CPVPA (2)  
CTA (2)  
CUPE (2)  
DPAC (1)  
Parents (4)  
Students (2)  
Resource staff as appropriate

#### 4.2 Terms of Reference

Provide advice on District-wide matters related to Aboriginal education programs in the District. Reports to the Superintendent in advisory capacity. Meets a minimum of four times per year.

#### 4.3 Functions

- Advises Superintendent on matters pertaining to Aboriginal education programs in District.
- Makes recommendations to the Superintendent as appropriate
- Provides forum for the exchange of information and views among parents, teachers, members of Aboriginal community and administrators in District.

#### 5. Student Achievement Advisory Committee

- 5.1 Membership Chair (1)  
CPVPA (2)  
CTA (4)  
CUPE (2)  
DPAC (2)  
SLC (2)

Membership and members' terms of appointment shall be reviewed at the beginning of each school year.

#### 5.2 Terms of Reference

Reporting to the Superintendent, this committee will review, advise and recommend priorities, plans and processes related to improving student achievement. This representative committee will monitor results and implementation of the District Performance Plan and provide advice regarding the effectiveness of the strategies School District No. 43 is using to improve

student learning. This committee reports to the Superintendent in an advisory capacity.

This committee meets on a regular basis (monthly or bi-monthly)

### 5.3 Functions

- Foster cooperative and collaborative planning in the District;
- Utilize current educational research and expertise as a foundation in the planning, implementation and provision of ongoing support;
- Recommend short and long term priorities which reflect school, District and provincial needs and initiatives related to student achievement;
- Review curriculum resource materials as needed.

## 6. Safe, Caring and Orderly School Advisory Committee

- 6.1 Membership
- Chair (1)
  - CPVPA (2)
  - CTA (2)
  - CUPE (2)
  - DPAC (2)
  - SLC (2)

Membership and members; terms of appointment shall be reviewed at the beginning of each school year.

### 6.2 Terms of Reference

Reporting to the Superintendent this committee will review, advise and recommend priorities, plans and processes related to improving student safety in School District No. 43. This committee reports to the Superintendent in an advisory capacity.

The committee meets on a regular basis (monthly and bi-monthly)

### 6.3 Functions

- Foster cooperative and collaborative planning in the district;
- Utilize current education research and expertise as a foundation in the planning, implementation and provision of ongoing support;
- Recommend short and long term priorities which reflect school, District and provincial needs and initiatives related to student safety.

## 7. District Planning and Coordinating

- 7.1 Membership
- 7.2 Terms of Reference
- 7.3 Functions

8. Education Technology Advisory Committee

8.1 Membership

8.2 Term of Reference

8.3 Functions

Reference: Section 65, 85, School Act

Board Minutes:

June 2005 Volume 47 Page 78

November 2010 Volume 52 Page 109