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<p>LEGAL REFERENCE: School Act 2000; Sec. 60, 61, 63</p>	

Policy

In its attempts to govern the District in an effective and efficient manner, the Board may establish Board Standing and Ad Hoc Committees as deemed necessary. Members serving on committees shall report to the Board the progress and work of the committee.

Guidelines and Procedures

1. The Board shall:
 - 1.1 At its annual organizational meeting, establish such Standing Committees, and terms of reference for each, as deemed necessary; and
 - 1.2 At any duly constituted meeting, establish Ad Hoc Committees, and terms of reference for each, as deemed necessary.
2. Trustees serving as members of committees are not bound in their vote when recommendations are presented to the Board by the committee they are members of.
3. Where more than one Trustee is appointed to a Standing Committee, the number of Trustees serving on the committee shall not constitute a quorum of the Board who do not have a conflict of interest.
4. Standing Committees assist the Board with work of an ongoing or recurrent nature. The Board shall appoint Trustees to the following Standing Committees:
 - 4.1 Negotiations Committee
 - 4.1.1 The Board shall establish a Negotiation Standing Committee if collective bargaining is required for a bargaining group during a school year.
 - 4.1.2 The role, responsibility and structure of the Negotiations Committee shall be as prescribed in Appendix A of this policy.
 - 4.2 Audit Committee
 - 4.2.1 The Board shall establish and maintain an Audit Committee to assist with the financial fiduciary responsibilities established in the *School Act*.

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4.2.2 The role, responsibility and structure of the Standing Audit Committee shall be as prescribed in Appendix B of this policy.

4.3 Teacher Trustee Liaison Committee (TTLC)

4.3.1 The Board shall establish and maintain a Standing Teacher Trustee Liaison Committee in accordance with Appendix C of this policy.

4.4 Non-Instructional Support Staff and Trustee Liaison Committee

4.4.1 The Board shall establish and maintain a Standing Non-Instructional Support Staff and Trustee Liaison Committee in accordance with Appendix D of this policy.

4.5 Professional Development Fund Committee

4.5.1 The Board shall establish a Professional Development Fund Committee – Instructional Staff in accordance with Appendix E of this policy.

4.6 Board Policy Committee

4.6.1 The Board shall establish a Board Policy Committee in accordance with Appendix F of this policy.

5. Committee of the Whole

5.1 The Board Committee of the Whole is established as a committee of the Board, with responsibility for work as detailed below. Membership includes all Trustees and the Superintendent and/or designate(s). Meetings will be held monthly or dependent upon agenda items.

5.2 The purpose of the Committee of the Whole is to allow the Board to explore matters to much greater depth than can be accomplished in a scheduled regular meeting of the Board and to solicit and receive information from the Superintendent relevant to the development of various operational plans and activities.

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- 5.3 Any recommendations arrived at in a Committee of the Whole meeting must be brought to a Regular or Special meeting of the Board for discussion and possible approval.

- 5.4 Minutes of the Committee of the Whole meeting shall be taken by the Secretary to the Board or designate.

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APPENDIX "A"

**Grande Prairie Public School District
Negotiations Committee**

Purpose

The Negotiations Committee shall engage in discussions with employee groups to reach agreement on a Collective Bargaining Agreement for ratification by the Board of Trustees.

Authority

The Committee shall be delegated the authority to achieve a Memorandum of Agreement within the mandate as established by the Board.

Composition

1. One Board member, unless it forms a quorum of the Board at the negotiations table; and
2. The Deputy Superintendent and Secretary-Treasurer.

Meetings

As required by legislation and agreed to with the employee groups.

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APPENDIX "B"

**Grande Prairie Public School District
Audit Committee**

Purpose

To assist the Board of Trustees and the Superintendent of Schools in fulfilling its oversight responsibilities for the financial reporting process, the system of internal control over financial reporting, the audit process (including GAAP compliance), and monitoring the District's compliance with laws and regulations pertaining to the financial operations.

Authority

The Audit Committee has authority to conduct or authorize investigations into any matters within its scope of responsibility. It is empowered to:

1. With the consent of the Board of Trustees, retain outside counsel, accountants or others to advise the committee or assist in the conduct of an investigation;
2. Seek any information it requires from employees – all of whom are directed to cooperate with the committee's requests – or external parties; and
3. Meet with District officers, external auditors or outside counsel, as necessary.

Composition

The Audit Committee will consist of the following members:

1. Two member Trustees, one of whom shall act as Chair of the Audit Committee; and
2. Two members of the public, who are independent to the District, have no relationship to the audit firm and who are financially literate.

Meetings

The Audit Committee will meet at least once a year, with authority to convene additional meetings, as circumstances require. All Audit Committee members are expected to attend each meeting in person or via teleconference or videoconference. The Audit Committee will invite members of management, auditors or others to attend meetings and provide pertinent information, as necessary. It may hold private meetings with auditors and executive sessions.

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Minutes of meetings will be prepared. Audit Committee reports shall be provided at a Regular Meeting of the Board of Trustees, unless, in the opinion of the Committee Chair, disclosure of such reports would not be in the public interest to discuss in an open meeting. The Executive Assistant to the Secretary-Treasurer or designate shall act as the recording secretary to the Audit Committee.

Compensation

The Audit Committee members shall be compensated as follows:

Elected School Trustees	as per Board Policy
Public members	\$250 for each full day / \$125 for each half day

Responsibility

The Audit Committee will carry out the following responsibilities:

Financial Statements

1. Review significant accounting and reporting issues, including complex or unusual transactions discovered by auditors or revealed by a whistleblower;
2. Review with management and the auditors the results of the audit, including any difficulties encountered;
3. Review the annual financial statements, and consider whether they are complete, consistent with information known to committee members, and reflect appropriate accounting principles; and
4. Review with management and the auditors all matters required to be communicated to the School Board

Internal Control

1. Consider the effectiveness of the District's internal controls over annual reporting, including information technology security and control; and
2. Understand the scope of auditor's review of internal control over financial reporting, and obtain reports on significant findings and recommendations, together with management's responses.

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Audit

1. Review the auditor's proposed audit scope and approach;
2. Review the performance of the auditors, and provide a recommendation to the School Board regarding the final approval for the appointment or discharge of the auditors;
3. Review and confirm the independence of the auditors by obtaining statements from the auditors on relationships between the auditors and the School District, including non-audit services, and discussing the relationship with the auditors; and,
4. On a needs basis, meet separately with the auditors to discuss any matters that the Audit Committee or auditors believe should be discussed privately.

Compliance

1. Review the findings of any examinations by regulatory agencies, government ministries and any audit observations; and
2. Obtain updates from management and, when required, updates from legal counsel regarding compliance matters.

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APPENDIX "C"

Grande Prairie Public School District Teacher Trustee Liaison Committee (TTLC)

Purpose

Subject to the provision of the *School Act* and regulations that may from time to time be established by Alberta Learning, the Board shall make every possible provision for the involvement of the District's teaching staff in a forum for discussion of an instructional and professional nature that are not contained in or in conflict of the Collective Agreement.

In consultation with the teaching staff of the District, the Board may make provision for the establishment of various Ad Hoc Committees to provide advice and guidance to the Board over matters of an instructional and professional nature raised at the TTLC.

The committee so established shall provide the necessary channels to facilitate full communication between the Board, administration and the teachers.

Composition

1. By September 30 of each school year, the staff of each school shall elect a representative to the Teacher Trustee Liaison Committee. This representative shall not be an administrator.
2. In addition to a teacher representative from each school, the Teacher Trustee Liaison Committee shall consist of:
 - 2.1 Two Board Members;
 - 2.2 The Superintendent or designate, Assistant Superintendent, Curriculum or designate;
 - 2.3 Principal or Vice-Principal as chosen by the Administrator's Council; and
 - 2.4 Guests may be invited from time to time to cover topics of interest.

Meetings

1. By October 30 of each school year, the Superintendent shall call a meeting of the Teacher Trustee Liaison Committee. The purpose of the first meeting shall be at least:

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- 1.1 To select a Chairperson;
 - 1.2 To review terms of reference;
 - 1.3 To discuss instructional and professional topics of interest to members joining the committee to develop an agenda framework for discussions to be addressed over the course of the year; and
 - 1.4 Members may also request items to be included on the agenda throughout the course of the year.
2. Meetings will be scheduled as required and as frequently as agreed to by the committee members.
 3. Minutes shall be taken by the Executive Assistant, Education or designate and circulated to all members of the committee for distribution in their schools.

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APPENDIX “D”

Grande Prairie Public School District Non-Instructional Support Staff and Trustee Liaison Committee

Purpose

In consultation with members of the Non-Instructional Employees’ Association of the District, the Board shall make provision for the establishment of a Liaison Committee to provide advice and guidance over matters concerning support service delivery and professional development.

The Committee shall provide the necessary channels to facilitate full communication between the Board, the administrative staff and the Non-Instructional Employees’ Association.

Composition

1. The Executive Committee of the Non-Instructional Employees’ Association will be members of this liaison committee.
2. In addition to Non-Instructional Employees’ Association representatives, this Liaison Committee shall consist of:
 - 2.1 Two Board members;
 - 2.2 The Superintendent or designate, Secretary-Treasurer or designate and Human Resource member; and
 - 2.3 Guests may be invited from time to time to cover topics of interest.

Meetings

1. By October 30 of each school year, the Superintendent or designate shall call a meeting of the Non-Instructional Support Staff and Trustee Liaison Committee.
2. The purpose of the first meeting shall be to:
 - 2.1 Select a chairperson;
 - 2.2 Review terms of reference; and
 - 2.3 Identify any matters of concern.

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3. Meetings will be scheduled as required and as frequently as agreed to by the committee members.
4. Minutes of the Non-Instructional Support Staff and Trustee Liaison Committee meetings shall be taken by the Executive Assistant, Business Services or designate and circulated to all Non-Instructional Support Staff and Trustee Liaison Committee members.

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APPENDIX “E”

**Grande Prairie Public School District
Professional Development Fund Committee, Instructional Staff**

Purpose

The Professional Development Fund Committee, Instructional Staff shall engage in discussions to determine tuition fee reimbursements for professional development, and the number of professional improvement leaves each year for Grande Prairie Public School District staff under the Alberta Teachers’ Association Collective Agreement.

Composition

1. One Board Member who will sit as Chair of the Committee;
2. Superintendent or Designate; and
3. Teacher representatives selected by the Alberta Teachers’ Association Local Economic Policy Committee as outlined in the Teachers’ Collective Agreement.

Meetings

1. By October 15 of each school year, the Human Resources Department shall call a meeting of the Professional Development Fund Committee, Instructional Staff.

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APPENDIX "F"

**Grande Prairie Public School District
Board Policy Committee**

Purpose

The Board Policy Committee will develop and implement a schedule for the ongoing and regular review of Board Policies.

Authority

The Board Policy Committee is empowered to create recommendations for additions/changes/deletions to Board Policy and to present those recommendations to the whole of the Board for review.

Composition

1. The Board Vice-Chair, who will act as Chair of the Committee;
2. Two additional Trustees; and
3. Superintendent or Designate.

Meetings

As required, to be determined by the Committee. No minutes are required.