

DATE: April 10, 2014

TO: Board of Trustees

FROM: Trustee Michael Janz, Caucus Committee Chair

SUBJECT: Report #5 of the Caucus Committee (From the Meeting Held March 18, 2014)

ORIGINATOR: Dr. Sandra Stoddard, Executive Director Governance and Strategic Support Services

REFERENCE: [Trustees' Handbook – Caucus Committee](#) Section 5.4
[School Act](#) Section 61

RECOMMENDATION

- 1. That Report #5 of the Caucus Committee from the meeting held March 18, 2014 be received and considered.**
- 2. That the Board establish an Infrastructure Committee in order to assist Trustees in further understanding the issues, impacts and next steps related to infrastructure, over the course of their term. The Committee would consist of three Trustees. A member of the Administration who specializes in this area will be assigned to assist the Infrastructure Committee. The Terms of Reference would be developed by the Infrastructure Committee and approved by the Board.**

NEXT STEPS

If the Committee is adopted, members will need to be selected. As with all committees of the Board, the Infrastructure Committee will develop its Terms of Reference and bring them forward to the Board for approval. Further, all of the Committee's recommendations will be done within the existing framework of the District's Policies and Regulations.

The Committee will consider the ad hoc School Closure Moratorium Committee's recommendations, which were approved by the Board at the December 11, 2012 board meeting in the establishment of the Terms of Reference for the Committee.

ATTACHMENTS & APPENDICES

- ATTACHMENT I Excerpt from Trustees' Handbook – [Board Committee Protocols](#) – Section 6.1
- ATTACHMENT II December 11, 2012 Board Report – Moratorium Final Report
- ATTACHMENT III Board Policy EA.BP - Infrastructure Planning Principals

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6.1 Board Committee Protocols

1. Committee membership shall be reviewed annually at the organizational meeting or as the Board of Trustees so determines.
2. A committee is a Board Committee if the Board establishes it and defines its terms of reference or mandate, regardless of whether or not it is called a committee or whether non-Trustees sit on the committee. A Task Force established by the Board is considered a Board Committee.
3. The Board shall approve the Terms of Reference or scope of work for any Board created and appointed Committee.
4. Each Board Committee shall be charged with meeting within four weeks of being established to identify a Chair for the committee and a preliminary schedule for its business.
5. Committees of the Board normally meet bi-monthly or as required. The Board expects that responsibilities for committee work and Board representation will be distributed equitably among all Trustees.
6. Board Committees shall be comprised of no more than three Trustees from among whose members a chair will be selected unless otherwise specified within the Terms of Reference. The Superintendent of Schools will assign an administrator to assist the committee in its work.

The Committee Chair is responsible for:

- Agenda preparation;
- Schedule of meeting dates;
- Written reports and recommendations to the Board of Trustees or Caucus Committee;
- Logistical requirements for all Committee meetings.

The Administration is responsible for:

- Strategic support aligning the work of the Committee;
 - Edit and review of all draft reports in consultation with Committee Chair;
 - Providing all logistical support for the meeting.
7. Board committees may not speak or act for the Board of Trustees except when formally given such authority for specific and time-limited purposes.
 8. Board committees shall not exercise authority over staff nor direct staff operations.

9. Expectations and authority shall be carefully stated in order not to conflict with authority delegated to the Superintendent of Schools.

10. All Trustees are welcome to attend Committee meetings. Trustees wishing to attend a committee meeting (who are not on the Committee) are asked to e-mail the Committee Chair prior to the meeting. All Committee decision-making is reserved for Committee members.

11. Attendance of others at meetings of Board committees shall be limited to administrative support and invited guests, and if decided by the Board of Trustees, the public may attend as observers.

Committee Member Resignations

A Trustee who decides to resign from a Board committee shall provide written notice, two weeks in advance, to the Committee, the Board Chair and the Superintendent or designate. A replacement will be selected at the next public board meeting.