

**PROGRAM, POLICY REVIEW, AND
PERSONNEL COMMITTEE**

Terms of Reference:

(1) **Personnel**

- (a) To deal with matters pertaining to personnel, public relations, and safety; and report to the board the results of its deliberations upon completion of same.
- (b) To receive reports concerning the engagement, assignment, retirement and resignation of division staff, except for administrative and supervisory personnel.
- (c) To deal with personnel matters of a non-routine nature and personnel policies.
- (d) To review and recommend policies outlining the division's public relations and communication processes.
- (e) To deal with any matters referred to the committee by the board.

(2) **Policy Review**

- (a) To review and monitor the policy manual of the board on a continuing basis for currency and adherence to provincial legislation, regulations and board practice.
- (b) To review the policy manual in its entirety in each four-year cycle.
- (c) To report to the board any suggested referrals to other committees for action.
- (d) To forward policies to the board of trustees for discussion and final approval.

(3) **Program And Services Review**

- (a) To provide a cyclical review of programs and services as identified by the superintendent's department and/or the board of trustees.
- (b) To discuss new and existing educational programs and services in the division and to consider these in all aspects. Should aspects discussed uncover issues related to the mandate of another standing committee, to make recommendation to the board to refer these issues to the appropriate standing committee.
- (c) To consider reports of an academic nature.

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- (d) To develop, revise and/or review policies related directly to program and services upon direction/recommendation from the board and in cooperation with the superintendent's department and with input from the relevant stakeholders.
 - (e) To review special education matters, including all aspects of exceptional programming, and make appropriate recommendations to the board of trustees.
- (4) **Other**
- (a) To deal with any matter referred to the committee by the board.

In accordance with by-law 2007-04, no standing committee has the authority to bind the board to any decision or commitment. All committee recommendations require board approval before such recommendations take effect, unless authority to effect some action, decision or commitment has been previously conveyed from the board to the committee.

Effective Date: March 4, 2003 Review Date: October 9, 2019
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May 21, 2013
Board Motion(s): 96/03; 376/07;
189/13
Legal/Cross Reference:
