

## **B. Charter Board Governance and Operations**

### **Policy B-604: Human Resources Committee of the Board**

#### **Policy**

The human resources committee is commissioned by, and responsible to, the board of directors to assume the responsibility for advising it on matters pertaining to personnel administration and staffing and for overseeing the establishment of general policies in accordance with the policy development plan. This responsibility shall, in no way, interfere with the authority of the Superintendent to hire, supervise and, in accordance with the personnel policies, terminate, the remaining staff of the charter school. The board of directors hires the Superintendent.

#### **Guidelines:**

#### **Appointments and Composition**

1. Appointments of the members of the human resources committee shall be made annually by the Board in accordance with the by-laws.
2. The chair of this committee shall be the secretary of the board of directors.
3. Other members of this committee shall be one director annually appointed by the board, subject to the conditions stated in the by-laws. The board chair shall serve as an ex officio member. It includes the Superintendent ex officio, in a non-voting capacity.
4. In accordance with the Policy Development Plan, these same members will have served as the Policy Advisory Committee (PAC) with the addition of the principal (or a member of the teaching staff appointed by the principal and the superintendent) and, if available, a community member and/or a representative of the support staff who will be annually appointed by the board.

#### **Responsibilities**

1. In accordance with the policy development plan, the (PAC) will provide overall policy guidance for the establishment of general policies for the management of the staff and volunteers in the charter school and for monitoring compliance with those policies. Specifically, review existing policy, and ensure and document that all policy is reviewed over a five-year cycle; draft amendments to current policy and submit them for board approval; and draft new policy or review requests for policy development.
2. Provide recommendations to the board of directors in the areas of training, employee benefits, employee relations, legal issues relating to employees, recruitment, interviewing, selection procedures, and the like. Members of this committee will comprise the negotiating committee, if required, to settle staff compensation agreements.
3. Annually submit objectives as part of the planning and budgeting process.
4. Annually evaluate its work as a committee and the objectives it has committed itself to and report on same to the board of directors.
5. Report to the board of directors on a regular basis in a manner determined by the Board.

## **Policy Development Plan**

Section 60 (1) (a) of the *School Act* outlines the board's responsibility to "establish policies respecting the provision of educational services and programs". The Valhalla Community School Charter Board recognizes appropriate policy development as a key part of their ability to provide an excellent education to the students of the Valhalla Community School, as well as creating an excellent work environment for employees - both teachers and support staff. To make sure the goals of an excellent education environment and excellent work environment are met, the Valhalla Community School Board would strive to seek input from sources to which the policies would be applicable.

### **Administrative Procedures**

- 1) All Board policy shall conform to the *School Act* and be within the scope of the board's authority.
- 2) Statements of policy shall be limited to a single topic written in clear terms such that interpretation is unambiguous.
- 3) Policy decisions shall be made only in regular public Board meetings.
- 4) The Board will appoint a Policy Advisory Committee (PAC) Annually. Their role will be:
  - a) to review existing policy, and ensure and document that all policy is reviewed over a five-year cycle;
  - b) to draft amendments to current policy and submit them for board approval;
  - c) to draft new policy or review requests for policy development.

### **Procedure**

- 1) The Policy Advisory Committee shall consist of:
  - a) The Superintendent;
  - b) At least two Charter Board Directors;
  - c) The Principal or a member of the teaching staff appointed by the Principal and Superintendent;
  - d) If available, a community/non-voting Member of the Board;
  - e) If available, a representative of the support staff.
- 2) Process for development of policy:
  - a) Anyone may make a recommendation or express the requirement of a policy.
  - b) After the expression of a policy requirement, the Policy Advisory Committee, Principal, or Superintendent will draft a policy.
  - c) The PAC, when appropriate, will seek the input of the various parties affected by the policy being drafted and consider their input when developing the draft of the new policy.
  - d) The PAC will study and review the drafted policy.
  - e) The PAC will present the Drafted policy to the Charter Board who will:
    - i) accept the policy as written; or
    - ii) suggest amendments to the policy; or
    - iii) reject the policy.
  - f) If the Charter Board accepts the policy as written, the policy may be referred to the following for review and input, when appropriate:
    - i) teachers
    - ii) support staff
    - iii) parent council
    - iv) members of the board
  - g) The PAC will review any suggestions.

- h) Once the PAC has made revisions, the policy will be presented to the Charter Board for a final reading and a motion to approve amendments. If amendments are approved the Charter Board will move to adopt the policy.
  - i) If the amendments are not approved by the Charter Board they may:
    - i) return to the PAC for reconsideration; or
    - ii) amend the policy and return to PAC for review with input from affected parties.
  - j) After a second attempt to collaborate with affected parties the PAC will bring the amended bill back to the Charter Board. The Charter Board may then:
    - i) approve the second amended policy; or
    - ii) amend and approve the policy.
- 3) Policy Review will be conducted on an ongoing basis with each policy being reviewed once within a five-year cycle. The policies will be reviewed and acted on based on their relevance;
- a) if deemed irrelevant, the PAC will recommend the policy be deleted.
  - b) if deemed applicable, the PAC will recommend the policy continue as is.
  - c) if the PAC decides the policy needs amending they will follow the same procedures as for developing a new policy.

*Approved (B-604):*      *March 08, 2015*

*Revised:*

*Due for Revision:*      *January 2020*

*Legal Reference:*