

## Policy 10 – Board Representatives

Initial Approval:	September 4, 2018		
References:	The Education Act, 1995, Sections 85, 87; The School Division Administration Regulations, 2017, Parts 4, 8		
Date Revised:	June 17, 2020	Motion:	13594

The Board will give consideration to naming representatives to various external committees, agencies and organizations. Such representation is established at the discretion of the Board to facilitate the exchange of information on matters of mutual concern and/or to discuss possible agreements between the Division and other organizations. The Board shall consider the merits of membership in other organizations annually.

The following guidelines shall apply to such representation:

1. Where appropriate, the Trustee shall reflect the current formal position of the Board;
2. On other issues of significant importance, the Trustee shall consult with the Board to determine the formal view of the Board;
3. The Trustee may give a personal opinion as long as the Trustee makes it clear that the opinion does not represent the formal view of the Board;
4. The Board expects that important issues shall be brought to its attention. Therefore, if an issue has policy implications it shall be verbally reported at meetings of the Board and may be supplemented by a written report, along with all other reports that may be written and included with the meeting agenda;
5. All expenses of this activity shall be covered in accordance with compensation guidelines approved annually at the Organizational Meeting of the Board.
6. The Director may assign staff to support work of the representative and shall determine the roles, responsibilities and reporting requirements of the assigned staff.
7. The Board will determine the Board representatives as listed in “Appendix A”, annually at the Organizational meeting.

**Appendix A  
Policy 10 – Board Representatives**

Community Linkage	Meetings Per Year	Purpose	Composition	
			Trustees	Staff and Other
<b>4 Urban School Divisions</b>	1	Update, share information and discuss issues related to Education.	Availability	<ul style="list-style-type: none"> <li>• Director of Education</li> </ul>
<b>Archives/Museum Committee</b>	TBD	The purpose of the Archives/Museum Committee is to collect and protect the history of the Regina Catholic School Division and its schools. The committee will gather items to develop a historical archive of the division's past and present schools.	1	<ul style="list-style-type: none"> <li>• Director of Education</li> </ul>
<b>Canadian Catholic School Trustees Association (CCSTA) Conference &amp; AGM</b>	1	The association encourages Catholic education across Canada through cooperation with its provincial associations, by assisting Catholic School Trustees in the performance of their duties, and representing Catholic education at the national level.	Availability	<ul style="list-style-type: none"> <li>• n/a</li> </ul>
<b>Catholic Parent Advisory Council (CPAC)</b>	3	The vision of CPAC is to be a bridge between School Based Administrators, Senior Leadership Team and the Board of Trustees. Through this vision we hope to establish engaging opportunities for all our CSCCs and communities.	1 (Trustee on Rotation)	<ul style="list-style-type: none"> <li>• Director of Education</li> <li>• Senior Leadership Team (SLT)</li> <li>• CSCC Representatives</li> </ul>
<b>Catholic School Community Councils (CSCC)</b>	2	To facilitate communication, Board members will meet Catholic School Community Councils(s) twice a year to: <ul style="list-style-type: none"> <li>• Enhance communication with Catholic School Community Councils.</li> <li>• Enhance the development of educational governance across the school division.</li> <li>• Create, develop and maintain an effective network between the various groups that are part of the school division.</li> <li>• Help clarify and reinforce the Board's role, school division protocols, Board directions and initiatives.</li> </ul>	All	<ul style="list-style-type: none"> <li>• Director of Education</li> <li>• SLT</li> <li>• School Officials</li> <li>• CSCC Representatives</li> </ul>
<b>Circle of Voices</b>	2	This committee acts in an advisory role with a common vision to ensure improved outcomes for First Nations, Métis and Inuit (FNMI) students within the Regina Catholic School Division. The goal of the committee is to: <ul style="list-style-type: none"> <li>• Address the educational issues related to First Nations, Métis and Inuit (FMNI) students;</li> <li>• Provide support for educational goals, advocate on behalf of First Nations, Métis and Inuit education;</li> <li>• Improve communication;</li> <li>• Target and discuss improved graduation rates;</li> <li>• Address issues of social justice;</li> <li>• Identify gaps in services and learning;</li> <li>• Advise solutions;</li> </ul> <p>Serve as a sounding board for policies, procedures, initiatives and programs in relation to First Nations, Métis and Inuit education.</p>	2	<ul style="list-style-type: none"> <li>• Director of Education</li> <li>• SLT(1)</li> <li>• Elders, FNMI Coordinator, parents, teachers, and support staff.</li> </ul>

**Appendix A  
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Community Linkage	Meetings Per Year	Purpose	Composition	
			Trustees	Staff and Other
<b>Clergy</b>	1	An opportunity to appreciate and recognize the clergy for their role and contribution to Catholic Education.	All	<ul style="list-style-type: none"> <li>• Director of Education</li> <li>• SLT</li> <li>• Catholic Education Services Coordinator</li> <li>• Catholic Connections Consultant</li> <li>• Communications &amp; Media Coordinator</li> <li>• Archbishop, Priests, and Deacons</li> </ul>
<b>Consecrated Life</b>	1	An opportunity to appreciate and recognize the Consecrated men and women for their role and contribution to Catholic Education.	All	<ul style="list-style-type: none"> <li>• Director of Education</li> <li>• SLT</li> <li>• Catholic Education Services Coordinator</li> <li>• Catholic Connections Consultant</li> <li>• Communications &amp; Media Coordinator</li> <li>• All consecrated men &amp; women in Regina</li> </ul>
<b>Director's Meeting</b>	1	Bring together the community prior to Christmas to engage in some professional development, give thanks to God during the season of Advent and acknowledge the good work of our school division, clergy and elders.	All	<ul style="list-style-type: none"> <li>• Director of Education</li> <li>• SLT</li> <li>• School Based Administration (SBA)</li> <li>• Employee Group Presidents or Designate</li> <li>• CEC Staff</li> <li>• Clergy and Elders</li> <li>• Invited Guest(s)</li> </ul>
<b>Distinguished Alumni Gala Committee</b>	1	The Distinguished Alumni Gala Committee's purpose is to plan and host a gala annually to officially honour the chosen Distinguished Alumni for the year. Any funds raised by the event will be donated to Catholic Education Matters.	As required	<ul style="list-style-type: none"> <li>• Director of Education</li> <li>• Alumni Committee Volunteers</li> <li>• SLT (1)</li> <li>• Communications and Media Coordinator</li> <li>• Video Production &amp; Digital Media Coordinator</li> <li>• Senior Executive Assistant</li> <li>• Staff as assigned</li> </ul>
<b>Employee Groups (RCSTA, CUPE, RCSESPA)</b>	2	Meet with each employee group to update, share information and discuss issues of mutual concern regarding the school division.	All	<ul style="list-style-type: none"> <li>• Director of Education</li> </ul>
<b>Home Based Educators</b>	1 (if required)	Update, share information and discuss issues related to education.	All	<ul style="list-style-type: none"> <li>• September</li> </ul>
<b>Minister of Education</b>	1		All	<ul style="list-style-type: none"> <li>• December</li> </ul>
<b>MLA's Government</b>	1	Update, share information and discuss issues related to education.	All	<ul style="list-style-type: none"> <li>• Director of Education</li> <li>• CFO</li> <li>• Communications &amp; Media Coordinator</li> </ul>
<b>MLA's Opposition</b>	1	Update, share information and discuss issues related to education.	All	<ul style="list-style-type: none"> <li>• Director of Education</li> <li>• CFO</li> <li>• Communications &amp; Media Coordinator</li> </ul>

Community Linkage	Meetings Per Year	Purpose	Composition	
			Trustees	Staff and Other
<b>Post-Secondary Education Institution Linkage</b>	Biennially (Every two years)	Update, share information and discuss issues related to post-secondary education.	Availability	<ul style="list-style-type: none"> <li>• Director of Education</li> <li>• CFO</li> <li>• SLT</li> <li>• Communications &amp; Media Coordinator</li> <li>• Ministry of Ed, U or R, Campion College, FN U of C, Luther College, Regina Trades &amp; Skills, Sask. Polytechnic, SIIT, SUNTEP/Gabriel Dumont)</li> </ul>
<b>RCSD and RPSD School Boards</b>	1	Update, share information and discuss issues related to education.	All	<ul style="list-style-type: none"> <li>• Directors of Education and CFO's from both divisions</li> </ul>
<b>RCSD, RPSD School Boards and City Council Members</b>	1	Update, share information and discuss issues related to education.	All	<ul style="list-style-type: none"> <li>• Directors of Education and CFO's from RCSD &amp; RPSD</li> <li>• City Councillors, Administration &amp; Mayor</li> </ul>
<b>Regina Catholic Connections</b>	1	Update, share information and discuss issues related to Catholic education.	All	<ul style="list-style-type: none"> <li>• Director of Education</li> <li>• SLT</li> <li>• Catholic Education Services Coordinator</li> <li>• Catholic Connections Consultant</li> <li>• Communications &amp; Media Coordinator</li> <li>• Catholic Education Partners</li> </ul>
<b>Saskatchewan Catholic School Boards Association (SCSBA)</b>	Determined by the SCSBA	Solicit from the Board opinions and perspectives in advance at the SCSBA Board of Directors and Director of Education table. Represent the Board's views and interests and communicate to the Board directions and decisions taken by the SCSBA Board of Directors and Director of Education	1	<ul style="list-style-type: none"> <li>• Director of Education</li> </ul>
<b>Saskatchewan School Boards Association (SSBA)</b>	Determined by the SSBA	Trustees attend SSBA meetings as determined by the Board.	Availability	<ul style="list-style-type: none"> <li>• Director of Education</li> </ul>
<b>Saskatchewan School Boards Association (SSBA) – Board Chairs' Council</b>	Determined by the SSBA	Attend meetings of the SSBA Board Chairs' Council. Represent the Board's views and communicate to the Board directions taken by Board Chairs' Council.	Board Chair or Designate	n/a
<b>School Board / City Council Liaison</b>	1	Update, share information and discuss issues related to education and the City of Regina.	Board Chair and Deputy Chair	<ul style="list-style-type: none"> <li>• Directors of Education and CFO's from RCSD &amp; RPSD, City Councillors &amp; Mayor</li> </ul>

**Out of respect for the Committees / Linkage meetings where “All Trustees” are asked to be present, there are to be at least four Trustees in attendance, either in-person or electronically, or the meeting will be rescheduled.**