

passed - June 11, 2019

ESQUIMALT HIGH SCHOOL
STAFF COMMITTEE CONSTITUTION

COMPOSITION

- i. The Staff Committee shall be composed of:
 - a) 6-8 GVTA members elected by GVTA staff members (one vote each)
 - b) 1 GVTA Representative (non-voting unless elected)
 - c) 1 CUPE member (non-voting)
 - d) 1 Administrative Officer (non-voting)Any GVTA member may attend and vote on motions. All three administrative officers may attend but are non-voting attendees. Non-GVTA staff may be invited but are non-voting attendees.
- ii. Each Staff Committee member **who is a member of the GVTA** shall be elected at large by secret ballot for a two year term renewable once for a total of four consecutive years.
- iii. After an interval of one year off a teacher may stand again for the Staff Committee.
- iv. Elections of the Staff Committee shall be held by June 15th of each year for a two year term to run from August 1st to July 31st.
- v. If a member vacates before the end of his/her term a by-election will be held and the newly elected member will hold that position for the remaining portion of the term.

MEETINGS OF STAFF COMMITTEE

- i. Meetings shall be held at least once a month during the school year. Additional meetings may be called at the request of a majority of the Staff Committee.
- ii. The Staff Committee shall meet prior to the regular staff meeting.
- iii. The Chairperson of the Staff Committee shall be elected by the Staff Committee.
- iv. The Staff Committee shall choose a recorder from its elected members. The recorder shall be responsible for recording and publishing the minutes to the GVTA members of the staff.
- v. The quorum for Staff Committee meetings shall be 50% + 1 elected and voting members of Staff Committee not including the GVTA Rep.
- iv. Any non-unanimous vote will be referred to all GVTA members of the staff to be voted on during a staff meeting or GVTA meeting as appropriate.
- vii. Any member of the teaching staff of the school shall have the right to attend and to speak to any issue.
- viii. When necessary, meetings can be held in camera at the discretion of the Staff Committee.
- ix. Items for the Staff Committee agenda shall be submitted to the Chairperson in writing not less than one day before the regular Staff Committee meeting.
- x. The Motivator for any item shall be present at the meeting or a written rationale and explanation shall be provided to an elected GVTA member of the Staff Committee who will speak on their behalf. If neither the Motivator nor the written rationale is available the item will not be addressed by Staff Committee and the Motivator will be notified by the Staff Committee Chair within the week following the Staff Committee meeting for which the item was submitted.
- xi. Notice of Meetings of the Staff Committee shall be posted.

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STAFF COMMITTEE: SCOPE AND RESPONSIBILITIES

- i. The Staff Committee will advise on the agenda for regular Staff Meetings.
- ii. Wherever possible, the Staff Committee shall make recommendations to the full staff on matters covered in their terms of reference.
- iii. In order to assist in the undertaking of the above, the committee will have access to all relevant information necessary for development of educationally sound recommendations, and all school level budget and financial information.
- iv. Proposed changes to the Constitution of the Staff Committee shall require a 3/4 (75%) majority vote of the GVTA members on staff and a minimum of three days of notice of the motion. Quorum for such changes shall be 50% of all GVTA members on staff plus one. The scope and responsibilities of the Staff Committee shall be consistent with the current Collective Agreement.

TERMS OF REFERENCE

The committee shall have the right and responsibility to provide advice and/or recommendations to the administrative officers and to consider aspects of school operation, including the following:

- a. School regulations, policies and routines
- b. School educational philosophy and policy
- c. Non-instructional days
- d. Curriculum
- e. School planning
- f. Evaluation and reporting
- g. School timetable and organization
- h. School staffing including utilization of teaching staff and auxiliary staff
- i. Professional development activities of teachers
- j. Timing and nature of informal student reports
- k. Timing of formal student reports
- l. Allocation of instructional resources
- m. Any other matter affecting the operation of the school

Should the school administration fail to implement recommendations of the school staff committee, reasons shall be provided to the committee. The committee may forward a copy of the recommendation to the Superintendent who will investigate the matter and respond in writing to the committee.

RULES OF ORDER

The meeting will be conducted according to the modified Robert's Rules of Order used by the GVTA.