

ADVISORY COMMITTEES

Background

The Superintendent has established a number of advisory committees.

Although these committees are not decision-making groups, there is an expectation that significant weight is placed on their advice. If the advice is not acted upon, the Superintendent will provide a rationale for the decision.

Representatives are expected to represent their organization fairly, and to report to their organization on a timely basis. The organization's responsibility is to provide clear direction to its representative and to make sure its representative is informed in the areas under review. It is equally important that the Superintendent clearly define the mandate of every committee. Terms of reference need to be clearly articulated to all parties involved in and affected by the process.

The District derives its strength and integrity from mutually supportive student, parent, staff and community relationships. These positive partnerships serve to ensure quality learning opportunities for students of all ages.

Procedures

1. Learning Services Advisory Committee

1.1 Membership

District Administration

CPVPA (2)

CTA (2)

CUPE (2)

DPAC (2)

Community Partners:

- Dyslexia BC
- Family Smart – The Institute of Families
- Kinsight
- Autism Tri Cities
- Gifted Children's Association of BC

1.2 Terms of Reference

This representative committee provides advice on District-wide matters related to Learning Services support provisions. This Committee reports to the Superintendent in an advisory capacity.

1.3 Functions

- To provide a forum for parent groups to share information with District
- To provide a forum for parent and employee groups to share information with each other
- To provide a forum for the District to communicate with parent groups on District program and policy development.

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2. French Advisory Committee

- 2.1 Membership District Administration
CPVPA (2)
CTA (3)
Parents (3)
Resource People (3 representatives)
Canadian Parents for French, Coquitlam Chapter (1)
- 2.2 Terms of Reference
- This representative committee provides advice on District-wide matters related to operation of the French Immersion and French as a Second Language Programs in the District. Reports to the Superintendent and deals in an advisory capacity with Board policy or administrative procedures issues.
- 2.3 Functions
- To advise the Superintendent on matters pertaining to French programs in the District
 - Make recommendations to the Superintendent as appropriate
 - To provide a forum for exchange of information and views among parents, teachers, the Coquitlam Chapter of Canadian Parents for French and administrators in School District No.43.

3. Montessori Advisory Committee

- 3.1 Membership District Administration
CTA (7) (one member from each Montessori School)
Coquitlam Montessori Society (7)
CPVPA (7) (principal or vice principal from each Montessori school)
Resource Staff as appropriate
- 3.2 Terms of Reference
- This representative committee provides advice on District-wide matters related to operation of the Montessori Programs in the District. Reports to the Superintendent and deals in an advisory capacity with Board policy or administrative procedures issues.
- 3.3 Functions
- To advise the Superintendent on matters pertaining to Montessori programs in the District
 - Make recommendations to the Superintendent as appropriate
 - To provide a forum for exchange of information and views among parents, teachers, and administrators in School District No. 43.

4. Student Achievement Advisory Committee

- 4.1 Membership District Administration
 CPVPA (2)
 CTA (4)
 CUPE (2)
 DPAC (2)
 SLC (2)

Membership and members' terms of appointment shall be reviewed at the beginning of each school year.

4.2 Terms of Reference

Reporting to the Superintendent, this committee will review, advise and recommend priorities, plans and processes related to improving student achievement. This representative committee will monitor the effectiveness of the strategies School District No. 43 is using to improve student learning. This committee reports to the Superintendent in an advisory capacity.

This committee meets on a regular basis.

4.3 Functions

- Review and provide input on the Framework for Enhancing Student Learning.
- Foster cooperative and collaborative planning in the District;
- Utilize current educational research and expertise as a foundation in the planning, implementation and provision of ongoing support;
- Recommend short- and long-term priorities which reflect school, District and provincial needs and initiatives related to student achievement;
- Review curriculum resource materials as needed.
- Review and provide feedback for Board Authority Authorized Courses.
- Examine student achievement data from a wide variety of sources.

5. Student Wellness and Safety Advisory Committee

- 5.1 Membership District Administration
 CPVPA (3)
 CTA (3)
 CUPE (2)
 DPAC (2)
 SLC (2)

5.2 Terms of Reference

Reporting to the Superintendent this committee will review, advise and recommend priorities, plans and processes related to student safety in School District No. 43. This committee reports to the Superintendent in an advisory capacity.

5.3 Functions

- Foster cooperative and collaborative planning in the district;
- Utilize current education research and expertise as a foundation in the planning, implementation and provision of ongoing support;

- Recommend short- and long-term priorities which reflect school, District and provincial needs and initiatives related to student safety.

6. Education Technology Advisory Committee

- 6.1 Membership District Administration
CPVPA (4)
CTA (6)
CUPE (2)
DPAC (2)
- 6.2 Term of Reference
Reporting to the Superintendent, this committee will review, advise, and recommend technology priorities, plans and processes. This committee reports to the Superintendent in an advisory capacity.
- 6.3 Functions
- Foster cooperative and collaborative planning with regard to the development of technology in the district.
 - Utilize best practice and current educational research as a foundation for planning, implementation, and provision of technology in the district.
 - Recommend short- and long-term priorities which reflect school and district needs and initiatives related to technology use in the district.

7. Accessibility Advisory Committee

- 7.1 Membership (10) Assistant Superintendent*
CPVPA (1)
CTA (1)
CUPE (1)
SLC (1)
Parent/Guardian (1)
Community Partners (3)
Indigenous Community (1)

*An Assistant Superintendent will be the liaison and chair of both the Accessibility Advisory Group and the Accessibility Working Committee.

The committee members, to the extent possible, must have at least half of its members be persons with disabilities and/or represent a disability serving organization.

- 7.2 Terms of Reference
Reporting to the Superintendent, this committee will review, advise and recommend priorities, plans and processes related to improving accessibility as the voice of people with disabilities by identifying, reviewing and preventing barriers. The responsibilities of the Accessibility Advisory Committee are not to supersede or duplicate the work of the collective agreements, existing committees in the district or partner groups.
- 7.3 Functions
- Is required of school districts as a part of the Accessible Act Regulation.
 - Fosters cooperative and collaborative planning with regard to the development of accessibility for people with disabilities in the district.
 - Recommends short- and long-term priorities which inform school, district, and community needs.
 - Provides a forum for the district, parents, students, employees, and community partners to share information with each other regarding supports for those with disabilities.

8. Anti-Racism Advisory Committee

- 8.1 Membership
- District Administration
 - CPVPA (2)
 - CTA (2)
 - CUPE (2)
 - SLC (2)
 - DPAC (2)

Terms of Reference

This representative committee provides advice on District-wide matters related to Anti-Racism. The committee reports to the Superintendent in an advisory capacity and meets three times a year.

8.2 Functions

- To provide a forum for partner groups to share information with the District and with each other.
- To provide a forum for the District to communicate with partner groups on Anti-Racism programming and policy development.
- To make recommendations to the Superintendent as appropriate.

Reference: Section 65, 85, School Act

Last revised: January 2025