

<p>Kelsey School Division Box 4700 The Pas, MB R9A 1R4</p>	<p>Code: BHCA</p>
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KSD – KTA LIAISON COMMITTEE

The board shall establish a joint committee with the Kelsey Teachers' Association where teachers, administrators, and trustees may discuss issues of mutual concern so that each party can better understand the others' interests and goals. The primary purpose will be to provide continuing, two-way channels of communication to be conducted on a regular basis away from situations or the bargaining table.

1. Definition

- a) A liaison committee is a joint committee where teachers, administrators, and trustees may discuss issues of mutual concern so that each can come to a better understanding of the others' interests and goals. It is primarily designed as a continuing, two-way channel of communication to be conducted on a regular basis away from crisis situations or the bargaining table.
- b) The responsibility of the Kelsey School Division Board of Trustees to make decisions and policies that deal with the education of the students in the division is acknowledged.
- c) In order for the liaison committee to be effective, it must be based on mutual trust and respect, and a mutual desire to work together.

2. General Objectives of a Liaison Committee

- a) Improve teacher-board relations.
- b) Build a high level of morale in the Kelsey School Division.
- c) Improve the general efficiency in this division.
- d) Provide effective and immediate two-way communication for the exchange of ideas and information.
- e) Discuss education needs, trends, and innovations, and their instructional and administrative implications.
- f) Anticipate and deal with problems that may interfere with the effectiveness of the educational process.
- g) Make recommendations to appropriate parties concerning matters dealt with by the committee.
- h) A Teacher-Board Liaison Committee is not:
 - i) a process for teachers to usurp the responsibilities of boards or administrators;
 - ii) a process for trustees to usurp the rights of teachers;
 - iii) a bargaining session;
 - iv) a grievance committee.

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3. **Terms of Reference**

- a) The committee shall consist of eight members as follows:
 - i) two members of the board, one of which shall be the chairperson of the board,
 - ii) the secretary-treasurer,
 - iii) the superintendent,
 - iv) three Kelsey Teachers' Association table officers,
 - v) one member of the Kelsey Teachers' Association executive.
- b) The chairperson of the board of trustees (or designate) and the president of the Kelsey Teachers' Association shall be co-chairpersons of the liaison committee. One week prior to each meeting, an agenda should be jointly established by the two co-chairs. A secretary shall be selected from among the members of the committee. The chairpersons shall have the power to call a meeting of the liaison committee on short notice if necessary.
- c) The committee will endeavor to meet every second month during the school year, or as required at the call of the co-chair.
- d) Quorum shall be five members, two of whom shall be board members and two of whom shall be members of Kelsey Teachers' Association.
- e) Minutes of each meeting, after review by the committee co-chairs, shall be sent to the Board and to the Kelsey Teachers' Association Executive for information.
- f) In addition to official representatives, advisory personnel may be present from time to time.
- g) The committee shall have the power to discuss any matter of mutual interest and receive information such as letters and presentations for other interested parties.
- h) Where it seems advisable, surveys shall be made of items of mutual interest to ascertain future directions.
- i) Issues shall not usually be brought to a formal vote, but a general consensus of opinion arrived at.
- j) In matters where there is agreement at the committee level, each of the parties shall make recommendations to their respective bodies.
- k) Members of the committee shall be guaranteed freedom to perform their committee functions in good faith without affecting their working relationships.