

**TERMS OF REFERENCE**

1. Technical working groups will be established for the major program areas of the district as follows:
  - Regular Instruction, Library, Counselling, and Career Programs
  - Special Education, ESL, and Aboriginal Education
  - International Program
  - Distributed Learning Program
  - School and District Administration
  - Operations and Maintenance and Transportation
2. Each technical working group will be comprised of knowledgeable representatives of each program area;
3. Each technical working group will receive advice from the Board to guide its work;
4. Each technical working group will be provided with information on spending in each program area;
5. Each technical working group will work to understand expenditures and how its program area is funded;
6. Each technical working group will ensure that recommended expenditures comply with legislation and collective agreements.
7. Each technical working group will determine the main components of service delivery, the affordable expenditures within current funding levels and the gap to what would better serve students;
8. Each technical working group will use research and evidence to guide its findings;
9. Each technical working group will advise on the relationship to other program areas;
10. Each technical working group will provide a report to the Finance and Facilities Committee of the Board.

**Working Group Membership**

1. Regular Instruction, Library, Counselling, and Career Programs
  - 3 Teachers (STA)
  - 2 Support Staff (CUPE)
  - 3 School Administration
  - 2 Parents (COPACS)
  - Gregg Ferrie, Director of Information Technology
  - Paul Standing, Director of Human Resources
  - Ed Sykora, Director of Finance
  - Chair Nancy MacDonald, Assistant Superintendent Instructional Services
  
2. Special Education, ESL, and Aboriginal Education and ILC
  - 3 Teachers (STA)
  - 2 Support Staff (CUPE)
  - 3 School Administration
  - 2 Parents (COPACS)
  - Kathryn Farr, Human Resources Advisor
  - Heather Burkett, District Principal
  - Joan Axford, Secretary-Treasurer
  - Chair Marlene Dergousoff, Assistant Superintendent Student Services
  
3. International Program
  - 1 Teacher (STA)
  - 1 Support Staff (CUPE)
  - 1 School Administration
  - 1 Parent (COPACS)
  - Karen Lorimer, Accountant
  - Joan Axford, Secretary-Treasurer
  - Chair Bob Lee, Principal, International Program
  
4. Distributed Learning Program
  - 1 Teacher (STA)
  - 1 Support Staff (CUPE)
  - 1 Parent (COPACS)
  - Nancy MacDonald, Assistant Superintendent, Instructional Services
  - Keven Elder, Superintendent of Schools
  - Wendy MacDonald, Principal, Individual Learning Centres
  - Kim Milburn, Director of Facilities
  - Ed Sykora, Director of Finance
  - Chair Kevin White, Principal, SIDES

**TECHNICAL WORKING GROUPS**

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5. School and District Administration
  - 1 Teacher (STA)
  - 1 Support Staff (CUPE)
  - 3 School Administration
  - 2 Parents (COPACS)
  - Ed Sykora, Director of Finance
  - Chair Keven Elder, Superintendent of Schools
  
6. Operations and Maintenance and Transportation
  - 2 Teachers (STA)
  - 2 Support Staff (CUPE)
  - 2 School Administration
  - 2 Parents (COPACS)
  - Joan Axford, Secretary-Treasurer
  - Gregg Ferrie, Director of Information Technology
  - Jay Armstrong, Energy Manager
  - Wayne Wickett, Manager of Transportation
  - Dennis Powell, Manager of Custodial and Community Services
  - Chair Kim Milburn, Director of Facilities

In framing their deliberations, each working group is expected to apply these guidelines:

- To focus on the expectations of the Achievement Contract and Enhancement Agreement
- To comply with legislation, board policy and collective agreements
- To develop findings in the context of efficiency, effectiveness and sustainability
- To consider safe and healthy learning environments
- To respect the legislative commitment to free public education paid for from provincial general revenues and the Board's commitment to avoid imposing fees for learning experiences on parents or guardians

Each working group will report on the following:

1. Membership and meeting dates for the group
2. Information received, analysis undertaken, research and other factors considered, programs and services reviewed
3. Legislation and policy considerations
4. The relationship to the other program areas
5. The findings of the working group including the affordable expenditures within current funding levels (should include a detailed budget plan for program areas and the implications and effect on student achievement of these findings)
6. Any efficiencies included in the findings
7. Programs and services which would improve student achievement or the effective operation of the school district which are desirable but affordable within current funding levels (costed as possible).