



## PUBLIC EDUCATION AWARENESS COMMITTEE

### Terms of Reference

#### 1. Committee Mandate

- a. The Public Education Awareness Committee's (PEAC) ~~has the following~~ mandate ~~as it relates is~~ to the *promote* awareness and support of public education in the Central Okanagan School District and the community. As directed by the Board of Education and/or Superintendent of Schools, the committee will:
- i. Act as a resource for and receive input from staff and partnership groups to increase awareness and support of school based and District initiatives.
  - ii. Liaise with local media to promote school based and District initiatives as well as support the Newspapers in Education Program.
  - iii. Review and provide input to various public education issues as they relate to the Central Okanagan School District and the community.
  - iv. Provide recommendations to the Superintendent and the Board of Education on further strategies to increase awareness and support of public education in the Central Okanagan School District and the community.

#### 2. Committee Composition and Length of Term

- a. In general, the Public Education Awareness Committee (PEAC) shall be comprised of the following representatives:
- i. District staff (1)
  - ii. Trustees (1 and 1 alternate)
  - iii. Central Okanagan Retired Teachers' Association (1)
  - iv. District Aboriginal Education Program (1)
  - v. CUPE (1)
  - vi. COTA (3 - elementary, middle, and secondary school representation)
  - vii. COPVPA (3 - elementary, middle, and secondary school representation)
  - viii. COPAC (1)
  - ix. District Student Council (2)
- b. Student representatives from District Student Council will be invited to participate/provide input when determined by committee need. For the purpose of the quorum, student representation will not be included.
- c. Membership will be solicited and maintained by the executive of the representative association.
- d. Membership Term
- i. In general, each member on the committee will be asked to serve a two-year term.
- e. Sub-Committees
- i. The committee as a whole can approve the formation of sub-committees on an "ad-hoc" basis as needs arise.
  - ii. Membership of sub-committees will be solicited at a meeting of the whole committee and should strive for equitable representation when possible.

### **3. Roles and Responsibilities of Committee Members**

- a. Committee members are expected to fulfill the following roles and responsibilities as it relates to support and awareness for public education initiatives in the Central Okanagan School District by:
  - i. Communicating, educating, and providing feedback to the committee.
  - ii. Endorsing and advocating for current research-based instructional practices in public education.
  - iii. Providing leadership and guidance.
  - iv. Ensuring committee business is reported back to their representative association.
  - v. Supporting, participating and contributing to the business of the committee.
  - vi. Committing to continuous growth and learning in regards to support and awareness of public education research and practice.

### **4. Committee Operation**

- a. Meetings
  - i. Meetings will be coordinated and facilitated by the committee chairperson(s).
  - ii. In general, the committee will meet on a bi-monthly basis.
    - Additional meetings can be held to address emerging issues as agreed upon by the committee.
  - iii. Meeting dates and agendas will be developed and agreed upon by the committee in advance of the meeting date.
  - iv. Minutes of the regular committee meetings will be recorded and distributed to committee members.
- b. Decision Making
  - i. In general, the committee will endorse a consensus model to make decisions with the majority to rule. Quorum = 50 % +1
  - ii. Decisions made by the committee will be recorded in the committee meeting minutes.
- c. Terms of Reference Review
  - i. The Terms of Reference will be reviewed and revised by the committee at least once during the regular committee meeting cycle.
  - ii. All changes to the Terms of Reference will be agreed upon by the committee and approved by the Board of Education.