



# Indigenous Education Council

*Comox Valley Schools  
School District 71 (Comox Valley)*

## TERMS OF REFERENCE

*Proposed changes reviewed and approved at AGM October 24, 2018*

### ROLE

The role of Indigenous Education Council (“IEC”) is to ensure the provision of ongoing comprehensive education and support services relevant to the needs of Indigenous students, as well as to ensure sensitivity and respect to Indigenous issues. The IEC maintains a co-governance model with the Board of Education.

### INDIGENOUS PEOPLES

Indigenous Peoples are recognized in the Canadian Constitution 1982 (Section 35), and includes Indian, Métis, and Inuit. Indians are as defined in the Indian Act 1876. Non-status Indians and all other people with Indigenous ancestry are also recognized as Indigenous peoples.

### VALUES

As “Indigenous Peoples”, we believe in sharing our worldview and taking a leading role in education by:

- honoring the traditional territory of the K’ómoks First Nation people and to respect and recognize their role in Indigenous Education
- asserting our right to actively participate in the decisions affecting Indigenous children and their families
- respectful, efficient and effective decision making processes by consensus
- a shared responsibility to ensure our Indigenous students have the opportunity to achieve their potential and fully develop a healthy sense of identity.
- respecting and recognizing the importance and value of parents, caregivers and extended family in the education of their children
- respecting and welcoming all Indigenous peoples
- supporting lifelong learning and student leadership
- speaking with one voice as a council
- having open and respectful communications with School District 71 Board of Education and Senior Management
- recognizing the permanence and the validity of Indigenous culture, rights and ways of knowing
- advocating that the current Indigenous Education Enhancement Agreement (AEEA) goals are being implemented.

## RESPONSIBILITIES AND TASKS

The IEC will work in partnership with School District 71 (Comox Valley) regarding Indigenous education. The IEC will:

- 1. Initiate and review policies that affect Indigenous students and families.**
- 2. Identify Indigenous education needs and gaps in services.**
- 3. Develop and establish an orientation process for new members of the IEC.**
- 4. Develop the annual budget for Indigenous Education.**
  - a) ensure the allocation of targeted funding
  - b) an IEC budget working group will be determined in December of each school year
  - c) an IEC budget working group and District Principal of Indigenous Education will meet in January and February to develop a proposed annual budget
  - d) a final proposed budget will be presented to the IEC prior to Spring Staffing
  - e) budget is a standing item on the IEC agenda
- 5. Participate in School District 71 hiring decisions.**

On occasion, and by invitation, the IEC will appoint a representative to participate on the hiring panels for the following leadership positions;

  - Superintendent
  - Assistant Superintendent
  - Directors of Instruction
  - Secretary Treasurer
  - Principal / Vice Principal
- 6. Actively promote parental/guardian involvement in Indigenous education.**
- 7. Review and make recommendations for approval of School District 71 (Comox Valley) locally developed curriculum.**
  - a) ensure appropriate Indigenous content is included (*request Board to consider having new Board / Authority Authorized (BAA) Courses passed by IEC prior to authorizing*)
- 8. Ensure there is a respect for and an awareness of Indigenous peoples' cultures.**
- 9. Review and make recommendations from the Annual Report for the Indigenous Education Enhancement Agreement for Indigenous Education programs and services.**
- 10. The IEC will meet annually with the Board of Education to enhance the relationship between the IEC and the Board of Education as per the Terms of Reference.**
- 11. Hold an Annual General Meeting in October of each school year.**

## STRUCTURE

The IEC will consist of:

### Voting Members

- 1 Indigenous Elder by invitation
- 4 parents, or legal guardians, of Indigenous students elected for a 2 year term by parents at the AGM (may not be employees of the school district)
  - 1 parent will be invited to represent IEC at District Parents Advisory Council (DPAC) meetings.
  - 1 parent will be invited to represent IEC at Indigenous Parents Advocacy Club (IPAC) meetings.
- 1 elected parent or legal guardian of an Indigenous child birth to 5 years (may not be employees of the school district)
- School District No. 71 (Comox Valley) Administrator of Indigenous Education
- Two K'ómoks First Nation members appointed by Chief and Band Council
- 1 designated representative or designated alternate of Comox Valley Aboriginal Head Start
- 1 designated representative or designated alternate of the MIKI'SIW Métis Association
- 1 designated representative or designated alternate of Upper Island Women of Native Ancestry
- 1 designated representative or designated alternate of the Wachiay Friendship Centre
- 1 designated Indigenous representative or designated alternate from North Island College

**Non-voting members** (are not present for in camera portion of meetings)

- \* 1 trustee from the Board of Education for School District 71
- \* Superintendent of School District No.71 (Comox Valley)
- \* 1 designated representative (President or Vice President) of Comox District Teachers Association
- \* 1 designated representative (President or Vice President) of CUPE Local 439

Organizations represented will complete a form to the IEC each year to notify who the delegated representative and their alternate will be. The IEC is a committee of the Board of Education for School District 71 (Comox Valley). Therefore the IEC follows Board rules and regulations regarding confidentiality.

## QUORUM

Is 50% of Voting Members from the IEC, including at minimum, 1 of the appointed voting members from the elected chief and council for K'ómoks First Nation.

## CONSENSUS DECISION MAKING

The IEC members make decisions by consensus.

Consensus decision-making is defined as when the members of the group “can live with” the decision even though a member may not completely support it. All views are considered with an open mind and are based on the best interest of all Indigenous students. The Chair will monitor the group, and ask for consensus when no dissenting opinions are voiced. If no decision can be made efficiently, the Chair will task a focus group to research and make recommendations to the IEC who will make the decision. Decisions made by the IEC are on behalf of the entire IEC and are final.

## **ROLE OF CHAIR**

- Elected by IEC members at the first meeting after the AGM for a two year term
- The Chair will preside over meetings, maintain order and decorum, decide on speaking times, accord the right to speak in turn, and promote decision making by consensus.
- The Chair will decide on any questions of procedure arising during meetings
- The Chair will ensure that the Code of Conduct is upheld
- The Chair shall not be a School District No. 71 (Comox Valley) employee
- The Chair shall mentor other IEC members to assume future leadership roles within the IEC
- The Chair is the spokesperson of the IEC
- The Chair is responsible to inform an IEC member if they are no longer eligible to participate on the IEC
- The Chair is invited to represent the IEC at Indigenous Parents Advocacy Club (IPAC) meetings

## **ROLE OF VICE-CHAIR**

- Elected by IEC members at the first meeting after the AGM, for a one year term
- The Vice-Chair will assume the duties of the Chair as required

## **ROLE OF SECOND VICE-CHAIR**

- Elected by IEC members at the first meeting after the AGM, for a one year term
- The Second Vice-Chair will assume the duties of the Vice-Chair, as required

## **ROLE OF THE AGENCY REPRESENTATIVES**

- Designated by each Indigenous organization (A form will be completed and returned to the IEC each year to notify who the representative and their alternate will be)
- To attend and participate in the monthly meetings from September to June
- To report to the organization and their Board (as applicable) through publically available minutes and newsletters available on the Indigenous Education website
- Each agency is required to provide an alternate to attend IEC meetings if the designated representative is unable to attend
- Agency representatives may not be employees of School District No. 71 (Comox Valley)
- To commit to increasing the awareness of the IEC

## **ROLE OF PARENT REPRESENTATIVE**

- To be the voice for all parents, guardians and grandparents of Indigenous students in School District No. 71 (Comox Valley)
- Must currently have an Indigenous child in their care/custody enrolled in a SD71 school
- Elected at the AGM for two year terms
- Two alternate parent representatives will be elected at the AGM
- The vacated position will be filled by an alternate parent representative elected at the AGM. If no alternate parent representative is available, one could be appointed by the Indigenous Education Council to fill the vacated position until the AGM.
- Parent reps may not be employees of organizations represented on the IEC, including School District No. 71 (Comox Valley)
- To attend and participate in monthly meetings from September to June
- To commit to increasing the awareness of the IEC with parents, guardians or grandparents of Indigenous students
- One IEC parent representative is invited to attend District Parent Advisory Council meetings

### **ROLE OF PARENT REPRESENTATIVE (BIRTH TO SCHOOL AGE)**

- To be the voice for all parents, guardians and grandparents of Indigenous children birth to school age in the Comox Valley
- Must currently have an Indigenous child in their care/custody
- Elected at the AGM for two year terms
- One alternate parent representatives will be elected at the AGM
- The vacated position will be filled by an alternate parent representative elected at the AGM. If no alternate parent representative is available, one could be appointed by the Indigenous Education Council to fill the vacated position until the AGM.
- Parent reps may not be employees of organizations represented on the IEC, including School District No. 71 (Comox Valley)
- To attend and participate in monthly meetings from September to June
- To commit to increasing the awareness of the IEC with parents, guardians or grandparents of Indigenous children

### **ROLE OF LIAISON TRUSTEE**

- Appointed by the Board of Education, preferably the Chair of the Board (Board of Education is required to provide an alternate to attend IEC meetings if the designated representative is unable to attend).
- Attend and participate in monthly IEC meetings
- Will not be present for in-camera portions of meeting
- Provide a written report monthly to present to the IEC at regular meetings
- Advise the IEC on all matters pertaining to Indigenous education within the Board of Education's mandate
- To share information with the Board of Education through publically available minutes and newsletters on the Indigenous Education website

### **ROLE OF THE SUPERINTENDENT**

- Attend and participate in monthly IEC meetings
- Provide a verbal report monthly to the IEC at regular meetings

### **ROLE OF COMOX VALLEY TEACHERS ASSOCIATION (CDTA) LIAISON**

- Attend and participate in monthly IEC meetings
- If the president is unable to attend then the vice president will attend as the alternate
- Provide a written report monthly to present to the IEC at regular meetings
- To share information with the CDTA through publically available minutes and newsletters on the Indigenous Education website

### **ROLE OF CUPE LOCAL 439 LIAISON**

- Attend and participate in monthly IEC meetings
- If the president is unable to attend then the vice president will attend as the alternate
- Provide a written report monthly to present to the IEC at regular meetings
- To share information with the CUPE Local through publically available minutes and newsletters on the Indigenous Education website

## **MEETINGS**

- Monthly meetings September to June
- Meeting length maximum of 3 hours
- Minutes are to be recorded at every regular meeting by the Indigenous Education Administrative Assistant and kept at the Indigenous Education Centre and distributed accordingly.
- One copy of In-Camera minutes are to be kept in a secure location at the Indigenous Education Centre
- Staff or student presentations will be made as requested

## **COMMITMENT**

- Maximum three hours per meeting
- The Terms of Reference are to be reviewed each year
- If one meeting is missed by both the member and the alternate, without notice, the IEC Chair will contact the member.
- If the member does not attend the second meeting, without notice, a new form must be completed by the organization
- If it is a parent rep a letter will be written advising that an alternate will be appointed

## **SPECIAL MEETINGS**

- to address urgent matters or focus group work

## **ROLE OF FOCUS GROUPS**

- Established by the IEC to address issues as needed
- Bring forward recommendations to the IEC in regular monthly meetings
- Open to all IEC members

## **PROFESSIONAL DEVELOPMENT**

IEC members have the opportunity to attend professional development activities

- Number of attendees based on annual budget
- Number of opportunities based on annual budget
- Participants will be determined by -
  - 1) Volunteering
  - 2) Preference will be given to members who have not attended a professional development event in the previous school year
  - 3) A random draw for remaining spaces. Alternates will also be determined by random draw.

## **CODE OF CONDUCT**

### **Treat people with care. Share ideas. Bring strength and kindness:**

- Bring out concerns in a tactful way
- Be considerate of others
- Be respectful of others

### **Be respectful of all cultural beliefs and customs:**

- Have respect and honour for all Indigenous beliefs and customs
- Act and speak with pride and dignity of Indigenous peoples
- Honour the belief of supporting unity amongst all Indigenous peoples

### **Respect opposing points of view and work cooperatively towards a common goal:**

- Be tolerant of diversity, honest with their opinion, and respectful of others even though they may disagree
- Be open minded to listen and learn from other points of view
- Recognize that time and energy may be limited

### **Provide support for one another:**

- Work cooperatively with each other to solve problems and support mutual concerns
- Honour and respect commitments to family, community and organizations
- Support the work toward the ongoing development of the IEC
- Recognize that all individuals bring benefits and insight to the circle from their communities and their own diverse life experiences
- Commit to information sharing, cultural reinforcement, life long learning and a holistic approach to child and family development

### **Make decisions in the best interest of all Indigenous students:**

- Welcome information and the best available advice, but reserve the right to arrive at a decision based upon your own judgments
- Critique when necessary in a constructive way and suggest an alternative course
- Endeavour to keep disagreements and controversies impersonal and to promote unity
- Support all decisions made by the IEC

### **Meeting procedures:**

- Attend meetings on time
- During discussions members indicate to the Chair they would like to speak on topic by raising their hand
- Speaking order is recognized by the Chair

### **Breach of code of conduct:**

If an IEC member is no longer determined to be eligible, based on the Terms of Reference, to participate on the IEC they will be informed by the Chair, supported by the District Principal of Indigenous Education and/or designate.

A letter will be written to the agency to reappoint a representative or an alternate parent will be invited to the council for the remainder of that term.

## **CONFLICT OF INTEREST**

The following are not within the mandate of the IEC

- Personnel matters
- Personal and confidential information on students, parents, teachers, other employees and members of the school community
- Performance or conduct of individual employees, students, parents and members of the school community
- Terms and conditions of employment contract
- IEC members speaking on behalf of the IEC

### Disclosure:

Every IEC member who is in any way directly or indirectly interested in any existing or proposed contract, transaction or arrangement with School District No. 71 (Comox Valley) and the IEC, or who otherwise has a conflict of interest, will declare the interest fully at IEC meetings and shall leave the meeting until such time as the conflict matter has been dealt with. The IEC member may give a prepared statement regarding the conflict of interest, but shall leave the meeting for the decision making process. The IEC reserves the right to recall the member to answer questions that would provide further clarification.

### Time of Declaration:

A member will disclose any conflict of interest at the first possible meeting when the issue will be discussed.

### Effect of Declaration:

If an IEC member has made a declaration of his or her conflict of interest and has refrained from discussion and decision-making, they are not accountable for the decision made by the IEC.

### Non-Disclosure:

When there is a perception of a conflict of interest another member may request an agenda item to ask the member to declare the conflict. The IEC will decide whether the member is in conflict, and record its decision.

### Nepotism:

A member who unjustifiably promotes a family member's interests over the interest of others is considered to be in a conflict of interest.

### With the Board of Education

A meeting will be arranged with the Chair of the Board, the IEC Chair, the District Principal of Indigenous Education and the Superintendent.

## **CONFIDENTIALITY**

All matters that relate to budget or issues that are of a sensitive nature are considered confidential. These issues will be identified as confidential by the Chair and may be discussed 'in camera'. Out of camera any decision(s) will be announced and will appear in the minutes.

IEC members will review and sign Confidentiality Agreements each year.

Any member who breaks confidentiality shall be removed from the IEC and a letter will be written to the agency they represent.

## **COMMUNICATION**

- All IEC meeting minutes, with the exception of items In Camera, will be provided to members to share with their organizations as they see fit.
- A link to the Indigenous Education is on the School District No. 71 (Comox Valley) website
- Only the IEC Chairperson speaks on behalf of the IEC.

## **INDIGENOUS EDUCATION STAFF**

- IEC members are encouraged to remind Indigenous Education Staff to follow proper process according to their collective agreement if approached with issues relating to their employment.
- Any questions related to employment should be directed to the District Principal – Indigenous Education or their union representative.