

School District No. 83 North Okanagan-Shuswap
First Nations Education Council
Terms of Reference

Created: May 2010; Updated June 2020

FIRST NATIONS EDUCATION COUNCIL

The First Nations Education Council acknowledges the traditional Secwepemc territory on which we reside.

Terms of Reference

VISION STATEMENT: *“Supporting Indigenous student academic achievement through relationships, cultural identity, and personal well-being.”*

BACKGROUND:

The First Nations Education Council (FNEC) was formed to work collaboratively with School District No. 83 to support education programs funded through the provincial Ministry of Education to enhance the learning experiences for all Indigenous learners within the school district. The council includes the Secwepemc Bands, Métis representation, and District representation including the Superintendent (or designate), a Trustee from the Board of Education, and the District Principal of Indigenous Education.

PURPOSE:

The purpose of the First Nations Education Council is to advise the District, through an Indigenous perspective, on the design, implementation, and assessment of Indigenous programs and services in order to produce relevant, high-quality learning experiences for Indigenous learners in School District No. 83.

COUNCIL MEMBERSHIP:

FNEC membership consists of:

Voting Membership:

- One representative from each of the four (4) Secwepemc Bands associated with School District No. 83 Local Education Agreement. They are: Adams Lake, Neskonlith, Little Shuswap Lake, and Splatshin
- One representative from the Salmon Arm Métis Association (Chartered Community within the Métis Nation of BC)

Non-Voting Members:

- The District Principal of Indigenous Education
- The Superintendent of School District No. 83 (or designate)
- The Trustee
- Indigenous Education Administrative Assistant
- Alternates (if more than one representative per community is present)
- Any invited guests

FNEC membership is intentionally limited in order to maintain flexibility, responsiveness, and cohesion. FNEC will on occasion invite subject-matter experts to enhance knowledge and capacity to make informed decisions. The Indigenous Advisory Committee consists of other stakeholder groups (including PVP, NOSTA, CUPE, DPAC, and Okanagan College) who report Indigenous Education questions, ideas, and concerns to FNEC through the Chair of the Indigenous Advisory Committee - the District Principal of Indigenous Education.

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Identification of Band representatives and alternates is done formally through a Band Council Resolution (BCR) from each First Nations' community. The Métis representative is identified by appointment and letter from the Salmon Arm Métis Association. The selection of a representative for the Urban Indigenous community will take place when/if a local urban Indigenous organization, such as a Friendship Centre, is established.

The Trustee representative participates in the FNEC meetings as an observer only. For some agenda items, the Trustee and Superintendent representatives may be asked to leave. Individual Trustees do not make decisions on behalf of the Board. No single Trustee has authority to direct any SD83 employees.

An annual-membership term is based on the school calendar, from September to June. Any changes of member representation will be communicated to the Principal of Indigenous Education via letter or email from the respective organization.

Mileage to/from the FNEC meetings will be provided by the School District to one representative from each of FNEC's community partners. Honoraria will be provided to both the Urban and Métis representatives. (The rest of FNEC's representatives attend as paid employees of their respective organizations).

Representatives will make every effort to attend all meetings. If a representative cannot attend a scheduled meeting, they will provide an email regret to the Indigenous Education Administrative Assistant and their Alternate will attend. If neither community representative is present, decisions will continue to move forward as long as quorum requirements have been met.

If a representative has missed two or more consecutive meetings, the FNEC group will collectively develop a communication to encourage attendance. This communication and any reply will be noted in the minutes for the official record.

Alternates are welcome to attend FNEC meetings along with the official community representative as silent observers. This ensures equity of community voice at the table and to keep the proceedings of the FNEC meeting as streamlined as possible.

Groups expressing an interest in joining FNEC will be tabled for discussion at the first meeting of the year in September. The District Principal of Indigenous Education will report FNEC's decision via written communication on behalf of FNEC.

MEETING SCHEDULE

At the beginning of each year, a current list of contact information will be circulated to all FNEC members. Before the end of each school year, a schedule will be drawn up for regular meetings for the following year.

Date, time, location, meeting minutes, and meeting agenda will be emailed to all members at least one week prior to each meeting. Meetings will be held 5 times per year. Extra meetings or extended meetings may be added by consensus.

Arrival and departure of those people in attendance will be recorded as part of the minutes.

Meetings will be conducted by 'Robert Rules of Order' guidelines.

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The role of the Chair will rotate amongst FNEC's community representatives. The schedule for the Chair will be determined at the last meeting in June for the new school year.

Terms of Reference will be reviewed and amended (if required) at the first meeting in September. Once approved, the Terms of Reference will be signed to show agreement by all members of FNEC (voting and non-voting).

DECISION MAKING

Decisions will be made by the voting membership of FNEC. Quorum will be met with the participation of a minimum of 4 voting representatives, of which 2 must be Band Representatives. If there is no quorum at a meeting, any items requiring a vote will be tabled until the next meeting. Items typically requiring a vote are those involving budget, time, or process. Other items will be discussed and approved through general consensus.

CONFLICT OF INTEREST

FNEC recognizes that there may be conflicts of interest from time to time and commit to addressing these in an open and timely manner.

Disclosure

Any representative of FNEC who is in any way directly or indirectly interested in any existing or proposed contract, transaction, or arrangement with School District No. 83 and FNEC, or who otherwise has a conflict of interest will declare the interest fully at a FNEC meeting and shall leave the meeting until such time as the conflict matter has been dealt with. The representative may provide a prepared statement regarding the conflict of interest, but shall leave the meeting for the decision-making process. FNEC reserves the right to recall the representative to answer questions that would provide any further clarification.

Time of Declaration

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

Non-Disclosure

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

Nepotism

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

Human Rights Code

FNEC will uphold the terms of the Human Rights Code, including a work environment and decision-making process that is free from discrimination.

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CONFIDENTIALITY

The following are not within the mandate of FNEC:

- 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 contracts
- Day-to-day operations of the Indigenous Education program, which is the responsibility of the District Principal of Indigenous Education

VALUES: FNEC holds value and believes in the following statements –

- Speaking with one voice, as FNEC, to influence decisions affecting Indigenous students
- Possessing an open and honest communication style, even when dealing with difficult topics
- Being respectful of each other, both in and out of meetings
- Professionalism

ROLES AND RESPONSIBILITIES

Budget

The First Nations Education Council has the responsibility to establish priorities and provide recommendations to the School District how the “targeted” Indigenous dollars allocated to School District No. 83 will be used, within the parameters attached to this funding by the Ministry of Education. The Council will collaboratively work as a partner toward ensuring that each Indigenous student will benefit from the programs and services offered through the School District. The program funds are to support culture and language programming, and to support social and academic achievement.

At the first FNEC meeting of the year, the District Principal of Indigenous Education will provide revenue and expenditure statements to members of the First Nations Education Council for the previous school year. FNEC will make recommendations to prioritize spending of any surplus funding. Each spring, the District Principal of Indigenous Education will present a proposed budget to FNEC for the following school year. FNEC will review the proposed Indigenous Education budget and make recommendations and, once any necessary changes have been made, vote to approve the proposed budget. The Indigenous Education budget will then be presented to the District Budget Committee, and submitted to the Board of Education for final approval. FNEC will participate in adjusting the budget (if necessary) once the final 1701 targeted funding numbers have been determined – after Sept. 30th of each year. The Principal of Indigenous Education will provide an updated budget report at each FNEC meeting.

Additional Responsibilities

- To review School District policies and regulations as they relate to Indigenous learners and to recommend appropriate changes.
- To ensure a consultation process is outlined and followed, respecting Secwepemc protocol, in planning cultural programs, research, and activities.

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- Share/report out on FNEC meeting information to respective communities (decisions made by FNEC, but not discussion from the meetings)
- Each of FNEC's community partners will work with the School District to organize a community gathering for their respective members twice a year. The budget will be provided by the School District. The purpose of these gatherings will be information-sharing, and information-gathering (as necessary)
- To make recommendations and share the decisions about how resources are allocated for Indigenous Education.
- To ensure that relevant Indigenous student data is collected on student enrolment and achievement as stated in the Strategic Plan and is included in reports to the Ministry of Education as required.
- To communicate with on and off reserve Indigenous communities and parents on an ongoing basis.
- To ensure that the interests of all Indigenous students within the School District are addressed, regardless of residency.
- To promote cultural awareness within the administration, professional, and paraprofessional staff sectors of School District No. 83.
- To support the activities of the various Indigenous/District Committees.
- To ensure a safe, positive school environment that reflects healthy Indigenous communities
- Work with local communities (First Nations, Métis, and Urban) to identify cultural resource people to recommend be included on the Knowledge Keepers List
- Promote and support the goals of Indigenous Education and School District No. 83
- Provide ongoing support to the Principal of Indigenous Education (or designate)
- If a FNEC representative misses a FNEC meeting, it is their responsibility to get caught up as soon as possible



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Terms of Reference: Signatory Page

School Year: 2019-20

My signature signifies that I have read, understood, and agree with the FNEC Terms of Reference.

Community/ Organization	Name	Signature	Date Signed
Splatsin			
Adam's Lake			
Neskonlith			
Little Shuswap Lake			
Métis			
District Principal of Indigenous Education			
Superintendent			
Trustee			

Alternates

Community/ Organization	Name	Signature	Date Signed
Splatsin			
Adam's Lake			
Neskonlith			
Little Shuswap Lake			
Métis			
Trustee			