

- Procedure Number: 215
 - Procedure Name: Community Relations Committee
 - Date of Revision: 2016 01 13
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Community Relations Committee

1. The Chairperson of the Board shall appoint three trustees to this committee and the Superintendent will be an ex-officio member.
2. The Community Relations Committee will meet at least 3 times during the school year at the discretion of the chairperson of the committee.
3. In addition to three trustees, the committee will be comprised of a maximum of one member each from:
 - C.U.P.E.
 - G.I.T.A.
 - G.I.P.V.P.A.
 - D.P.A.C.
 - Student Representative(s)*

**Special effort will be made to meet at times when student reps can attend.*

4. A brief report of the committees' work will be made at each Public Board meeting.
5. Responsibilities:
 - (a) **Public Relations**

The work of public relations is to promote a positive image of our school district, its students, employees and schools, and to seek feedback from partner groups, community based interest groups, and the general public.

 - (i) Long range planning to enhance the image of the district's schools, programs and services in the community.
 - (ii) Building strong two-way communication networks within School District No. 64 so that effective communication strategies are continuously being enacted and re-evaluated.

For example:

- Communication between the Board and individual trustees with employees
- Improved district internal communication
- Improved conflict resolution skills among all partner groups

- Communication with local businesses
- Communication with other groups involved in community development, such as the Community Services Society and the Core Inn

(b) Employee Recognition

District long service employees and retiring employees, will be formally recognized by the Board of Education.

Exceptional contribution to the district by a district employee may be formally recognized by the Board of Education.

Working groups may be formed as needed where special recognition events are planned. Input will be sought on an ongoing basis from the hospitality committees of G.I.T.A., C.U.P.E. and G.I.P.V.P.A.

- (i) Each long service employee shall receive an appropriate gift of local significance and a certificate of appreciation in recognition of:
 - 20 years service,
 - 25 years service, and retirement
- (ii) A special event for retiring employees and those with 20 or 25 years of service may consist of any or all of the following:
 - A presentation by a delegation of the Board of Education to the employee's workplace.
 - A presentation by a delegation of the Board of Education to the employee during a recognition event sponsored by colleagues, parents and other community members (e.g., a celebration at the employee's school where colleague and former students are present).
 - A presentation during a Board-sponsored district event.
- (iii) Long service recognition shall also include a public announcement of appreciation in the local papers.
- (iv) Input regarding the presentations to long service employees will be sought from their respective Hospitality/Employee Recognition Committees whenever possible (C.U.P.E., G.I.T.A. and the G.I.P.V.P.A.)

- (v) Employees with five, ten and fifteen years of service will also be recognized with a card of thanks from the Board of Education.
- (vi) Calculation of years of service will be based on the employee's start date using a list of active District No. 64 employees regardless of whether they are permanent part-time or full-time employees.
- (vii) Gifts for recognition of the same number of year's service will be of the same approximate value regardless of the employee's job description.
- (viii) Gifts for long-service employees will be purchased locally.
- (ix) From time to time, the Board of Education may wish to recognize an employee who has made an exceptional contribution to the school district.