

**Community Engagement Committee**  
**June 13, 2024**

1. Update on ICE Scholarship
  - a. Winners
  - b. Communication to winners
  - c. Presentation Date (June 25 at 2pm for video; 2:30 for certificates by Board)
  - d. Changes to next year?
    - i. Adding in a Club category
    - ii. Award for an Elementary and Middle (School or Class?), how many? How much?
    - iii. Award amounts? Currently 2 x \$1000 for Grade 9/10; 11/12
    - iv. Do we need an assessment category for what they would use the scholarship for?
  - e. Recommended Dates for 2024/2025
  
2. Committee Review:
  - a. Terms of Reference Review
  - b. Committee Feedback
  
3. Outstanding items:
  - a. One District One Book
  - b. Tech Survey

Date	Timing	Task	Responsible
Thursday, November 28, 2024	Second CEC meeting	Finalize ICE Details including: i.Dates ii.Application information including : Amounts to be awarded, award categories, descriptions on rubrics iii.Type of event to host for Showcase and general timing iv.Selection Committee members v.Judging Panel members to invite vi.Workplan and responsibilities/roles	Chair
Friday, December 6, 2024	1st Friday in December	b.Final copies of all documents to Garrett by first Friday in December i.Application Information Package ii.Application Package iii.Round 1 Rubric iv.Round 2 Rubric	Chair
Monday, January 13, 2025	Second Monday in January	Applications Open	Garrett
Thursday Jan 30, 2025	Last Thursday in January	Third CEC meeting: Finalize ICE Showcase event including: Location, food, speakers, event schedule, school and table invitations, and any awards being provided to elementary and middle (if any)	Chair
	Spring	Support Sponsorship Seeking	Chair/Christine Lee
	Spring	Host Showcase Event (Based on School site availability)	Chair/ Christine Lee
	Late April	Judging Committee Lead works with Christine Lee to invite judges for presentation day	Judging Committee Lead
Monday, May 5, 2025	First Monday in May	Applications Close	Garrett
Friday May 9, 2025	Friday Following Applications Close	All valid applications provided to selection committee (Printed by Tina if needed; or in a OneDrive folder by Garrett)	Garrett, Selection Committee Lead
Tuesday May 13, 2025	Tuesday Following Applications received by committee	Selection Committee conducts Round 1 assessment using Round 1 Rubric	Selection Committee Lead
Wednesday May 14, 2025	Wednesday Following Round 1 Selection	Trustee contacts all applicants to let them know their results in Round 1, and provide finalists information about presentation day	Trustee from Selection Committee
	Before Presentation	Judging Committee ensures schedule is confirmed with all students, video filming with Garrett, Room booking with Tina, Food ordering with Tina if needed, ensure students know what to present and to send digital presentations to the committee in advance	Judging Committee Lead
Thursday May 22, 2025	Third Thursday in May	Presentation Day	Judging Committee
Thursday, May 29, 2025	Last Thursday in May	Fifth CEC Meeting - Approve all winners and delegate communication to all presenters	Committee
Tuesday, June 24, 2025	Fourth Thursday in June	June Board Meeting - Present certificates to winners at Board Meeting	Chair

## **Community Engagement Committee Terms of Reference**

### **Type of Committee**

This is a Division Board Standing Committee.

### **General Purpose**

To develop and recommend strategies to the Board to fully engage all sectors of the community. Assist with the implementation of strategies where possible.

### **Composition and Appointments (for life of the committee)**

- Two trustees, one of whom shall act as chair of the Community Engagement Committee
- Superintendent or designate.
- Minimum of one representative from the Division School Council
- Communications Officer
- Associate Superintendent – Business and Operations
- Invitees as required – topic relevant.

### **Meetings**

- Meetings will be held a minimum of three times per year.
- They will be organized by the Chair, with assistance of the Superintendent.

### **Resources**

- \$2,000 per year for general operation of the committee including resources needed for meetings and any promotional activities; the Superintendent will administer the funds.
- ICE scholarship budget and tracking of revenue and expenditures for this event will be maintained by the Department of Business Affairs
- Support from secretarial staff will be required.

### **Specific Annual Objectives**

- Explore strategies for generative engagement.
- Link generative engagement to Board Strategic Priorities and review the Annual Communication Plan for Board approval.
- Explore interactive technology options for feedback loops as part of the engagement strategy.
- Consult with producers of media associated with education to optimize opportunities for showcasing District personnel and events.
- Plan and host the ICE scholarship breakfast focusing on student innovation.
- Contribute ideas regarding the structure of Town Hall as well as feedback regarding areas of improvement.
- Determine school community and Lethbridge community interest and passion for continuing the legacy of the One District One Book (2018-19) project every 6 to 7 years.

The Committee will gauge interest and viability two years prior to potential implementation date.

**Reports and Target Dates**

- Reports will be submitted to the Board following each meeting.
- The Committee will report both in writing and orally.
- An annual report shall be submitted to the Board in September.

**Review and Evaluation**

- The Committee will set objectives for the next committee at the end of its mandate.
- Recommendations for changes to the Committee's terms of reference will be forwarded to the Board as necessary.

## Committee Assessment

Questions to be discussed should include:

1. **Mandate:** Reflect on the mandate of the Standing Committee as described in 203.4.1.A. Standing Committees (Appendix). Is it complete? Are there barriers to completing the mandate?
2. **Board Alignment:** In what ways is the Standing Committee aligned or misaligned with the current Board Values and Priorities – for example, as outlined in the Assurance Plan.
3. **Effectiveness:** Reflect on the role of the Standing Committee. Is it overlapping or duplicative of Standing, Ad Hoc, Joint Committees of the Board? Is it overlapping or duplicative of operational committees at school or division levels? Is it overlapping or duplicative of community committees?
4. **Resources:** What resources exist or are needed for the effective implementation of the Standing Committee? For example:
  - a. Is there a template for agenda and minutes? Is there a records management system to ensure development, distribution, and storage of these and other related documents?
  - b. What is the current and/or recommended budget allocation for this committee expenses? How are decisions made to determine and use this budget?
  - c. Are there guides for implementing major projects, including multi-year projects, of the committee?
  - d. Is there an annual plan that provides goals and targets for the committee?
5. **Composition:** What is the current composition of the committee and what are the responsibilities of the members? In what way are the responsibilities communicated to the committee? In what ways has the current composition proven to be or not be purposeful and effective?
6. **Improvements:** What suggestions are there for how to complete the work assigned to this committee? Is this committee necessary for the effective accomplishment of its goals, or could it be completed in different ways?

**PROPOSED 2024-2025 COMMUNITY ENGAGEMENT COMMITTEE WORKPLAN**

Meetings : Last Thursday of every other Month (September, November, January, March, May) - 5 meetings total

	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
<b>MEETINGS</b>	Review TOR, Create Workplan, Recruit committee members as needed.		Finalize ICE Scholarship processes. Generate or review recommendations for Town Hall to provide to Board.		Finalize ICE showcase event details, provide recommendations on Budget engagement. Learn more about Town Hall to share around Division		Review Town Hall feedback, Participate in Showcase and any other engagements as decided.		TOR for any recommended changes for coming school year. Approve or Review Scholarship Selections. ID recommendations for future engagement opportunities and scholarship opportunities for next year	no meeting. Chair to submit annual report and TOR revisions.
<b>ICE</b>	Create and initiate Workplan and responsibilities		Finalize Application including eligibility, scholarship amounts, dates. Finalize 'big' event details for show case, delegate remaining workplan items	Provide final ICE documents (application, information package, rubrics) are provided to Garrett for publication (due to Garrett first Friday in December)	Applications Open, ensure selection process dates finalized and selection and judging panel from committee is selected	Support Showcase, promote applications	Showcase Event	Promote applications, ensuring judging panel is selected	Applications Close, Finalists Selected, Presentations at Panel	Scholarships Awarded at final Board Meeting
<b>TOWNHALL</b>	Chair to submit Agenda item to Request Question Proposals from Board during November meeting		Review Town Hall questions for feedback to Board			EVENT				
<b>ENGAGEMENT</b>	Pre-meeting: promote attendance at meeting  Identify engagement goals for year; Review Website	Begin Engagement processes if identified (i.e. Post a survey on the topic identified by committee or board, or support the engagement on a topic in the	REview Engagement Results (i.e. survey results)			N/A (Town Hall in person and virtual survey)	Budget Engagement?	Budget Engagement Cont'd.?	Review budget engagement prior to Board Budget Meeting?	