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# MCFN Board of Education

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Terms of Reference

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2019

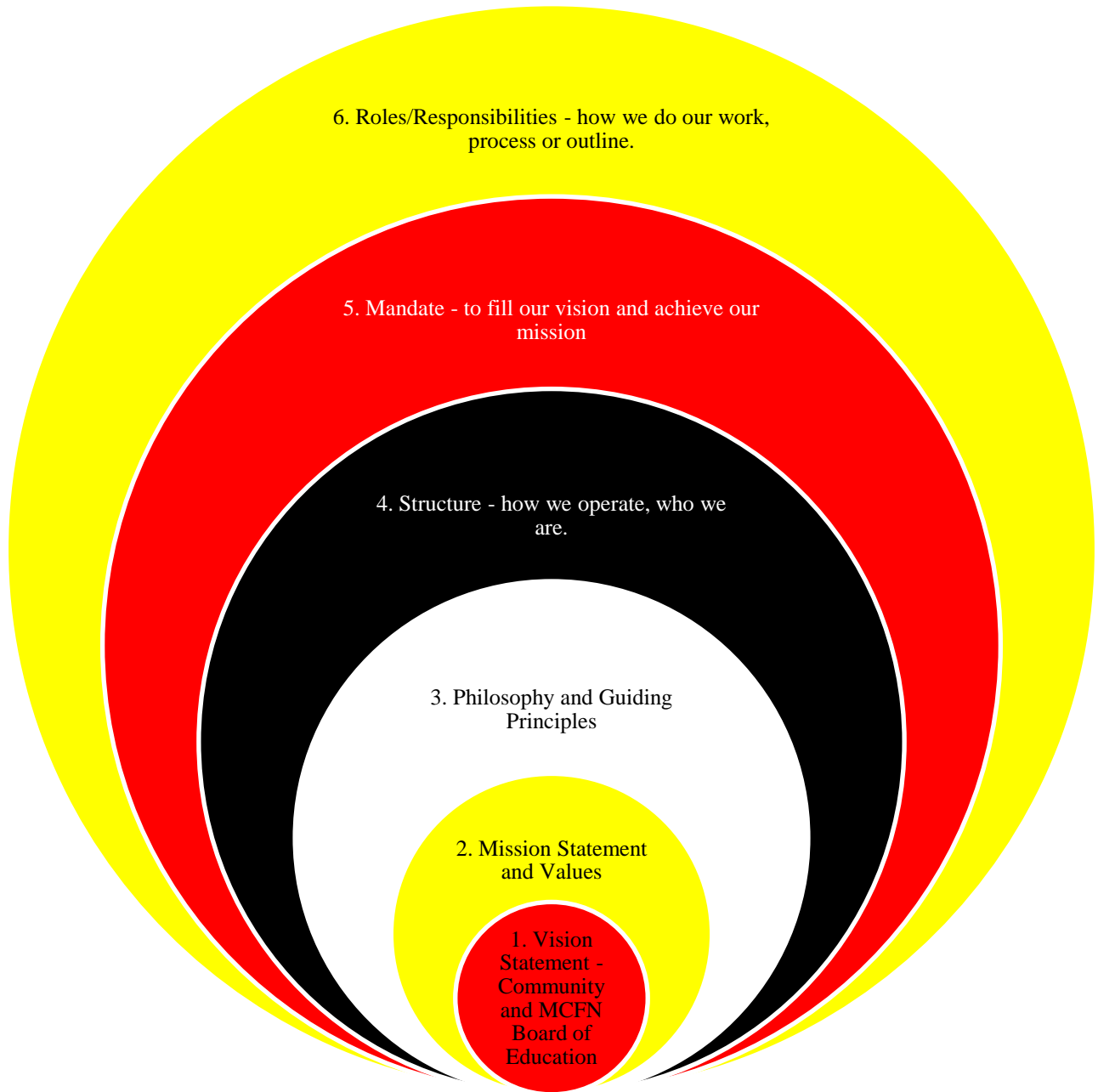
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## MCFN Board of Education

### Appointments

<b>Member and Position</b>	<b>Term</b>
Parent Position 1	3 year
Parent Position 2	2 year
Member Position 1	3 year
Member Position 2	2 year
Grandparent/Elder	3 year
Youth position	2 year
Teacher Position	3 year



## 1. VISION STATEMENT

### Community Vision

The Mississaugas of the Credit First Nation look to our Anishinaabe roots to guide our vision for the future as a strong, caring, and connected community who respect the earth's gifts and protect the environment for future generations. Our identity includes our history, language, culture, beliefs and traditions, which we strive to incorporate into the programs and services, offered to our community.

### MCFN Board of Education Vision

A thriving, positive, balanced learning environment that helps to grow and develop a successful educational journey while honouring our identity as Anishinaabe.

## 2. MISSION STATEMENT OF THE MCFN BOARD OF EDUCATION

### Mission

To develop and maintain a community driven educational process that ensures the achievement of our vision by enabling all lifelong learners to reach high levels of achievement and to acquire the knowledge, skills and values they need to be successful in their educational journey.

### Values

We strive to provide a supportive educational journey for all members that are inclusive of the Seven Grandfather Teachings.

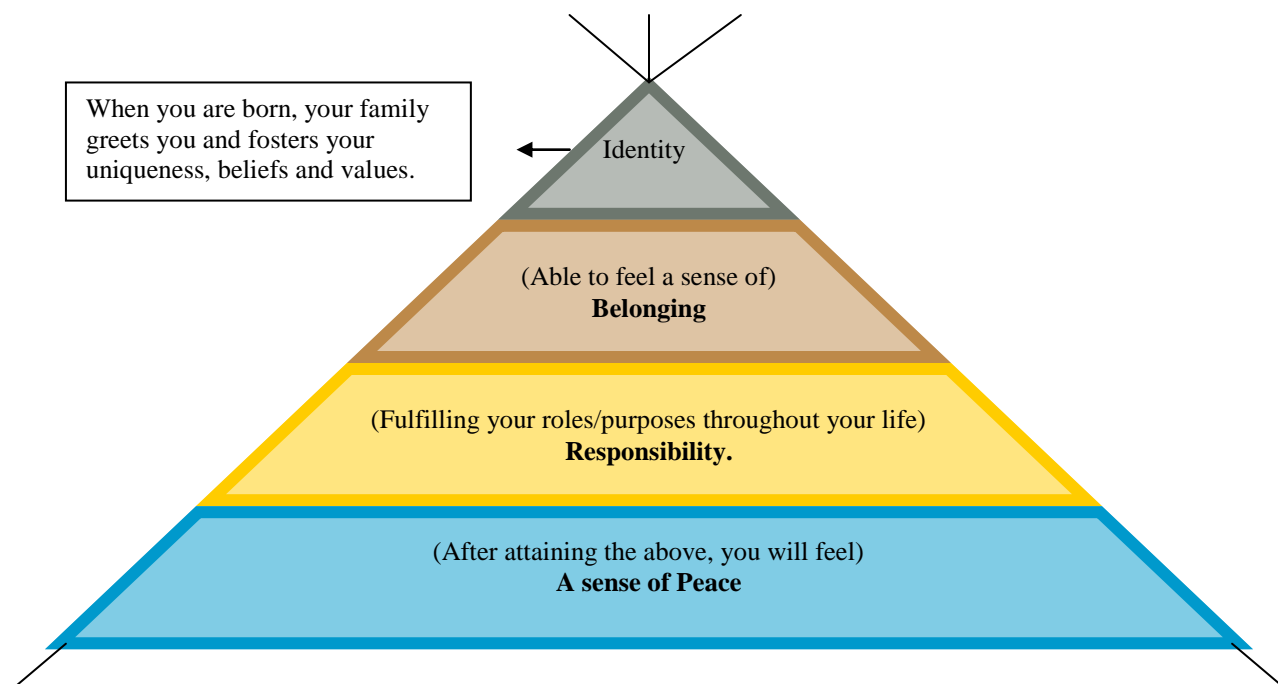
## 3. PHILOSOPHY AND GUIDING PRINCIPLES

### Education Philosophy

The MCFN Board of Education believes that its education system should provide every lifelong learner with complete educational services so that his or her abilities and talents are developed in a manner that will preserve the dignity and democratic rights of the learner. Education **must** promote and enhance the **culture, traditions, and lifestyles** of The Mississaugas of the Credit First Nation. The MCFN Board of Education endeavours to provide a relevant, meaningful, **holistic education** program, which will enhance the intellectual, physical, social, emotional and spiritual growth of all learners in order to prepare them to realize their education and career goals. Through the education process, each learner will realize self-respect, self-fulfillment, and an understanding of his/her relevancy in our society.

The educational objectives, methods of instruction, administration procedures, and evaluation procedures must exhibit our philosophy of education.

The following is a model of a life long journey based on a Traditional Indigenous Teaching:



### Guiding Principles

- 3.1 We know our children as the generation who will provide guidance and leadership and as our future leaders. We will provide them with an education system that honours them as such.
- 3.2 A holistic education system will promote intellectual, physical, social/emotional and spiritual growth.
- 3.3 Children will be nurtured and supported for their uniqueness to fulfill their role within their family and community while maintaining their Anishinabek identity.
- 3.4 An education system, which will enhance our children's sense of identity and confidence in their personal worth and ability through mastery of skills and knowledge.
- 3.5 The values of the Seven Grandfather teachings will enhance the education program.
- 3.6 Anishinabek culture and language will be an integral part of the academic program.
- 3.7 The participation of parents, teachers, elders and children will be encouraged as a valuable component in all school programs and activities.
- 3.8 The education system will prepare learners for a meaningful role in modern society, enriched by the values, culture and language.

### 3.9 Code of Ethics

The Seven Grandfather teachings will be incorporated as guiding principles throughout the Code of Ethics in relation to education and the MCFN Board of Education Terms of Reference as follows:

#### ***Nbwaakawin (Wisdom)***

- 3.9.1 To employ qualified and culturally sensitive personnel.
- 3.9.2 To ensure that every student is provided the opportunity for, and access to, high quality education.
- 3.9.3 To share whatever knowledge, we have acquired with one another and with our parents, staff, administration and leadership, we invite them to share their knowledge with us.
- 3.9.4 To make wise decisions for the betterment of the community as a whole and not for individual gain.

***Zaagidwin (Love)***

- 3.9.5 To feel a sense of passion for the Education of our children and the direction it provides.
- 3.9.6 To nurture, protect and guide our children throughout their educational journey. As parents, grandparents, and/or guardians of our First Nation children we have an inherent responsibility to do so.

***Mnaadendiwin (Respect)***

- 3.9.7 To maintain respect for the members of the Board of Education-staff and community members.
- 3.9.8 To maintain confidentiality on all privileged information.
- 3.9.9 To conduct ourselves in a manner which brings respect and credibility.
- 3.9.10 To honour a person's right to privacy and to maintain accepted standards of confidentiality.

***Maengotaussaewin (Bravery)***

- 3.9.11 To have initiative and commitment to the growth of the Education within our community.
- 3.9.12 To be able to face difficult issues/concerns or situations with respect and confidence.

***Gwekwaadziwin (Honesty)***

- 3.9.13 To function as a team member recognizing that unity and strength are imperative.
- 3.9.14 To be honest with yourself and others in decision-making.

***Dbaadendizwin (Humility)***

- 3.9.15 To address challenging issues in a just and fair manner without bias.
- 3.9.16 To represent the membership in a fair and equitable manner.
- 3.9.17 To project a sense of professionalism in carrying out their duties and responsibilities.
- 3.9.18 To ensure everyone's voice is heard through a problem-solving and consensus decision-making process.
- 3.9.19 To acknowledge that we are a First Nation Community and that our knowledge is acquired through experience and understanding of the Seven Grandfather teachings.

### ***Debwewin (Truth)***

3.9.20 To know how to intertwine the seven grandfather teachings within the role as a member of the Board of Education

## **4. STRUCTURE AND COMPOSITION**

The Board of Education receives its authority from The Mississaugas of the Credit First Nation Chief and Council.

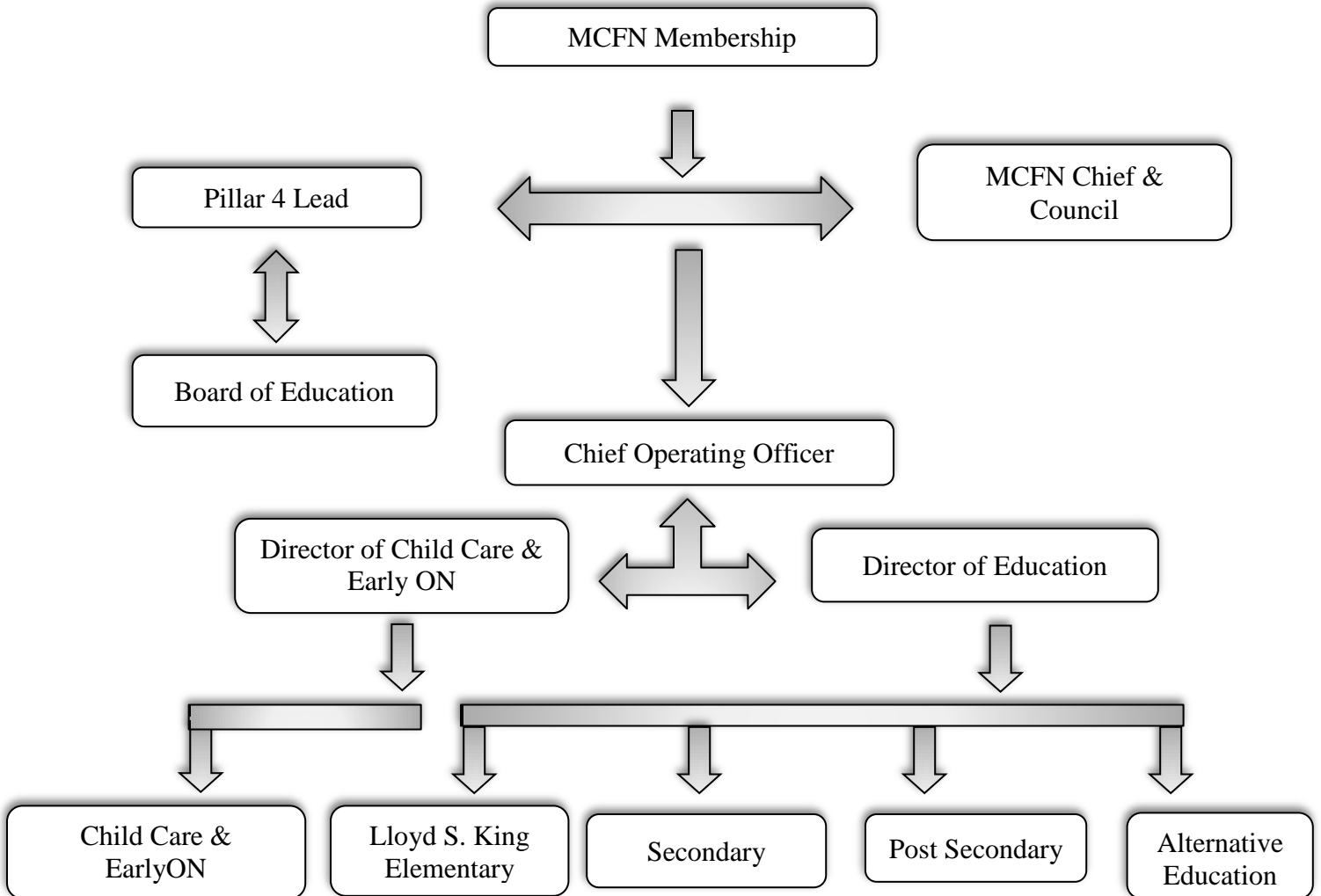
### **4.1 Relationships**

- 4.1.1 The Board of Education believes that a positive working relationship between the Board of Education members, Chief and Council, Child Care and EarlyON, Lloyd S. King Elementary, Grand Erie District School Board, Brant Haldimand Norfolk Catholic District School Board, colleges, universities and post-secondary organizations and community membership must be continued for the improved development of Education for the community.
- 4.1.2 The Board of Education recognizes that it is accountable to The Mississaugas of the Credit First Nation and to Pillar 4 Education & Awareness with reports as determined by the Terms of Reference.
- 4.1.3 The Board of Education will develop positive working relationships with the Federal, Provincial governments, other external bodies to meet the educational needs of our lifelong learners.



## 4.2 Structure

### Lines of Communication



## 4.3 Membership

4.3.1 The Board of Education will be made up of (seven) 7 appointed members consisting of the following:

- i. Two (2) parents who have children at Ekwaamjigenang Children’s Centre, Lloyd S. King Elementary School, Hagersville Secondary School/Assumption College School/any other Grand Erie District School Board or Brant Haldimand Norfolk Catholic District School Board. Can be a non-member.
- ii. Two (2) members
- iii. One (1) grandparent/elder who is a member

- iv. One (1) current or former Teacher (not currently working at LSK) or Principal (not currently working at LSK), Registered Early Childhood Educator (not currently working in Child Care or EarlyON on MCFN), Post-Secondary Education Counsellor; can be a non-MCFN member.
- v. One (1) Youth between 18-29 years who is a member enrolled in secondary or post-secondary.

Members not meeting above criteria are also encouraged to apply as Pillar 4 Education and Awareness may appoint based on suitability.

Note: The Inaugural appointment of the MCFN Board of Education seats will be posted and applicants will be screened by Pillar 4 Education & Awareness. Prior to the inaugural appointments, there will be a meeting with Pillar 4 and potential candidates to discuss candidate suitability, Terms of Reference and roles and responsibilities of the board. Going forward after the first term an election will be held as noted below.

The length of the member terms will be staggered to provide consistency. Upon completion of term, any position requiring fulfilling will be followed in section 4.3.1. In the event there are applicant's available positions will be reposted until filled.

	2018	2019	2020	2021	2022	2023	2024
<b>Parent 1 September – August</b>							
<b>Parent 2 April – March – 2 year term</b>							
<b>Member 1 September – August</b>							
<b>Member 2 – 2 year term</b>							
<b>Grandparent/Elder September – August</b>							
<b>Teacher September – August</b>							
<b>Youth 1 September – August 2 year term</b>							
<b>Election Year Seats Available</b>	<b>7</b>	<b>0</b>	<b>3</b>	<b>4</b>	<b>2</b>	<b>0</b>	<b>7</b>

4.3.2 Election process will be as follows:

45 days prior to the Annual General Meeting available Board Member positions will be posted. Candidates will submit an application package to the Education Department. Names of candidates will be posted 30 days prior to Annual General Meeting.

Application packages will include:

- A letter of interest from the applicant.
- A copy of a recent (within six months) Criminal Record Check (CRC) and Vulnerable Sector Screen (VSS) or copy of a receipt showing application for CRC/VSS is in process.
- Two current letters of reference from individuals who can reflect on the applicant's suitability for the appointment.
- Annual Offence Declaration for remainder of term (subsequent years of appointment).

Elections for Board of Education Member positions shall take place during the Annual General meeting.

A special meeting will be called following the Annual General Meeting where:

- Members will be required to complete Board training
- Chair and Co-Chair will be selected by consensus. (It is recommended that Chair and Co-Chair not be immediate family).

Selection of dates for training, regular meetings and Annual General Meeting will be selected during this meeting.

4.3.3 All Board of Education members will be recognized by way of the MCFN social media, website, and print resources.

4.3.4 Members will receive an orientation binder upon appointment with policies and procedures of the Education Department, Child Care and EarlyON, and any other policies related to Lifelong Learning as applicable. The MCFN Employment Policy & Procedure Manual will be provided as a reference.

4.3.5 a. Resource/Technical personnel to be made available at the request of the Board of Education from time to time. Possible resources to include LSK Principal and staff, lifelong learners, Child Care and EarlyON staff, Council Administration Services, and school board representatives.

b. Director of Education, Director of Child Care and EarlyON Programs, and the Pillar 4 lead will attend meetings.

4.3.6 a. The following convictions would deem a board member ineligible for consideration and/or removal from the Board of Education with the MCFN:

i. Any conviction of a crime against another person or property (assault, battery, utter threats, accessory to assault, robbery or offence that is sexual in nature).

- ii. Any convictions related to firearms (possession of a prohibited weapon, carrying a concealed weapon).
- iv. Any conviction of fraud or theft, except positions where the financial responsibilities are limited to petty cash.

b. For individuals who have not reoffended and who have served their applicable sentences and a waiting period of 10 years, a conviction will not be held against a person except in the following circumstances:

- i. Any Schedule 1 Offences (sexual offences involving a child) under the Criminal Records Act.
- ii. More than 3 offences prosecuted by indictment each with a prison sentence of 2 years or more.

4.3.7 A Board of Education Member may resign by giving two weeks written notice to the Board of Education.

4.3.8 A Board of Education member who is elected to either MCFN Chief and Council or Pillar 4 committee representative, shall be ineligible to continue membership on the Board of Education and shall be deemed as an automatic resignation.

#### **4.4 Rules of Procedure (Meetings)**

4.4.1 To meet regularly, but no less than quarterly. Meetings shall not exceed 4 hours.

4.4.2 To meet with Council (at the conclusion of one of Chief and Council's monthly meetings) and/or the Pillar 4 lead as requested. A formal invitation will be sent to Chief and Council.

4.4.3 Decisions of the Board of Education will be made by voting, decisions on the Board of Education financial matters will be done by way of a motion.

4.4.4 Quorum consists of 50% of members plus one, one of which can be appointed in the absence of the Chair and Co-Chair to Chair that meeting. The Chair and Co-Chair will rotate chairing the meeting.

4.4.5 Minutes to be taken of all meetings by the MCFN Minute Taker or otherwise appointed person. Approved minutes of any meetings shall be available to members of the Board of Education, Chief and Council and the community. In-Camera minutes shall be determined by the board, and made available to Chief and Council upon request.

4.4.6 Working or Sub-groups will be developed when required (e.g. Special Education, Finance, Bussing, and Public Liaison)

4.4.7 All meetings will be open to the community with the exception of confidential issues. Requests for time on the agenda will be overseen by the Chairperson and to be done one

week before the scheduled meeting. With reference to specific issues/concerns all people are to follow the process as outlined in the problem-solving process in section 6.4.

- 4.4.8 Honoraria will be provided to Board of Education in accordance with Council established rates and the approved budget, with the exception of the Education Staff, Social & Health Services staff, Child Care/EarlyON staff, and Council members.
- i. When quorum is not met for a scheduled meeting, the members present will wait 30 minutes and will receive full honorarium.
  - ii. Members must be in attendance for three-quarters of the meeting to receive an honorarium.
  - iii. Members participating via conference call will be deemed eligible for the honoraria as outlined above to a maximum of 1 meeting per year. After 1 meeting via conference call, member can still participate but will not be entitled to an honorarium.

## **5. MANDATE**

To fulfill our vision and achieve our mission, we are responsible for the following in relation to the Lifelong Learning model of MCFN.

- Board of Education Policies
- Relationships; internal and external to the MCFN community
- Advocacy for MCFN lifelong learning
- Governance, Strategic Planning and Capacity Building
- Culture and Language
- Board of Education budget review; regular review of Statement of Operations

### **5.1 Timeframe**

- Annual planning is to take place from January to March with the Education Department and Child Care and EarlyON to ensure work plans are complementary.

## **6. ROLES AND RESPONSIBILITIES OF THE BOARD OF EDUCATION**

### **6.1 Members**

- 6.1.1 To attend all scheduled meetings. A member may attend via teleconference/skype once per annum and be eligible for an honorarium.
- 6.1.2 To become informed on any education issue that must be handled by the Board of Education prior to decision-making.
- 6.1.3 To respectfully participate in all discussions and decisions following the code of ethics.

- 6.1.4 To participate in all meetings unless placed in a conflict of interest situation at which time the member should be excused.
- 6.1.5 To review the contents of all documents submitted to the Board of Education in preparation for discussion at meetings.
- 6.1.6 To participate in an orientation session; to become familiar with relevant information required to fulfill their duties as a Board of Education member.
- 6.1.7 To participate in skill-building seminar and/or workshops and other meetings as required.
- 6.1.8 To annually complete an Offence Declaration provided by the Education Office.

## **6.2 Chairperson/Co-Chair**

- 6.2.1 The Chairperson and co-chair of the Board of Education will be chosen from the seven (7) appointed members annually. It is recommended that Chair and Co-Chair not be immediate family.
- 6.2.2 To chair at meetings and speak on behalf of the Board of Education on both relevant and public issues.
- 6.2.3 To call special meetings when required, ensuring that proper notice in advance of special meetings is given, to determine the location of the meetings.
- 6.2.4 To introduce documents for discussions at meetings.
- 6.2.5 To encourage positive participation by all members in discussion and decision-making.
- 6.2.6 The Board of Education may appoint another member to function as acting Chairperson to exercise all the duties of that position when he/she is absent or unable to perform his/her duties.

## **6.3 Conflict of Interest**

- 6.3.1 A conflict of interest may generally be defined as a conflict between a Board of Education member's personal interest and his/her responsibility as a Board of Education Member.
- 6.3.2 No Board of Education member may participate in any decisions or engage in any activities that will create a real, potential or perceived conflict of interest.
- 6.3.3 In the event that a Board of Education member has a real, potential or perceived conflict of interest related to a matter to be discussed by the Board of Education, the member shall declare the Conflict of Interest to the Board of Education and excuse himself/herself from the discussions on that matter.
- 6.3.4 The Chair or Co-Chair can identify a conflict of interest if a member is failing to do so.

## **6.4 Problem Solving Process:**

- 6.4.1 Staff related matters are to follow the policies and procedures of Organizational Policies and Procedures.
- 6.4.2 All non-staff related matters are to follow the MCFN Complaints Policy.

## Glossary

<b>Board of Education</b>	A semi-autonomous elected/appointed group of people who will serve as the Board of Education, responsible to the MCFN Chief and Council.
<b>Chief &amp; Council</b>	The elected body of members who are given the responsibility of governing the MCFN.
<b>Conflict of Interest</b>	A perceived conflict that can arise between Board of Education Members personal interest and his/her responsibility as a member of the Board of Education.
<b>Culturally Sensitive</b>	Being aware, appreciate and understand the beliefs, values, culture and heritage within the community of MCFN.
<b>Director of Child Care And EarlyON Programs</b>	Is directly responsible for the overall operation of Child Care and EarlyON programs and reports to the Chief Operating Officer.
<b>Director of Education</b>	Is directly responsible for the overall operation of the education program and reports to the Chief Operating Officer.
<b>Fiscal Year</b>	Runs from April 1st to March 31 <sup>st</sup> of the following year.
<b>Holistic</b>	Meaning your mind, body, spirit and emotions. Mind-mental capabilities, Body-physical abilities, Spirit-your self-identity, self-esteem and your Emotions-your feelings.
<b>ISC</b>	Indigenous Services Canada
<b>LSK</b>	Lloyd S. King Elementary School
<b>MCFN</b>	Mississaugas of the Credit First Nation.
<b>Pillar 4 Lead</b>	The delegated Pillar Lead is appointed by Chief and Council
<b>Principal</b>	The person who oversees the operation of LSK Elementary School.
<b>Resource/Technical</b>	A person who may be of assistance in any/all Education related issues, will not hold a vote, but will offer knowledge/insight.
<b>Seven Grandfather Teachings</b>	The seven main traditional values within Anishinaabe Teachings.
<b>Quorum</b>	Consists of 50% plus 1 members one of which can be appointed to Chair/Co-Chair in the absence of the Chair or Co-Chair to Chair that meeting.



*We, the Board of Education of the Mississaugas of the Credit First Nation acknowledge these Terms of Reference and agree to abide by them as we complete our duties*

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Parent 1

\_\_\_\_\_  
Parent 2

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Member 1

\_\_\_\_\_  
Member 2

\_\_\_\_\_  
Grandparent/Elder

\_\_\_\_\_  
Teacher

\_\_\_\_\_  
Youth

MCFN Board of Education Members

Parent 1 –

Parent 2 –

Member 1 –

Member 2

Grandparent/Elder –

Teacher –

Youth -