### 1. Terms of Reference

This committee will provide advice to the Department of Education and make recommendations regarding:

* Development of an Educational Assistant (including Remedial Tutors) Allocation Process
* Creating criteria that drive allocations
* Clearly describing allocation drivers
* Outlining allocation timelines
* Other issues identified by the Department

In making it’s recommendations the committee will consider how other similar jurisdictions allocate educational assistants

Recommendations must:

* Comply with any relevant terms of the Collective Agreement
* Keep total recommended staff allocations within the FTE allocation approved by the government

Recommendations will not deal with the permanent or temporary status of Educational Assistants, as that is a collective agreement matter.

### 2. Committee Membership

Chair – Dick Chambers, Consultant

Representatives from the following organizations:

* Yukon Teachers’ Association (YTA) - 3
* Association of Yukon School Administrators (AYSA) - 3
* Assoc. of Yukon School Councils, Boards and Committees (AYSCBC) - 2
* Catholic Education Association of Yukon (CEAY) – 1
* LDAY -1
* FNEC -1
* Department of Education representation:
	+ Assistant Deputy Minister of Education, PSB
	+ Superintendents of Schools - 2
	+ Director of Student Services
	+ Manager of Student Services
	+ Director of Human Resources or designate
	+ Other representatives may be invited to attend on an *ad hoc* basis as need arises.

### 3. Timeline

* The Committee will meet as required in order to submit a report to the Deputy Minister by the end of February. It is anticipated that the first meeting will be in the last week of October and that there might be two meetings in November, perhaps one the first week of December, and up to two in January.

### 4. Operating Procedures

* The committee will serve as a consultation committee to the Assistant Deputy Minister, PSB
	+ The committee is struck and supported by the Department of Education. The support will take the form of setting up meetings, drafting agendas, facilitating the meetings and preparing final summaries of meetings.
* Members will be appointed by their organization for the duration of the project.
	+ There will be no financial remuneration to members or organizations for participation in the meetings.
	+ Hotel and travel costs will be covered for rural participants.
	+ Members are expected to participate in the committee representing their parent body.
	+ Communication between the representatives and their sponsoring bodies is restricted to reporting issues rather than decisions pending the final outcome of the meetings.
* Advice provided to the Department of Education will be made by consensus, where possible. If consensus cannot be reached, the differing views will be noted.
* Final decisions on implementing the advice, plans or priorities of the committee will rest with the Department of Education.