### 1. Terms of Reference

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

* Refinement of the staffing entitlement formulae for school-based teacher allocations areas
* Refinement to criteria that drive allocations
* Clarification of the description of allocation drivers
* Refinement to the Staffing timelines
* Other issues identified by the Department

Recommendations must:

* Comply with the Collective Agreement regarding maximum class sizes
* Keep total recommended staff allocations within the FTE allocation approved by the government: 484 full-time equivalent teachers (FTE).

### 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
* First Nation Education Committee (FNEC) – 1
* Department of Education representation:
  + Assistant Deputy Minister of Education, PSB
  + Superintendents of Schools
  + Director of Programs and Services
  + Director of Human Resources
  + Manger of Recruitment, Human Resources
  + Other representatives may be invited to attend on an *ad hoc* basis as need arises.

### 3. Timeline

* The Committee will meet twice in November, and twice (if required) in January
* The Committee will submit a report to the Deputy Minister by the middle of February

### 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.