



## Terms of Reference

### For the Coalition of Nunavut DEAs and Department of Education

#### Training Working Group

**Purpose:** The Training Working Group provides a structure for cooperation between the Coalition of Nunavut DEAs and the Department of Education to bring increased efficiency and effectiveness to DEA training activities.

**Goal:** It aims to bring informed and coordinated decision-making to training planning and delivery to support DEAs in fulfilling their responsibilities and providing community-based educational leadership. The parties recognize the need for additional training for DEAs in carrying out their increased financial and human resources responsibilities as outlined in the *Education Act*.

**Scope:** This Terms of Reference fulfills the mandate set out for it in the *Cooperation Agreement Between the Coalition of Nunavut DEAs And the Department of Education*. Legal authorities and responsibilities shall be adhered to, as mandated by the Education Act.

**Membership:** While substitute members maybe named well in advance of scheduled meetings, memberships is agreed to be: On behalf of the Department of Education, The Assistant Deputy Minister of School Services and Operations, DEA Development Coordinator and a representative of the regional school operations; On behalf of the Coalition of Nunavut DEAs, Executive Director, and 2 board members.

**Scope and Activities:** The Training Working Group, agree to:

1. Plan, consult and develop an annual training calendar for the Department, the Coalition and for joint training as follows:
  - a. The DOE shall deliver training to DEAs in the areas of
    - i. Financial Accountability including bookkeeping and financial procedures
    - ii. Administration of Department funded programs
    - iii. School Operations pertinent to the decision making of DEAs

- b. The Coalition shall deliver training in the areas of
    - i. Board Governance and structures
    - ii. Policy Development
    - iii. Community Engagement
  - c. A joint training session may be provided
    - i. to ensure all DEAs understand the ability to interpret the Education Act.
    - ii. To ensure office managers have the support to implement DEA driven decisions.
2. Where training occurs within the scope of the planned training, share a summary of training and support activities undertaken on a quarterly basis; participation and evaluations of sessions, including activities outside of this mandate
  3. Where training occurs outside of the planned training, share a summary of training and support activities undertaken on a quarterly basis; participation and evaluations of sessions, including activities outside of this mandate
  4. Gathers information regarding DEA training needs, including surveys of DEAs, principals, communities and others.
  5. Discusses and plans training to be delivered jointly or individually, to be determined annually on:
    - a. orientation to DEA roles and responsibilities, including orientation manual;
    - b. finance and budget management;
    - c. legal roles and responsibilities;
    - d. staffing processes (DEA involvement in school staffing);
    - e. office management and administration; and
    - f. policy development & public/community consultation.
    - g. program implementation, for example, Inuuqatigiitsiarniq and Attendance Programs

**Dispute Resolution:** Where the parties cannot agree, the Minister of Education and the Chair of the DEA Coalition will discuss the matter and attempt to reach agreement. Where agreement can still not be reached, the parties will not proceed with joint activity and will continue to respect the authorities and roles of the other party as described here, in the Cooperation Agreement, and in Government of Nunavut legislation.

**Term of Agreement:** This agreement may be amended from time to time in writing by agreement of both parties. It shall remain in force until one or both parties notify the other, in writing, that they terminate this agreement.

A notice of termination must provide a minimum of 90 days notice. Nothing in this Agreement limits the rights of the Coalition or the Department in performing their duties.

  
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Chairperson, Coalition of Nunavut DEAs

OCT 29 2011  
Date

  
\_\_\_\_\_  
Minister of Education

Oct. 29/11  
Date