

**Aurora School Ltd.
Policy Committee Meeting Minutes
September 9, 2020**

Policy Committee Chair: Keira Hanrahan

Recording Secretary: Susan Mallory

1. CALL TO ORDER AND ROLL CALL

Meeting called to order at 4:02pm, and was held virtually in compliance with COVID-19 Pandemic social distancing regulations.

Attendees: Peter Dang, Victoria Dias, Ian Gray, Neetu Gidda, Jacquie Harman, Keira Hanrahan, Arlene Huhn, Mary Healy, Marla Leganchuk, Susan Mallory, Janet Rockwood, Monique Wilson

2. AGENDA

The September 9, 2020 Policy Committee Meeting agenda was approved as presented.

3. PREVIOUS MINUTES

The June 3, 2020 Policy Committee Meeting Minutes were approved as presented.

4. POLICIES UNDER REVIEW

- **Budget Policies**

Based on Board recommendations, the Policy Committee is conducting a review of existing policy and development of new policy to address budget processes, budget implementation, approved budget spending, and unspent budget amounts. Keira Hanrahan, Janet Rockwood, Marla Leganchuk and Shazin Mohamed-Standing will meet to continue work on budget policy development, and will report back to the Policy Committee once review/development complete.

Recommendation: Tabled until review/development complete and ready for presentation to the Policy Committee.

- **BP 5120 – Staff Professional Development**

The Board shall notify the Alberta Teachers' Association (ATA) whenever BP5120 Staff Professional Development is reviewed, as per the Collective Bargaining Agreement.

The Policy Committee will add a paragraph to BP5120 under guidelines to reflect this. The ATA will receive the earliest possible notice of meeting date Policy 5120 to be reviewed. Keira Hanrahan asked teachers to send her an email if they have any questions.

Recommendation: Present BP5120 for first reading at September 16, 2020 Board Meeting.

- **BP 8030 – Community Use of Facilities**

Policy 8030 has been updated to reflect current policy and procedures for use of Aurora School by the community. No further changes identified by the committee.

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Recommendation: Present BP8030 for third and final reading at September 16, 2020 Board meeting

- **AR 8030 – Community Use of Facilities**

Administrative Regulation 8030 has been updated to reflect current policy and procedures for use of Aurora School by the community. No further changes identified by the committee.

Recommendation: Present AR8030 for information at September 16, 2020 Board meeting

- **BP 7071 – Human Sexuality**

Policy 7071 has been updated to be compliant with Alberta Education curriculum. Changes to policy may be required if the new Alberta Education curriculum is approved.

Recommendation: Present BP7071 for third and final reading at September 16, 2020 Board meeting

- **AR 6170 – Extended Absences**

Administrative Regulation 6170 has been updated to reflect current policy and procedures for use of Aurora School. Areas identified by the committee for revision: PATs cannot be written in advance, BP and AR align with each other, and that policy reflects student centeredness (examine ‘zero-mark’ clause for missed exams). Janet Rockwood will review policy with school-based administration, and consult with teachers.

Recommendation: Tabled to next Policy Committee Meeting October 7, 2020 pending review with school-based administration and teachers.

- **BP/AR 6050 – Field Trips**

Policy 6050 requires reviews regarding process for field trip cancellation. Need to build into policy the terms on ‘how’ and ‘when’ the Board cancels a field trip. The responsibility of how the notification goes out to be added to AR. This policy needs to work for all stakeholders. Add ‘teacher in charge of field trip be included before the decision is made’ to policy. Janet Rockwood and Keira Hanrahan will meet to further review/update the BP and AR.

Recommendation: Present BP6050 for first reading at the September 16, 2020 Board meeting. Present AR6050 for information at the September 16, 2020 Board meeting.

5. Policies Up for Review in 2020

As there are a large number of policies due for review in 2020, we are looking at dividing policies for review over a four-year period. These policy review groupings were developed to be as even as

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possible and allow extra time for emergent issues. The policy review spreadsheet was reviewed with the committee.

Proposed Review Year Schedule

- Foundation Policies | Aurora Charter School Governance and Operations: **2020**
- School Administration | Business Administration | Human Resources: **2021**
- Student Policies: **2022**
- Curriculum and Instruction | Facilities Management | Transportation: **2023**

The proposed review schedule will be presented to the Board in a board motion. Once motion passes the review dates will be updated for effected policies. The ATA will be notified of a new review date for BP5120 Staff Professional Development if changed from 2020.

Recommendation: Present Review Year Schedule for Board approval and motion at the September 16, 2020 Board meeting.

6. NEXT POLICY COMMITTEE MEETING

October 7, 2020 (4:00 – 5:00pm)

7. ADJOURNMENT

The Policy Committee meeting ended at 5:02pm on September 9, 2020.