

**Aurora School Ltd.
Policy Committee Meeting Minutes
May 12, 2021**

Policy Committee Chair: Keira Hanrahan

Recording Secretary: Susan Mallory

1. CALL TO ORDER AND ROLL CALL

Meeting called to order at 4:01pm, and was held virtually in compliance with COVID-19 Pandemic social distancing regulations.

Attendees: Peter Dang, Neetu Gidda, Ian Gray, Jacquie Harman, Keira Hanrahan, Mary Healy, Amanda Joblinski, Marla Leganchuk, Shazin Mohamed-Standing, Susan Mallory

2. AGENDA

The May 12, 2021 Policy Committee Meeting agenda was approved as presented.

3. PREVIOUS MINUTES

The April 7, 2021 Policy Committee Meeting Minutes were approved as presented.

4. POLICIES UNDER REVIEW

- **BP4020 – Administration of School Funds**

A comprehensive review of BP4020 is underway, with a view to creating policy on procurement, how Aurora spends money, i.e. quotes and bids, and clarification of spending procedures over \$5000.

Marla suggested including a clause found in New Horizons policy to clarify items falling within or outside of the budget.

This is one of the items the Audit/Finance Committee will be looking at. Concerns were raised about the addition of amounts which could shift the focus of the policy.

Need to identify what the goal of this policy is with respect to spending approvals, i.e. superintendent approvals, board approvals.

4020BP was tabled by the Policy Committee in order for the Board to review the policy and provide direction to the Policy Committee i.e. breaking up the policy into different areas, implementation, spending, etc.

The Policy Committee is looking into the development of a procurement policy as directed by the Board. It is the Board's responsibility to set a standard for large purchases, sole sourcing, tender processes, type of purchases, etc.

Keira Hanrahan will research other school board policy with a view to sole sourcing for the next meeting

Recommendation: Present for second reading to the Board at the May 20 Board Meeting

- **BP2150 – Appeals Procedures**

Discussion on whether parents and students can bring forward appeals as per Board recommendations. This policy references education appeals only. Discussed language to make

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the policy user-friendly. Outcome of discussion was to define Stakeholders as parents, students and legal guardians.

It was suggested that perhaps policy should list types of appeals that would be listed regarding student matters.

Recommendation: Present for third and final reading to the Board at the May 20 Board Meeting

5. NEXT POLICY COMMITTEE MEETING

- June 2 (4:00 – 5:00pm)

6. ADJOURNMENT

The Policy Committee meeting ended at 4:56pm on May 12, 2021.