

**Aurora School Ltd.
Policy Committee Meeting Minutes
June 2, 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, Ian Gray, Jacquie Harman, Keira Hanrahan, Mary Healy, Amanda Joblinski, Susan Mallory, Jacqueline Tomkow

2. AGENDA

The June 2, 2021 Policy Committee Meeting agenda was approved as presented.

3. PREVIOUS MINUTES

The May 12, 2021 Policy Committee Meeting Minutes were approved as amended.

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.

Added procurement piece and sole source language to the policy. Received no further feedback at the last board meeting. Ian Gray will call New Horizons for permission to use their grid prior to the next board meeting.

Recommendation: Present for third and final reding to the Board at the June 17 Board Meeting

● **BP1030 – Goals and Objectives**

As this policy and the language used is tied in to the Charter, it is to be repealed.

Recommendation: Present for second reading to the Board for repeal at the June 17 Board Meeting

● **BP8350 – Video Surveillance**

Ian Gray has received feedback from the lawyer, and some points referenced were:

- Retention date is fine.
- Add 'video retention should be 60 days'.
- Audio – revise Purpose Statement to reflect bus audio

Discussed liability regarding live-feed security monitors in both school lobbies. Ian Gray will check with lawyers as monitors are essential to student security. Other items discussed were:

- What to do if the police want to view video (added to the policy).
- Provide parameters on law enforcement, peace officers, etc., and how do they make a request to view video, i.e. form to complete, warrant needed, etc.

Recommendation: Present for first reding to the Board at the June 17 Board Meeting

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- **3700BP – Crisis Policy**

The Board last provided feedback at the April board meeting. After review Policy Committee did not make further changes. Crisis intervention guide to be added to 3700AR. Discussed crisis intervention piece as to whether it fits the BP or AR. There is information in the intervention guide on things such as bomb threats, plus we do not want contact numbers of agencies Aurora School works with in policy. as this guide is for internal use only . It was suggested to add a table of contents and list topics with details in the AR to be transparent.

Keira Hanrahan asked the committee to add tabs to document prior to June 20t board meeting.

Recommendation: Present for second reding to the Board at the June 17 Board Meeting

- **1040BPK – Policy Making and Governance**

Keira has reviewed this document and removed references to governance and governance related topics. Discussed following points:

- Do we have any criteria to be a Policy Committee member?
- Who can or cannot be on this committee.

Committee will add to policy the minimum membership requirements to sit on the Policy Committee. Ian Gray will touch base with other schools to see how their policy committee membership is comprised. The committeehas defined Policy Committee quorum as:

- A board member/designate
- Superintendent/designate
- A member of senior administration
- PC Secretary or designate

Information in policy that is not current practice was discussed, i.e. sharing with School Council and staff. Was suggested to set up a drive that Policy review documents can be shared with staff. This suggestion was accepted and Susan Mallory will make policies under review available for staff to view in a designated drive on a monthly basis. She will coordinate with superintendent regarding drive setup and content.

Recommendation: Present for first reding to the Board at the June 17 Board Meeting

The Policy Committee wished Jacquie Harman all the best in her new move and will miss her invaluable contributions to policy.

5. UPCOMING POLICY COMMITTEE MEETINGS

- September 1
- October 6
- November 3

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6. ADJOURNMENT

The Policy Committee meeting ended at 5:04pm on June 2, 2021.