

**Aurora School Ltd.
Policy Committee Meeting Minutes
February 3, 2021**

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, Ian Gray, Jacquie Harman, Keira Hanrahan, Mary Healy, Susan Mallory, Janet Rockwood, Monique Wilson

2. AGENDA

The February 3, 2021 Policy Committee Meeting agenda was approved as presented.

3. PREVIOUS MINUTES

The December 2, 2020 Policy Committee Meeting Minutes were approved as presented.

4. POLICIES UNDER REVIEW

• **BP4020 – Administration of School Funds**

BP4020 is currently tabled pending comprehensive review of this policy. In the interim, the Board has asked the committee to add policy on procurement, how Aurora spends money, etc. and clarification of spending procedures over \$5000.

Wording and ideas to improve clarity on spending practices were discussed and can be expanded upon during the full policy review. Much of BP4020 belongs in the administrative regulation.

The committee would like more time to refine wording, with particular attention to procedures regarding:

- quotes versus spending.
 - small contracts are signed by principals up to \$5000, and this dollar amount needs to be added to clause 5(a).
- setting price points.
(May be problematic as supplier sources could be limited or provided by only one company.)
- types of purchases and payments used, i.e. cheques.

Action item: Keira Hanrahan will conduct quick review of other board's policies and Janet Rockwood will assist her in this and reach out to other school jurisdiction.

Recommendation: Present for first reading to the Board at the February 16 Board meeting.

• **BP8300 – Occupational Health and Safety (OHS)**

A consultant has been hired to review Aurora School OHS procedures and policies. The proposed recommendations stem from the OHS review and are required for compliance.

Recommendation: Present for first reading to the Board at the February 16 Board meeting.

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- **BP6050 – Field Trips**

The committee has no further revisions for this policy.

Recommendation: Present for third and final reading to the Board at the February 16 Board meeting.

- **BP8050 – School Emergencies Policy**

Reviewed policy for consideration by the committee. Janet Rockwood researched other school board policies on school emergencies.

Action Item: Janet Rockwood will double check Emergency Plan to ensure nothing is missed from plan.

Recommendation: Present for first reading to the Board at the February 16 Board meeting.

- **BP3700 – Crisis Policy**

BP3700 makes reference to a *Crisis Intervention Activation Guide*, however, the guide does not exist. The superintendent feels Aurora School needs to develop this guide and train staff accordingly. The committee discussed the reference documents listed in the policy, noting how varied they are or non-existent. This policy needs to be trauma informed.

Action items:

1. Aurora administration and superintendent will work on this piece.

2. Set timelines.

→ Add to February 5th Admin Meeting to set timelines, determine who will work on it, and discussion on what it might look like.

→ break timeline down into manageable timeframes and set an interim date as a placeholder to update the Policy Committee.

3. Pull all the documents together to add to the Crisis Intervention Action Guide.

Recommendation: Tabled to the March 3 Policy Committee Meeting.

- **BP2080 – Minutes and Records**

BP2080 is out of date and changes have been made to reflect current practices.

Recommendation: Present for first reading to the Board at the February 16 Board meeting.

5. NEXT POLICY COMMITTEE MEETING

March 3, 2021 (4:00 – 5:00pm)

6. ADJOURNMENT

The Policy Committee meeting ended at 4:58pm on February 3, 2021.