

**Aurora School Ltd.
Policy Committee Meeting Minutes
December 2, 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, Ian Gray, Jacque Harman, Keira Hanrahan, Mary Healy, Susan Mallory, Janet Rockwood, Jacqueline Tomkow (left meeting at 4:23pm)

2. AGENDA

The December 2, 2020 Policy Committee Meeting agenda was approved as presented.

3. PREVIOUS MINUTES

The November 4, 2020 Policy Committee Meeting Minutes were approved as presented.

4. POLICIES UNDER REVIEW

● **BP/AR 6030 – Entrance Age of Kindergarten**

This policy is to be repealed as the information is out of date and requirements can be found in BP6000 – Admittance.

Recommendation: Present to the Board of Directors for third and final reading to repeal policy at the December 10, 2020 Board Meeting.

● **BP2030 – Board Communication Protocols**

This policy was ratified at the November 18, 2020 Board Meeting. Was added to the December agenda to verify work on this policy is complete. The consensus of the committee was the policy will be reviewed on or before its next review cycle.

Recommendation: No further action required at this time.

● **BP6050 – Field Trips**

This policy requires updates to reflect the Board of Director's ability to cancel field trips, and that they cannot be held responsible for cancellations. Points discussed:

- The need to determine who is responsible for making fieldtrip cancellations. It was noted that anyone may cancel a fieldtrip for student safety.
- Field trips can be cancelled for many reasons and this needs to be expanded in policy beyond cancellation, i.e. inappropriate, weather conditions, etc.
- Remove Board of Directors as an item, exception for travel cancellation. Most policies have the superintendent as the person who determines if a field trip is approved.
- Strengthen language regarding compensation/refunds.
- Compensation (should the field trip not meet school expectations).
- Discussed use of the word *Sponsor* versus *Approved*. Need to indicate that approvals may be withdrawn or cancelled.
- Volunteer Driver content discussed. It was noted that parent/volunteer drivers would never be approved at the school level.

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Action Item: AR6050.1 Volunteer Driver Authorization to be repealed.

Recommendation: Present to the Board of Directors for second reading at the December 10, 2020 Board Meeting

- **BP8050 – School Emergencies**

After further research on this policy by the committee chair, it was realized that information is also contained in BP 3700 Crisis Policy. It was determined these two policies should be combined. The AR's for both policies are also to be combined, and a strong reference to the *School Emergency Binder* should be stressed.

It was noted that other school boards tend to place this information under an information piece for parents, and their policies reference only the facility.

Action Item: Keira Hanrahan and Janet Rockwood will meet to work on combining content in BP/AR 8050 and BP/AR 3700.

Recommendation: Tabled to the February 3, 2021 Policy Meeting

5. NEXT POLICY COMMITTEE MEETING

February 3, 2021 (4:00 – 5:00pm)

6. ADJOURNMENT

The Policy Committee meeting ended at 4:52pm on December 2, 2020.