



Policy Committee Meeting Minutes (DRAFT)

May 12, 2022
4:00pm (virtual)

1. Call to order (Chair: Keira Hanrahan)

Called to order at 4:04pm

Attendees: Peter Dang, Ian Gray, Elizabeth Lund, Michelle Smith, Keira Hanrahan, Mary Healy, Susan Mallory, Monique Wilson, Jacquie Harman, Zahida

2. Approval of May 12, 2022 Agenda

Agenda approved as presented

3. Approval of Previous Minutes - April 7, 2022

Minutes accepted as presented.

Reminder: Correct the name of 4100 BP to Charitable Status. (Policy name has been corrected on school website)

4. Policies Under Review

- 2030 BP - Board Communications Protocols (passed second reading April 21 2022) & 2140 BP - Media Relations (passed second reading to repeal April 21 2022)
No changes suggested by the Board. No changes suggested by the Policy Committee.
Recommendation: Present to the Board for third and final reading to repeal at the May Board meeting.
- 4200 BP - Corporate Credit Card Procedures (review year - tabled to May policy meeting)
Present edits to the Board re discipline for first reading, and whether this policy is required. For audit purposes it is a good idea to have, but noted we do not have any policies that contain consequences for not following policy.
Recommendation: Present to the Board for first reading
- 4030 BP - Expense Reimbursement (passed first reading April 21 2022)
The board suggested that we repeal as they do not deal with any spending.
Recommendation: Present to the Board for 1st reading to repeal (readings start over)
- 4050 BP - Petty Cash (passed first reading to repeal April 21 2022)
No changes or suggestions from the Board or the Policy Committee.
Recommendation: Present to the Board for 2nd reading to repeal
- 5052 BP - Employee Benefits – Non-Teaching Staff (passed first reading April 21 2022)
Changed the framing of this policy, highlighting being an employer of choice.
Recommendation: Present to the Board for seconding reading
- 5053 BP - Leave of Absence – Non-Teaching Staff (passed first reading April 21 2022)
Changed framing of the policy, highlighting being an employer of choice.
Recommendation: Present to the Board for seconding reading
- 5130 BP - Staff Attire (passed first reading April 21 2022)
Board provided feedback on keeping or repealing 5130 BP. Kiera Hanrahan reviewed other charter school policy regarding a staff attire policy, and found no charter schools have a staff attire policy. It was discussed how (or if) staff attire should be reflected in policy. It was noted that staff have to be held to a higher standard due to student uniforms. Discussed gray areas of policy and the need to follow policy, or if the policy is not applicable, repeal it. Business casual is the standard posted on the Alberta Education website. Discussed adding a business casual phrase in existing policy. Ian Gray is in favour of policy 5130 BP as it outlines our school culture and suggested moving staff attire to AR 5020 AR under recruiting. It was also suggested adding staff attire to the Staff Handbook. This was met with favour and a good starting point. The committee will recommend to the Board to repeal this policy. Schools will update their staff handbook and new teacher orientation with general wording about Business Casual.
Recommendation: Present to the Board for 1st reading to repeal.

5. Policies For Review

- 8050 AR - School Emergencies
Add to the Administration Meeting agenda.
 - 6040 AR - Provincial Assessment Results
Add to the Administration Meeting agenda.
- Jacquie Harman suggested creating a list of ARs to review, with each admin reviewing five ARs to bring to the Admin meeting for discussion. ARs should also be brought forward each time the BP is updated to make sure they are consistent with each other.
- 3150 BP - School Fees
Concerns expressed about a style guide, ie. guidelines and purpose. Aurora does not know all the activities and field trips for next school year by the end of June, however a complete fee schedule for parents is required. Also providing School Council the fee schedule before the Board reviews it could be problematic. The schedule will need to be updated to include the high school. ARs must also be in compliance with BP. We have a good base but need some modifications. Discussed whether we are following regulations with respect to charging a refundable caution deposit for textbooks in grade 10. Aurora has a fee schedule but it is not posted online which contradicts the regulation. Ian Gray will review other school boards policy on textbook deposits. He will also speak with Alberta Education Field Services about with respect to compliance.
Recommendation: Present to the Board for 1st reading
 - 6040 BP - Student Discipline
Education Act guidelines have changed and need to be updated accordingly. Jacquie Harman will make the necessary updates.
Recommendation: Present to the Board for first reading.
 - 6150 BP - Improving Student Learning
Changes are needed with respect to the new high school. Also, the policy needs to reflect high school requirements in background and purpose. There is unusual wording which should be revised and the policy must be in line with the Education Act.
Tabled to next Policy Meeting.
 - 7071 BP - Human Sexuality
Need to update policy to reflect K - 12 curriculum, instead of K - 9. Reviewed proposed edits with respect to CALM. Ian Gray and Jacquie Harman will add required terminology and conduct a full review when it comes up for regular review as per the review date.
Present to Board for 1st reading.

6. [Aurora Policy Revision & Review Dates](#)

6. Upcoming Committee Meetings (Wednesdays)

June 1 (4pm)

7. Adjournment

Adjourned at 5:15pm.