

**BFCCPS Governance Committee Minutes**  
**December 15, 2009**  
**BFCCPS Library**

In attendance: Lori Clements, Anna dos Santos, Stephan Katinas, Joe Perna, Tim Tracy

Meeting began at 7:25pm

The minutes from the October 20, 2009 Governance Committee meeting were reviewed and unanimously approved.

Several policies were discussed or reviewed in detail:

- **Policy 0028** – Employee Grievance Process – Lori reviewed the policy and identified several areas need further analysis. Should the civil rights policy in the Employee Handbook be a separate policy? Should grievances stop with the HOS? Should this policy apply to a single employee with a grievance that does not involve another employee?
- **Policy 0027** – Expectations for Parents, Guardians, and Volunteers. Briefly discussed some areas that need updating. Tim will update.
- **Open Meeting Law** – presentation by auditors at Charter Leaders Conference in November recommended having a policy that specifically mandates our adherence to the provisions of the law. Policy 0024 – Committee Formation, references it briefly. Agreed that Policy 0001 – Board Rules is the best location for this policy statement. Lori/Rich will update.
- **Policy 0001** – Board Rules – Instead of repeating provisions found in the By-laws, the policy will be updated to refer to the appropriate By-laws. At a minimum, sections 4.1, 4.2, 4.6.3.2, 4.6.3.3 and 4.6.4.2 will need updating. Lori/Rich will update.
- **By-Laws** – reviewed a few sections that will need to be updated, such as the Nominating Committee section. Tim will update.
- **Policy 0025** – Fiscal Policies and Procedures Guide – does not contain the revised budget amendment language agreed to in FY09. Anna will implement. Also, Anna will schedule a meeting with the AHOS and the bookkeeper to review the policies and procedures in detail.

The January meeting will need to be rescheduled. January 12 was tentatively selected as the new meeting date. Tim will confirm.

Meeting adjourned at 9:00pm.