

BFCCPS Governance Committee Minutes
April 11, 2011
HOS Office

In attendance: Lori Clements, Anna dos Santos, Joe Perna, Don Tappin

Meeting began at 9:50am

The committee approved the minutes of the March 22, 2011, meeting.

Policy 0015 - Logo

- Changes identified at last meeting were verified.
- Don will remove the tracking changes and send a clean copy to Lori. It will be presented to the Board of Trustees (BOT) in May.

Policy 0027 – Expectations for Parents, Guardians, and Volunteers

- In section 5.3, in the last sentence, change “should” to “shall”.
- In section 6.0, reorder the referenced documents according to their policy number.
- Anna will update and send copy to Lori with change tracking on. Policy will be presented to BOT in May.

Policy 0032 – Bullying Prevention and Intervention

- Delete section 5.2 because it’s redundant.
- In section 5.3, added “and updated as necessary” to the last sentence.
- In section 5.3, changed “policy” to “Plan”.
- Lori will update. Policy will be presented to the BOT in May.

Policy 0033 – Travel Reimbursement

- In section 2.0, add sentence excluding BOT members.
- Delete section 5.4 because it’s redundant.
- In section 5.6 (which will become 5.5), “Guide” should be “Guidelines”.
- In section 5.9 (which will become 5.8), modify to use the GSA per meal rates and to not require receipts.
- Anna will update and the committee will review it again in May.

The group decided to adopt the standard of defining BOT and HOS in section 3.0 Responsibilities (in 3.1 and 3.2, respectively). BOT and HOS should be removed from the 4.0 Definition section. **These changes should be made in all the policies currently under review.** Other policies will be updated next year.

Policies **0029 Safety Plan** and **0030 Media Contacts** will be reviewed in May.

Meeting adjourned at 10:45am.