

SQAP Meeting
January 25, 2018

Present: Jolene M., Peter H., Sandra D., Grace B.

Absent: Bram D., Joel V., Rob M.

1. Jolene opened with prayer.
2. Minutes from December meeting will be reviewed and items reported on throughout this meeting.
3. Section 1-School Identity
 - i. Organizational Chart-is in school hand book that is given to each new family upon registration. Ray Hendriks emailed an organizational chart that pertains to COO leadership. Board to initiate change if interested. TBCS still in style of Board that has many committees and much engagement with the school so OACS chart not relevant to TBCS currently. Peter to redraft current chart to indicate more clearly who reports to whom.
 - ii. Mission and Vision-board to discuss if they would like to change and proceed further. Ray said SQAP committee felt the mission and vision did not reflect the unique nature of TBCS.
 - iii. Constitution and By-laws-Grace reviewed and made proposed changes and sent to Ray Hendriks. Waiting to hear back from him. If possible, a package of various changes to be sent with membership package at Spring meeting. TBCS is a provincially (not federally) not-for-profit organization so paperwork does not need to be filed governmentally but TBCS by-laws will be superseded by Not-For-Profit Act in the case of any discrepancy. Conflict of Interest sample policy from Strathroy Community Christian School handed out.
4. Section 2-School Management
 - i. Time allocation – done by Peter
 - ii. Reviewing work of administration team-Jolene & Joel working with Ray Hendriks
 - iii. External audit-staying with internal audit. Jolene informs that OACS also audits financials as Trudy sends them to OACS each year. Cost of external audit projected around \$10,000.00
 - iv. Electronic banking-still being worked on. 2 signatures to 1 signature approved by board. Slow process with the bank. TBCS as a payee-will enable online paying of tuition. Working on direct withdrawal and then deposit.
 - v. Leadership proposal team for the future-relates to Joel & Jolene's work with Ray.
5. Section 3-Academic Performance-Short term Goals
 - i. MAP (Measures of Academic Progress) starting next couple of weeks.
 - ii. Curriculum Review Cycle-Bible curriculum currently being reviewed by Sandra. Language arts is on the radar for next review. Sandra will create chart of curriculum review cycle to be used as a guideline. Teacher Report on Work Covered contains information on curriculum covered each subject each year. Sandra working on a curriculum binder for each classroom.
 - iii. Peter overseeing Learning Leader curriculum work.
 - iv. Professional development-value of Edifide convention questioned. TBCS isolated so still support attendance of it. Cost is minimal in terms of PD budget. Staff encouraged to look into PD opportunities.
6. Section 3-Academic Performance – Long term Goals
 - i. Look into purchase of new learning resources and technology to meet educational goals-Jolene informs that Spaghetti dinner made \$1400. Could be put towards purchases.

- ii. Special Education Program-admittance, testing, permissions, assessments etc. outline in a handbook. Beacon Hill Christian School suggested by Ray as resource for this. Peter
- iii. Orientation of new staff. Peter to take the lead on this and develop booklet.
- iv. Resource Program Review. (Also under General Recommendations) Refer to Special Needs Policy. Peter

7. Section 4-School Culture

- i. Health and Safety Committee passed by board. Needs to be formed and deal with Ryan's Law Policy etc. Review Health and Safety policy #801.
- ii. Jolene looking into Access for Ontarians with Disabilities Act. Ray suggested researching the EdCommons website.
- iii. Police Checks-Peter checked and OACS recommends police check every three years for staff and volunteers. Who is a volunteer? Proposed that volunteer be considered as anyone having consistent, regular interaction with students throughout the school year eg. librarian, overnight trip volunteers – not yard duty. Grace to check with insurance company. Jolene mentioned offence declaration can done in between criminal reference checks. Possibly have checks done every 4-5 years with declaration in between. Who pays? Current board motion is that staff and volunteers pay.

- 8. Sections still to be reviewed- Community Relations, High School, and Staff Cohesion
- 9. Peter closed in prayer.