



Advisory Committee for Extended Day and Child Care Programs

Wednesday, January 29, 2020, 7:00 pm

Trustees' Committee Room

133 Greenbank Road

Ottawa, Ontario

Pages

1.	Call to Order	
2.	Introduction of Superintendent Duah	
3.	Approval of the Agenda	
4.	Delegations	
5.	Review of Committee Report	
5.1	27 November 2019 Report	2
6.	Action/Discussion/Information Items	
6.1	Review of Survey Results	8
6.2	Outreach to Existing Committee Membership	
6.3	Committee Mandate	22
7.	Department Update	
8.	New Business	
8.1	Next Meeting - 22 April 2020	
9.	Adjournment	



Advisory Committee for Extended Day and Child Care Programs Report

**Wednesday, November 27, 2019, 7:00 pm
Trustees' Committee Room
133 Greenbank Road
Ottawa, Ontario**

A meeting of the Advisory Committee for Extended Day and Child Care Programs was held this evening commencing at 7:05 p.m. in the Trustee's Committee Room, 133 Greenbank Road, Ottawa, with Superintendent Grigoriev in the Chair and the following also in attendance:

MEMBERS: Lucas Malinowski (Parent Member)
Courtney Clark (Parent Member)
Laura Kelly (Parent Member)
Terry Warner (Special Education Advisory Committee, electronic communication)

TRUSTEE: Rob Campbell

STAFF AND GUESTS: Olga Grigoriev, Superintendent of Instruction
Julie Cyr, Manager of Early Learning
Tammy Piche, Early Childcare Educator, OSSTF representative
Mryriam Pepin, Children's Village representative
Nicole Guthrie, Board/Committee Coordinator

1. Call to Order

Superintendent Grigoriev called the meeting to order at 7:05 p.m.

Quorum could not be achieved. It was considered important to proceed with an information session.

2. Approval of the Agenda

3. Delegations

There were no delegations.

4. Review of Committee Report

4.1 30 October 2019

The report of the 30 October 2019 meeting was provided.

4.2 Action Arising from the Report

a. Welcome to New Members

New parent representatives Laura Kelly, Lucas Malinowski and Courtney Clark introduced themselves to those present.

b. Engagement Strategies

Superintendent Grigoriev noted that engagement of parents has, in the past, been an issue for the committee and that the outreach conducted at the end of the 2018-2019 school year resulted in a shortlist of parents who expressed interest in participating on the committee. She encouraged conversation on the matter of engagement and the goals and objectives and what brought those parents to the table.

During the discussion and in response to questions, the following points were noted:

- Parents with children in an extended day program (EDP) will have a relationship with the District for a number of years and their input can help shape the program. There is value to a strong parent voice and a healthy committee;
- Ms. Kelly noted her background in child and youth mental health. She stressed the importance of the EDP in the social and emotional development of children;
- Ms. Kelly suggested that the members review the Ontario Centre of Excellence for Child and Youth Mental Health paper "Supporting Ontario's youngest minds: Investing in the mental health of children under 6";
- Ms. Clark noted the importance of quality, safe, affordable care for children. Children often spend upwards of 10 hours a day in childcare; therefore, quality is critically important. She noted the many City of Ottawa programs and their philosophy on reaching vulnerable communities. She expressed the view that the quality of instruction is incredible and that , and every child in District run programs deserve similar opportunities;
- Ms. Pepin has provided her experiences from an operational perspective and would like the policy to clarify the role of the third-party providers on the committee;
- There are a variety of means to reach and engage parents including surveys and newsletters. Members noted that people tend to be more engaged and more outspoken when they are dissatisfied;

- Each meeting of the committee typically provides District staff with valuable suggestions and input on program delivery;
- Mr. Malinowski expressed the view that the committee can be an effective conduit between a parent of a child in the EDP and the Board. He added that mandate, as well as the role and function of the committee need to be carefully considered;
- Ms. Pepin noted that the committee rarely sees items requiring action. The items are mostly for discussion. Myriam no action items, where quorum necessary for voting;
- A consensus model has worked for the committee and the Board should refer matters to the committee to solicit their valued input on matters related to child care;
- The fee structure is an annual agenda item. It may or may not be contentious depending and may require the support of the committee;
- Trustee Campbell was pleased to welcome the new members and remarked on the committee's lack of capacity and consistency in the past. He hoped the committee could become more functional and noted that the Board has planned to conduct an review of all of its advisory committees in 2020;
- The policy requires the committee to create an annual report, last year the annual report was prepared by Manager Heap;
- The policy clearly identifies the voting members of the committee as parents and representatives of other parent-based community or District advisory committees. The non-voting members help support the parent members;
- Ms. Kelly expressed concern on the lack of diversity and hoped the parent voice could be made more reflective of the community of child care program users;
- In the absence of a diversity of members surveys could be used effectively to reach a broader audience;
- Ms. Piche is familiar with and understands the range of care required in the District's EDP and is happy to support and inform the committee of the challenges from a staff perspective;
- Manager Cyr remarked that it is important to listen to the parent input and values the conversations of the committee. She noted that it might also be valuable to have meetings of District and third party provide staff to discuss operational issues;
- Trustee Campbell noted that school councils are mandated to provide an opportunity for parents to provide feedback, but the mandate does not extend to EDP and childcare and therefore there is no mechanism for parental feedback to be conveyed to the principal, the Superintendent of Instruction and ultimately the Board;

- The Children's Village has a seat as a community member on their school's parent council and they often assist their schools with fundraising and other initiatives;
- The Ottawa-Carleton Assembly of School Councils (OCASC), the Parent Involvement Committee (PIC) and the Advisory Committee on Equity (ACE) will be contacted regarding their interest in providing a representative to the committee;
- A survey is conducted biannually and committee members have had input on the questions. The participation rate of the survey is high and parents' overall satisfaction with the program is high; and
- The survey questions and survey results will be shared with the committee. The members agreed the survey could be used to help inform the committee's future work.

6. Department Update

6.1 Update from Olga Grigoriev, Superintendent of Instruction

Superintendent Grigoriev provided the following update:

- An internal audit of the Extended Day and Childcare Program and Department was conducted in May 2018. The audit identified a number of areas for focus, including but not limited to:
 - Operating System
 - Staffing ratios
 - Attendance management
 - Professional development
 - Early Child Educator vacancies
 - Delegation of authority
 - Financial reporting
 - Supervision and safety
 - Hiring
 - Documentation and succession planning
- Manager Cyr is currently using the audit results as a blueprint to guide the work of the department;
- A successful Town Hall style training session was held during the annual training exercise in August 2019;
- Early Childhood Educator shortages and replacement staff are significant issues for the District; and
- It is anticipated that the Board will further investigate the question of the Infant-Toddler Program (ITP) in 2020.

6.2 Update from Julie Cyr, Manager of Early Learning

Manager Cyr provided the following update:

- The Digibot platform the District has invested in for Extended Day and Childcare registration is live and families can now register children online, update children's information and access their income tax receipt through the portal;
- Department staff can now more reliably report on available spaces and are freed from laborious hand filing which has created further efficiencies;
- The District recognizes that not all families will have access to smart phones or computers and families will be supported through the transition;
- Additional support and training will be provided to staff;
- The District is required to maintain legislated childcare to caregiver ratios;
- Staff are reviewing the support for children with special education needs and those with emergency plans and plan to enhance support staff and resources as required;
- The department is currently evaluating the Early Childhood Educators (ECEs) leave request process. Staff anticipate the implementation of a new program to support staff leave to ensure care is not impacted;
- The waitlist for childcare at the beginning of the 2019-2020 school year was significant with close to 350 families on the list. There were over 41 schools with a significant waitlist owing to a shortage of ECEs;
- The District held several career fairs and interviewed and hired as many ECEs as possible. As a result only 6 schools now have a waitlist with 55 children currently without care;
- Many of the schools impacted are located in the eastern part of the City, in the Orleans and Gloucester area. Staff has had difficulty finding qualified staff in the area. The District has a career fair planned for January 2020 in an effort to engage qualified ECEs in the area; and
- Staff plan to reach out to the schools individually and use all available means to advertise and promote the vacancies.

7. New Business

Trustee Campbell advised that he has concerns in the following areas:

- Special education supports
- Consistency of programming
- The deficit in the Infant Toddler Program (ITP)
- Extra charges to EDP parents to cover ITP
- Unused purpose-built spaces
- Barriers to low socio-economic status families to access the programs

Superintendent Grigoriev indicated that she would provide the members with the Advisory Committee for Extended Day and Child Care Programs annual reports

from previous years. It was noted that the 2017-2018 annual report as presented at Committee of the Whole in June 2018 was not was not reflective of the discussions by the committee and conveyed the personal experiences of one parent.

8. Adjournment

The meeting adjourned at 9:14 p.m.

OCDSB EDP Parent Survey 2018

Thank you for taking the time to complete this survey.

The information you provide is confidential and will help to inform the provision and delivery of the Extended Day Program (EDP).

***Required**

1. Which location of the Extended Day Program are your children presently attending? *

Mark only one oval.

2. How many children do you have attending the EDP? *

Mark only one oval.

- ☐ 1
- ☐ 2
- ☐ 3
- ☐ 4
- ☐ Option 5

3. How many days a week does your family access the Extended Day Program?*Mark only one oval.*

- ☐ 1 day
- ☐ 2 days
- ☐ 3 days
- ☐ 4 days
- ☐ 5 days

4. Which program does your child access? **Mark only one oval.*

- ☐ Before School Program Only
- ☐ After School Program Only
- ☐ Both Before and After School Programs

5. Which Optional Days of Care do you currently access? (Choose all that apply)*Tick all that apply.*

- ☐ PA Days
- ☐ Christmas Break (the week prior to school starting in January)
- ☐ March Break
- ☐ Summer Break (July, August)
- ☐ I do not use the EDP for optional days of care

6. How important is it for you to be able to access the EDP on optional days?*Mark only one oval.*

- | | 1 | 2 | 3 | |
|----------------|-----------------------|-----------------------|-----------------------|---------------|
| Very Important | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Not important |

7. Do you prefer to know the location of programs in advance when registering for optional days of care?*Mark only one oval.*

- ☐ Yes
- ☐ No

8. Do you feel the fee for the EDP is:*Mark only one oval.*

- ☐ Low
- ☐ Reasonable
- ☐ High

9. Please indicate your level of satisfaction with the following:*Mark only one oval per row.*

	Very Satisfied	Somewhat Satisfied	Somewhat Dissatisfied	Dissatisfied	Not Applicable
Setting/Location	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Meaningful Activities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Snacks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
How children are treated by staff	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Outdoor activity time	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Please rate your overall satisfaction with the EDP	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

10. How important is it to be able to change your required days quickly and/or on a regular basis?*Mark only one oval.*

	1	2	3	4	
Extremely Important	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Not Important

11. Do you feel the amount of time provided for returning registration forms for optional days of care is adequate?*Mark only one oval.*

☐ Yes

☐ No

12. Has the Early Learning Office been responsive to your questions?*Mark only one oval.*

☐ Yes

☐ No

☐ Not Applicable

13. Will you continue to access the EDP in the 2018-2019 school year?*Mark only one oval.*

☐ Yes

☐ No

☐ Maybe

14. How likely is it that you would recommend the OCDSB Extended Day Program to other parents?*Mark only one oval.*

	1	2	3	4	
Very Likely	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Very Unlikely



Survey Results

All Pages ▼

Q1



Please provide the location of the Extended Day Program you are currently accessing:

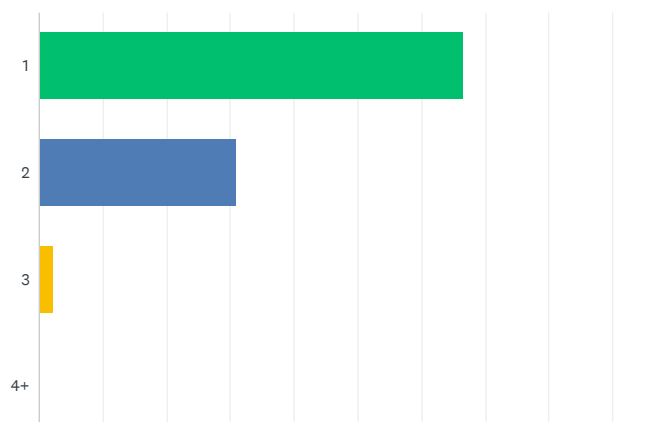
Answered: 1,446 Skipped: 0

Q2



Please indicate the number of children you have attending the OCDSB Extended Day Program:

Answered: 1,446 Skipped: 0



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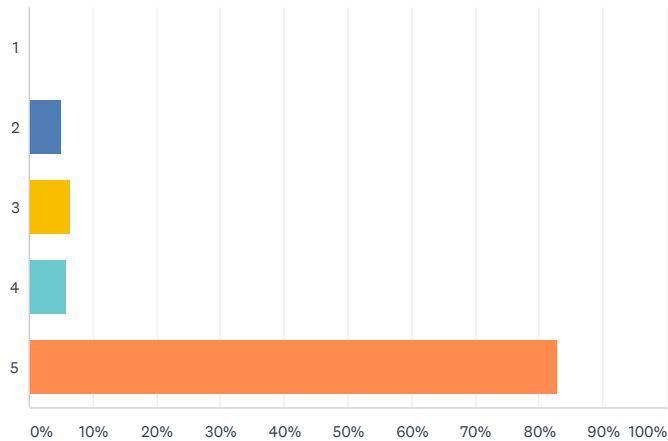
1	66.46%	961
2	30.98%	448
3	2.35%	34
4+	0.21%	3
TOTAL		1,446

Q3



How many days a week does your family access the Extended Day Program?:

Answered: 1,446 Skipped: 0



ANSWER CHOICES

RESPONSES

1	0.07%	1
2	5.12%	74
3	6.50%	94
4	5.95%	86
5	82.92%	1,199

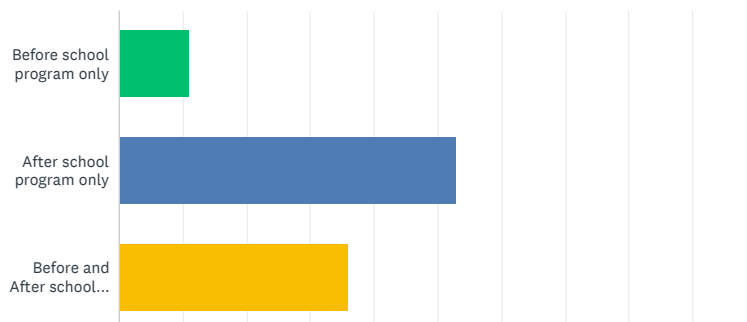
Total Respondents: 1,446

Q4



Does your child attend the:

Answered: 1,446 Skipped: 0





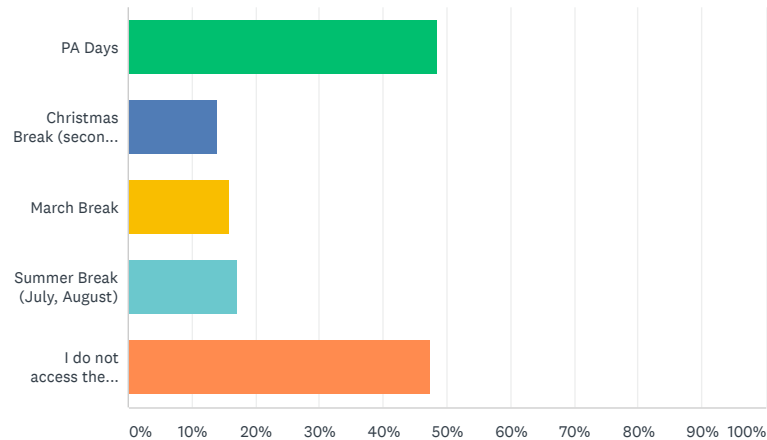
Before school program only	11.13%	161
After school program only	52.90%	765
Before and After school program	36.03%	521
Total Respondents: 1,446		

Q5



Do you currently access our Extended Day Programs for:

Answered: 1,446 Skipped: 0



ANSWER CHOICES

RESPONSES

PA Days	48.55%	702
Christmas Break (second week)	14.04%	203
March Break	15.91%	230
Summer Break (July, August)	17.15%	248
I do not access the optional days of care	47.51%	687

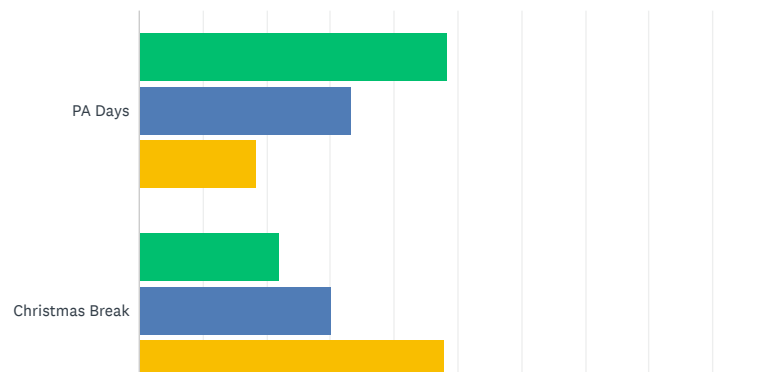
Total Respondents: 1,446

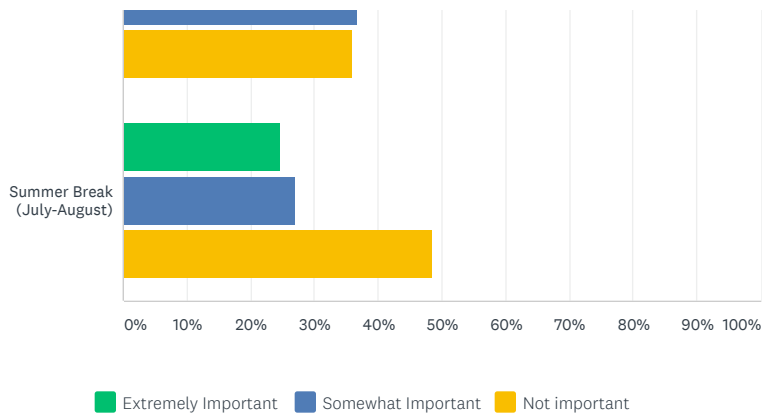
Q6



How important is it to you that the Extended Day Program be offered on:

Answered: 1,444 Skipped: 2





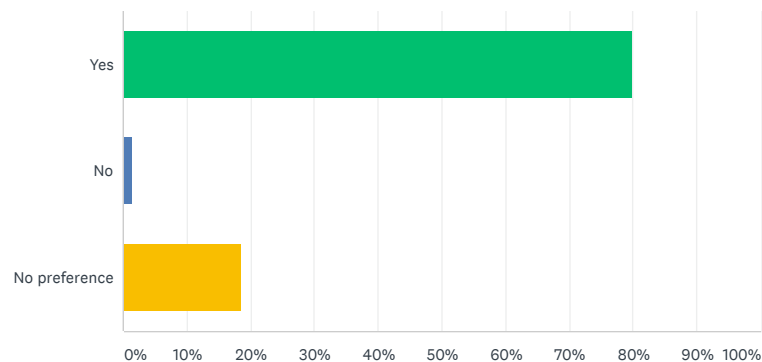
	EXTREMELY IMPORTANT	SOMEWHAT IMPORTANT	NOT IMPORTANT	TOTAL
PA Days	48.23% 695	33.31% 480	18.46% 266	1,441
Christmas Break	21.94% 303	30.12% 416	47.94% 662	1,381
March Break	27.16% 383	36.88% 520	35.96% 507	1,410
Summer Break (July-August)	24.64% 346	26.92% 378	48.43% 680	1,404

Q7



Do you prefer to know the location of the program in advance when registering for Christmas Break, March Break and Summer Break (July-August) programs?

Answered: 1,440 Skipped: 6



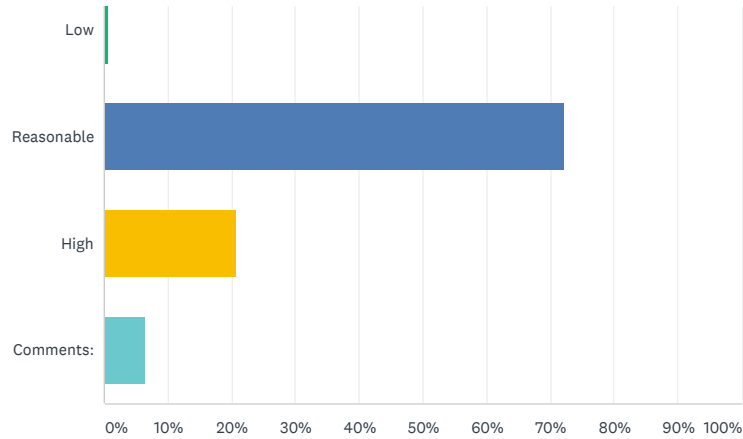
ANSWER CHOICES

RESPONSES

Yes	80.00%	1,152
No	1.46%	21
No preference	18.54%	267
TOTAL		1,440

Q8



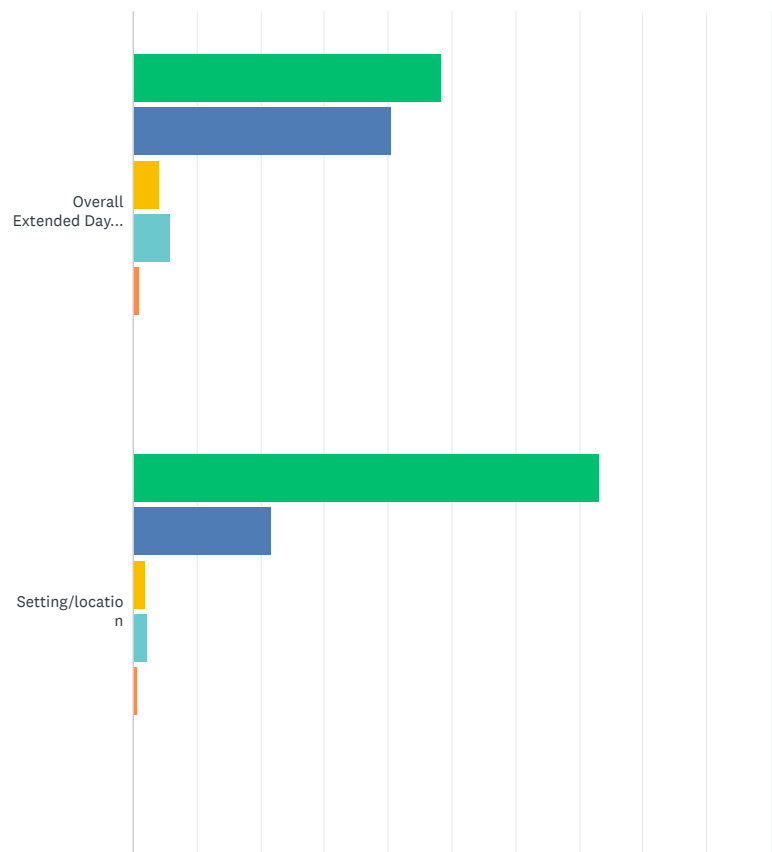
[SIGN UP FREE](#)**ANSWER CHOICES****RESPONSES**

Low	0.55%	8
Reasonable	72.07%	1,040
High	20.79%	300
Comments:	6.58%	95
TOTAL		1,443

Q9

Please indicate how satisfied you are with the:

Answered: 1,446 Skipped: 0



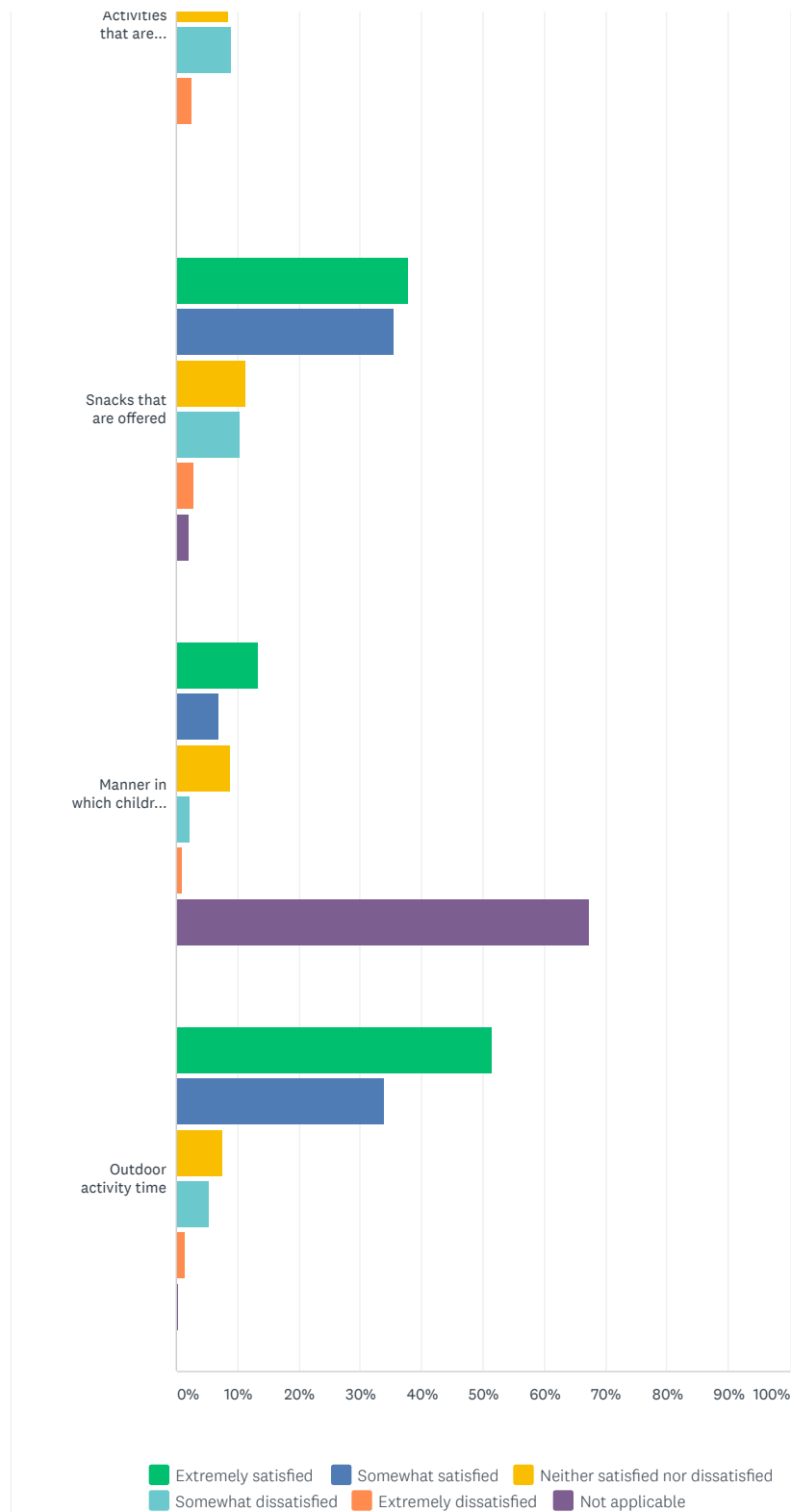
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	EXTREMELY SATISFIED	SOMEWHAT SATISFIED	NEITHER SATISFIED NOR DISSATISFIED	SOMEWHAT DISSATISFIED	EXTREMELY DISSATISFIED	NOT APPLICABLE	TOTAL
Overall Extended Day Program	48.41% 699	40.58% 586	4.22% 61	5.82% 84	0.97% 14	0.00% 0	1,444
Setting/location	73.29% EXTREMELY	21.73% SOMEWHAT	1.94% NEITHER	2.21% SOMEWHAT	0.69% EXTREMELY	0.14% NOT	TOTAL

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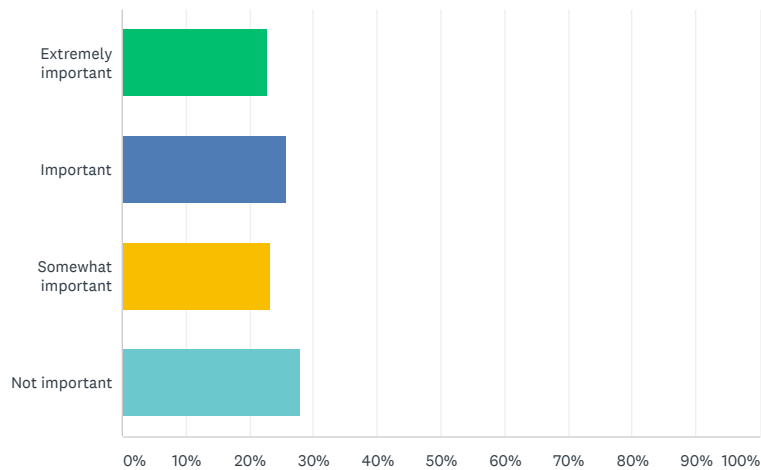
Manner in which children with special needs are accommodated	13.47% 194	6.88% 99	8.82% 127	2.36% 34	1.04% 15	67.43% 971	1,440
Outdoor activity time	51.49% 743	33.82% 488	7.48% 108	5.34% 77	1.39% 20	0.49% 7	1,443

Q10



How important it is to your family to be able to change your required days of care quickly and/or on a regular basis.

Answered: 1,443 Skipped: 3



ANSWER CHOICES

RESPONSES

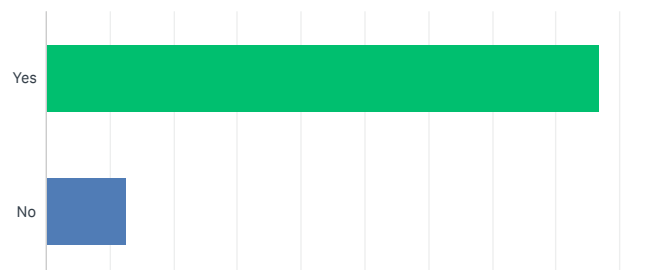
Extremely important	22.87%	330
Important	25.71%	371
Somewhat important	23.28%	336
Not important	28.14%	406
TOTAL		1,443

Q11



Do you feel the amount of time provided for returning registration forms for optional days is adequate?

Answered: 1,426 Skipped: 20



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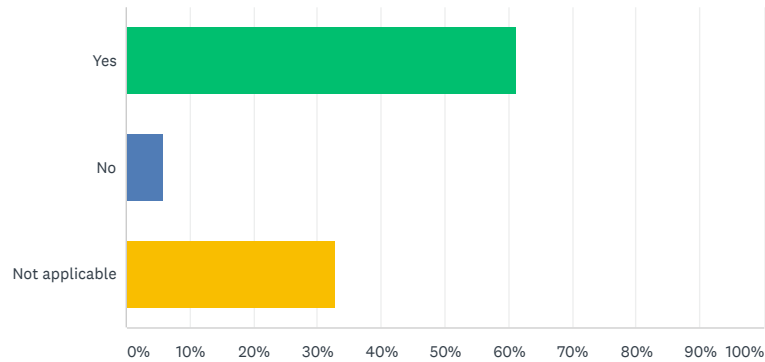
Yes	86.75%	1,237
No	12.62%	180
TOTAL		1,426

Q12



Do you feel the Early Learning Department of the OCDSB has been responsive to your questions?

Answered: 1,438 Skipped: 8



ANSWER CHOICES

RESPONSES

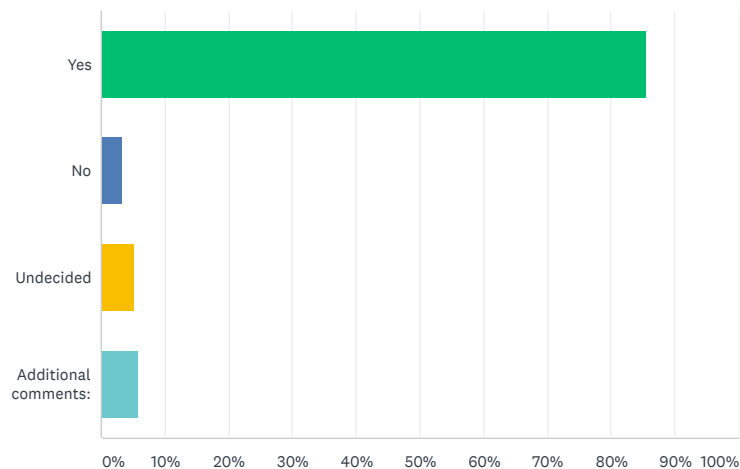
Yes	61.20%	880
No	5.77%	83
Not applicable	32.89%	473
TOTAL		1,438

Q13



Will you continue to access the Extended Day Program in the 2018-2019 school year?

Answered: 1,444 Skipped: 2



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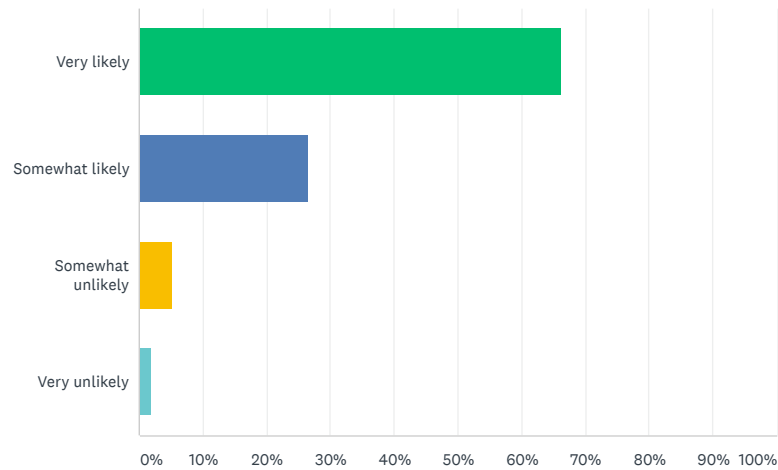
Additional comments:	5.96%	86
TOTAL		1,444

Q14



How likely is it that you would recommend the OCDSB
Extended Day Program to other parents:

Answered: 1,445 Skipped: 1



ANSWER CHOICES	RESPONSES	
Very likely	66.37%	959
Somewhat likely	26.51%	383
Somewhat unlikely	5.19%	75
Very unlikely	1.94%	28
TOTAL		1,445

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POLICY P.111.GOV

TITLE: **ADVISORY COMMITTEE FOR EXTENDED DAY AND CHILD CARE PROGRAMS**

Date issued: 28 January 2014

Last revised:

Authorization: Board: 28 January 2014

1.0 OBJECTIVE

To establish an advisory committee for extended day and child care programs to assist the Board of Trustees to meet its commitment to the provision of quality programming in extended day and child care programs.

2.0 DEFINITIONS

In this policy,

- 2.1 **Day Care Programs** means programs which cater to children who are not yet of school-age (toddler, preschool) for whom care will be provided during the day, during the school year, and in the summer.
- 2.2 **Extended Day Program** means the program delivered to school-age children between the ages of 4 and 12 before school, after school, over the Christmas holidays, during March Break, and over the summer.
- 2.3 **Child Care Council** means the formal council of representative child care providers from across the city.
- 2.4 **Community Partners (Child Care Agencies)** means child care agencies who have entered in agreements with the District to deliver extended day or day care programs on behalf of the District.
- 2.5 **District** means the Ottawa-Carleton District School Board.

3.0 POLICY

- 3.1 The Advisory Committee for Extended Day and Day Care Programs shall:
 - a) Provide ongoing advice to the Board on the management, delivery and implementation of the extended day child care programs;
 - b) Advise with respect to the development of policy with regard to extended day programming and child care to ensure successful delivery of programming for early learners;

- c) Establish a forum for stakeholders to collaborate and share experience across related sectors;
- d) To be an advocacy voice for excellence in extended day initiatives across the District; and
- e) Ensure that the members and representatives have current public information about extended day, child care and full-day kindergarten to communicate to their communities in Ottawa.

4.0 SPECIFIC DIRECTIVES

- 4.1 Participation in the Committee shall be voluntary and open to individual members of the District community and to stakeholder organizations with an interest in early learning programs.
- 4.2 The Committee shall be comprised of 16 members.
- 4.3 Voting members shall include:
 - a) Five parents of elementary school-age children enrolled in schools across the District to the extent possible to be broadly reflective of a diversity of school communities and a diversity of experiences with the extended day and child care programs offered in District schools;
 - b) One representative from the Parent Involvement Committee (PIC);
 - c) One representative from the Ottawa-Carleton Assembly of School Councils (OCASC);
 - d) One representative from the Special Education Advisory Committee (SEAC); and
 - e) One representative from the Advisory Committee on Equity (ACE).
- 4.4 Non-voting members shall include:
 - a) One trustee as appointed by the Board of Trustees;
 - b) One Superintendent of Instruction or designate appointed by the Director;
 - c) One representative from the Child Care Council;
 - d) Three community partners (child care agencies); and
 - e) One representative from Ontario Secondary School Teachers Federation Student Support Professionals Bargaining Unit.
- 4.5 Support staff to the Committee shall be assigned by the Director or designate and may include:
 - a) One elementary school principal;
 - b) System Principal of Early Learning; and
 - c) Manager of Early Learning.

Roles and Responsibilities of Members

- 4.6 All members of the committee shall:
- a) Demonstrate a commitment to the delivery of excellence in early learning and child care programs in the District through the work of the Committee;
 - b) Attend committee meetings;
 - c) Review all relevant material(s) prior to the meetings;
 - d) Participate in Committee and sub-committee work as required; and
 - e) Provide input and/or feedback and raise issues as is the duty of a representative of a Board Special Purpose, ad-hoc or advisory committee.
- 4.7 The Chair of the Committee shall:
- a) plan the agenda in consultation with the Superintendent of Instruction or designate;
 - b) chair the committee meetings;
 - c) act as the spokesperson and representative of the committee in communicating with the Director of Education, Board of Trustees and the public; and
 - d) review the minutes with the secretary before circulating them to members.

Term of Office

- 4.8 The term of office of a voting member shall be two years. The term of office will begin on December 01 and end November 30. Members may serve no more than two consecutive terms of office.

Elections and Appointments

- 4.9 Members of the committee shall be elected or appointed before the first committee meeting of the school year which shall be held no later than October 31 of each year.
- 4.10 The Committee shall:
- a) elect a Chair and Vice-Chair for one year from the voting community members for a one year term; and
 - b) subject to the election or appointment process, allow a member of the Committee to be re-elected or re-appointed to the position of Chair or Vice-Chair for more than one term.
- 4.11 The Committee shall review its membership annually. A membership sub-committee of three to five members that must include two members of the executive shall post a notice to initiate an "invitation of interest" for voting members and an application process for community and non-voting members.

Sub-Committee

- 4.12 The Committee shall establish a sub-committee to review its membership annually. The sub-committee shall include three to five members, including Chair and/or Vice-Chair.
- 4.13 The sub-committee shall establish a process for the appointment of new members which includes:

- a) expressions of interest from persons interested in being parent/guardian members;
 - b) expressions of interest from community partners (child care agencies);
 - c) requests for nominees to represent PIC, OCASC, SEAC and ACE and the Child Care Council; and
 - d) requests to the Director of Education or designate for the names of staff representatives on the Committee.
- 4.14 All notices, requests and invitations for expressions of interest shall include:
- a) a summary of the position, including the term of office of the appointment;
 - b) describe the process for making an application;
 - c) note the deadline for application;
 - d) provide the name and contact information of the person(s) responsible for managing the process; and
 - e) be posted through a variety of methods to ensure awareness of the application process throughout the jurisdiction of the District. Such methods may include, but are not restricted to, advertisements in District newsletters, advertisements in newspapers, notices in schools, notices on the District's website, and on school websites.
- 4.15 The sub-committee shall review all applications and shall make a recommendation to the Committee for appointments.
- 4.16 The Committee shall have final approval of the appointment of all voting members, and non-voting members, unless otherwise specified.

Vacancies

- 4.17 A vacancy in the membership of the Committee does not prevent the Committee from delivering on its mandate.
- 4.18 In the event that a voting member vacates his or her position during the appointed term, the Committee may appoint another individual to the position for the remainder of the term.
- 4.19 To replace a non-voting member, the Board or District shall appoint another individual to the position for the remainder of the term.

Meetings

- 4.20 The Committee shall meet at least six times per school year.
- 4.21 All meetings of the Committee shall be open to the public and be held in a location that is accessible.
- 4.22 Notice of each regular meeting shall be provided to all members of the Committee at least five days before the meeting. Notice may be by email, by telephone and/or by posting to the District website.

- 4.23 A meeting cannot achieve quorum unless a majority of voting members are present. Majority is 50 percent plus one.
- 4.24 Non-voting members of the Committee shall have all the rights and obligations of voting members except that they may not move, second, or vote on a motion and they are not part of the count for quorum.
- 4.25 The rules of order for the conduct of meetings shall be consistent with the OCDSB By-laws and Standing Rules.

Reporting Requirements

- 4.26 The Committee shall provide an annual report to the Board of Trustees in June of each year. This report shall summarize the activities and achievements of the Committee over the year and outline its plans for the upcoming year.

5.0 REFERENCE DOCUMENTS

Education Act and Regulations

OCDSB By-laws and Standing Orders

Board Policy P.001.GOV: Policy Development and Management

Board Policy P.048.GOV: Board Guiding Principles

Board Policy P.065.GOV: Advisory Committees to the Board