

**Aurora Academic Charter School**  
**Board of Directors Meeting - Minutes of April 17, 2017**  
**RATIFIED**

The Board of Directors Meeting was called to order at 3:08pm.

**Attendees:** Board Chair: Shamir Mukhi, Recording Secretary: Susan Mallory. Dale Bischoff, Rehana Devji, Arlene Huhn, Holly Maccagno, Susan Mallory, Paola Mayo, Shamir Mukhi, Steven Penney. Absent: Rebecca Harrison

**Guests:** Peter Dang, Ellen Fung, Ian Gray, Jacquie Harman, Robert Kossick, Janet Rockwood, Rick Woodward

**1. Call to Order**

**a. Approval of the Agenda**

Motion to accept the April 17, 2017 Board Meeting Agenda as amended, made by:  
Arlene Huhn

Seconded by: Steven Penney **Carried.**

Addition to the March 6, 2017 Board Meeting Agenda under Superintendents Report: (d)  
Board Year-End Dinner

**b. Approval of Board Minutes**

Motion to accept the March 6, 2017 Board Meeting Minutes as presented, made by:  
Paola Mayo

Seconded by: Steven Penney **Carried.**

The Superintendent has contacted Edmonton Catholic School Board regarding the availability of St. James, but has not received a transparent answer.

Action Item: Arlene Huhn and Steven Penney to try to meet informally with our trustee regarding surplus school acquisitions.

**2. GUEST REPORTS**

**a. Elementary Principal's Report**

Jacquie Harman, presented her Report to the Board for information and discussion.

Topics included:

- Teacher leaves
- Construction
- Major expenses
- Teacher PD sessions
- Major school events
- Clubs
- Registrations for next year

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Elementary Facebook Page. Interest in Facebook page expressed by parents. This could be set up as a closed group where parents have asked to join. Shamir Mukhi strongly recommends using our school website to communicate with parents, i.e. PowerSchool, and Family Zone. Board members felt Facebook is good for posting events but does not want student photos or people identified. Official communications should go through PowerSchool, but Facebook could be used for informal information. How would Facebook remain up-to-date without admin support? We do not want to replace the school website and website links to information.

**b. Middle School Principal's Report**

Janet Rockwood, Middle School Principal presented the Middle School Principal's Report to the Board for information and discussion. Topics included:

- Staffing increases for next year
- Counselor time increased needs
- Teacher Growth, Supervision, and Evaluation
- PowerSchool
- Professional Development
- TAAPCS conference
- Research
- Panterra trip presentation
- School event highlights
- Student sports update

**c. Technology Report**

Ian Gray, Director of Technology presented his Report to the Board for information and discussion. Topics included:

- Learning Commons
- Action Research – Ian Gray presented his research on Google Chrome Books. Research question: How can Chromebooks help improve student learning and the acquisition of 21<sup>st</sup> century competencies? His report will be complete by June 13. Critical questions:
  1. Are Chromebooks an effective means of delivering lessons?
  2. How will Chromebooks benefit students, teachers, and parents?
  3. In what ways, if any, do teachers use ChromeBooks to differentiate teaching or learning?
- Technology Budget
- PowerSchool Implementation. Ian Gray and Calistus Oragudosi met for a day to work on report card implementation. Still not able to separate final marks from comments. Hopeful the new update for PowerSchool app will solve the problem.

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- A Web Enhancement Committee was struck to review current website with a view to improving functionality. The committee was asked to keep Arlene Huhn updated.

### 3. Secretary Treasurer Report

Holly Maccagno, presented the Secretary Treasurer's Report for information and discussion.

#### a. Financial Update

Reviewed financial statements with the Board.

#### b. Budget

The Alberta Education budget submission deadline is May 30. The school budget must be passed at the May 15 Board meeting. Holly Maccagno would like to meet informally with the Board to review the budget prior to May 15 Board Meeting. She will email suggested meeting dates to the Board.

#### c. Facilities

- We are working with a new contractor (Cox Mechanical) to examine our entire mechanical heating/air exchange) system.
- Aurora is represented by Rehana Devji as TAAPCS membership fee structure is being reviewed. The Superintendent supports increasing our membership fees as it will benefit Charter Schools in the long run. It would be helpful to send our message through Rehana Devji and Arlene Huhn that we are supportive of a more active TAAPCS.
- Family Zone. Ian Gray, on behalf of Marla Leganchuk, presented a PowerPoint on the new registration process using Family Zone. Every year families will be required to update their information online. Soon fees/payments will also be made online through Family Zone. Marla Leganchuk will meet with the Principals to explain fee collection/reporting processes for field trips. We may need to offer an evening Family Zone support session at the school for parents experiencing difficulty.

### 4. Superintendent Report

#### a. Phase 2 Modernization

Motion to go in camera: Rehana Devji  
Seconded by Arlene Huhn, **Carried.**

Motion to go out of camera: Arlene Huhn  
Seconded by: Rehana Devji, **Carried.**

**ACTION ITEM:** The Superintendent is empowered to negotiate a final fee settlement with our former architect and report back at the next Board meeting.

#### b. Letter from the Minister

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TAAPSC sent a letter to the Minister in response to Charter schools not included in the ministerial request to reduce school fees. It was suggested that we might reduce our fees even if Charter schools will not receive Alberta Education support. Others did not want to lower fees because Aurora will not receive replacement funding for this reduction. There is no political benefit for Aurora to do this. The Secretary Treasurer suggested that we could report that we have not increased fees for the past few years and would consider a fee reduction next year.

#### c. Grade 7 Class

Motion that the Board supports the recommendation from school based administration to add a Grade 7 class for 2017-18, made by: Rehana Devji  
Seconded by: Steven Penney, **Carried.**

#### d. Board Year-end Dinner

The Board was asked to consider hosting the year-end support and long-service awards recognition this year. Last year the Board sponsored dinner was held on the last organizational day (June 29). If approved by the Board, the administration (Susan Mallory) will bring the finalized date and dinner plans to the next Board meeting.

Motion to host a Board Year-End Dinner in principle, made by: Paola Mayo  
Seconded by: Arlene Huhn, **Carried.**

### 5. BOARD COMMITTEE REPORTS

#### a. Technology Committee

Last met on April 10. The web enhancement subcommittee meets April 27 at 2:30pm and the Technology Week subcommittee meets April 27 at 3:30pm. A draft budget was presented to the board for discussion. Chrome books are the major expense on the budget with 250 new units being recommended. The committee recognizes that we need a technology inventory to determine which technology is being utilized effectively. The Board Chair urged that an inventory be prepared. Paola Mayo (Bischoff to assist) will request this from the Director of Technology. It was also identified that extra IT staff assistance may be required for Calistus Oragudosi once new equipment arrives.

**ACTION ITEM:** Paola Mayo and Dale Bischoff will follow up on an Assets Tracking program and report to the Board at their next meeting in May.

#### b. Policy Committee

The Policy Committee Chair, Steven Penney presented the following policies to the Board for approval.

- **BP2040 – Code of Conduct for Members (*second reading*)**

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Motion to approve BP2040 – Code of Conduct for Members for second reading as amended, made by: Steven Penney  
Seconded: Arlene Huhn, **Carried.**

- **BP6035 – Student Code of Conduct (*third and final reading*)**  
Motion to approve BP6035 – Student Code of Conduct for third and final reading as amended: Steven Penney  
Seconded by: Arlene Huhn, **Carried.**
- **BP 6050 – Field Trips (*second reading*)**  
Motion to approve BP6050 – Field Trips for second reading as amended, made by: Steven Penney  
Seconded: Paola Mayo, **Carried.**
- **BP 8200 – Alcoholic Beverages (*third and final reading*)**  
Motion to adopt BP8200 for third and final reading as presented, made by: Steven Penney  
Seconded by: Rehana Devji, **Carried.**

**c. Communication (Arlene Huhn)**

TAAPCS Communications Sub-Committee sent a survey to Charter Boards looking for feedback in the following areas:

- TAAPCS Communication Priorities
- TAAPCS Communication Strategy Planning
- TAAPCS Budget

**d. Strategic Planning Committee**

March 15 meeting went very well. Planning continues in preparation for the next round of focus groups during the week of May 8. Next meeting scheduled for April 20, 2017.

**6. CHAIR ITEMS**

**a. Letter to the Minister – March 10, 2017.**

Letter sent to the Minister was presented to the board for information. To-date the Minister has only responded to the letter sent by TAAPCS.

**b. HR Discussion**

Motion to go in camera: Rehana Devji  
Seconded by: Arlene Huhn, **Carried.**

Motion to go out of camera: Arlene Huhn  
Seconded by: Paola Mayo, **Carried.**

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**7. DATES TO REMEMBER**

- April 18 – 19 ..... Parent Focus Groups
- April 20 ..... Strategic Planning Committee Meeting (4pm)
- April 27 ..... Web Enhancement Committee (2:30pm)
- May 8 ..... Policy Committee (4pm)
- May 15 ..... Organization Growth Committee (4pm)
- May 15 ..... Board Meeting (6pm)
- May 23 ..... Technology Committee Meeting (4pm)

**8. Adjournment**

Motion to adjourn the April 17, 2017 Board Meeting at 6:25pm made by: Paola Mayo