

Board of Directors Meeting – December 19, 2016

RATIFIED

Meeting commenced at 6:08pm

Board Chair: Shamir Mukhi

Attendees: Dale Bischoff, Rehana Devji, Rebecca Harrison, Arlene Huhn, Shamir Mukhi, Holly Maccagno, Paola Mayo, Steven Penney, Susan Mallory

Guests: Randy Darr, Ian Gray, Jacquie Harman, Janet Rockwood, Peter Dang, Dave van Tamelen

Absent: Lorrie Makepeace

Observers: Allison Goddard, Robert Kossick

1. Call to Order

a. Approval of the Agenda

Motion to accept the December 19, 2016 Board Meeting Agenda as amended. made by:

Arlene Huhn

Seconded by: Paola Mayo, Carried.

b. Approval of Board Minutes:

Motion to accept the November 21, 2016 Board Meeting Minutes as amended made by: Steven Penney

Seconded by: Rebecca Harrison, Carried.

The Board Chair welcomed new Board members Paola Mayo and Arlene Huhn to the Board.

The Chair would like to appoint a vice chair to the Board this year and asked Steven Penney if he would accept the position. The vice chair would assist Shamir in this transition year. Steven Penney accepted the appointment as vice chair, noting the Chair works very hard and a vice chair would help with the workload.

2. Guest Reports

a. Elementary School Report from Administration (Jacquie Harman)

Jacquie Harman, Elementary Principal presented the Report from Administration. She mentioned that they are planning a gym-naming competition and wanted to make sure the Board would be in favour of this competition. The Board advised they were fully in favour of the competition.

The Board advised they would like to see an information session to promote internet safety for Elementary students. Past information sessions have been well received by parents.

A Board member thanked the Principal for sending an email to parents asking to not send boxes of doughnuts to classrooms, in an effort to regulate junk food. The Board asked if an email could be sent home regularly reminding parents of healthy foods they could send with students.

b. Middle School Report from Administration (Janet Rockwood)

Janet Rockwood, Middle School Principal presented the Report from Administration. She thanked the board for sponsoring the Board Christmas luncheon.

c. Technology Report (Ian Gray)

Ian Gray thanked Janet Rockwood, Peter Dang, Jacquie Harman and Lorrie Makepeace for their help during the lunch hour in the Learning Commons. 76 students attended study in the Learning Commons. Ian Gray will be working on digital citizenship with KG – Grade 4. Dale Bischoff /Ian Gray will be working on determining the amount of technology used by teachers and levels of competency. The Technology Committee meets tomorrow at 4:30pm with the budget being the main topic on the agenda. It was felt by Shamir Mukhi that the Evergreening budget amount is too low.

3. Secretary Treasurer Report (Holly Maccagno)

a. Staffing

Susan Mallory has returned from a leave of absence. Lisa Weidel is the new part time Transportation Coordinator and Marla Leganchuk has been hired part time to provide Wait List support. Kathy Holubitsky is currently on medical leave.

b. Maintenance Report

Locker replacement is going well. Heating continues to be a problem in some classrooms but is being addressed. Sweeps have been put on doors to help keep mice out.

c. Financial Update

Holly Maccagno presented and reviewed with the Board the year-to-date cash flow spreadsheet.

4. Superintendent Report (Dale Bischoff)

a. Parent Survey – Growth

Reviewed results from online survey to parents with the board for information and discussion. 185 responses were received with 120 (65%) families wanting to continue school expansion. 165 families want a high school, with only 20 responses saying no to an Aurora High School.

Some Board members felt we need to further survey the Kindergarten to Grade 2 regarding high school to ascertain what their concept of an Aurora High School would look like. The Board felt more discussions are needed.

b. Capital Plan Update

- *Alberta Capital Planning, Architect Search*

The Superintendent has met with Capital Planning and Alberta Infrastructure. Many changes to rules and regulations have occurred since we started Phase 1. Aurora School has a falling out with our current architect, Henry Howard and he has resigned. This has put our project behind as we are now researching architects to continue this work. We can approve projects and enter into contracts with consultants under \$75K without going through tender and government approval. We are looking for an architect to continue work on the gym modernization.

Motion to direct the Superintendent to engage an architect for the elementary gym modernization and elevator construction with costs not to exceed \$75K as per Alberta Education requirements, made by: Arlene Huhn

Seconded: Rehana Devji, Carried.

Motion for Superintendent to request permission from EPSB to modernize elementary gym (elevator) and construction elementary entrance (phase two) and for the Board Chair to write to the Minister of Education requesting permission to modernize elementary gym (elevator) and construct new elementary entrance (phase 2) made by: Rebecca Harrison

Seconded by: Rehana Devji, Carried.

c. Parking Progress Report (Randy Darr)

Randy Darr reviewed parking lot plans with the City and Arrow Engineering. He is meeting December 21, 2016 with City to make sure we meet all guidelines regarding parklands. Arrow Engineering is finalizing plans for the parking lot and we hope to apply for a development permit in mid-January 2017. It is estimated it will take four months for each process which will run concurrently. We hope to tender in the spring, but not start construction until end of June 2017. Major concerns are weather delays and student safety. Target is for completion is September 2017. The new parking lot will add 74 new stalls, but the City requires 90 and we will work towards meeting this requirement.

d. AGM Debrief (Dale Bischoff)

The Superintendent felt the AGM went very well, as we had the highest membership turnout ever of 135 voters. Complaints raised were availability to obtain proxies was difficult, but the complaints were only made after the proxy timeline closed. Fielded very challenging questions from the floor. Concerns were raised by a Board member over some questions directed to specific candidates. It was felt that questions from the floor should be put to each candidate to respond to.

One Board member felt it was a hostile AGM and that parents forgot that board members only have the best interests of the children. It was also felt that this attitude might discourage potential new board members. It was also asked what the Board might be doing to cause this negative attitude from parents.

Dale Bischoff thanked School Council for showing the video at the AGM. It was well received.

AGM discussion was tabled to a future meeting.

e. Tabled Documents for the Stakeholder Consultation Process (TABLED)

- Articles of Association Review
The Articles of Association were presented to the Board for information. The Superintendent reviewed highlighted items of concern. It was noted that the full membership will need to ratify any updated/changes items to this document.
- Aurora School Ltd – Charter School Agreement review
Document passed out to members for review and has been tabled. The Superintendent noted that Dave van Tamelen is at the meeting to talk about the stakeholder consultation and planning process in early 2017.

5. Board Committee “chair organization”

The Board Chair reviewed the *Board Committees Priorities for Discussion* document with the Board.

Policy Committee

The Board Chair asked if Steven Penney would continue as Policy Committee Chair. He reviewed suggested committee priorities for policy committee. Board oath/confidentially template has been prepared by Shamir Mukhi for the Policy Committee. Susan Mallory will add bring template to the next Policy Committee Meeting.

ACTION ITEM – Susan Mallory to bring template to the next Policy Committee Meeting

Communications

The Board Chair asked if Arlene Huhn if she would chair this committee, and she agreed. This committee was established a few years ago to bridge the communication gap between teachers and the board. Perception is that the Board does not communicate well enough. The Communications Committee Chair also sits on the Teacher Board Liaison committee.

Director of Finance

The Board Chair asked Rehana to be the Director of Finance, and Rehana accepted the position. The Director oversees part of the audit process, liaises with the Secretary Treasurer and has second signature signing authority.

Growth Committee

Shamir Mukhi will continue as chair of the Growth Committee.

Technology Committee

The Board Chair asked if Paola Mayo would chair the Technology Committee. He reminded her that the Director of Technology role supports the committee.

Transportation Committee

Rebecca Harrison will continue as Chair of the Transportation Committee. Some concerns were raised about bullying on the buses and it was pointed out that bullying issues are normally handed at the school level but the committee would be happy to lend support the school administration if needed.

COMMITTEE REPORTS

- Policy Committee
 - ✚ Presentation of BP 2100 – Freedom of Information and Protection of Privacy to the Board for third and final reading.
Motion to adopt BP 2100 for third and final reading as presented, made by: Steven Penney
Seconded: Paola Mayo, Carried.
 - ✚ Presentation of BP 6130 – Student Evaluation to the Board for first reading.
Motion to approve BP 6130 for first reading as presented made by: Steven Penney
Seconded by: Paola Mayo, Carried
 - ✚ Presentation of BP 6150 – Improving Student Learning to the Board for first reading.
Motion to approve BP 6150 for first reading as presented made by: Steven Penney
Seconded by: Paolo Mayo, carried.
 - ✚ Presentation of BP 7040 – Technology Policy
Motion to approve BP 7040 for first reading as presented made by: Steven
Seconded by: Paola Mayo, Carried.

It was asked if Administrative Regulation (AR) could be listed separately rather than appearing one after the other. Steven Penney will bring this request to the next Policy Committee. He noted that we want parents to read both the Board Policy (BP) and Administrative Regulation (AR) and they should appear together.

ACTION ITEM for POLICY COMMITTEE – Discuss whether to create a separate list of the Administrative Regulations

- Transportation Committee
The committee reviewed three appeals:

First appeal – Complaint over movement of stop to ETS bus route. The family has not paid their bus fees and until payment is received we will not look at this concern. The Superintendent to communicate this information to parent.

Second appeal – Parent concerns over students have to cross 127 Street which is very busy. The committee is looking at combining two stops which will eliminate the need to cross 127 Street.

Third appeal – Concerns regarding the Mill Woods Centre bus driver. He is going off the designated route to drop off his own children at their high school. He has also not been regularly complying with using the GPS tablet. This has occurred several times and has been discussed with the driver. The Superintendent will contact Brian Hauptman with Golden Arrow. Next committee meeting scheduled for February.

ACTION ITEM – Superintendent to call Golden Arrow re Mill Woods Centre bus driver

Growth Committee – No Report
Communication – No Report
Technology/Learning Commons – Next meeting December 20

6. CHAIR ITEMS

a. MLA Visit

Recently Minister Sarah Hoffman visited Grade 6 children. It was a very good visit and she was very engaging. The Board Chair had an opportunity to speak to her about Aurora's cap enrolment limit and the need for an increase, noting that we do have available space. He noted we have been in communications with Alberta Education and Edmonton Public School Board (EPSB) about a second campus. Aurora has visited Lawton, but we want to be considered as a school looking for a facility in any discussions they have. The Board have written letters to our MLA and EPSB that Lawton School is being surplus and we want to be considered.

b. Let's Grow Together - Team Building

This is a great event for us.

c. Stakeholders Consultation/Strategic Planning Process (Dave Van Tamelen)

Few months ago it was identified that we need to begin the strategic planning process. We need a more engaged process in actually planning and conducting these sessions in June.

Dave presented an overview developing a stakeholder consultation and strategic planning project, noting that this is a process and the content belongs to Aurora (Board). It is an advantage to have Dave Van Tamelen conducting this as Aurora would get a fresh perspective.

If the proposed timeline is not feasible it needs to be addressed immediately. The timeline has been drawn up in order to be ready for the next AGM.

He noted that there is a distinction between a program and a project and that they run parallel. This project will have a communication component to it.

He asked if the Board want to see itself as a steering committee and be part of the data, or wait to the end when the Board sees the data and respond at that point. Training for steering committee will be available. It is essential to define what Aurora means by high school. The survey needs to be parsed into two sections as better defined data will make for better results. Initiative to launch a steering committee would be January 18. It was felt the timeline is very tight.

The Board needs to decide if they want Dave Van Tamelen to lead the Steering Committee through the process. The Board agreed to Dave Van Tamelen guiding the process and Arlene Huhn will sit on the Steering Committee, with Paola Mayo as the designate.

Motion to adopt the proposal by Dave to begin the strategic planning process, made up of nine members plus alternatives as identified at this meeting and the first meeting is January 18, 2016, made by: Arlene Huhn

Seconded by: Rehana Devji, Carried.

Opposed (1)

7. Calendar Reminders

- TAAPCS Meeting (Red Deer, January 20-21)
Shamir Mukhi will be the delegate. Paola Mayo is 80% sure she can attend and will be the alternate.
- Board Meeting Recommended Schedule
January 30 – date confirmed
March 6 – date confirmed
April 17 – date to be determined
May 15 – date confirmed
June 19 – date confirmed

7. Meeting Adjourned

[Motion to adjourn the December 19, 2016 Board Meeting at 10:00pm made by: Arlene Huhn](#)