



**Aurora School Ltd.
Board of Directors – Public Board Meeting
December 8, 2014**

RATIFIED

14-12-08-01

Call to Order and Roll Call

Meeting called to order at 6:00 p.m. by Dr. Shamir Mukhi, Board Chair

Present: Dale Bischoff, Rehana Devji, Francine Gregory, Marla Leganchuk, Holly Maccagno, Susan Mallory, Shamir Mukhi, Steven Penney, Qumber Rizvi

Guests: Carolyn Gartke, Ian Gray, Pam Halverson, Lorrie Makepeace, Janet Rockwood

14-12-08-02

Agenda

Motion to accept the December 8, 2014 agenda as amended, made by: Rehana Devji
Seconded, **Carried.**

14-12-08-03

Board Meeting Minutes

Motion to accept the November 17, 2014 Board Meeting Minutes as amended, made by: Steven Penney
Seconded, **Carried.**

14-12-08-04

Guest Report

a) Charter School Evaluation Report (November 17, 2014)

Pam Halverson and Carolyn Gartke, both from Alberta Education, presented a report on the Aurora Charter School Evaluation conducted the week of September 22 to September 26, 2014. Charter School evaluations are normally done in the third year of each five year term and is based on 11 criteria used for all charter school evaluations. Our school meets the evaluation criteria on the majority of the evaluation criteria set for the charter school evaluation. However, the Aurora evaluation makes several Recommendations including four Recommendations for Required Changes. Requirements must be in place or progress made on these goals before the Charter extension is granted.

The Charter School Evaluation report will be posted on our website and shared with our membership. The Aurora Charter renewal application is due before December 1, 2015 and the charter renewal, once granted by the Education Minister, would be effective August 31, 2016.

| <i>ACTION ITEMS (14-12-08-04a)</i> | |
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| <i>CS Evaluation posted to school website</i> | <i>Susan Mallory, Board Secretary</i> |
| <i>School Action Plan</i> | <i>Dale Bischoff, Superintendent in consultation with Aurora principals</i> |

b) Report from Administration

• **Elementary Campus**

Ian Gray, Elementary Principal presented his administration report to the Board for information and discussion.

❖ **Academic Program.** Continuing to increase student achievement and their health/well-being by improving in the following areas:

- Safe, welcoming caring school environment
- Examine school performance data/aggregated classroom observation data regularly to make decisions about school improvement and PD needs
- Utilize instructional teams to use student learning data to plan instruction.
- Ensuring all teachers are collecting and combining standards, curriculum, instruction and assessment to improve grade level assignments.



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- Development, implementation and evaluation of the Student Learning Assessments (SLAs) to facilitate learning goals and to evaluate student grade ability in grade 3.
- ❖ **School Council.** School Council met for the first time following the November AGM. Items discussed were:
 - School Council provided feedback on a survey by the Technology Committee regarding the private portion of the website.
 - School Council was asked to put forward members to sit on Board committees.
- ❖ **Activities.**
 - Report cards issues on November 14 with few technical difficulties.
 - Parent-Teacher Interviews were held Nov 19-20. The elementary school will be examining new methods of sharing student learning for next year, such as student-led conferences and updated websites.
 - Elementary Christmas Concert – December 18 at 6:30pm. It was noted that space is limited and attendance is limited to two guests per child. A dress rehearsal during the day will be taking place to offer an alternative to those who cannot attend evening performance.
- ❖ **Learning and Technology Policy Framework.** Aurora School’s proposal for a \$70,000 Learning and Technology grant was accepted. This is a great opportunity for technology Professional Development at Aurora. Mr. Gray noted that the grant cannot be spent on hardware/software.

It was brought to the attention of the Principal that there were a few lunchroom supervision incidents where rooms were not supervised. The administration were not aware of this and will take steps to ensure proper lunchroom coverage is maintained.

| <i>ACTION ITEMS (14-12-08-04b)</i> | |
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| <i>Lunchroom Supervision Coverage</i> | <i>Ian Gray and Janet Rockwood will provide a supervision update at next Board meeting</i> |

Report from Administration

- **Middle School Campus**

Janet Rockwood, Middle School Principal presented her administration report to the Board for information and discussion.

 - ❖ **Staffing.** Maternity leave for Jen O’Connor commences December 20. We have hired Duncan Charlton to cover her maternity leave to the end of the school year and his start date is December 17.
 - ❖ **Technology.** Additional Middle School laptop cart is running. Amanda Schulz attended the ATLE conference and brought back a presentation on internet plagiarism.
 - ❖ **Professional Development.** The November 21, 2014 PD went well and consisted of many different activities such as assessment, best practices, analyzing PAT results, and demonstrations by SchoolLogic on their web-based solution to increase home/school communications.
 - ❖ **Report Cards.** Report cards were issued November 14 and system worked very well. The new process allowed administration to see who had not accessed their report cards and these were followed up on with reminder notices.



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- ❖ **Supervision and Evaluation.** Formal evaluation of all new staff is underway and each new member has had one formal classroom visit and debriefing. Next visit scheduled in January 2015.
- ❖ **School Events.**
 - Coffee Connection with parents held November 19, 2014. Next coffee meeting will take place December 17.
 - Parent Teacher Interviews were well attended by parents.
 - Middle School Night. Was successful and enjoyed by students and teachers alike.
- ❖ **Sports League.** Wrestling and boys/girls basketball is currently underway with parents very supportive of this initiative.
- ❖ **Things to think about.** Middle School's "Night Around the Globe" activity night planned for December was unable to go forward due to a low response from Grade 5 – 9 families. Middle School staff will continue to look for activities for the new year.

Input from the Board

- ☞ The Board would like to see parents informed on what teachers activities take place on Professional Development (PD) days and what was achieved. Some parents may want to participate in PD day activities. It was noted that perhaps a scrolling newsletter on the front page of the newsletter would be a good means to communicate with parents about school PD activities upcoming.
- ☞ It was suggested that Twitter might be a useful information tool for communicating information to families.
- ☞ The Board Chair invited Carol Bartel Nickel to give her presentation that she made at the Learning Technology Policy Framework meeting in the fall at the next board meeting in January 2015.
- ☞ Lockdown drills – The Board asked if a practice lockdown drill been held and stressed that drills need to be held in a timely manner.

| <i>ACTION ITEMS (14-12-08-04)</i> | |
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| <i>Presentation to Board by Carol Bartel Nickel</i> | <i>Dale Bischoff requested to invite Carol BN to present January 19</i> |
| <i>Lockdown Drill</i> | <i>Ian Gray, and Janet Rockwood will advise the Board January 19 on dates for lockdown drills</i> |
| <i>Principal's twitter account needs to be set up as a school account</i> | <i>Ian Gray, Elementary Principal Dale Bischoff, Superintendent</i> |

NEW BUSINESS

14-12-08-05

Secretary Treasurers Report

a) Central Office Credit Card

The Secretary Treasurer, Holly Maccagno advised the Board that the credit card application process has been started for a central office credit card.

b) Cell Phone

The Director of Finance has concerns regarding the lack of a standard practice for equitable cell phone reimbursement. The central administration was mandated to establish standard practice, effective January 1, 2105 whereby eligible staff will receive monthly \$50 reimbursement towards their personal cell phone bill. Eligible staff must take work calls on



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their personal cell phones to be eligible for the \$50 subsidy. Eligible staff members are: Ian Gray, Janet Rockwood, Dale Bischoff and Calistus Oragudosi. Staff receiving monthly reimbursements must submit receipts monthly to the Secretary Treasurer. The Superintendent will notify effected staff of this new standard practice.

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| <i>ACTION ITEM (14-12-08-05b)</i> | |
| <i>Notify eligible staff of standard practice for reimbursement of cell phone costs.</i> | <i>Dale Bischoff, Superintendent</i> |

c) **Financial Report.** Tabled to January Board Meeting.

14-12-08-06

Superintendent Report

a) **Charter School Evaluation.**

There are many positive aspects of the Alberta Education evaluation of Aurora Academic. The report is available on the Aurora website under “downloadable documents.” However, three challenging recommendations arising from the Charter School Evaluation were identified:

1. Aurora is required to establish an Action Research PLC. The Superintendent is starting work on this.
2. The Aurora Board is required to enhance communication with stakeholders.
3. The Aurora Board is recommended to review their Policy manual and required to review separation of their governance role from operational matters.

The Superintendent will prepare a response plan in consultation with our staff and parents on all of the Recommendations provided in the Aurora Charter School Evaluation. The Superintendent recommended that the Aurora “policy manual” undergo an external review as it contains operational guidelines embedded in policy. While the Board Policy Committee will continue to deal with emergent policies, the hiring of a consultant to review our policy manual will be revisited at our next board meeting.

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| <i>ACTION ITEM (14-12-08-06a)</i> | |
| <i>Preparation of response plan on Charter School Evaluation recommendations</i> | <i>Dale Bischoff, Superintendent, in consultation with the school based admin will provide a preliminary response to the Board January 19 and the staff January 23.</i> |
| <i>Identify possible consultant to review the Policy Manual</i> | <i>Dale Bischoff, Superintendent, will research and report January 19</i> |

b) **Annual Education Results Report (AERR)**

The Superintendent presented the Combined 3-Year Education Plan for 2014-2017 and Annual Educational Results Report (AERR) for review and approval. He noted that our ‘report card’ on our Program of Studies has improved from last year since the addition of our options program. He also noted he would be beneficial to utilize some time on the January 23 PD day to discuss Aurora core values that contribute to our instructional program timetable.



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Motion to adopt the Combined 3-Year Education Plan for 2014-2017 and Annual Educational Results Report (AERR) as presented, made by Rehana Devji
Seconded, **Carried.**

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| <i>ACTION ITEM (14-12-08-06b)</i> | |
| <i>The addition of a discussion of non-core programs to the January PD agenda</i> | <i>Dale Bischoff, Superintendent</i> |

- c) Letter from Jen O'Connor regarding her Maternity Leave was submitted to the Board for information. The Superintendent invited the Board to provide a representative for the teacher interview process. Wednesday, December 3 is the preferred date for Board members to participate in teacher interviews.

14-12-08-07

Board Committee Reports

a) Policy Committee (Steven Penney)

The following policies were presented to the Board for consideration: Policy 2025, Policy 6045 (replaces current Policy 6045), Policy 6130 and Policy 9000.

- **Policy 2025 – Communication Framework (First Reading)**
Motion to accept the Policy 2025 as amended for first reading made by: Steven Penney
Seconded, **Carried.**
- **Policy 6045 – Acceptable Use of Technology (First Reading)**
Motion to accept the new Policy 6045 as amended for first reading made by: Steven Penney
Seconded, **Carried.**
- **Policy 6130 – Student Evaluation (Third Reading)**
Motion to approve Policy 6130 for third and final reading as presented, made by: Steven Penney
Seconded, **Carried.** Abstained (1)
- **Policy 9000 – Student Transportation (First Reading)**
Motion to accept the Policy 9000 as amended for first reading made by: Steven Penney
Seconded, **Carried.**

b) Technology Committee

First meeting post the AGM was December 1. The committee chair presented the Aurora Portal document for review and consideration. The committee has been looking into the development of the private side of the website. They did a site visit to Boyle Street Charter School and viewed two software presentations (SchoolLogic and PowerSchool). This document will go back to the committee for refinement and a formal recommendation for purchase will be brought to the next Board meeting in January.

c) Transportation Committee

Has not met this school year pending appointment of a director to sit on the committee.

Transportation Update (Susan Mallory)

- ✚ Good improvement with bus service this month.
- ✚ Golden Arrow has been making effort to improve communications with Aurora with respect to bus information.



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- ✚ Golden Arrow have been putting their newest buses on our runs in an effort to mitigate late buses due to mechanical breakdowns.
- ✚ Successfully implemented (December 5) from Susan’s home, the School Connects (automated dialer program) when Golden Arrow notified Susan 7:00am of a bus situation requiring immediate communication to parents.

14-12-08-08

Board Chair Items

a) Board Committee Chairs

- i. **Policy** – Steven Penney
- ii. **Growth** – Francine Gregory
- iii. **Technology** – Shamir Mukhi
- iv. **Communications** – Rehana Devji
- v. **Transportation** – Qumber Rizvi

Director of Finance – Marla Leganchuk

Vice Chair – tabled to January Board meeting

b) Board Meeting Schedule

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|-----------------------|------------------|--------------|
| January 19, 2015 | April 20 | September 21 |
| February 17 (Tuesday) | May 19 (Tuesday) | October 19 |
| March 16 | June 15 | November 16 |

c) ATA Update

Motion to go in-camera, made by: Steven Penney
Seconded, **Carried**.

Motion to go out-of-camera, made by: Francine Gregory
Seconded, **Carried**.

14-12-08-10

Upcoming Dates to Remember

a) Last day of School before Christmas holidays (December 19)

b) TAAPCS Meeting in Red Deer (January 15/16)

The Superintendent will send an email to board members as a board member is requested to attend.

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| <i>ACTION ITEM (14-12-08-10(b))</i> | |
| <i>Email to Board members asking for director to attend</i> | <i>Dale Bischoff</i> |

c) Next Board Meeting January 19, 2015 at 6:00pm

d) Capital Planning Workshop (January 26)

Board member needed to attend – Francine Gregory will attend.

14-12-08-11

Adjournment

Motion to adjourn the December 8, 2014 Board Meeting at 10:15pm, made by: Marla Leganchuk

Submitted by: _____

Susan Mallory, Recording Secretary