



**Aurora School Ltd.
Board of Directors – Public Board Meeting
January 19, 2015**

RATIFIED

15-01-19-01

Call to Order and Roll Call

Meeting called to order at 6:05 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

Absent: Ian Gray

Guests: Carol Bartel Nickel, Lorrie Makepeace, Janet Rockwood, Dave van Tamelen

15-01-19-02

Agenda

Motion to accept the January 19, 2015 agenda as amended, made by: Rehana Devji
Seconded, **Carried.**

15-01-19-03

Board Meeting Minutes

Motion to accept the December 8, 2014 Board Meeting Minutes as amended, made by: Marla Leganchuk
Seconded, **Carried.**

15-01-19-04

Guest Reports

a) Report from Administration

• **Elementary Campus**

Lorrie Makepeace, Elementary Assistant Principal presented the administration report to the Board for information and discussion.

❖ **Professional Development Day Agenda.** Was presented to the Board for information.

❖ **Teacher Observation.** Guidelines and timelines were presented to the Board for information.

❖ **Science Olympics**

Lorrie Makepeace, Kaley McPhail and Angela Craig will be taking a division one group to the Science Olympics and Janiffer Song will be taking a group of Grade 4 students.

❖ **Communication to Parents.** A letter was sent home parents regarding ways to communicate with parents.

ACTION ITEMS (15-01-19-04a)	
<i>Communication to Parents - Add new and temporary teachers to website</i>	<i>Susan Mallory, Board Secretary</i>

❖ **Digital Citizenship.** All classes are receiving eight sessions on digital citizenship led by Amanda Schulz and it is going well.

❖ **Isolation (Lockdown) Drill.** Lockdown drill was held on January 16, 2015 and went really well. Results are recorded in log book kept at the front desk.

❖ **Lunch Supervision. (Action Item #14-12-08-04b)** Concerns raised at the previous board meeting were addressed. Teachers were reminded they are to remain in their classrooms during the eating portion of the lunch hour until a junior high student arrives to supervise. As it is becoming harder to find junior high student volunteers, supervision options will be examined for next year.



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- **Middle School Campus**
 - ❖ **Charter Evaluation.** Working as an administrative team to create an action plan that addresses both the recommendations and requirements in our recent evaluation.
 - ❖ **Staffing.** Jen O'Connor is on maternity leave and Duncan Charlton has been hired for this position and took over teaching duties on January 12, 2015. Linda Williams is due to return on February 2, 2015.
 - ❖ **Student Safety.** A lock down drill was held on January 16. Procedures were reviewed with staff and students prior to the drill.
 - ❖ **Technology.** Middle school now has a Twitter account. We can be followed at @AACSMiddle. Digital citizenship curriculum has been developed and is being presented by Amanda Schulz.
 - ❖ **Professional Development.** The next PD day will be held on January 23 and the agenda was presented to the Board for information.
 - ❖ **Supervision & Evaluation.** Formal evaluation of new staff members is in progress with each new staff member receiving an additional evaluation over the next two weeks. The principal will be attending a two day workshop on February 2-3, 2015 on Teacher Growth, Supervision, Evaluation and Practice Review.
 - ❖ **School Events.**
 - Skating Trip (February 25)
 - Science Olympics (February 28) – Two teams entered
 - Science Fair (February 6/7)
 - Europe Trip (March 28 – April 9)
 - ❖ **Extra-Curricular.**
 - Sports league: Boys' and girls' basketball, along with wrestling is underway. Our Aurora *Running Room Games* teams are also practicing.
 - Intramurals: Continue for Grades 5 – 9.
 - ❖ **Student Teachers.** Hosting three teachers from the U of A this term (one in elementary/two in middle school).

Homework Follow-Up

The Board asked if there had been anymore follow-up on the amount of homework assigned. Janet Rockwood responded that they had talked with staff and the *Tell Them for Me* survey will be a good indicator when results are received. She has also been informally asking students how much time they take to do their homework. The Board requested that homework amounts be reported at each board meeting as homework continues to be an issue. It was noted that major assignments go up the calendar and that parents are encouraged to speak to their child's



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teacher as well. There are concerns over quantity versus value of assignment (busy work). It was noted that the Policy Committee may need to be parent of the process to set a homework template.

ACTION ITEM (15-01-19-04)	
<i>Regular monthly reporting on homework at Board meetings.</i>	<i>Ian Gray, Elementary Principal Janet Rockwood, Middle School Principal</i>

b) Review of Aurora Policy Manual

Dave van Tamelen conducted our school organizational review three years ago and as a response to the Alberta Education Charter School Evaluation recommendations, he has been asked to review our policy manual in order to provide governance. The following are the different approaches suggested by Dave van Tamelen that the board can take.

Evaluation team suggested looking at a policy model adopted by many schools which is where policy is developed by the Board of Directors and school operations are delegated to administration. John Carver research states Organizations have to deal with ends and means and Boards should deal with the ends and administration/staff deal with the means.

- Background and Policy Statement of our current policy structure would become the policy and the procedures/guidelines would become the operations manual.
- Use a Standardized approach - accountability process built into policy structure that provide assurance and checks are in place.
- May require compliance reporting from administration (area by area) which provides the Board with information and feedback.
- Revise the policy on Policy-Making that reflects what is to be done and delegation to administration. Provide direction how school moves forward.
- The Board has to be committed to this governance style.

Questions:

Is this done all at once?

Policies would be presented as a bundle. Policy making must be changed as it will affect everything moving forward. Will slowly present sections and move forward.

Can it be done in phases?

Yes, it can be done in a couple of stages but is recommended to have whole structure in place for next School Year.

Regarding Accountability Structure - is accountability mandated through policy?

Yes in part. Can develop a feedback process through the Superintendent. Biggest challenge will be explaining to the parents the new administrative regulation processes.

It was noted by Superintendent that the last couple of policies introduced (Acceptable Use of Technology, Transportation Policy) use this model.

An administrative manual to Board outlining administrative regulations will be introduced. Do not want to generate a handbook for each policy but rather a complete handbook for policy as a whole.



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Timeline. The Board will make decision on how they wish to proceed at the next board meeting. Dave van Tamelen will create a Policy-Making policy to assist the Board and hold a discussion regarding the sample. He could then start on the policies in March and April.

c) Technology Implementation Presentation

Carol Bartel Nickel presented to the Board a presentation she made at the Learning & Technology Policy Framework (LTPF) conference. This excellent presentation has been well received by other school boards.

NEW BUSINESS

15-01-19-05

Secretary Treasurers Report

a) Financial Statements

Holly Maccagno presented the November 2014 financial statements for review and discussion.

15-01-19-06

Superintendent Report

a) Action Plan for Address Charter Renewal Requirements

The Superintendent met with school base administration on December 18, 2014 to discuss how we want to tackle these recommendations. A draft report will be provided at the February 17, 2015 board meeting for Board approval.

<i>ACTION ITEM (15-01-19-06)</i>	
<i>Draft Action Plan – to be presented at February 17 Board Meeting for approval</i>	<i>Dale Bischoff, Superintendent</i>

Some recommendations to be included in the Action Plan:

- Policy Manual (mandated)
- Innovation/Research Professional Learning Community (PLC). New regulations will require charter schools to engage in research and innovation. Grant money can be used towards this research. Jim Parsons will teach a research method course (course cost - \$10K) over 10 calendar days and we will invite other professionals from other charter schools to participate. It was noted that we hope to have some articles published,
- Communications with School stakeholders. This is a Board responsibility but will be delegated to the Superintendent. Need to work on the Communication Policy to improve communications and to try to have more direct communication with staff.
- Teacher Supervision and Evaluation. Want to demonstrate draft template.
- To improve Team-Centered Relationships among Stakeholders and Leadership Team. Superintendent needs to do better job of communicating with school base administration.

Superintendent will address all 10 items in a full report at the February meeting.

b) Verification of Authority Information on the Extranet

Need a motion to declare with Alberta Education that we are two administrative areas and that the Board supports this decision. It was noted that the administrative split may impact Fraser Report school results and how this could impact the school was discussed by the Board.



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It was noted that a motion had already been made and it will be followed up on prior to the next meeting.

<i>ACTION ITEM (15-01-19-06b)</i>	
<i>Review previous minutes for Board motion</i>	<i>Susan Mallory, Board Secretary</i>

15-01-19-07

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) and Policy 9000.

- **Policy 2025 – Communication Framework (Second Reading)**
Tabled to the February 17, 2015 Board Meeting.
- **Policy 6045 – Acceptable Use of Technology (Second Reading)**
Tabled to the February 17, 2015 Board Meeting.
- **Policy 9000 – Student Transportation (Second Reading)**
Tabled to the February 17, 2015 Board Meeting.

b) Technology Committee

Aurora Portal. The Technology Committee has been looking at two student information database vendors. The document *Aurora Portal* was presented to the Board for review and approval. The Parent Technology Survey results were also presented to the Board for information, noting that survey supports parents are in favour of moving forward with technology. The Technology Committee recommends the purchase of PowerSchool to the Board as this program offers the best of student information databases. The initial startup cost is higher but yearly costs will be lower. The Board Chair stressed it is important that we have someone available short term to help launch PowerSchool. Projected timeline to launch PowerSchool is September 2015. It was also suggested using an outside contractor to create a report card template is needed. Concerns were raised by the Board over the implementation costs of this project.

[Motion to purchase PowerSchool as our Student Information Database System including software/implementation costs to a maximum of \\$60K made by: Francine Gregory](#)
Seconded, **Carried.**

c) Transportation Committee

The Transportation Committee met on January 19, 2015 and discussed the Student Transportation Handbook, along with bus fee structure and bus registration process. The draft Student Transportation Handbook was presented to the Board for review. Further review of the handbook was tabled to the next meeting on February 17, 2015. The committee is considering a \$100 deposit towards bus fees due upon bus service registration as well as an increase in bus fees for the 2015-2016 year. We ran a 15% deficit last year and are projecting a transportation deficit again this year and it was that Aurora has not raised bus fees in over 18 years. The Superintendent is recommending a bus fee increase of \$100 per student for the 2015-2016 school year. The Transportation Committee will report back at the next Board meeting to provide more information on the yellow bus service fee structure and handbook.



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d) June 2015 Barbeque

The caterer for the Year-End Barbeque contacted Aurora to see if we will be holding our annual Year-end Barbeque in June. After discussion on this, the Board decided that they will not be holding a June barbeque this year.

15-01-19-08

Board Chair Items

a) ATA Update

Motion to go In-Camera, made by: Steven Penney
Seconded, **Carried.**

Motion to go Out-of-Camera, made by: Steven Penney
Seconded, **Carried.**

<i>ACTION ITEM (15-01-19-08)</i>	
<i>Selection of a Vice Chair – tabled at the December 8, 2014 Board Meeting for action at the January 19, 2015 meeting. (Outstanding action Item)</i>	<i>Shamir Mukhi, Board Chair</i>

15-01-19-09

Upcoming Date Reminders

January 19, 2015..... Teacher PD Day
January 26..... Capital Planning Workshop
February 4..... Board Chair meeting with the Minister
February 17 (Tuesday) Next Board Meeting

15-01-19-10

Adjournment

Motion to adjourn the January 19, 2015 Board Meeting at 9:28pm, made by: Qumber Rizvi

Submitted by: _____
Susan Mallory, Recording Secretary