

**Aurora Academic Charter School**  
**Board of Directors Meeting - Minutes of May 15, 2017**  
**RATIFIED**

Board Chair: Shamir Mukhi  
Recording Secretary: Susan Mallory

The Board of Directors Meeting was called to order at 6:03pm.

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

**Absent:** Steven Penney

**Guest Presenters:** Randy Darr, Mike Shankaruk (Arrow Engineering)

**Guests:** Peter Dang, Ian Gray, Francine Gregory, Jacquie Harman, Robert Kossick, Janet Rockwood

**1. CALL TO ORDER**

**a. Approval of the Agenda**

Motion to accept the May 15, 2017 Board Meeting Agenda as amended, made by: Rebecca Harrison

Seconded by: Paola Mayo **Carried.**

Addition to the Agenda: 4(e): Letter from the Minister  
3(b): Family Zone Update

**b. Approval of Board Minutes**

Motion to accept the April 17, 2017 Board Meeting Minutes as amended, made by: Paola Mayo

Seconded by: Rehana Devji **Carried.**

Action Item: Arlene Huhn and Steven Penney to try to meet informally with our trustee regarding surplus school acquisitions. **CARRIED FORWARD FROM APRIL MEETING.**

**2. GUEST REPORTS**

**a. Elementary Principal's Report**

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

- Leave of Absence
- Parking
- Construction
- Major Expenses
- PD Spring Sessions
- Major Events
- Clubs

**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:

- Teacher Growth, Supervision and Evaluation
- Staffing
- Technology
- Europe Trip
- Construction
- Options
- Parent Survey

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- Charter Conference
- Professional Development
- School Events

#### c. Technology Report

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

- Technology Purchases. An inventory of all technology devices at the school is being developed.
- Website Changes: Website Enhancement Sub-Committee met on April 27. Ian Gray presented a draft workup of the school website using WIX. Drupal is a very difficult website development tool, and WIX makes website development and maintenance much easier. Website design and layout were discussed at the April sub-committee meeting. Clubs should be highlighted on the website. The Board was pleased with these suggestions and asked him to proceed with the website enhancements.
- PowerSchool Implementation: Concerns were expressed over teachers having to upload homework to the homework website. Homework will be migrated into PowerSchool. This will make the homework page private and will need a PowerSchool login to view.

#### d. Action Research Presentation (Peter Dang)

##### Energy Knowledge and Misconceptions in Grade 8 Students

Peter Dang presented a summary of his joint action research project with Vanessa Tran. It is a Math and Science project using experiments on energy conservation and knowledge with Grade 8T. Students wrote a pre-test first, followed by two experiments testing household appliances to monitor their energy use. Compared sunniest and cloudiest day of the year to see how much energy was used by our solar panels.

The Board asked if there was any place on our website that highlighted action research projects. It was suggested we could link the live tracking of our solar power energy consumption to our website. Ian Gray will meet to consider this request.

### 3. Secretary Treasurer Report

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

#### a. Budget 2017-18

Reviewed budget for submission to Alberta Education for 2017-18 with the Board. This is a balanced budget with a small surplus of about \$10,000.

Motion to approve the 2017-18 Budget as presented, made by: Paola Mayo  
Seconded by: Arlene Huhn **Carried.**

#### b. Family Zone Update

We have 71% of our Aurora families registered on Family Zone. Marla Leganchuk will be sending out personal invitation to parents offering to meet with them to assist them in setting up their account. Plans are to implement online fee payment in the fall. Wait List registration on Family Zone is also active. Holly Maccagno will follow up with number of families registered on Family Zone.

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**4. Superintendent Report**

**a. Parking Lot Development (Randy Darr)**

City bylaws require the screening of potential parking lot contractor. Landscape plan will address new drop off location. We have met the bylaw requirements and expect development approval shortly. Plan to tender at the end of June and make our selection from the list of pre-qualifying contractors.

Mike Shankaruk (Arrow Engineering) provided an update on parking lot plans. There will be a total of 70 stalls. Department of Transportation concerns regarding raised sidewalks which is a calming measure (6-inch raised sidewalk) have been satisfied. They are now looking at the busing configuration with respect to safety, i.e. sight views. There are some soccer field issues which will need to be addressed. The existing parking lot will be resurfaced along with drain system repairs (if needed). The new parking lot is enclosed with 6 foot chain link fence.

Construction should start in early July, and will be ongoing until the end of August (weather dependent). We will adjust the bus drop off zone on 122 Avenue. Concerns were raised about air intakes from bus exhaust. Mike S. will adjust the bus zone to ensure it is not close to school air intake.

Mike Shankaruk will be attending the open-house on May 16 for Sherbrooke residents at the school. The open house will outline the new parking lot design.

**b. Phase 2 (Gym Renovation / Elevator Installation)**

The architect is working diligently on gym plans (mechanical and electrical upgrades) and the design is nearly complete. Designs are also being created for the elevator shaft. We will be putting together tender documents and getting ready for tender before the end of the school year. The Bear Den and Cub Corner may be closed until November with the project completion set for February 2018.

**c. Elementary Entrance Reboot**

The Elementary entrance renovation has been delayed with the resignation of our former architect. The Superintendent recommends that we are now ready to recruit an architect for the elementary entrance.

[Motion to direct the Superintendent to conduct an architect search for the Elementary entrance made by Arlene Huhn](#)

[Seconded: Rebecca Harrison](#) **Carried.**

**d. Search for Surplus Infrastructure**

Lawton and RJ Scott schools are closing June 2017 and represent a rare opportunity to obtain growth space for Aurora. We have received a response from EPSB to our inquiry to their Board Chair (EPSB) expressing interest in Lawton School. The EPSB letter was reviewed and possible strategies to express interest in obtaining this facility were discussed.

A concern was raised about another survey polling parents as to whether they wanted to move forward with high school. However, we surveyed families not long ago and received a 20%

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response rate. This survey was strongly in favor of an Aurora high school. Developing a high school has been part of the Aurora vision from the beginning of our charter in 1996. If we don't try to secure a vacant school now, we may not get a chance for another five years.

The superintendent requested direction from the Board on whether they want him to try to obtain Lawton School & RJ Scott schools. The infrastructure report on Lawton indicates that it is a solid school, but will require modernization. The Board directed the Chair and Superintendent to prepare a strong letter (for presentation at the next Board meeting) outlining our need for a high school. Will work on strategies and introduce these at the next meeting. We may need to start a parent campaign to ask current and wait list families to express support to the Minister for the development of an Aurora high school.

**ACTION ITEM:** The Chair and Superintendent will prepare a letter to the Minister expressing the need for an Aurora high school. The letter to be presented at the next Board meeting.

**e. Letter from the Minister**

The Minister has rejected our application to increase our enrolment cap. This will change our strategy to obtain a high school. TAAPCS feels that charter schools need to make a political appeal regarding our frozen enrolment cap.

## 5. BOARD COMMITTEE REPORTS

**a. Technology Committee**

Next meeting Tuesday, May 23.

• **TAAPCS Conference.**

Paola Mayo and Dale Bischoff attended the TAAPCS conference at Valhalla. It was a very good meeting. They presented a revised budget plan, as original plan would not cover the budget. Membership fee structure discussed as fees received are insufficient. The Charter School Conference and TAAPCS fall meeting will be in Edmonton from October 26 – 28. The meeting for Board members is Saturday, October 28 and the Superintendent asked all Board member to attend if possible.

**b. Policy Committee**

Dale Bischoff, for Steven Penney, presented the following policies to the Board for approval.

• **BP2040 – Code of Conduct for Members**

Motion to approve BP2040 – Code of Conduct for Members approved for third and final reading as presented, made by: Rehana Devji  
Seconded: Paola Mayo **Carried.**

• **BP 6050 – Field Trips**

Motion to approve BP6050 – Field Trips for second reading as amended, made by: Rebecca Harrison  
Seconded: Rehana Devji **Carried.**

The Administrative Regulation (AR) for BP2040 and BP6050 will be quite extensive.

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**c. Strategic Planning Committee**

Met on April 20 to finalize May focus groups. Over 70 parents and staff participated in the focus groups. May focus groups were held for parents, alumni, Student Council and support staff. A large effort was put forward by the Board and School Council to encourage parent participation. The next meeting is planned for June – the date has not been set.

**6. CHAIR ITEMS**

**a. Deputy Superintendent**

A number of Deputy Superintendent resumes have been received. Gary Andrews will be coordinating the interview process on June 10 and 11. We need Board members to sit on the hiring committee. Hiring Committee will consist of board members, Superintendent and Garry Andrews (Chair). Board member suggestions for interview questions can be submitted to Dale Bischoff. Assuming that the interviews go well and a recommendation for hiring is made by the interview team, a report will be brought to the June 19 Board meeting.

**b) Communication with Ministers Office re Lawton School**

Discussed in the Superintendent’s report. See section 4(d).

**c) Action Item Follow-up**

- 4(a) .....Superintendent has not negotiated a final fee settlement with former architect.
- 5(a) .....Mr. Gray is working on the development of Assets Tracking program.

**d) Uniform Fittings.** A Board member expressed unhappiness over the location of uniform fittings. The Learning Commons location was hot and cramped. This will be addressed for next year’s fittings as gym space was not available this year. Concerns were also expressed over the casual style of our school uniform. The Superintendent advised that the dress code is an operational matter dealt with at the administration level and School Council.

**7. DATES TO REMEMBER**

- May 15 ..... Organization Growth Committee Meeting (4:00pm)
- May 16 ..... Open House for Sherbrooke Residents – Parking Lot Dev. (6:30pm)
- May 23 ..... Technology Committee Meeting (3:30pm)
- June 8 ..... Policy Committee Meeting (4pm)
- June 10 ..... Grade 9 Graduation Banquet (4:30pm). RSVP Peter Dang
- June 19 ..... Next Board Meeting (6pm)

**8. Adjournment**

Motion to adjourn the May 15, 2017 Board Meeting at 9:09pm made by: Rebecca Harrison