



**Aurora School Ltd.**  
**Board of Directors – Public Board Meeting**  
**October 20, 2014**

RATIFIED

**14-10-20-01**

**Call to Order and Roll Call**

Meeting called to order at 5:40 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

Absent: Nayyer Rizvi

Guests: Carol Bartel Nickel, Randy Darr, Ian Gray, Janet Rockwood

**14-10-20-02**

**Agenda**

Motion to accept the October 20, 2014 agenda as presented, made by: Rehana Devji  
Seconded, **Carried.**

**14-10-20-03**

**Board Meeting Minutes**

Motion to accept the September 22, 2014 Board Meeting Minutes as amended, made by: Rehana Devji  
Seconded, **Carried.**

**14-10-20-04**

**Construction Update**

Construction update on status of the school renovation project as of October 20, 2014.

- **Building Permit** is still being prepared. The City of Edmonton has reviewed our design based on our approved building permit submission. We hope to start construction in early January. The Superintendent is researching the costs of immediately demolishing the garden as this could save time. We might also apply to start the foundation work. A special Board Meeting might need to be called to pass a motion to tender for pilings/footings and/or to tender for the general project construction once the building permit is issued by the City of Edmonton.
- **Capital Planning.** Our Capital Plan submission has been approved for financial support and the Superintendent will meet with Capital Planning. We currently do not know the level of financial support that Alberta capital Planning will provide.

It was noted that this project will not be done by August 2015 as hoped and we should not rush the process. School in session during the construction will add complexity to this tender and we want to do the construction in an orderly and safe manner.

**OLD BUSINESS**

**14-10-20-05**

**Report from Administration**

- **Elementary Campus**

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

- **Student Learning Assessments**

The new SLAs (Student Learning Assessments) have now been implemented and completed. Grade 6 and 9 PATs will proceed as usual. Teachers will report back to the Principal, Mr. Gray. Initial feedback from teachers was that the SLAs were simplistic and cumbersome. Three grade 3 teachers were provided two days of substitute relief time to grade the SLAs.

- **Report Cards**

Our report cards should accurately reflect student learning with some changes to the report card format made at the grade 2 – 4 level. It was noted that our current report card system is proprietary and becoming unsustainable and it was recommended that



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research into report card software should be undertaken soon. This will be made a priority at the next Technology Committee meeting.

➤ **Facility**

We have now been in our current location for over seven years and repairs/updates are needed. They are not urgent but it was suggested they be addressed during renovations.

➤ **Safe and Caring Schools**

One focus of professional development for staff this year has been our Safe & Caring School program. Procedures and policies are being developed through PD sessions to ensure the safety of our children through fire drills, lock down drills, and assemblies. It was asked what administration was doing with respect to contagious diseases. Mr. Gray noted that this was not currently a part of our plan and that he will research what other schools are doing and report back to the Board. Normal practice is that Alberta Health Services (AHS) will provide protocols on how schools should proceed.

➤ **Parent Phonics Evening**

Aurora Elementary hosted a Phonics Information Evening for parents on October 15. This evening was organized by the assistant principal, Mrs. Makepeace and had over 40 parents attend.

➤ **Professional Development (PD)**

- ✚ Focus continues to be on Safe & Caring Schools, assessment, and the coordination of curriculum. Mr. Gray and Mrs. Rockwood have applied for a position and grant (\$70,000) with the Learning and Technology Framework Community of Practice.
- ✚ The principal is relaxing the locking of hallway doors after 3:30pm due to difficulties with the plan. He has safety concerns for students and will do more research with School council, along with input from parents. It is important that parents feel comfortable in the school and he will continue to find a workable solution.

• **Middle School Campus**

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

• **Staffing**

Linda Williams is on leave until January 23, 2015 and Erica Tse will teach her classes until she returns.

• **Provincial Achievement Tests (PATs)**

Our PAT results were very strong again this year. A table comparing results to previous years was provided to the Board for information.

• **Student Safety**

Yellow bus evaluation drills for all Aurora buses (8) have been held along with the first fire drill of the year.

• **Technology**

The third laptop cart has arrived for the Aurora Middle School and will be up and running this week. Amanda Schulz has been working on finding or creating SMART Notebook resources for teacher use in classrooms.

• **Professional Development**

The October 3 PD Day was well received by staff. In addition to site-based PD, five staff members attended the Alberta Assessment Consortium Fall Conference. Staff members will present to Middle School staff at their next PD Day on November 21.



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- **Report Cards**  
Report cards will be issued on November 14, 2014. All marks and comments are due to the office on November 5 by 9:00am.
- **Supervision and Evaluation**  
Formal evaluation of all new staff members is underway. Professional Growth Plans are due by October 31, 2014. In order to facilitate supervision and evaluation, this month's meeting with principal will be on Mark Book procedures.
- **Uniform**  
The adoption of the new uniform logo has been very good. Top Marks has sold 600 out of 700 units of the discontinued stock and sales were up 5% this year.
- **School Events**
  - ✦ A very successful information evening for Grade 5 – 9 parents was held September 25, 2014 on Internet Safety (Secure Connection: Communication Safety in our Digital World).
  - ✦ Read-In activities took place October 6 – 10, 2014.
  - ✦ On October 15, 2014 a parent coffee (*Coffee Connection*) was held for Middle School parents with a modest turnout and will continue hosting these parent coffees.
  - ✦ The principal will be attending the TAAPCS conference in Calgary on October 22, 2014.
  - ✦ The Middle School Remembrance Day Assembly will be held on November 7, 2014 at 10:30am.
- **Extra-Curricular**  
Extra-curricular activities such as the Sport League, Intramurals, and Card Sharks are underway. A meeting with AMA to set up a Crossing Guard program has been set for October 21, 2014.
- **Student Teachers**  
We received four student teacher placements and they started on October 10, 2014.
- **Things to Think About**
  - ✦ Have received some questions from parents regarding levels of homework assigned. Homework discussions are ongoing by staff to ensure homework remains manageable and meaningful.
  - ✦ An email glitch was discovered resulting in not all parents receiving school emails. This glitch has been remedied.

**QUESTIONS FROM THE BOARD**

- ❖ *The question was asked "How are we going to move forward now that PATs have been eliminated. Can we capture these results?" It was noted that students do write the Canadian Test of Basic Skills; however, administration is unable to give an answer at this time as more data is required. We have not seen what the SLAs will look like for Grades 6 and 9 and good data may not be available for the next couple of years. Administration is also looking at creating in-house common examinations in core subjects for every grade at Aurora.*

**NEW BUSINESS**

14-10-20-06

**Secretary Treasurers Report**

**a) Audited Financial Statements**

The Secretary Treasurer reported that the audit field work is complete. Holly Maccagno will continue working with the accountants to prepare the draft audited financial statements to be presented at the next Board Meeting.



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**b) Credit Card**

A need has been identified for a Central Office credit card and ask this request be considered when the Board meets again after the AGM.

**c) Transportation Contracts**

Parent transportation contracts have been completed and will be sent out to parents on September 23, 2014.

**d) GICs**

A GIC has matured last week in the amount of \$1.16M. The length of term was discussed by the Board in respect to rates offered and upcoming expenditures. A one year term was recommended but a six month term was agreed upon by the Board.

[Motion to reinvest \\$1.16M GIC for a further six months, made by: Marla Leganchuk](#)  
[Seconded, Carried.](#)

14-10-20-07

**Superintendent Report**

**a) Professional Development Day (October 3, 2014)**

Received teacher feedback from the Aurora Strategic Priorities PD Day and was presented to the Board for information and discussion. Some very good ideas were presented at the PD session.

**b) Annual General Meeting (November 20, 2014)**

The AGM package was presented to the Board for information. It was noted that the Annual General Meeting package has been mailed home to parents. The Superintendent reminded Board members of the need to find candidates interested in sitting on the Board of Directors.

14-10-20-08

**Board Committee Reports**

**a) Policy Committee (Steven Penney)**

It was noted that the Communications Policy will be revisited at the next committee meeting.

The following policies are under review and were presented to the Board as follows:

- **Policy 6130 – Student Evaluation (First Reading)**

[Motion to approve Policy 6103 for first and second reading made by: Steven Penney](#)  
[Seconded, Carried.](#)

- **Policy 9000 – Student Transportation (First Reading)**

This policy has been tabled to the next Board Meeting. It was noted that another appeal has been received regarding route fairness (bus run time) on the Riverbend route. A feasibility study is needed regarding the addition of a new bus route serving Windermere and surrounding communities. These concerns were discussed and have been tabled to the next Board Meeting.

[Motion to go in-camera made by: Francine Gregory](#)  
[Seconded, Carried.](#)

[Motion to go out-of-camera made by: Francine Gregory](#)  
[Seconded, Carried.](#)



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**14-10-20-09**

**Board Chair Items**

- a) **Card from the Board.** Will be send out shortly.
- b) **Google Analytics.** Tabled to next meeting.
- c) **Email Glitch.** Email difficulties have been sorted out. Routine tests necessary to make sure parents are receiving school emails.
- d) **PD – Action Plan.** Need to follow up and develop an action plan from feedback from teachers. The first step is already in motion and will be followed up at May staff meeting.

**14-10-20-10**

**Upcoming Dates to Remember**


- a) **Let's Grow Together (Board Coffee with staff).** Next coffee with staff scheduled for November 7 – need two Board members to attend.  
**TAAPCS.** Fall Provincial Meeting (October 23/24 – Calgary). Marla Leganchuk and Rehana Devji attending the TAAPCS meetings in Calgary.
- b) **School Council Meeting (November 4).** Shamir Mukhi and Rehana Devji to attend.

**14-10-20-11**

**Adjournment**

Motion to adjourn the October 20, 2014 Board Meeting at 9:25pm made by: [Steven Penney](#)

Submitted by: \_\_\_\_\_

  
Susan Mallory, Recording Secretary