



**Aurora School Ltd.
Board of Directors – Public Board Meeting
September 21, 2015**

RATIFIED

15-09-21-01 Call to Order and Roll Call

Meeting called to order at 6:06 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

Guest Presenter: Dave Van Tamelen, Ian Gray, Janet Rockwood

Guests: Peter Dang, Lorrie Makepeace, Rick Woodward

15-09-21-02 Agenda

Motion to accept the September 21, 2015 agenda as amended, made by: Qumber Rizvi
Seconded, **Carried**.

15-09-21-03 Board Meeting Minutes

Motion to accept the June 15, 2015 Board Meeting minutes as amended, made by: Qumber Rizvi
Seconded, **Carried**.

15-09-21-04 Policy Manual Reorganization (Dave van Tamelen)

OMNIBUS PACKAGE #3

The third of three packages of policies were presented to the Board for review and approval. The following policies were pulled from Omnibus package #3 after review by the Policy Committee and moved to the slow track:

BP6045 Acceptable Use for Technology
AR6045 Acceptable Use for Technology
AR6050.3 Appendix 3 – Medical Information Form
AR6101 Administering Medication to Students
BP6101 Administering Medication to Students
AR6150 Improving Student Learning
BP6160 Improving Student Learning
AR6160 Graduating Students, High School Education Documentation and Tracking
BP7071 Human Sexuality

Dave Van Tamelen presented an overview of reorganization of the policy manual noting that the objective is to have the process substantially completed by the November AGM. Game plan to have this process nearly completed by November AGM. The three Governance Policies are now in place. Each batch has been reviewed and policies have been pulled requiring more work or are out-of-date. There are two policy review streams going – “Fast Track” and “Pulled” Policies. Batch 1 and 2 should receive second reading tonight and first reading for batch 3. In October batch 1 and 2 will receive third reading and batch 3 will receive second reading. It was suggested to set an implementation date for late November. The Policy Committee will then start working on the pulled policies which will be divided into two parts. Policies with administrative flaws will be brought forward in October and November and the second part will include difficult items which will take longer to complete and cannot be finished by November. At this point in the process, Dave van Tamelen will step back as slow-



**Aurora School Ltd.
Board of Directors – Public Board Meeting
September 21, 2015**

RATIFIED

track work needs to be done by Aurora School. He suggested to pass a motion setting an implementation date, i.e. *Motion to declaring all remaining policies remain in effect in their old form until new policies are passed.* He cautioned Aurora to make sure they follow these new policies. Dave Van Tamelen also passed on templates for developing new policies to keep consistency going forward, as well as suggesting to add a column to spreadsheet which is the planned review date – default is five years. He cautioned not to leave everything to year five and identify policies that could be reviewed earlier/later than 2020. Policy binders were passed out to Board members containing Batches 1- 3 reformatted/pulled policies and were quickly reviewed.

Superintendent was asked to send a reminder out one week (on October 13) prior to the next board meeting to remind Board member to submit feedback on Batch 3 policies. Also Steven Penney asked the Board to email him their feedback prior to the next Policy Committee Meeting (October 13), especially formatted policies of Batch 1 and 2. It is also noted that the new policies need to be uploaded to the website.

<i>ACTION ITEM (15-09-21-04)</i>	
<i>Email reminder to Board Members re Policy Batch Review</i>	<i>Dale Bischoff, Superintendent</i>

<i>ACTION ITEM (15-09-21-04)</i>	
<i>Add/update policies on the school website</i>	<i>Susan Mallory, Board Secretary</i>

15-09-21-05

Guest Reports

a) Reports from Administration

ELEMENTARY CAMPUS

Ian Gray, Elementary Principal presented the Report from Administration to the Board for information and discussion on the following items:

- Academic Program. Ian Gray presented to the Board the slideshow that was shown at Meeting the Teacher evening on September
 - AACS Elementary – Vision
Aurora Academic Elementary school is committed to developing engaged, creative, caring leaders in a structured, academic environment
 - PowerSchool
- Facility & Growth
- Professional Development Plan
 - Curriculum & Assessment
 - Safe & Caring Schools
 - PowerSchool
 - English Language Literacy
 - French Implementation & Programming
 - Physical Education



**Aurora School Ltd.
Board of Directors – Public Board Meeting
September 21, 2015**

RATIFIED

- Goal Setting
- Staffing
 - New Staff
 - Teacher Growth, Supervision & Evaluation
- School Events
 - School Assembly
 - Fire Drill
 - Parent-Teacher Evening
 - Meeting the AB Education
 - PD Day
 - AAC Conference
 - Phonics Information Evening
 - School Photos
 - LTPF Session
 - Aurora 20th Anniversary Celebration
Ian Gray unveiled the 20th anniversary logo

▪ **Urgency & Important Matrix (New)**

Of High Importance, Low Urgency:

- Changes to the school entry & exit procedures were discussed, along with impact on traffic flow. It was suggested to check with other school for best practices.

<i>ACTION ITEM (15-09-21-05)</i>	
<i>Check with other schools for best practices</i>	<i>Ian Gray, Elementary Principal</i>

- Lunch hour format has changed. Half of elementary go outside right away and half stay inside to eat, then they switch. Working on fine tuning the process, noting that discipline issues have improved since implementing.
- Assessment & Retention Policy & Procedures
- Facility Improvements

▪ **Elementary Professional Learning Plan**

Was presented to the Board information. It was noted that the plan be revised at a later date this year.

MIDDLE SCHOOL CAMPUS

Janet Rockwood, Middle School Principal presented the Report from Administration to the Board for information and discussion on the following items:

- Middle School Goals
- Staffing. New hires: Octavia Drabot & Clint Millard.
- Administrative Duties
- Student Well-Being. Concerns were raised regarding our approach to bullying. Aurora has a discipline policy which includes bullying, noting that bullying is taken very seriously at Aurora. Topic will be revisited at a later date in the year.



**Aurora School Ltd.
Board of Directors – Public Board Meeting
September 21, 2015**

RATIFIED

- Goal Setting
- Technology
- Professional Development
- Professional Development Year Plan
- Enrolment. Total enrolment 300, wait list total 1004
- School Events
- Supervision and Evaluation
- Program. It was suggested placing a box by the office for returning surveys to the school.
- Athletics
- Student Teachers
- Construction. It was noted that a boardwalk will be built by the field/construction site for winter safety.

NEW BUSINESS

15-09-21-06 Secretary Treasurers Report

a) Facilities Management Contract

Asked for three quotes, only received two from Black & McDonald Ltd. (provided quote but asked to revise it) and CPM Building Maintenance (quote not received – require more information from the school). Edon Management was approached but not interested in quoting us). It was noted that the building title has not been transferred yet. Holly Maccagno and Dale Bischoff are working with Edmonton Public School Board (EPSB) with respect to the title transfer to Aurora School.

b) 2014-2015 School Audit

Meeting with the accountants and Marla Leganchuk scheduled for October 1, 2015. Audit will be conducted on October 5 – 8, 2015. Date for the Annual General Meeting (AGM) set for November 26, 2015

c) Accounts

A group RRSP has been established for all support staffing. A meeting with Marla Leganchuk, Holly Maccagno and the TD Bank will be scheduled in December to discuss possible transfer of banking services.



**Aurora School Ltd.
Board of Directors – Public Board Meeting
September 21, 2015**

RATIFIED

15-05-19-07 Board Committee Reports

a) Policy Committee (Steven Penney)

(Met September 21, 2015)

The first and second omnibus packages were presented to the Board for second reading. The third omnibus package was presented to the Board for review and approval for first reading.

Motion to approve the second reading of the first and second omnibus packages as presented made by: Steven Penney
Seconded, **Carried.**

Motion to approve the first reading of the third omnibus package as presented made by: Steven Penney
Seconded, **Carried.**

b) Transportation Committee (Qumber Rizvi)

(Met September 16, 2015)

GPS Pilot

The pilot is scheduled to run from November 1 – January 31, 2016 and the selected routes participating in the pilot are Riverbend, Mill Woods North and NorthWest buses. Information and registration forms for participation in the pilot will be sent home to parents on these routes shortly, and a Parent Focus Group meeting for those participating in the pilot has been tentatively scheduled for the week of the October 26. If all goes well, we hope to bring additional buses online in February.

Parent Appeal

A parent appeal was heard by the committee.

c) Communications Committee

(Met September 9, 2015)

There was a poor turnout again at this meeting. It was noted that purpose of the committee is to bridge the gap between the teachers and the Board. The committee chair attended the September 18 PD day staff meetings for both Elementary and Middle School. There were no concerns raised at the Middle School meeting, however, Elementary raised concerns such as revisiting the C2 agreement and high stress levels at their meeting. These meeting were very productive and will continue these visits.

d) Growth Committee

(Met September 16, 2015)

There was a poor turnout again at this meeting as well. The committee chair expressed concerns over having to take time off work to attend these meetings when there is such a poor showing. Reviewed colour Board for walls and floor tiles for the new addition. It was



**Aurora School Ltd.
Board of Directors – Public Board Meeting
September 21, 2015**

RATIFIED

suggested to hold a town hall meeting to obtain parent input. It was also suggested holding meetings on events already hosted at the school. It was pointed out that these ideas may not work well as there are constraints with respect to colour options and tile patterns. Creating a fact page on Growth in the elementary and middle school newsletters and that the colour boards should be displayed in the library for students and parents to view were also suggested.

e) Letter from Parent Council

The Board received a letter from School Council for information.

15-09-21-08 Superintendent Report

Motion to go in-camera made by: [Rehana Devji](#)
Seconded, **Carried.**

15-05-19-09 Board Chair Items

Motion to go out-of-camera made by: [Steven Penney](#)
Seconded, **Carried.**

15-05-19-10 Upcoming Date Reminders

September 24..... Middle School Parent Night; Cyber World

September 30..... Terry Fox Run

October 5 PD, Learning Commons – Francine Gregory will attend

October 6 School Council Meeting

October 19 Board Meeting

October 24 Alberta Assessment Consortium – Qumber Rizvi will attend; Leadership Day

October 29 TAAPCS Fall AGM (Calgary) – Shamir Mukhi will attend

October 30 TAAPCS Charter School Conference (Calgary) – Shamir Mukhi will attend

15-03-20-11 Adjournment

Motion to adjourn the September 21, 2015 Board Meeting at 9:25pm made by: [Rehana Devji](#)

Submitted by: _____

Susan Mallory, Recording Secretary