



Aurora School Ltd.
Board of Directors – Public Board Meeting
September 22, 2014

RATIFIED

14-09-22-01

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, Ian Gray, Francine Gregory, Marla Leganchuk,
Susan Mallory, Shamir Mukhi, Steven Penney, Nayyer Rizvi, Janet Rockwood

Absent: Holly Maccagno

14-09-22-02

Agenda

Motion to accept the September 22, 2014 agenda as amended, made by: Steven Penney
Seconded, Carried.

14-09-22-03

Board Meeting Minutes

Motion to accept the August 22, 2014 Board Meeting Minutes as presented, made by: Nayyer Rizvi
Seconded, Carried.

14-09-22-04

Construction Update

Construction update on status of the school renovation project as of September 22, 2014.

- **Development Permit** was approved on September 16, 2014 subject to payment of fees.
- **Building Permit.** Is still under review. The City of Edmonton has issue over our design and the firewall code. They have asked for a meeting with our architect. If our proposal is accepted, could be in tender by end of October. If rejected, an appeal will delay project and we will not be in construction this fall.

OLD BUSINESS

14-09-22-05

Report from Administration

- **Elementary Campus**

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

- **Student Learning Assessments**

Alberta Education has changed provincial programs of study to focus on developing student competencies. The new SLAs (student Learning Assessments) were intended to be held in the fall but implementation by the government was delayed until November. Grade 6 and 9 PATs will proceed as usual. The Board noted that information regarding this pilot project will need to be communicated to Grade 3 parents.

- **Discipline Process**

A new discipline process has been introduced this year to improve consistency and continuity between teachers and classes and provide administration with concrete data regarding discipline problems. Based on "Leader in Me" program.

- **School Division and Growth**

Numerous meetings between different stakeholders have taken place regarding growth of the school. Issues such as transportation, parking, supervision, etc. and the degree to which the two schools collaborate have been discussed along with communicating these changes in roles.

- **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 address Traffic, Student Pick-up, Assemblies, and Classroom Visits.



Aurora School Ltd.
Board of Directors – Public Board Meeting
September 22, 2014

RATIFIED

➤ **Roles and Responsibilities**

A list was presented to the Board comprised of the duties for the Principal and Assistant Principal. Teacher evaluations will be done for all teachers (classroom visits) this year. There will be formal and informal (drop-in) visits conducted and will be completed by the end of the school year.

➤ **Professional Development (PD)**

A list of PD dates and topics was provided to the Board for information. The first PD on assessment went very well and was well received by teachers.

Mr. Gray will provide a summary of PD sessions in the next newsletter upon completion of session, as well as provide a copy of the Elementary School Plan to the Board.

• **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 at this time.

➤ **Administrative Duties**

This year due to the Assistant Principal's 0.1 FTE designation, her role will be one of mentoring and assistance in addition to overseeing our participation in the Sports League and ESL Testing Tracking.

➤ **Technology**

Awaiting the arrival of the additional laptop cart which is on order.

➤ **Professional Development**

✚ September 12 professional development day was very well received. A focus was on Respect in the School course that all teachers have now completed. Leader in Me / Seven Habits of Highly Effective Teens was examined. Teachers received a brief overview of program which has the potential to aid in building a positive school climate. Two assemblies have been held, plus a guest speaker to speak to students on the topic of bullying.

✚ Homework was discussed while reviewing our current homework practices along with our rationale for homework. Current policy and procedures were examined and refined. Time in the afternoon was allocated to give teachers the opportunity to work collaboratively.

➤ **Professional Development Year Plan**

The Principal presented the Middle School PD year plans to the Board for information. It was noted that it has been an adjustment for teachers in getting used to the split in administration especially during PD and staff meetings, but is becoming more comfortable every day.

➤ **Supervision and Evaluation**

All year plans have been submitted and unit plans will be submitted by each teacher prior to the start of every unit. Professional Growth Plans are due by October 31, 2014 and each teacher will have a meeting with administration to discuss their plan shortly after. Each teacher will provide a summary of their growth in the spring to be discussed with administration.

➤ **School Events**

✚ A fall community building event was held on September 10 in conjunction with our Meet the Teacher evening. The turnout of the Middle School was excellent and teachers would like to see this event continue.



**Aurora School Ltd.
Board of Directors – Public Board Meeting
September 22, 2014**

RATIFIED

- ✚ Grade Eight students went to Jasper for an overnight trip. Activities included a hike, swimming, and going on the Jasper Tramway.
- ✚ On September 24, we will be hosting a portion of the day for TAAPSC and on September 25 a parent evening will be held for parent of Grade 5 – 9 students:
Secure Connection: Communication Safety in our Digital World.
- **Extra-Curricular**
Some of the extra-curricular events offered at Aurora this year include: Sports League, Citadel Theatre Club, Student Council, French Club, CIBC Run for the Cure, AMA Crossing Guards, Lunch Supervisors, and Europe Trip.
- **Student Teachers**
We will be hosting U of A teachers again this term. We received four student teacher placements and they will start on October 10, 2014.
- **Enrolment**
Total Enrolment: 274. We are short two students in Grade 9 and we are unable to fill these positions.

QUESTIONS FROM THE BOARD

- ✚ *The Board Chair asked what the status of the Emergency Plan is. Mr. Gray noted that the Green binders are all updated and distributed and he will contact St. Pius X School to make sure their school is available in the event of emergencies. He noted that several drills (fire and lockdown) will be conducted over the course of the year.*
- ✚ *It was noted that with respect to earthquakes – there is a technology in place for putting a sensor in the ground to detect earthquakes. The Secretary Treasurer will be asked to research this technology further.*
- ✚ *The Board asked that an update on how the options are doing be included in the Middle School Administration Report. The Principal noted that they are included in the school plan.*
- ✚ *With respect to Kindergarten – Grade 3 technology - Are there any issues in this area? Defining software support issues and computer technology issues is working well for Amanda Schulz and Calistus Oragudosi.*
- ✚ *It was asked if .1 FTE for Middle School AP was enough time. The Principal reported that it is difficult and noted that next year it will be a .3 FTE as enrolment will increase.*
- ✚ *Ian Gray had a question from a teacher asking him if a response from the Board regarding ATA issues had occurred. He responded to the teacher that a response was sent to parents.*

NEW BUSINESS

14-09-22-06

Superintendent Report

a) Leave Request – Linda Williams

The Secretary Treasurer is researching options for Linda Williams with respect to her leave. A replacement teacher has been hired for on a term contract while she is on leave. (A thank you card was received from Linda Williams.)

b) Leave Request – Thaina Hosack

Thaina Hosack Has given two days personal leave (policy indicates that she pay for sub for the personal days) and a sub teacher will be retained for the balance of her two week unpaid leave (November 21 – December 5, 2014). *The Board will send a card of congratulation to Thaina Hosack and Cody Nobles.*



**Aurora School Ltd.
Board of Directors – Public Board Meeting
September 22, 2014**

RATIFIED

Motion to approve Thaina Hosack's request for a Leave of Absence from November 21 – December 5, 2014 comprised of two personal days and balance unpaid Leave of Absence, made by: Francine Gregory
Seconded, **Carried.**

c) APEGA Teacher Award Letters

Peter Dang, Amanda Joblinski and Cecilia Tomko were 2014 APEGA award winners. Letters have been prepared by the Board will be distributed to recipients. APEGA is hosting a dinner for award winners and nominees on Wednesday, September 24.

d) Busing Issues

The Board was briefed on current busing issues. *Busing issues has been tabled to next meeting on October 20, 2014.*

e) School Generated Funds

Nayer Rizvi asked where school generated funds are allocated to. The Secretary Treasurer has been asked to provide a reconciliation for these fundraisers. It was suggested that a universal form set up. *This was tabled to the next meeting on October 20, 2014. The Director of Finance will discuss this with the Secretary Treasurer and ask her to prepare a report.*

f) AGM Preparation

The Annual General Meeting (AGM) has been set for Thursday, November 20. Cover letter and nomination forms to go out shortly.

Motion to go in-camera made by: Steven Penney

Seconded, **Carried.**

g) Administrative Term Designation Contracts

h) ATA Update

Motion to out-of-camera made by: Francine Gregory

Seconded, **Carried.**

14-09-22-08

Board Committee Reports

a) Policy Committee (Steven Penney)

The next Policy Committee meeting is scheduled for October 1. Still need to designate teachers to this committee and open the meeting to everyone. An invitation will be sent to School Council members to attend committees.

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

- **Policy 5051 – Teacher Salary Administration (third and final reading)**
Tabled to next meeting October 20, 2014.



**Aurora School Ltd.
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September 22, 2014**

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14-09-22-09

Board Chair Items

- **Aurora Website (private side)**
Technology Committee to begin to work on a website design plan for the private side to be completed by end of this year. Ian Gray has begun work with Amanda Schulz and will be pursued further at the next Technology Meeting. The date for the Technology Meeting will be set up shortly and the committee chair will send an email out to everyone with the date. Committee Teacher Reps will carry over to the first meeting and it will be determined whether they wish to continue as committee rep at that time.
- **Website Analytics.** Website analytics has been set up and tracks website user usage. Results are very encouraging with respect to visits on website, especially homework website portion. Will bring detailed report to next meeting.
- **Board Coffee (Let's Grow Together).** A morning coffee/doughnut hosted by Board members before school starts has been created in an effort to improve school atmosphere, build trust and create transparency. The next coffee date is October 10 and a schedule will be prepared to distribute to staff.
- **School Council Questions.** A list of questions from School Council was presented to the Board for review and response.

14-09-22-10

Upcoming Dates to Remember

- a) **September 22 – 26:** Charter School Renewal (Alberta Education Evaluation)
- b) **October 2 – 3:** PD Activity – Assessment Consortium Conference (Leadership Day) (Oct 2), Assessment Leadership PD Activity (Oct 3)
Nine teachers attending the conference. Lorrie Makepeace, Carol Bartel Nickel and Francine Gregory will attend on behalf of the Board of Directors.
- c) **October 7:** School Council Meeting (6:00pm)
- d) **October 23 – 24:** TAAPCS Fall Provincial Meeting in Calgary.
Looking for Board member to attend – Rehana Devji will confirm with the Superintendent on whether she can attend.

14-09-22-10

Adjournment

Motion to adjourn the September 22, 2014 Board Meeting at 9:30pm made by: [Steven Penney](#)

Submitted by: _____


Susan Mallory, Recording Secretary