

Aurora School Ltd.
Annual General Meeting Minutes
November 1, 2001
RATIFIED

Issue #	Issue	Discussion/Action
01-11-01-01	Call to Order	The Annual General Meeting was called to order on November 1, 2001 at 7:10 p.m. in the school gymnasium.
01-11-01-02	Acceptance of Agenda	<p>There was one amendment to the Agenda in that the name of the Aurora School Auditors appearing on the AGM Agenda should be G.P. Coskey Professional Corporation not Coskey, Alexander & Co.</p> <p>Motion to accept the AGM agenda as amended made by: Penny Hiebert Seconded by: Jutta Cyrynowski Motion Carried.</p>
01-11-01-03	Ratify minutes of the 01-Nov-01 AGM	<p>Motion to ratify minutes from the 00-Nov-01 Annual General Meeting made by: Penny Hiebert Seconded by: Klaus Zerulla Motion Carried.</p>
01-11-01-04	Introductory Welcome	<p>The Annual General Meeting is a business meeting and follows Roberts Rules of Order. Questions are to be addressed to the Board chair or the podium. With respect to voting rights, only members of the parent body (defined as two parents or legal guardians of children attending Aurora School) may vote. Proxy votes are allowed and members requiring a proxy vote must have filled out the proxy ballot prior to the AGM.</p> <p>Debra King welcomed the following guests to the meeting:</p> <ul style="list-style-type: none"> • Mr. Rick Hayes, Director of the Special Programming Branch of Alberta Learning. • Mr. Marc Prefontaine, Education Manager, Alberta Learning • Mrs. Dianna Millard, Education Manger with Alberta Learning and Aurora School's Liaison Manager. • Mr. Gary Coskey, G.P. Coskey Professional Corporation. • Miss Alyssa Perry, President, Aurora Students' Council. • Mr. Steve Simmons, Vice Principal, Aurora School. <p>Except for what is in Bylaws or other statutes like <i>The School Act</i> or the Aurora Charter document, the Board governs by policy with respect to organizational decisions, activities, practices, budgets and goals.</p> <p>Polices themselves are:</p> <ul style="list-style-type: none"> • Mission related - they embody the Boards and the schools vision and principles • The Board establishes the boundaries of acceptability • The Board delegates authority and evaluates performance of that authority. The Board has delegated the principal, John Sproule the authority to run the day to day operations of Aurora School and he is accountable to the Board for the operation of Aurora School. <p>The Board has three main functions which are 1) The Board are moral and legal trustees for the ownership (which are Aurora School parents), 2) The Board establishes governing policies which include: fiduciary responsibilities (i.e. to fulfill our charter mandate), legal responsibilities, guarding against undue risk of fiscal responsibilities, determining program priorities, directing organizational activities, and final arbiter in appeals, 3) To ensure the people the Board have delegated authority to are doing their jobs, i.e. principal and superintendent.</p>

		<p>The Board is comprised of four directors and a chairman. There are two ex-officio members, the Principal and Superintendent.</p> <p>The Board's accomplishments over the past year have been:</p> <ul style="list-style-type: none"> • Receiving Aurora School's five-year charter renewal. • Continuing to manage the school in a financially sound and responsible manner. • Continuing the excellent relationships and partnerships with groups such as the Caritas Health Group, the Minister of Learning, Alberta Learning and other Charter Schools. • The Board continues to work with Alberta Infrastructure to find a school facility suitable for Aurora School. The Facility Committee are currently investigating a chance of working with a group of investors to see if there is some way they can build us a school and Aurora School lease it back. The Board will update parents as information becomes available. • The Board continues to develop or re-address school policy, ensuring that Aurora School complies with Alberta Learning's list of needed policies. <p>Some areas that the Board will be working on this upcoming year are:</p> <ul style="list-style-type: none"> • A high school committee. Once the new Board of Directors convenes next week, a High School committee will be struck. This committee will investigate the feasibility of having a high school. Developing a high school takes a lot of work and money and the viability of our K-9 programs are always upper most in our minds. Aurora will not have a high school if it is detrimental to the K-9 program. • Parent concerns regarding homework. Very recently it has been brought to the attention of the school administration, teachers and Board of Directors that there are concerns regarding the amount of homework assigned. In collaboration with the teachers, administration and the Board, these concerns will be investigated. At the next board meeting the Board will discuss the best way to get this information, which could be in the form of a short survey on homework. • Policy Development. The Board continues to develop policy. The Board not only reviews policy but also bylaws to ensure that they meet the needs of Aurora. They want to look at where Aurora is, where we want to go, and what is the best way to get there. <ul style="list-style-type: none"> - Debra King has invited Rick Hayes to come to the AGM and to discuss governance and accountability. Debra King thanked the Parent Council Bylaw review committee for all their hard work. We were able to not only look only Parent Council but Aurora School as a whole. <p>On behalf of the Board of Directors, Debra King thanked all volunteers for their time, effort and knowledge to help make Aurora what it is today.</p> <p>Debra king reminded members to be very proud of Aurora School and to volunteer whenever possible.</p>
01-11-01-05	Alberta Learning – Governance of Charter Schools	<p>Debra King introduced Mr. Rick Hayes, Director of the Special Programming Branch of Alberta Learning.</p> <p>Mr. Hayes brings greetings from the Minister of Education, Mr. Lyle Olberg. Mr. Hayes was the former liaison person for Aurora School and has a fond spot for us. Rick Hayes took the opportunity to advise</p>

members that Alberta Learning is aware of our facilities situation.

Rick Hayes made the follow points:

- A charter school is a public school and is assessable to any student.
- A charter school must deliver the Alberta Program of Studies.
- A charter school is not of any religious faith.
- Nine out of ten charter schools are with the Minister, which in turn are delegated to Rick Hayes' department.

Alberta Learning's expectations of charter school's are:

- Provide parent and students with greater choice.
- Enhance and provide innovative programs within public system.
- Share strategies.
- Meet outcomes described in their three-year plan.
- Meet *The School Act*, policy and regulation requirements.

The Auditor General tracks the progress of all charter schools. Charter schools are not providing the appropriate accountability for public monies received and expended by them. Charter schools must develop measurable outcomes, so that there is a base from which to measure and evaluate charter school results against their mandates.

Questions put to members of Aurora School by Rick Hayes:

- How clearly do individuals understand the:
 - Lines of authority?
 - Channels of communication?
 - Roles and responsibilities of the Board, individual members of the board, Superintendent, Principal, School Council, staff and parents in the school?

Mr. Hayes told the membership that In a charter school the principal has a much larger role than in other schools and presented the following questions to consider:

Is there a need to identify differences between the board's policy/guidelines work and the Superintendent and Principal's administrative work?

Do parents understand the dispute resolution process? Many parents do not know this process and will often phone the Minister.

Are procedures to be used in board meetings clearly established for:

- Reports by committees of the Board?
- Action items versus information items?
- Open versus in-camera discussion?
- Conflicts of interest?
- Written minutes?
- Pecuniary interests?

Does the Superintendent's contract provide sufficient opportunity to carry out required duties? Boards often say there is not enough money to have the Superintendent come more often.

Are staff and students involved in selected governance issues such as development of school goals or implement procedures?

Timing?

Does the board understand the application of legislation for relevant sections of *The School Act*?

		<p>Status of teachers under <i>The School Act</i>?</p> <p>Accountability for charter goals?</p> <p>Do board members come to appeals with out prejudice (without prior knowledge)?</p> <p>Do board members understand the implications that may arise if they step outside their designated role?</p> <p>Do board members have tools to help them self-evaluate their performance? Rick Hayes helped the Fort Vermilion division develop a Carver Model which redesigns what it means to be a board, challenging other approaches as founded more on anecdotal wisdom than on good theory. This board is finding this model is working very well.</p> <p>Seven characteristics of a Carver Model:</p> <ol style="list-style-type: none"> 1) The board's primary relationship is with the public. 2) Trustees have authority only as a full board. 3) The Superintendent is the only person the board instructs and the only person the board evaluates. 4) The dominant work of the board focuses on the achievement of results, benefits to student, cost of achieving results. 5) The message from the board to superintendent is to achieve these ends with these restrictions on means. 6) Boards must manage the sequence of different sizes of decisions, going step by step into more detail until the majority of trustees are willing to accept any reasonable interpretation of the works. 7) End of limits on means are the only criteria by which a Superintendent should be assessed. <p>Four steps of governance:</p> <ol style="list-style-type: none"> 1) Board planning 2) Committee for development 3) Implementation by administration 4) Evaluation of the policy <p>Rick Hayes presented a video on governance in order to help members understand procedures and governance</p> <p>Questions for Rick Hayes:</p> <p>Q. Work in terms of governance. Parents feels we are doing very well. What is Alberta Learning's view? A. Alberta Learning's view is that we are doing a good job, as well. They want charter schools to focus on the charter goals. This does not necessarily mean our school, but some schools need to focus on this. Alberta Learning thinks very highly of Aurora's board.</p> <p>Q. Are you going to be issuing guidelines which apply to charter schools? A. When Bill 16 is passed. Then we will look very closely at guidelines. They will not be in regulation form. Some charter schools have gone through hard times. We are looking at helping charter schools from the department level.</p> <p>Q. How can you get regulations changed if a charter school wanted to own their own school? A. Must have 20 year charter. Unfortunately some charter schools may not be around that long. Alberta Learning wants to make sure the buildings are going to be used.</p>
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01-11-01-06	Election – Board of Directors	<p>Debra King introduced the board members from this past year and commended them on their commitment to Aurora School:</p> <p>Mrs. Leah Iwaniuk - Director Mrs. Jennifer Brownridge - Secretary Mr. Klaus Zerulla – Director of Finance Mr. Graham Hicks – Director Mr. John Sproule (ex-officio) Mr. Ross Johnston (ex-officio).</p> <p>This year there were two Director positions open for nominations, as two members did not seek another term. Two nominations were received for these positions. The new Board members are:</p> <p>Mr. Bruce George Mr. Tim Werbiski</p> <p>And they will join Klaus Zerulla, Graham Hicks and Debra King to make up this year's Board of Directors. Debra King asked the new members to address the membership:</p> <p>Bruce George: He and his wife had three kids attending Aurora School. One has graduated and now attends high school. The other two are in grades 9 and 5. His wife is very active in the school. He is an engineer and looks forward to helping move Aurora School to new facilities.</p> <p>Tim Werbiski: His wife helps out quite often at Aurora School. One of his sons is in grade 2 and the other son attends school in the public system. He is looking forward to getting to know and work with the system. He has</p>

		<p>been involved with the school for four years.</p>
<p>01-11-01-07</p>	<p>Financial Report – Year End 2001-2001</p>	<p>Mr. Gary Coskey of G.P. Coskey Professional Corporation presented the Audited Financial Statements and reviewed them very briefly.</p> <p>Statement of financial position. This is a listing of financial assets at a giving point in time.</p> <p>Statement of revenue and expenses: This is a snap shot of school finances over the past year and compares them to the previous year.</p> <p>Net Assets: This shows the cash flow.</p> <p>Mr. Coskey reviews the accounting records of the school and pass an opinion on the finances of Aurora School. He examines reports and procedures of the accounting staff. The auditors do certain tests to make sure that these procedures apply.</p> <p>Gary Coskey complimented Aurora School by stated that he is very impressed with our operation, in particular our business practices and that our school is very fiscally responsible. He feels we do a very good job.</p> <p>Mr. Klaus Zerulla presented the Treasurer’s Report.</p> <p>He stated his conflict of interest - which is sitting on the Aurora Board of Directors and being the Chairman of the Saturday German School. He noted that there may be an occasional conflict and in which case he will remove himself from the proceedings.</p> <p>Mr. Zerulla made the following statements, as he reviewed Aurora’s financial position:</p> <ul style="list-style-type: none"> • We are getting to be in a really good financial position. He thanked Mr. Ron Hiebert (former Aurora Board Treasurer) for setting up this position. • There has been increases in AB Learning Grants, increased student spending over the past year. We received some energy rebates from the government. We have also seen an increase in interest income as our spending is modest. • Mr. Zerulla noted that he has been having discussions with some European investors with respect to real-estate investments; we are asking them to look at the possibility of building us a school to lease back from them. • Aurora has put aside money for lease improvements, maintenance and repairs for our facility. Money has also been set aside in the event of a breakdown requiring repairs. Aurora has set aside money for moving into a new facility when it comes time, as well as lease upgrades in the event we have to make repairs or modifications. • The Canadian Donner Foundation gave us an additional \$100,000 for school programs. • Money was set aside for library and science (biology). Money also set aside for computer technology improvements. <p>Mr. Zerulla asked if there were any questions? No questions from floor.</p> <p>Motion to accept the Audited Financial Statements for the 2000 –2001 fiscal year made by Jutta Cyrynowski. Seconded by: Ron Hiebert Motion Carried.</p>

		<p>Motion to accept the firm of G.P. Coskey Professional Corporation as the Aurora School auditors for the 2001 - 2002 fiscal year made by Bruce George. Seconded by: Jutta Cyrynowski Motion Carried.</p>
<p>01-11-01-08</p>	<p>Parent Council</p>	<p>Mr. Sproule presented the Parent Council report:</p> <p>He thanked the past year's Parent Council: Elizabeth Tóth (Transportation Coordinator, Policy Rep.) Barb Kindrachuk (Treasurer) Leona Sellyeh (Secretary) Ed Cox (Vice-chair) Darlene Zelazo (not an elected member, but attended all meetings and headed up our school-based Fundraising Committee) Karima Gangji (Volunteer Coordinator) Ron Palmer (Community Rep.) Mary Healy (staff member) Bill Crockett (staff member)</p> <p>John Sproule noted that Mary Healy and Bill Crockett will be serving as staff representatives again this year. He also noted that the principal is the chairman for Parent Council.</p> <p>Thanked members for all their help and support with the:</p> <ul style="list-style-type: none"> • Silent Auction • School Pictures • Hot Lunches • Awards Evening • Books Fairs • Winter Carnival • Cookbooks • Spell-A-Thon <p>Just to name a few.</p> <p>Last year Parent Council raised almost \$12,000. The Silent Auction raised \$2,300, the citrus promotion \$200, entertainment books raised approximately \$3,000. The Spell-A-Thon, headed up by Darlene Zelazo, brought in \$2,800 - with half the money raised going to the homeroom teacher for classroom items, the rest to be used by Parent Council. Hot Lunches, organized by Shelly Cox and Darlene Zelazo, brought in over \$2,000. Other significant fundraisers include our school photographs, poinsettia sales, and daffodil sale whose proceeds went to the Canadian Cancer Society.</p> <p>Parent Council spent \$700 for Book Awards for our Awards Ceremony, purchased a Scan-Tron Marking Machine for \$3,100, Boot Rack Liners and Entrance Rugs cost \$1,000, \$500 for a CD-Burner and \$1,000 for an elementary Art CD Program for the Computer Lab, and \$500 uniforms for our basketball team. Smaller amounts were spent on a hot plate for the kitchen and pen awards for the graduating grade nine classes.</p> <p>Uniform Committee: Nancy Dafoe (Consignment Shop) and Joanne Killin (Uniform Shop) have everything running smoothly with respect to uniform purchases. Their hard work is appreciated.</p> <p>Parent parking gets a little better every year. Everyone getting used to rules.</p> <p>Surveys - Parent and Teacher. These surveys help Aurora to report to Alberta Learning and they</p>

		<p>contributed to charter renewal as well as pointing out issues important to parents.</p> <p>Staff Survey goes to specific teachers and the principal.</p> <p>Parent Council has a sitting member on our school's Policy Committee. Some of the policies worked on this year were Student Awards, Reimbursement of Expenses for Employees, Board Members and Volunteers, and Field Trips and Excursions.</p> <p>Mr Sproule thanked Shelley Cox, Nancy Dafoe, Janelle Benedet, Heather Gabriel, Brenda Werbiski, Elizabeth Woo, Maggie Cherwick, Darlene Zelazo, Angie Caruso, Elsa Sindler, Sarbjit Gill and Barb Kindrachuk, for hosting last spring's superb staff breakfast on the behalf all Aurora staff members.</p> <p>John Sproule recommends attending the Silent Auction on November 10th, headed up by Julie George. It is always a great time with a terrific meal.</p> <p>John Sproule encouraged members to attend Parent Council meetings, as well as to consider running for Parent Council in the future.</p>
01-11-01-09	Student Council	<p>Alyssa Perry, President of Students' Council presented a message from Students' Council.</p> <p>She named the student body representing Aurora School this year: Annette Tremblay – vice-president, Jaspreet Atwal – vice-president, Caroline Matejko - Secretary, Vince Rozhdesvensky - treasurer. Class representatives: Liza Hicks (7R), Alison Kindrachuk (8D), Abdul Ahmed (9S) and Yana Lipshits (9C). Mr. Steve Simmons is the teacher representative for Students' Council.</p> <p>Alyssa noted that Students' Council gives students a chance to voice their concerns to the administration. Students' Council hope to hold more dances and mufti-days this year and to increase student spirit. A picnic with parents and a skating party are just some of the events being planned this year.</p>
01-11-01-10	Question Period	<p>Questions from floor</p> <p>Q. Regarding a high school program; would like an update. A. Planning is only just started. Terms of Reference drafted. In the planning stages – need a facility first. Any parent wanting to sit on the High School Committee can leave your name with Debra King in her mailbox in the back office of the school. This committee will meet once a month. Modeled after the charter school Foundations for Future in Calgary. Creating a high school will show that we are moving forward.</p> <p>Q. Thanked the board for all the great work done for Aurora on behalf of the parents.</p> <p>Q. Very pleased with what has been done. Homework issue is a concern. A. A short survey will be designed and go out before January. We want to do something and parents must fill this out. One or two results from each class will not help board see what is wrong.</p> <p>Q. Can we communicate this to teachers? A. Yes, the homework book is a good way of communicating that there is too much homework.</p> <p>Q. This issue is not a surprise. This was brought up a year ago.</p>

		<p>A. We are trying to determine how many parents share this concern by doing this survey. Before, it was only one or two parents from each class.</p> <p>Q. If there is a lack of response from teachers, what is the next course of action.</p> <p>A. After talking to the teacher, the next step is to see the principal, after that next step is to see the superintendent, the final step is to send a letter to the board.</p> <p>Q. Aurora policy states that 15 minutes of homework to be assigned in kindergarten and 15 minutes of homework added in subsequent grades. Is this a policy?</p> <p>A. Yes, this is Aurora policy. It is written in policy.</p> <p>Q. Suggestion – write a log of how much time is spent on each subject in terms of homework.</p> <p>A. Yes, put a note in the board mailbox with questions to put in survey.</p> <p>Q. (Statement) Friends supportive of school and curriculum. Parents have pulled their children out of Aurora, as they could not deal with homework load.</p> <p>Discussion ensued amongst members. Debra pointed out it is vital that surveys are turned in. We get only 50% response on our Parent Survey from members.</p> <p>Graham Hicks pointed out that we started this school on the premise that we wanted our children to get homework and the school to be patterned more after the European schools.</p> <p>A member read a letter that they wrote to the board, outlining their concerns regarding homework issues. Another parent pointed out concerns over discipline when homework incomplete.</p> <p>A parent pointed out that intelligence of children is not a factor – it is all children having trouble completing homework.</p> <p>Mrs. King invited parents to put concerns down on paper and put them in the board mailbox or email her at dking@charterschools.com</p> <p>Graham Hicks asked to address the members. He noted that he is serving his 4th and final term as a board member. He wanted to commend the Hiring Committee on the super new teachers they brought to the school. Everyone is very pleased with the new French teacher and Science teacher. Mr. Hicks wanted to thank staff for all their great work. He also thanked Debra King for all her hard work with Aurora School and the Charter School Centre in Alberta. He noted that we have made great strides with school spirit this year. We have more kids involved and teachers are creating some great school spirit. It has been a great year.</p>
01-11-01-11	Adjournment	Meeting adjourned at 8:55 p.m.

Certified as approved by the Aurora School Board **Chairperson** _____
Secretary _____