Aurora Academic Charter School
Board of Directors Meeting - Minutes of January 22, 2020
RATIFIED

Board Chair: Arlene Huhn
Recording Secretary: Susan Mallory

Attendees: Felix Amenaghawon, Dale Bischoff, Zahida Hirani-Saran, Keira Hanrahan, Arlene Huhn, Robert Kossick, Holly Maccagno, Susan Mallory, Paul Wozny
Regrets: Shazin Mohamed-Standing, Nokuthula Sithole
Guests: Peter Dang, Ian Gray, Jacquie Harman, Mary Healy

1. **Call to Order**
   The meeting of the Board of Directors was called to order at 6:33pm.

   a. **Approval of the Agenda**
   Motion to accept the January 22, 2020 agenda as amended, made by: Keira Hanrahan
   Seconded by: Robert Kossick
   Unanimous **Carried.**

   Addition: 3(III) Cold Weather/Buses

   b. **Approval of Board Minutes**
   Motion to accept the December 18, 2019 Board Meeting Minutes as presented, made by: Zahida Hirani-Saran
   Seconded by: Robert Kossick
   Unanimous **Carried.**

   All action items were reviewed and addressed.

2. **Secretary-Treasurer Report (Holly Maccagno/Shazin Mohamed-Standing)**
   a. **Budget Update**
   The Secretary Treasurer presented the financials to the Board for information and answered questions from the Board.

3. **Superintendent/Deputy Superintendent Report (Dr. Dale Bischoff, Dr. Paul Wozny)**
   a. **Elementary Renovation Project**
   - Presented renovation timeline to the Board for information and discussion.
     ACTION ITEM: Holly Maccagno will update the time line with variances monthly.
   - Presented the Gantt Chart to the Board for information and discussion.
   - Change orders discussed.
   - A portion of the money paid to the City has been refunded, as the engineering drawings have been approved by the City of Edmonton.
   - Renovation on schedule.
   - Renovation furniture requirements not included in renovation budget.
     - Holly Maccagno, Paul Wozny & Dale Bischoff are developing a list of budget requirements. Furniture requirements will be added to the list. The Board would like this list ready for May 2020.

b. 2020-2021 Aurora School Calendar

The draft 2020-21 Aurora School calendar was presented to the Board for approval.

Motion to accept the 2020-2021 Aurora School Calendar, as presented,
made by: Zahida Hirani-Saran
Seconded by: Robert Kossick
Unanimous **Carried.**

c. Extreme Cold Weather/Yellow School Buses

Dr. Paul Wozny provided an update to the Board on Aurora School's procedures on extreme cold weather/bus cancellation procedures, and took questions from the Board.

4. Board Committee Reports

i. Policy Committee (Committee Chair: Keira Hanrahan)

a. Policies before the Board

- **BP1000 Vision Statement** (passed 2nd Reading)
- **BP1010 Mission Statement** (passed 1st Reading)
- **BP1020 Philosophy and Purpose** (passed 2nd Reading)
- **BP1060 Role of the Board of Directors** (passed 1st Reading) - *Tabled*
- **BP2030 Communication Plan** (passed 1st Reading) - *Tabled*
- **BP7071 Human Sexuality** (passed 2nd Reading) - *Tabled*

The Board reviewed BP1010 Mission Statement. Any comments/suggestions regarding BP1010 to be emailed to the Policy Committee Chair, Keira Hanrahan. The Board will review all three governance policies at the February 19, 2020 Board Meeting.

5. Board of Directors (Arlene Huhn)

i. Board Retreat

The Board discussed plans for the Board Retreat in February 2020. The Board feels it is important that all Board members are able to attend the retreat. The Board were asked to consider locations such as Pigeon Lake, which would allow Board members to drive home at the end of the day. The Board will determine location via email.

ACTION ITEMS: Paul Wozny asked to:
a) Obtain full quote from Pigeon Lake location, including Board accommodations/meals.
b) Follow-up with Rustlers on available book dates.
e) Email Board members with quotes and date options.

ii. Honourable Minister Adriana LaGrange Visit

The Minister will be attending the Aurora Science Fair on January 30. The Chair asked if Board members could plan to attend (if possible). The Board Chair updated the Board on the proposed visit by Calgary MLA Whitney Issik. Plans are underway to schedule her visit to Aurora School during the week of January 27, 2020.

iii. List of MLAs Invites

The Board Chair will work with the Deputy Superintendent to refine invite list of MLAs and develop invitation.

ACTION ITEM: The Board Chair will work with the Deputy Superintendent to refine list and develop invitation.

iv. Stakeholder Letter

Zahida Hirani-Saran will develop the February Stakeholder Communication.

ACTION ITEM: Board Director, Zahida Hirani-Saran will draft February Stakeholder Communication for review.

v. Budget Discussions

The Superintendent and Deputy Superintendent will work with the Secretary Treasurer to develop a list of potential items which need fixing, purchasing, etc. The Board would like the list by May 2020.

ACTION ITEM: Superintendent and Deputy Superintendent to develop list of items requiring fixing/purchasing, etc. with the Secretary Treasurer.

vi. Gmail

Concerns discussed regarding the auto-suggestion function for emails. The Deputy Superintendent will discuss with Calistus Oragudosi if there is a way to lockdown emails so the Board and staff cannot select parent/student emails by mistake. Ian Gray confirmed that organization units can be created to prevent this.

ACTION ITEM: Deputy Superintendent will ask Calistus Oragudosi to remove email auto-suggestion function in Gmail for staff and Board members.

6. Calendar Reminders

December 19 ..... Mufti Day – Elementary/Middle School
December 19 ..... Elementary Craft Night (5:30 – 7:30pm)
December 20 ..... Staff PD/Aurora Board Christmas Luncheon (11:30am)
January 13..... Classes Resume
January 13..... Top Marks Uniform Exchange (3:00 – 4:00pm)
January 15..... School Council/AFS Meeting (6:00 – 7:30pm)

Next Board Meeting February 19, 2020 (6:30pm)

7. Adjournment

Motion to adjourn the January 22, 2020 Board Meeting at 8:05pm, made by: Zahida Hirani-Saran