AURORA ACADEMIC CHARTER SCHOOL

BOARD COMMITTEE

Board of Directors Meeting Minutes

SCHOOL GOVERNANCE

Date:	October 23, 2025
Time:	7:00 PM
Location:	AACS Alberta Ave Campus and Online
Attending:	Jennifer Singh (Vice Char) Ajoke Omage Online Adedayo Ojeleye Online Kerry-Ann Sitcheron Fauziat Raji Online Ian Gray Khryssa Genery (Recording Secretary)
Guests:	None
Absent:	Zahida Hirani-Saran(Board Chair) Constance Amenaghawon

Items

1. **Land Acknowledgement (Jennifer Singh, Board Vice Chair)**
   The Board Vice Chair Jennifer Singh read the Land Acknowledgement and called the meeting to order at 7:00 PM.

2. **Call to Order (Jennifer Singh, Board Vice Chair)**
   The meeting was called to order by the Board of Directors Vice Chair at 7:02 PM, and was held at the AACS Alberta Ave Campus and virtually for the public via Google Meets.

   a. **Approval of the October 23, 2025 Meeting of the Board of Directors Agenda**
      i. **Motion:** To approve the October 23, 2025 Board of Directors Agenda as presented.
      ii. **Moved by**: Jennifer Singh
      iii. **Seconded by:** Adedayo Ojeleye
      iv. **Vote Decision:** The vote decision was unanimous

   b. **Approval of the Meeting of the Board of Directors Minutes(Motion**
      i. **Approval of the Minutes of September 18, 2025(Motion)**
         Motion: To approve the September 18, 2025 Minutes of the Meeting of the Board of Directors as presented.
         Moved by: Jennifer Singh
         Seconded: Fauziat Raji
         Vote Decision: The Board voted unanimously accepting the motion.

3. **Director of Finance Update (Ian Gray, Superintendent)7:05**
   Mr. Ian Gray presented the September 2025 Financial Report at 7:05PM. The report provides a comprehensive overview of the Division's financial standing as of September 30, 2025.

   a. **September Financials**
      i. **Revenues**

Mr. Gray reported that year-to-date revenues total $1,565,418, representing approximately 8% of the annual budget. This includes core funding from Alberta Education, Alberta Infrastructure, and other Alberta school authorities, all tracking consistently with projections. Fee revenues are recognized over ten months and currently reflect 10% of the budgeted amount. Investment income is performing better than forecast, with an 8% return, driven by stronger interest rates. Additionally, rental income is at 50% of the annual projection, representing the first half of the Secondary Campus rental proceeds received. Fundraising activities are modest at this point in the fiscal year, accounting for 6% of the annual target.

      ii. **Expenses by program**

Total expenses by program as of September 30 stand at $1,668,590, representing 8% of the annual expenditure plan. Instruction (ECS–12) and Plant Operations and Maintenance are both on target at 8%. The most significant variance noted was within the Transportation Program, which has reached 11% of its annual allocation. Mr. Gray explained that this is due to the inclusion of both August and September expenses, as transportation services operate ahead of the school year's financial cycle. Board and System Administration expenses are currently at 6%, consistent with early-year expectations. Overall, expenditures are progressing as anticipated and align with the planned budget trajectory.

      iii. **Expenses by object**

Expenditures by object type also remain largely within expected ranges. Salaries, wages, and benefits collectively represent the largest expenditure category and are tracking appropriately at this stage of the year. Certified staff wages are at 8%, while non-certified wages are slightly higher at 9% due to the addition of supporting staff in the school libraries. Benefits for both groups are between 6–7%, consistent with employment trends. Services, contracts, and supplies account for 11% of the budget, reflecting early-year operational commitments. Amortization expenses are recorded at 9%, slightly above projections due to higher-than-expected leasehold improvement

amortization at the Skyrattler Campus. Other Finance Charges are currently at 18%, which is higher than average for this time of year because the Division received the first installment of the provincial Transportation Grant in September. Overall, the Division's salary, benefits, and operational expenditures remain on track, and no material variances are anticipated.

iv. Discussions

The Board discussed rental challenges related to the Sherbrooke facility, noting the limitations of operating within a leased property. Mr. Gray advised that internet service has been established in the Skyrattler gymnasium to facilitate potential facility rentals. However, no rental agreement has been finalized with Edmonton Public Schools, as entering such an agreement would require compliance with their operational regulations and procedures. The Board also acknowledged that the Division's overall financial position remains stable, with expenditures and revenues aligned to expectations for this early point in the fiscal year.

Mr. Gray concluded that Aurora School Ltd. continues to maintain sound financial management practices, and the Division remains on pace to achieve its fiscal targets for 2025–2026.

4. Superintendents Report

Mr. Ian Gray presented the Superintendent's Report for October 2025 T 7:16pm. The report was developed to streamline the submission of monthly departmental reports into a single comprehensive document for Board review. Mr. Gray provided an overview of the report's structure, highlighting that it consolidates key updates from Academics, Student Learning Services, Research and Grants, Transportation, Facilities, Enrolment, and Innovation initiatives. He also noted that the upcoming Annual Education Results Report (AERR) will be collaboratively developed by Dr. Paul Wozny and Khryssa Genery, representing a division-wide effort to ensure a cohesive and data-driven submission to Alberta Education.

a. Academic and Student Learning Services Overview

Mr. Gray reported that all three campuses—Sherbrooke, Skyrattler, and Alberta Avenue—have demonstrated academic stability and continued community engagement following a strong September start. Alberta Avenue celebrated early post-secondary acceptance rates, with over 60% of Grade 12 students already receiving offers from major Alberta institutions. The Student Learning Services (SLS) team continues to provide proactive and responsive support to meet the diverse academic and emotional needs of students, with a noted increase in consultations and collaboration across campuses as enrolment expands.

The Board discussed the growing demands on Student Learning Services, acknowledging that as the Division grows, so do the specialized needs across campuses. Each site's differing student profiles require tailored approaches, and the Board expressed interest in exploring long-term strategies for expansion of SLS to ensure equitable service delivery across all campuses.

b. Student Attendance and Engagement

Mr. Gray addressed concerns regarding an increase in extended student absences, noting that attendance has emerged as a key area of provincial and internal focus. Prior to the pandemic, schools were expected to report absences exceeding 10% of instructional time; the Alberta government is now reinforcing compliance with this regulation. Principals have implemented a proactive system whereby intervention begins at 10 days, with direct family engagement and support. If absences reach 18 instructional days, the Superintendent's Office issues a formal letter notifying families of potential withdrawal from the program. Persistent absenteeism will, beginning next year, result in student withdrawal as per the Education Act.

A discussion followed regarding welfare checks and family contact procedures. It was confirmed that the attendance reporting process includes verification through the Office of Student Attendance and Re-engagement (OSAR), which prompts questions around family communication. Principals continue to make direct calls to families in addition to written notices. Trustees reviewed the attendance chart on page 8 of the Superintendent's Report for clarification, which outlines attendance thresholds (Green ≤5 days, Yellow 6–17 days, Red ≥18 days) and indicates that eight students had reached the chronic absenteeism threshold at the time of reporting.

The Board emphasized the importance of early family engagement, one-on-one discussions, and proactive intervention to address patterns before they become chronic. Trustees discussed integrating attendance awareness into future school calendar planning, encouraging families to schedule travel around instructional days. Dr. Wozny is tracking attendance data division-wide to identify trends, ensure early intervention, and assess the long-term impact of chronic absenteeism on student achievement and wellbeing.

c. Research and Grants

The Board reviewed updates on ongoing research and partnership initiatives. Aurora continues its collaboration with the University of Calgary's Faculty of Social Work, focusing on family engagement and wellbeing research. Additionally, the PowerSchool data optimization survey was completed to ensure that the right personnel have access to relevant student information in alignment with privacy regulations. Upcoming initiatives include embedding strength-based recognition systems into PowerSchool, supporting Aurora's goal of using data for both accountability and celebration. Aurora also hosted its first Online Mental Health and Wellness Seminar of the year, "Strategies for Learning at Home," led by Dr. Paul Wozny and Aurora's psychologists, which was well received by families.

d. Operational Reports

i. Transportation:

Mr. Gray reported that transportation operations have stabilized significantly since the start of the school year. Two additional routes were added—one at Sherbrooke and one at Alberta Avenue—to reduce travel times and improve efficiency. While there were initial complaints related to start-up "growth pains," the department expects improved performance as the system adjusts. The Transportation Committee, chaired by Lisa Weidel, met for the first time in October, with strong participation from parents and staff.

ii. Facilities:

Facilities operations across all campuses have been focused on safety, readiness, and comfort as the Division prepares for winter. The heating issue in Sherbrooke's front office is being addressed, while Skyrattler's PA and security systems are now fully operational. Alberta Avenue's roof repairs are ongoing and expected to be completed shortly. Mr. Gray also noted the initiation of a Division-wide Capital Plan and shared that a part-time handyman position is being considered to address minor maintenance needs efficiently across all sites.

iii. Enrolment:

Aurora's total enrollment remains steady at 1,534 students, up from 1,210 in the previous year. Demand remains exceptionally strong, with a waitlist of 8,254 students, marking a record high. This ongoing demand reinforces the need for long-term planning around staffing, space, and facility growth.

iv. Innovation Spotlight

Mr. Gray concluded his report by highlighting Aurora's new Visual Identity Initiative led by Social Media Director Makenzie Strawbridge and Communications Lead Khryssa Genery. The initiative includes the implementation of the Aurora Visual Style Guide, developed to ensure brand consistency, clarity, and professionalism across all digital and print communications. The Board commended the formation of the Visual Identity Committee, recognizing its importance in sustaining Aurora's strong public presence and growing community engagement.

v. Reflections

Mr. Gray closed his report by expressing gratitude to staff and campus leaders for their continued dedication to student success and operational excellence. He emphasized the ongoing balance between empathy and accountability—particularly regarding attendance—and the Division's continued progress toward aligning academic, operational, and communication goals under a unified vision of excellence.

Break

The Board recessed at 7:52 PM and reconvened at 8:03 PM.

5. Policy Committee (Kerry-Ann Sitcheron)

The Policy Committee Report commenced at 8:03PM. The report was presented by Chair Kerry-Ann Sitcheron, who provided an overview of several policies brought forward for Board review and approval at various reading stages.

a. 4015 BP: Procurement (3rd Reading)

The Chair presented Board Policy 4015: Procurement for its third and final reading. The policy outlines the framework guiding purchasing, contracting, and tendering processes at Aurora Academic Charter School. It ensures that all procurement activities are conducted in a transparent, ethical, and financially responsible manner consistent with approved thresholds and provincial legislation.

i. **Seconded by:** Adedayo Ojeleye

ii. **Discussions:** No changes were made since its second reading. Discussion focused briefly on the existing approval thresholds for expenditures between $5,000 and $10,000, confirming that these remain appropriate within the current operational framework.

iii. **Vote outcome:** The Board voted unanimously to approve BP 4015: Procurement for its third and final reading.

b. 6180 BP: Sexual Orientation and Gender Identity (3rd Reading)

The Chair introduced Board Policy 6180: Sexual Orientation and Gender Identity for its third reading. This policy, updated to align with the Education Act (as amended 2024), the Alberta Human Rights Act, and Protection of Privacy Act (POPA), reinforces Aurora's commitment to providing a welcoming, caring, respectful, and safe learning environment for all students and staff.

i. **Seconded by:** Ajoke Omage

ii. **Discussions:** Ms. Sitcheron noted that this policy had previously been tabled pending provincial legislation. Discussion focused on the Preferred Names and Pronouns section, particularly Guideline 1(c), which requires parental consent for counselling or name/pronoun changes for students under 16. While members expressed concern over balancing parental involvement with student wellbeing, Mr. Gray clarified that these provisions are mandated by law and cannot be modified by the Board. The Board acknowledged the sensitivity of this policy, emphasizing the need to continue supporting student welfare while complying with legislative requirements.

iii. **Vote outcome:** The Board voted unanimously to approve BP 6180: Sexual Orientation and Gender Identity for its third reading.

c. 6050 BP: Field Trips (1st Reading)

Board Policy 6050: Field Trips was introduced for its first reading. The policy outlines the authorization process, safety requirements, and cancellation authority for all school-related excursions, emphasizing alignment between field trip objectives and curricular outcomes

i. **Seconded by:** Ajoke Omage

ii. **Discussion:** During discussion, trustees raised several questions regarding parental cancellations and refunds. Mr. Gray clarified that current practice does not provide for refunds once costs are incurred, though this could be reviewed and potentially included in future amendments. Additional clarification was also requested on whether in-school field trips are encompassed under this policy; it was confirmed that they are, particularly within the Edmonton Metropolitan area. The Committee agreed to refine the language in subsequent readings to enhance clarity.

iii. **Vote outcome :** The Board voted unanimously to approve BP 6050: Field Trips for its first reading.

d. 9000 BP: Student Transportation (1st Reading)

The Policy Committee Chair Kerry-Ann Sitcheron motioned Policy 9000: Student Transportation for its first reading. The policy affirms Aurora's commitment to providing safe and efficient student transportation while recognizing operational constraints and environmental factors

i. **Seconded by:** Adedayo Ojeleye

ii. **Discussion:** Discussion focused on whether the 75-minute benchmark remains realistic given weather, construction, and city growth. The Board agreed to maintain the standard but recognized that route times may temporarily exceed this limit during the early-year transition period. It was proposed that the policy include a clarifying statement acknowledging a three-week adjustment period at the start of each school year.

iii. **Vote Outcome:** The Board voted unanimously to approve BP 9000: Student Transportation for its first reading.

6. Board of Directors

The Vice Chair of the Board of Directors commenced the Board of Directors report at 8:38 PM. Two key topics were addressed: the Association of Alberta Public Charter Schools (TAAPCS) membership and the upcoming Aurora Academic Charter School Annual General Meeting (AGM).

a. The Association of Alberta Public Charter Schools (TTAAPCS)

i. The Board reviewed the current status of Aurora's membership in the Association of Alberta Public Charter Schools (TAAPCS). The first membership invoice has been paid, and communication regarding the second invoice is ongoing. It was noted that participation in TAAPCS's new three-year communication and advocacy plan is optional.

ii. The TAAPCS plan is designed to enhance public awareness of Alberta's charter sector through the development of a new website and coordinated media campaigns.

1. Year 1: Focus on website redevelopment and rebranding to strengthen the Association's digital presence.
2. Year 2: Implementation of ongoing media outreach and communication strategies.
3. Year 3: Launch of a province-wide media campaign to promote charter

education.

iii. The total cost of the plan is $25,000 over three years, with the first installment amounting to $12,000. At this time, there is no formal confirmation regarding whether payment will be required this fiscal year or deferred to the following year. The Board requested additional clarification from TAAPCS regarding timing, scope, and participation obligations before making a final commitment.

b. Aurora Academic Charter School Annual General Meeting

The Board discussed preparations for the upcoming Aurora Academic Charter School Annual General Meeting, scheduled for November 26, 2025. There are four Board positions available for election at this year's AGM. As part of the meeting agenda, the Board will also conduct a review of proposed Charter amendments to ensure alignment with updated legislation and operational practices.

Additionally, the draft financial statements for the 2024–2025 fiscal year will be presented for preliminary review at the November Board meeting prior to being finalized and submitted for approval at the AGM. The Board emphasized the importance of ensuring transparent communication with members regarding nomination procedures, candidate biographies, and proposed Charter revisions ahead of the AGM.

7. Next Meeting

At 8:49 PM the Board Vice Chair notified that the next meeting of the Board of Directors is scheduled for November 20, 2025 at 7:00 PM. The meeting will be hosted at the AACS Sherbrooke Campus. AACS AGM November 26, 2025

8. Adjournment

Motion to adjourn the meeting of the Board of Directors on October 23, 2025 was motioned by Fauziat Raji

The meeting of the October 23, 2025 Board of Directors was adjourned at 9:02 PM.

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