

BOARD COMMITTEE
Board of Directors
Meeting Minutes
SCHOOL GOVERNANCE

Date: October 21, 2024
Time: 7:00 PM
Location: AACS Primary and Online
Attending: Zahida Hirani-Saran (Chair)
Fauziat Raji (Vice Chair)
Constance Amenaghawon
Ajoke Oimage
Kerry-Ann Sitcheron
Ian Gray
Adedayo Ojeleye (Online)
Jennifer Singh (Online)
Khryssa Genery
(Recording Secretary)
Guests: None

Items

- 1. Land Acknowledgement Zahida Hirani-Saran Board Chair) 7:00PM**
- 2. Call to Order (Zahida Hirani-Saran, Board Chair) 7:01PM**
Meeting called to order at 7:01 PM, and was held in person and virtually for the public.
 - a. Approval of the October 21, 2024 Meeting of the Board of Directors Agenda**
The October 21, 2024 Board of Directors Meeting agenda was approved as presented.
Motioned: Fauziat Raji
Seconded: Ajoke Oimage
 - b. Approval of the September 24, 2024 Meeting Minutes of the Board of Directors.**
The September 24, 2024 Meeting Minutes of the Board of Directors were approved as presented.
 - i. Motioned**
Constance Amenaghawon
Seconded
Ajoke Oimage
 - ii. Board Vote outcome**
Unanimous
- 3. Director of Finance Update (Kerry-Ann Sitcheron) 7:03PM**
 - a. September Financials**
 - i. Revenue Review**
Discussed the revenue for September, including questions about secondary school space rental. The Chinese school is renting the space.
 - ii. Expenses by Program**
 - 1. Correction noted**
Error in finance report regarding expense by program instruction—should be 12 instead of 11.
 - iii. Deficit Explanation**
Discussions on why there was a deficit early in the year. Wen clarified that it was due to the purchase of furniture and computers.
 - iv. Transportation Expenses**
The transportation expenses were explained as costs were higher because bussing started earlier than usual, whereas in previous years, the September operations were lighter.
 - v. Student Fees Clarification**
Clarification on the unpaid students' fees and field trips was requested and discussed in detail.

4. **Superintendent's Report (Ian Gray)**

7:14PM

a. **Research and Grants**

Dual Credit Grant: \$50,000 awarded from Alberta Education. WWF Wellness School Garden and Outdoor Grant: Announcement shared.

b. **Strategic Plan**

Feedback on the Strategic Plan is due from the Board by the next meeting. The Board expressed gratitude to the superintendent for completing this important document and praised the effort.

c. **Leading Learning**

i. **Principal's Report – Secondary School**

Increase in Grade 11 and 12 enrollment. University early acceptance: 17 out of 23 Grade 12 students accepted. The Board was excited about the growth and commended the principals and superintendent, expressing appreciation for the staff's hard work. Clarification was requested about whether students applied alone or with assistance. Confirmation that students were assisted by the school, with each having one-on-one meetings.

ii. **Principal's Report – Primary School**

After-school tutoring is going well. Extracurricular activities, including cross country, are in progress.

iii. **SLS Updates**

Key updates included the rollout of base logins and the scheduling of speech counseling and mental health/wellness services.

d. **School Operations**

7:28PM

i. **Kindergarten Busing (2025-2026)**

Discussions were held regarding the current all-day kindergarten programs, with an acknowledgment that, while half-day schedules offer convenience for parents, they may not fully support optimal student learning outcomes. The Board is scheduled to make a decision by December on a potential transition to full-day kindergarten for the upcoming school year. Financial projections, including estimated transportation costs of \$1,500 per child, will be reviewed, with five kindergarten classes projected for the 2025-2026 academic year. A final decision has been deferred to the next meeting.

ii. **All Bussing**

Concerns were raised regarding the increasing costs of bussing, delays in bus schedules, and a growing demand for transportation services. Funding based on mileage is anticipated to help mitigate these expenses. Notably, the school has observed a 22% increase in student ridership, with over 100 additional students, bringing the total number of students utilizing the service to 832. Questions were posed about whether the addition of buses was driven by the need to streamline routes or by increased enrollment; it was confirmed that both factors contributed. There was also discussion regarding the 75-minute maximum ride time for students, with acknowledgment that some routes require redesign to meet this standard. A comprehensive report on bus routes will be prepared and presented at the next meeting.

e. **Facilities**

i. **Sherbrooke Furnaces**

Disruptions due to ongoing renovations were noted, but the school has received full funding from IMR for the furnace. The gym renovations are complete, and it is now open. There were questions regarding EPSB inspections and their potential impact on IMR funding, to which the answer was no.

7:33PM

ii. **Alberta Avenue**

An update on the boilers was provided.

iii. **SkyRattler (7:33 PM):**

Most renovation quotes received for the SkyRattler project were over \$1 million, except one. The Board will seek additional quotes for better cost estimates. Concerns were raised about the timing and accuracy of the quotes. Discussions on how the top three RFPS (Request for Proposals) should be brought to the Board for review and discussion, especially for non-disruptive construction, ideally before students attend. The timeline for the RFP was initially set for May, with construction expected to begin in July. Kerry raised concerns about the timeline's reliability. The RFP for the project manager is not yet complete. Concern was expressed about the lack of a project manager to oversee the construction.

1. **Motion for Grade Designation at SkyRattler**

Motion was presented to accept the grade designation of the grades 5-7 at

skyrattler as by the superintendent for the year 2025-2026.

2. Motion

Moved by Fauziat Raji, seconded by Adedayo Ojeleye

3. Discussion

- a. The Board expressed gratitude for the recommendation and asked if this would affect existing Grades 5-7 students. The superintendent clarified that parents would have the option to move their children to SkyRattler or keep them at Sherbrooke. Clear communication to parents will be essential.
- b. Clarification on the classification of primary and secondary schools. The Board emphasized the maturity and educational focus of older students, which contributed to the school's success.
- c. Discussions on the waitlist for Grades 5-7 to be a focus when considering acceptable candidates for new students was addressed.

4. Vote Outcome

The vote to accept Grades 5-7 at SkyRattler for the 2025-2026 school year was passed unanimously.

Break at 8:16 PM and Returning at 8:26PM

8:26PM

5. Policy Committee (Kerry-Ann Sitcheron)

a. 1030 BP: Board Code of Conduct (2nd Reading)

i. Motion

Kerry-Ann Sitcheron moved to accept the 2nd reading of 1030 BP (Board Code of Conduct), Constance Amenaghawon seconding.

ii. Discussion:

1. Clause 1c

The Board discussed a modification to Clause 1c, changing the wording to "at any time" rather than just at the beginning of a member's term.

2. Meeting Attendance (Pg 6)

A second change was proposed, increasing the requirement for directors to attend full meetings rather than just 75%.

3. Mileage Compensation

- a. The Board discussed confusion surrounding compensation for mileage. Is it strictly for attending board meetings, or should it also cover events like the TAAPCS meeting in Calgary? There was a recommendation to create clearer guidelines for compensation outside of regular board meetings, such as other charter board director meetings, retreats, or panel participation.
- b. The definition of "service orientation" also raised questions, as it reads like voluntary work. The Board considered whether the chair and vice-chair should define acceptable honorarium submissions and their approval.

4. Clarifications Sought

- a. Concerns were expressed that the focus should remain on attendance rather than mileage compensation.
- b. Discussions resulted in agreement and suggesting that mileage compensation for out-of-town events, like the TAAPCS in Calgary, be prioritized due to the distance involved.
- c. Questions about the option of hybrid attendance for board meetings and requested further exploration into that possibility.
- d. Since the shift to hybrid meetings was influenced by COVID-19, allowing members to attend whether online or in person. She emphasized that attendance should include both formats but exclude school council meetings due to potential conflicts of interest. Concerns were raised regarding the honorarium amounts, with the consensus being that it should reflect budgetary constraints.

iii. Outcome

The motion to accept the second reading of 1030 BP, with amendments, was approved.

iv. Motion

A proposal was made to halve the honorarium amounts for the chair and vice-chair positions, with four members in favor of halving.

v. Voting Outcome

Six members voted in favor of adopting the changes, as documented in the current

policy.

- b. **2150 BP: Appeals Procedure (3rd and Final Reading)**
 - i. **Motion**
Kerry-Ann Sitcheron motioned to accept the third and final reading, with Ajoke Omege seconding. **8:58PM**
 - ii. **Outcome**
No changes were made since the last meeting. The Board unanimously voted to accept the policy.
- c. **5130 BP: Staff Attire(3rd and Final Reading)**
 - i. **Motion**
Kerry-Ann Sitcheron motioned to accept, seconded by Adedayo Ojeleye. **9:00PM**
 - ii. **Outcome**
The Board unanimously voted in favor of the policy.
- d. **6055 BP: Study Period (2nd Reading)**
 - i. **Motion**
Kerry-Ann Sitcheron motioned to accept the second reading, with Ajoke Omege seconding. **9:03PM**
 - ii. **Discussion**
Concerns were raised about the 30-minute set time for study periods, particularly for primary school students. While the secondary school students have no issue with the 30-minute limit, it was clarified that the time is not mandated for students but for teachers. Discussions were held regarding the requirement for teachers to be available for the full 30 minutes; however, students are not obligated to remain for the full duration unless mandated by the school.
 - iii. **Vote Outcome**
Six members voted in favor, with one abstention.
- e. **8030 BP: Community Use of Facilities (3rd Final Reading)**
 - i. **Motion**
Kerry-Ann Sitcheron motioned to accept, seconded by Constance Amenaghawon. **9:10PM**
 - ii. **Vote Outcome**
The Board reviewed the changes from the last meeting. Six members voted in favor, with one against.
- f. **8050 BP: School Emergencies (3rd Final Reading)**
 - i. **Motion**
Kerry-Ann Sitcheron motioned to accept, seconded by Fauziat Raji. **9:12PM**
 - ii. **Vote Outcome**
There were minimal changes since the last meeting, and the Board unanimously approved the policy.
- g. **8200 BP: Tobacco, Alcohol, and Cannabis-Free Facilities (3rd Final Reading)**
 - i. **Motion**
Kerry-Ann Sitcheron motioned to accept, seconded by Adedayo Ojeleye. **9:15PM**
 - ii. **Discussion**
 - 1. The policy was updated to include vaping products.
 - 2. Clarification on school property definitions were discussed.
 - iii. **Vote Outcome**
The policy was unanimously approved.
- h. **8350 BP: Video Surveillance (2nd Reading)**
 - i. **Motion**
Kerry-Ann Sitcheron motioned to accept, seconded by Ajoke Omege. **9:18PM**
 - ii. **Discussion**
 - 1. The policy committee reviewed proposed changes, and there was concern about the potential for abuse of power related to video surveillance. Oversight is placed with the superintendent, but there was a discussion about what would happen if the superintendent's conduct needed to be reviewed using footage. The proposal was made for the Board Chair to review in such cases.
 - 2. Parent concerns were addressed regarding surveillance, with emphasis that it is not live monitoring and that footage is only accessed under specific, justified circumstances. An emergency plan would overrule normal procedures.
 - iii. **Outcome**
The Board agreed that further discussion is needed, the policy passed second reading.
- i. **8350 BP: Video Surveillance**

The Superintendent will build the Action Required (AR) document for the rollout of this policy. The AR will include obtaining parental consent as part of the surveillance procedures.

9:28PM

i. **Voting Outcome**

The Board voted unanimously in favor.

j. **4200 BP (9:30 PM): Corporate Credit Cards**

9:30PM

i. **Motion**

Kerry motioned to accept, seconded by Adedayo Ojeleye.

ii. **Discussion**

1. Amendments were proposed to increase credit card limits, adding the Board Secretary and the Foods Department for school/class supplies. The suggested amount for the superintendent's credit card was increased from \$10,000 to \$15,000 or potentially \$20,000. Other staff cards, such as those for the Foods Department, could be set at \$5,000.
2. The Board Chair emphasized the importance of oversight, suggesting that the audit team review monthly transactions, which should satisfy the auditors.
3. Recommendation of a credit limit of \$10,000 per card, with an annual review to assess if the maximum limit is being utilized. The Board agreed that only approved teachers, like the Foods teacher, should have a credit card, not every staff member.
4. The Board agreed that credit cards save time and money in terms of procedures and employee reimbursements, and the Superintendent will bring actual expenditure figures to the Board for further review.
5. The proposal to remove "Number 3" from the policy was also approved.

iii. **Voting Outcome**

The policy changes were passed unanimously.

6. **Board of Director(Zahida, Hirani-Saran)**

a. **Staff Appreciation Lunch**

The Board Chair expressed gratitude to the staff for their hard work and contributions.

9:44PM

b. **TAAPCS**

- i. The government has issued a letter of complaint to TAAPCS, urging the organization to get back on track, or the Minister will use his legislative powers to take action.
- ii. The Board Chair shared the Board's dissatisfaction with the language of the letter that TAAPCS sent in response to the government. The Board is exploring options, including leaving TAAPCS or joining another association.
- iii. A decision about continuing with TAAPCS will be made after next month's meeting. Until then, the Board has agreed to withhold payment of the TAAPCS bill.
- iv. Discussions regarding clarification on the schools' involvement with TAAPCS and the benefits of membership. The Board Chair noted that TAAPCS provides outreach and relationships with government officials. The Board discussed the potential breakdown of TAAPCS and its effects on the school in the eyes of the government, whether staying with TAAPCS or leaving is beneficial.

9:47pm

7. **Upcoming Meeting**

The next meeting is scheduled for November 18, 2024 at 7:00 PM and will be held in person and virtually for the public. AGM will be held virtually.

8. **Questions from Parents for the Next Meeting**

What is the utilization % of Sherbrooke currently? Have we planned or done so already in applying for additional portables for potential expansion of the site? There was a recently announced UCP funding announcement for capital building money.

9. **Adjournment**

Motion

The motion to adjourn the meeting was motioned by The Board Chair, and seconded by Fauziat Raji. The meeting was adjourned at 9:58 PM

9:58PM