

Aurora Academic Charter School

Board of Directors Meeting - Minutes of December 18, 2017

DRAFTED & UN-RATIFIED

Board Chair: Arlene Huhn

Recording Secretary: Susan Mallory

The Board of Directors Meeting was called to order at 6:06pm.

Attendees: Dale Bischoff, Marcy D'Agostini, Arlene Huhn, Robert Kossick, Holly Maccagno, Susan Mallory, Paola Mayo, Shazin Mohamed-Standing, Paul Wozny

Absent: Rebecca Harrison

Guests: Janet Rockwood, Jacquie Harman, Ian Gray, Peter Dang, Calistus Oragudosi, Rick Woodward

1. Call To Order

The Board Chair welcomed new board members Marcy D'Agostini, Robert Kossick, and Shazin Mohamed-Standing to the Board. Arlene Huhn then reviewed meeting rules with the Board.

a. Approval of the Agenda

Motion to accept the December 18, 2017 Board Meeting Agenda as amended, made by: Marcy D'Agostini

Seconded by: Robert Kossick **Carried.**

b. Approval of Board Minutes

Motion to accept the November 20, 2017 Board Meeting Minutes as presented, made by: Shazin Mohamed-Standing

Seconded by: Robert Kossick **Carried.**

2. Guest Reports

a. Elementary Principal's Report

Topics included:

- Elementary Vision: A Cohesive, Collaborative Program, focused on Aurora Values
- Construction
- Professional Development
- Major Events
- Anti-Bullying Video

A question was asked about plan for classes if the gym closes due to construction. Two possibilities were presented last month, with renting the Sherbrooke Community Hall the best option. Have yet to receive confirmation on the rental. Anticipated cost is \$1750 but should costs come in higher, an email motion to increase budget will be considered.

Motion to approve funding in the amount of \$2,000 for elementary gym classes during the elementary gym closure, made by: Marcy D'Agostini

Seconded by: Robert Kossick **Carried.**

Paul Wozny thanked Jacquie Harman for ordering staff jackets. It was noted that staff wellness activities are part of the elementary and middle school budgets.

Aurora Academic Charter School

Board of Directors Meeting - Minutes of December 18, 2017

DRAFTED & UN-RATIFIED

b. Middle School Principal's Report:

Topics included:

- Professional Development
- Safe and Caring
- Parent Engagement
- Options
- PowerSchool
- School Events
- Athletics
- Construction

Paul Wozny thanked Janet Rockwood and Rick Woodward for decorating the construction barrier at the front doors.

d. Technology Report

Topics included:

- Learning Commons
- Code Week
- Website
- Research
- TAAPCS Whiteboard Video

Coding week was held for grade 4 students only, as this prepares them for Middle School.

Middle School have been coding through Options courses. Student projects can be showcased on the website under Clubs.

3. Secretary Treasurer's Report

The Board chair requested a Board professional development on finances and budget to be led by the Secretary Treasurer.

a. Fall Budget Update

Alberta Education requires a 2017 Fall Update to the 2017-2018 Budget. Update was reviewed with the Board for information. The update has been sent to Alberta Education.

b. Fee Structure for 2018-19

- School Fees

Preparations have started on Family Zone for next year's registration. We are considering a \$50 fee to save their spot at the school, as more time is need with school based admin to work out fee breakdown of categories. This breakdown will differ between schools. Fee schedules are in the AR and are at the discretion of the school-based administration, in consultation with Transportation Committee.

- Transportation fees

Transportation fees currently have a sliding scale of \$650, \$600, \$550, and the fourth child rides free. Considering the implementation of a set rate for all Grade 1- 9 students of \$600, and KG \$300. This is being recommended by the Board. Parents who drive their children receive a government rebate if they meet the requirements.

Aurora Academic Charter School

Board of Directors Meeting - Minutes of December 18, 2017

DRAFTED & UN-RATIFIED

c. Financial Update

The Secretary Treasurer reviewed the monthly financials with the Board for information.

4. Deputy Superintendent's Report

Topics included:

- Visionary Leadership and Capacity Building
- Human Resources
- Strategic Planning and Communication
- Research
- AACHS – Strategic Planning Action Logic Model (update)

The Deputy Superintendent met with Dr. Steinberg (SFU) on December 11, 2017 for a discussion on building social connectedness and engaged citizenship in our teacher and learning community. He also met December 11 with Dr. Veugeier (UofA), Garret Doll (AB Education), and EPSB research team on a possible collaborate research partnership. He was very proud of our student council student contributions to the discussion. There is a shared document on google docs for parents, teachers and staff collaboration. Second meeting to be held in February.

Aurora Aspiring Leadership Program team: met to build a leadership capacity – build from within. Focuses on enhancing leadership development and student success for our staff. We hope to see changes in the AERR as we move forward with this process.

The Board Chair would like to implement some administrative reporting changes following Becky Kallal's workshop. As the Board role is governance, it is not a board requirement to receive admin reports and a discussion was held on to whether to continue these reports. After round table discussion, it was decided that Aurora Principals would no longer be required to prepare reports for presentation at Board meetings. Principals can email the Superintendent with any items they want brought to the Board.

5. Superintendent's Report

a. Calistus Oragudosi

Calistus Oragudosi presented information to the Board on (1) adding cameras at the front doors of the elementary and middle school entrances and, (2) radio frequency card locks. If there is a lock down or security threat the middle school reception desk has the ability to remotely lock the front doors by pushing a button. Visitors, trades and parents can be 'buzzed' into the school remotely during the day. This would not apply to morning/afternoon pick-up/drop-off. Plans are to start with the Middle School main entrance. Calistus will report back to the Board once he receive quotes. If it is more than \$5K he will come to the Board with the proposal. Other schools have been researched, along with a discussion with Aurora School Council.

b. Renovation Update

a. South Vestibule Addition (Dale Bischoff)

The need for a vestibule has been identified. The south entrance by Central Office is congested and lets the cold air in. The Superintendent would like to proceed with the vestibule plan to be added as change order to elevator contract for the spring. Costs are

Aurora Academic Charter School

Board of Directors Meeting - Minutes of December 18, 2017

DRAFTED & UN-RATIFIED

estimated at \$15K for planning, and construction at \$150K. Concept drawings will be brought to the next meeting of 400 - 500 sq. ft. addition with window(s), lighting and heating.

Motion to proceed with planning for the vestibule boot project made by: Paola Mayo
Seconded: Robert Kossick
Carried.

b. Elevator/Gym Renovation - Phase 2 (Robert Kossick)

Bennett Architect Inc. have been working on plans for the elementary entrance which will be presented at the next Board meeting.

c. Message from Deputy Minister of Education

Letter from the Deputy Minister of Education was presented to the Board for information.

6. Board Committee Reports

a. Communication Committee (Arlene Huhn)

- **TAAPCS Video**

Presented a four minute video and a two minute video to the Board for information. TAAPCS will develop a plan on how to launch this information.

The purpose of the videos are to engage current and prospective students and their families with a presentation that distinguishes Public Charter Schools and to create a simple opportunity for them to inquire further if interested, as well as to encourage our audience to share and support the TAAPCS message with a wide variety of Albertans.

The Board can email Ian Gray if they have any further questions on the video. TAAPCS have not adopted the video at this point and no timelines have been given. No media events are planned to-date. TAAPCS's next goal is to improve their website.

b. Policy Committee (Marcy D'Agostini)

Marcy D'Agostini presented the following policies for approval by the Board. The difference between a Board Policy (BP) and Administrative Regulation (AR) were explained. Board motions go through first, second and third reading to allow for review and discussion before being adopted. Only board policies require a motion.

- **AR3150 – School Fees**

AR3150 presented to the Board for information. The BP was included in the package as a supporting document. Work is being done on defining the breakdown of fees. Garrett Doll of Alberta Education has also reviewed this AR.

- **BP5130 – Staff Attire**

Motion made to approve BP5130 – Staff Attire for third and final reading as presented, made by: Marcy D'Agostini
Seconded by: Paola Mayo Carried

Aurora Academic Charter School

Board of Directors Meeting - Minutes of December 18, 2017

DRAFTED & UN-RATIFIED

- BP5300 – Recognition for Long Service
Motion made to approve BP5300 – Recognition for Long Service for third and final reading as amended, made by: Marcy D’Agostini
Seconded by: Shazin Mohamed-Standing **Carried**
- BP5450 – Public Interest Disclosure (Whistleblower Protection)
Motion made to approve BP5450 – Public Interest disclosure for second reading as amended, made by: Marcy D’Agostini
Seconded by: Robert Kossick **Carried**
- AR5450 - Public Interest Disclosure (Whistleblower Protection)
Presented to the Board for information.
- BP9000 – Student Transportation
Motion made to approve BP9000 – Student Transportation for first reading as presented, made by: Marcy D’Agostini
Seconded by: Robert Kossick **Carried.**
- AR9000 – Student Transportation
Presented to the Board for information and discussion. AR outlines parent responsibilities and provides the fee structure.
- BP5052 – Employee Benefits
This policy needed updating and only applies to non-teaching staff. Teacher benefits are contained in their collective agreement.

BP5052 – Employee Benefits presented for first reading as presented, made by: Marcy D’Agostini
Seconded by: Shazin Mohamed-Standing **Carried.**
- c. **Growth Committee (Robert Kossick)**
Growth Committee chair, Robert Kossick met recently with the Superintendent and Deputy Superintendent for a tour of the school renovations. He was very pleased with the level of concern Whitson Contracting have for student safety. The Fire shutter in room 4D was not correctly installed and needs to be replaced. Repairs will take place over Christmas break. He will be meeting the architect in the New Year, after which a date will be set for the next committee meeting.
- d. **Articles of Association Committee (New).** A committee is needed to review the Articles of Association. Marcy D’Agostini will chair the meeting, and there are three parents willing to commit. The committee will need many teachers to sit on the committee and the meetings will be open to everyone. Foundational values and what they stand for will be examined, along with housekeeping issues. The first meeting will be held after the January PD and the review will need to be completed by May or June.

Aurora Academic Charter School

Board of Directors Meeting - Minutes of December 18, 2017

DRAFTED & UN-RATIFIED

- TAAPCS – Aurora Committee Representatives (Dale Bischoff)
The Superintendent reviewed what TAAPCS is. There is one vote per charter school. The association is looking for volunteers and currently does not have enough funds to operate efficiently. The following board members volunteered for TAAPCS committee openings:
 - ✓ Awards and Recognition (North Director): Marcy D’Agostini
 - ✓ Board Professional Learning (North Director): Shazin Mohamed-Standing
 - ✓ Communication (North Director): Arlene Huhn
 - ✓ Conference (previous Conference school host): Janet Rockwood
 - ✓ Research Support and Innovation (North Director/Administrator): Paul Wozny

The Superintendent will send this info to TAAPCS (Kath). The Board discussed TAAPCS fee proposal and will vote in support of the fee proposal in the best interest of the continuation of TAAPCS on February 8, 2018.

Motion made to accept the fee proposal in the best interest of the continuation of TAAPCS,
made by: Paola Mayo
Seconded by: Robert Kossick **Carried.**

7. Board Chair Items

a. Next Board Meetings

Meetings will continue to be held on the third Monday of each month.

- | | |
|--------------------|----------------|
| • January 29, 2018 | • June 18 |
| • February 12 | • September 17 |
| • March 19 | • October 15 |
| • April 16 | • November 19 |
| • May 14 | |

Susan Mallory will email list of dates to the Board and administration.

b. Board PD

- January 24 from 7 – 9pm (Finance PD by Holly Maccagno)
- January 15 from 6:00 – 9:00pm (Board PD by Becky Kallal). (Dinner meeting)

c. Overview of Central Office Staff. Dale Bischoff outlined the central office staff duties and explained their work schedules (FTE). Staffing questions and budget implications can be brought to the upcoming Finance PD meeting.

d. Committee of the Whole

The Board chair presented the following questions to the board for discussion.

How did you feel about Becky Kallal’s PD session?

Please identify:

One thing you learned

One thing you need more information (questioned)

One thing you want to work on as a Board member

Aurora Academic Charter School

Board of Directors Meeting - Minutes of December 18, 2017

DRAFTED & UN-RATIFIED

A Committee Meeting of the Whole is not a public meeting. Aurora has held committee Meetings of Whole prior to public board meetings in the past. Arlene will ask Becky Kallal for more clarification on Committees of the Whole. This clause will need to be retained in the Articles of Association and a clause added on open meetings for stakeholder input.

8. Calendar Reminders

- a. Board Sponsored Staff Christmas Luncheon December 22 (noon)
- b. Next Board Meeting..... January 29, 2018 (6pm)

9. Adjournment

Motion to adjourn the December 18, 2017 Board Meeting at 9:20pm, made by: Shazin Mohamed-
Standing