

BOARD COMMITTEE
Board of Directors Meeting
Minutes
SCHOOL GOVERNANCE

Date: May 22, 2025
Time: 07:00 PM
Location: AACS Online

Attending: Zahida Hirani-Saran (Chair)
 Constance Amenaghawon
 Ajoke Oimage
 Kerry-Ann Sitcheron
 Adedayo Ojeleye
 Jennifer Singh
 Ian Gray
 Khryssa Genery
 (Recording Secretary)

Absent: Fauziat Raji (Vice Chair)

Guests: None

Items

1. Land Acknowledgement (Zahida Hirani-Saran, Board Chair)

The meeting commenced at 7:00PM with a Land Acknowledgement delivered by Board Chair Zahida Hirani-Saran, recognizing the traditional territories on which Aurora Academic Charter School resides.

2. Call to Order (Zahida Hirani-Saran, Board Chair)

The Board Chair officially called the meeting to order at 7:00 PM. The session was held virtually via Google Meet to ensure public accessibility.

a. Approval of the May 22, 2025 Meeting of the Board of Directors Agenda

Motion: Motion to accept the Board of Directors Agenda for May 22, 2025 as presented was moved by Ajoke Oimage

Seconded: Adedayo Ojeleye

Vote Decision: Vote was unanimous the agenda as presented.

b. Approval of the Minutes of May 19, 2025

Motion: The motion to accept the Meeting Minutes for the Board of Directors meeting on May 19, 2025 was moved by Kerry-ann Sitcheron

Seconded: Constance Amenaghawon

Vote Decision: Vote was unanimous 5 favour with 1 abstaining

3. Superintendent's Report (Ian Gray Superintendent)

The Superintendent Report commenced at 7:04 PM and was presented by the AACS Superintendent Ian Gray.

a. Operational Efficiency

Superintendent Ian Gray highlighted progress on the organizational assessment conducted by Convoke Consulting. Departments submitted a range of strategic and governance documents, signaling a robust commitment to internal evaluation and transparency. Contributions from Dr. Wozny and Principal Harman were specifically commended for their depth and strategic value.

i. Research and Grants

A federal grant opportunity through the Public Health Agency of Canada is being pursued in partnership with Sherbrooke Community League. The proposal aligns with Aurora's community and wellness goals, with a submission deadline of May 28. A hub-style wellness model across campuses is under consideration.

ii. SLS Report

Student Learning Services continued to deliver targeted support. Occupational therapy, speech-language pathology, and psychological services remained strong, particularly at the Primary and Secondary campuses. The tutoring program, enhanced PD offerings, and coordination across campuses were commended. Planning for next year will maintain BASE programming and targeted K-3 support.

iii. Organizational assessment

1. Transportation

The Board was informed that a transportation provider has been selected via RFP. Legal reviews are ongoing, and communications to families are planned imminently. The review emphasized thorough vetting to ensure long-term value and service reliability.

iv. Visionary Leadership

Discussions included staff onboarding improvements, data-driven planning, and the impact of strategic leadership initiatives. The Superintendent addressed staff fatigue and reaffirmed efforts to build a culture of support and transparency

v. AACS Education Plan 2025-2026

The 2025–2028 Education Plan was reviewed, outlining strategic goals under the pillars of Culture, Academics, and Growth. The plan incorporates stakeholder feedback, PAT benchmarks, and policy implementation metrics. The Board discussed the value of post-secondary partnerships and the sustainability of grant-based initiatives.

- a. **Motion:** Ajoke Omege with 2 changes
- b. **Second:** Adedayo Ojeleye
- c. **Vote decision:** unanimous 7:35pm

vi. Leading Learning

1. Principals Report

a. Sherbrooke - Primary

Academic support at Sherbrooke showed strong impact, with reduced letters of concern and positive PAT field testing results. Students earned regional accolades, and parents were actively engaged in orientation events and year-end planning. Facilities upgrades are ongoing despite some budget constraints.

b. Alberta Avenue - Secondary

Alberta Avenue staff focused on academic planning and wellness initiatives. A 100% post-secondary acceptance rate was achieved, and student leadership contributed to a successful family carnival. Teachers engaged in curriculum alignment and technology-forward professional development.

i. New Dual Credit (New Motion)

- 1. **Motion:** Motion to accept the Dual Credits for the school year of 2025-20126 AACS Dual Credit list as presented was moved by Adedayo Ojeleye.
- 2. **Seconded:** Ajoke Omege
- 3. **Vote decision:** unanimous

2. 2027 International Field Trip

The Board reviewed the approved planning of an EF Tours trip to France, Italy, and Spain for Spring 2027. The initiative supports curricular goals and was commended for its thorough planning and supervision protocols. No motion was required at this stage.

vii. School Operations

1. School Cash Online

An overview of the new payment system was provided. Transition plans include phasing out Workwear and addressing parent concerns regarding fee clarity. The platform is integrated with current systems and aims to streamline fee processing.

2. Facilities

a. Sherbrooke Campus

Repairs and maintenance are ongoing, including heating and repainting projects.

b. Alberta Avenue Campus

Roof repair quotes are pending funding. A drama space upgrade has been completed.

i. Secondary School Grad

Planning for the upcoming graduation is progressing on schedule.

c. Skyrattler Campus

Renovations are expected to complete by June 30. Staff and family tours will be arranged.

A brief recess was taken at 8:04 PM. The meeting resumed at 8:15 PM.

4. Director of Finance Update (Constance Amenaghawon, Finance Chair)

The Finance Report commenced at 8:15 PM and was presented by Constance Amenaghawon.

a. April Financials

Finance Chair Constance Amenaghawon presented a detailed overview of the April 2025 financial statements. Revenue streams to date totaled approximately \$11 million, representing 73% of the annual budget. This includes strong contributions from Alberta Education (\$9.3 million), Alberta Infrastructure grants, and additional funding from other school authorities. Notable revenue gains included yearbook sales, investment income exceeding expectations, and family engagement fundraising events.

Expenses were tracking at 69% of budget, reflecting \$11 million in year-to-date spending. Instructional costs represented the largest category, driven by staff salaries, benefits, and new classroom setup at Skyrattler. Plant operations and maintenance, as well as transportation for 26 bus routes, were also significant cost areas. Noteworthy was the early amortization of capital purchases, totaling over \$1 million, and strategic reductions in merchant processing fees due to the implementation of School Cash Online.

The Board discussed concerns around double transportation billing—linked to spring break scheduling—and assessed risks of surpassing projected expenses. Nonetheless, the current financial trajectory indicates a modest year-end surplus.

b. Budget(Motion)

The proposed 2025–2026 school year budget was reviewed in depth. Revenue projections accounted for increased enrolment and stable provincial funding. Key investments included classroom expansions, staff increases, and technology upgrades. Operational and capital reserve balances are projected to total \$4.2 million by August 2026, with a plan to maintain a \$1.2 million operational reserve and grow the capital reserve to \$3 million.

i. **Motion:** The motion to accept the budget for school year 2025-2026 was moved by Constance Amenaghawon

ii. **Seconded:** Adedayo Ojeleye

iii. **Vote:** Unanimous

1. Fauziat Raji voted by email as she was unable to attend in person. The Vote via email is permitted in accordance with the AACS Articles of Association.

5. Policy Committee (Kerry-Ann Sitcheron)9:23pm

The Policy Committee Report commenced at 9:23 PM and was presented by the Policy Committee Chair Kerry-Ann Sitcheron.

a. 1001 BP: Foundational Statements (2nd Reading)

A motion to approve the second reading of 1001 BP: Foundational Statements was moved by Kerry-Ann Sitcheron and seconded by Jennifer. The Board vote decision was passed unanimously.

b. 1000BP: Vision Statement (2nd Repeal)

The motion to accept the 2nd repeal of 1000 BP: Vision Statement was moved by Kerry-ann Sitcheron and seconded by Constance Amenaghawon. The Board voted on the motion and the motion passed unanimously.

c. 1010 BP: Mission Statement (2nd Repeal)

The motion to accept the 2nd Repeal of 1010 BP: Mission Statement was moved by Kerry-Ann Sitcheron and seconded by Ajoke Oimage. The Board voted on the motion, the motion passed unanimously.

d. 1020 BP: Philosophy and Values (2nd Repeal)

The motion to accept 1020 BP: Philosophy and Values for 2nd repeal was moved by Kerry-Ann Sitcheron and seconded by Ajoke Oimage. The Board vote to accept the motion was accepted unanimously the 2nd repeal passed.

e. 2080 BP: Minutes and Records (1st Reading)

The motion to accept 2080 BP: Minutes and Records for first reading was moved by Kerry-Ann Sitcheron and Seconded by Adedayo Ojeleye.

i. Discussion

The Committee discussed current practices related to records management. Emphasis was placed on improving the organization, access, and secure storage of records to support transparency, compliance, and operational efficiency. The need to clearly define how records are stored and utilized, particularly for governance and legal purposes, was noted.

1. Board Governance Structure Update

The Committee proposed the formal removal of the title "Secretary-Treasurer" and its replacement with "Board Secretary." This change aims to align with evolving organizational structures and clarify roles and responsibilities within the governance framework.

2. Line Item 1(d): Legal Agreements

Concerns were raised regarding the handling and disclosure of legal agreements. It was acknowledged that **not all legal agreements can or should be shared**, particularly those containing confidential or sensitive information. Disclosure of such documents without appropriate safeguards could potentially expose the organization to legal risk and liability. Additional research is required to determine best practices and legal requirements regarding the sharing and storage of legal documents.

3. Line Item 1(b): Committee Clarity and Liability

The Committee agreed that references to board and committee structures should be made more specific. For instance, references to a “Committee of the Whole” must be clearly defined. Particular caution was advised when discussing matters related to land, labour, or legal issues, as these areas inherently carry increased liability and risk. Clear delineation of committee mandates and reporting structures will mitigate these concerns.

4. Detailed Meeting Records

The possibility of including more detailed records of committee and board meetings was discussed. While transparency is a priority, it was noted that such detail must be balanced with the need to protect confidential information and avoid creating unnecessary legal exposure. Further discussion is required to determine the appropriate level of detail for meeting documentation.

The board voted on the motion the vote passed unanimously.

f. 3160 BP: Conducting Research Studies (1st Reading)

The motion to accept 3160 BP: Conducting Research Studies was moved by Kerry-Ann Sitcheron and seconded by Adedayo Ojeleye.

i. Discussion

The committee discussed the need for clarity regarding what constitutes “research.” It was agreed that the definition within the policy requires revision for accuracy and precision. Questions were raised about the redundancy of the statement “any and all,” as it appears multiple times and may be unnecessary. The committee noted that the current language is overly wordy and requires refinement. The Policy Committee will revise the language and bring an updated version forward for further consideration.

The Board voted on the motion and accepted unanimously. The policy passed 1st reading.

g. 6101 BP: Student Medical Needs (2nd Repeal)

The motion to accept 6101 BP: Student Medical Needs for 2nd repeal was moved by Kerry-Ann Sitcheron, and seconded by Constance Amenaghawon. The board voted and passed the policy unanimously.

h. Tabled Policies for Research and Development

i. 6180 BP: Sexual Orientation and Gender Identity

Discussion deferred. A recent webinar informed future revisions.

6. Board of Directors

The Board of Directors Report commenced at 9:23PM and was presented by the Board of Director Chair Zahida Hirani-Saran.

a. Board Retreat

Preparations for the retreat include policy review and charter updates.

b. Board Hosted Dinner

Scheduled for June 17 to recognize staff contributions.

c. Transportation/Town Hall

The recent town hall was well attended. Discussions included busing hubs and extended hours, both positively received.

d. Charter Documents Revision

Charter updates will be addressed at the retreat to reflect new programming and board priorities.

7. Next Meeting

June 16, 2025 at AACS secondary Campus

8. Adjournment

Motion to adjourn the Board of Directors Meeting for May 22, 2025 was motioned by Ajoke Omage.

The meeting of the Board of Directors for May 22, 2025 was adjourned at 9:45 PM.

