

BOARD COMMITTEE
Board of Directors Meeting
Minutes
SCHOOL GOVERNANCE

Date: December 16, 2025
Time: 7:00 PM
Location: AACS Online

Attending: Kerry-Ann Sitcheron(Board Chair)
 Adedayo Ojeleye (Vice Char)
 Constance Amenaghawon
 Ajoke Omage
 Zahida Hirani-Saran
 Todd Walsh
 Yetunde Adesina
 Ian Gray
 Khyssa Genery
 (Recording Secretary)

Guests: None

Items

1. **Land Acknowledgement (Kerry-Ann Sitcheron, Board Chair)**
 The Board Chair Kerry-Ann Sitcheron read the Land Acknowledgement and called the meeting to order at 7:00 PM.
2. **Call to Order (Kerry-Ann Sitcheron, Board Chair)**
 The Board Chair confirmed the meeting was duly constituted and called the meeting to order at 7:02 PM. The Chair formally welcomed Todd Walsh and Yetunde Adesina as new members of the Aurora Academic Charter School Board of Directors.
 - a. **Approval of the December 16, 2025 Meeting of the Board of Directors Agenda**
 - i. **Motion:** To approve the December 16, 2025 Board of Directors Agenda as presented.
 - ii. **Vote Decision:** approved by the board
 - b. **Approval of the Meeting of the Board of Directors Minutes(Motion i. Approval of the Minutes of November 20, 2025(Motion)**
 - i. **Motion:** To approve the November 20, 2025 Minutes of the Meeting of the Board of Directors as presented.
 - Moved by:** Ajoke Omage
 - Seconded:** Adedayo Ojeleye
 - Vote Decision:** The Board voted unanimously in favor of the Meeting Minutes of the Board of Directors November 20, 2025 Meeting.
3. **Director of Finance Update (Constance Amenaghawon, Finance Chair)**
 Constance Amenaghawon presented the November Financial Report at 07:03PM. The report provides a comprehensive overview of the Division's financial standing as of November 30, 2025.
 - a. **November Financials**
 - i. **Revenues**
 As of November 2025, Aurora School Ltd. has recognized \$4.58 million in total revenues, representing 24% of the approved \$18.93 million operating budget. Overall revenue recognition is progressing in line with expectations for this stage of the fiscal year, with variances largely attributable to the timing of grant flows and the seasonal nature of certain revenue streams

Alberta Education funding totals \$3.97 million year-to-date, representing 23% of the annual budget. This percentage reflects standard funding flow patterns early in the school year, as several grants are received later in the fiscal cycle and are expected to normalize by March. Alberta Infrastructure funding and revenues from other Alberta school authorities are each tracking at approximately 25% of budget, consistent with expected year-to-date pacing.

Fee revenue is ahead of proportional budget at 35%, reflecting the recognition of fees over a ten-month period and the receipt of approximately one-third of annual field trip fees during November. Investment income has reached 31% of budget, exceeding projections due to higher-than-anticipated interest rates. Facility rental revenue is at 50% of budget, reflecting the receipt of the first half of Secondary School rental income. Fundraising revenue totals \$9,402 (19%), comprising Alberta Foundation for Students (AFS) payments and student council and family engagement fundraising activities. Other revenue categories, including gifts and donations, remain minimal early in the year, which aligns with historical patterns.

ii. Expenses by program

Total operating expenses as of November 2025 amount to \$4.80 million, representing 24% of the approved \$19.81 million expense budget, which is closely aligned with revenue recognition at this point in the fiscal year

Instruction (ECS-Grade 12) expenses total \$3.07 million, representing 24% of the annual instructional budget, reflecting stable staffing levels and consistent instructional delivery across all campuses. Plant Operations and Maintenance expenses are slightly lower at 22%, consistent with seasonal maintenance patterns earlier in the school year. Transportation expenses are higher at 31% of budget, as they include one week of August operations in addition to full expenditures for September and October.

Board and System Administration expenses are at 23% of budget, reflecting several one-time and early-year costs, including the \$25,000 TAAPCS membership fee and \$20,000 in auditing fees, both of which are incurred early in the fiscal cycle. No expenditures have been recorded to date for external services.

iii. Expenses by object

From an expense-by-object perspective, certificated salaries and wages total \$1.96 million, representing 23% of the annual budget, while certificated benefits are lower at 17%, reflecting the timing of benefit payments earlier in the fiscal year. Non-certificated salaries and wages are tracking at 27% of budget, reflecting the addition of supporting staff, including library support. Non-certificated benefits are aligned at 22%.

Services, contracts, and supplies represent 29% of budget, influenced by start-up costs associated with the Skyrattler campus as well as one-time expenditures, including the TAAPCS membership fee and auditing costs. Amortization expenses are at 26%, reflecting higher-than-anticipated leasehold improvement amortization related to the Skyrattler campus. Other interest and finance charges are tracking at 23%, partially offset by the redemption of Mastercard reward points, resulting in a credit of approximately \$6,000.

Overall, expense recognition across all object categories remains within expected ranges for this stage of the fiscal year, with variances attributable to known timing differences and approved one-time expenditures. Administration will continue to monitor expenditure trends to ensure alignment with the approved budget and long-term financial sustainability

iv. Discussions

The Board sought clarification regarding the nature of the transportation contract and whether costs are incurred on a month-to-month basis or tied to service delivery during months when buses are not operating.

Administration confirmed that transportation services are governed by a standard five-year contract, not a month-to-month or ebb-and-flow agreement. Payments are not strictly based on months of operation; however, the annual contract cost is structured to account for the full service period. Should additional buses be required, costs are renegotiated accordingly. The contract includes a 45-day termination clause for both parties, providing flexibility if service levels or requirements change.

Administration reiterated that transportation expenses fluctuate throughout the year due to grant timing and accounting recognition, and that final year-end transportation costs typically align closely with the approved budget once all grants and adjustments are applied

The Board completed its review and discussion of the financial report at 7:29 PM, after which the meeting proceeded to the next agenda item.

4. Superintendents Report

Presenter: Ian Gray, Superintendent
Start Time: 7:30 PM

The Superintendent presented highlights from the written Superintendent's Report dated December 16, 2025, providing an overview of academic, operational, and student support activities across the Authority. December was described as a period of sustained instructional momentum, purposeful enrichment, and continued emphasis on student wellbeing and community connection across all campuses. The Superintendent noted that Aurora remains academically strong, operationally stable, and well positioned for the second half of the school year

a. Principal Reports

Updates were provided for Skyrattler Campus and Alberta Avenue Campus. At Skyrattler, administration reported strong Term 1 academic outcomes, with only a small number of students finishing below 50% and targeted interventions implemented immediately following report cards. Administration highlighted increased parent engagement, structured academic follow-through, high participation in clubs and leadership activities, and a growing focus on attendance due to an increase in extended absences related to family travel. At Alberta Avenue, the Superintendent reported a sustained academic push in advance of midterms and finals, strong post-secondary acceptance outcomes (with the majority of students already accepted), and notable student achievements in speech, debate, athletics, and the arts. Enrichment activities and experiential learning opportunities were emphasized as a continued strength at the secondary level.

b. Student Learning Services

The Superintendent reported that Student Learning Services continues to play a central role in early intervention, consultation, and classroom-embedded support across all campuses. Service referral patterns reflect expected needs across divisions, with speech and language supports representing the largest proportion of referrals at the elementary and middle levels, and executive functioning and wellbeing supports more prominent at the secondary level. To date, over 120 consultations have been logged Authority-wide, with consultation-based supports frequently preventing the need for formal referrals. Family engagement initiatives, including parent presentations and group programming, continue to strengthen home-school partnerships and proactive support structures.

c. Transportation

Transportation operations were reviewed, with the Superintendent noting continued stabilization and incremental improvement in route timing compared to earlier in the fall. Aurora continues to operate within its 75-minute target ride-time policy, which is based on best-practice research rather than legislated provincial limits. Average ride times across all campuses remain within acceptable ranges, though external factors such as traffic congestion, winter conditions, and construction continue to impact route consistency. The Board discussed transportation challenges experienced in August and September and considered whether current policy language should better reflect seasonal realities during school start-up periods.

d. Facilities

Facilities updates were provided for all campuses. At Alberta Avenue, roof repairs have been successfully completed and are performing as expected. Planned upgrades include new gym lighting installation during the winter break, replacement of basketball brackets and motors in the spring, and enhanced lighting and audiovisual equipment to support drama and stage productions. At Skyrattler, the campus has largely transitioned out of major renovation work, with interior systems now fully operational. Ongoing attention remains focused on resolving exterior lighting concerns in coordination with the landlord. Across the Authority, facilities systems remain stable, safety infrastructure is fully operational, and preventative maintenance continues to support safe and functional learning environments.

e. School Fees

Administration presented the proposed 2026–2027 School Fee Schedule, outlining the purpose, legislative compliance, and structure of the fees. The Superintendent reviewed the Per Student Fee (Basic) model, noting that it supports lunch supervision, technology, enhanced programming, and shared student experiences that fall outside core instructional funding. Comparative data were shared demonstrating that Aurora's fees remain significantly lower than many comparable Edmonton schools, while still reflecting actual cost pressures, particularly at the Grade 12 level where graduation-year programming is fully incorporated.

- i. Motion:** That the Board approve the 2026–2027 School Fee Schedule for Aurora Academic Charter School, including the Per Student Fee (Basic) amounts by student category as presented, and direct Administration to publish and communicate the approved fees in accordance with Alberta's School Fee Regulation and related Ministry guidance.

ii. Moved by: Constance Amenaghawon

iii. Seconded by: Yetunde Adseina

iv. Discussion

Board members discussed financial accessibility and affordability, including support for families with multiple children and fee-waiver provisions for families experiencing financial hardship. Administration confirmed that fee-waiver and reduction practices remain in place and continue to support equitable access for families.

v. Vote: The Board voted 5 in agreement and 1 abstaining. The motion passed.

f. Endowment

Administration provided an overview of current donation practices, noting that many donations received by the Authority are designated for specific purposes, while others are general in nature. Discussion focused on a significant historical donation that has been administered at the principal level.

Administration shared preliminary thinking around exploring longer-term options, such as establishing an endowment, scholarship program, or post-secondary support model, and indicated that further analysis and Board input would be sought before bringing forward any formal proposal.

The Board expressed general support for exploring long-term options to ensure sustainability and alignment with Aurora's values. No motion was brought forward.

g. School Calender

The Superintendent reviewed the draft 2025–2026 school calendar as a working template. Discussion included attendance challenges related to extended family travel, the intent to strengthen expectations around vacation approvals, and the importance of maintaining consistent attendance messaging. The Superintendent noted that the calendar retains a 2.5-week winter break, includes professional learning days and statutory holidays that fall mid-week, and aligns with the Charter School Conference schedule.

The Board discussed the potential risks of having different calendars across campuses and expressed consensus that maintaining a single authority-wide calendar reduces confusion for families and supports operational consistency.

Break

The Board recessed at 08:23 PM and reconvened at 08:33 PM.

h. Aurora Academic Charter School Annual Education Results Report 2025

Administration reviewed the revisions made to the Annual Education Results Report, noting that updates focused on language clarity, footnotes, formatting, and alignment with Alberta Education form and posting requirements. It was emphasized that the revisions were non-substantive in nature and did not alter previously approved outcomes, measures, or reported results. The Superintendent confirmed that the revised document aligns with Alberta Education funding manual expectations and Assurance Framework requirements.

- i. Motion :** That the Board of Directors of Aurora Academic Charter School accept the reissued Annual Education Results Report, which reflects non-substantive revisions made to comply with Alberta Education form and posting requirements.
- ii. Moved by:** Zahida Hirani-Saran
- iii. Seconded by:** Adedayo Ojeleye
- iv. Vote Decision:** The Board voted unanimously in favor of the new revised Annual Education Results Report for Aurora Academic Charter School 2025. The motion passed.

i. Grade Designation

The Superintendent provided an overview of enrollment pressures and facility capacity at the Skyrattler Campus and recommended a cautious approach to growth. Administration presented a proposal to reconfigure Skyrattler from Grades 5–7 to Grades 6–8 beginning in the 2026–2027 school year. Discussion included the impact on current students, transfer processes, enrollment practices, Grade 8 placement across campuses, and the conditions under which limited transfer opportunities might be offered.

- i. Motion:** That the Board of Directors approve the reconfiguration of the Skyrattler Campus grade structure from Grades 5–7 to Grades 6–8, effective beginning in the 2026–2027 school year, and direct administration to undertake the necessary planning, communication, and implementation activities.
- ii. Moved by:** Ajoke Omage
- iii. Seconded by:** Zahida Hirani-Saran
- iv. Motion Withdrawn:** Following discussion, the Board Chair withdrew the motion and tabled the item to the January meeting.

5. Board of Directors

a. The Association of Alberta Charter School

At 9:06 PM the Board Chair provided an update from The Association of Alberta Public Charter Schools (TAAPCS), the provincial advocacy organization representing publicly funded charter schools across Alberta. TAAPCS continues to advocate on core issues impacting charter authorities, including facilities access, land acquisition, and addressing common misconceptions regarding the public status of charter schools. Recent discussions at TAAPCS meetings have focused on increasing the visibility of charter schools through initiatives such as the SCAT program, strengthening community engagement, and advancing the organization's three-year strategic plan, which remains on schedule. The Board discussed the recent increase in charter school applications within the Edmonton region and expressed interest in understanding the broader provincial landscape. The Board Chair indicated that additional information regarding the number of new charter school applications and approvals would be reviewed and shared at a future meeting.

6. Next Meeting

At 9:10 PM the Board Chair notified that the next meeting of the Board of Directors is scheduled for January 22, 2026 at 7:00 PM. The meeting will be hosted at the AACS Alberta Ave Campus.

7. Adjournment

Motion to adjourn the meeting of the Board of Directors on December 16, 2025 was motioned by zahida and adedayo seconded

The meeting of the December 16, 2025 Board of Directors was adjourned at 9:11 PM.