AURORA ACADEMIC CHARTER SCHOOL

BOARD COMMITTEE

Board of Directors Meeting Minutes

SCHOOL GOVERNANCE

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

Attending: Zahida Hirani-Saran (Chair)
Fauziat Raji (Vice Chair)
Constance Amenaghawon
Ajoke Omage
Kerry-Ann Sitcheron
Adedayo Ojeleye
Jennifer SIngh
Ian Gray
Khryssa Genery
(Recording Secretary)

Guests: None

Items

7:00PM

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.

7:01PM

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 June 16, 2025 Meeting of the Board of Directors Agenda**
   i. **Motion:** To approve the Agenda for the Meeting of the Board of DIrectors on June 16, 2025
   ii. **Moved:** Kerry-Ann Sitcheron
   iii. **Seconded:** Adedayo Ojeleye
   iv. **Vote Decision:** unanimous minus Fauziat Raji (absent last meeting)

b. **Approval of the Minutes of May 22, 2025.**
   i. **Motion:** To accept the Meeting Minutes of the Board of Directors on May 22, 2025
   ii. **Moved:** Adedayo Ojeleye
   iii. **Seconded:** Ajoke Omage
   iv. **Vote Decision:** unanimous minus Fauziat Raji (absent last meeting)

7:03PM

3. **Director of Finance Update (Constance Amenaghawon, Finance Chair)**

a. **May Financials**

The Finance Committee Chair provided a detailed update on the financials for May 2025. She reminded the Committee that although the academic year concludes at the end of June, the fiscal year runs through to the end of August. The report included an in-depth review of revenues and expenses, categorized both by program and by object. As of May 31, 2025:

1. Total revenues were reported at $12,461,260, representing 82% of the annual budget.
2. Total expenditures stood at $12,422,380, or 78% of the budget, resulting in a year-to-date surplus of $38,881.

ii. **Highlights from the Financial Report:**

Transportation expenses were at 73% of the budget. While bus service ceases during the summer, the full year-end cost is not yet finalized. The transportation rebate for parents is also still pending. Instructional expenses (ECS–Grade 12) reached 83% of budget, with start-up costs attributed to new classroom setups, additional facility insurance, and LED light upgrades at the Primary School. Plant Operations and Maintenance expenses were at 69% of budget, and Board & System Administration expenditures were at 66%. Gifts and Donations exceeded projections at 161% of budget, with major contributions including:

1. $10,000 from Top Mark (March)
2. $3,000 from Jason Uppal (May)
3. $1,000 each from Hilary Chan and Ten Peaks Innovation

iii. **Committee Discussions:**

Transportation Surplus: A question was raised regarding the current 73% spending on transportation—whether this implies a surplus. The Chair clarified that year-end totals and the parent rebate remain outstanding, and a final surplus determination cannot yet be made. Alberta Infrastructure Funding: Further clarification was sought regarding funding sources for capital projects, SLS funding, and the assignment of deferred revenues to specific sites, particularly Alberta Avenue. Fundraising and Donations: The Committee discussed opportunities for growth in this area, including increasing visibility through the school website to encourage ongoing community support. Projected Deficit: The Chair noted that the current deficit is expected to decrease, given that most spending has already occurred by the end of May.

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

The Superintendent presented an overview of Aurora Academic Charter School's 2025 Assurance Measures, emphasizing strong institutional performance and areas for continued improvement. Highlights included:

- **a.** Education quality, as rated by students, parents, and staff, has reached a five-year high of 93 percent.
- **b.** Provincial Achievement Test results for Grades 6 and 9 exceeded provincial averages in both acceptable standard and standard of excellence categories.
- **c.** The school's dual credit programming, delivered in partnership with Northern Alberta Institute of Technology, NorQuest College, and Lethbridge College, has attracted significant grant funding and is receiving provincial recognition.

A key achievement was the successful implementation of the Student Mental Health Pilot Project, supported by $646,000 in provincial funding. This initiative has enhanced access to mental health services through expanded partnerships and the recruitment of dedicated psychological staff. However, the Superintendent noted a minor longitudinal decline in Grade 9 achievement at the standard of excellence level and identified the need for further exam preparation strategies.

Board Discussion:

A Board member raised concerns regarding the drop in achievement and questioned whether students are receiving sufficient academic support at home. The Superintendent confirmed the decline was only 0.5 percent and noted that the students in question had received additional support both before and after school hours.

i. **SLS Report - May**
ii. **SLS Report - Year End**

Mary Healy, Manager of Student Learning Services, provided a comprehensive report outlining key developments:

1. A full-time psychologist has been hired for the Primary Campus, and a dedicated psychologist has been secured for the Secondary Campus for the 2025–2026 academic year.
2. The Student Learning Services team—including speech-language pathologists, occupational therapists, learning strategists, and psychologists—has transitioned from reactive support to proactive planning using functional behaviour data.
3. The learning coach model is evolving to include instructional and behavioural support roles.
4. Ongoing collaboration with Alberta Health Services and Building Academic, Social, and Emotional Skills (BASE) personnel has supported the creation of campus-specific wellness plans.

iii. **Transportation**

Prepared by Lisa Weidel, Transportation Manager
As of June 15, 2025, a total of 1,105 students have been registered for school transportation for the 2025–2026 school year:

1. Sherbrooke (Primary Campus): 570 students (served by 12 buses)
2. Alberta Avenue (Secondary Campus): 320 students (served by 10 buses)
3. Skyrattler Campus: 215 students (served by 5 buses; routing still in final planning)
4. Transportation fees collected to date through School Cash Online total $222,000 and are consistent with budget expectations.

Acknowledgment:

The Superintendent recognized the voluntary contributions of five Grade 7 students who supported the Transportation Office during lunch hours. Under the guidance of Kassidy Danyleyko, these students created bus tags, signage, and driver packets, reflecting commendable leadership and community spirit.

d. Leading Learning

i. Principals Report

1. Sherbrooke - Primary

In addition to instructional programming and year-end activities, Sherbrooke Campus is preparing for scheduled summer facility upgrades and has actively supported system-wide transportation readiness. July will see deep cleaning and floor waxing throughout the building, repainting of the west hallway wing (which will be closed to staff during the process), and the launch of a front-entry heat remediation project to address long standing concerns. Minor seasonal repairs and preventative maintenance tasks are also planned. As of June 15, 2025, 570 students from the Sherbrooke Campus have registered for transportation for the upcoming school year, serviced by 12 dedicated bus routes. Transportation fee collection has reached $222,000 system-wide, aligning with budget expectations. Notably, a group of five Grade 7 students volunteered during lunch hours to assist the Transportation Office by preparing K–4 bus tags, signage, and driver packets—an effort that exemplifies the leadership and service values fostered at Sherbrooke.

2. Alberta Avenue - Secondary

The Alberta Avenue Campus concluded the academic year with strong momentum, balancing academic excellence with vibrant student engagement. Highlights included the June 5 District Carnival, which welcomed over 350 attendees and was led by Grade 8 student leaders with support from staff and Board members. Life Skills Days on June 20 and 23 will offer experiential learning through creative, interdisciplinary activities such as escape rooms, firefighter tours, and science-based projects. Academic outcomes from the dual credit program were exceptional—100 percent of students passed their courses, with eight earning Honours and six achieving Honours with Distinction in subjects ranging from Psychology to Entrepreneurship. Two students were specially invited to the University of Alberta's Surgery Summer Camp, underscoring the growing reputation of Aurora's programming. Students requiring additional support received targeted interventions, and ten students have been registered for summer school. End-of-year celebrations include Grade 10–12 campus tours at MacEwan University and the University of Alberta, a June 25 Awards Ceremony and Formal Dance, and the June 26 Graduation Convocation at Zeidler Hall.

e. School Operations

i. School Name Re-Designation

1. **Sherbrooke**
   a. **AACS Sherbrooke**
2. **Alberta Ave**
   a. **AACS Alberta Ave**
   b. **Motion**: That the Board of Directors approve the re-designation of Aurora Academic Charter School campuses as follows:

      i. The Primary Campus shall be named "**AACS Sherbrooke Campus**"
      ii. The Secondary Campus shall be named "**AACS Alberta Avenue Campus**"

   These changes will take effect immediately, with full implementation across signage, operational systems, and communication materials during the 2025–2026 academic year.

   c. **Moved by:** Adedayo Ojeleye
   d. **Seconded by:** Fauziat Raji
   e. **Vote:** 6 in favour, 1 abstention – Motion passed

ii. **Facilities**

1. **Sherbrooke Campus**

At the Sherbrooke Campus, scheduled summer work will focus on maintaining cleanliness, safety, and learning environment quality. Plans include a comprehensive deep cleaning and floor waxing of all instructional and public spaces, as well as repainting of the heavily used west hallways. A heat remediation project is also scheduled for the front entry area to address longstanding temperature control issues. These upgrades will be supported by routine seasonal repairs and preventative maintenance to ensure the campus remains fully operational and welcoming for the start of the 2025–2026 school year.

2. **Alberta Avenue Campus**

The Alberta Avenue Campus will undergo several custodial and capital improvements during July and August. In addition to standard deep cleaning and floor waxing, the campus will see the repainting of the main hallways and student lounge to maintain a professional and welcoming atmosphere. A retrofit of the gymnasium lighting is under consideration, pending scope finalization and vendor availability. These improvements aim to enhance both the functionality and aesthetic of the facility, ensuring it continues to support a high-quality educational experience.

a. **Gym Roof (Motion)**

A major capital project approved by the Board involves the full replacement of the gymnasium and second-floor roofs at the Alberta Avenue Campus. This decision follows concerns over chronic water ingress and deteriorating membrane conditions caused by Edmonton's climate. The approved vendor, selected for their 12-year warranty and R-20 insulation offering, will carry out the work during the summer of 2025. The project, with a budget of up to $350,000, will be funded through the Aurora Academic Charter School Capital Reserve and is expected to prevent further damage while improving energy efficiency over the long term.

b. **Roof Replacement Motion:** That the Board of Directors approve a capital expenditure of up to $350,000 for the complete replacement of the gymnasium and second-floor roofs at the Alberta Avenue Campus, with the contract awarded to Vendor Number Two.

c. **Moved by:** Ajoke Omage
d. **Seconded by:** Adedayo Ojeleye
e. **Vote: Unanimous:** Motion passed

3. **Skyrattler Campus**

Construction at the Skyrattler Campus is progressing on schedule, with the key handover confirmed for June 30, 2025. Interior setup will follow immediately, including the installation of lockers, classroom technology, and instructional resources. The goal is to ensure that the facility is fully operational by the beginning of the new academic year. Despite the tight timeline, project milestones have thus far been met, and operational readiness for September remains achievable.

Break 10 Min

The Chair of the Board of Directors called a recess at 8:33 PM. The meeting resumed at 8:43 PM.

5. **Policy Committee (Kerry-Ann Sitcheron)8:43PM**

a. **1001 BP: Foundational Statements (3rd Reading)**

i. **Motion:** To include BP 1001: Foundational Statement for its 3rd and final reading.
ii. **Moved:** Kerry-Ann Sitcheron
iii. **Seconded:** Adedayo Ojeleye
iv. **Vote:** The Board voted 6 in favor the motion passed.

b. **1000BP: Vision Statement (3rd Repeal)**
   i. **Motion: To repeal BP 1000L Vision Statement for its final repeal.**
   ii. **Moved:** Kerry-Ann Sitcheron
   iii. **Seconded:** Constance Amenaghawon
   iv. **Vote:** The Board of directors voted unanimously to pass BP 1000: Vision Statement for its 3rd and final reading

c. **1010 BP: Mission Statement (3rd Repeal)**
   i. **Motion: To repeal BP 1010: Mission Statement for its final repeal.**
   ii. **Moved:** Kerry-Ann Sitcheron
   iii. **Seconded:** Fauziat Raji
   iv. **Vote:** The Board voted unanimously passing BP 1010:Mission Statement for 3rd and final repeal.

d. **1020 BP: Philosophy and Values (3rd Repeal)**
   i. **Motion:** To repeal BP 1020: Philosophy and Values Policy for 3rd and final repeal.
   ii. **Moved:** Kerry-Ann Sitcheron
   iii. **Seconded:** Ajoke Omage
   iv. **Vote:** The Board voted unanimously to accept the 3rd and final repeal of policy 1020 BP: Philosophy and Values.

e. **2080 BP: Minutes and Records (2nd Reading)**
   i. **Motion:** To include 2080 BP: Minutes and Records for its 2nd reading.
   ii. **Moved:** Kerry-Ann Sitcheron
   iii. **Seconded:** Constance Amenaghawon
   iv. **Discussion**

During the discussion of Policy 4015 – Procurement, the Committee reviewed the proposed updates, including the establishment of a $1,000 threshold for the procurement of goods and services, which aims to enhance financial oversight and consistency. A new clause, identified as Item 2, was introduced to further clarify procedural expectations. The Committee supported the revisions, recognizing them as necessary for maintaining transparency and accountability in procurement practices.

   v. **Vote:** Unanimous accepted, with the caveat that the language in Item 1 and the Administrative Regulations be updated accordingly. Motion carried.

f. **3160 BP: Conducting Research Studies (2nd Reading)**
   i. **Motion to accept bp 3160 for second to last reading**
   ii. **Moved:** Kerry-Ann Sitcheron
   iii. **Seconded:** Ajoke Omage
   iv. **Discussion**

The Committee Chair provided a brief overview of Policy 3160 – Conducting Research Studies, focusing on the updated definition of "research" to ensure alignment with current educational standards and ethical practices. The revisions aim to clarify the scope and intent of research activities within the school context, providing clearer guidance for future study proposals. The Committee supported the changes, noting their importance in maintaining academic integrity and safeguarding student and staff participation in research initiatives.

   v. **Vote:** The board voted unanimously in favor of accepting 3160 BP: Conducting Research Studies.

g. **6101 BP: Student Medical Needs(3rd Repeal)**
   i. **Motion:** To include 6101 BP: Student Medical Needs for its 3rd and final repeal.
   ii. **Moved:** Kerry-Ann Sitcheron
   iii. **Seconded:** Fauziat Raji
   iv. **Vote:** The board voted unanimously accepting 6106 BP: Student Medical Needs for its 3rd and final repeal.

h. **4015 BP: Procurement (1st Reading)**
   i. **Motion:** To include 4015 BP: Procurement for its first reading.
   ii. **Moved:** Kerry-Ann Sitcheron
   iii. **Seconded:** Fauziat Raji
   iv. **Discussion**
      1. **Adding the following:**
         a. Section 1a: Purchases shall not be split or structured in a way to avoid the application of approved thresholds.
         b. Section 2: For Capital projects $500,000 or greater, Board approval is required for the tender and the bid selection.

c. Section 3b: Any case must be clearly documented and reported to the Board at the next regular meeting.

v. **vote :** The board voted in favor unanimously including the caveat for the above changes.

i. **Tabled Policies for Research and Development**

i. **6180 BP: Sexual Orientation and Gender Identity**

1. Deadline of September 1 active

6. **Board of Directors**

The Board of Directors report was presented by the Board of Directors Chair Zahida Hirani-Saran at 9:22 PM.

a. **TAAPCS**

The Board was informed that Aurora Academic Charter School currently holds non-voting member status with the The Association of Alberta Public Charter Schools (TAAPCS). The TAAPCS President has reached out to initiate discussions regarding new bylaws and potential involvement for Aurora as an active member. A meeting is scheduled for Monday, and an update will be brought to the next Board meeting.

b. **Board Vice Chair Vote**

Vice Chair Fauziat Raji announced her decision to step down from her role on the Board. Her clarity, courage, and unwavering commitment—as well as her ability to ask thoughtful and challenging questions—have left a lasting impact on the association. On behalf of the Board, sincere thanks were extended to Fauziat Raji for her dedicated service.

i. **Call for Nominations:**

1. Kerry-Ann Sitcheron was nominated and accepted the nomination.
2. Jennifer Singh was also nominated and accepted the nomination.

ii. **Voting Results:**

1. Vote: Jennifer Singh – 3 | Kerry-Ann Sitcheron – 3 (tie)
2. Second Vote: Jennifer Singh – 4 | Kerry-Ann Sitcheron – 3

iii. **Outcome:** Jennifer Singh was elected as the new Vice Chair of the Board of Directors.

7. **Next Meeting**

The next scheduled meeting of the Board of Directors will be on September 18, 2025 at AACS Primary Campus

8. **Adjournment**

The Meeting of the Board of Directors was adjourned at 9:57 PM on June 16, 2025

Motion: To adjourn the meeting of the Board of Directors on June 16, 2025.

Moved: Fauziat Raji