

**Aurora Academic Charter School**  
**Board of Directors Meeting Minutes of May 20, 2020 (Virtual)**  
**RATIFIED**

**Board Chair:** Arlene Huhn

**Recording Secretary:** Susan Mallory

**Attendees:** Felix Amenaghawon, Dale Bischoff, Keira Hanrahan, Zahida Hirani-Saran, Arlene Huhn, Robert Kossick, Holly Maccagno, Susan Mallory, Shazin Mohamed-Standing, Nokuthula Sithole, Paul Wozny

**Guests:** Peter Dang, Ian Gray, Jacquie Harman, Mary Healy

**1. Call to Order**

The meeting of the Board of Directors was called to order at 6:39pm, and was held online in compliance with COVID-19 Pandemic social distancing regulations.

**a. Approval of the Agenda**

Motion to accept the May 20, 2020 agenda as presented, made by: Shazin Mohamed-Standing

Seconded by: Robert Kossick

**Carried. All in Favour - 6**

**b. Approval of Board Minutes**

Motion to accept the April 15, 2020 Board Meeting Minutes as presented, made by:

Shazin Mohamed-Standing

Seconded by: Felix Amenaghawon

**Carried. All in Favour - 6**

Motion to accept the April 26, 2020 Board Meeting Minutes as presented, made by:

Zahida Hirani-Saran

Seconded by: Felix Amenaghawon

**Carried. All in Favour - 6**

Nokuthula Sithole joined the meeting online at 6:44pm.

Action Items were reviewed and are completed.

**2. Superintendent/Deputy Superintendent Reports (Dale Bischoff, Paul Wozny)**

The Board thanked Paul Wozny for submitting the \$400K grant application which was approved today.

**I. Elementary Entrance Construction Update (Dale Bischoff, Paul Wozny, & Holly Maccagno)**

- Project moving along well.
- Marginal changes to Gant chart from last month.

**II. Update on Air Conditioning Engineering Feasibility Study (Dale Bischoff, Paul Wozny)**

- Presented Air Conditioning Engineering Feasibility study conducted by Arrow Engineering to the Board for information and review.

- Received approval of our \$400K grant application for HVAC. Grant parameters were reviewed with the Board.
- Reviewed Arrow Engineering recommendations, priorities, and costing summary.
- Projects will require further discussion and breakdown and Superintendent recommends additional meetings either as a Board or ad-hoc committee.
- Discussion on what would be of greatest benefit to students and staff.
- Discussion on risks, priorities and commitment of funds associated with these projects.

### III. **COVID-19 Update (Paul Wozny)**

The Deputy Superintendent updated the Board on Aurora School preparations to meet COVID-19 back to school regulations. Must prepare for three outcomes. Aurora has reached out regarding PPE masks and to the community health nurse in development of these plans. There are many online supports for families posted on the Aurora School website.

## a. **Secretary Treasurer Update**

### I. **Updated Financials (Holly Maccagno/Shazin Mohamed-Standing)**

- The Secretary Treasurer presented the financials to the Board for information and answered questions.

### II. **Budget 2020-2021**

- The Secretary Treasurer presented the 2020-2021 budget for discussion and approval.
- Budget must be submitted to the government by May 31, 2020.

Motion to approve the 2020-2021 Budget as presented by the Secretary-Treasurer, made by: Shazin Mohamed-Standing  
 Seconded by: Robert Kossick  
 Unanimous. **Carried.**

### III. **Wish List**

- The Secretary Treasurer reviewed the wish list document with the Board for information.
- Discussion on the relevance of preparing a wish list document as wish list items are approved in the Budget.
- Discussion on wish list item costs exceeding signing authority limits.
- Identified a need for clarification in policy – what requires/does not require Board approval.
- Policy Committee Chair presented her research on policy development of other charter schools. Suggested Aurora consider policy development for Budget Planning, and Budget Implementation.
- Discussion on budget process and how budget is prepared.
- Suggestion there is a need to hold a meeting devoted to the discussion of *budget* and *spending processes*.

## 4. **Board Committee Reports**

### I. **Policy Committee (Keira Hanrahan, Chair)**

#### • **BP2060 Role and Supervision of School-Based Administration**

Motion to accept BP2060 Role and Supervision of School-Based Administration for third and final reading as presented, made by: Keira Hanrahan  
 Seconded by: Zahida Hirani-Saran

Unanimous **Carried.**

- **BP3160 Conducting Research Studies**

Motion to accept BP3160 for second reading as amended, made by: Keira Hanrahan

Seconded by: Felix Amenaghawon

In Favour – 5

Abstained – 2

**Motion Carried.**

- **BP4020 – Administration of School Funds**

As per discussions under item 3.III, Policy 4020 has been tabled pending further review.

Discussion on:

- policy tied into budget amounts,
- controls in policy,
- signing authority requirements,
- placing control in policy that Superintendent and Secretary Treasurer cannot sign the same cheque after a certain dollar amount, and,
- the need for Reserve Surplus policy – deficits to be built into new policy.

- **BP6101 Student Medical Needs**

Motion to accept BP6101 Student Medical Needs for third and final reading, made by:

Zahida Hirani-Saran

Seconded by: Robert Kossick

Unanimous **Carried.**

- **BP6102 - Anaphylaxis & Life-Threatening Allergies**

Motion to accept BP6102 Anaphylaxis and Life-Threatening Allergies for third and final reading, made by: Keira Hanrahan

Seconded by: Robert Kossick

Unanimous **Carried.**

- **BP8030 – Community Use of Facility**

Motion to accept BP8030 – Community Use of Facility for first reading as presented, made by: Keira Hanrahan

Seconded by: Shazin Mohamed-Standing

Unanimous **Carried.**

## 5. Board of Directors (Arlene Huhn)

### a. Update on Spring General Meeting (Virtual)

The Board Chair shared key points from the TAAPCS Spring General Meeting on May 2, 2020:

- Charter schools do not receive IMR funding if they own their building, and discussed challenges faced by those schools.
- Overall consensus is TAAPCS has an excellent working relationship with the government.
- TAAPCS requires a board representative from all schools to sit on TAAPCS committee. Shazin Mohamed-Standing will continue to sit on the TAAPCS committee.

### b. Letter Regarding Charter

The Board has received a letter formally requesting the Board seek approval from the membership and the Minister of Education to amend the Charter document.

- Charter revisions include our Vision, Mission, and Values, and the Waitlist.

- It was felt the waitlist priorities need further discussion.
- Plans to tentatively hold the special meeting in June 2020 (virtually) were discussed.
  - Special meetings require a 21-day notice prior to the meeting.
  - Membership to be advised as soon as possible – letter should go out the first week of June.
    - **ACTION ITEM: Board Vice-Chair and Deputy Superintendent to coordinate.**

Motion to accept the written request to amend the Charter as submitted, made by: Zahida Hirani-Saran

Seconded by: Felix Amenaghawon

Unanimous **Carried.**

**C. Assurance and Continuity Model in relation to Charter Schools**

- Review of Action Plan for Charter Renewal best done at a board retreat/workshop.
- Deputy Superintendent was asked to send out doodle poll to Board members to determine board availability dates and times.
  - **ACTION ITEM: Dr. Paul Wozny to send doodle poll to determine Board member availability dates and times.**

**C. Air Conditioning Discussion**

- Discussion and clarification regarding air conditioning and the approval thereof.
- Board directed the Superintendent and Deputy Superintendent to proceed with priority items #2 East boiler/Middle School classrooms (adiabatic cooling), #2 Elementary classrooms (19) and #4 Learning Commons (office/6 classrooms).
- Estimated cost \$595K. Budgeted amount \$600K
- Determine what the \$400K Grant can be used for and whether the air conditioning installation qualifies.
- Superintendent urged the Board to consider striking an ad-hoc committee to review detailed analysis with Arrow Engineering.
  - The Board do not feel they need to meet with Arrow Engineering, or strike an ad-hoc committee.
- Superintendent and Deputy Superintendent will report back at next board meeting.

**6. Calendar Reminders**

June 6 .....Policy Committee Meeting (4:00 – 5:00pm)  
 June 15 .....Staff PD Day  
 June 17 .....Board Meeting (6:30pm)  
 June 26 .....Last Day of School

**7. Adjournment**

Motion to adjourn the May 20, 2020 Board Meeting at 10:15pm, made by: Keira Hanrahan