



Aurora School Ltd.
Board of Directors – Public Board Meeting
August 22, 2014

RATIFIED

14-08-22-01

Call to Order and Roll Call

Meeting called to order at 3:30 p.m. by Dr. Shamir Mukhi, Board Chair

Present: Dale Bischoff, Ian Gray, Marla Leganchuk, Susan Mallory, Holly Maccagno,
Shamir Mukhi, Steven Penney, Nayyer Rizvi, Janet Rockwood

Absent: Rehana Devji, Francine Gregory

Presenter: Randy Darr (R.L. Darr Project Consulting Ltd.)

14-08-22-02

Agenda

Motion to accept the August 22, 2014 agenda as presented, made by: Nayyer Rizvi
Seconded, **Carried.**

14-08-22-03

Board Meeting Minutes

Motion to accept the June 16, 2014 Board Meeting Minutes as presented, made by:
Nayyer Rizvi
Seconded, **Carried.**

14-08-22-04

Construction Update (Randy Darr)

Mr. Randy Darr updated the Board on the status of the school renovation project as of August 22, 2014.

- **Hazard Abatement** was done by DMI Services, commencing July 7 and completed July 29 on budget. Air quality testing was conducted by RH Services and met compliance.
- **Development Permit** application process ongoing pending Building Addition Height meeting bylaw restriction, Drop Zone meeting zoning bylaws, and landscape plan meeting bylaw landscape planting requirement. Randy Darr is working to receive compliance on these three items with the city of Edmonton and has a meeting scheduled for August 25 with the City.
- **Building Permit.** Design development is 95% complete and submission will be made once the Development Permit is approved and issued. Hope to make submission in the next two weeks.
- **Tender Process**
 - Public Tender: advertise/tender/evaluate/award – 6 to 8 weeks
 - Invitational Tender: tender/evaluation/award – 4 weeks
- **Construction Timeline**
 - *Development Permit* revised to first week of September
 - *Building Permit* revised to fourth week of September
 - *Tender Process* revised to second week of October
 - *Construction Start* revised to third week of October
 - *Projected Occupancy* – fourth week of August
- **Budget.** *Budget to Cost Estimate* presented to the Board for information.



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OLD BUSINESS

14-08-22-05

Report from Administration

- **Elementary Campus**

Ian Gray, Elementary Principal presented his administration report to the Board for information and discussion.

- Technology. Seven new SmartBoards were installed this summer. New website launched with core staff trained in site maintenance.
- Curriculum & Assessment. Have created a structured plan to include Board priorities, individual school priorities, collaborative teaching initiatives and individual teacher priorities.
- New Staff – Neetu Gidda, Kaley McPhail and Denise Williams were hired for 2014-2015 school year.
- Teacher Growth, Supervision & Evaluation. Increased teacher evaluation and follow-through on issues regarding individual teachers will be addressed and improved.
- Professional Development. In response to increased PD days a structured plan has been created.
- School Events. The school will be hosting a fall community-building event in conjunction with Meet the Teacher on September 10, 2014.

- **Elementary Campus**

Janet Rockwood, Middle School Principal presented her administration report to the Board for information and discussion.

- Staffing. Erika De Gooyer, Cody Nobles, and Mario Pineda were hired for the 2014-2015 school year. Linda Williams has requested an eight week leave to care for her husband who has suffered a heart attack. This request has been forwarded to the Superintendent. Hiring for this term position will be held on August 25, 2014 with a start date of August 28.
- Technology. Five more classrooms have been equipped with SmartBoards. Amanda Schulz will be making increased utilization of SmartBoards in the classroom a priority this year. The additional laptop cart is on order.
- The September 12, 2014 PD day will focus on *Respect in School* and is a required course for teachers. *Respect in the School* was developed with a view to providing information to schools to assist in the prevention of bullying, abuse, harassment and neglect and is sponsored by Alberta Education.
- Enrollment. All classes in Grades 5 – 9 are currently full with a total enrolment of 276. The overall waiting list from Grade 5 – 9 is 617.
- School Events. A grade 5 / 6 parent orientation was held on August 21 to aid in the transition to middle school. The school will be hosting a fall community-building event in conjunction with Meet the Teacher on September 10, 2014.
- Academic Program. A big change in teacher assignments starting this year is the sharing by some teachers of common teaching assignments, which will allow for more collaboration in planning/evaluation and program enhancement.



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- Facility. Space is at a premium this year and changes to scheduling have been made to accommodate the loss of classroom and storage space due to construction.
- Sports League. Aurora's request has been finally been accepted to join the Edmonton Public district to participate in league play. Costs: League Admission based on 150 students (7 – 9) – tier 3 is \$1600/year and the cost per sports team varies according to facility, refereeing and awards. Aurora sports identify is the *Aurora Bears*. Soccer will start in end of August and Basketball begins in September. This program is for Grades 7 to 9. As participating students may have to rely on volunteer drivers in the beginning to get to and from games, it was noted that the Volunteer Policy will need to be revised.

NEW BUSINESS

14-08-22-06

Correspondence Received

The following correspondence was presented to the Board for information:

- a) Letter from Edmonton Public School Board.
- b) Letter from Rick Woodward was received. The Superintendent and Elementary Principal will discuss and respond to Mr. Woodward.
- c) The Board will send well wishes to Linda Williams.

14-08-22-07

Superintendent Report

a) Principal Mandate Letters and AP Term Contracts

Principal mandate letters were prepared and signed by the Board chair, Dr. Mukhi. Term admin designation contracts were also provided to the principals who have the right to seek council if they wish.

Motion to go in-camera made by: Steven Penney
Seconded
Carried.

Motion to go out-of-camera made by: Nayyer Rizvi
Seconded
Carried.

b) Resignation

Marissa Karpa's letter of resignation was received and accepted.

c) Principal's Evaluation

Board was briefed on the principal's evaluation.

d) Tracy Knudson Letter

The Board was briefed on a letter received from former teacher Tracy Knudson.



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e) Leave

A request from Linda Williams for a leave of absence was approved. The Secretary Treasurer will support her application for disability insurance during the leave and discuss further at the Board meeting of September 22.

f) ATA Update

No new information to report.

14-08-22-08

Board Committee Reports

a) Policy Committee (Steven Penney)

The following policies are under review and were presented to the Board as follows:

- *Policy 5051 – Teacher Salary Administration (second reading)*
[Tabled to September 22, 2014 Board Meeting](#)
- *Policy 2120 – Policy Development*
[Motion to delete Policy 2120 - seconded reading, made by: Marla Leganchuk](#)
[Seconded, Carried.](#)

14-08-22-09

Board Items

- **Welcome Letter** from the Board Chair to parents will be sent home via newsletter.
- **School Website** work on the private school website content (i.e., classrooms, homework, etc.) will be initiated.

14-08-22-10

Upcoming Dates to Remember

- a) Monday, August 25: Interviews for Grade 5 / 6 Teacher Position (4:30 – 8pm)
- b) Wednesday, September 10: Fall Family Event (Meet the Teacher) (6:00-8pm)
- c) Friday, September 12: School-based PD Day
- d) ~~Monday, September 15:~~ Next Board Meeting (6:00pm) (**CHANGED** due to inavailability of the Board Chair on Sept 15)
Board Meeting: Meeting moved to September 22, 2014 at 5:00pm.
- e) September 22 – 26: Charter School Renewal (Alberta Education Evaluation)
- f) October 2 – 3: PD Activity – Assessment Consortium Conference (Leadership Day)

14-08-22-10 Adjournment

[Motion to adjourn the August 22, 2014 Board Meeting at 7:45pm made by: Nayer Rizvi](#)

Submitted by: _____
Susan Mallory, Recording Secretary