

WESTMOUNT CHARTER BOARD MINUTES

Regular Meeting – November 16, 2011

Board Office, Westmount Charter School

Present:

Constantine Pefanis
Melanie Guglielmin
Winston Chow
Duane Bratt
Janet Vellutini
Marie Keenan
Diane Field
Shawna Ritchie

Not Present:

Graeme Finlay

Administration:

Joe Frank, Superintendent
Megan O'Hara, Secretary-Treasurer

1. Call to Order

C. Pefanis called the meeting to order at 1900h.

2. Agenda Approval

MOTION: 2011/11/16/1:

That the Charter Board approves the agenda for the November 16, 2011 meeting, as circulated.

Moved by W. Chow; Seconded by M. Keenan.

Approved

3. Minutes of the October 19, 2011 Meeting

MOTION: 2011/11/16/2:

That the Charter Board approves the minutes of the October 19, 2011 meeting, as circulated.

Moved by M. Keenan; Seconded by J. Vellutini.

Approved

4. Minutes of the November 2, 2011 Meeting

MOTION: 2011/11/16/3:

That the Charter Board approves the minutes of the November 2, 2011 special meeting, as circulated.

Moved by J. Vellutini; Seconded by M. Guglielmin.

Approved

5. International Field Trip – New York City 2012

J. Frank provided additional details on the New York City field trip which was approved in principle in October.

MOTION: 2011/11/16/4:

That the Charter Board gives its final approval to the 2012 New York City field trip as proposed.

Moved by M. Keenan; Seconded by M. Guglielmin.

Approved

6. Principal's Report

M. O'Hara passed along S. Robinson's regrets.

S. Robinson's written report included:

- Campus Updates: Student Activities
- Communities of Practice and Other
- Leadership Updates
- School Council Coordination
- Budget Review
- Administrative Policies and Procedures
- Staff Meetings
- Sharing with Shelley and Intermingle Sessions

7. 2010/11 AFS, 2010/11 Unaudited Schedules

The Audited Financial Statements package was reviewed and discussed in considerable detail at the Finance Committee meeting which preceded the regular charter board meeting.

MOTION: 2011/11/16/5:

That the Charter Board approves the addition of \$57,672 to instructional operating reserve (Summerstock) and \$16,432 to plant operation and maintenance operating reserve.

Moved by J. Vellutini; Seconded by W. Chow.

Approved

W. Chow did not believe there was sufficient information provided with regards to the renovation costs in order for him to recommend approval of the financial statements as presented.

MOTION: 2011/11/16/6:

That the Charter Board approves the Audited Financial Statements for the 2010/11 school year, as presented.

Moved by J. Vellutini; Seconded by M. Guglielmin.

Motion was opposed by W. Chow and D. Field abstained from voting.

Approved

MOTION: 2011/11/16/7:

That the Charter Board acknowledges that the capital asset policy was not followed in the case of certain equipment and renovation items and agrees those items be fully expensed in the 2010/11 year.

Moved by J. Vellutini; Seconded by M. Keenan.

Motion was opposed by W. Chow.

Approved

MOTION: 2011/11/16/8:

That the Charter Board accepts the Unaudited Schedules for the 2010/11 school year as information.

Moved by W. Chow; Seconded by M. Keenan.

Approved

8. Annual Education Results Report

J. Frank advised that a combined AERR/Education Plan was prepared in 2010/11. This year the reports were again prepared as separate documents.

He summarized the construct of the AERR and noted that the report is based on the previous charter's goals, not the "new" revised charter goals. The results of provincial goals begin on page 8. It was also noted that establishing targets will become optional in future years.

D. Bratt noted that high school completion rates seemed quite low in 2006. Board members were advised that this was likely due to the inclusion of part-time Summerstock students in that year. This will be confirmed, and financial information will be added before the completed report is provided for final review in December.

MOTION: 2011/11/16/9:

That the Charter Board gives its approval in principle to the Annual Education Results Report, as presented.

Moved by M. Keenan; Seconded by S. Ritchie.

Approved

9. Three Year Education Plan

J. Frank advised the Three Year Education Plan has been drafted as a power point presentation as it is intended to be used as a multi-purpose document. There are new outcomes associated with the charter goal which focuses on achievement of 21st century learner skills. The budget summary is to be added. Again this document will be presented for final review in December.

D. Bratt asked for clarification of the statement at the top of page 5 and J. Frank replied that it relates to the development of a framework for the types of research undertaken at or by the school. It was suggested that that this statement be formally included as an outcome in the Three Year Education Plan.

MOTION: 2011/11/16/10:

That the Charter Board gives its approval in principle to the Three Year Education Plan, as presented.

Moved by M. Keenan; Seconded by D. Bratt.

Approved

10. School Council Liaison

J. Vellutini advised that administration's wish list was approved at the last School Council meeting. Other items included a plan to review its fund-raisers, a preview of Home Logic and a presentation on Destination Imagination.

11. TAAPCS

C. Pefanis reported that Joe Frank was elected as co-vice-president of TAAPCS. J. Frank advised that the reports on Minister's Dialogue will not be released. The Minister spoke at the recent Charter Schools conference and seems very supportive of charter schools.

12. Superintendent's Report

J. Frank acknowledged receipt of a large anonymous donation of \$60K, the use of which has yet to be determined. He advised there will be an opportunity for further stakeholder input into the proposed Education Act under the aegis of the new Minister.

His written report included:

- Program Recognition
- Facility Update

- Education Act 2011 Proposed Framework

M. Guglielmin requested an opportunity for a tour of the Sir William Van Horne site.

13. Secretary Treasurer's Report

M. O'Hara did not provide a written report.

14. Society AGM, Wed. November 23/11

Attendance was confirmed as follows: C. Pefanis, M. Guglielmin, D. Bratt, J. Vellutini, M. O'Hara and J. Frank. M. Keenan may attend.

15. Correspondence

The following correspondence items were noted:

- A letter from the Minister dated October 26, 2011 acknowledging bylaw items
- A letter to the Minister dated October 24, 2011 providing input on the proposed Education Act
- Meeting invitations to the premier and minister will be sent shortly

MOTION: 2011/11/16/11:

That the Charter Board moves its meeting *in camera* at 2000h.

Moved by W. Chow; Seconded by M. Keenan.

Approved

Regular meeting re-convened at 2005h.

16. Arising from In-Camera

MOTION: 2011/11/16/12:

That the Charter Board approves the staffing changes, as recommended.

Moved by D. Field; Seconded by S. Ritchie.

Approved

17. Adjournment

The Chairperson declared the meeting adjourned at 2010h.