

**WESTMOUNT CHARTER SCHOOL
CHARTER BOARD MEETING**

MINUTES

**Wednesday, September 16, 2015 at 6:00 p.m.
Board Office, Elementary Campus**

Present:

Amy Burns
Duane Bratt
Graeme Finlay
Linda Finlay
Tun Myo
Scott Rankin
Kathleen Rockwell

Not Present:

Sebastien Gittens
Mark MacDonald

Administration:

Joe Frank, Superintendent
Johnathan Liu, Secretary-Treasurer
Janneke Frank, Principal Mid-High
Hal Curties, Principal Elementary

Guests:

1. Call to Order & Agenda Approval

The meeting was called to order at 1835h.

MOTION: 2015/09/16/1:

That the Charter Board approves the agenda for the September 16, 2015 meeting.

Moved by L. Finlay; Seconded by S. Rankin.

Approved

2. Minutes of the June 17, 2015 Meeting

MOTION: 2015/09/16/2:

That the Charter Board approves the minutes of the June 17, 2015 meeting.

Moved by T. Myo; Seconded by L. Finlay.

Approved

3. Principal's Report – Elementary Campus

H. Curties spoke to his written report.

4. Principal's Report – Mid-High Campus

Ja. Frank spoke to her written report.

H. Curties and Ja. Frank left at 1854h.

5. Audit 2015

J. Liu spoke to the external auditor's engagement letter, independence letter and prior year management letter. S. Rankin spoke to the non-capitalization of modernization expenditures.

MOTION: 2015/09/16/3:

That the Charter Board appoints Lawrence A. Lim as auditor for the audit of the 2015 fiscal year.

Moved by T. Myo; Seconded by K. Rockwell.

Approved

MOTION: 2015/09/16/4:

That the Charter Board authorizes J. Liu to sign the 2015 engagement letter and approves the 2015 audit fee.

Moved by T. Myo; Seconded by A. Burns.

Approved

6. School Calendar

Jo. Frank presented the 2016/17 calendar in principle.

MOTION: 2015/09/16/5:

That the Charter Board approves the 2016/17 calendar, in principle.

Moved by L. Finlay; Seconded by T. Myo.

Approved

7. Locally Developed Courses

Jo. Frank spoke to proposed locally developed courses.

MOTION: 2015/09/16/6:

That the Charter Board of Westmount Charter School authorizes the following locally developed courses and the resources required to teach them:

Advance Acting/Touring Theatre 15/25/35 for 5 credits, acquired with permission from Calgary School District #19 for 4 years from September 1, 2015 to August 31, 2019 pending review from Alberta Education.

Film Studies 15 for 5 credits, acquired with permission from Calgary School District #19 for 1 year from September 1, 2015 to August 31, 2016 pending review from Alberta Education.

Moved by K. Rockwell; Seconded by T. Myo.

Approved

8. Charter Renewal Steering Committee

The Charter Renewal Steering Committee met on September 14, 2015.

9. Society Annual General Meeting

The Annual General Meeting of Westmount Charter School Society will be held on November 25, 2015 at 1600h at the Elementary Campus.

MOTION: 2015/09/16/7:

That the Charter Board approves the agenda for the November 25, 2015 AGM for Westmount Charter School Society, as amended.

Moved by T. Myo; Seconded by D. Bratt.

Approved

10. The Association of Alberta Public Charter Schools

The next TAAPCS general meeting will be on October 28 & 29, 2015.

11. Correspondence

- Eggen, June 18, 2015
- Eggen, June 18, 2015
- Eggen, June 23, 2015

12. Superintendent's Report

Jo. Frank spoke to his written report.

13. Budget 2014/15

J. Liu presented the Q4 Budget to Actual analysis and spoke to 2015 fiscal year end projections.

MOTION: 2015/09/16/8:

That the Charter Board moves its meeting *in camera* at 1954h.

Moved by T. Myo; Seconded by L. Finlay.

Approved

Regular meeting re-convened at 2014h.

14. Arising from In-Camera

MOTION: 2015/09/16/9:

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

Moved by S. Rankin; Seconded by T. Myo.

Approved

15. Adjournment

The meeting adjourned at 2015h.