

**WESTMOUNT CHARTER SCHOOL
CHARTER BOARD MEETING**

MINUTES

**Wednesday, June 21, 2017 at 5:00 p.m.
Board Office, Elementary Campus**

Present:

Amy Burns
Linda Finlay
Karen Gallagher-Burt
Peter Khu
Jordan Lewis
Tun Myo
Scott Rankin
Kathleen Rockwell
Diane Shirra
Audrey Smith

Not Present:

Administration:

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

Guests:

1. Call to Order

The meeting was called to order at 1701h by Jo. Frank.

Jo. Frank called for nominations for a Chairperson.

S. Rankin nominated K. Rockwell; seconded by L. Finlay.

There were no further nominations and K. Rockwell was declared Chairperson.

K. Rockwell assumed the role of Chairperson.

2. Agenda Approval

MOTION: 2017/6/21/1:

That the Charter Board approves the agenda for the June 21, 2017 meeting.

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

Approved

3. Minutes of the May 17, 2017 Meeting

MOTION: 2017/6/21/2:

That the Charter Board approves the minutes of the May 17, 2017 meeting, as presented.

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

Approved

4. Nominations of a Vice-Chairperson, School Council Liaison and TAAPCS Representative

K. Rockwell called for nominations for a Vice-Chairperson.

L. Finlay nominated herself; seconded by J. Lewis.

There were no further nominations and L. Finlay was declared Vice-Chairperson.

K. Rockwell called for nominations for a School Council Liaison.

J. Lewis nominated himself; seconded by L. Finlay.

There were no further nominations and J. Lewis was declared School Council Liaison.

K. Rockwell called for nominations for a TAAPCS representative.

L. Finlay nominated T. Myo; seconded by S. Rankin.

There were no further nominations and T. Myo was declared TAAPCS representative.

Board members volunteered for the following standing Charter Board committees:

A. Burns – Audit, Facilities

L. Finlay – Human Resources, Policy

K. Gallagher-Burt – Audit, Human Resources, Nominating

P. Khu – Facilities, Human Resources

J. Lewis – Facilities, Policy

T. Myo – Audit, Nominating

S. Rankin – Audit, Human Resources

K. Rockwell – Audit, Facilities, Human Resources, Nominating, Policy

D. Shirra – Facilities, Nominating

A. Smith – Human Resources, Policy

The Charter Board will revisit TAAPCS' committee representatives in September's Charter Board meeting.

5. Annual Workplan Review

MOTION: 2017/6/21/3:

That the Charter Board approves the workplan for the 2017/18 school year.

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

Approved

6. Principal's Report – Elementary Campus

H. Curties spoke briefly to his written report.

7. Principal's Report – Mid-High Campus

Ja. Frank spoke briefly to her written report.

H. Curties and Ja. Frank left at 1745h.

8. Budget 2017/18 & School and Transportation Fees and Costs Report

J. Liu spoke to 2017/18 budget and the school and transportation fees and costs report.

MOTION: 2017/6/21/4:

That the Charter Board approves the 2017/18 budget, as presented.

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

Approved

MOTION: 2017/6/21/5:

That the Charter Board approves the amendment to the Project Earth 8 fee for 2017/18 school year from \$170/student to \$250/student.

Moved by K. Gallagher-Burt; Seconded by D. Shirra.

Approved

MOTION: 2017/6/21/6:

That the Charter Board approves the School and Transportation Fees and Costs report for the year ended August 31, 2018, as amended.

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

Approved

MOTION: 2017/6/21/7:

That the Charter Board approves Administrative Procedure 521 – School and Transportation Fees, as presented.

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

Approved

9. Q3 Budget to Actual

J. Liu presented the Q3 2017 budget to actual report.

10. Locally Developed Courses

MOTION: 2017/6/21/8:

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

Learning Strategies 15/25/35 for 3 credits, acquired with permission from Calgary Roman Catholic Separate School District No. 1 from June 1, 2017 to August 31, 2018, pending review from Alberta Education.

Macroeconomics (AP) 35 for 3 credits, acquired with permission from West Island College Society of Alberta from June 1, 2017 to August 31, 2020, pending review from Alberta Education.

Microeconomics (AP) 35 for 3 credits, acquired with permission from West Island College Society of Alberta from June 1, 2017 to August 31, 2020, pending review from Alberta Education.

Moved by J. Lewis; Seconded by T. Myo.

Approved

11. School Council Liaison

J. Lewis provided an update on the last school council meeting.

12. Correspondence

- Liu May 30, 2017
- Eggen June 6, 2017

13. Superintendent's Report

Jo. Frank spoke to his written report.

MOTION: 2017/6/21/8:

That the Charter Board moves its meeting *in camera* at 1831h.

Moved by S. Rankin; Seconded by A. Burns.

Approved

Regular meeting re-convened at 1835h.

14. Arising from In-Camera

MOTION: 2017/6/21/9:

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

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

Approved

15. Adjournment

The meeting adjourned at 1838h.