

**WESTMOUNT CHARTER SCHOOL
CHARTER BOARD MEETING**

MINUTES

**Wednesday, September 20, 2017 at 6:00 p.m.
Board Office, Elementary Campus**

Present:

Linda Finlay
Peter Khu
Jordan Lewis
Tun Myo
Kathleen Rockwell
Diane Shirra

Not Present:

Amy Burns
Karen Gallagher-Burt
Audrey Smith

Administration:

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

Guests:

1. Call to Order

The meeting was called to order at 1809h.

2. Agenda Approval

MOTION: 2017/9/20/1:

That the Charter Board approves the agenda for the September 20, 2017 meeting, as presented.

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

Approved

3. Minutes of the June 21, 2017 Meeting

MOTION: 2017/9/20/2:

That the Charter Board approves the minutes of the June 21, 2017 meeting, as presented.

Moved by P. Khu; Seconded by L. Finlay.

Approved

4. Resignation of Scott Rankin

Scott Rankin has resigned as a member of the Charter Board for personal reasons. The Charter Board wishes to thank Scott Rankin for his service on the Charter Board for the past 5 years.

5. Principal's Report – Elementary Campus

H. Curties presented his written report.

6. Principal's Report – Mid-High Campus

Ja. Frank presented her written report.

H. Curties and Ja. Frank left the meeting at 1830h.

7. TAAPCS Committee Representatives

The Charter Board revisited TAAPCS' committee representatives.

8. Audit Committee

J.Liu spoke to the Audit Committee meeting that preceded the Charter Board meeting.

MOTION: 2017/9/20/3:

That the Charter Board appoints MNP LLP as external auditor for the 2017 fiscal year.

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

Approved

9. Administrative Procedure 521 – School and Transportation Fees

J. Liu presented amendments to Administrative Procedure 521.

MOTION: 2017/9/20/4:

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

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

Approved

10. School Council Liaison

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

11. The Association of Alberta Public Charter Schools

Jo. Frank provided an update on the Association of Alberta Public Charter Schools.

12. Correspondence

- Eggen – July 25, 2017
- Eggen – August 31, 2017
- Eggen – September 5, 2017

13. Society Annual General Meeting

J. Liu presented the agenda for the Society's annual general meeting.

MOTION: 2017/9/20/5:

That the Charter Board approves the agenda for the November 29, 2017 AGM for Westmount Charter School Society, as amended.

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

Approved

14. Superintendent's Report

Jo. Frank spoke to his written report.

15. Q4 Budget to Actual Report

J. Liu spoke to the Q4 budget to actual report and projected 2016/2017 surplus in excess of \$500,000.

MOTION: 2017/9/20/6:

That the Charter Board moves its meeting *in camera* at 1936h.

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

Approved

Regular meeting re-convened at 1951h.

16. Arising from In-Camera

MOTION: 2017/9/20/7:

That the Charter Board approves staffing changes, as recommended.

Moved by T. Myo; Seconded by P. Khu.

Approved

17. Adjournment

The meeting adjourned at 1952h.