

**WESTMOUNT CHARTER SCHOOL  
CHARTER BOARD MEETING**

**MINUTES**

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

**Present:**

Amy Burns  
Peter Khu  
Jordan Lewis  
Kathleen Rockwell  
Diane Shirra  
Tun Myo

**Not Present:**

Linda Finlay  
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 1704h.

**2. Agenda Approval**

*MOTION: 2017/12/20/1:*

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

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

Approved

**3. Minutes of the November 22, 2017 Meeting**

*MOTION: 2017/12/20/2:*

That the Charter Board approves the minutes of the November 22, 2017 meeting, as presented.

Moved by D. Shirra; Seconded by P. Khu.

Approved

**4. Principal's Report – Elementary Campus**

H. Curties presented his written report.

**5. Principal's Report – Mid-High Campus**

Ja. Frank presented her written report.

H. Curties and Ja. Frank left the meeting at 1710h.

**6. Principal Selection Committee**

P. Khu spoke to the work of the Principal Selection Committee to date.

**7. Q1 2018 Financial Report**

J. Liu presented the Q1 2018 financial report.

**8. Related Party Transactions/Disclosures**

J. Liu presented a process for tracking related party transactions and disclosures.

*MOTION: 2017/12/20/3:*

That the Charter Board approves the modified Declaration of Key Management Personnel Transactions for Financial Reporting document for implementation.

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

Approved

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### **9. Board Evaluation Process**

J. Liu spoke to the board evaluation process. A. Burns volunteered to execute the process this year.

### **10. School Council Liaison**

Jo. Frank provided an update on School Council.

### **11. The Association of Alberta Public Charter Schools**

T. Myo provided an update on the Association of Alberta Public Charter Schools.

### **12. Correspondence**

- Eggen – December 15, 2017

### **13. Superintendent's Report**

Jo. Frank spoke to his written report.

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*MOTION: 2017/12/20/4:*

That the Charter Board moves its meeting *in camera* at 1746h.

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

Approved

Regular meeting re-convened at 1807h.

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### **14. Arising from In-Camera**

*MOTION: 2017/12/20/5:*

That the Charter Board approves staffing changes, as recommended.

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

Approved

### **15. Adjournment**

The meeting adjourned at 1808h.