

**WESTMOUNT CHARTER SCHOOL
CHARTER BOARD MEETING**

MINUTES

**Wednesday, June 19, 2019 at 5:00 p.m.
Board Office, Elementary Campus**

Present:

Amy Burns
Heather Clitheroe
Greg Habstritt
Peter Khu
Kathleen Rockwell
Diane Shirra
Audrey Smith
Myrtle Sproule

Not Present:

Administration:

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

Guests:

Bruce Seifred

1. Call to Order and Territorial Acknowledgment

The meeting was called to order at 1700h by J. Frank. J. Frank opened the meeting with remarks recognizing the traditional territories of the Blackfoot and the people of the Treaty 7 region.

J. Frank called for nominations for a Chairperson.

P. Khu nominated K. Rockwell; seconded by A. Smith.

H. Clitheroe self-nominated herself.

A secret ballot was conducted and K. Rockwell was declared Chairperson.

K. Rockwell assumed the role of Chairperson.

2. Agenda Approval

MOTION: 2019/6/19/1:

That the Charter Board approves the agenda for the June 19, 2019 meeting.

Moved by M. Sproule; Seconded by H. Clitheroe.

Approved

3. Minutes of the May 15, 2019 Meeting

MOTION: 2019/6/19/2:

That the Charter Board approves the minutes of the May 15, 2019 meeting, as amended.

Moved by M. Sproule; Seconded by A. Burns.

Approved

4. Principal's Report – Elementary Campus

H. Curties spoke briefly to his written report.

5. Principal's Report – Mid-High Campus

G. Finlay spoke briefly to his written report.

H. Curties and G. Finlay left the meeting at 1730h.

6. Code of Conduct Review

K. Rockwell led a discussion on the charter board's code of conduct.

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

A call was made for nominations for the role of Vice-Chairperson.

P. Khu nominated H. Clitheroe; seconded by A. Smith.

M. Sproule self-nominated herself.

A secret ballot was conducted and H. Clitheroe was declared Vice-Chairperson.

A call was made for nominations for the role of School Council Liaison.

A. Burns nominated P. Khu; seconded by A. Smith.

There were no further nominations and P. Khu was declared Vice-Chairperson.

A call was made for nominations for the role of TAAPCS' Member of the Board of Governors.

D. Shirra self-nominated herself.

There were no further nominations and D. Shirra was declared Westmount's Member on TAAPCS' Board of Governors.

Board members volunteered for the following standing Charter Board committees:

A. Burns – Nominating, Policy

H. Clitheroe – Audit, Facilities, Nominating, Policy

G. Habstritt – Audit, Facilities

P. Khu – Facilities, Human Resources

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

D. Shirra – Human Resources, Policy

A. Smith – Facilities, Human Resources

M. Sproule – Audit, Human Resources, Nominating

8. Meeting Dates and Annual Work Plan Review

MOTION: 2019/6/19/3:

That the Charter Board approves the meeting schedule for the 2019/20 school year.

Moved by A. Burns; Seconded by D. Shirra.

Approved

MOTION: 2019/6/19/4:

That the Charter Board approves the board work plan for the 2019/20 school year.

Moved by H. Clitheroe; Seconded by M. Sproule.

Approved

9. Policy Committee

A. Burns presented the questions and comments from the circulation of the Charter Board Policy Handbook received from stakeholders.

MOTION: 2019/6/19/5:

That the Charter Board approves the Charter Board Policy Handbook, as presented.

Moved by A. Burns; Seconded by H. Clitheroe.

Approved

10. International Field Trip – England and Italy

J. Frank spoke to the international field trip to England and Italy.

MOTION: 2019/6/19/6:

That the Charter Board approves the international field trip to England and Italy, in principle.

Moved by H. Clitheroe; Seconded by A. Burns.

Approved

11. Locally Developed Courses

MOTION: 2019/6/19/7:

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

Psychology-Abnormal 35 for 3 credits, acquired with permission from the Pembina Hills Regional Division No. 7 for 3 years from September 1, 2019 to August 31, 2022 pending review from Alberta Education.

Military Studies 15 for 3 credits, acquired with permission from Calgary School District No. 19 for 1 year from September 1, 2019 to August 31, 2020 pending review from Alberta Education.

Advanced Acting/Touring Theatre 15/25/35 for 5 credits, acquired with permission from Calgary School District No. 19 for 4 years from September 1, 2019 to August 31, 2023 pending review from Alberta Education.

Chemistry Advanced (2018) 35 for 3 credits, acquired with permission from Calgary School District No. 19 for 3 years from September 1, 2019 to August 31, 2022 pending review from Alberta Education.

Creative Writing and Publishing 15/25/35 for 3 and 5 credits, acquired with permission from Calgary School District No. 19 for 4 years from September 1, 2019 to August 31, 2023 pending review from Alberta Education.

Moved by A. Smith; Seconded by G. Habstritt.

Approved

12. Q3 2018 Financial Report and Budget 2019/20

J. Liu presented the Q3 2019 financial report. J. Liu also presented the 2019/20 budget.

MOTION: 2019/6/19/8:

That the Charter Board approves the 2019/20 budget.

Moved by D. Shirra; Seconded by A. Smith.

Approved

13. School Council Liaison

P. Khu provided an update on the last school council meeting.

14. The Association of Alberta Public Charter Schools

D. Shirra provided an update on TAAPCS.

15. Correspondence

- Peters – May 6, 2019
- LaGrange – June 5, 2019

- Clarke – June 18, 2019

16. Superintendent's Report

J. Frank spoke to his written report.

B. Seifred left the meeting at 1840h.

MOTION: 2019/6/19/9:

That the Charter Board moves its meeting *in camera* at 1841h.

Moved by D. Shirra; Seconded by M. Sproule.

Approved

Regular meeting re-convened at 1855h.

17. Arising from In-Camera

MOTION: 2019/6/19/10:

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

Moved by M. Sproule; Seconded by H. Clitheroe.

Approved

18. Meeting Termination

The meeting was terminated at 1900h.