

**WESTMOUNT CHARTER SCHOOL  
CHARTER BOARD MEETING**

**MINUTES**

**Wednesday, December 20, 2023, at 5:00 p.m.  
Central Office Boardroom  
728-32 Street NW, Calgary, AB**

**Present:**

Peter Khu  
Simon Corrin  
Kimberley Bufton  
David Holland  
Hoda Kilani  
Tun Myo  
Diane Shirra  
Myrtle Sproule  
Uthpala Tennakoon

**Not Present:**

Kasia Kowalczevska

**Administration:**

Joe Frank, Superintendent  
Maria Bernardin, Secretary  
Adriana Klassen, Principal Elementary  
Graeme Finlay, Principal Mid-High

**Guests:**

**1. Call to Order, Territorial Acknowledgment and Declarations of Conflict of Interest**

The meeting was called to order at 1705h by Simon Corrin. S. Corrin opened the meeting with remarks were made recognizing the traditional territories of the Blackfoot and the people of the Treaty 7 Region III of Southern Alberta. There were no declarations of conflicts of interest.

**2. Agenda Approval**

*MOTION: 2023/12/20/1:*

That the Charter Board approves the agenda for the December 20, 2023, meeting, as presented.

Moved by U Tennakoon; Seconded by H. Kilani.

Approved.

**3. Consent Agenda**

*MOTION: 2023/12/20/2:*

That the Charter Board approves the consent agenda, which includes receipt and/or approval of the following:

- Minutes of the November 22, 2023, Charter Board;
- Correspondence
  - Suzuki Charter School – December 4, 2023
  - L. Alisat – December 6, 2023
  - TAAPCS – December 8, 2023
  - TAAPCS – December 11, 2023
  - TAAPCS – December 13, 2023
  - TAAPCS – December 14, 2023

Moved by U. Tennakoon; Seconded by T. Myo.  
Approved

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

A. Klassen briefly spoke to her written report.

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

G. Finlay spoke briefly to his written report.

## **6. Community/Liaison Report**

S. Corrin provided a brief community liaison update.

A. Klassen and G. Finlay left the meeting at 1735h.

## **7. Directors' Discussion – Blue Sky**

---

*MOTION: 2023/12/20/3:*

That the Charter Board moves the meeting in camera.

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

Approved.

Resumed regular meeting at 1755h.

## **8. Q1 Financial Report**

K. Kowalczevska provided the Q1 2024 financial report. Kasia will be available at the January 2024 board meeting to answer any questions.

## **9. School Council Liaison Report**

S. Corrin provided a brief school council update.

## **10. 2024-2025 School Calendar.**

M. Bernardin presented the proposed 2024-2025 school calendar.

*MOTION: 2023/12/20/4:*

That the Charter Board approves the 2024-2025 school calendar.

Moved by D. Shirra; Seconded by H. Kilani.

Approved

## **11. Board Evaluation**

S. Corrin spoke to the annual board evaluation process. David Holland is the board volunteer to compile and report the aggregate results of the board evaluation at the January 24, 2023, board meeting. Board members will submit evaluation responses to David Holland by January 8, 2024.

## **12. The Alberta Association of Public Charter Schools (TAAPCS)**

P. Khu provided a brief update on TAAPCS.

## **13. Nominating Committee Report**

U. Tennakoon presented the nominating committee documents and motions for the 2024 election.

*MOTION: 2023/12/20/5:*

That the Charter Board limits the number of Charter Board positions available to be filled in the 2024 election to four positions; two parent and two non-parent.

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

Approved

*MOTION: 2023/12/20/5:*

That the Charter Board approves the Board Nominations and Elections Plan and the Call for Board Candidates documents, as amended.

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

Approved.

*MOTION: 2023/12/20/6:*

That the Charter Board moves the meeting in camera.

Moved by H. Kilani; Seconded by U. Tennakoon.

Approved.

#### **14. Superintendent Report and Staffing Report**

J. Frank presented the superintendent report and the staffing report.

Resumed regular meeting at 1800h.

#### **15. Meeting Effectiveness**

The Charter Board debriefed the effectiveness of today's meeting.

#### **16. Meeting Termination**

The meeting was terminated at 1831h.