

**WESTMOUNT CHARTER SCHOOL
CHARTER BOARD MEETING**

MINUTES

**Wednesday, February 21, 2024, at 6:00 p.m.
Central Office Boardroom
728-32 Street NW, Calgary, AB**

Present:

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

Not Present:

Diane Shirra
Kasia Kowalczywska

Administration:

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

Guests:

Laurie Alisat
Emilie Marceau-Briggs

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

The meeting was called to order at 1812h by Peter Khu. P. Khu 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. Peter Khu and Simon Corrin declared a conflict of interest.

2. Agenda Approval

MOTION: 2024/02/21/1:

That the Charter Board approves the agenda, as presented for the February 21, 2024, meeting, as presented.

Moved by M. Sproule; Seconded by T. Myo.
Approved.

3. Consent Agenda

MOTION: 2024/02/21/2:

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

- Minutes of the January 31, 2024, Charter Board special meeting;
- Correspondence
 - Minister Nicolaides – February 2, 2024
 - P. Khu – February 12, 2024
 - P. Khu – February 15, 2024
 - M. Stonehouse – February 15, 2024
 - M. Rothwell – February 18, 2024
 - P. Khu – February 21, 2024

Moved by T. Myo; Seconded by D. Holland.
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. France and Spain International Trip Presentation – L. Alisat and E. Marceau-Briggs

L. Alisat and E. Marceau-Briggs presented the itinerary and details of the upcoming trip to France and Spain. The international trip takes place from March 22 - 31, 2024. A total of 36 students and 6 chaperones will be travelling to France (Paris - 3 nights) and Spain (Barcelona - 3 nights, Madrid - 2 nights). The trip will include travel by plane, bus and high-speed train to the different destinations.

MOTION: 2024/02/21/3:

That the Charter Board provides final approval for the France and Spain international field trip from March 22 – 31, 2024.

Moved by D. Holland; Seconded by S. Corrin.

Approved.

7. Community Liaison Report

S. Corrin provided a brief community liaison update.

L. Alisat, E. Marceau-Briggs, A. Klassen and G. Finlay left the meeting at 1854h.

Break at 1855h – the regular meeting resumed at 1900h.

8. Directors' Discussion – Blue Sky

MOTION: 2024/02/21/4:

That the Charter Board moves the meeting in camera.

Moved by M. Sproule; Seconded by T. Myo.

Approved.

Correction to the November 22, 2023, minutes approved at the December 20, 2023, board meeting.

Item 7: Nominating Committee Report

U. Tennakoon request to ratify the board email vote of November 6 – 8, 2023. Ask Simon what minutes need to be added.

Revised Item 7: U. Tennakoon requests the Secretary of the Board to ratify and record in the minutes of the board email vote of November 6 – 8, 2023. Charter Board members were in 100% attendance, no abstentions, no conflicts of interest, and voted 100% in favour of the motion.

Motion to the Board (November 6-8, 2023): The Charter Board accepts the recommendation of the Nominating Committee proposing Hoda Kilani to serve as a Non-Parent Charter Board Member for the remainder of the 2023/2024 board year, to May 31, 2024.

Item 4: Meeting Termination

The meeting was terminated at 1824h.

Revised Item 4: The meeting was terminated at 1833h.

The regular meeting resumed at 1925h.

Arising from *In Camera*

MOTION: 2024/02/21/5:

That the Charter Board approves the November 22, 2023, meeting minutes as corrected above.

Moved by T. Myo; Seconded by M. Sproule.

Approved.

MOTION: 2024/02/21/6:

That the Charter Board approves the January 31, 2024, meeting minutes as corrected above.

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

Approved.

MOTION: 2024/02/21/7:

That the Charter Board accepts Joe Frank's resignation, effective August 31, 2024.

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

Approved.

MOTION: 2024/02/21/8:

That the Charter Board directs the HR Committee to lead the search for a Superintendent of Schools.

Moved by M. Sproule; Seconded by T Myo.

Approved.

9. Governance Session

S. Corrin provided an update on the governance session attended at Suzuki Charter School.

P. Khu and S. Corrin left the meeting at 1939h.

MOTION: 2024/02/21/9:

That the Charter Board moves its meeting in camera.

Moved by M. Sproule; Seconded by T Myo.

Approved.

10. Nominating Committee

U. Tennakoon provided an update on the 2024 candidate board member applications.

T. Myo, U. Tennakoon and K. Kowalczywska were appointed as returning officers by the nominating committee.

P. Khu and S. Corrin returned to the meeting at 1950h.

The regular meeting resumed at 1951h.

11. The Alberta Association of Public Charter Schools (TAAPCS)

P. Khu provided a brief update on TAAPCS.

P. Khu requests the Secretary of the Board to ratify and record in the minutes of the board email vote of February 10-11, 2024. Charter Board members were in 100% attendance, no abstentions, no conflicts of interest, and voted 100% in favour of the motion.

Motion to the Board (February 10-11, 2024): The Charter Board accepts the recommendation to withdraw from The Association of Alberta Public Charter Schools (TAAPCS) effective immediately, Sunday, February 11, 2024, and authorizes the board chair to communicate and complete the withdrawal process as soon as possible.

12. Locally Developed Courses

J. Frank presented the locally developed courses requiring board approval. New for Westmount Charter School 2023-24 Term 2

13. Superintendent Report

No updates.

14. Superintendent Staffing Report

M. Bernardin presented the superintendent staffing summary.

Arising from *In Camera*

MOTION: 2024/02/21/10:

That the Charter Board accepts the recommendation of the Nominating Committee following the conversation to approve the candidates and pending the provision of a clear police check.

Moved by M. Sproule; Seconded by S. Corrin.

Approved.

MOTION: 2024/02/21/11:

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

Moved by D. Holland; Seconded by S. Corrin.

Approved.

Guitar 15, 3 Credits (2022-2026), LDC1568, 2024-2025, 2025-2026

Guitar 15, 5 Credits (2022-2026), LDC1568, 2024-2025, 2025-2026

Guitar 25, 5 Credits (2022-2026), LDC2568, 2024-2025, 2025-2026

Guitar 25, 3 Credits (2022-2026), LDC2568, 2024-2025, 2025-2026

Guitar 35, 3 Credits (2022-2026), LDC3568, 2024-2025, 2025-2026

Guitar 35, 5 Credits (2022-2026), LDC3568, 2024-2025, 2025-2026

15. Meeting Effectiveness

The Charter Board debriefed the effectiveness of today's meeting. The board will look into acquiring speakers for the boardroom.

16. Meeting Termination

The meeting was terminated at 2019h.