

**WESTMOUNT CHARTER SCHOOL  
CHARTER BOARD MEETING**

**MINUTES**

**Wednesday, March 20, 2024, at 6:00 p.m.  
Central Office Boardroom  
728-32 Street NW, Calgary, AB**

**Present:**

Peter Khu  
Simon Corrin  
Kimberley Bufton  
David Holland  
Diane Shirra  
Myrtle Sproule  
Uthpala Tennakoon

**Not Present:**

Hoda Kilani  
Tun Myo

**Administration:**

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

**Guests:** Janneke Frank

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

The meeting was called to order at 1822h by Simon Corrin. S. Corrin opened the meeting with remarks made recognizing the traditional territories of the Blackfoot and the people of the Treaty 7 Region III of Southern Alberta. No conflicts of interest were declared.

**2. Agenda Approval**

*MOTION: 2024/03/20/1:*

That the Charter Board approves the agenda, as presented for the March 20, 2024, meeting, as presented.

Moved by D. Holland; Seconded by D. Shirra.

Approved.

**3. Consent Agenda**

*MOTION: 2024/03/20/2:*

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

- Minutes of the February 21, 2024, Charter Board meeting, as adjusted due to a grammatical error in section #1;
- Correspondence
  - Minister Nicolaides – February 23, 2024
  - Minister Nicolaides – March 14, 2024
  - R. Ostrikkoff – March 15, 2024

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

Approved.

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

A. Klassen spoke briefly 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 1857h.

Break at 1858h – the regular meeting resumed at 1905h.

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

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*MOTION: 2024/03/20/3:*

That the Charter Board moves the meeting in camera.

Moved by D. Holland; Seconded by U. Tennakoon.

Approved.

## **8. Director of Professional Leadership and Learning in Gifted Education Report**

Dr. Janneke Frank provided a report.

## **9. Westmount Logo Update**

J. Frank provided a logo update.

## **10. Council Liaison Report**

S. Corrin provided a brief council liaison update.

## **11. Budget 2024-2025**

K. Kowalczywska presented the budget 2024-2025 budget principles.

## **12. Q2 Financial Report**

K. Kowalczywska presented the Q2 2024 financial report.

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

P. Khu provided a brief update on TAAPCS.

## **14. Capital Plan**

J. Frank presented the 2024-2025 capital plan.

## **15. Audit Committee**

M. Sproule provided an audit committee update.

## **16. HR Committee Report**

D. Holland provided an HR Committee update.

## **17. Superintendent Report**

J. Frank presented the superintendent report.

## **18. Superintendent Staffing Report**

J. Frank presented the superintendent staffing summary.

The regular meeting resumed at 2131h.

## **Arising from *In Camera***

*MOTION: 2024/03/20/4:*

That the Charter Board approves the budget principles, as presented.

Moved by M. Sproule; Seconded by K. Bufton.  
Approved.

*MOTION: 2024/03/20/5:*

That the Charter Board approves the 2024/25 capital plan, as proposed.

Moved by D. Shirra; Seconded by D. Holland.

Approved.

#### **19. Meeting Effectiveness**

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

#### **20. Meeting Termination**

The meeting was terminated at 2132h.