

**WESTMOUNT CHARTER SCHOOL
CHARTER BOARD MEETING**

MINUTES

**Wednesday, September 18, 2024, at 6:00 p.m.
Central Office Boardroom 728 – 32 Street NW**

Present:

Peter Khu
Simon Corrin
Kimberley Bufton
David Holland
Tun Myo
Myrtle Sproule
Uthpala Tennakoon
Justin Wang

Not Present:

Hoda Kilani
Diane Shirra

Administration:

Calvin Davies, Superintendent
Maria Bernardin, Secretary
Mariette Rabacal, Interim Treasurer

Guests:

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

The meeting was called to order at 1812h by Peter Khu. Peter Khu opened the meeting with the land acknowledgement. There were no declarations of conflicts of interest.

2. Agenda Approval

MOTION: 2024/9/18/1:

That the Charter Board approves the agenda for the September 18, 2024 meeting, as amended to remove guests Shaun Pilling and Cameron LaRocque and to remove motion #4 and replace it with the addition of the AGM motion in #17.

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

Approved

3. Consent Agenda

MOTION: 2024/09/18/2:

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

- Minutes of the June 15, 2024, special meeting of the Charter Board;
- Correspondence
 - Minister Nicolaides – June 21, 2024
 - Minister Nicolaides – July 5, 2024
 - Minister Nicolaides – July 16, 2024
 - Minister Nicolaides – September 6, 2024
 - A. Klassen – September 20, 2024
 - G. Finlay – September 20, 2024

Moved by D. Holland; Seconded by K. Bufton.

Approved

4. Treasurer's Report

Mariette Rabacal presented the Q4 2023-2024 financial report.

M. Rabacal left the meeting at 1824h.

5. Audit Committee

M. Sproule provided information regarding the upcoming 2024 audit. Advised that the regular partner S. Pilling will be retiring and that partner C. LaRocque will take on the account.

6. Community Liaison Report.

S. Corrin provided a brief community update.

7. School Council Liaison

S. Corrin provided a brief school council update.

Break and the regular meeting resumed at 1835h.

8. Directors' Discussion – Blue Sky

MOTION: 2024/09/18/3:

That the Charter Board moves its meeting in camera.

Moved by U. Tennakoon; Seconded by M. Sproule.

Approved

9. HR Update

P. Khu provided an update on HR matters.

The regular meeting resumed at 1900h.

Board Chair, P. Khu requests the Secretary to the Board to ratify and record in the minutes of the board the email vote of June 29, 2024. Charter Board members were in 100% attendance, no abstentions, no conflict of interest, and voted 100% in favour of the motion.

Motion to the board (June 29, 2024): That the Charter Board approves the appointment of Seamus Doyle as the Assistant Principal of the Mid-High Campus.

Board Chair, P. Khu requests the Secretary of the Board to ratify and record in the minutes of the board the email vote of August 10-12, 2024. Charter Board members were in 100% attendance, no abstentions, no conflict of interest, and voted 100% in favour of the motion.

Motion to the Board (August 10-12, 2024): That the Charter Board delegates the hiring of the Treasurer to the Board to the Board Chair and the Superintendent of Schools.

10. Westmount Logo Update

C. Davies provided an update on the Westmount logo. The charter board delegated future work on the logo to the superintendent.

11. Policy Committee Report

S. Corrin provided a policy committee update.

12. Charter Board Retreat

P. Khu provided an update on the Charter Board Retreat. Highlights of the retreat include the implementation of a charter board professional development plan starting with a book study and a charter board strategic plan through a charter board sub-committee.

13. Charter Board Professional Development

P. Khu presented the charter board professional development plan. Board members will take part in a book study of the book *The Imperfect Board Member*. Board members will take turns providing a summary of a chapter at the regular monthly board meetings. The board chair covered the foreword and the introduction and the board vice chair will cover chapter one at the October 16, 2024, meeting. Board members will bring the book and spend ten minutes at the start of each meeting discussing the designated chapter.

14. Charter Board Strategic Plan

P. Khu presented the charter board strategic plan. Board members were asked to form part of the Strategic Plan Committee. The Committee Co-Chair role will be shared by D. Holland and M. Sproule.

15. Facilities Committee Report

J. Wang provided a facilities committee update.

16. AGM – Secretary

M. Bernardin presented the Society Annual General Meeting Agenda for approval.

MOTION: 2024/09/18/4:

That the Charter Board approves the agenda for the November 27, 2024, Annual General Meeting for Westmount Charter School Society.

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

Approved

MOTION: 2024/09/18/5:

That the Charter Board moves its meeting in camera.

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

Approved.

17. Superintendent Report

C. Davies presented the superintendent report.

18. Superintendent Staffing Report

C. Davies presented the superintendent staffing report.

Arising from in camera:

Regular meeting re-convened at 1952h.

19. Meeting Effectiveness

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

20. Meeting Termination

The meeting was terminated at 1953h.