

**WESTMOUNT CHARTER SCHOOL
CHARTER BOARD MEETING**

MINUTES

**Wednesday, September 20, 2023, at 6:00 p.m.
Central Office Boardroom 728 – 32 Street NW**

Present:

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

Not Present:

Administration:

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

Guests:

Shaun Pilling

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

The meeting was called to order at 1811h by Peter Khu. Peter 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. There were no declarations of conflicts of interest.

2. Agenda Approval

MOTION: 2023/9/20/1:

That the Charter Board approves the agenda for the September 20, 2023 meeting, as revised.
Moved by Ja. Frank; Seconded by D. Holland.
Approved

3. Consent Agenda

MOTION: 2023/09/20/2:

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

- Minutes of the June 21, 2023, Charter Board;
- Correspondence
 - TAAPCS – June 20, 2023
 - TAAPCS – June 21, 2023
 - Minister Nicolaides – June 22, 2023
 - DM Pillipow – June 27, 2023
 - Minister Nicolaides – June 30, 2023
 - Calgary Charter School Hub Society – July 4, 2023
 - TAAPCS – July 21, 2023
 - Premier Smith – July 25, 2023
 - Minister Nicolaides – September 6, 2023
 - Minister Nicolaides – September 18, 2023

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

4. Audit Committee

K. Kowalczywska provided information regarding the upcoming 2023 audit.

S. Pilling provided a high-level review of the external audit plan.

MOTION: 2023/09/20/3:

That the Charter Board approves the recommendation of the audit committee to appoint MNP LLP as the independent external auditor for the 2023 fiscal year.

Moved by D. Shirra; Seconded by T. Myo.

Approved

5. Principal's Report – Elementary Campus

A. Klassen briefly spoke to her written report.

S. Pilling left the meeting at 1846h.

6. Principal's Report – Mid-High Campus

G. Finlay spoke briefly to his written report.

A. Klassen left the meeting at 1907h.

G. Finlay left the meeting at 1915h.

7. School Council Liaison

S. Corrin provided a brief school council update.

8. Treasurer's Report

K. Kowalczywska presented the Q4 2023-2024 financial report.

Kasia Kowalczywska left the meeting at 1927h.

9. AGM – Secretary

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

MOTION: 2023/09/20/4:

That the Charter Board approves the agenda for the November 29, 2023, Annual General Meeting for Westmount Charter School Society.

Moved by T. Myo; Seconded by D. Shirra.

Approved

10. Locally Developed Courses

J. Frank presented the locally developed courses requiring board approval.

MOTION: 2023/09/20/5:

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

Forensic Studies 25, 3 credits (2021-2025), LDC2256, 2023-2024, 2024-2025

Physics (Advanced) 25, 3 credits (2023-2027) LDC2628, 2023-2024, 2026-2027

Physics (Advanced) 35, 3 credits (2023-2027) LDC3628, 2023-2024, 2026-2027

Moved by T. Myo; Seconded by D. Holland.

Approved

11. Directors' Discussion – Blue Sky

MOTION: 2023/09/20/6:

That the Charter Board approves the board work plan for the 2023-2024 school year.

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

Approved

12. Facilities Report

S. Corrin provided a facilities update.

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

P. Khu provided a brief update on TAAPCS.

14. Chair Update

P. Khu presented a summary of the charter board retreat, the revised organizational meeting schedule and the revised board work plan. The Audit Committee chair requested an audit committee meeting on January 25, 2024, from 5:30 – 6:00 p.m.

15. Superintendent Report and Staffing Report

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

16. Policy Committee

S. Corrin provided a summary of the revisions to the Charter Board policy handbook.

17. HR Committee

D. Holland presented an update on the 2023 Superintendent search.

Arising from in camera:

MOTION: 2023/09/20/7:

That the Charter Board approves the Organizational Meeting Schedule and the Board Work Plan for the 2023-2024 school year, as revised.

Moved by M. Sproule; Seconded by Ja. Frank.

Approved

MOTION: 2023/09/20/8:

That the Charter Board approve the revisions to the Charter Board Policy Handbook, as presented.

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

Approved

Regular meeting re-convened at 2055h.

18. Meeting Effectiveness

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

19. Meeting Termination

The meeting was terminated at 2058h.