

**WESTMOUNT CHARTER SCHOOL  
CHARTER BOARD MEETING**

**MINUTES**

**Wednesday, February 19, 2025, at 6:00 p.m.  
Central Office Boardroom 728 – 32 Street NW**

**Present:**

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

**Not Present:**

Tun Myo

**Administration:**

Calvin Davies, Superintendent  
Maria Bernardin, Secretary

**Guests:**

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

The meeting was called to order at 1812h by S. Corrin. S. Corrin opened the meeting with the land acknowledgement. There were two declarations of conflicts of interest. C. Davies for the Human Resources and Nominating Committee and M. Sproule and U. Tennakoon for the Nominating Committee.

**2. Agenda Approval**

*MOTION: 2025/02/19/1:*

That the Charter Board approves the agenda for February 19, 2025, as presented.

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

Approved

**3. Consent Agenda**

*MOTION: 2025/02/19/2:*

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

- Minutes of the January 15, 2025, regular meeting of the Charter Board, as amended;
- Correspondence
  - 
  - C. Davies – January 14, 2025
  - H. Kilani – January 30, 2025
  - Minister Nicolaides – January 31, 2025
  - A. Klassen – February 7, 2025
  - R. Hryhurchuk – February 12, 2025
  - G. Finlay – February 12, 2025
  - P Khu – February 14, 2025
  - P. Khu – February 14, 2025

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

Approved

**4. Charter Board PD – Book Study**

The book study chapter was cancelled for this meeting and was discussed. The decision was made to move the book study to June 2025. The book will be assigned to be read by board members between June and early September and will be discussed at the September board meeting. The intent of the book study is how the information is applicable to Charter Board work.

## **5. Community Liaison Report.**

S. Corrin presented the community liaison report. The University Heights Community Association (UHCA) is holding its AGM for the third time at the Westmount MH campus Learning Commons on March 10, 2025, at 5:30 pm. The UHCA soccer registration is now open. The South Shaganappi area plan includes new building proposals within the next 5-10 years. The community is pushing back.

## **6. Council Liaison Report.**

S. Corrin presented the council liaison report. The council meeting needed to be rescheduled due to weather. There is a lot of work on fundraising and a Council Corner.

## **7. Superintendent Report**

C. Davies presented the superintendent's report.

The new washrooms at the mid-high campus are operational, with the exception of a couple of door handle issues. The renovation is currently coming in approximately below \$420K. Highlights of the debate and AI at the MH. The elementary campus received 419 qualified candidates at admission time and will take 92 students. I reached out to the government regarding planning dollars and have not heard back. Continuing visits with the principals going through classrooms. The bulk of time has been spent reviewing various administrative procedures. AP#521, School and Transportation Fees, is now aligned with Alberta Education. AP#531, Out of Town Expense Reimbursement, will be more robust. I am also working on an administrative procedure for the role of the principal as there is no administrative procedure or job description. The CBE has provided me with approval to use any of the CBE administrative regulations. The superintendent recommended a revision to policy 2, specifically, section 3.12. (The superintendent reviews and approves international field trips) and revisions to policy 8, specifically, section 2.1.3 and 2.4.3 (include the Superintendent in the Policy Advisory Committee and the Financial/Audit Committee)

*MOTION: 2025/02/19/3:*

That the Charter Board moves its meeting in camera.

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

Approved

## **8. Superintendent Staffing Report**

C. Davies presented the superintendent staffing report.

*MOTION: 2025/02/19/4:*

That the Charter Board moves its meeting out of camera.

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

Approved

*MOTION: 2025/02/19/5:*

That the Charter Board moves its meeting in camera.

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

Approved

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

C. Davies left the meeting at 1955h.

M. Sproule and U. Tennakoon left the meeting.

#### **10. Nominating Committee Report.**

K. Bufton presented a Nominating Committee update.

M. Sproule and U. Tennakoon returned to the meeting after the Nominating Committee Report.

#### **11. HR Committee Report.**

K. Bufton presented an HR Committee update.

*MOTION: 2025/02/19/6:*

That the Charter Board moves its meeting out of camera.

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

Approved

Arising from in camera.

*MOTION: 2025/02/19/7:*

That the Charter Board accepts board member Hoda Kilani's resignation effective January 30, 2025.

Moved by J. Wang; Seconded by K. Bufton.

Approved

*MOTION: 2025/02/19/8:*

That the Charter Board accepts Calvin Davies resignation as the superintendent.

Moved by K. Bufton; Seconded by J. Wang.

Approved

*MOTION: 2025/02/19/9:*

That the Charter Board accepts the recommendation of the Nominating Committee to approve the four parent candidates for the one parent position available, pending the provision of a clear police check.

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

Approved

Abstained: M. Sproule and U. Tennakoon.

*MOTION: 2025/02/19/6:*

That the Charter Board accepts the HR Committee's Superintendent Recruitment and Selection Action Plan as presented in the timeline document.

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

Approved

#### **12. Meeting Effectiveness**

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

#### **13. Meeting Termination**

The meeting was terminated at 2054h.