

**WESTMOUNT CHARTER SCHOOL
CHARTER BOARD MEETING**

MINUTES

**Wednesday, March 19, 2025, 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:

Administration:

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

Guests:

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

The meeting was called to order at 1811h by P. Khu. P. Khu opened the meeting with the land acknowledgement. There were no declarations of conflicts of interest.

2. Agenda Approval

MOTION: 2025/03/19/1:

That the Charter Board approves the agenda for March 19, 2025, as amended. The letters from P. Khu letters and School Council were pulled out of the consent agenda for discussion. Moved by D. Holland; Seconded by K. Bufton.

Approved

3. Consent Agenda

MOTION: 2025/03/19/2:

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

- Minutes of the February 19, 2025, regular meeting of the Charter Board, as presented;
- Correspondence
 - P. Khu – January 13, 2025
 - E. Kinkade-Speight – February 20, 2025
 - Minister Nicolaides – February 25, 2025
 - Minister Nicolaides – February 27, 2025
 - A. Klassen – March 6, 2025
 - Minister Nicolaides – March 10, 2025
 - P. Khu – March 11, 2025
 - G. Finlay – March 12, 2025
 - A. Wilford-Matthews – March 11, 2025
 - P. Khu – March 19, 2025

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

Approved

4. Q2 Financial Report

M. Rabacal and C. Davies presented the Q2 Financial Report and the budget principles.

5. Financial/Audit Committee Update

M. Sproule presented the Financial/Audit Committee update.

MOTION: 2025/03/19/3:

That the Charter Board accepts the recommendation of the Financial/Audit Committee to accept the Q2 financials as presented.

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

Approved

MOTION: 2025/03/19/4:

That the Charter Board approves the 2025-2026 budget principles as presented.

Moved by K. Bufton; Seconded by T. Myo.

Approved

M. Rabacal left the meeting at 1835h

6. Community Liaison Report.

S. Corrin presented the community liaison report. S. Corrin spoke to the visit at the MH campus by Ever Active Schools. Active and Safe Routes to School Westmount Charter Mid-High School, February 24, 2025, from 8:15 – 9:30 am.

7. Council Liaison Report.

S. Corrin presented the council liaison report. The council has been busy mostly with fundraising. The Purdy's fundraising has been provided to the Council. The council is also doing a Read-A-Thon Program as a fundraiser.

8. Facilities Committee Update.

J. Wang presented the Facilities Committee update. C. Davies presented the Westmount Charter School 2025-2028 Capital Plan. Westmount has received \$50K of pre-planning funds and this has been shared with the CBE as these are CBE sites. C. Davies will meet with the CBE on April 14, 2025.

MOTION: 2025/03/19/5:

That the Charter Board approves the 2025-2028 Capital Plan as presented.

Moved by M. Sproule; Seconded by D. Holland

MOTION: 2025/03/19/6:

That the Charter Board moves its meeting in camera at 1701h.

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

MOTION: 2025/03/19/7:

That the Charter Board moves its meeting out of in camera at 1718h.

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

MOTION: 2025/03/19/8:

That the Charter Board accept the documents into correspondence pulled from the consent agenda.

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

9. International Student Field Trip

C. Davies presented the 2026 international student field trip to Costa Rica.

MOTION: 2025/03/19/9:

That the Charter Board approves the Spring 2026 International Student Field Trip to Costa Rica in principle and delegates the operational responsibility to the Superintendent.

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

Approved

10. Superintendent Report

C. Davies presented the superintendent's report. C. Davies had previously spoken to the Capital Plan and shared that he continues to meet with the Principals.

MOTION: 2025/03/19/10:

That the Charter Board moves its meeting in camera at 1725h.

Moved by M. Sproule; Seconded by J. Wang.

Approved

11. Superintendent Staffing Report

C. Davies presented the superintendent staffing report.

C. Davies left the meeting at 1730h.

12. Directors' Discussion – Blue Sky

13. HR Committee Update.

K. Bufton presented an HR Committee update.

14. Charter Board Evaluation.

M. Sproule presented the Charter Board Evaluation results.

MOTION: 2025/03/19/11:

That the Charter Board moves its meeting out of in camera.

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

Approved

Arising from in camera.

15. Meeting Effectiveness

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

16. Meeting Termination

The meeting was terminated at 2041h.