

**WESTMOUNT CHARTER SCHOOL  
CHARTER BOARD MEETING**

**MINUTES**

**Wednesday, April 23, 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 1807h by S. Corrin. S. Corrin opened the meeting with the land acknowledgement. Conflicts of interest were declared for the nominating committee, Myrtle Sproule and Uthpala Tennakoon and Calvin Davies for the Nominating Committee and the HR Committee.

**2. Agenda Approval**

*MOTION: 2025/04/23/1:*

That the Charter Board approves the agenda for April 23, 2025, as presented.

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

Approved

**3. Consent Agenda**

*MOTION: 2025/04/23/2:*

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

- Minutes of the March, 2025, regular meeting of the Charter Board, as presented;
- Correspondence
  - E. Kinkade-Speight – February 24, 2025
  - L. Pilopow – April 8, 2025
  - Minister Nicolaides – April 8, 2025
  - A. Klassen – April 10, 2025
  - S. Corrin (School Council) – April 14, 2025
  - G. Finlay – April 15, 2025

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

Approved

**4. Community Liaison Report.**

S. Corrin presented the community liaison report. Soccer in University Heights and around the mid-high campus starts this week and runs until the third week in June. Outdoor Ed, bike riders etc., the streets in University Heights are now clean.

**5. Council Liaison Report.**

S. Corrin presented the council liaison report. What was thought to be a fraudulent water bottle drive from a poster shared/posted in the area and resulted in police being called to investigate was actually a fundraiser from the Westmount Assisting Others (WAO) club at the

mid-high campus. The School Council held a very successful Read-A-Thon at the elementary campus. The fundraiser collected close to \$10K. The Tricksters theatre program was a huge success at the elementary campus.

## **6. Superintendent Report**

C. Davies presented the superintendent's report.

After consulting with the Principals, who verified that they consulted and worked with the School Council executive and council, who are in support of all of the fees, C. Davies presented the 2025-2026 fees to the board.

Lunchroom Supervision (LS) fees are increasing to provide for one supervisor per class. LS is a cost for service, and Westmount provides a high level of service. There is no change to the elementary campus instructional resource fees.

There is no change to the mid-high campus instructional resource fees, with the exception of a previous typo correction to the grade six fee. Other fees are adjusted as needed.

Payment plans and fee waivers continue to be available.

There is no change to the Transportation fees schedule.

The following motions were brought forth for Charter Board approval.

*MOTION: 2025/04/23/3:*

That the Charter Board approves the 2025-2026 elementary campus lunchroom supervision fees, as presented.

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

Approved

*MOTION: 2025/04/23/4:*

That the Charter Board approves the 2025-2026 transportation fees, as presented.

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

Approved

*MOTION: 2025/04/23/5:*

That the Charter Board approves the 2025-2026 elementary and mid-high campus instructional resource and course/activity fees, as presented.

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

Approved

C. Davies shared information from the elementary campus. Board members are invited to attend the elementary campus Westmount Players Drama and Fine Arts Choir - Fine Arts Night on May 28<sup>th</sup> from 5:15 – 7:30 pm and /or the Drama Finale on May 29<sup>th</sup> from 5:45 – 7:30 pm. Tickets are complimentary for board members. If you are interested, please contact Robyn Hamilton at [robyn.hamilton@westmountcharter.com](mailto:robyn.hamilton@westmountcharter.com)

C. Davies provided a follow-up to the Capital Plan. C. Davies met with the CBE. They discussed the elementary campus and whether the CBE is considering moving out of the current main floor space. The CBE is examining all administrative building options as the lease for downtown is due in the next few years. C. Davies asked about the University

Elementary School utilization and was advised that the capacity will grow higher than 70% and will be coming off their accommodation plan. The CBE is pleased about the pre-planning dollars Westmount will be provided. C. Davies asked for the names of folks for the pre-planning work and was provided with Gibbs Gage Architecture (GGA). Chito Pabustan will meet with C. Davies on April 29, followed by an exploratory conversation to gauge options for pre-planning at the elementary and mid-high campus. This will hopefully result in a contract with GGA.

C. Davies shared that the new superintendent needs to enter information from the pre-planning assessment into the Building and Land Information Management System (BLIMS) by the end of September.

C. Davies provided an update regarding the Treasurer position. A candidate was interviewed this week. We are still actively pursuing a fit for the position.

C. Davies shared information regarding the budget profile for the 2025-2026 school year. Next year, the school will receive some grants based on 30% of actual numbers from the current year and 70% of projected numbers for the next school year. The 70% of the English as an Additional Language (EAL) Learners projected grant will decrease with a clawback of \$208K due to an excessive projection last year of the EAL learners. Instead of entering a reasonable estimate of 210 students, 500 students were entered. Last year, around this time, the government provided the funding profile, and instead of the \$488,399, the grant amount should have been ~\$210K. The projected funding was used in the 2024-2025 budget. The person took the projection and plugged it into the budget, believing they were getting this money. We will budget out lower than projections to avoid another clawback. This will be recognized on the books for this year, and the amount will be deducted from the money realized in 2025-2026. C. Davies recommended that the superintendent wait until the audit is complete in November and the full financial picture is known before spending, only if September 30<sup>th</sup> numbers come in higher than budgeted.

## **7. Superintendent Staffing Report**

C. Davies presented the superintendent staffing report.

*MOTION: 2025/04/23/6:*

That the Charter Board moves its meeting in camera.

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

Approved

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

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C. Davies left the meeting at 1913h.

M. Sproule and U. Tennakoon left the meeting at 1914h.

## **9. Nominating Committee Update.**

K. Bufton presented a Nominating Committee update and the results of the 2025 elections.

*MOTION: 2025/04/23/7:*

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

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

Approved

*MOTION: 2025/04/23/8:*

That the Charter Board accepts the recommendation of the Nominating Committee to accept Uthpala Tennakoon as the elected parent member from June 1, 2025, to May 31, 2028.

Moved by D. Holland; Seconded by S. Corrin

Approved

*MOTION: 2025/04/23/9:*

That the Charter Board accepts the recommendation of the Nominating Committee to accept Cathy Feehan by acclamation as a non-parent member from June 1, 2025, to May 31, 2028.

Moved by D. Holland; Seconded by J. Wang.

Approved

*MOTION: 2025/04/23/10:*

That the Charter Board accepts the recommendation of the Nominating Committee to appoint Myrtle Sproule, Gregory Dziech and Joe Frank as non-parent members from June 1, 2025, to May 31, 2026.

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

Approved

*M. Sproule and U. Tennakoon returned to the meeting at 1921h.*

*MOTION: 2025/04/23/11:*

That the Charter Board moves its meeting in camera at 1922h.

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

Approved

#### **10. HR Committee Update.**

K. Bufton presented an HR Committee update on the Superintendent search.

*MOTION: 2025/04/23/12:*

That the Charter Board moves its meeting out of in camera at 2007h.

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

Approved

Arising from in camera.

#### **11. Meeting Effectiveness**

The Charter Board debriefed the effectiveness of today's meeting. The meeting was effective and done on time.

#### **12. Meeting Termination**

The meeting was terminated at 2007h.