

**WESTMOUNT CHARTER SCHOOL
CHARTER BOARD MEETING**

MINUTES

**Wednesday, May 21, 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
Mariette Rabacal, Treasurer

Guests:

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

The meeting was called to order at 1804h by P. Khu. P. Khu opened the meeting with the land acknowledgement. Conflicts of interest were declared for the Nominating Committee and the HR Committee by C. Davies.

2. Agenda Approval

MOTION: 2025/05/21/1:

That the Charter Board approves the agenda for May 21, 2025, as presented.

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

Approved

3. Consent Agenda

MOTION: 2025/05/21/2:

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

- Minutes of the May 14, 2025, special meeting of the Charter Board, as presented;
- Correspondence
 - P. Khu – April 28, 2025
 - S. Corrin – April 29, 2025
 - C. Davies – April 29, 2025
 - C. Davies – April 30, 2025
 - C. Davies – May 1, 2025
 - P. Khu – May 5, 2025
 - P. Khu – May 5, 2025
 - Minister Nicolaides – May 6, 2025
 - A. Klassen – May 7, 2025
 - P. Khu – May 7, 2025
 - C. Davies – May 8, 2025
 - P. Khu – May 8, 2025
 - T. Brudler – May 8, 2025
 - S. Corrin – May 9, 2025
 - C. Davies – May 9, 2025
 - M. Sproule – May 10, 2025
 - D. Fox – May 12, 2025
 - G. Finlay – May 12, 2025
 - S. Corrin – May 16, 2026

○ P. Khu – May 16, 2025
Moved by J. Wang; Seconded by S. Corrin.
Approved

4. 2024-2025 Forecast, 2025-2026 Internal and External Budget

C. Davies, M. Rabacal and M. Sproule presented the 2024-2025 Forecast and the 2025-2026 internal and external budgets.

The following motions were brought forth for Charter Board approval.

MOTION: 2025/05/21/3:

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

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

Approved

MOTION: 2025/05/21/4:

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

Moved by S. Corrin; Seconded by J. Wang.

Approved

M. Rabacal left the meeting at 1821h.

5. Council Liaison Report.

S. Corrin presented the council liaison report. The council held their AGM last week. There are a number of changes to the council for the next year with new executive members. A preliminary budget of \$36K was shared. Ending cash will be \$17K once funds are distributed to the schools. There will also be the year-end celebration taking place on June 6, 2025.

6. Locally Developed Courses

C. Davies presented the locally developed courses requiring board approval.

The following motion was brought forth for Charter Board approval.

MOTION: 2025/05/21/5:

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

RENEW/NEW for Westmount Charter School 2025-26:

Course Name	Version	Course Code	First Approved Year	Last Approved Year
Calculus (Advanced) 35	5 Credits (2025-2029)	LDC3255	2025-2026	2028-2029
Calculus (Advanced) 35	3 Credits (2025-2029)	LDC3255	2025-2026	2028-2029
Instrumental Jazz 15	3 Credits (2025-2029)	LDC1431	2025-2026	2028-2029
Instrumental Jazz 15	5 Credits (2025-2029)	LDC1431	2025-2026	2028-2029
Instrumental Jazz 25	3 Credits (2025-2029)	LDC2431	2025-2026	2028-2029

Instrumental Jazz 25	5 Credits (2025-2029)	LDC2431	2025-2026	2028-2029
Instrumental Jazz 35	3 Credits (2025-2029)	LDC3431	2025-2026	2028-2029
Instrumental Jazz 35	5 Credits (2025-2029)	LDC3431	2025-2026	2028-2029
Portfolio Art 35	3 Credits (2023-2027)	LDC3158	2025-2026	2026-2027
Portfolio Art 35	5 Credits (2023-2027)	LDC3158	2025-2026	2026-2027

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

7. Superintendent Report

C. Davies presented the superintendent's report. C. Davies spoke to the Capital Plan and the Three-Year Education Plan 2025-2028.

The following motion was brought forth for Charter Board approval.

MOTION: 2025/05/21/6:

That the Charter Board approves the Assurance Framework Three-Year Education Plan 2025-2026, as presented.

Moved by K. Bufton; Seconded by U. Tennakoon.

Approved

8. Superintendent Staffing Report

C. Davies presented the superintendent staffing report.

C. Davies left the meeting at 1839h.

MOTION: 2025/05/21/7:

That the Charter Board moves its meeting in camera at 1840h.

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

Approved

9. Directors' Discussion – Blue Sky

10. Nominating Committee Update.

K. Bufton presented a Nominating Committee update.

11. HR Committee Update.

K. Bufton presented an HR Committee update.

MOTION: 2025/05/21/8:

That the Charter Board moves its meeting out of in camera at 2003h.

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

Approved

Arising from in camera.

MOTION: 2025/05/21/9:

That the Charter Board accepts the May 13, 2025, correspondence from Joe Frank declining the recent appointment to the Charter Board as a non-parent member from June 1, 2025, to May 31, 2026.

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

Approved

MOTION: 2025/05/21/10:

The Charter Board accepts Superintendent Calvin Davies's resignation from a part-time, .60 FTE position effective June 12, 2025.

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

Approved

MOTION: 2025/05/21/11:

That the Charter Board appoint Adriana Klassen as the Acting Superintendent at a full-time, 1.0 FTE position effective June 13, 2025, to August 19, 2025.

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

Approved

MOTION: 2025/05/21/12:

That the Charter Board appoint Karly Bagnall as the Acting Elementary Campus Principal at a full-time, 1.0 FTE position effective June 13, 2025, to June 30, 2025.

Moved by U. Tennakoon; seconded by S. Corrin.

Approved

MOTION: 2025/05/21/13:

That the Charter Board appoint Karly Bagnall as the Acting Elementary Campus Principal at a full-time 1.0 FTE position effective August 20, 2025 – December 19, 2025.

Moved by D. Holland; seconded by S. Corrin.

Approved

MOTION: 2025/05/21/14:

That the Charter Board approve the HR Committee to conduct a search for the probationary, full-time, 1.0 FTE Elementary Campus Principal position at the start of the 2025-2026 school year, with the contract to commence on January 5, 2026.

Moved by S. Corrin; seconded by U. Tennakoon.

Approved

12. Meeting Effectiveness

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

13. Meeting Termination

The meeting was terminated at 2019h.