

**WESTMOUNT CHARTER SCHOOL
CHARTER BOARD MEETING**

MINUTES

**Wednesday, June 18, 2025, at 5:00 p.m.
Central Office Boardroom 728 – 32 Street NW**

Present:

Peter Khu
Kimberley Bufton
Simon Corrin
Gregory Dziech
Cathy Feehan
David Holland
Myrtle Sproule
Uthpala Tennakoon
Justin Wang

Not Present:

Administration:

Adriana Klassen, Acting Superintendent
Maria Bernardin, Secretary
Karly Bagnall, Acting Principal Elementary
Graeme Finlay, Principal Mid-High
Mariette Rabacal, Treasurer

Guests:

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

The meeting was called to order at 1704 by Adriana Klassen. Adriana Klassen opened the meeting with the land acknowledgement. There were no declarations of conflicts of interest.

Adriana Klassen called for nominations for a Chairperson. D. Holland nominated S. Corrin as Board Chairperson, seconded by P. Khu. S. Corrin accepted the nomination as Board Chairperson. No other nominations were made for the role of Board Chairperson, and S. Corrin was declared Board Chairperson. S. Corrin assumed the role of Board Chairperson.

2. Agenda Approval

MOTION: 2025/6/18/1:

That the Charter Board approves the agenda for the June 18, 2025, meeting, as presented.
Moved by D. Holland; Seconded by U. Tennakoon.
Approved

3. Consent Agenda

MOTION: 2025/06/18/2:

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

- Minutes of the May 21, 2025, Charter Board meeting;
- Correspondence
 - S. Corrin – May 22, 2025
 - L. Pillipow – May 26, 2025
 - P. Khu – May 27, 2025
 - M. Makel – May 27, 2025
 - A. Klassen – June 6, 2025
 - G. Finlay – June 9, 2025
 - T. Brudler – June 9, 2025
 - C. Davies and Charter Board – June 5-10, 2025

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

4. Q3 Financial Report

M. Rabacal and presented the Q3 Financial Report.

MOTION: 2025/06/18/3:

That the Charter Board accepts the Q3 Financial Report as presented.

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

Approved

Mariette Rabacal left the meeting at 1712h.

5. Community Liaison Report

S. Corrin provided a community liaison update.

6. Council Liaison Report

S. Corrin provided a council liaison update.

7. Directors' Discussion – Blue Sky

MOTION: 2025/06/18/4:

That the Charter Board moves the meeting in camera at 1740h.

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

Approved.

MOTION: 2025/06/18/5:

That the Charter Board moves the meeting out of in camera at 1852h.

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

Approved.

S. Corrin, Board Chair called for nominations for a Board Vice Chairperson, School Council Liaison and Committee Memberships.

U. Tennakoon nominated M. Sproule as Board Vice Chairperson, seconded by J. Wang. M. Sproule accepted the nomination.

P. Khu nominated D. Holland as Board Vice Chairperson, seconded by K. Bufton. D. Holland accepted the nomination.

M. Sproule was elected as the Board Vice Chairperson.

Charter Board members decided to each volunteer as School Council Liaison members on a rotating basis over the next school year. S. Corrin will begin in the month of September 2025.

The Board Chair addressed the Code of Conduct, the 2025-2026 meeting dates, the Annual Board Work Plan and the Key Management Personnel (KMP) Document.

K. Bufton left the meeting at 1830h

P. Khu left the meeting at 1840 pm

8. Locally Developed Courses

A. Klassen presented the locally developed courses requiring board approval.

U. Tennakoon left the meeting at 2030h.

9. Superintendent Report and Staffing Report

A. Klassen presented the superintendent report and the staffing report.

Arising from *In Camera*

MOTION: 2024/06/18/6:

That the Charter Board approves the meeting dates for the 2025-2026 school year.

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

Approved

MOTION: 2024/06/18/7:

That the Charter Board approves the Annual Board Work Plan for the 2025-2026 school year.

Moved by M. Sproule; Seconded by G. Dziech.

Approved

MOTION: 2024/06/18/8:

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 2025-2026:

Chemistry (Advanced) 35, 3 Credits (2025-2029), LDC3138, 2025-2026, 2028-2029

European History 35, 5 Credits (2025-2029), LDC3257, 2025-2026, 2028-2029

European History 35, 3 Credits (2025-2029), LDC3257, 2025-2026, 2028-2029

Ukulele/Guitar 15, 3 Credits (2025-2029), LDC1080, 2025-2026, 2028-2029

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

Approved

Board Chair, P. Khu requests the Secretary to the Board to ratify and record in the minutes of the board the email vote of June 5-6, 2025. Charter Board members were in 100% attendance, no abstentions, no conflict of interest, and voted 100% in favour.

Motion to the board June 5-6, 2025: That the Charter Board approves the appointment of Ashley Landu as the Acting Assistant Principal of the Elementary Campus.

10. Meeting Effectiveness

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

Meeting length time to be better reflected in future agendas.

11. Meeting Termination

The meeting was terminated at 2106h.