

**WESTMOUNT CHARTER SCHOOL
CHARTER BOARD MEETING**

MINUTES

**Wednesday, September 17, 2025, at 6:00 p.m.
Central Office Boardroom 728 – 32 Street NW**

Present:

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

Not Present:

Cathy Feehan

Administration:

Adriana Klassen, Superintendent
Maria Bernardin, Secretary
Mariette Rabacal, Treasurer

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

The meeting was called to order at 1759h by S. Corrin. S. Corrin opened the meeting with the land acknowledgement. P. Khu declared a conflict of interest for the Blue Sky section of the meeting. No old business and no new business items were added.

2. Agenda Approval

MOTION: 2025/9/17/1:

That the Charter Board approves the agenda for the September 17, 2025, meeting, as presented.

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

Approved

3. Consent Agenda

MOTION: 2025/09/17/2:

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

- Minutes of the June 18, 2025, Charter Board meeting;
- Correspondence
 - Minister Nicolaides – June 30, 2025
 - Charter Board email vote – August 5, 2025
 - Westmount Charter School Three-Year Education Plan 2025-2028 revised
 - Minister Nicolaides – August 26, 2025
 - Charter Board School Council Liaison meeting dates 2025-2026
 - September 2025 Superintendent Board Report
 - Mid-High Principal Report – September 11, 2025
 - Elementary Principal Report – September 12, 2025
 - Minister Nicolaides – September 2, 2025
 - Minister Nicolaides – September 8, 2025
 - Minister Nicolaides – September 9, 2025

Moved by P. Khu; Seconded by D. Holland.

Approved

4. Chair Remarks

S. Corrin shared the chair remarks through a PowerPoint presentation.

5. Q4 Financial Report

M. Rabacal presented the Q4 Financial Report.

MOTION: 2025/09/17/3:

That the Charter Board accepts the Q4 Financial Report as presented.

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

Approved

M. Rabacal left the meeting at 1829h.

A break in the meeting commenced at 1830h.

The regular meeting resumed at 1842h.

6. Financial/Audit Committee

M. Sproule presented the Financial/Audit Committee update.

MOTION: 2025/09/17/4:

That the Charter Board approves the recommendation of the financial/audit committee to appoint MNP LLP as the independent external auditor for the 2025 fiscal year.

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

Approved

7. Council Liaison Report

S. Corrin presented the council liaison update. S. Corrin attended the first school council executive meeting, citing that 40-50% of the school council is new this year. This year will be A. Willford-Matthew's second and final year as school council chair. S. Corrin distributed and spoke to the Council Liaison sign-up document for the 2025-2026 school year. Board members were asked to sign up for the executive and general meeting for one month during the school year. The secretary will create a sign up document for board members to use.

P. Khu left the meeting at 1857h.

8. Directors' Discussion – Blue Sky

MOTION: 2025/09/17/5:

That the Charter Board moves the meeting in camera at 1858h.

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

Approved.

P. Khu returned to the meeting at 1917h.

MOTION: 2025/09/17/6:

That the Charter Board moves the meeting out of in camera at 1929h.

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

Approved.

9. Facilities Committee.

J. Wang presented the Facilities Committee update.

10. Superintendent Report

A. Klassen presented the superintendent's report.

11. Superintendent Staffing Report

A. Klassen presented the confidential staffing report.

Arising from *In Camera*

MOTION: 2025/09/17/7:

That the Charter Board directs the HR Committee to commence an elementary campus Principal search.

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

Approved.

Board Chair, S. Corrin, requests that the Secretary to the Board ratify and record in the minutes of the board the email vote of August 5, 2025. Charter Board members were in 100% attendance, no abstentions, no conflict of interest, and voted 100% in favour.

Motion to the board August 5, 2025: That the Charter Board approves the Assurance Framework Three-Year Education Plan 2025-2028, as attached.

MOTION: 2025/09/17/8:

K. Bufton moved to ratify the board's email vote of August 5, 2025, regarding the approval of the Assurance Framework Three-Year Education Plan 2025-2028, the AERR. Seconded by J. Wang. Approved.

12. Meeting Effectiveness

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

13. Meeting Termination

The meeting was terminated at 1956h.