

**WESTMOUNT CHARTER SCHOOL
CHARTER BOARD MEETING**

MINUTES

**Wednesday, December 17, 2025, at 5:00 p.m.
Central Office Boardroom 728 – 32 Street NW**

Present:

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

Not Present:

Administration:

Adriana Klassen, Superintendent
Maria Bernardin, Secretary
Konstantin Gregovic, Treasurer

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

The meeting was called to order at 1702h by S. Corrin. S. Corrin opened the meeting with the land acknowledgement. Kimberley Bufton, Greg Dziech, David Holland, Myrtle Sproule and Adriana Klassen declared a conflict of interest during the Nominating Committee Report. No old business was discussed and a new business item was added to the January 2026 agenda, Audit Procedural Documents.

2. Agenda Approval

MOTION: 2025/12/17/1:

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

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

Carried

3. Consent Agenda

MOTION: 2025/12/17/2:

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

- Minutes of the November 19, 2025, Charter Board meeting, as amended;
- Correspondence
 - Minister Nicolaides – November 20, 2025
 - Minister Nicolaides – November 21, 2025
 - Minister Nicolaides – November 26, 2025
 - Mid-High Principal Report – December 8, 2025
 - Superintendent Report – December 11, 2025
 - Elementary Principal Report – December 12, 2025
 - Minister Nicolaides – December 12, 2025

Moved by S. Corrin; Seconded by G. Dziech.

Carried

4. Chair Remarks

S. Corrin shared the chair remarks. The Annual General Meeting, AGM, took place on November 26, 2025. A total of 22 members attended the fully virtual AGM. The AGM was immediately followed by the online Information Night: Building Our Future with 149 members

in attendance. Feedback about the Building Our Future presentation from parents and teachers has been positive.

5. Directors' Discussion – Blue Sky

MOTION: 2025/12/17/3:

That the Charter Board moves the meeting in camera at 1712h.

Moved by D. Holland; Seconded by G. Dziech.

Carried

MOTION: 2025/12/17/4:

That the Charter Board moves the meeting out of in camera at 1732h.

Moved by G. Dziech; Seconded by C. Feehan.

Carried

Kimberley Bufton, Greg Dziech, David Holland, Myrtle Sproule and Adriana Klassen left the meeting at 1740h.

6. Nominating Committee Report.

U. Tennakoon presented the Nominating Committee update. Four board member's terms will end on May 31, 2026. We have one parent and three non-parent positions available to be filled in the 2026 elections.

MOTION: 2025/12/17/5:

That the Charter Board propose up to five Charter Board positions for the 2026 election: one parent position and up to four non-parent positions, with a minimum of three non-parent positions to be filled.

Moved by U. Tennakoon; Seconded by J. Wang.

Carried

MOTION: 2025/12/17/6:

That the Charter Board approves the Board Nominations and Elections Action Plan and Call for Board Candidates document, as amended.

Moved by U. Tennakoon; Seconded by C. Feehan.

Carried

Kimberley Bufton, Greg Dziech, David Holland, Myrtle Sproule and Adriana Klassen returned to the meeting at 1800h.

7. Financial/Audit Committee Report

K. Gregovic presented the Q1 Financial Reports.

MOTION: 2025/12/17/7:

That the Charter Board accepts the Q1 Financial Reports as presented.

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

Carried

8. Facilities Committee Update

J. Wang, S. Corrin and A. Klassen provided a Facilities Committee update. The Information Night presentation was very well done and well received. The Value Scoping and Public Charter School Project Proposal were submitted and now we wait to hear back.

9. Charter Board Evaluation

S. Corrin addressed the Charter Board Evaluation and shared the purpose and timeline. G. Dziech will work with the Secretary in January 2026 to prepare, distribute, receive and compile the results to present to the Charter Board.

10. Superintendent Report

A. Klassen presented the superintendent's report. The Superintendent shared information regarding the recent government announcement to Charter Schools indicating that Westmount will be funded for the teacher salary enhancement of 3% increases from 2024-2028. The Superintendent shared information in support of a request to provide the 3% increase to salaried support staff for the 2024-2026 school years.

MOTION: 2025/12/17/8:

That the Charter Board approves a 3% retroactive pay increase for support staff for the 2024-2025 and 2025-2026 school years, in conjunction with the teachers' salary settlement.

Request to the Treasurer: Reflect this support staff pay change in the Q2 financial reports.

Moved by P. Khu; Seconded by M. Sproule.

Carried

11. Superintendent Staffing Report

A. Klassen presented the staffing report.

Arising from in camera

12. Meeting Effectiveness

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

13. Meeting Termination

The meeting was terminated at 1845h.