

**Valhalla School Foundation
CHARTER BOARD MEETING MINUTES**



**Approved
April 19, 2022**

In Attendance: H. Lee, K. Van Lagen, J. Syme, T. Corbett, J. Shepelwik, G. Shepelwik, R. Stockman, S. Miller, T. Braseth, P. Braseth, J. Lowen, M. Hietland.

1.0 Call to order

Meeting called to order at 6:11 pm with quorum present.

2.0 Approval of Agenda

(22/04-01) J. Shepelwik moves to accept the agenda with changes of numbering Transportation Report 7.5 and Audit Committee Report 7.6. AIF

3.0 Approval of Minutes

March 21, 2022

(22/04-02) S. Miller moves to approve minutes from March 21, 2022 meeting with the following changes:

Under 'In attendance' remove (zoom) from J. Shepelwik, add A. Odd (zoom).

Change 5.5 Choosing a new maintenance provider to read. T. Corbett read a quote from Sandbros HD Ltd. J Shepelwik will obtain a quote from Cassity Equipment Sales. Tabled for quotes to follow.

Change 5.6 Auditor options enquiry for AGM. to read A. Odd will get quotes from accountants for auditor options for next year's financial audit. These will be presented at the AGM for the members to choose next year's auditor.

Change 5.7 In Camera to read

(22103-05) J. Shepelwik moves to go in camera at 7:38pm. AIF

(22103-06) T. Braseth moves to rise and report at 8:15pm. AIF

Report from In Camera

Edsembli: The board discussed the Edsembli program. D. Eckstrom will talk about this with the principal to direct S. Kochendorfer to do the free video training and learn the system so she can show the teachers how to use it before she is done in her position in May

Transportation: The board outlined the list of deficiencies that were found in the transportation documentation. D. Eckstrom has sent a letter to the Transportation Director asking for clarification on the deficiencies and is awaiting a response no later than March 23, 2022. D Eckstrom will follow up with this.

(22103-07) J. Shepelwik moves to accept the following recommendations made by the ad hoc audit committee regarding transportation.

-the board will conduct a yearly transportation review in October to ensure proper processes are being followed and proper filing of required documentation.

-the board will establish and implement a regular maintenance schedule in partnership with a new maintenance provider, chosen by the board

-the board will obtain quotes every three years for maintenance provider options to compare their current maintenance arrangement and ensure best use of transportation maintenance funding.

-the board will request that bus drivers are designated with specific fuel cards which are to stay with the driver. The employee will be accountable for purchases made on their designated card.

AIF.

(22103-08) T. Braseth moves to accept the following recommendations made by the ad hoc audit committee regarding administrative procedures and financial management:

-monthly accounts reporting including breakdown of current month costs and percentage of categorized allotted funds spent, relative to expected or unexpected expenditure patterns.

-CRA reports monthly on GST and Payroll with acknowledgement of current payment.

AIF.

(22103-09) T. Braseth moves to extend the ad hoc audit committee mandate to May 24, 2022. AIF

Change 6.0 Evaluation to read A very productive meeting where we accomplished a lot.

Change 7.0 Adjournment to read:

(22103-10) G. Sherman moves to adjourn at 8:23pm. AIF

All in favor.

March 29, 2022

(22104-03) S. Miller moves to accept the March 29, 2022 minutes as presented. AIF.

4.0 Interim Directors

(22104-04) R. Stockman moves to appoint J. Lowen as interim director into the vacant seat whose term is for renewal in March 2023. AIF.

5.0 Election of Officers

5.1 Chair:

(22104-05) R. Stockman nominates T. Corbett as VSF board chair. AIF.

5.2 Vice Chair:

(22104-06) S. Miller nominates J. Shepelwik as VSF board vice chair. AIF.

5.3 Treasurer:

(22104-07) T. Braseth nominates R. Stockman as interim VSF board treasurer. AIF.

5.4 Secretary:

(22104-08) R. Stockman nominates S. Miller as VSF board secretary. AIF.

Elected Executive

Chair: T. Corbett

Vice Chair: J. Shepelwik

Treasurer: R. Stockman (interim)

Secretary: S. Miller

5.5 Director Code of Conduct and Conflict of interest

The directors reviewed policies B-101, B-201 and B-202. Copies of same were given to all the directors.

6.0 Committee Appointments

6.1 Governance/HR Committee:

- T. Corbett will chair this committee.
- J. Kochendorfer will be a community member for this committee.
- J. Syme will sit on this committee as an advisor.
- H. Lee will assist this committee when applicable and will appoint another staff member for this committee as necessary.

6.2 Program and Strategic Planning:

- S. Miller will chair this committee.
- R. Stockman will be a director representative.
- P. Braseth will sit on this committee as a community representative.
- H. Lee will be an active part of this committee.
- T. Corbett is an ex. officio member of this committee

6.3 Finance and Fund Development:

- R. Stockman will be the interim chair of this committee.
- J. Shepelwik will be a director representative.
- B. Skaksen and K. Rosvold will be community representatives.
- J. Syme will be an active member of this committee.
- T. Corbett will be an ex. officio member of this committee.

The group discussed the organizational reps for the following

- P. Braseth will remain as the school council representative on the board.
- T. Corbett will be the TAAPCS representative.
- The group will try and determine a VHS representative from the board.

3.0 Reports

3.1 Principal Report

Verbal report given by H. Lee and gave updates on:

- the search for a new Administrative Assistant
- the schools partnership with Beaverlodge Research Station and the development of an agricultural curriculum
- the outdoor education project
- registration week is upcoming
- the need for a new server for the school

3.2 Chair Report:

Superintendent Update:

The group is continuing to search for an acting superintendent. T. Corbett has had contact with J. Picard (head of TAAPCS) who may have someone in mind who could help us in the short term. We have contacted multiple superintendent options throughout the province and have not successfully come up with someone to fill the acting superintendent role. T. Corbett did email D. Eckstrom to see if, as per his resignation letter, he would stay on until we could find a candidate. Me. Eckstrom is currently out of the country and we have not heard back from him.

(22/04-09) T. Braseth moves to rescind previous motion number (29/03-01) from the special meeting on March 29, 2022 in which S. Miller moves to approve K. Van Lagen as acting Superintendent according to the terms agreed upon by the candidate and the executive committee. AIF.

Future Superintendent Plans/Letter to the Minister of Education

The group discussed the idea of approaching the Minister of Education and Alberta Education as well as the New Humble Charter School and the Holden Rural Academy (who has an application for a new charter starting in the fall of 2022), regarding the possibility of developing a rural charter district where the three schools could collectively employ a Superintendent. The group feels this would make the position of Superintendent of rural charter schools much more marketable for someone who is interested in the vision of furthering rural charter school education. The directors are in support of T. Corbett writing to the directors of the NH Charter School as well as the Holden Steering Committee to discuss this possibility. As well as writing to Alberta Education, the Minister of Education and our local MLA to try and express the need for this option to be explored.

3.3 Executive Committee Report

(22/04-10) S. Miller moves to ratify the executive committee resolution (22/04-01ER) stating J. Shepelwik moves to contract J. Syme as acting/interim Corporate Secretary/Treasurer until a suitable candidate is found. J. Syme will contract this position as per the current budget allocation. AIF.

(22/04-11) S. Miller moves to ratify the executive committee resolution (22/04-02ER) stating J. Shepelwik moves to appoint T. Braseth as acting/interim transportation director until a suitable candidate is found. This position will have no compensation. AIF.

3.4 Finance Report

The group reviewed the draft budget that the Finance Committee is working on for the end of May submission date.

3.5 Transportation Report and Bus Maintenance Partnership

J. Shepelwik reviewed the transportation update. Sandbros HD Ltd. will be the VSF primary service provider for our bus fleet. Cassity Equipment Sales will be our secondary service provider. Sandbros will set up a general maintenance schedule for the buses. We look forward to working with both companies.

3.6 Audit Committee Report

The group reviewed that the mandate of the Ad Hoc Audit Committee has been extended until the May 24, 2022 board meeting. The committee has a list of processes that they will need to look at to ensure the board is able to have proper oversight of the applicable departments.

School Council: P. Braseth gave a verbal update regarding school council members including herself, T. Boucher, T and M. Fricke, as well as admin assistant S. Kochendorfer are working to establish the Edsembli program for the school to utilize for communication and student information. The board really appreciates all their hard work on this very big project. The group agreed that it would be appropriate to wait until we have hired the new full time administrative assistant to do the paid Edsembli training.

4.0 Signing Authority Change

(22/04-12) S. Miller moves to remove Gail Sherman as an authorized signing officer from all Valhalla School Foundation ATB accounts;

Community Spirit Account

Community Spirit Account

Community Spirit Account

Independent Business Loan-Revolving

and RBC Royal Business Community Account

and add Reanna Stockman as an authorized signing officer for all, above listed VSF accounts effective April 19, 2022. J. Shepelwik seconds this motion. AIF.

(22/04-13) R. Stockman moves to remove Anna Odd from signing authority on the ATB Business Bank Accounts;

Community Spirit Account

Community Spirit Account

Independent Business Loan-Revolving

and add J. Syme as the Valhalla School Foundation Corporate Secretary Treasurer and grant J. Syme signing authority and administrative online access to online banking including setting up and administering EFT services effective April 19, 2022. J. Shepelwik seconds this motion. AIF.

(22/04-14) J. Shepelwik moved to cancel Mastercard A. Odd and replace with a Mastercard with J. Syme as authorized user and add a second card with Harmon Lee as the authorized user. These two cards will share the current limit. S. Miller seconds this motion. AIF

(22/04-15) T. Braseth moves to discontinue the use and cancel the Telpay Account and transfer all Telpay payables to the ATB EFT system. S. Miller seconds this motion. AIF

(22/04-16) R. Stockman moves to remove Anna Odd from signing authority on the Royal Business Community Account Number and add J. Syme as the Valhalla School Foundation Corporate Secretary Treasurer and grant J. Syme signing authority on this account effective April 19, 2022. S. Miller seconds this motion. AIF

(22/04-17) T. Braseth moves to remove A. Odd from CRA account representative and add Jenine Syme as CRA Account representative. R. Stockman seconds this motion. AIF.

(22/04-18) R. Stockman moves to remove A. Odd and add J. Syme to have full reporting authority for Alberta Education. T. Braseth seconds this motion. AIF.

5.0 Round Table

Discussion regarding the challenges the board has moved through this season and the hope we have for the future plans of the board. We are thankful to have such a committed group.

6.0 Adjournment

(22/04-19) S. Miller moves to adjourn at 8:04pm. AIF

