Valhalla
Community School

Valhalla Community School

Minutes of the Regular Meeting of the Charter Board of Directors

Tuesday, May 22, 2024

Meeting in Valhalla School (and via Zoom) 6:30pm-10:00 pm

1. Quorum and Call to Order & Roll

Time: 6:30 pm

a. Directors

i. Attendees T. Corbett (Chair), J. Shepelwik (Vice), P. Braseth, J. Lowen, R. Stockman and attending via Zoom S. Miller (arrival 6:40 pm)

ii. Absent - no absentees

b. Administration

i. Attendees D.McBeth, Superintendent, H. Lee, Principal (excused at 7:00 pm) and Invited Presenters - D. Macklin (AP Admin) & B. Smith,CPA (Consulting S/T) excused following the In Camera session.

2. Approval of Agenda

Motion #01-24/05

Moved by Director R. Stockman that the Agenda be approved as circulated/ amended.

(*Note: The mover acknowledged the Chair's authority to accommodate invited presenters by altering the agenda order as needed. As a result, items listed at 7. In Camera were addressed beginning at 6:54 pm following the Principal's Report and his Field Trip requests.*

Disposition: Carried

3. Approval of Minutes (Organizational Meeting and Regular Meeting of the Charter Board)

Motion #02-24/05

Moved by Director P. Braseth to adopt the Minutes of the Annual Organizational Meeting of the Charter Board of April 22, 2024 and the Regular Charter Board Meeting of April 22, 2024.

(Note: The Board convened consecutively both its annual Organizational Meeting and Regular Meeting on April 22, 2024).

Disposition: Carried

4. Reports (*indicates a written report was attached to the agenda)

a. Chair's Report*

Motion #03-24/05

Moved by Director R. Stockman to receive Chair T. Corbett's Report.

Disposition: Carried

b. TAAPCS Report

Note: Directors received the Spring AGM notice, Agenda, AGM Minutes (10/23), Budget 24-25 proposal, and Bylaws (new). The Charter Board was invited to forward any agenda items to the Executive Director prior to the AGM May 25/24. The Chair noted that further discussion about the Board's engagement with TAAPCS would occur at the June Regular Meeting.

Disposition: No motions arising from this item

c. Superintendent's Report *(included Table of Contents for AP Manual 2024)

Motion #04-24/05

Moved by Director S. Miller to receive the Superintendent's Report.

Disposition: Carried

d. Finance Report *

Motion #05-24/05

Moved by Director S. Miller to receive the Finance Report.

Disposition: Carried

e. Principal's Report*

Note: The Principal presented his report and also requested approval for two overnight Field Trips The Disposition of the field trip requests is noted in these Minutes under item 6. New Business.

Motion #06-24/05

Moved by Director J. Shepelwik to receive the Principal's Report.

Disposition: Carried

f. Chair's Call for Committee Reports

Motion #07-24/05

Moved by Director R. Stockman to receive the Chair's oral report on the Executive Committee meeting to set the agenda for the May Regular Meeting and to review Draft Administrative Procedure 453 Role of the Secretary Treasurer.

Disposition: Carried

5. Business Arising

a. Policy Review

Motion #08-24/05

Moved by Director P. Braseth that in light of recent legislative and regulatory changes, *Policy 15 Hearings on Teacher Matters* be referred to the Executive Committee for review and any recommended changes that will guide the Board in matters concerning certificated staff.

Disposition:Carried

Motion #09-24/05

Moved by Director P. Braseth that the review of Policy 16 Recruitment and Selection of Personnel be tabled to the Regular Meeting in June.

Disposition: Carried

Motion #10-24/05

Moved by Director P. Braseth that the review of Policy 17 Welcoming, Caring, Respectful, Safe and Inclusive Learning and Working Environment be tabled to the Regular Meeting in June.

Disposition: Carried

b. Administrative Procedure (AP 453) Role of the Secretary Treasurer

Note: In response to Board Motion #10-24/04, Policy 11 Role of the Secretary Treasurer was moved from the Board Policy Handbook, which is concerned with governance, to Administrative Procedure which addresses administrative and operational matters including staff roles. The Executive Committee and relevant staff provided input on the Administrative Procedure.

Motion #11-24/05

Moved by Director J. Shepelwik that the Board receives as information Administrative Procedure 453 Role of the Secretary Treasurer, formerly Board Policy 11, and confirms that the Board has delegated responsibility for the development and maintenance of Administrative Procedures to the Superintendent.

Disposition: Carried

c. (NEW) Administrative Procedures Manual

Note: Board Policy delegates responsibility to the Superintendent to develop Administrative Procedures that direct the operations of the School. To that end, the Superintendent prepared an Administrative Procedures Manual that is consistent with the Education Act, Ministerial Regulations, Ministerial Orders, and the Board Policy Handbook. Further edits may be forthcoming as the AP's are implemented and staff evaluate the effectiveness, efficiency, and ease of interpretation for each of the procedures. Administrative Procedures may be added, deleted, edited as needed.

As per Board Policy, Administrative Procedures will be presented to the Board for information as they are developed and/or revised. To ensure that the School operates in accordance with accepted Administrative Procedures, it is requested that the Board approve the adoption and dissemination of the new Administrative Procedures Manual so that staff have access to written expectations and shared understandings of expectations for organizational processes.

Motion #12-24/05 Moved by Director J. Shepelwik hat the Board approves the adoption of the new Administrative Procedures Manual (2024) for dissemination throughout the organization.

Disposition: Carried

6. New Business

a. Overnight Field Trip Plans

Note: In accordance with AP 260 Field Trips and Excursions, the Principal provided information on risk assessment, transportation, activities, emergency procedures, costs, and supervision to ensure due diligence, and requested Board consent to proceed with Field Trip plans that involve overnight stays.

Motion #13-24/05
Moved by Director P. Braseth that the Board approves the following field trips: 1) Grades 7-9 on June 6 and 7 at Camp Tamarack and Grades 5 & 6 on June 11 & 12 at Camp Tamarack which involve overnight stays.

Disposition: Carried

b. Three Year Education Plan

Note: The Three Year Education Plan, annually revised in a three-year rolling forward cycle, sets priorities for continuous improvement in response to results achieved. The planning process is defined in Board Policy 2 Role of the Board. The Education Plan expresses the Charter Board's commitment to improving its own function, student achievement as well as the efficiency and effectiveness of operations. The 3YEP recognizes the challenges and commits to sustainable, manageable improvement over time and within available resources. Budget information and improvement targets will be added following Board approval of the overall Plan.

Motion #14-24/05
Moved by Director J. Shepelwik that the Board approves the submission of the Three Year Education Plan 2024/25 to 2027/28 to the Minister of Education by May 31 subject to the inclusion of the required financial information and the improvement targets.

Disposition: Carried

7. In Camera

Motion #15-24/05
Moved by Director R. Stockman that the meeting proceeds *in camera* for discussion of sensitive or confidential matters such as conflicts, legal, personnel, or financial information.

Time: 6:54 pm
Disposition: Carried

a. Budget 2024-25

Note: B. Smith, Acting Secretary Treasurer presented the proposed budget which was developed to reflect as much as possible the Board's Budget Principles. The Board is experiencing a time of significant financial pressure due to inflation, static grant funding, increasing costs, accumulated operating deficits, declining enrollment (the key factor driving grant funding) and the need to achieve more efficient but effective operations. All areas, including staffing *levels and other resources are impacted by the revenue-expense ratio. The Budget was presented live, with much opportunity for Directors to ask questions and make suggestions for cost reductions in order to ensure a balanced budget.*

b. Transportation- Fleet Item

Note: With the recent reduction in bus routes, the School achieved a more efficient and effective system which now includes a redundant bus. The Transportation Director, Therron Braseth prepared a summary and recommendation for the sale of bus #105.

c. School Fees

Note: The School Fees Regulation does not permit fees for certain items considered essential for learning such as textbooks, Apps that replace textbooks, paper, etc. but does permit fees for personal items such as notebooks, crayons, pencils/pens, etc.as well as transportation fees (only the difference between the funding and the actual cost), various field trips and other activities including options. School Fees provide a revenue source for the School to provide enhanced opportunities as well as additional instructional resources and materials.
School Fees do not include personal supplies (e.g., crayons, notebooks, pens, pencils, etc.). The School will provide parents with a list of personal school supplies (by grade) which may be purchased from any vendor. The School will not supply nor sell personal school supplies (except perhaps for minor purchases from a limited stock at school).

Motion #16-24/05

Moved by Director J. Lowen to revert to open meeting.

Time: 9:28 pm
Disposition:Carried

8. Motions Arising from In Camera

Motion #17-24/05 Moved by Director J. Lowen that the Board approves Budget 2024-25 for submission to the Minister by May 31 as required annually.

Disposition: Carried

Motion #18-24/05

Moved by Director S. Miller to approve the sale of Bus #105 as it is redundant to our transportation needs.

Disposition: Carried

Motion#19 - 24/05

Moved by Director P. Braseth to approve the Fees List for the 24/25 school year.

Disposition: Carried

9. Adjournment

Motion # 20 -24/05

Moved by Director J. Shepelwik to adjourn the Meeting.

Time: 9:56 pm
Disposition: Carried

ATTESTATION

The signature of the Chair attests that this is a true and accurate record of the Minutes of the Regular Meeting of the Charter Board of Directors held on (INSERT DATE).

Signature: Tcorbett *Date:* 06/17/2024

Name: Terri Corbett, Board Chair

Procedure for Handling the Minutes Record:
Subject to adoption at the Regular Meeting of May 2024 and the signature of the Chair attesting to the record via signature, the Minutes shall be distributed as follows:
1) Minutes Record at the School office (ensure all noted attachments are with the Minutes)
2) posted to the VCS website
3) secured electronically in the Board's Drive.
The Minutes are considered "DRAFT" until approved by the Board and signed by the Chair. Meanwhile, the DRAFT Minutes may be posted for information to the website with note that the Draft will be replaced with the approved copy following the next Regular Meeting of the Board. The Draft is provided for information purposes only.