Valhalla Community School

Minutes of the Regular Meeting of the Charter Board of Directors

Monday, August 26 2024

Meeting in Valhalla School (and via Zoom)

1. Quorum, Roll and Call to Order — Time: 6:30 pm

a. Directors

i. Attendees (T.Corbett, J. Shepelwik, J. Lowen, P. Braseth, S.Miller, R. Stockman)

ii. Absent *(none & no lates)*

b. Administration

i. Attendees (D. McBeth, Superintendent, H. Lee, Principal B. Smith, Consulting S/T, D.Macklin, Payroll Administrator, T. Braseth, Transportation Director

ii. Absent *(none & no lates)*

iii. Invited Guests: L. Stienwand

2. Approval of Agenda

Motion #01-26/08

Moved by Director J. Lowen that the Agenda be approved as circulated.

. Disposition: Carried

3. Approval of Minutes

Motion #02-26/08

Moved by Director P. Braseth to adopt the Minutes of the Charter Board of Directors' Regular Meeting of June 19, 2024.

Disposition: Carried

4. Reports *(Reports were attached to the Agenda)*

a. Chair's Report

Motion #03-26/08

Moved by Director J. Lowen to receive the Chair's Report.

Disposition: Carried

b. Chair's Call for any other Committee Reports

No additional reports.

c. Executive Committee

Motion #04-26/08

Moved by Director R. Stockman that the Board ratify the appointment of Acting Superintendent Ms. Loriann Stienwand, as recommended by the Executive Committee, effective September 01/24 subject to the terms and conditions of the Contract of Employment and approval of the Minister of Education.

Disposition: Carried

d. Communications Committee Report

Motion #05-26/08

Moved by Director P. Braseth to receive the report from Communications Committee Chair, Reanna Stockman.

Disposition: Carried

e. Superintendent's Report

Motion #06-26/08

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

Disposition: Carried

f. Principal's Report

Motion #07-26/08

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

Disposition: Carried

g. Finance Reports (Reports were attached to the Agenda)

i Appointment of the Board's Auditor

Motion #08-26/08

Moved by the Finance Committee Chair Joe Lowen that the Board appoints MNP as the Board's auditors for the next three years (24/25, 25/26, 26/27) as recommended by the Finance Committee.

Disposition: Carried

ii. Presentation Audited Financial Statements and Notes for 22/23

(Presentation by B. Smith, CPA, Consulting S/T)

Motion #09-26/08

Moved by Director R. Stockman to approve the 22/23 Audited Financial Statements for submission to Alberta Education.

Disposition: Carried

iii. Presentation on Accounting Software (QB online to SAGE) Financial Report

(Presentation by D. Macklin, Accounts Payable Manager regarding the upcoming change from QB online to Sage accounting software and a summary of accounts payable to date.)

Motion #10-26/08

Moved by Director J. Lowen to receive the report from D. Macklin regarding the change in accounting software and the report on the status of accounts payable to date.

Disposition: Carried

5. Business Arising (Includes Regular Review of the Board Policies in the Policy Handbook)

a. Board Governance Policy Review (Update on Deferred Policy 15 Review)

Policy 15 *Hearings on Teacher Matters* was deferred at the May Regular Meeting to the Executive Committee for further consideration. Until the Executive Committee reviews the Policy, it is recommended that the Board seek legal advice prior to any proceedings where termination, with or without out cause, of any certificated staff is under consideration.

Disposition: FYI only

b. Policy #20 Charter School Research Projects

Motion #11-26/08

Moved by Director P. Braseth that Board Policy 20 Charter School Research Projects remains in force.

Disposition: Carried.

c. Policy #21 Protection of Students re: Anaphylaxis

Motion #12-24/06

Moved by Director J. Shepelwik that Board Policy 21 Anaphylaxis (Life Threatening Allergies) be moved from the Policy Handbook, which is concerned with Board governance, and be included in Administrative Procedures Manual (which is concerned with school operations. Disposition: Carried

d. Policy and Administrative Procedure Acknowledgment

Motion #13-26/08

Moved by Director P. Braseth that all Directors sign off on their acknowledgement of Policy 17 Welcoming, Caring . . .and AP 140 Acceptable Use of Technology Agreement as recommended by the Board's insurers.

Disposition: Carried

e. Board Self Evaluation

Motion: #14-26/08

Moved by Director P. Braseth that the Board convenes a Committee of the Whole Meeting for the purpose of reviewing the Directors' responses to the Board's Self Evaluation and to establish the improvement targets and strategies for Board development 24/25.

Disposition: Carried

f. TAAPCS membership

Motion #15-26/08

Moved by Director P. Braseth that the Board discontinues its membership in TAAPCS for the 24/25 School Year and thereafter, at budget time, annually reconsider this decision based on the best use of resources.

Disposition: Carried

g. Fundraising Committee

Motion #16-26/08

Moved by Director J. Shepelwich that the Board appoints Directors P. Braseth as Chair of the Fundraising Committee to serve at the Board's pleasure in accordance with the Terms of Reference.

Disposition: Carried

h. Amendment to Policy 8 Committees

Motion #17-26/08

Moved by Director J. Shepelwik that the Board's governance Policy Handbook be amended at Policy 8 Committees to include the following reference to the new standing committee:

2.2.4 Fundraising Committee

Purpose: Plan, implement and coordinate all fundraising activities in support of projects and activities of the Valhalla Community School.

Membership: As per the ToR

Meetings: As scheduled by the Committee and called by the Chair

Powers and Duties: As per the ToR.

Disposition: Carried

6. New Business

New Business includes discussion of Human Resource matters.

Motion #18-24/08

Moved by Director J. Lowen that the meeting proceeds *in camera* for discussion of sensitive or confidential matters such as conflicts, legal, personnel, or financial information.

Time: 8:10 pm

Disposition:Carried

Motion #19-24/08

Moved by Director J. Lowen to revert to open meeting. Time: 9:03 pm
Disposition:Carried

8. Motions Arising from In Camera

Motion # - 024/05 Moved by Director J. Lowen that the Board approves the August 2024 Addendum o the Contract of Employment for Bus Drivers.

Disposition:Carried

Additional motions as needed.

9. Adjournment

Motion #20 -24/08
Moved by DirectorJ. Shepelwik to adjourn the Meeting.

Time:9:05 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 09/23/2024.

Signature: ***Date:*** 09/23/2024

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.