

# Valhalla School Foundation CHARTER BOARD MEETING

September 18, 2017

6:00 to 9:00 PM

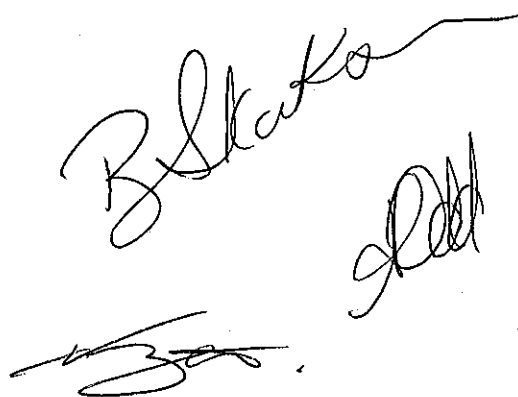
Meeting Location: Valhalla Viking Centre

## Regular Board Meeting Minutes

In attendance: B. Skaksen N. Westad P. Gibson D. Steyer  
K. Rosvold S. Mumert J. Picard  
Regrets: D. Andrew L. Brown.

- 1.0 **Review and approval of agenda.** N. Westad called the meeting to order at with quorum present at 6:09. (17/9-1) B. Skaksen moved to approve the agenda as presented with the addition of a letter in New Business.
- 2.0 **Approval of Minutes / June 12, 2017 (17/9-2)** D. Steyer moved to approve the minutes as presented. AIF.
- 3.0 **Business Arising from Minutes** - Nothing to Report
- 4.0 **Policy Review (Standing Item)** G301 School Superintendent / G901 Personnel Records/ D 901 School Fees. (17/9-3) D. Steyer moved to ratify Policy D901 School Fees as per email vote by board members of September 14, 2017, B. Skaksen seconded. AIF. (17/9-4) B. Skaksen moved to approve Policy G301 School Superintendent as presented. P. Gibson seconded. AIF. (17/9-5) D. Steyer moved to approve Policy G901 Personnel Policy as presented. AIF.  
J. Moutray arrived 6:20pm.
- 5.0 **Government Relations (Standing Item)** N. Westad received an email from minister's office with staff changes. Information from B. Skaksen about the ministerial meeting at the Pomeroy.
- 6.0 **Board Development (Standing Item)** – P. Gibson. Will pursue once board is complete.
- 7.0 **Administration Reports**
  - 7.1 Chair - attached and explained.
  - 7.2 Transportation Director - attached and explained. Through the summer we purchased a new to us 20-person bus and sold a bus. J. Moutray and P. Gibson developed bus routes.
  - 7.3 Secretary Treasurer - attached and explained. K. Rosvold tendered her resignation as of Oct 31, 2017.
  - 7.4 Principal- attached and explained.
  - 7.5 Superintendent - attached and explained. J. Picard met with R. Billey from Alberta Education today and gave a positive report of the meeting. He will be meeting with Peace Wapiti representatives to discuss transportation and teacher collaborations.
- 8.0 **Committee Reports**
  - 8.1 Executive Committee (N. Westad) attached and explained. Due to the resignation of T. Campbell, (17/9-6) D. Steyer moved to appoint P. Gibson as Board Secretary to replace T. Campbell. AIF.
  - 8.2 Program Committee (D. Steyer) NTR
  - 8.3 Human Resource Committee (TBD) NTR
  - 8.4 Governance Committee (P. Gibson) - attached and explained.
    - 8.4.1 Nominating Committee
      - 8.4.1.1 Recruiting (17/9-7) P. Gibson moved to appoint L. Brown as an interim member of the board to fill the remaining term of T. Campbell. AIF. N. Westad agreed to deliver an orientation binder to our newest board member.
  - 8.5 Fund Development Committee (B. Skaksen)- attached and explained. She has been busy applying for grants and actively looking for fund raising activities.

- 8.6 Strategic Planning Committee (P. Gibson) - attached and explained.
  - 8.6.1 Charter Renewal Application J. Picard went over the application with the board and explained R. Billey's and board members' suggestions.
  - 8.6.2 New Charter attached and explained.
- 8.7 Finance Committee (B. Skaksen)
  - 8.7.1 Budget
- 8.8 Reports from Partner Organizations
  - 8.8.1 VHS (B. Skaksen) meeting is Sept 19,2017
  - 8.8.2 VCS School Council (D. Andrews) meeting is tonight.
  - 8.8.3 TAAPCS (N. Westad) October meetings will be held in Edmonton
- 9.0 **Old Business** None brought forward.
- 10.0 **New Business**
  - 10.1 Recruitment. J. Picard will send out an ad for the secretary-treasurer position.
  - 10.2 Pay scale tabled to finance committee
  - 10.3 Board meeting dates for 2017/2018: October 16, November 6, November 27, January 15, February 12, March 15 AGM, March 26, April 23, May 28, June 18.  
(17/9-8) B. Skaksen moved to approve the board meeting dates as suggested. AIF.
- 11.0 **Evaluation of Meeting:** Excellent.
- 12.0 **Adjournment** (17/9-9) B. Skaksen moved to adjourn at 9:08pm. AIF.



The image shows two handwritten signatures in black ink. The larger signature is written in a cursive style and appears to read 'B. Skaksen'. Below it and to the right is a smaller, more stylized signature that is less legible.