

## SUZUKI CHARTER SCHOOL BOARD MEETING MINUTES

Thursday June 17, 2021

Via ZOOM due to COVID-19

### **Please note the meeting was recorded.**

Present: Treena Gish, Nicole Palmer, James Garrison, Jenelle Clark, Melissa Rothwell, Christine Garcia, Eric Taub and Alanna Prins-Finley

Administration: Lynne Paradis and Heather Christison

Public Members: Susanna So

At Suzuki Charter School we acknowledge that we are on Treaty No. 6 territory, a traditional meeting grounds, gathering place, and travelling route to the Cree, Saulteaux, Blackfoot, Métis, Dene and Nakota Sioux. We acknowledge all the many First Nations, Métis, and Inuit whose footsteps have marked these lands for centuries. We also wish to honour the Elders, Knowledge Keepers and traditionalists who have gone before us and those who continue to walk with us today.

1. Call to order at 6 :12 p.m. by Chair Palmer.
2. Approval of agenda.

**Motion 21:30: Moved by Eric Taub that the Board approve the agenda as circulated with the addition of the Recommendation for Change in the 2021-2022 School Calendar.**  
**APPROVED**

3. Approval of the minutes from the May 20th, 2021, Board meeting.

**Motion 21:31: Moved by Treena Gish that the Board approve the minutes from the May 20th, 2021, Board meeting as circulated.**  
**APPROVED**

4. **Organizational of SCSS Board of Directors effective June 2021.**  
As requires under SCSS Board Policy #7, an organizational meeting of the Board shall be the first meeting following the annual general meeting of Suzuki Charter School Society. The organization meeting shall include, but not restricted to the election of a Vice Chair, establishment of a schedule for regular board meetings, approval of the annual work plan for the Board, create the ad hoc committee of the Board and appoint members and review the director conflict of interest stipulations and determine any disclosure of information requirements.

Attached is a proposed schedule of meetings dates for the board's consideration, as well as a proposed workplan, a copy of the board committee descriptors from the Board Policy Manual, the Board Code of Conduct and Code of Behavior.

Board members were asked to review the board committees and come to the board meeting prepared to volunteer to sit on at least one of the committees. Board Chair Palmer will lead the board through the organizational of the Board of Directors for the 2021-2022 school year.

**Motion 21:32: Moved by Nicole Palmer that that the board elect the Vice Chair.**

**APPROVED**

**Motion: 21:33 Moved by Christine Garcia that the board accept the following dates for the board meeting for the 2021-2022 school year.**

**Tuesday September 14, 2021**

**Tuesday October 12, 2021**

**Tuesday November 23, 2021**

**Tuesday December 14, 2021 – if required**

**Tuesday January 11, 2022**

**Tuesday February 8, 2022**

**Tuesday March 8, 2022**

**Tuesday April 12, 2022**

**Tuesday May 10, 2022 –followed by the Annual General Meeting**

**Tuesday June 14, 2022**

**APPROVED**

**Motion: 21:34 Moved by James Garrison that the board approve the annual work plan for the 2021-2022 school year as presented.**

**APPROVED**

**Motion: 21:35: Moved by James Garrison that the board appoint the following Committee Chairs and members to the Board's committee' for the 2021-2022 school year.**

- Finance- Treena Gish (Chair), Nicole Palmer, Eric Taub and Susanna So (Parent)
- Casino – Treena Gish (Chair), Eric Taub and James Garrison
- Bursary – Tara Beland (Chair), Jenelle Clark and Christine Garcia
- Governance Committee – James Garrison (Chair), Nicole Palmer, Alanna Prins-Finley and Melissa Rothwell
- Human Resources - Nicole Palmer and Treena Gish – as per Policy #8
- Staff Recognition – Tara Beland (Chair), Eric Taub and Melissa Rothwell
- The Association of Alberta Public Charter Schools – Nicole Palmer, James Garrison and Alanna Prins-Finely (no need for a Chair for this committee)

**APPROVED**

**Motion: 21:35 Moved by Eric Taub that the board review the Board Director Code of Conduct and accept the SCSS Code of Behavior.**

**APPROVED**

5. Reports

- Board Chair-
  - Pleased to have had the three new SCSS Board Members attend the board orientation on June 8, 2021. Dr. Paradis and the Board Chair led the orientation which also included board members from Almadina, Boyle Street, CAPE, New Horizons, and Westmount Charter schools. Twenty-seven participants attended.
  - Thank you to the hiring committee for their many hours of commitment to hire Secretary Treasurer.
  - Letter to the Minister -dated June 11, 2021- attached. Chair Palmer will be following up by calling the Minister's office June 18, 2021, to ask when to expect a response.
- Superintendent – attached
- Secretary Treasurer - attached

**Motion: 21:36 Moved by Alanna Prins-Finley the Board accepts the Board Chair, Superintendent and Secretary Treasurer reports as presented.**

**APPROVED**

6. Superintendent Evaluation.

Vice Chair Gish provided a summary of evaluation process and outcome.

**Motion: 21:37 Moved by Jenelle Clark that the Board accept the Superintendents of Schools Evaluation that was led by the Board Chair and Vice Chair with input from all board during the evaluation session held prior to June 17<sup>th</sup>, 2021, public board meeting.**

**APPROVED**

7. Change in School Calendar- see attached recommendation

**Motion: 21:38 Moved by Jenelle Clark that the 2021-2022 school calendar be changed to accommodate the Winspear concert.**

**APPROVED**

8. Change of signing authority.

The SCSS bylaws state the signing authorities shall be the Board Chair, Vice Chair and Secretary Treasurer. The board will add one more board member to the list of signing authorities.

**Motion: 21:38 Moved by Christine Garcia that the following shall acted as signing authorities for Suzuki Charter School Society: Nicole Palmer, Treena Gish, James Garrison and Judith Mbeleke.**

**APPROVED**

9. Correspondence. Attached

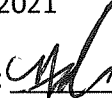
10. Board Work Plan - attached

11. Comments from parents, staff and public. - none

12. Adjournment at 7:17 p.m.

Approve by Board Motion on September 14, 2021

Signature of Nicole Palmer, SCSS Board Chair:



Signature of Judith Mbeleke, Secretary Treasurer:

