

**SUZUKI CHARTER SCHOOL BOARD MEETING  
MINUTES  
Thursday June 22, 2023**

Present: Nicole Palmer, Treena Gish, Eric Taub, Janelle Clark, Melissa Rothwell, Susanna So, Kimberly Poong, Tara Belland, Christine Garcia, Cristina Zier, Tammy Niina

Administration: Dr. Lynne Paradis, Barb MacIntyre

Guest: Tannis Klassen

At Suzuki Charter School we acknowledge that we are on Treaty No. 6 territory, a traditional meeting grounds, gathering place, and traveling 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 honor 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 6:03.
2. Welcome to new Board Members Tammy Niina and Cristina Zier.
3. Farewell and sincere thanks to exiting Board Members Nicole Palmer, Tara Belland, and Treena Gish.
4. Approval of agenda.

**Motion 23:40: Moved by Eric Taub that the Board approve the agenda as circulated.  
Approved.**

5. Approval of the minutes from the May 11, 2023, Board meeting.

**Motion 23:41: Moved by Kimberly Poong that the Board approve the minutes from the May 11th, 2023, board meeting as circulated.  
Approved.**

6. **Organizational of SCSS Board of Directors effective June 2023.**  
Nicole Palmer led the Board through the organization of the Board.

As required 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.

**Motion 23:42: Moved by Kimberly Poong that the Board approve the election of Director Melissa Rothwell as Chair.**

**Approved.**

**Motion 23:43 : Moved by Eric Taub that the Board approve the election of Director Susanna So as Vice-Chair.**

**Approved.**

**Motion 23:44 : Moved by Janelle Clark that the Board approve the proposed Board meeting dates for the 2023-2024 school year as follows:**

**Approved.**

**5:30pm Dinner with 6:00pm Meeting**

Wednesday, September 20, 2023

Wednesday, October 18, 2023

Wednesday, November 22, 2023

Wednesday, December 20, 2023 (only if needed)

Wednesday, January 17, 2024

Wednesday, February 14, 2024

Wednesday, March 20, 2024

Wednesday, April 17, 2024

Wednesday, May 22, 2024

Wednesday, June 19, 2024 – AGM followed by Board Meeting

**Motion 23:45 : Moved by Eric Taub that the Board approve the Board Committee Chairs and members as follows:**

**Approved.**

**Human Resource Committee – Chair Melissa Rothwell, Member Susanna So**

**Finance Committee – Chair Susanna So, Members Eric Taub, Christine Garcia**

**Bursary Committee – Chair Janelle Clark, Members Christine Garcia, Tammy Niina**

**Casino Committee - Chair Eric Taub, Member Christine Garcia**

**Governance Committee – Chair Kimberly Poong, Members Melissa Rothwell,  
Tammy Niina**

**Staff Recognition Committee – Chair Eric Taub, Members Kimberly Poong,  
Cristina Zier**

**Strategic Planning Committee- NA for this year as only done every 5 years**

7. Reports

- Superintendent
- Staff appreciation committee report.
- Secretary Treasurer

**Motion 23:46: Moved by Susanna So that the Board accepts the Board Chair, Superintendent, staff appreciation committee and Secretary Treasurer reports as presented.  
Approved.**

8. The Association of Alberta Public Charter Schools (TAAPCS)

Kimberly Poong updated The Board on the outcome of TAAPCS spring General Meeting. Directors addressed the proposed fee increases for TAAPCS as well as the implications of the current structure which included the hiring of a government relations specialist.

**Motion 23:47: Moved by Janelle Clark that the Board prepare a written response with our rationale and recommendations for changes in the TAAPCS budget and solicit support from other Charter School Boards as discussed.  
Approved.**

9. The Association of Alberta Public Charter Schools (TAAPCS) – Priorities Committee

Director Clark gave an update from the priorities committee.

10. Strategic Planning

Committee members Christine Garcia, Melissa Rothwell and Jenelle Clark shared the outcomes of the strategic planning initiative as attached. A workplan to follow in September.

11. Change of signing authority.

The SCSS bylaws state the signing authorities shall be the Board Chair, Vice Chair and Secretary Treasurer. The board may want to name an additional board member to have signing authority. Current signing authority previously approved: Vice-Chair, Susanna So, Secretary Treasurer, Barb MacIntyre, Superintendent, Dr. Lynne Paradis

**Motion 23:48: Moved by Cristina Zier that the Board of Suzuki Charter School Society remove signing authority for Nicole Palmer and Treena Gish.  
Approved.**

**Motion 23:49: Moved by Tammy Niina that the Board of Suzuki Charter School Society add signing authority for Chair, Melissa Rothwell and Director Eric Taub.  
Approved.**

12. School Calendar

The attached a revised calendar for the 2023 – 2024 school year was presented. Changes were necessary because of the confirmation of the booking of the Winspear theatre.

**Motion 23:50 : Moved by Eric Taub that the Board approve the revised calendar for 2023—2024.**

**Approved.**

13. Comments from parents, staff and public - None

14. In camera (Land, Labor, Legal/Law) – not required.

15. Adjournment at 7:55 by Board Director Kimberly Poong.

Approved by Board Motion on September 20, 2023

Board Chair, Melissa Rothwell:



Secretary Treasurer, Barb MacIntyre:

