

**Valhalla School Foundation
CHARTER BOARD MEETING MINUTES**

January 24, 2022

In attendance: T. Corbett; T. Braseth (Zoom); G. Sherman (Zoom);
D. Eckstrom; J. Moutray; A. Odd (Zoom); J. Shepelwik (Zoom-joined late);
S. Miller (Zoom), M. Hietland (Zoom), P. Braseth (Zoom)

1.0 Call to Order

Meeting called to order at 6:37pm with quorum present.

2.0 Approval of Agenda

Add to the agenda:

5.1 Interim Board Member, move down 5.2 and 5.3. Add 5.4 Parent Letter and 6.1 In Camera.

(22/01-01) T. Braseth moves to accept the Agenda with additions of 5.3 Special Meeting, 5.4 Adding a school council member and 6.1 In Camera. All in favour.

3.0 Review of December 20, 2021 Minutes

(22/01-02) M. Hietland moves to accept the December 20, 2021 minutes as presented. AIF.

4.0 Business Arising from Minutes and Reports

-Meeting with Minister

5.0 New Business

5.1 Add Interim Board Member

(22/01-03) M. Hietland moves to accept S. Miller as Interim Board Member. AIF.

5.2 Information Items and Correspondence

A. Chair report (Verbal)

Welcome back. Two letters from Minister about start being moved, didn't affect us. Transportation issues.

B. Principals Report (Verbal)

Silent auction was successful, S. Kochendorfer new secretary, Ed Physch coming January 24, Speech Pathology coming February 1, research on outdoor education with Gary C. going well, instruction days/snow days challenging, furnace repair – Heritage Society fixed.

C. Governance Report (Verbal)

HR/Governance met January 19, policies, conflict of interest policy for staff to be created.

(22/01-04) J. Shepelwik moved to transfer funds on the 21-22 budget from 6502 110F to 6502 105F in the amount of \$6500. G. Sherman seconded. AIF.

Finance Meeting – to be called after Administration has met.

P. Braseth reports to the Board from School Council.

(22/01-05) S. Miller moves to accept reports as presented. AIF.

5.3 Policies

A. D-101: Financial Management

(22/01-06) S. Miller moved to accept the policy D-101 with the following updates or additions;

Under Procedures; change the second sentence to read All purchases and expenditures must be supported by itemised invoices or receipts.

Under Approval Authorities; Change the initial sentence to read Approval authorities are delegated to particular staff positions as follows except where a conflict of interest is identified as per the conflict of interest policy :

Change d) to read Board approval is required for expenditures that exceed the budgeted limits. Administration to propose appropriate reallocation of funds for these expenditures. Change the previous item d) to be e) and leave as written.

Under Signing Authorities for bank account transactions (Cheques) In the initial sentence change VS to VSF

Delete Petty Cash clause in its entirety.

Under Section 2 Company Credit Cards; Change the second sentence to read The authority to purchase by credit card is delegated to the Secretary/Treasurer, who may make purchases with credit card as long as the expense is under \$2000 and with authorization of departments in place as per Section 1 Approval Authority.

Add “unless the vendor requires credit card payment.”

Under Cardholder Responsibilities Change the formatting of points j. through n. to be subpoints of i. Internet purchases and renumber to use roman numerals j. to i, k. to ii, l. to iii, m. to iv, n. to v

Under Procedures; change to Receipted expenses will be reimbursed as per D-600 in the Policy Manual. AIF.

B. H-104: English as a Second Language (ESL)

(22/01-07) J. Shepelwik moved to accept the policy H-104 with an update to legal reference to replace “The school act (s.8,9)” with “Education Act (s.8,9)” AIF.

C. D-801: Freedom of Information and Protection of Privacy

(22/01-08) G. Sherman moved to approve policy D-801 with the update of legal reference to the Freedom of Information and Protection of Privacy Act to (2006) from (1994). AIF.

5.4 Parent Letter

The directors discussed a parent letter we received regarding transportation difficulties and how they were negatively impacting the writer's family. The transportation director indicated they have made a contingency plan that when there is a bus not running they can move the affected routes around to different routes so the same route is not always being affected. The school will start actively advertising for spare drivers again, in hopes of having spare drivers available. We are also anticipating the arrival of our new bus to add to our fleet. T. Corbett will send a communication to the parent who sent the concern in and the board will overall carry on working toward improving communications between the board and the parents.

6.0 Round Table

P. Braseth (school council rep) discussed the outdoor ed. program citing the need for obtaining shovels and rakes for the program. They have also contacted the Beaverlodge Research Station and are looking into contacts for potential field trips for the outdoor ed. students.

6.1 In Camera

(22/01-09) J. Shepelwik moved to go in camera at 8:16pm. AIF.

(22/01-10) J. Shepelwik moved to come out of in camera at 8:44pm. AIF.

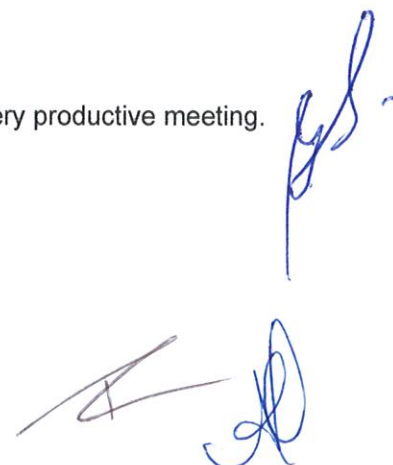
The board will plan to obtain quotes for contract options as per the direction of the auditor. D. Eckstrom and T. Corbett will develop a board milestones calendar for both the directors and the administration staff to use for upcoming deadlines.

7.0 Evaluation of Meeting

A lot of great information sharing and ideas tonight. It was a very productive meeting.

8.0 Adjournment

(22/01-11) G. Sherman moved to adjourn at 8:48pm. AIF.

Handwritten signatures in blue ink, including a large signature on the right side and two smaller signatures at the bottom right.