**STEM Collegiate Canada Society**
**Charter Board Meeting**
**January 22, 2025**
**Teams Electronic Meeting**

# MINUTES

| **Present:** | **Not Present:** | **Administration:** |
|---|---|---|
| Fraser Forbes | Dean Lindquist | Ted Zarowny, Superintendent |
| Randy Heaps | | Lisa Davis, Founder & CSO |
| Benoît Houle | | John Liu, Secretary-Treasurer |
| Teri Matsubara | | |
| Lara McClelland | | **Guests:** |
| Cheryll Watson | | |

**1. Consent Agenda**

The meeting was called to order at 1233h. The following items were presented as part of the consent agenda:

- Meeting Agenda for January 22, 2025;
- Minutes of the November 18, 2024 meeting;
- 2024/25 Workplan; and
- Q1 Budget to Actual Report.

**2. Administrative Matters**

The next Charter Board meeting is scheduled for February 26, 2025, commencing at 1230h. C. Watson led a discussion on the election of Executive Committee members.

*MOTION:*
That the Charter Board appoints R. Heaps and L. McClelland to the Executive Committee.
Moved; Seconded; Carried.

**3. Superintendent Update**

T. Zarowny spoke to the following:

- The PowerSchool Breach communication plan to parents and a new Crisis Communications Administration Procedure
- In response to a question around current transportation hiccups, it was confirmed that the Principal has a plan to address.

**4. The Association of Alberta Public Charter Schools**

C. Watson reported that there is going to be a TAAPCS engagement session run by Alberta Education related to Charter terms. C. Watson and L. Davis will be attending on behalf of STEM Collegiate.

**5. In-Camera Session**

*MOTION:*
That the Charter Board moves its meeting *in camera*.
Moved; Seconded; Carried.

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Regular meeting re-convened at 1323h.

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## 6. Meeting Termination

*MOTION:*
That the Charter Board terminates the meeting.
Moved; Seconded; Carried.