

**GVREA Charter Board Meeting – October 17, 2024**
**AGENDA**

<b>1. Call to Order</b>	Chair	7:00pm
<b>2. Adoption of Agenda</b>	Chair	7:02pm
<b>3. Disclosure of Conflict of Interest</b>	Chair	7:05pm
<b>4. Approval of Minutes</b>	Chair	7:07pm
4.1 September 26, 2024 – not yet ready		
<b>5. Administration Reports</b>		7:15pm
5.1 Secretary-Treasurer's Report – attachment	M. Bjoern	
5.2 Superintendent's Reports – attachment	K. Penney	
<b>6. Board Reports</b>		7:30pm
6.1 Board Chair's Report	Chair	
6.2 Other Committee Reports	Chair	
6.3 Briefing Note: The Essential P.A.U.S.E for Educators and Educational Leaders, 8-Module Program	T. Persson	7:38pm
<b>7. Board Work Plan</b>	Chair	7:40pm
• Sample Work Plans	K. Penney	
• GVRA Board Work Plan		
<b>8. New Business</b>		8:15pm
8.1 Distribution of Education Act	K. Penney	
8.2 Motion to Hire Candidate A for Teacher Position	K. Penney	8:17pm
8.3 Motion to Hire Candidate B for Educational Assistant Position	K. Penney	8:20pm
8.4 Motion to recognize Interim Principal Laura Swanson's end of tenure, service, and dedication	T. Persson	8:22pm
8.5 Motion to recognize Interim Administrator Glen Hamilton-Brown's service to GVREA	T. Persson	8:25pm
8.6 Motion to pay Glen Hamilton-Brown's fees from Startup Grants (may be postponed to Item 13 after In-Camera Discussion)	Chair	8:29pm
8.7a Amended Motion to pay Lianne Larsen for 24.5 hours painting work in Heritage Building at overtime rate from Donated Funds	Chair	8:31pm
8.7b Motion to direct administration to provide letter to employee regarding roles and responsibilities, Carried 4 of 5, 1 Nay		
8.8 Amended Motion to approve a Volunteer Appreciation Event	Chair	8:35pm
<b>9. Receipt of Reports</b>	Chair	8:40pm
<b>10. Correspondence Sent</b>	Chair	8:41pm
• None Sent		
<b>11. Correspondence Received</b>	Chair	8:41pm

- Maurice Trottier – Facility Requirements - attachment
- Pipestone Flyer Inquiry - attachment

<b>12. In-Camera</b>	Chair	8:43pm
<b>13. Business Arising from In-Camera</b>	Chair	9:03pm
<b>14. Adjournment</b>	Chair	9:07pm

**Next Meeting:**

*(Preliminary)* Thursday, November 21, 2024 at 7:00pm

**MINUTES • October 17, 2024, 7:00pm**

## Board Members Present at Call to Order:

Ben Christenson  
CHAIR

Faye Ambler  
SECRETARY

Jody Kohut  
TREASURER

Tara Persson  
DIRECTOR

## Board Members Joining During the Meeting:

<FOIP: Redaction>  
DIRECTOR  
Arrived at 7:29pm

## Board Members Absent for the Duration of the Meeting:

Dallas Lofgren  
VICE-CHAIR

## Administration Present at Call to Order:

Dr. Karen Penney  
SUPERINTENDENT

Melanie Bjoern  
SECRETARY-TREASURER

## Members Present at Call to Order:

*Membership not yet invoked.*

**1. Call to Order**

Chair Christenson called the meeting to order at 7:10pm.

**2. Adoption of Agenda**

7:12pm

*Motion 2024-10-17-01*

*Moved that the agenda for the October 17, 2024 Board Meeting be adopted as amended.*

*Moved: Chair Christenson  
Seconded: Director Ambler  
Motion Carried*

**3. Disclosure of Conflict of Interest**

7:15pm

No Conflict of Interest noted.

**4. Approval of Minutes**

7:17pm

4.1 September 26, 2024 – Meeting minutes were not ready at time of meeting.



## **5. Administration Reports**

- 5.1 Secretary-Treasurer's Report M. Bjoern 7:30pm

Secretary-Treasurer Bjoern reviewed the Statement of Operations and statement of financial position (balance sheet). A budget should be ready for review at next month's meeting.

*Motion 2024-10-17-02 Moved the Secretary-Treasurer's report be accepted as presented.*

*Moved: Chair Christensen*

*Seconded: Director Persson*

*Motion Carried*

- 5.2 Superintendent's Reports K. Penney 7:35pm

Dr. Penney noted that she is continuing to work with AB ED staff on gaining access to the Gwynne Valley Heritage School. Among other things this work includes arranging inspections with various government agencies.

Student enrolment numbers were also discussed at this time.

*Director Alexander <FOIP: Redaction> joined the meeting at 7:29pm.*

*Motion 2024-10-17-03 Moved the Superintendent Penney report be accepted as presented.*

*Moved: Chair Christenson*

*Seconded: Director <FOIP: Redaction>*

*Motion Carried*

## **6. Board Reports**

- 6.1 Board Chair's Report Chair 7:45pm

Chair Christenson reported on the internet outage that occurred that left us with no service for the better part of a day. The issue occurred on the service provider's end and is now rectified.

- 6.2 Other Committee Reports Chair

Director Persson reported on a course, The Essential P.A.U.S.E for Educators, that she is taking that could have applicability to GVRA needs. She will keep the Board updated on her progress with the course.

## **7. Board Work Plan** Chair 7:50pm

Boards are required to complete an Annual Board Work Plan. Dr. Penney will provide samples of plans for the board to preview in preparation for completing one for GVRA. The Board will learn more about this during its Orientation Meeting.

Director Persson will send out a Doodle Poll with a request for board members to indicate availability for a Board Orientation session.

## **8. New Business** 8:10pm

- 8.1 Distribution of Education Act

Dr. Penney distributed copies of the Education Act for the Board to reference as needed.

- 8.2 Hiring: Dr. Penney reviewed current staffing needs and presented several candidates for board approval.

*Motion 2024-10-17-04      Motioned to Hire Candidate A for Teacher Position  
<FOIP: Redaction>*

*Moved: Director Ambler  
Seconded: Director Persson  
Motion Carried Unanimously*

- 8.3      *Motion 2024-10-17-05      Motion to Hire Candidate B for Educational Assistant Position  
<FOIP: Redaction>*

*Moved: Director Persson  
Seconded: Director Ambler  
Motion Carried Unanimously*

- 8.4 Director Persson noted that the Board should recognize the efforts of the interim principal in assisting GVRA in it's start up.

*Motion 2024-10-17-06      Motioned to recognize Interim Principal Laura Swanson for her  
service, and dedication in helping GVRA in its start up.*

*Moved: Director Persson  
Seconded: Chair Christenson  
Motion Carried Unanimously*

- 8.5 Director Persson also proposes that the Board acknowledges the hard work and expertise of the Interim Administrator in helping to establish the GVRA Charter School. Chair Christenson also acknowledged his contribution to the formation of charter school in going above and beyond that of a normal contract.

*Motion 2024-10-17-07      Motioned to recognize Interim Administrator Glen Hamilton-  
Brown's service to GVREA.*

*Moved: Director Persson  
Seconded: Director Kohut  
Motion Carried Unanimously*

- 8.6 The Board agreed to compensate the Interim Administrator for services provided

*Motion 2024-10-17-08      Motioned to pay Interim Administrator's fees from Startup Grant.*

*Postponement      Motioned to discuss item In-Camera  
Moved: Director Persson  
Seconded: Director Kohut  
Motion to Postpone Carried*

- 8.7a The Board acknowledged the hard work of the custodian in painting the interior of the Heritage Building.



*Motion 2024-10-17-09*

*Motioned to pay custodian for 24.5 hours painting work of the Heritage building at overtime rate from Donated Funds.*

*Moved: Chair Christenson*

*Seconded: Director Persson*

*Motion Carried 4-1, with 1 nay vote*

- 8.7b Discussion ensued regarding custodian responsibilities in relation to labour standards moving forward.

*Motion 2024-10-17-10*

*Motioned to direct Administration to provide letter to employee regarding roles and responsibilities.*

*Moved: Chair Christenson*

*Seconded: Director <FOIP: Redaction>*

*Motion Carried Unanimously*

- 8.8 Volunteer Recognition: The Board would like to recognize all the volunteers who have contributed towards making the GVRA Charter a reality.

*Amended Motion 2024-10-17-11*

*Motioned to approve volunteer recognition event in November or as soon as we gain access to the building.*

*Moved: Chair Christenson*

*Seconded: Director <FOIP: Redaction>*

*Motion Carried Unanimously*

## **9. Receipt of Reports**

Chair

8:38pm

## **10. Correspondence Sent**

Chair

8:39pm

- None Sent

## **11. Correspondence Received**

Chair

8:40pm

- AB ED - Maurice Trottier – Facility Requirements  
Dr. Penney reviewed the contents of the letter with the board.
- Black Crest Media  
Director Persson inquired who should be the interact person for them in future.

## **12. Motion to Move In Camera**

Chair

8:43pm

*Motion 2024-10-17-12*

*Moved that the meeting move in camera at 8:43pm*

*Moved: Chair Christenson*

*Seconded: Director <FOIP: Redaction>*

*Motion Carried*

## **Motion to Move Out of Camera**

Chair

*Motion 2024-10-17-13*

*Moved that the meeting move out of camera at 9:03 pm.*

*Moved: Chair Christenson*

*Seconded: Director <FOIP: Redaction>*

*Motion Carried*

**13. Business Arising from In-Camera**

Chair

9:04pm

*Motion 2024-10-17-08**Motioned to pay Interim Administrator's fees from Startup Grant.**Moved: Chair Christenson**Seconded: Director Persson**Motion Carried Unanimously***14. Adjournment**

Chair

9:07pm

*Next Board Meeting: November 21, 2024 @ 7:00pm.*

Approved by

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Ben Christenson, Chair  
GVREA

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Dallas Lofgren, Vice-Chair  
GVREA

# Gwynne Valley Rural Academy

## A/P Aging Summary

As of September 30, 2024

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
A-1 Rentals (Camrose)	724.50					\$724.50
Annie Prinse		220.72				\$220.72
Ben Christenson	705.20					\$705.20
Busy Bee Sanitary Supplies Inc.	262.50					\$262.50
Candice Hagerman		751.54				\$751.54
Central Community Hall			500.00			\$500.00
Encor	1,309.08					\$1,309.08
Ganske, Ashley		216.90				\$216.90
Karlie Lofgren		1,020.16				\$1,020.16
Lloyd Sadd Insurance Brokers Ltd.		36,023.00				\$36,023.00
Margaret Christenson Professional Services	1,551.54					\$1,551.54
MCN Security & Communications		39,447.99				\$39,447.99
Michetti Information Solutions Inc.	787.50					\$787.50
Miller, Kaitlyn		616.52				\$616.52
Natural Pod			75,415.72			\$75,415.72
Nutec Electro Tel	126.00					\$126.00
Penney, Karen		393.87				\$393.87
Ratchet Heavy Truck & Auto Parts Ltd.	15.75					\$15.75
Spruce View Car Wash	114.00					\$114.00
Swanson, Laura		102.18				\$102.18
T&L Insulation (1991) Ltd.	3,780.00					\$3,780.00
The Wetaskiwin Co-operative Association	5,521.94					\$5,521.94
Wetaskiwin Regional Public Schools	1,763.37					\$1,763.37
Wetaskiwin Trans Comm	5,207.50					\$5,207.50
<b>TOTAL</b>	<b>\$21,868.88</b>	<b>\$78,792.88</b>	<b>\$75,915.72</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$176,577.48</b>



# Gwynne Valley Rural Academy

## Statement of Financial Position

As of September 30, 2024

	TOTAL
Assets	
Current Assets	
Cash and Cash Equivalent	
1000 Bank Account - Main Chequing Account	476,508.24
<b>Total Cash and Cash Equivalent</b>	<b>\$476,508.24</b>
1410 Deposits	48,895.70
<b>Total Current Assets</b>	<b>\$525,403.94</b>
Non-current Assets	
Property, plant and equipment	
1520 Furniture and Fixtures	129,252.82
1525 Automotive Equipment	66,914.76
1530 Computer Hardware	76,241.54
<b>Total Property, plant and equipment</b>	<b>\$272,409.12</b>
<b>Total Non Current Assets</b>	<b>\$272,409.12</b>
<b>Total Assets</b>	<b>\$797,813.06</b>
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable (A/P)	
2000 Accounts Payable	176,463.48
<b>Total Accounts Payable (A/P)</b>	<b>\$176,463.48</b>
2015 Payroll Taxes Payable	18,030.04
2025 Vacation Payable	158.08
2030 ARTF Deductions Payable	2,750.38
2100 Direct Deposit Payable	0.00
2230 GST @68% Payable	-1,389.42
2235 GST @ 100%	-13,736.78
<b>Total Current Liabilities</b>	<b>\$182,275.78</b>
Non-current Liabilities	
2200 Deferred Grant Revenue	
2201 Start Up Grant	215,250.00
2202 F&E Grant	250,000.00
2203 CTS Grant	100,000.00
<b>Total 2200 Deferred Grant Revenue</b>	<b>\$565,250.00</b>
<b>Total Non-current Liabilities</b>	<b>\$565,250.00</b>
<b>Total Liabilities</b>	<b>\$747,525.78</b>
Equity	
Retained Earnings	5,778.92
Profit for the year	44,508.36
<b>Total Equity</b>	<b>\$50,287.28</b>
<b>Total Liabilities and Equity</b>	<b>\$797,813.06</b>

Gwynne Valley Rural Academy

Statement of Operations

September 2024

	DONATIONS AND OTHER CONTRIBUTIONS	INSTRUCTION 1-9	INSTRUCTION ECS	INVESTMENT INCOME	OPERATIONS AND MAINTENANCE	PROGRAM OF OPERATIONS	SYSTEM ADMINISTRATION	TRANSPORTATION	TOTAL
INCOME									
4100 Grants - 1-9		74,356.92							\$74,356.92
4120 Grants - 1-9 Community Based Funding		18,608.18							\$18,608.18
4150 Grants - System Adminstration							16,660.00		\$16,660.00
4160 Grants - Program Support and Services		24,783.40							\$24,783.40
4170 Grants - Operations and Maintenance					9,422.96				\$9,422.96
4200 Donations - Non-Parent	3,600.00								\$3,600.00
4400 Fundraising Income	4,396.00								\$4,396.00
4500 Resale of Supplies and Production	200.00								\$200.00
Total Income	\$8,196.00	\$117,748.50	\$0.00	\$0.00	\$9,422.96	\$0.00	\$16,660.00	\$0.00	\$152,027.46
GROSS PROFIT	\$8,196.00	\$117,748.50	\$0.00	\$0.00	\$9,422.96	\$0.00	\$16,660.00	\$0.00	\$152,027.46
EXPENSES									
5000 Advertising and Promotion							1,393.23		\$1,393.23
5160 Fundraising - Supplies	986.62								\$986.62
5200 Facility Maintenance and Repairs					5,018.45				\$5,018.45
5210 Facility Rent		233.61	5,767.90		700.68				\$6,702.19
5215 Electricity					637.41				\$637.41
5220 Heat					31.67				\$31.67
5225 Water/Sewer					1,730.62				\$1,730.62
5230 Janitorial Service and Supplies					366.49				\$366.49
5300 Bank and Service Charges							42.45		\$42.45
5405 Insurance - Building and Contents					576.00				\$576.00
5500 Office Supplies		595.04					780.42		\$1,375.46
5535 Computer Equipment							197.97		\$197.97
5540 Technology User Fees		80.01				761.61	89.22		\$930.84
5605 School Supplies and Material		3,367.22						51.17	\$3,418.39
5700 Professional Development					2,400.00		507.74		\$2,907.74
5705 Meals and Travel							272.00		\$272.00
5800 Salaries - Certified		29,158.65	5,037.81				6,000.00		\$40,196.46
5801 EI Expenses - Certified		2,308.48	408.15				479.08		\$3,195.71
5810 Salaries - Non-Certified		6,731.80	717.60		4,318.08		8,420.59	2,086.50	\$22,274.57
5811 EI and CPP Expense - Non-Certified (deleted)		2.79	40.80						\$43.59
5811 EI Expense - Non-Certified		521.06	2.79		326.85		662.02	163.97	\$1,676.69
6000 School Bus Fuel								5,350.37	\$5,350.37
6010 School Bus Repairs and Maintenance								94.63	\$94.63
6015 School Bus Contract Labour								5,571.70	\$5,571.70
6020 School Bus Rental								2,550.00	\$2,550.00
Total Expenses	\$986.62	\$42,998.66	\$11,975.05	\$0.00	\$16,106.25	\$761.61	\$18,844.72	\$15,868.34	\$107,541.25
OTHER INCOME									
4800 Interest Income				22.15					\$22.15
Total Other Income	\$0.00	\$0.00	\$0.00	\$22.15	\$0.00	\$0.00	\$0.00	\$0.00	\$22.15
PROFIT	\$7,209.38	\$74,749.84	\$ -11,975.05	\$22.15	\$ -6,683.29	\$ -761.61	\$ -2,184.72	\$ -15,868.34	\$44,508.36

<b>Gwynne Valley Rural Academy</b>					
<b>Deferred Revenue Schedule</b>					
<b>CTS Grant</b>	<i>(Total grant \$100,000)</i>				
<b>Date</b>	<b>Vendor</b>	<b>Description</b>	<b>Total Invoice</b>	<b>Less GST 100%</b>	<b>Net Cost</b>
06/09/2024	MCN Security & Communications	Network infrastructure, security system and server	\$ 78,895.96	\$ 3,756.96	\$ 75,139.00
	Nutec	Chrome Books - Bill to come	\$ 18,049.00	\$ 902.45	\$ 17,146.55
			\$ 96,944.96	\$ 4,659.41	\$ 92,285.55
				Grant	\$ 100,000.00
				<b>Remaning</b>	<b>\$ 7,714.45</b>
<b>F&amp;E Grant</b>	<i>(Total grant \$250,000)</i>				
<b>Date</b>	<b>Vendor</b>	<b>Description</b>	<b>Total Invoice</b>	<b>Less GST 100%</b>	<b>Net Cost</b>
08/30/2024	Kirkman Bus Sales	2011 Thomas School Bus	\$ 29,405.25	\$ 1,400.25	\$ 28,005.00
06/09/2024	Studebaker Industries	2002 Freightliner School Bus	\$ 12,500.00	\$ 595.24	\$ 11,904.76
09/09/2024	Kirkman Bus Sales	2008 Blue Bird School Bus	\$ 28,355.25	\$ 1,350.25	\$ 27,005.00
08/15/2024	Melanie Bjoern	Laptop	\$ 1,157.67	\$ 55.13	\$ 1,102.54
08/23/2024	Natural Pod	Classroom Furniture	\$ 131,458.95	\$ 6,259.95	\$ 125,199.00
08/27/2024	Uline	Dry Erase Boards (10)	\$ 4,256.51	\$ 202.69	\$ 4,053.82
10/15/2024	Nutec	Laptops and setup - bill to come	\$ 18,172.35	\$ 865.35	\$ 17,307.00
			\$ 225,305.98	\$ 10,728.86	\$ 214,577.12
				Grant	\$ 250,000.00
				<b>Remaning</b>	<b>\$ 35,422.88</b>
<b>Startup Grant</b>	<i>(Total grant \$215,250)</i>				
<b>Date</b>	<b>Vendor</b>	<b>Description</b>	<b>Total Invoice</b>	<b>Less GST 68%</b>	<b>Net Cost</b>
11/14/2023	Lloyd Sadd	Directors Insurance	\$ 1,027.38	\$ -	\$ 1,027.38
11/14/2023	Kurt Peason	Website Domain and Fees	\$ 920.61	\$ 30.27	\$ 890.34
07/31/2024	Brownlee LLP	Superintendant Contract	\$ 2,679.76	\$ 88.12	\$ 2,591.64
07/31/2024	Brownlee LLP	Principal, Teacher and Support staff contracts	\$ 8,135.06	\$ 311.57	\$ 7,823.49
07/31/2024	Michetti Information Systems	School Cloud Customization	\$ 1,000.13	\$ 32.89	\$ 967.24
08/08/2024	Kurt Peason	Domain/Google Workspace	\$ 800.29	\$ 26.32	\$ 773.97
08/12/2024	Michetti Information Systems	School Cloud Setup	\$ 2,100.00	\$ 69.05	\$ 2,030.95
08/14/2024	MES Electrical Ltd.	Sommunity Hall Safety Inspection Items	\$ 1,064.26	\$ 35.00	\$ 1,029.26
08/23/2024	Ben Christenson	Wix Domain	\$ 306.18	\$ 10.07	\$ 296.11
08/31/2024	Michetti Information Systems	Support for School Cloud and hosting for August	\$ 1,354.50	\$ 44.54	\$ 1,309.96
09/01/2024	Karen Penney	Conference Room Rental	\$ 241.55	\$ 7.94	\$ 233.61
10/16/2024	Nutec	Bell Axia setup (admin time)	\$ 126.00	\$ 4.14	\$ 121.86
09/20/2024	Komplete Modular	Kindergarten Modular setup	\$ 4,599.00	\$ 151.22	\$ 4,447.78
09/23/2024	A-1 Rentals	Construction Fence	\$ 724.50	\$ 23.82	\$ 700.68
09/23/2024	Creative Bus Solutions	S-Endorseent	\$ 2,400.00	\$ -	\$ 2,400.00
10/01/2024	Kenny Law	Legal Fees for startup	\$ 5,213.90	\$ 171.44	\$ 5,042.46
08/31/2024	Salaries and payroll costs	Superintendant and Secretary Treasurer	\$ 18,186.22	\$ -	\$ 18,186.22
08/31/2024	Hambro	Consulting fees - Invoice to come	\$ 84,000.00	\$ 2,720.00	\$ 81,280.00
			\$ 134,879.34	\$ 3,726.39	\$ 131,152.95
				Grant	\$ 215,250.00
				<b>Remaning</b>	<b>\$ 84,097.05</b>