

GVREA Charter Board Meeting – September 26, 2024
AGENDA

1. Call to Order	Chair	7:30pm
2. Adoption of Agenda	Chair	7:32pm
3. Disclosure of Conflict of Interest	Chair	7:35pm
4. Approval of Minutes	Chair	7:37pm
4.1 September 12, 2024 – attachment		
4.2 September 19, 2024 – attachment		
5. Administration Reports		7:45pm
5.1 Secretary-Treasurer's Report – attachment	M. Bjoern	
5.2 Superintendent's Reports – attachment	K. Penney	
6. Board Reports		8:00pm
6.1 Board Chair's Report	Chair	
6.2 Other Committee Reports	Chair	
7. New Business		8:10pm
7.1	Chair	
8. Board Work Plan	Chair	8:45pm
• Cadence of Monthly Board Meetings		
• Elections by October 15		
• Organizational Meeting (Early November)		
• AGM (November)		
• Board Work Plan		
9. Receipt of Reports	Chair	9:00pm
10. Correspondence Sent	Chair	9:02pm
• None Sent		
11. Correspondence Received	Chair	9:03pm
• None Received		
12. In-Camera	Chair	9:04pm
13. Business Arising from In-Camera	Chair	9:15pm
14. Adjournment	Chair	9:25pm

Next Board Meeting – Thursday October 17, 7:00pm



MINUTES • September 26, 2024, 7:30pm

Board Members Present at Call to Order:

Ben Christenson
CHAIR

Dallas Lofgren
VICE-CHAIR

Faye Ambler
SECRETARY

Jody Kohut
TREASURER

Tara Persson
DIRECTOR

Board Members Joining During the Meeting:

<FOIP: Redaction>
DIRECTOR
Arrived at 8:37pm

Administration Present at Call to Order:

Dr. Karen Penney
SUPERINTENDENT

Melanie Bjoern
SECRETARY-TREASURER

1. Call to Order 7:30pm

Chair Christenson called the meeting to order at 7:30pm and welcomed everyone back to the Gwynne Heritage Building.

2. Adoption of Agenda 7:32pm

Motion 2024-09-26-01 Moved that all the agenda for the Board Meeting of September 26, 2024 be adopted as presented.

*Moved: Chair Christenson
Seconded: Vice-Chair Lofgren
Carried*

3. Disclosure of Conflict of Interest 7:35pm

Chair Christenson indicated there may be a conflict of interest in a matter on the agenda that he will excuse himself from later in the meeting.

4. Approval of Minutes 7:37pm

4.1 September 12, 2024 – attachment

Motion 2024-09-26-02 Moved that all the agenda for the Board Meeting of September 12, 2024 be approved as amended.

*Moved: Chair Christenson
Seconded: Vice-Chair Lofgren
Carried*



4.2 September 19, 2024 – attachment

Motion 2024-09-26-03 Moved that all the agenda for the Board Meeting of September 19, 2024, be approved as amended.

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

5. Administration Reports

7:45pm

5.1 Secretary-Treasurer's Report

M. Bjoern

Secretary-Treasurer Bjoern presented the statement of financial position and discussed the financial reports started including statement of operations and will continue to add budget columns to the report. Discussed an invoice for insurance and Secretary-Treasurer Bjoern will follow up with NaturalPod regarding the payment plan going forward.

Motion 2024-09-26-04 Moved the Secretary-Treasurer's report be accepted as presented.

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

5.2 Superintendent's Reports

K. Penney

Superintendent Penney indicated that the kindergarten inspections took place on the portable classroom and there is an insurance certificate and a fire permit on file while currently working on Alberta Health Services protocols are being implemented. The Kindergarten class of ten are in attendance and will be the first official graduating class 13 years from now. Alberta Education made another visit Maurice Trottier to the temporary site and the portables, asked questions regarding how everyone is doing. Staffing had a zoom meeting on September 24, 2024 and we are still looking for a full-time Education Assistant for Kindergarten. As of today, we are still looking for a Jr High Teaching position and looking to have someone in place as soon as possible.

Motion 2024-09-26-05 Moved the Superintendent Penney report be accepted as presented.

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

6. Board Reports

8:00pm

6.1 Board Chair's Report

Chair

No report.

6.2 Other Committee Reports

Chair

No reports.

7. New Business

Chair

8:10pm

No new business.

8. Board Work Plan

Chair

8:45pm

- Cadence of Monthly Board Meetings

K. Penney

Superintendent Penney proposed the board adopt a schedule of monthly meetings. Discussion followed with regards to length of meetings, potential dates, and availability to hold GVREA monthly board meetings.

Motion 2024-09-26-06 Moved the board adopt a schedule of monthly regular board meeting on the third Thursday of each month from August to June.

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

- Elections by October 15

Open conversation surrounding holding an election to comply with the bylaws. Members of the board expressed stability is paramount at this point for establishing the charter.

Motion 2024-09-26-07 Moved does not hold an election in advance of October 15, 2024 and leave it to the membership at the AGM to hold an election for additional board members.

Moved: Chair Christenson

Amended: Director Persson Moved to recognize September 3, 2024 as official start date of operation of the current charter board.

*Seconded: Director Kohut
Carried (1 absence)*

- Organizational Meeting (Early November)

The existing board members will decide on positions and committees at the upcoming organizational meeting. Discussion followed to schedule the organizational meeting.

Motion 2024-09-26-08 Moved to hold the organizational meeting on November 29, 2024 at 7:30pm

*Moved: Chair Christenson
Seconded: Director <FOIP: Redaction>
Carried Unanimously*

- Annual General Meeting

Motion 2024-09-26-09 Moved to hold the Annual General Meeting on November 21, 2024, at 7:00 p.m. at the Gwynne Heritage Building.



*Moved: Chair Christenson
Seconded: Director Kohut
Carried Unanimously*

- Board Work Plan

Director Penney proposed she would like to submit work plan samples from previous school boards that have variation depending on local needs and put together a proposal to present to the board. This would include a capital plan, a three-year education plan and budget work plan.

9. Receipt of Reports Chair 9:00pm

Acknowledge receipt of reports from the Secretary-Treasurer and Superintendent.

10. Correspondence Sent Chair 9:02pm

- None Sent

11. Correspondence Received Chair 9:03pm

- None Received

12. Motion to Move In Camera Chair 9:04pm

Motion 2024-09-26-10 Moved that the meeting move in camera at 9:04pm.

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

Motion to Move Out of Camera Chair 9:10pm

Motion 2024-09-26-11 Moved that the meeting move out of camera at 9:10pm.

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

13. Business Arising from In-Camera Chair 9:10pm

No new business.

14. Adjournment Chair 9:11pm

Next Board Meeting: October 17, 2024 @ 7:00pm.

Approved by

Ben Christenson, Chair
GVREA

Dallas Lofgren, Vice-Chair
GVREA



GWYNNE VALLEY RURAL ACADEMY

Karen Penney

Superintendent

Phone: 780-625-4428

Email: Super@growwithgwynnevalley.ca

MEMORANDUM

September 26, 2024

To: Board of Directors

From: Karen Penney - Superintendent

Re: Superintendent's Report

Kindergarten Program

All required inspections have now taken place on the kindergarten portable in preparation for the September 23 opening. An insurance certificate and fire permit are on file, and we are finishing up some minor health and safety items before we receive a certificate from Alberta Health Services.

The GVRA Kindergarten program officially got underway on September 23, 2024 with Ten children attending on the first day. Parents were excited to see their children start school in Gwynne Valley, and are grateful to the board for all its work in making the charter school a reality.

Alberta Education School Visit

Maurice Trottier, Field Services Manager with Alberta Education, visited the temporary school on September 23, 2024 for a site visit. He briefly toured the site and then had a quick tour of the kindergarten portable. During his visit, several questions concerning operations were discussed. He was also able to meet Vice Chair, Dallas Lofgren and Chris Laing, Key Principal with PGA Architects. No follow up is required as a result of this visit.

Staffing

The hiring committee held a Zoom Meeting on September 24 from 7:00pm to 8:00pm to discuss progress with hiring and to clarify some outstanding matters. Many thanks to Tara and Faye for their time and dedication towards staffing GVRA over the past six months.

We are currently seeking a full time Kindergarten Educational Assistant to work two full days per week. There are several applicants for the position and the hiring committee is hoping to conduct interviews shortly and have the position filled by the second week of October. In the meantime, we have arranged to have substitute aids working with our kindergarten teacher.

The junior high teaching position has also been advertised and we have some interest in that job as well. Again, the hiring committee will attempt to conduct interviews early next week with the job to start as early as possible.

Karen Penney
Superintendent, GVRA



GWYNNE VALLEY RURAL ACADEMY

Bank Reconciliation and Cash Requirements Summary

Bank Balance per ATB September 26, 2024			\$ 540,966.54
<i>O/S Deposits</i>			
	Unknown Deposits - to be entered	-\$ 300.00	-\$ 300.00
<i>O/S cheques</i>			
	Cheque #100	-\$ 2,679.76	
	Cheque #101	-\$ 78.70	
	Cheque #102	-\$ 34,254.15	
	Cheque #103	-\$ 325.50	
	Cheque #106	-\$ 1,440.60	
	Cheque #107	-\$ 288.00	
	Cheque #108	-\$ 2,400.00	
	Net Payroll Sept 27th	-\$ 27,087.24	-\$ 68,553.95
GL Balance Balance			\$ 472,112.59
<i>AP Listing as at September 26, 2024</i>			-\$ 158,564.16
<i>Additional Commitments</i>			
	Nutec - Laptops		-\$ 17,452.68
	Nutec - Chrome books		-\$ 16,777.95
	September Payroll Taxes		-\$ 7,322.62
	September Pension		-\$ 1,121.64
Revised available cash balance as at September 26, 2024			\$ 270,873.54

Gwynne Valley Rural Academy

Balance Sheet

As of September 27, 2024

	TOTAL
Assets	
Current Assets	
Cash and Cash Equivalent	
1000 Bank Account - Main Chequing Account	472,112.59
Total Cash and Cash Equivalent	\$472,112.59
1400 Prepaid expenses	35,735.00
1410 Deposits	18,624.70
Total Current Assets	\$526,472.29
Non-current Assets	
Property, plant and equipment	
1520 Furniture and Fixtures	129,252.82
1525 Automotive Equipment	66,914.76
1530 Computer Hardware	75,139.00
Total Property, plant and equipment	\$271,306.58
Total Non Current Assets	\$271,306.58
Total Assets	\$797,778.87
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable (A/P)	
2000 Accounts Payable	158,564.16
Total Accounts Payable (A/P)	\$158,564.16
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	-942.60
2235 GST @ 100%	-13,557.72
Total Current Liabilities	\$165,002.34
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
Total 2200 Deferred Grant Revenue	565,250.00
Total Non-current Liabilities	\$565,250.00
Total Liabilities	\$730,252.34
Equity	
Retained Earnings	4,660.51
Profit for the year	62,866.02
Total Equity	\$67,526.53
Total Liabilities and Equity	\$797,778.87

Gwynne Valley Rural Academy

Profit and Loss

September 1-27, 2024

	DONATIONS AND OTHER CONTRIBUTIONS	INSTRUCTION 1-9	INSTRUCTION ECS	OPERATIONS AND MAINTENANCE	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 Administration					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
4210 Donations - Parent	50.00						\$50.00
4500 Resale of Supplies and Production	152.38						\$152.38
Total Income	\$3,802.38	\$117,748.50	\$0.00	\$9,422.96	\$16,660.00	\$0.00	\$147,633.84
GROSS PROFIT	\$3,802.38	\$117,748.50	\$0.00	\$9,422.96	\$16,660.00	\$0.00	\$147,633.84
EXPENSES							
5000 Advertising and Promotion					1,393.23		\$1,393.23
5200 Facility Maintenance and Repairs				4,943.72			\$4,943.72
5210 Facility Rent		233.61		700.68			\$934.29
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				253.87			\$253.87
5300 Bank and Service Charges					19.95		\$19.95
5405 Insurance - Building and Contents				288.00			\$288.00
5500 Office Supplies		521.29			652.26		\$1,173.55
5535 Computer Equipment					197.97		\$197.97
5540 Technology User Fees					89.22		\$89.22
5605 School Supplies and Material		2,118.39				51.17	\$2,169.56
5700 Professional Development				2,400.00	507.74		\$2,907.74
5800 Salaries - Certified		28,560.65	5,037.81		6,000.00		\$39,598.46
5801 EI Expenses - Certified		2,267.68	408.15		479.08		\$3,154.91
5810 Salaries - Non-Certified		7,329.80	717.60	4,318.08	8,420.59	2,086.50	\$22,872.57
5811 EI Expense - Non-Certified		564.65	43.59	326.85	662.02	163.97	\$1,761.08
6000 School Bus Fuel						10.00	\$10.00
6015 School Bus Contract Labour						600.00	\$600.00
Total Expenses	\$0.00	\$41,596.07	\$6,207.15	\$15,630.90	\$18,422.06	\$2,911.64	\$84,767.82
PROFIT	\$3,802.38	\$76,152.43	\$ -6,207.15	\$ -6,207.94	\$ -1,762.06	\$ -2,911.64	\$62,866.02