

**-SUZUKI CHARTER SCHOOL BOARD MEETING - ORGANIZATIONAL  
MINUTES  
June 18, 2025**

**Present:** Dr. Melissa Rothwell, Susanna So, Kimberly Poong, Jenelle Clark, Cristina Zier, Christine Garcia, Craig Corbett

**Regrets:** Jim Rickett

**Guests:** Jay Babiuk

**Administration:** Dr. Lynne Paradis, Barb MacIntyre

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 7:30pm.  
Welcomed returning Board Members.

2. Approval of agenda.

**Motion 25:39 - Moved by Craig Corbett the Board approve the agenda as circulated.  
Approved.**

3. Approval of the minutes from the June 18, 2025, Board meeting preceding the AGM.

**Deferred for presentation and approval at the September 2025 meeting.**

4. **Organizational of SCSS Board of Directors**

As required under SCSS Board Policy #7, an organizational meeting of the Board is 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 Chair, Vice Chair, establishment of a schedule for regular board meetings, approval of the annual work plan for the Board, creation of the ad hoc committees of the Board, appointment of members, review of the director conflict of interest stipulations, and determine any disclosure of information requirements.

Attached is a proposed schedule of meetings dates for the board's consideration, as well as a proposed work plan, a copy of the board committee descriptions from the Board Policy Manual, the Board Code of Conduct and Code of Behavior and the Confidentiality Agreement.

Superintendent Paradis led the board through the organization of the Board of Directors for the 2025-2026 school year.

Susanna So nominated Melissa Rothwell as board Chair.  
Acclaimed.

**Motion 25:40 - Moved by Kimberly Poong the Board approve the election of Director Melissa Rothwell as Chair.**  
**Approved.**

Jenelle Clark nominated Melissa Rothwell as Chair.  
Cristina Zier nominated Susanna So as Vice-Chair.  
Acclaimed.

**Motion 25:41 - Moved by Jenelle Clark the Board approve the election of Director Susanna So as Vice-Chair.**  
**Approved.**

**Directors are as follows:**

**Chair: Dr. Melissa Rothwell**

**Vice Chair: Susanna So**

**Directors: Jenelle Clark**

**Cristina Zier**

**Christine Garcia**

**Kimberly Poong**

**Jim Rickett**

**Craig Corbett**

**The proposed schedule of the board meetings for the 2025-2026 school year was presented. Meeting dates will be sent out and approval will be deferred to September.**

**The appointment of board committee chairs and members was deferred to September.**

**The Board Director Code of Conduct and Confidentiality Agreement was reviewed. No changes for 2025-2026..**

5. 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. The current signers are Dr. Melissa Rothwell, Susanna So, Eric Taub, Barb MacIntyre and Dr. Lynne Paradis. No changes were made to the signing authorities.

6. Dates for upcoming Board Meetings

September 24, 2025: 5:30 (Dinner), 6:00-8:00pm (Meeting)

7. Adjournment 7:36pm.

Approved by Board Motion on: \_\_\_\_\_

Board Chair, Dr. Melissa Rothwell: M. Rothwell

Secretary Treasurer, Barb MacIntyre: B. MacIntyre