



**CAPE**  
**Centre for Academic and Personal Excellence**

**MINUTES**

**Type of Meeting:** Board    **Date:** November 29, 2021    **Page:** 1/4    **Initials:** Board Chair \_\_\_\_ Recording Secretary \_\_\_\_  
**Approved:** January 26, 2022                      **Amended:** month/day/year                      **Recorded by:** J. Ouellet

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**Virtual Board Meeting**  
**Monday, November 29, 2021**

**Present:**

**Trampas Brown** Board Chair  
**Jayson O'Dell** Board Member  
**Ryan Papove** Board Member  
**Natasha LeRuyet-Warriner** School Council Representative

**Barry Finkelman** Board Member  
**Sarah Chaudhary** Board Member  
**Ajay Mysore Narasimba** Board Member  
**Lekh Khadka** Board Member

**Absent with Regrets:**

**Administration/Representatives:**

**Teresa Di Ninno** Superintendent  
**Jeney Gordon** Principal

**Janice Ouellet** Secretary-Treasurer  
**Joleine Hartman** Facility Manager

**Absent with Regrets:**

**Guests:** **Jerica Filanti-Morgan, MNP**

**Tracy Noullett, MNP**

**Call to Order:**

Trampas Brown, board chair, called the meeting to order at approximately 6:39p.m.

**1. Additions to the Agenda**

1.1 NIL

**2. Approval of Agenda**

**2.1 Motion 2021-11-29-01**

Motion to approve the November 29, 2021 agenda, with corrections.

**Moved: Barry Finkelman / Seconded: Ajay Mysore Narasimba / Carried**

**3. Adoption of the Minutes**

**3.1 Motion 2021-11-29-02**

Motion to approve the Minutes of the October 27, 2021 meeting.

**Moved: Jayson O'Dell / Seconded: Ryan Papove / Carried**

## **4. Business arising from the Minutes of the October 27, 2021 Board Meeting**

**4.1. Election or appointment of a vice-chair. Deferred to the January 2022 board meeting.**

**4.2** Legal advice was received re the codes of conduct for certificated, non-certificated, Secretary-Treasurer, and students. The four different codes of conducts were reviewed by the Board and a discussion followed.

**Motion 2021-11-29-03** Motion to approve the CAPE Certificated Staff Code of Professional Conduct, with change by removing the word "political" from the 5th bullet point under "In relation to communication and media".

**Moved: Barry Finkelman / Seconded: Ajay Mysore Narasimba / Carried**

**Motion 2021-11-29-04** Motion to approve the CAPE Non-Certificated Staff Code of Professional Conduct, with change by removing the word "political" from the 5th bullet point under "In relation to communication and media".

**Moved: Barry Finkelman / Seconded: Ajay Mysore Narasimba / Carried**

**Motion 2021-11-29-05** Motion to approve the CAPE Secretary-Treasurer Code of Professional Conduct, with change by removing the word "political" from the 5th bullet point under "In relation to communication and media".

**Moved: Ryan Papove / Seconded: Ajay Mysore Narasimba / Carried**

**Motion 2021-11-29-06** Motion to approve the CAPE Student Code of Professional Conduct.

**Moved: Jayson O'Dell / Seconded: Sarah Chaudhary / Carried**

## **5. Report/Motions from Finance/Audit Committee of November 17, 2021**

**5.1** The Secretary-Treasurer reviewed the October revenue & expense statement, highlighting & explaining variances to budget for year-to-date numbers.

**Motion 2021-11-29-07** Motion to accept the Financial Report for October 2021, as presented.

**Moved: Barry Finkelman / Seconded: Ryan Papove / Carried**

Presentation by MNP guests: Tracy Noullett highlighted parts of their audit report including the fact that they are giving an unmodified opinion. Issues identified in the audit report are meant to be a guide for Board and management and are not expected to be systemic or ongoing. Negative net financial assets shows that liquidity is tight. They reviewed the Statement of Financial Position, Statement of Operations, and Statement of Program Operations.

**Motion 2021-11-29-08** Motion to approve Audited Financial Statements 2021 (AFS), as presented.

**Moved: Jayson O'Dell / Seconded: Natasha LeRuyet-Warriner / Carried**

The Secretary-Treasurer reviewed accounts receivable amounts to be written-off to bad debt expense for 2020-21 in the amount of \$20,515.35.

**Motion 2021-11-29-09** Motion to accept the Bad Debt amount of \$20,515.35 for 2020-2021, as presented.

**Moved: Lekh Khadka / Seconded: Ajay Mysore Narasimba / Carried**

**Motion 2021-11-29-10** Motion to post the Audited Financial Statements (AFS) 2021 on the CAPE website.

**Moved: Ryan Papove / Seconded: Lekh Khadka / Carried**

## **6. Action Items**

**6.1.** The Superintendent presented a review of the Annual Education Results Report 2020-2021 (AERR) and of the highlights of the key findings.

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**Motion 2021-11-29-11** Motion to accept the Annual Education Results Report 2020-2021 (AERR), as presented.

**Moved: Jayson O'Dell / Seconded: Natasha LeRuyet-Warriner / Carried**

**Motion 2021-11-29-12** Motion to post the Annual Education results Report 2020-2021 (AERR) on the CAPE website.

**Moved: Ryan Papove / Seconded: Lekh Khadka / Carried**

**Motion 2021-11-29-13** Motion to approve the maternity leave for C. Jenkins, as requested.

**Moved: Barry Finkelman / Seconded: Jayson O'Dell / Carried**

## **7. Discussion/Information Items**

7.1 The Superintendent reviewed Bill 85 as it relates to CAPE's policy 6.01 Recruitment and Selection of Personnel

7.2 The Superintendent presented an update of TAAPCS' information.

## **Consent Agenda**

### **8. Reports**

8.1 Principal Report: Jeney Gordon

Jeney Gordon highlighted select items within the report.

8.2 Director of Student Services Report: Linda Krochak.

The Board had no questions.

8.3 Teacher Rep Report: no report presented

8.4 Technology Report: Cali Berard

No report provided.

8.5 Facility Manager Report: Joleine Hartman

The Board had no questions.

8.6 School Council Report: Natasha LeRuyet-Warriner

The Board had no questions.

8.7 Superintendent Report: Teresa Di Ninno

The report provided updates to on-going work, the Board had no questions.

8.8 Chair of the Board Report: Trampas Brown

No report presented.

### **9. Correspondence**

9.1 Letter from Minister LaGrange was reviewed.

**Motion 2021-11-29-14** Motion to accept the consent agenda, as presented.

**Moved: Natasha LeRuyet-Warriner / Seconded: Ryan Papove / Carried**

## **10. Date of the Next Finance/Audit Committee Meeting and Board Meeting**

10.1 Finance/Audit Committee Meeting: Wednesday, January 19, 2022 @ 6:30 p.m. (virtual)

10.2 Board Meeting: Wednesday, January 26, 2022 @ 6:30 p.m. (virtual)

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## **11. Adjournment**

**Motion 2021-09-29-15**

Motion to adjourn the meeting at 8:30p.m.

**Moved: Barry Finkelman / Carried**