



CAPE
Centre for Academic and Personal Excellence

MINUTES

Type of Meeting: Board **Date:** January 26, 2022 **Page:** 1/3 **Initials:** Board Chair _____ Recording Secretary _____
Approved: February 23, 2022 **Amended:** month/day/year **Recorded by:** J. Ouellet

Virtual Board Meeting
Wednesday, January 26, 2022

Present:

Trampas Brown Board Chair	Barry Finkelman Board Member
Jayson O'Dell Board Member	Lekh Khadka Board Member
Ryan Papove Board Member	Ajay Mysore Narasimba Board Member
Natasha LeRuyet-Warriner School Council Representative	

Absent with Regrets: **Sarah Chaudhary** Board Member

Administration/Representatives:

Teresa Di Ninno Superintendent	Janice Ouellet Secretary-Treasurer
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Absent with Regrets:

Guests: NIL

Call to Order: Trampas Brown, board chair, called the meeting to order at approximately 6:34p.m.

1. Additions to the Agenda

1.1 NIL

2. Approval of Agenda

2.1 Motion 2022-01-26-01 Motion to approve the January 26, 2022 agenda, with corrections.
Moved: Barry Finkelman / Seconded: Jayson O'Dell / Carried

3. Adoption of the Minutes

3.1 Motion 2022-01-26-02 Motion to approve the Minutes of the November 29, 2021 meeting.
Moved: Ajay Mysore Narasimba / Seconded: Barry Finkelman / Carried

4. Business arising from the Minutes of the November 29, 2021 Board Meeting

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

5. Report/Motions from Finance/Audit Committee of January 19, 2022

5.1 The Secretary-Treasurer reviewed the November & December, 2021 revenue & expense statement, highlighting & explaining variances to budget for year-to-date numbers.

Motion 2022-01-26-03 Motion to accept the Financial Report for November & December, 2021, as presented.

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

5.2 Discussion focused on the timing of invoices sent and payment methods chosen.

Motion 2022-01-26-04 Motion to approve the requests for waiving of fees for the 2021-2022 year, in full.

Moved: Natasha LeRuyet-Warriner / Seconded: Lekh Khadka / Carried

5.3 Discussion on the fee schedule 2022-2023 focused on the economy and school operational costs, the Superintendent reviewed net costs to families, the Secretary-Treasurer presented a proposal recommended by the Finance/Audit Committee for a slight increase in school fees and explained the impact of such an increase on revenue.

Motion 2022-01-26-05 Motion to approve a slight increase in fees for all grades; \$8.00/month for kindergarten, \$2.00/month for grades 1-3, \$3.00/month for grades 4-9.

Moved: Jayson O'Dell / Seconded: Lekh Khadka / Carried

5.4 The Secretary-Treasurer presented information re two Employee Assistance Programs.

Motion 2022-01-26-06 Motion to accept the Employee Assistance Program Option 2 (Lifeworks), as presented.

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

6. Action Items

6.1. A discussions re Delegation of Authority to the Superintendent, Secretary-Treasurer as well as to other senior administrators, as per *Section 52* of the *Education Act* 2021. Rational was presented for repealing certain policies.

Motion 2022-01-26-07 Motion to repeal the following policies:

3.03 School Leader/ Administrator Growth, Supervision, and Evaluation

3.04 Role of the Administrative/Executive Assistant

4.01 Annual Budget Development and Implementation

4.02 Signing Authority

4.04 Records Retention and Disposition 5.04 Emergency School Closure

6.02 Staff Compensation

6.03 Role of the Teacher

6.03 Teacher Growth, Supervision and Evaluation

6.04 Role of the Educational Assistant

6.04 Support Staff Growth, Supervision and Evaluation

6.06 Staff Leaves and Absences

6.07 Professional Development

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

Motion 2022-01-26-08 Motion to table Policy 6.08 Personnel Records to the February 2022 board meeting.
Moved: Barry Finkelman / Seconded: Jayson O'Dell/ Carried

Motion 2022-01-26-09 Motion to table item 6.2 to 6.7 (Revised Policies 1.03, 2.21, 2.22, 3.01, 3.02, 3.03) to the February, 2022 board meeting.
Moved: Barry Finkelman / Seconded: Jayson O'Dell/ Carried

7. Discussion/Information Items

- 7.1 The Superintendent provided the Board of Directors with an annotated Charter Schools Regulation for review and information.
- 7.2 The Board of Directors reviewed current board meetings process, protocols, times, and also virtual meetings protocols.
- 7.3 The Board of Directors reviewed and amended current practice of site administrators attendance at board meeting.

Consent Agenda

8. Reports

- 8.1 Principal Report: Jeney Gordon
- 8.2 Director of Student Services Report: Linda Krochak.
- 8.3 Technology Report: Cali Berard
- 8.4 Facility Manager Report: Joleine Hartman
- 8.5 School Council Report: Natasha LeRuyet-Warriner
- 8.6 Superintendent Report: Teresa Di Ninno
- 8.7 Chair of the Board Report: Trampas Brown

The Board of Directors accepted all reports, there were no questions.

9. Correspondence

9.1 NIL

Motion 2022-01-26-10 Motion to accept the consent agenda, as presented.
Moved: Ajay Mysore Narasimba / Seconded: Natasha LeRuyet-Warriner / Carried

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

- 10.1 Finance/Audit Committee Meeting: Wednesday, February 16, 2022 @ 6:30 p.m. (virtual)
- 10.2 Board Meeting: Wednesday, February 23, 2022 @ 6:30 p.m. (virtual)

11. Adjournment

Motion 2022-01-26-10 Motion to adjourn the meeting at 8:55p.m.
Moved: Ryan Papov / Carried