



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

**MINUTES**

**Type of Meeting:** Board   **Date:** January 25, 2023   **Page:** 1/3   **Initials:** Board Chair \_\_\_\_\_ Recording Secretary \_\_\_\_\_  
**Approved:** April 26, 2023   **Amended:** month/day/year   **Recorded by:** J. Ouellet

---

**Board Meeting**  
**Wednesday, January 25, 2023**

**Determination of Quorum & Call to Order:** a quorum is present; the chair, Edlin Friesen, called the meeting to order at 6:35 p.m..

**Present:**

Edlin Friesen, Board Chair  
Syed Naqvi, Board Member

Barry Finkelman, Board Member  
Natasha LeRuyet-Warriner, Treasurer

**Absent with Regrets:** Aidé Hilsendeger, Lekh Khadka, Ryan Papove, Sarah Chaudhary

**Administration:**

Teresa Di Ninno, Superintendent

Janice Ouellet, Secretary-Treasurer

**Absent with Regrets:**

**Guests:**

**1. Additions to the Agenda:** NIL

**2. Approval of Agenda**

**Motion 2023-01-25-01**

Motion to approve the January 25, 2023 agenda, with changes.

**Moved: Barry Finkelman / Seconded: Syed Naqvi / Carried**

**3. Motion 2023-01-25-02**

Motion to approve the Minutes of the Joint Finance/Audit Committee & CAPE Board of Directors Meeting, November 23, 2022 Board meeting.

**Moved: Barry Finkelman / Seconded: Syed Naqvi / Carried**

**Consent Agenda**

**4. Reports**

4.1 Principal Report: Jeney Gordon (attached)

- 4.2 Director of Student Services Report: Linda Krochak (attached)
  - 4.3 Facility Manager: Marissa Hamill (attached)
  - 4.4 Technology Report: Cali Berard (attached)
  - 4.5 VP-Wellness Report: Pam Edey (attached)
  - 4.5 School Council Report: Natasha LeRuyet-Warriner (attached)
  - 4.6 Superintendent Report: Teresa Di Ninno (attached)
  - 4.7 Chair of the Board Report: Edlin Friesen (oral report)
- The Superintendent addressed two question from the Board.

## **5. Correspondence**

- 5.1 *Professional Conduct for Teachers and Teacher Leaders* (EN) document  
& Letter to teachers from the Minister *New Code of Professional Conduct* were shared with the Board.  
There were no questions.

## **6. Discussion/Information Items**

- 6.1 The 15-year tracking table developed by the Superintendent was discussed in relation to ministerial requirements and the CAPE charter.
- 6.2 The revised Field Trip Form was reviewed and discussed as well as the rationale for the revision and the inclusion of the risk assessment.

**Motion 2023-01-25-03**                      Motion: to accept the Consent Agenda, as presented.  
**Moved: Barry Finkelman / Seconded: Natasha LeRuyet-Warriner / Carried**

## **7. COMMITTEES REPORTS:**

### **7.1 Report/Motions from Finance/Audit Committee of January 17, 2023**

- 7.1.1 The Secretary-Treasurer reviewed the financial report to December 31, 2022 highlighting major items in the revenues & expenses statements, explaining variances to budget for year-to-date numbers.

**Motion 2023-01-25-04**                      Motion: to accept the Financial/Audit Committee Report of December, 2022 and revenues & expenses to December 31, 2022, as presented.  
**Moved: Natasha LeRuyet-Warriner / Seconded: Syed Naqvi / Carried**

- 7.1.2 The Secretary-Treasurer reviewed the Fee Schedule 2023-2024 highlighting the various options and their impact on the CAPE budget.

**Motion 2023-01-25-05**                      Motion: to accept the proposed Fee Schedule 2023-2024, maintaining the Kindergarten fee at current level and a minor increase for all other levels.  
**Moved: Natasha LeRuyet-Warriner / Seconded: Syed Naqvi / Carried**

**7.1.3** The Secretary-Treasurer reviewed the Waived Fees Requests 2022-2023, a brief conversation followed.

**Motion 2023-01-25-06**

Motion: to approve the Waived Fees Requests 2022-2023, as presented

**Moved: Natasha LeRuyet-Warriner / Seconded: Syed Naqvi / Carried**

**7.2** The chair of the Traffic Committee, Barry Finkelman, shared the finalized Parking Sign Upgrades developed by the City of Medicine Hat in collaboration with CAPE and several other partners.

## **8. Business arising from the Minutes of the November 23, 2022 Board Meeting**

**8.1** NIL

## **9. Action Items:**

The Superintendent presented the revised Annual Education Results Report 2020-2021.

**Motion 2023-01-25-07**

Motion: to approve the revised Annual Education Results Report 2020-2021, as presented.

**Moved: Natasha LeRuyet-Warriner / Seconded: Syed Naqvi / Carried**

## **10. New Items/Business:**

**10.1** The board chair tabled a conversation re Board Strategic planning and suggested a tentative meeting date of March 25, 2023

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

**11.1** Finance meeting: Thursday, February 16, 2022 @ 12:00 p.m (virtual)

**11.2** Board meeting: Wednesday, March 1, 2023 @ 6:30 p.m. in person at CAPE Schoo.

## **12. Adjournment**

**Motion 2023-01-25-08**

Motion to adjourn the meeting at 7:51 p.m.

**Moved: Natasha LeRuyet-Warriner / Carried**