

CAPE - Centre for Academic and Personal Excellence  
201 5 Street SW  
Medicine Hat, AB T1A 4G7  
Tel: (403) 528-2983  
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[www.capeisgreat.org](http://www.capeisgreat.org)



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## CAPE SCHOOL COUNCIL ANNUAL GENERAL MEETING (AGM) AGENDA

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**Date:** Tuesday, October 17, 2023

**Time:** 6:30pm

**Place:** Zoom Meeting

Join Zoom Meeting <https://us02web.zoom.us/j/87383441858?pwd=cnd2UU9TVFpTVWtST0VjbDZGRFJCQT09>

Meeting ID: 873 8344 1858

Passcode: 1nBce4

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### SCHOOL COUNCIL EXECUTIVE

**Chair:** Vacant

**Vice Chair:** Caitlin Hok

**Secretary:** Vacant

**Treasurer:** Vacant

**Hot Lunch Representative:** Vacant

**Fundraising Representative:** Vacant

**Board Representative:** Vacant

**School Representative:** Jeney Gordon

**Teacher Representative:** Vacant

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**Present:**

**Absent with Regrets:**

**Administrative Assistant:** Tannis Smeed

1. **ELECTION of CHAIR for the October 17, 2023 School Council Annual General Meeting (AGM)**
  - 1.1. **Motion:** to appoint \*\*\*\*\* as chair of the October 17, 2023 School Council Meeting Annual General Meeting (AGM).
2. **CALL TO ORDER:** The chair, \*\*\*\*\*, called the meeting to order at \*\*\*\*\*.

**3. ELECTION of RECORDING SECRETARY for the October 17, 2023 School Council Annual General Meeting (AGM)**

- 3.1. Motion:** to appoint \*\*\*\*\*as recording secretary of the October 17, 2023 School Council Meeting Agenda.

**4. ADOPTION OF MINUTES of the October 11, 2022 School Council Annual General Meeting (AGM) Minutes**

- 4.1 Motion:** to approve the October 11, 2022 School Council Annual General Meeting (AGM) Minutes.

**5. SPECIAL RESOLUTION**

Proposed revisions to the CAPE School Council Bylaws 2022 as per Signing Authority Motion 2022-10-11-13.

**Section 7.6, 7.6.1**

- g. whenever possible, sign cheques countersigned by the Treasurer or Principal, for payment of monies on behalf of the School Council;

**Replace with:** whenever possible, sign cheques countersigned by the Principal or Teacher Representative, for payment of monies on behalf of the School Council;

**Section 7.6, 7.6.4**

- e. sign cheques as the main signer (whenever possible), countersigned by the Chair or Principal, for payment of monies on behalf of the School Council;

**Remove section as Treasurer will not have signing authority.**

- j. responsible for the removal of any previous signer no longer in position of Chair, Treasurer or Principal within fourteen (14) working days of the School Council receiving written notification of the persons' resignation;

**Replace with:** responsible for the removal of any previous signer no longer in position of Chair, Principal or Teacher Representative within fourteen (14) working days of the School Council receiving written notification of the persons' resignation.

## **Section 7.6, 7.6.5**

- d. whenever possible, sign cheques countersigned by the Chair or Treasurer, for payment of monies on behalf of the School Council.

**Replace with:** whenever possible, sign cheques countersigned by the Chair or Teacher Representative, for payment of monies on behalf of the School Council.

## **Section 7.6, 7.6.7**

**Add c.** whenever possible, sign cheques countersigned by the Chair or Principal, for payment of monies on behalf of the School Council.

**Motion:** to accept the proposed revisions as per motion 2022-10-11-12 to the CAPE School Council Bylaws.

## **6. REPORTS FOR THE SCHOOL YEAR 2022-2023**

- 6.1. **CHAIR REPORT** - No Report (Vice Chair Report attached)
- 6.2. **SECRETARY'S REPORT** - No Report
- 6.3. **TREASURER'S REPORT** - Report Attached
- 6.4. **HOT LUNCH REPRESENTATIVE'S REPORT** - No Representative
- 6.5. **FUNDRAISING REPRESENTATIVE'S REPORT** - Report Attached
- 6.6. **BOARD REPRESENTATIVE'S REPORT** - No Report
- 6.7. **SCHOOL REPRESENTATIVE'S (PRINCIPAL'S) REPORT** - Report Attached
- 6.8. **TEACHER REPRESENTATIVE'S REPORT** - No Report
- 6.9. **SUPERINTENDENT'S REPORT** - Report Attached

**Motion:** to accept the consent agenda as presented.

## **7. DESCRIPTION of ROLES & ELECTION OF OFFICERS (Jeney Gordon)**

## **8. ELECTION of EXECUTIVE for the year 2023-2024**

- 8.1 **CHAIR:**
  - 1st Call for Nominations: Vacant
  - 2nd Call for Nominations:
  - 3rd Call for Nominations:

**Motion:** to elect \*\*\*\*\* as Chair.

**8.2 VICE CHAIR:**

1st Call for Nominations: Caitlin Hok

2nd Call for Nominations:

3rd Call for Nominations:

**Motion:** to elect \*\*\*\*\* as Vice Chair.

**8.3 SECRETARY:**

1st Call for Nominations: Vacant

2nd Call for Nominations:

3rd Call for Nominations:

**Motion:** to elect \*\*\*\*\* as Secretary.

**8.4 TREASURER:**

1st Call for Nominations: Vacant

2nd Call for Nominations:

3rd Call for Nominations:

**Motion:** to elect \*\*\*\*\* as Treasurer.

**8.5 HOT LUNCH REPRESENTATIVE:**

1st Call for Nominations: Vacant

2nd Call for Nominations:

3rd Call for Nominations:

**Motion:** to elect \*\*\*\*\* as Hot Lunch Representative.

**8.6 FUNDRAISING REPRESENTATIVE:**

1st Call for Nominations: Vacant

2nd Call for Nominations:

3rd Call for Nominations:

**Motion:** to elect \*\*\*\*\* as Fundraising Representative.

**8.7 BOARD REPRESENTATIVE:**

1st Call for Nominations: Vacant

2nd Call for Nominations:

3rd Call for Nominations:

**Motion:** to elect \*\*\*\*\* as Board Representative.

**8.8 SCHOOL REPRESENTATIVE:**

1st Call for Nominations: Jeney Gordon

2nd Call for Nominations:

3rd Call for Nominations:

**Motion:** to elect \*\*\*\*\* as School Representative.

**8.9 TEACHER REPRESENTATIVE:**

1st Call for Nominations: Vacant

2nd Call for Nominations:

3rd Call for Nominations:

**Motion:** to elect \*\*\*\*\* as Teacher Representative.

**9. DATE of the NEXT SCHOOL COUNCIL ANNUAL GENERAL MEETING (AGM):**

**Motion:** to be determined at a later date.

**10. ADJOURNMENT:** Meeting adjourned at \*\*\*\*\*.

**Motion by:**

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## CAPE SCHOOL COUNCIL ANNUAL GENERAL MEETING (AGM) MEETING MINUTES

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**Date:** Tuesday, October 11, 2022

**Time:** 6:30pm

**Place:** Zoom Meeting

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### SCHOOL COUNCIL EXECUTIVE

**Chair:** Vacant

**Vice Chair:** Vacant

**Secretary:** Krystal Rose Eirich

**Treasurer:** Natasha LeRuyet-Warriner

**Hot Lunch Representative:** Vacant

**Fundraising Representative:** Vacant

**Board Representative:** Natasha LeRuyet-Warriner

**School Representative:** Jeney Gordon

**Teacher Representative:** Donna Franz

**Community Representative:** Vacant

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**Present:** Krystal Rose Eirich, Natasha LeRuyet-Warriner, Chantelle Bartek, Amanda Mann, Teresa Di Ninno, Jeney Gordon, Donna Franz.

**Absent with Regrets:** Caitlin Hok, Linda Duong

**Administrative Assistant:** Tannis Smeed

#### 1. ELECTION of CHAIR for the October 11, 2022 CAPE School Council Annual General Meeting (AGM)

1.1. **Motion 2022-10-11-01:** to appoint Krystal Rose Eirich as chair of the October 11, 2022 CAPE School Council Annual General Meeting (AGM).

**Moved:** Donna Franz, **Second:** Chantelle Bartek, Carried

#### 2. CALL TO ORDER: The chair, Krystal Rose Eirich, called the meeting to order at 6:32pm.

**3. ELECTION of RECORDING SECRETARY for the October 11, 2022 CAPE School Council Annual General Meeting (AGM)**

**3.1. Motion 2022-10-11-02:** to appoint Tannis Smeed as recording secretary of the October 11, 2022 CAPE School Council Annual General Meeting Agenda.

**Moved:** Natasha LeRuyet-Warriner, **Second:** Jeney Gordon, Carried

**4. ADOPTION OF MINUTES of the September 15, 2021 CAPE School Council Annual General Meeting (AGM) Minutes**

**4.1 Motion 2022-10-11-03:** to approve the September 15, 2021 CAPE School Council Annual General Meeting (AGM) Minutes.

**Moved:** Krystal Rose Eirich, **Second:** Chantelle Bartek, Carried

**5. SPECIAL RESOLUTION**

**Attached:** proposed revisions to the CAPE School Council Bylaws 2004.

Krystal Rose Eirich, Chair of the CAPE School Council Bylaws review committee presents the revised bylaws for review and acceptance of the CAPE School Council.

**Motion 2022-10-11-04:** the existing CAPE School Council Bylaws 2004 are repealed and are replaced with the CAPE School Council Bylaws October 11, 2022.

**Moved:** Krystal Rose Eirich, **Second:** Chantelle Bartek, Carried

**6. REPORTS FOR THE SCHOOL YEAR 2021-2022**

**6.1. CHAIR REPORT**

**6.2. TREASURER'S REPORT**

**6.3. SECRETARY'S REPORT**

**6.4. HOT LUNCH REPRESENTATIVE'S REPORT**

**6.5. FUNDRAISING REPRESENTATIVE'S REPORT**

**6.6. BOARD REPRESENTATIVE'S REPORT**

**6.7. SCHOOL REPRESENTATIVE'S (PRINCIPAL'S) REPORT**

**6.8. TEACHER REPRESENTATIVE'S REPORT**

**6.9. SUPERINTENDENT'S REPORT**

**Motion 2022-10-11-05:** to accept the consent agenda as presented.

**Moved:** Jeney Gordon, **Second:** Natasha LeRuyet-Warriner, Carried

7. **DESCRIPTION of ROLES & ELECTION OF OFFICERS (Jeney Gordon)**
8. **ELECTION of CAPE SCHOOL COUNCIL EXECUTIVE for the year 2022-2023**

- 8.1. **CHAIR:**

**Motion 2022-10-11-06:** to elect Krystal Rose Eirich as Chair of CAPE School Council for the 2022-2023 school year.

**Moved:** Natasha LeRuyet Warriner, **Second:** Jeney Gordon, Carried

- 8.2 **VICE CHAIR:**

**Motion 2022-10-11-07:** to elect Caitlin Hok as Vice Chair of CAPE School Council for the 2022-2023 school year.

**Moved:** Jeney Gordon, **Second:** Natasha LeRuyet-Warriner, Carried

- 8.3 **SECRETARY:**

**Motion 2022-10-11-08:** to elect Chantelle Bartek as Secretary of CAPE School Council for the 2022-2023 school year.

**Moved:** Jeney Gordon, **Second:** Natasha LeRuyet-Warriner, Carried

- 8.4 **TREASURER:**

Natasha LeRuyet-Warriner withdrew her name from this position.

**Motion 2022-10-11-09:** to elect Amanda Mann as Treasurer of CAPE School Council for the 2022-2023 school year.

**Moved:** Natasha LeRuyet Warriner, **Second:** Jeney Gordon, Carried

- 8.5 **HOT LUNCH REPRESENTATIVE:**

Postponed to next meeting.

- 8.6 **FUNDRAISING REPRESENTATIVE:**

Postponed to next meeting.



**8.7 BOARD REPRESENTATIVE:**

**Motion 2022-10-11-10:** to elect Natasha LeRuyet-Warriner as CAPE School Council Representative to the Board for the 2022-2023 school year.

**Moved:** Jeney Gordon, **Second:** Donna Franz, Carried

**8.8 SCHOOL REPRESENTATIVE:**

**Motion 2022-10-11-11:** to strike the School Representative point from the meeting agenda and minutes as it must be filled by the CAPE School Principal.

**Moved:** Natasha LeRuyet Warriner, **Second:** Jeney Gordon, Carried

**8.9 COMMUNITY REPRESENTATIVE:**

**Motion 2022-10-11-12:** to strike the Community Representative point from the meeting agenda and minutes as this position is no longer required.

**Moved:** Natasha LeRuyet Warriner, **Second:** Jeney Gordon, Carried

**9. SIGNING AUTHORITY:**

**Motion 2022-10-11-13:** to designate that two of the following: Krystal Rose Eirich, Jeney Gordon or Donna Franz member signatures are required as Signing Authority for the CAPE School Council for the 2022-2023 school year.

**10. DATE of the NEXT SCHOOL COUNCIL ANNUAL GENERAL MEETING (AGM):**

**Motion 2022-10-11-14:** to be determined at a later date.

**Moved:** Natasha LeRuyet Warriner, **Second:** Donna Franz, Carried

**11. ADJOURNMENT:** Meeting adjourned at 7:30pm

**Motion by:** Natasha LeRuyet-Warriner

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## **VICE CHAIR SCHOOL COUNCIL AGM REPORT**

### **October 13, 2023**

#### **Fundraising:**

- Costco Gift Card Raffle
- Big Marble Veggies
- Kernels
- Casino

#### **Events:**

- Held a Cold Weather Clothing Drive.
- Organized a Home Alone/Babysitting Course for students.
- Winter activities were researched but due to cost, limited time and availability of volunteers was put on hold until next year.
- Christmas treat bags were made and given to all students and staff (\$324.05).
- Sponsored money for each classroom to purchase Teachers Convention resources (\$2,030.64).
- Sponsored the bounce castles for the year end Fun Day (\$656.25).
- Sponsored Staff Appreciation Lunch at the end of year (\$802.66).
- Sponsored \$11,000 to help pay for bussing costs for year end field trips.

#### **General:**

- Hot lunch did not run this year due to no Hot Lunch Coordinator or enough volunteers.
- Safety & community information was discussed and shared (ex. parking, car seat safety, local resources).
- Discussions were had about uniforms, sample was received and a survey was sent to families.
- Mural and scoreboard were discussed and some contractors were contacted, placed on hold until 2023/24 year.

Some executive positions remained vacant for the year & attendance at meetings varied. Overall a very positive year.

Respectfully submitted,

Caitlin Hok

# Treasurer Report for AGM

October 11, 2023

Bank Beginning balance- Sept 1 2022		6,576.23		
		Out	In	Balance
September	ASCA Membership	100.00		6,476.23
	Statement fee	4.00		6,472.23
October	Statement fee	4.00		6,468.23
November	Babysitting/home alone courses		1,965.00	8,433.23
	ASCA		500.00	8,933.23
	Uniforms		230.00	9,163.23
	Statement fee	4.00		9,159.23
December	Babysitting/home alone courses	1,730.00		7,429.23
	Costco gift cards	1,824.05		5,605.18
	ASCA		500.00	6,105.18
	Teachers book wish list	4,555.43		1,549.75
	Printing raffle tickets	201.92		1,347.83
	Home alone course refund	40.00		1,307.83
	Maintenance Fee	2.50		1,305.33
	Statement fee	4.00		1,301.33
January	Home alone course refund	80.00		1,221.33
	Maintenance Fee	2.50		1,218.83
February	Uniforms		60.00	1,278.83
	Maintenance Fee	2.50		1,276.33
March	Maintenance Fee	2.50		1,273.83
April	Maintenance Fee	2.50		1,271.33
May	Uniforms		130.10	1,401.43
	Kernals Popcorn		2,821.00	4,222.43
	Kernals Popcorn	1,593.27		2,629.16
	Lands End		698.07	3,327.23
	Maintenance Fee	2.50		3,324.73
June	Red Hat Veggie fundraiser	374.00		2,950.73
	Veggie fundraiser		1,240.00	4,190.73
	Kona Ice	642.60		3,548.13
	Mucho Burrito- Staff appreciation	701.65		2,846.48
	Postcard Portable Grad sign	210.00		2,636.48
	Tara Klatt reimbursement - staff appreciation	101.01		2,535.47
	Maintenance Fee	2.50		2,532.97
July	Uniforms		15.50	2,548.47
	Maintenance Fee	2.50		2,545.97
August	Maintenance Fee	2.50		2,543.47

Council Bank Account	
Bank Beginning Balance Sept 01, 2022	6,576.23
Income	8,159.67
Expenses	- 12,192.43
Balance August 31, 2023	<u>2,543.47</u>

Bank Beginning balance- Sept 1 2022		14,082.36		
		Out	In	Balance
September	Statement fee	4.00		14,078.36
October	Statement fee	4.00		14,074.36
November	Statement fee	4.00		14,070.36
December	Statement fee	4.00		14,066.36
February	Costco Raffle		4,892.00	18,958.36
	Maintenance Fee	4.16		18,954.20
March	Teachers convention resour	100.00		18,854.20
	Teachers convention resour	100.00		18,754.20
	Teachers convention resour	96.10		18,658.10
	Teachers convention resour	100.00		18,558.10
	Teachers convention resour	100.00		18,458.10
	Teachers convention resour	100.00		18,358.10
	Teachers convention resour	90.00		18,268.10
	Teachers convention resour	100.00		18,168.10
	Teachers convention resour	294.00		17,874.10
	Teachers convention resour	50.79		17,823.31
	Teachers convention resour	100.00		17,723.31
	Teachers convention resour	100.00		17,623.31
	Teachers convention resour	100.00		17,523.31
April	Teachers convention resour	100.00		17,423.31
	Teachers convention resour	100.00		17,323.31
	Teachers convention resour	100.00		17,223.31
	Teachers convention resour	99.75		17,123.56
May	Buses- Year end parties	11,000.00		6,123.56
June	Kona Ice		642.60	6,766.16
July	Bounce castles	656.25		6,109.91
	Casino advisor	1,470.00		4,639.91
	Casino Volunteer meals	445.64		4,194.27
	Casino deposit		1,915.64	6,109.91
	Maintenance Fee	2.50		6,107.41

Gaming Account	
Bank Beginning Balance Sept 01, 2022	14,082.36
Income	7,450.24
Expenses	- 15,425.19
Balance August 31, 2023	<u>6,107.41</u>

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## **FUNDRAISING SCHOOL COUNCIL AGM REPORT**

### **October 13, 2023**

#### **November 2022**

Costco Gift Card Fundraiser (\$3,140.18 Profit)

#### **April 2023**

Kernels Popcorn Fundraiser (\$1,227.73 Profit)

#### **June 2023**

Big Marble Farms Veggie Fundraiser (\$866.00 Profit)

#### **July 2023**

2 Day Casino (Profit not yet known)

**Annual General  
School Council Meeting  
October 17, 2023  
Principal's Report**

**Student Issues**

- Last year, our student population was relatively steady as compared to the previous year. There are some external influences (families moving cities, parent job changes, etc.) that the school has been addressing on an ongoing basis.
- There were no health restrictions in place this year and all COVID signage and protocols have been removed.
- Students have participated in efforts to contribute to three specific charity programs; the Medicine Hat Food Bank, Phoenix Women's Shelter, and the Heart and Stroke Foundation. Individual classes have supported other charities including the Make-a-Wish Foundation, and the Medicine Hat Ronald McDonald House.
- Our kindergarten - grade 3 classes held a Mother's Day Tea which boasted a student performance and student-served dessert.
- There was a drama production, Time for Tele, and Juried Art Show at the Medicine Hat College.
- We had one student awarded the Chief Gordon Earl Scholarship.
- CAPE had 7 students attend Regional Heritage Fair. Three of them were awarded ribbons of excellence.
- CAPE had numerous winners at Regional Science Fair:
  - Grades 4-6: 3 bronze, 1 gold, the SEAWA Best Aquatic Project, the Hatsmart Energy and Innovation Award.
  - Grades 7-9: 1 bronze, 1 silver, 3 gold, the Praxis Minerva Award, two DRDC Awards.
- Our school participated in Provincial Achievement Tests this year for students taking grade 6 or 9 core curriculum. This is the first writing for both groups of students as grade 9 students would have been at home in June of 2020 when schools were closed. Students were provided practice classes in preparation for the English Language Arts Part A: Writing. Students will also receive preparation skills to write the remaining exams.
- Students in grades 4-9 will receive support for study skills and review in preparation for final exams.

**Staff Issues**

- Our administrative team has continued to include a team of three administrative assistants, a principal, two vice-principals, and a Director of Student Services.

- Staff this past school year were first aid certified and completed various modules through School Works, our OH&S training program. Arrangements to re-certify staff for the upcoming year are being made.
- Annual professional development training was provided to staff about ADHD, Autism Spectrum, & Trauma-informed Practice.
- The school has hired a 0.5 FTE Student Wellness Coach to support regulation skills and social skill development in students.

### **School Issues**

- The school offered face-to-face learning only. There has been the need to facilitate some long-distance programs for families who are out of the country for longer periods of time.
- Drill procedures for both fire drills and lock down drills were practiced this past year. Inclement weather and icy conditions have made scheduling drills challenging. A formal fire plan was submitted to the fire department and approved. We are planning for 6 fire drills within a year; two have been conducted already.
- We have had an increased social media presence and have been sending weekly reminders to families which has helped enhance communication.
- The Student Showcase was published in June via the school website and social media. Because of size, the showcase was developed in sections by class and posted as such.
- Management of the Out of School Care Program has continued to be done by the school. We have families taking advantage of subsidies. We have 2 consistent morning care givers and 5 afternoon caregivers.
- New curriculum is being taught to a variety of classes:
  - ☐ Physical Education & Wellness K-6 (second year of implementation)
  - ☐ English Language Arts and Literature K-3 (second year of implementation)
  - ☐ English Language Arts and Literature 4-6 (first year of implementation)
  - ☐ Mathematics K-3 (second year of implementation)
  - ☐ Mathematics 4-6 (first year of implementation)

Respectfully submitted,  
 Jeney Gordon  
 Principal

## **SUPERINTENDENT SCHOOL COUNCIL AGM REPORT October 2023**

As Superintendent of CAPE, CEO & CFO, my responsibilities focus on working with Alberta Education, Capital Planning, Finance, as well as TAAPCS, CASS, and local jurisdictions. My role is to advise the CAPE Board of Directors, and respond to their directives. In addition, I am also the lead advocate for CAPE, locally, provincially, and nationally. Within the school, I am charged with the supervision, the refining/rethinking/adapting and ultimately the delivery of the CAPE program and therefore student achievement and personal development. As senior administrator, I supervise the work of the site administration on staff supervision and evaluation as well as professional development, to name only some areas under my direct sphere of responsibility. As such, I am charged with ensuring that our students are afforded every opportunity to learn, grow, develop, and acquire the skills, knowledge and attitudes that will make them successful contributing members of our society. Of equal importance is my responsibility to provide all staff with a safe and supportive environment within which to work.

Provincially, the most important and impactful event of this year has been the May 29, 2023 election which saw the UCP return to power for another term. This has alleviated the fear of many within the TAAPCS community. No information has been received as to who the Education Minister will be. There is no expected change in the Deputy Minister or the ministry staff.

We have seen an increase in new charter schools over the last two years. The Calgary Classical Academy and the STEM Innovation Academy have either opened or are about to open with an Edmonton campus planned for the Classical Academy and STEM. The Thrive Charter School Society is located in Edmonton while the Holden Rural Academy is in Holden and the New Humble Community School is located in Calmer. There are now 17-18 charter schools in Alberta at this time. Two more are in the works.

At CAPE, the most important event has been the return to our 'normal.' The funding changes that occurred last year have continued to be beneficial to CAPE as our traditionally very tight budget is a bit looser now.

I attended meetings with the Minister, Deputy Minister and Assistant deputy Ministers, CASS superintendents, TAAPCS Superintendents and TAAPCS meetings. These were instrumental in keeping me informed as to ministerial changes as well as curriculum implementation, reviews and other issues of relevance within education. I have continued to work with our Capital Planning manager in the pursuit of the Value Scoping dollars. CAPE has identified several significant issues within our current facility. Exploring these and possible solutions is crucial to supporting our program.

There were no publications during the current year but one will appear in the fall CASS publication and another will hopefully appear on the CASS website within the next couple of months.

One of our teachers have taken a course towards the Leadership Certification. Another is very seriously looking into a Masters in Leadership. A third has expressed interest in counselling program while yet another mentioned wanting to acquire a Masters degree. Professional Development is thriving at CAPE! Professional development in the area of Numeracy has been our staff focus this past year. Gail James from the Jump Math Program and Dr. Lissa Damour have been very heavily involved in promoting staff capacity in Numeracy. Dr. Damour visited in February and held an in-person session.

Our teams and committees have been very active this year. The School-Wide Events Committee has been very active once again. The First Nations, Metis and Inuit Committee has worked on the Truth & Reconciliation Day and the National Indigenous Day, and organized a drumming session. Two staff engaged in Professional Development in this area and visited Mother Earth's Children's Charter Academy. One of our classes visited Mother Earth's Children's Charter Academy during their year-end field trip. Volunteerism and altruism are alive and well at CAPE with multiple student-directed fundraisers in support of local and provincial organizations. Our Safety Patrollers have continued to do a superb job at increasing student safety. Our VP-Student Advisory Council has been active in support of School Council, the students and the community.

Our school satisfaction surveys and stakeholder focus groups conversations have been used to develop and submit our AERR and Ed Plan and these have been accepted. CAPE is in compliance with all requirements.

Indicators of Student Success (from data collected):

- Assurance Survey May 2023 - not available yet.
- Annual Education Results Report 2021-2022 – outstanding school performance in all area.
- Outstanding student, parent, staff, and Board satisfaction. There was a noted decline in student satisfaction in certain areas.

The academic year 2022-2023 has been an extremely busy year. The needs of students, parents, and staff were addressed with kindness, flexibility, understanding, fairness, creativity, and solid decision-making. However, we still have much to do as we re-build and recover from the impact of COVID. I suspect that this work will extend past the next academic year.

Respectfully submitted by  
Teresa Di Ninno  
Superintendent



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## **CAPE SCHOOL COUNCIL EXECUTIVE POSITION DESCRIPTIONS**

### **CHAIR**

- Host meeting from provided agenda.
- Gives insight and helps committees.
- Signing Authority (1 of 3).
- Works with Mrs. Gordon and Mrs. Smeed.

### **VICE CHAIR**

- Assists with meetings.
- Gives insight and helps committees.
- Works with Mrs. Gordon and Mrs. Smeed.

### **TREASURER**

- Make deposits.
- Manages banking records.
- Works with the bank, Mrs. Gordon and Mrs. Smeed

### **HOT LUNCH REPRESENTATIVE**

- Organize vendors.
- Set schedule and prices.
- Coordinate Hot Lunch volunteers.
- Works with Mrs. Gordon and Mrs. Smeed

### **FUNDRAISING REPRESENTATIVE**

- Research ideas.
- Book fundraisers.
- Get information for school to make forms.
- Confirm money and order count with Mrs. Smeed.
- Work with fundraising volunteers.
- Works with Mrs. Smeed and Ms. Thompson.

### **BOARD REPRESENTATIVE**

- Attends meetings, 2 per month.
- Share information between the School Council and the Board.
- Works with Board, School Council and Mrs. Smeed.