



CAPE
Centre for Academic and Personal Excellence

MINUTES

Type of Meeting: Board **Date:** November 29, 2023 **Page:** 1/3 **Initials:** Board Chair _____ Recording Secretary _____
Approved: January 30, 2024 **Amended:** month/day/year **Recorded by:** J. Ouellet

Board Meeting
Wednesday, November 29, 2023
@CAPE School

Determination of Quorum & Call to Order: a quorum is present; the Chair, Sarah Chaudhary, called the meeting to order at 6:37 p.m..

Present: Sarah Chaudhary, Chair	Syed Naqvi , Board Vice-Chair
Natasha LeRuyet-Warriner, Board Treasurer	Aidé Hilsendeger , Secretary
Barry Finkelman, Board Member	Amanda Sears , Board Member
Sandeep Pareek, Board Member	Michele Mayer , Board Member

Absent with Regrets: Ryan Papove

Administration:

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

Guests: Delayne Sackman and Jerica Filanti, MNP

1. Additions to the Agenda:

1.1 Introduction of all board members and guests.

2. Motion 2023-11-29-01	Motion to move the Audited Financial Statements to the top of the agenda. Moved: Barry Finkelman / Seconded: Syed Naqvi / Carried
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3. Approval of Agenda

Motion 2023-11-29-02	Motion to approve the November 29, 2023 agenda. Moved: Barry Finkelman / Seconded: Aidé Hilsendeger / Carried
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4. Motion 2023-11-29-03	Motion to approve the minutes of the October 25, 2023 CAPE Board of Directors meeting. Moved: Michele Mayer / Seconded: Amanda Sears / Carried
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5. MNP provided a brief overview of their Audit Findings and then reviewed the main schedules of the audited financials.

Motion 2023-11-29-04 Motion to accept the 2022-23 Audited Financial Statements, as presented.

Moved: Syed Naqvi / Seconded: Barry Finkelman / Carried

Motion 2023-11-29-05

Motion to express gratitude to the Secretary-Treasurer and MNP for the work done that resulted in a clean audit and for the well presented report.

Moved: Barry Finkelman / Seconded: Sarah Chaudhary / Carried

6. Motion 2023-11-29-06

Motion to move consent agenda items 6.3, 6.4, 5.1 out of consent agenda to section 10, NEW ITEMS.

Moved: Barry Finkelman / Seconded: Syed Naqvi / Carried

Consent Agenda

7. Reports

7.1 Principal Report: Jeney Gordon

Updates on Literacy and Numeracy, the Hot Lunch Program, Remembrance Day, and winter celebration events were presented.

7.2 Director of Student Services: Linda Krochak No Report

7.3 Facility Manager: Marissa Hamill No Report

7.4 Technology Report: Cali Berard Report No Report

7.5 VP-Wellness Report: Pam Edey No Report

7.6 School Council Report: No Report

7.7 Superintendent Report: Teresa Di Ninno

Information re staff Professional development, CAPE's latest publication and conference presentations was presented.

7.8 Board Chair Report: Sarah Chaudhary No Report

8. Correspondence

9. Discussion/Information Items

9.1 TAAPCS fees were discussed. The CAPE Board of Directors directed the Secretary-Treasurer not to pay the TAAPCS fees until directed by the Board.

Motion 2023-11-29-09 Motion to accept the Consent Agenda, as presented.

Moved: Syed Naqvi / Seconded: Sandeep Pareek / Carried

10. COMMITTEES REPORTS:

10.1 Report/Motions from Finance/Audit Committee of November 23, 2023

10.1.1 The Secretary-Treasurer reviewed key components of the financial report.

Motion 2023-11-29-10 Motion to accept the Financial/Audit Committee Report of November 23, 2023 and the revenues & expenses to October 30, 2023, as presented.

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

10.1.2 The Secretary-Treasurer presented the 2022-2023 Bad Debts (Allowance).

Motion 2023-11-29-11 Motion to approve the 2022-23 Bad Debt (Allowance), as presented.

Moved: Natasha LeRuyet-Warriner / Seconded: Aidé Hilsendeger / Carried

10.1.3 A new photocopier lease the current provider Digitex, was presented. The Board requested that the Secretary-Treasurer seek additional quotes from other providers. The agenda item is tabled to the January Board meeting.

11. Business arising from the Minutes of the October 25, 2023 Board Meeting

11.1 Update on City of Medicine Hat Joint Use Agreement

The Board engaged in a brief discussion re pros (use city facilities such as pools and skating rinks at no cost) and cons (giving up control of our gym bookings). This item is to be revisited at the January meeting after the next JUA meeting in December. The Secretary-Treasurer spoke of further changes to our gym rental agreement being considered including a possible rate scheme and ability for non-staff members (board or parent council members) to supervise during rental.

11.2 No update re limited use of the Medicine Hat High School field.

12. Action Items:

12.1 The Board supports the re-establishment of contact with Capital Planning and architect re the Value Scoping proposal submitted by CAPE.

13. New Items/Business:

13.1 The Superintendent reviewed the Annual Education Results Report (AERR) 2022-2023 Synopsis.

Motion 2023-11-29-12 Motion to accept the AERR 2022-23, as presented.

Moved: Barry Finkelman / Seconded: Sandeep Pareek / Carried

13.2 TAAPCS By-laws; discussion.

Motion 2023-11-29-13 Motion to table this item until further information is provided.

Moved: Barry Finkelman / Seconded: Amanda Sears / Carried

13.3 The letter to TAAPCS was discussed.

Motion 2023-11-29-07 Motion to approve sending the letter dated Nov 14/23 to the Chair of TAAPCS with an amendment: add comment re the CAPE Board of Directors is unable to take action on the By-law resolution.

Moved: Barry Finkelman / Seconded: Amanda Sears / Carried

13.4 Motion 2023-11-29-08 Motion to accept electronic signatures on non-regulatory Ministerial Orders from Alberta Education.

Moved: Amanda Sears / Seconded: Syed Naqvi / Carried

13.5 June 2023 Achievement test results were reviewed and discussion.

14. Date of the Next Meetings:

14.1 CAPE Finance meeting: Tuesday, January 23, 2024 @ 12:00 p.m (virtual)

14.2 CAPE Board meeting: Wednesday, January 31, 2024 @ 6:30 p.m. in person at CAPE School.

15. Adjournment

Motion 2023-11-29-14

Motion to adjourn the meeting at 8:40 p.m.

Moved: Barry Finkelman / Carried