

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

**MINUTES**

**Type of Meeting:** Board   **Date:** October 25, 2023   **Page:** 1/3   **Initials:** Board Chair \_\_\_\_ Recording Secretary \_\_\_\_  
**Approved:** November 29, 2023   **Amended:** month/day/year   **Recorded by:** J. Ouellet

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**Board Meeting**  
**Wednesday, October 25, 2023**

**Determination of Quorum & Call to Order:** a quorum is present; the Vice-Chair, Syed Naqvi, called the meeting to order at 6:30 p.m..

<b>Present:</b> Syed Naqvi, Board Vice-Chair	<b>Natasha LeRuyet-Warriner</b> , Board Treasurer
Ryan Papove, Board Member	<b>Barry Finkelman</b> , Board Member
Amanda Sears, Board Member	<b>Sandeep Pareek</b> , Board Member
Michele Mayer, Board Member	

**Absent with Regrets:** Sarah Chaudhary, Aidé Hilsendeger

**Administration:**

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

**Guests:** NIL

**1. Additions to the Agenda:**

1.1 Introduction of all board members including newly appointed members.

**2. Approval of Agenda**

**Motion 2023-10-25-01**      Motion to approve the October 25, 2023 agenda.

**Moved: Amanda Sears / Seconded: Barry Finkelman / Carried**

**3. Motion 2023-10-25-02**

Motion to approve the minutes of the September 27, 2023 CAPE Board of Directors meeting.

**Moved: Amanda Sears / Seconded: Ryan Papove / Carried**

**Consent Agenda**

**4. Reports**

4.1 Principal Report: Jeney Gordon

Updates on fire drills, lock downs, Remembrance Day, and other items were presented.

## **BOARD MINUTES: continued**

**Wednesday, October 25, 2023**

Page: 2/3

- 4.2** Director of Student Services: Linda Krochak  
Updates on Personal Program Plans, assessments and the Student Wellness Mentor position were presented.
- 4.3** Facility Manager: Marissa Hamill  
General updates.
- 4.4** Technology Report: Cali Berard Report  
General updates.
- 4.5** VP-Wellness Report: Pam Edey  
Updates on the work of the V-P Student Advisory Council and Staff Wellness were presented.
- 4.6** School Council Report:  
Update on the School Council AH+GM was shared.
- 4.7** Superintendent Report: Teresa Di Ninno  
information on the new Education Manager, TAAPCS meetings and conference, and the work on the Annual Education Results Report 2022-2023 were presented.
- 4.8** Board Chair Report: Sarah Chaudhary  
No Report

## **5. Correspondence**

**5.1** NIL

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

**6.1** NIL

**Motion 2023-10-25-03**      Motion to accept the Consent Agenda, as presented.  
Moved: **Amanda Sears** / Seconded: **Natasha LeRuyet-Warriner** / Carried

## **7. COMMITTEES REPORTS:**

### **7.1 Report/Motions from Finance/Audit Committee of October 18, 2023**

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

**Motion 2023-10-25-04**      Motion to accept the Financial/Audit Committee Report of October 18, 2023 and the revenues & expenses to September 30, 2023, as presented.  
Moved: **Natasha LeRuyet-Warriner** / Seconded: **Barry Finkelman** / Carried

**7.1.2** The Secretary-Treasurer presented a draft summary of amounts to be set up as an Allowance of Doubtful Accounts (bad debt expense for 2022/23) was presented & collection methods discussed.

**7.1.3** A draft 2022-23 Statement of Program Operations & Statement of Financial Position was presented.

**7.2** The Vice-Chair presented a report on the TAAPCS AGM of October 21, 2023 listing the Executive of the Association, two new charter schools start-up in September 2024, TAAPCS advocacy topics and strategy assessment, among other topics.

Directors Committee meeting of October 6, 2023 saw discussion on fees, the Directors Committee will keep working on this, until then, the current fees decided in the summer meeting will remain same.

**Motion 2023-10-25-05**      Motion to accept the Vice-Chair's report on the work of the TAAPCS Directors Committee, to date and the TAAPCS AGM of October 21, 2023.  
**Moved: Barry Finkelman / Seconded: Amanda Sears / Carried**

## **8. Business arising from the Minutes of the August 30, 2023 Board Meeting**

### **8.1 Update on City of Medicine Hat Joint Use Agreement**

The Board engaged in a brief discussion re the City of Medicine Hat Joint Use Agreement.

**Motion 2023-10-25-05**      Motion to accept the Board Chair presented a report re the City of Medicine Hat Joint Use agreement.  
Motion to table the discussion and decision re becoming part of the City of Medicine Hat Joint Use Agreement to the November 2023 meeting.  
**Moved: Barry Finkelman / Seconded: Amanda Sears / Carried**

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

## **9. Action Items:**

**9.1** Transportation contract: The Secretary-Treasurer to contact the appropriate department to inquire about specific section of the Transportation Contract.

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

## **11. Date of the Next Meetings:**

**11.1** CAPE Finance meeting: Thursday, November 23, 2023 @ 12:00 p.m (virtual)

**11.2** CAPE Board meeting: Wednesday, November 29, 2023 @ 6:30 p.m. in person at CAPE School.

## **12. Adjournment**

**Motion 2023-10-25-06**      Motion to adjourn the meeting at 8:26 p.m.  
**Moved: Sandeep Pareek / Carried**