



CAPE
Centre for Academic and Personal Excellence

MINUTES

Type of Meeting: Board **Date:** September 27, 2023 **Page:** 1/3 **Initials:** Board Chair _____ Recording Secretary _____
Approved: October 25, 2023 **Amended:** month/day/year **Recorded by:** J. Ouellet

Board Meeting
Wednesday, September 27, 2023

Determination of Quorum & Call to Order: a quorum is present; the interim chair, Sarah Chaudhary, called the meeting to order at 6:30 p.m..

Present: Sarah Chaudhary, Board Chair	Syed Naqvi , Board Vice-Chair
Natasha LeRuyet-Warriner, Board Treasurer	Aidé Hilsendeger , Board Secretary
Ryan Papove, Board Member	Barry Finkelman , Board Member
Amanda Sears, Board Member	

Absent with Regrets:

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 NIL

2. Approval of Agenda

Motion 2023-09-27-01 Motion to approve the September 27, 2023 agenda.

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

3. 3.1 Motion 2023-09-27-02 Motion to approve the minutes of the August 30, 2023 CAPE Board of Directors meeting.

Moved: Aidé Hilsendeger / **Seconded:** Syed Naqvi / **Carried**

3.2 Motion 2023-09-27-03 Motion to approve the minutes of the September 13, 2023 CAPE Board of Directors Organizational Meeting.

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

4. Consent Agenda

- 4.1 Motion 2023-09-27-04** Motion: to move items 4.2 and 4.7 to section 10.
Moved: Barry Finkelman / Seconded: Syed Naqvi / Carried

4.2 Reports

4.2.1 Principal Report: Jeney Gordon

Within the report, an overview of registrations for 23-24 to date, start of the school year activities, and staffing up dates was provided.

4.2.3 Facility Manager: no report

4.2.4 Technology Report: Cali Berard

Information about iPad contracts was shared, among other relevant information.

4.2.5 VP-Wellness Report: no report

4.2.6 School Council Report: no report.

4.2.8 Board Chair Report: Sarah Chaudhary

The board chair shared information pertaining to succession.

5. Correspondence

- 5.1** No questions re the start of the school letter from Minister Nicolaides.

6. Discussion/Information Items

- 6.1 The Superintendent presented the newly developed** Administrative Procedure 9.14 Safeguarding Work Life Balance.
- 6.2 4.2 Director of Student Services Report:** a request was made to facilitate understanding.
- 4.7 Superintendent Report:** clarification re role and responsibilities of the Education Manager was requested.

- Motion 2023-09-27-05** Motion to accept the Consent Agenda, as presented.
Moved: Barry Finkelman / Seconded: Amanda Sears / Carried

7. COMMITTEES REPORTS:

7.1 Report/Motions from Finance/Audit Committee of September 22, 2023

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

- Motion 2023-09-27-06** Motion to accept the Financial/Audit Committee Report of August 22, 2023 and the revenues & expenses to August 31, 2023, as presented.
Moved: Natasha LeRuyet-Warriner / Seconded: Syed Naqvi / Carried

- 7.1.2** The Secretary-Treasurer reviewed the most significant items within the 2023-24 Insurance Policy renewal.
A conversation followed re investigating other insurance providers for 2024-25.

- 7.1.3** The Secretary-Treasurer reviewed the enrolment numbers and the implications for 2024-25 budget.

7.2 The Vice-Chair presented a report on the TAAPCS Directors Committee meeting of October 6, 2023.

Motion 2023-09-27-07 Motion to accept the Vice-Chair presented a report on the TAAPCS Directors Committee meeting of October 6, 2023.
Moved: Amanda Sears / Seconded: Barry Finkelman / Carried

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

8.1 The Board Chair presented a report re the City of Medicine Hat Joint Use agreement. Progress is being made.

Motion 2023-09-27-08 Motion to accept the Board Chair presented a report re the City of Medicine Hat Joint Use agreement
Moved: Barry Finkelman / Seconded: Aidé Hilsendeger / Carried

8.2 No update re limited use of the Medicine Hat High School field. A new letter to the Medicine Hat Public Board of Education is being considered.

8.3 The thank you letter from Justin Wright, MLA, was presented.

9. Action Items:

9.1 Motion 2023-09-27-09 Motion to accept the revised Policy 2.10 Charter Board Meetings, as presented.
Moved: Barry Finkelman / Seconded: Aidé Hilsendeger / Carried

9.2 Motion 2023-09-27-10 Motion to elect Michelle Mayer to the CAPE Board of Directors for the school year 2023-2024.
Moved: Syed Naqvi / Seconded: Aidé Hilsendeger / Carried

9.3 Motion 2023-09-27-11 Motion to elect Sandeep Pareek to the CAPE Board of Directors for the school year 2023-2024.
Moved: Aidé Hilsendeger / Seconded: Syed Naqvi / Carried

10. New Items/Business: NIL

11. Date of the Next Finance/Audit Committee Meeting, Board Meeting & AGM

11.1 CAPE Finance meeting: Tuesday, October 17, 2023 @ 12:00 p.m (virtual)

11.2 CAPE Board meeting: Wednesday, October 25, 2023 @ 6:30 p.m. in person at CAPE School.

12. Adjournment

Motion 2023-09-27-12 Motion to adjourn the meeting at 8:00 p.m.
Moved: Ryan Papove / Carried