

CAPE
Centre for Academic and Personal Excellence

MINUTES

Type of Meeting: Board **Date:** May 29, 2024 **Page:** 1/3 **Initials:** Board Chair ____ Recording Secretary ____
Approved: June 26, 2024 **Amended:** month/day/year **Recorded by:** J. Ouellet

Board Meeting
Wednesday, May 29, 2024
In Person Meeting
CAPE School

Determination of Quorum & Call to Order: a quorum is present; the Vice-Chair, Syed Naqvi, called the meeting to order at 6:32 p.m..

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

Absent with Regrets: Sarah Chaudhary, Ryan Papove, Lea Drysdale

Administration:

Teresa Di Ninno, Superintendent Janice Ouellet, Secretary-Treasurer

Absent with Regrets:

Guests:

1. Additions to the Agenda: NIL

2. Approval of Agenda

Motion 2024-05-29-01 Motion to approve the May 29, 2024 agenda.
Moved: Barry Finkelman / Seconded: Sandeep Pareek / Carried

3. Approval of Minutes

Motion 2024-05-29-02 Motion to approve the minutes of the April 24, 2024 CAPE Board of Directors meeting, as presented.
Moved: Aidé Hilsendeger / Seconded: Sandeep Pareek / Carried

Consent Agenda

4. Reports

4.1 Principal Report: Jeney Gordon

Update on class configuration, registrations and registration incentive, exam schedule, and other topics was presented.

4.2 Director of Student Services: Linda Krochak No Report

4.3 Facility Manager: Marissa Hamill No Report

4.4 Technology Report: Cali Berard Report

Technology updates included the Learning Commons computers and the iPad Lease.

4.5 VP-Wellness Report: Pam Edey No Report

4.6 School Council Report: Lea Drysdale

Update on fundraising, staff appreciation lunch and additions to playground was provided.

4.7 Superintendent Report: Teresa Di Ninno

Update on Value Scoping proposal, staffing, superintendents meetings, and publication was provided.

4.8 Board Chair Report: Sarah Chaudhary

The Chair submitted written report re her meeting with the Education Minister.

5. Correspondence

5.1 Bill 23 Real Property Governance Act was shared.

6. Discussion/Information Items

6.1 A brief overview of the Spring Assurance Survey Results was commented on.

Motion 2024-05-29-03

Motion to accept the Consent Agenda, as presented.

Moved: Natasha LeRuyet-Warriner / Seconded: Barry Finkelman / Carried

7. COMMITTEES REPORTS:

7.1 Report/Motions from Finance/Audit Committee of May 23, 2024

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

Motion 2024-05-29-04

Motion to accept the Financial/Audit Committee Report of May 23, 2024 and the revenues & expenses to April 30, 2024, as presented.

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

7.1.2 Budget 2024-2025

Motion 2024-05-29-05

Motion to accept Budget 2024/25, as presented.

Moved: Aidé Hilsendeger / Seconded: Michelle Mayer / Carried

7.1.3 Group benefits proposal was presented by the secretary-Treasurer and discussed, with possible implementation in August/September 2024.

BOARD MINUTES: continued

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7.1.4 Auditors for the 24/25 year.

Motion 2024-05-29-06 Motion to recommend EBT as auditors for the next three years, with appointment to be made at the AGM.

Moved: Barry Finkelman / Seconded: Natasha LeRuyet-Warriner / Carried

7.2 Succession planning: a letter to parents was reviewed and a brief update presented.

8. Business arising from the Minutes of the April 24, 2024 Board Meeting

8.1 No update by the Board Chair re City of Medicine Hat Joint Use Agreement.

8.2 Charter Amendments update provided, the revised letter to the Minister was available.

8.3 Medicine Hat Scholarship; brief update provided, work in progress.

8.4 Mac Minis purchase as per proposal and discussions.

Motion 2024-05-29-07 Motion to approve the purchase of 25 mac mini computers through Apple Financing over a 24-month term, and the purchase of 10 monitors & any additional accessories as needed.

Moved: Amanda Sears / Seconded: Michelle Mayer / Carried

8.5 Day Care Pilot Project was discussed.

Motion 2024-05-29-08 Motion to approve the Day Care Pilot Program.

Moved: Amanda Sears / Seconded: Natasha LeRuyet-Warriner / Carried

9. Action Items: NIL

10. New Items:

10.1 CAPE CAPITAL PLANS 2025/26-2027/28

Motion 2024-05-29-09 Motion to approve the CAPE CAPITAL PLANS 2025/26-2027/28, as presented.

Moved: Natasha LeRuyet-Warriner / Seconded: Amanda Sears / Carried

10.2 Education Plan 2024/2025–2026/2027

Motion 2024-05-29-10 Motion to approve the Education Plan 2024/2025–2026/2027, as presented.

Moved: Sandeep Pareek / Seconded: Aidé Hilsendeger / Carried

11. Date of the Next Meetings:

11.1 CAPE Finance/Audit Committee meeting: Thursday, June 20, 2024 @ 10:00 a.m. (virtual meeting).

11.2 CAPE Board meeting: Wednesday, June 26, 2024 @ 6:30 p.m. (CAPE School, lab).

11.3 CAPE AGM: Wednesday, June 5, 2024 @ 7:00 p.m. (CAPE School, lab).

12. Adjournment

Motion 2024-03-27-11 Motion to adjourn the meeting at 8:20 p.m.

Moved: Barry Finkelman / Carried

