

CAPE
Centre for Academic and Personal Excellence

MINUTES

Type of Meeting: Board **Date:** November 27, 2024 **Page:** 1/3 **Initials:** Board Chair ____ Recording Secretary ____
Approved: January 29, 2025 **Amended:** month/day/year **Recorded by:** J. Ouellet

Board Meeting

Wednesday, November 27, 2024

In Person Meeting

CAPE School

Determination of Quorum & Call to Order: a quorum is present; the Chair, Sarah Chaudhary, called the meeting to order at 6:33 p.m..

Present: Sarah Chaudhary, Board Chair Syed Naqvi, Board Vice-Chair
 Natasha LeRuyet Warriner, Treasurer Barry Finkelman, Board Member
 Ryan Papove, Board Member Lea Drysdale, School Council Representative
 Michele Mayer, Board Member

Absent with Regrets: Sandeep Pareek, Amanda Sears

Administration:

Teresa Di Ninno, Superintendent

Janice Ouellet, Secretary-Treasurer

Guests: Amanda Finke, EBT

Additions to the Agenda: NIL

1. Approval of Agenda

Motion 2024-11-27-01 Motion to approve the November 27, 2024 agenda.

Moved: Barry Finkelman / Seconded: Ryan Papove / Carried

2. EBT provided a brief overview of their Audit Findings (AFS) noting changes from prior year on Statement of Financial Position and Statement of Operations, and then reviewed the main schedules of the audited financials.

Motion 2024-11-27-02 Motion to accept the 2023-24 Audited Financial Statements, as presented.

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

3. Approval of Minutes

Motion 2024-11-27-03 Motion to approve the minutes of the October 30, 2024 CAPE Board of Directors meeting, as presented.

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

Motion 2024-11-27-04

Motion to approve the minutes of the November 20, 2024 CAPE Board of Directors Special Meeting, as presented.

Moved: Michele Mayer / Seconded: Lea Drysdale / Carried

Consent Agenda

4. Reports

4.1 Principal Report: Jeney Gordon

Updates on lock down drills and tornado drills, and the Juried Art Show as well as end of term date were 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

No Report

4.5 VP-Wellness Report: Pam Edey

No report

4.6 School Council Report: Lea Drysdale

No Report

4.7 Superintendent Report: Teresa Di Ninno

Updates on the progress on the Annual Education Results Report (AERR), the work on the bylaws and the CASS Conference were presented.

4.8 Board Chair Report: Sarah Chaudhary

The Board Chair reported on the work of the Succession Committee.

5. Correspondence

5.1 Auditor General's Report on authors performance reporting was reviewed.

5.2 Deputy Minister's on the enactment of the *Real Property Governance Act* was presented.

6. Discussion/Information Items:

6.1 An overview of the Capital Planning Workshop of November 15, 2024 was presented by T. Di Ninno and J. Ouellet.

Motion 2024-11-27-05

Motion to accept consent agenda.

Moved: Barry Finkelman / Seconded: Lea Drysdale / Carried

7. Committees Reports:

7.1 Report/Motions from Finance/Audit Committee of November 21, 2024

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

Motion 2024-11-27-06 Motion to accept the Financial/Audit Committee Report of November 21, 2024 and the revenues & expenses to October 31, 2024, as presented.

Moved: Seconded: Natasha LeRuyet Warriner / Seconded: Michele Mayer / Carried

Discussion on financial assistance, bad debts, and the dissemination of information re CAPE's child-focus and not profit-focus.

7.1.2 The Secretary-Treasurer presented 2024-25 Waived Fees document.

Motion 2024-11-27-07 Motion to approve Waived fees for 2024/25, as presented.

Moved: Seconded: Natasha LeRuyet Warriner / Seconded: Lea Drysdale / Carried

7.2 The Board Chair updated the Board on Succession Planning Committee work.

8. Business arising from the Minutes of the October 30, 2024 Board Meeting

8.1 An update by the Board Chair re City of Medicine Hat Joint Use Agreement was presented; meetings continue.

8.2 No new information received on our Value Scoping.

8.3 Update on Bylaws: only one amendment has been properly filed with Corporate Registries since CAPE's inception, CAPE is operating under 2022 Bylaws. The requested revisions are being addressed.

9. New Items:

Motion 2024-11-27-08 Motion to accept the Annual Education Results Report 2023-2024, Addendum A and Addendum B, as presented.

Moved: Seconded: Lea Drysdale / Seconded: Natasha LeRuyet Warriner / Carried

10. Date of the Next Meetings:

10.1 CAPE Finance/Audit Committee meeting: Friday, January 24, 2025 @ 10:00 a.m. (virtual meeting).

10.2 CAPE Board meeting: Wednesday, January 29, 2025 @ 6:30 p.m. (CAPE School, lab).

10. Adjournment

Motion 2024-11-27-09 Motion to adjourn the meeting at 8:00 p.m.

Moved: Michele Mayer/ Carried