

CAPE
Centre for Academic and Personal Excellence

MINUTES

Type of Meeting: Board **Date:** October 30, 2024 **Page:** 1/3 **Initials:** Board Chair ____ Recording Secretary ____
Approved: November 27, 2024 **Amended:** month/day/year **Recorded by:** J. Ouellet

Board Meeting
Wednesday, October 30, 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 6:32 p.m..

Present: Sarah Chaudhary, Board Chair Natasha LeRuyet Warriner, Treasurer
 Barry Finkelman, Board Member Amanda Sears, Board Member
 Sandeep Pareek, Board Member

Absent with Regrets: Michele Mayer, Ryan Papove, Lea Drysdale, Syed Naqvi

Administration:

Teresa Di Ninno, Superintendent Janice Ouellet, Secretary-Treasurer

Guests:

Additions to the Agenda: NIL

1. Approval of Agenda

Motion 2024-10-30-01 Motion to approve the October 30, 2024 agenda.
Moved: Barry Finkelman / Seconded: Amanda Sears / Carried

2. Approval of Minutes

Motion 2024-10-30-02 Motion to approve the minutes of the September 25, 2024 CAPE Board of Directors meeting, as presented.
Moved: Amanda Sears / Seconded: Barry Finkelman / Carried

Consent Agenda

3. Reports

3.1 Principal Report: Jeney Gordon

Updates on registrations numbers, fire drills and tornado drills, and Individual Program Plans (IPPs) as well as Professional Development were presented.

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3.2 Director of Student Services: Linda Krochak

An update on Individual Program Plans (IPPs) and assessments was presented.

3.3 Facility Manager: Marissa Hamill

No Report

3.4 Technology Report: Cali Berard

A full update on technology was presented.

3.5 VP-Wellness Report: Pam Edey

No report

3.6 School Council Report: Lea Drysdale

No Report

3.7 Superintendent Report: Teresa Di Ninno

Updates on the progress on the Annual Education Results Report (AERR), bylaws and highlights of the Assurance Report were presented.

3.8 Board Chair Report: Sarah Chaudhary

Information was shared about the work on the Joint Use Agreement was presented.

4. Correspondence

4.1 Communication from Corporate Registry was reviewed.

5. Discussion/Information Items:

5.1 A proposal from You First Services was reviewed.

5.2 CAPE Assurance Summary Oct. 2024 Report was presented and reviewed.

5.3 Provincial Achievement Tests June 2024 was discussed.

5.4 The CAPE Parent and Student Satisfaction Surveys May 2024 were presented and reviewed.

A brief conversation about the school's air quality and a request for follow-up.

Motion 2024-10-30-03 Motion to accept consent agenda.

Moved: Barry Finkelman / Seconded: Amanda Sears / Carried

6. Committees Reports:

6.1 Report/Motions from Finance/Audit Committee of October 24, 2024

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

Motion 2024-10-30-04 Motion to accept the Financial/Audit Committee Report of October 24, 2024 and the revenues & expenses to September 30, 2024, as presented.

Moved: Seconded: Natasha LeRuyet Warriner / Seconded: Sandeep Pareek / Carried

6.1.2 Motion 2024-10-30-05 Motion to approve the 2023-24 Bad Debt Allowance, as presented.

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

6.1.3 2023-24 Statement of Financial Position & Statement of Operations was presented for review only.

6.2 The Board Chair presented a brief overview of the work of the Succession Planning Committee.

7. Business arising from the Minutes of the September 25, 2024 Board Meeting

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

7.2 No new information available at this time.

7.3 iPads theft update and requested information was presented.

7.4 Motion 2024-10-30-06 Motion to approve the revised Policy 2.21 Board Delegation of Authority, as presented.

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

7.5 Motion 2024-10-30-07 Motion to approve the revised CAPE Public Charter School Confidentiality Agreement, as presented.

Moved: Sandeep Pareek / Seconded: Amanda Sears / Carried

8. New Items:

Motion 2024-10-30-08 Motion to enter an in-camera session at 8:05pm.

Moved: Barry Finkelman / Seconded: Amanda Sears / Carried

The Board rose from the in-camera session at 8:17pm.

8.1 Motion 2024-10-30-09 Motion to approve a staff member's request for Medical Leave of Absence without Pay.

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

8.2 Motion 2024-10-30-10 Motion that the CAPE Board match the CAPE School Council \$600.00 scholarship for a total of \$1,200.00 for the 2025-2026 academic year at the Medicine Hat College for past CAPE students to be administered by the Medicine Hat College and awarded on the basis of academic merit or financial need.

Moved: Barry Finkelman / Seconded: Amanda Sears / Carried

9. Date of the Next Meetings:

9.1 CAPE Finance/Audit Committee meeting: Thursday, November 21, 2024 @ 10:00 a.m. (virtual meeting).

9.2 CAPE Board meeting: Wednesday, November 27, 2024 @ 6:30 p.m. (CAPE School, lab).

10. Adjournment

Motion 2024-10-30-11 Motion to adjourn the meeting at 8:21 p.m.

Moved: Sandeep Pareek / Carried