

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

MINUTES

Type of Meeting: Board **Date:** June 24, 2026
Approved: August 26, 2026

Page: 1/2 **Initials:** Board Chair *SN*
Amended: month/day/year

Recording Secretary: *AC*
Recorded by: J.Ouellet

**Board Meeting
Wednesday, June 24, 2026
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, Chair** **Syed Naqvi, Vice-Chair**
 Natasha LeRuyet Warriner, Treasurer **Barry Finkelman, Community Representative**
 Michele Mayer, Secretary

Absent with Regrets: Lea Drysdale, Sara Brar, Ryan Papove, Amber Severin

Administration:
Brian Celli, Superintendent **Janice Ouellet, Secretary-Treasurer**

Guests: n/a

1. Presentations

1.1 none

2. Approval of Agenda

Motion 2026-06-24-01

Motion to approve the June 24, 2026 meeting agenda

Moved: Barry Finkelman / Seconded: Michele Mayer / Carried

3. Approval of Minutes

Motion 2026-06-24-02

Motion to approve the minutes of the May 27, 2026 CAPE Board meeting, as presented.

Moved: Michele Mayer / Seconded: Barry Finkelman / Carried

Consent Agenda

4. Reports

4.1 Chair of the Board: Sarah Chaudhary (no report)

4.2 Superintendent's Report: Brian Celli

The Superintendent provided a plan for updating Privacy policies & procedures, and other updates including the Special Olympics student committee.

4.3 Principal's Report: Jeney Gordon

The report included updates on end-of-year activities, registrations and staffing plans for next year, and technology repair plans.

4.4 School Council Report: Amber Severin (no report)

Motion 2026-06-24-03

Motion to receive the consent agenda, as presented.

Moved: Barry Finkelman / Seconded: Syed Naqvi / Carried

BOARD MINUTES: continued

Wednesday, June 24, 2026

Page: 2/2

5. Committees Reports:

5.1 Report/Motions from Finance/Audit Committee of June 17, 2026

1. The Secretary-Treasurer reviewed key components of the financial report including CMR funding received, and further spending on Repairs & Maintenance.

Motion 2026-06-24-04 Motion to receive the Finance/Audit Committee Report of June 17, 2026 and the revenues & expenses to May 31, 2026, as presented.

Moved: Natasha LeRuyet Warriner / Seconded: Syed Naqvi / Carried

2. The Secretary-Treasurer confirmed quoted increases in group benefits premiums, confirming notable potential value to employees for a minimal cost increase.

Motion 2026-06-24-05 Motion to approve enhancements to CAPE's group benefits program, effective September 1, 2026, as proposed and recommended by the Finance Committee.

Moved: Natasha LeRuyet Warriner / Seconded: Syed Naqvi / Carried

3. A summary of new or renewed staff and student devices was presented by the Secretary-Treasurer, including the benefit of all staff MacBooks being owned rather than leased. The pros and cons of technology at various learning ages were discussed, and planned for further review and discussion.

Motion 2026-06-24-06 Motion to approve the purchase and financing of the estimated iPad and MacBooks for 2026-27, as proposed and recommended by the Finance Committee.

Moved: Natasha LeRuyet Warriner / Seconded: Syed Naqvi / Carried

5.2 Reports/Motions from other committees

1. Strategic Planning Committee – no report
2. Bylaws and Policies Committee – no report
3. Capital Planning Committee – no report

6. Business arising from previous Board Meetings

6.1 none

7. Discussion/Information Items:

7.1 Updates were given by the Superintendent on end of year activities and recent weather event.

7.2 Admin will be looking further into enhancing security on e-mails and better document management, including using the expertise of our outsourced IT providers.

7.3 The Superintendent provided an update on staffing for next year in that all staff are expected to be returning.

7.4 A brief discussion followed the Superintendent providing Assurance survey results.

8. New Items:

8.1 Board Strategic Planning Session – tentatively scheduled for August 29 or 30th

9. Date of the next meetings:

9.1 Finance/Audit Committee meeting: Wednesday, August 19, 2026 @ 10:00 a.m. (virtual meeting)

9.2 CAPE Board meeting: Wednesday, August 26, 2026 @ 6:30 p.m. (CAPE School, staff/board room)

10. Adjournment

Motion 2026-06-24-07 Motion to adjourn the meeting at 7:57 p.m.

Moved: Michele Mayer / Carried