

MEETING MINUTES - DRAFT
Joan of Arc Academy
Meeting of the Board of Directors
18 April 2017 @ 6:30 P.M.

Present: Patrick Foody, Chair
Tony Nguyen, Vice-Chair
Tara Blasioli
Guy Giorno
Daniel Carr
Dana Dingman-Bailes
Atul Aggarwal
Michael Judd
Sridevi Kumar
Marlena Floyd

Regrets: Melanie Adrian

Also Present: Pierrette Poliquin, Head
Natalie Charest

AGENDA ITEM

1. CALL TO ORDER

The Chair called the meeting to order at 6:46 p.m. and declared quorum.

2. APPROVAL OF THE AGENDA

The Agenda was approved.

3. APPROVAL OF MEETING MINUTES

The meeting minutes from the 21 March 2017 meeting were reviewed and approved, with minor edits.

4. REVIEW OF ACTION LOG ITEMS

Items on the Action Log were reviewed. Some items remain active, new items were added.

5. REPORT FROM THE HEAD

The Head provided an update on enrollment numbers to date for the 2017/2018 academic year. The Board was also provided with information on teacher vacancies. These vacancies are intended to be filled before next school year.

6. UPDATE ON HEAD RECRUITMENT

The Motion passed via email correspondence on 5 April 2017, empowering the Chair and members of the Selection Committee to move forward with an employment contract for the new Head, was ratified. A separate document recording the vote will be placed on Google docs.

The Chair provided an update on the status of recruitment for a new Head for JOA. Negotiations with the lead candidate are underway, and the recruitment sub-committee hopes to have an offer signed by the end of the month.

The Chair will then provide an update to all parents once the job offer has been signed.

The anticipated start date for the new Head is early June, on a part time basis, with guidance from Madame Poliquin to ensure a smooth transition and proper hand-off.

7. COMMITTEE OPERATIONS AND REPORTING

i. Footy7s

No new update.

ii. Finance

No new update. Atul to provide a Financial review to the Board at year-end.

iii. Facilities Management

No new update. Tara to provide an update to the Board at May meeting.

iv. Governance

The Governance sub-committee did meet to discuss generic updates to policy and governance documents. Michael to provide an update to the Board at the May meeting.

8. VARIA

The Chair announced the nomination of a new external board member, Marlena Floyd. Marlena gave a brief introduction of herself, and provided information on her background in IT and management.

RESOLUTION: On a motion duly made and seconded, it was resolved that -

Marlena Floyd be accepted as a nominee to the position of External Director for the term ending in June 2018

A comment was raised regarding some common feedback to the advertising campaign currently being aired. It was noted that some parents were not comfortable with the idea of the girl's standard dress at JOA, that the students should have the choice between a dress and slacks.

This could be something the school includes in their questionnaire when asking for parent feedback.

IN CAMERA SESSION

The JOA Board had an in camera session after a motion was made and seconded. The session commenced at 7:28 pm and lasted for 38 minutes.

NEXT MEETING AND ADJOURNMENT

The next meeting is scheduled for Tuesday, May 16, 2017 at 6:30pm.

The meeting was adjourned at 8:06 p.m.

ACTION LOG

Action Item	Lead	Status	Due Date
Board is to develop criteria for replacement members, and to identify new candidates to fill those roles.	ALL	Active	
Board needs to actively seek two new external members, preferably with a marketing and/or education background, and preferably French	ALL	Active	
Management will report back to the Board in April with information about potential financial aid and mean versus academic assessment.	Mgt	Active	May 2017
Research on costs for boiler replacement versus repairs.	Tara Blasioli	Active	May 2017
Communication memo to parents about new Head.	Pat Foody	Active	April 2017
Year-end financial review.	Atul Aggarwal	Active	June 2017
Review of Governance policies and updates to documentation.	Michael Judd	Active	May 2017