

**AMENDED MEETING MINUTES**  
**Joan of Arc Academy**  
**Meeting of the Board of Directors**  
**16 October 2017 @ 6:30 P.M.**

**Present:** Patrick Foody, Chair  
Tony Nguyen, Vice-Chair  
Atul Aggarwal  
Tara Blasioli  
Guy Giorno  
Sridevi Kumar  
Michael Judd (by teleconference)  
Dana Dingman-Bailes

**Regrets:** Daniel Carr  
Marlena Floyd

**Also Present:** Brian Lamb, Head  
Natalie Charest

**AGENDA ITEM**

**1. CALL TO ORDER**

The Chair called the meeting to order at 6:30 p.m. and quorum was declared.

**2. APPROVAL OF THE AGENDA**

The Agenda was amended to include the following items:

AGM discussion  
Nominating Committee  
Update to Survey Review.

Agenda was approved with the above inclusions.

**3. APPROVAL OF MEETING MINUTES**

The meeting minutes from the 19 September 2017 meeting were reviewed and approved.

**4. REVIEW OF ACTION LOG ITEMS**

A discussion was had about the possibility of recruiting alumni to be external board members. This to be a continued effort, as well as for existing board to continue to recruit new members.

**5. REPORT FROM THE HEAD**

The Head reported that the school has 109 students with 2 potentials coming this week.

Marketing – CTV initiative on-going. The message is “More than a school”. The school received good feedback at the Private School Open House event. JOA gave out bags and

rulers. The students who volunteering gave a good impression, and one prospective student coming to spend a day showing at the school in November.

The monthly newsletters are starting up again and have been very well received by the parents.

Google classroom up and running.

Head is setting up "Coffee with the principal" - implementing that for parents who want to discuss anything.

Special initiative, STEM, more than a third of the school signed up. Also including "Scientists in the school", offering workshops in the classroom, one per class this year, led by strong women with science background, primarily engineering.

BBQ was good, but parents wanted more time with the teachers. Orchard trip was a success, and the Terry Fox run raised 4000.

## **6. PROPOSED FINANCIAL AID**

This Financial Support endeavor is a way of recruiting new students who would otherwise not be able to afford to come here. Strong candidates are those who would make a strong and positive contribution to the school.

Financial means testing will be considered: how much can the family afford, working to get financial information on the parents.

Academic abilities needs to also be considered, and students must have a basis in French. The school is a registered charity, so it fits with the school culture.

General support on this initiative from the Board was given.

## **7. POLICY MANUAL – GOVERNANCE COMMITTEE**

No changes to the policies themselves, just to structure and attaching the appendices.

These improvements were noted by the Board.

Control over the document needs to be discussed.

Governance committee to make a suggestion on how to measure compliance with various by-laws.

## **8. COMMITTEE OPERATIONS AND REPORTING**

### i. Footy7s

No new update.

### ii. Finance

No new update. Quarterly financials are being completed and will be reviewed by the management team.

### iii. Facilities Management

The school had the necessary repairs done to the chimney to remove the “red code”. The chimney is now in code compliance and school can turn on the heat.

### iv. Governance

Per item 7.

### v. Marketing

Per head report.

## **9. BY-LAW AMENDMENTS**

The following by-law amendments, which did not materially and adversely affect members' rights, were approved by the affirmative vote of more than two-thirds of the directors:

- (1) That section 25.3 of the By-laws be amended by:
  - (a) inserting the word “normally” immediately before “at least two months prior”;
  - (b) striking out the third sentence and replacing it with the following:

“The Chair and Vice-Chair(s) of the Nominating Committee shall include at least one person who is fluent in French and at least one person who is fluent in English.”
- (2) That section 25.4 of the By-laws be amended by deleting the second sentence.

## **10. IN CAMERA SESSION**

The JOA Board had an in camera session after a motion was made and seconded. The session commenced at approximately 8:49 p.m. and lasted for approximately 29 minutes.

## **NEXT MEETING AND ADJOURNMENT**

The next meeting is scheduled for Tuesday, November 21<sup>st</sup>, 2017 at 6:30 p.m.

Annual General Meeting has been set for Thursday, November 16<sup>th</sup> at 6:00 p.m.

**The meeting was adjourned at 9:18 p.m.**

## ACTION LOG

| Action Item   | Lead         | Status   | Due Date      |
|---|--------------|----------|---------------|
| Management will report back to the Board in October with information about potential financial aid and mean versus academic assessment. | Mgt          | Complete |               |
| Review of Governance policies and updates to documentation.   | Michael Judd | Active   | On-going      |
| Parent survey satisfaction results.   | Mgt          | Complete |               |
| Board Survey Review with Executive Committee  | Chair        | Active   | November 2017 |
| Compliance with financial framework control   | Treasurer    | Active   | November 2017 |
| Employee Value Proposition  | Mgt          | Active   | November 2017 |