

**College Park Elementary School  
Board Meeting Minutes  
October 11, 2016, 7:00pm**

**Members Present:**

Chair; David Bannister, Secretary; Jason Perkins, JoAnne Alexander, Paul Antunes, Lorna Brown, Antonio Bueno, Linda Butt, Dan Carley, Roland Kielbasiewicz, Gary Lafoy, Jayson Levy, Don McIntyre, Richard Novlesky, Carlos Oliveira, Bernard Sittlinger and Damon Thorne.

**Regrets:**

Frank Dell'Erba, Ladine Dowe, David Kozarichuk, Kevin Magdamo, Derrick Nichols, Mary Lou Toop.

**Devotion:** Jason Perkins

**Prayer:** Jason Perkins

**1. Agenda**

Following review of the agenda it was voted to:

2016-10/01 **Approve** the agenda.

**2. Chair's Comments**

The Board was encouraged to visit the following links to Adventist Review which provides school related articles of interest to Board members.

[www.adventistreview.org/.../story2253-here's-proof-that-adventist-education-offers-an-advantage](http://www.adventistreview.org/.../story2253-here's-proof-that-adventist-education-offers-an-advantage)  
[www.adventistreview.org/.../story4413-adventist-education-declared-worthy-of-becoming-fundamental-belief-no-29](http://www.adventistreview.org/.../story4413-adventist-education-declared-worthy-of-becoming-fundamental-belief-no-29)  
[www.adventistreview.org/.../story4414-church-leaders-welcome-renewed-emphasis-on-adventist-education](http://www.adventistreview.org/.../story4414-church-leaders-welcome-renewed-emphasis-on-adventist-education)  
[archives.adventistreview.org/.../adventist-education-refocuses-on-mission](http://archives.adventistreview.org/.../adventist-education-refocuses-on-mission)  
[www.adventistreview.org/.../story4219-edward-zinke-is-on-a-mission-to-point-adventist-educators-to-the-bible](http://www.adventistreview.org/.../story4219-edward-zinke-is-on-a-mission-to-point-adventist-educators-to-the-bible)  
[archives.adventistreview.org/.../are-we-killing-adventist-education](http://archives.adventistreview.org/.../are-we-killing-adventist-education)  
[www.adventistreview.org/.../story3366-unprecedented-summit-to-address-challenges-of-adventist-education](http://www.adventistreview.org/.../story3366-unprecedented-summit-to-address-challenges-of-adventist-education)  
[www.adventistreview.org/.../john-r.-loor-sr.-makes-case-for-adventist-education](http://www.adventistreview.org/.../john-r.-loor-sr.-makes-case-for-adventist-education)

The Board will review the 5 areas of strategic focus over the last 3 years and make a decision to continue working on the current areas or make additions to the plan.

Members are reminded to raise their hand and wait to be acknowledged before speaking. Members have no voice in the meeting unless they are recognized by the Chair.

**3. Consent Agenda**

Following review of the Consent Agenda, it was voted to:

2016-10/02 **Approve** the minutes from June 13, 2016.

2016-10/03 **Approve** the Field Trip request as presented.

**4. Principal's Report**

J. Perkins presented the Principal's Report. Following discussion, it was voted to:

2016-10/04 **Receive** the Principal's Report as presented.

## 5. Treasurer's Report

B. Sittlinger presented the Treasurer's Report for September 30, 2016 and the revised Budget for 2016-17. Following discussion, it was voted to:

2016-10/05 **Receive** the Treasurer's Report for September 30, 2016.

2016-10/06 **Approve** the revised Budget for 2016-17.

## 6. Strategic Plan

A review of the 5 areas over the last 3 years

### Spirituality

J. Perkins presented the update on Spirituality as it pertains to the students, staff and school. Looking ahead; CPES news inserts for the constituent churches, student participation in the churches and possibly outreach in community churches.

### Academics

J. Perkins presented the update on Academics. CPES has improved software (Education Apps) and added new technology (Chromebooks, iPads, projectors) to aid in learning. Improvements to Language Arts and a new Science program from NAD (Science By Design). Looking ahead: fluidity in subjects in all grades, anti-bullying program, training for teachers, accessibility for students with special needs, and S.E.R.T. program support.

### Marketing and Enrollment

J. Perkins presented the update on Marketing and Enrollment. Increasing student numbers has been the focus. Advertising on the school website, visibility in the community through outreach, attending events and the sports program have helped make CPES a more recognized school in the community.

### Finance

B. Sittlinger presented the update on Finance. Support staff previously paid through the school were brought on to Ontario Conference payroll and included increases in wages, pension plan and benefits package. Capital improvements to the facility over the last two years. CPES operates within the budget. Looking ahead: building the fund balance to equal 3 months of operating expenses, and keeping tuition rates at a reasonable rate for families.

### Building Grounds and Safety

L. Brown presented the update on Building Grounds and Safety. Renovations have been done over the past two years that made an impact upon entering the facility. The objectives were to use the current space efficiently and to make a safe and modern learning environment. Members of the committee have expertise in a variety of areas needed to benefit these projects.

Following discussion, it was voted to:

2016-10/07 **Approve** the current 5 areas of the Strategic Plan to remain the focus areas for development of initiatives.

Discussion

D. MacIntyre was asked to obtain a copy of the TADSB written document of their Strategic Plan and a copy of the parent survey which was completed at the constituent churches during the intermission between Sabbath School and Church. .

Find ways to engage parents. Survey parents at church.  
Other ideas can be sent to J. Perkins.

Teacher input is vital.

The Strategic planning at the November meeting will focus on Spirituality.

## 7. Role of the Executive Committee

A. Bueno presented the role of the Executive Committee with a review and definition from the Constitution and Bylaws.

## 8. Board Committee Elections

D. Bannister reviewed the committee list and preliminary committee membership, advised committee membership is still in flux as the churches still have outstanding Board members which need to be appointed.

Following discussion, a motion was made to have the Executive Committee members take on the duties of the Personnel Committee, and to direct the Bylaws Committee to revise the Bylaws accordingly for approval at the next Constituency meeting.

2016-10/08 **Approve** the Executive Committee members to take on the duties of the Personnel Committee, and to direct the Bylaws Committee to revise the Bylaws accordingly for approval at the next Constituency meeting.

A motion was made to add the Ontario Conference Superintendent of Education as ex-officio on the Executive Committee, and to direct the Bylaws Committee to revise the Bylaws accordingly for approval at the next Constituency meeting.

2016-10/09 **Approve** the addition of the Ontario Conference Superintendent of Education as ex-officio on the Executive Committee, and to direct the Bylaws Committee to revise the Bylaws accordingly for approval at the next Constituency meeting.

Prayer: Jason Perkins  
Adjournment

8:55pm