

**Minutes of
Connect Charter School Society, Board of Directors Meeting
November 21, 2017, at Connect Charter School**

Board members present: Denise Kitagawa (C), Dave Robinson (VC), Mark Blake, Susan Boughs, Joni Carroll, Susan Gaetz, Jennifer Hittel, Ron Koper, Roman Lohin, Gavin Peat, Michelle Rousseau, Hyacinth Schaeffer, and Linda Trinh.

Board members absent: Christy Newson and Mackenzie Regent

Staff present: Susan Chomistek (Superintendent), Dr. Phil Butterfield (Principal), Shashi Shergill (Assistant Principal), Dr. Chris Hooper (Assistant Principal), and Myra Penberthy (Secretary Treasurer).

Guests present: Mr. Mangesh Kumthekar and Dr. Kevin O'Connor

Three Grade 9 students, Alexander, Lucas, and Ben, presented a new student app for Youth Engagement to the Board. The Board was very impressed with the quality and depth of the presentation and product. The students presented articulately, professionally and with ease, which reflected their indepth knowledge and understanding of the app and the possibilities it has to enhance the youth volunteer experience.

Board Chair Ms. Denise Kitagawa declared a quorum and called the meeting to order at 5:40 p.m.

Ms. Denise Kitagawa asked the Directors if there were any conflicts of interest. None were declared.

Motion 14.17 by Roman Lohin,

THAT the November 21, 2017, Board agenda be approved as amended.

Carried

Motion 15.17 by Jennifer Hittel

THAT the October 17, 2017, and November 2, 2017, Board of Directors meeting minutes be approved.

Carried

Ms. Myra Penberthy presented the Audited Financial Statements for the year ended August 31, 2017. See Audit & Finance committee minutes in Appendix "A".

Motion 16.17 by Susan Gaetz,

THAT the Board approves the Connect Charter School Society Audited Financial Statements for the year ended August 31, 2017, as recommended by the Audit and Finance Committee.

Carried

Motion 16.17 by Mark Blake,

THAT the Board approves the Facilities Planning & Utilization Committee Terms of Reference and recinds all previous versions.

Carried

Ms. Susan Chomistek expressed the Board's heartfelt appreciation to the outgoing Board members, Susan Gaetz and Mark Blake.

The meeting terminated at 6:10 pm.

Denise Kitagawa, Board Chair

Appendix “A”

Audit and Finance Committee Meeting

November 14, 2017 7:30 am – 8:40 am

Attendees: Christy Newson, Gavin Peat, Susan Chomistek, Dr. Phil Butterfield, and Myra Penberthy

Guests: Grant Thornton, Tracey Zehl, Partner, Maria Somjee, Manager, Richlyn Naoe, Senior Accountant

The agenda was reviewed and approved.

The minutes from the October 12, 2017 Audit & Finance committee meeting were approved.

The Committee was presented with the Audited Financial Statements from the auditors.

Grant Thornton asked if there were any questions regarding the Audited Financial Statements. There was one change noted for Note 15 Related Party Transactions. The change for CBE expenses will be added to the note for 2016 and 2017.

Report to the Audit & Finance Committee

- The Audit Manager reviewed the report to the Audit and Finance Committee – Communication of Audit Strategy and Results.
- 1. Roles of the Audit & Finance Committee, role of Management and the Role of Grant Thornton LLP were reviewed.
- 2. Grant Thornton has a robust quality control program and a rigorous process where they continually monitor and maintain their independence.
- 3. They described their audit approach.
- 4. They had no non-trivial unadjusted misstatements to report.
- 5. Their audit did not identify any unadjusted non-trivial misstatements of disclosure matters.
- 6. They were pleased to report that during the course of performing their audit, they did not identify any significant deficiencies in internal control.
- 7. They reported that they received excellent cooperation from management and the employees of the Society.
- 8. The full report is available in the November 21, 2017 Dropbox folder.

Auditor’s Report

- The committee reviewed a draft Auditor’s Report
- In Grant Thornton’s opinion, the financial statements present fairly, in all material respects, the financial position of Connect Charter School Society as at August 31, 2017, and the results of its financial performance and its cash flows for the year then ended in accordance with CPA Canada Public Sector Accounting Standards.

The Audit and Finance committee board members met in camera with the auditors.

Prepared by,
Myra Penberthy