

Minutes

CHEO School Board Authority

Monday, December 13, 2021, 4:30 pm. – Zoom Virtual meeting

Attendees: Benoit Laberge (Chair), Elizabeth Cuddy, Ryan Kelso (Staff), Monique Lugli (Staff), Mari Murray (Staff), Christine Dalglish, Dr. Hal Dunlap, Steve Read (Treasurer), Roger Mills (Guest), Jane Fulford (Guest), Rob Clayton (KPMG), Tracy Gilmour (Staff)

1. Welcome/Chair's Opening Remarks

1.1 Welcome and Chair's Remarks

Benoit welcomed everyone to this virtual meeting, including guests Roger Mills and Jane Fulford (awaiting Ministry of Education approval to join CHEO School Authority Board), and Rob Clayton from KPMG (to review audit results). All members took a moment to share a bit about themselves.

Benoit will organize an orientation once approval is received from the Ministry of Education, for both Jane and Roger.

1.2 Opportunity for declaration of conflict of interest

No conflict of interest was declared.

1.3 Land acknowledgement

Benoit delivered a land acknowledgement.

2. Approval of Agenda

2.1 Approval of Agenda for December 13, 2021

Hal Dunlap put forward a motion to approve the Agenda. This was seconded by Elizabeth Cuddy.

3. Approval of Minutes

3.1 Approval of Minutes for October 18, 2021

Motion to accept minutes was forwarded by Elizabeth Cuddy and seconded by Steve Read.

4. Information Session:

4.1 Update from Chair

Benoit reported that the lawyer, Scott Pommerville, had attended a meeting regarding the MOU with the BLG lawyer firm, but that there was not much to report.

Benoit praised Mari and all CHEO School staff for their commitment and great work in response to the challenges presented by the emergence of the Omicron variant.

Benoit shared the news of the passing of the Chair of John McGivney School Authority.

5. Business Arising:

5.1 Finance Update & Next Steps (Ryan Kelso/Steve Read/Rob Clayton–KPMG)

Steve requested audit input from Ryan and Rob from KPMG.

Rob stated that the auditor's report indicated no concerns or reservations, i.e., the results demonstrated "what you want to see".

There was no significant change with respect to the financial statements apart from the statement of operations which encompassed additional funding for PPE, transportation costs for routes outside the region and salary increases.

The net deficit is consistent with other years.

No questions posed as a follow-up to this information.

Rob provided an overview of the audit process and highlighted that a virtual audit is not without its challenges, specifically with regards to obtaining information, but indicated that CHEO staff were cooperative and prompt in response to their requests during the process.

He acknowledged that there was a very robust questionnaire that formed the basis for the audit and the team provided responsive support to assist with its completion.

“Materiality level”, which refers to the ability of an organization (in this case CHEO School Authority) to be good stewards of funds provided by a funder (in this case the Ministry of Education), was mentioned. Benoit inquired further on this and Rob confirmed that there were no issues or concerns identified from an audit standpoint.

Steve requested confirmation that these numbers were no longer part of CHEO’s financials. Ryan confirmed that Steve was correct and these were separate from CHEO’s financials. Steve acknowledged that separate financials supports where CHEO School is heading with respect to self-governance.

Steve Read put forth a motion to approve the audit statements. Elizabeth Cuddy seconded the motion. All were in favour.

Steve thanked Rob for attending the meeting on short notice. He then asked Ryan to provide a year-to-date financial update.

Ryan requested that Steve and Benoit please sign the audit statements, page 3, as well as the balance sheet effective the date of the meeting – December 13, 2021.

Ryan provided an overview of the October year-to-date financials in which he relayed that variances were related to the original budget.

Elizabeth asked whether the budget was passed and it was confirmed that the 2021-2022 budget was approved at slightly under what was submitted for approval. However, grant money will address the variances.

Staff positions that were previously staffed on a temporary basis have now been made permanent.

Total expenses of \$47,336 suggest we are spending at a slightly lower rate than we ought to be. This is not due to mismanagement, but rather to the budget not being approved until very recently.

Steve asked Mari if we would be able to recover from a surplus budget due to the late budget approval.

A possible reallocation of salaries was mentioned. However, Ryan expressed that it isn’t a concern currently.

5.2 Trustee Updates

5.2.1 Approval by Ministry: Update

We continue to wait on approval of the two new applicants. A telephone update from the Ministry of Education indicated that approval of Roger and Jane’s appointments is imminent.

5.3 Governance Manual: Update

A few minor edits, including page break format and use of CHEO font will be addressed by Elizabeth and then shared with Mari for review, prior to sharing with Roger and Jane.

After two years of dedicated team effort, the Governance Manual is complete. Benoit extended thanks to Christine and Elizabeth for their work.

5.4 CHEO School Authority Strategic Planning Committee: Update

Elizabeth Cuddy added “safety” to the document and asked Mari Murray to share with Roger and Jane. Elizabeth and Christine presented to the CHEO Strategy for Connected Care Committee on November 5. There were questions posed regarding measurement of transition success, as well as measuring diversity. Elizabeth asked if school liaison teachers gather this information. Christine shared that a suggestion was put forth that this could fall under a research project. Benoit acknowledged the importance of the availability of longitudinal research to measure outcomes. Benoit encouraged brainstorming to come up with ideas on how to measure the preceding elements (research, surveys, Google) and what would be the success criteria for guiding this research?

Monique Lugli highlighted the Ombudsman role that is to be created at CHEO. Once this position is established, it will be an excellent resource to collaborate with.

Benoit thanked Elizabeth and Christine for presenting to the CHEO Board.

5.5 Agreement between School Boards and CHEO-SA: Update

An agreement with CECCE was signed last year. An agreement for the current year should be signed.

An agreement with CEPEO was signed and sent to CEPEO for signature, but this did not happen and there has been some back and forth CEPEO to arrange for the required signature.

Elizabeth asked how many Boards we have agreements with. Mari confirmed that there are three: OCDSB, CECCE and CEPEO.

5.6 Policies and Procedures:

Policies and Procedures are on the back burner until we have an MOU in place. Work will continue on the Policies and Procedures in the meantime.

5.7 CHEO School Branding Proposal

Mari reported that only one Trustee shared a preference and it was for the Shapes option which was in line with the preferences of CHEO School staff.

Of the parents polled (3), the preference was for the Icons option.

Elizabeth shared that she found both the Shapes and Icons options very busy.

Benoit requested that Mari share the proposal with Roger and Jane.

5.8 Annual General Meeting (AGM): Planning

The dates recommended for the AGM are Thursday, May 12 and Friday, May 13.

Elizabeth inquired as to whether it would be held in person. Mari responded that in person was the preferred option, but that there would need to be a contingency plan in place, should it be held virtually.

The last AGM host school authority is to provide a copy of the Agenda. Normally, the meeting includes a guest speaker, school tour and networking.

Mari will inquire further as to format. Christine suggested that typical discussion format would be helpful.

Christine asked when we would make a decision on whether the AGM would be held in-person or virtually.

Benoit stated that it is not looking promising for an in-person AGM to be held at this time. Monique agreed

that it is uncertain and we cannot make that determination at this time.

Christine noted that the guest speaker will be the same, regardless of format, and Elizabeth highlighted that a guest speaker will need to be determined and that it would be helpful to know who have been guest speakers at previous AGMs, to avoid repetition. Mari encouraged anyone who may have a suggestion(s), to please reach out.

Benoit put forth that “transitions” would be very timely and appropriate as a topic of focus. Elizabeth and Christine concurred.

Elizabeth mentioned a document entitled “Looking Ahead” that was on the previous OCTC website. It included links to practical (not necessarily emotional) transition resources within Renfrew, Ottawa-Carleton, Prescott-Russell and Leeds-Grenville. She will inquire as to whether it is still available.

Benoit requested that members of the CHEO SA send Mari an email should they be available to join the AGM planning committee, which will commence in January.

6. Consent Reports

6.1 School Principal Report - Mari Murray (Mari presented her report verbally)

We have a new student starting in the French class in January which will bring us to a full enrolment of 35 students.

Carolyn Fornataro is currently on leave. Penny Collins (retired teacher) is replacing her.

Cassidy Granville is on maternity leave. There is a temporary replacement behind her.

Mari noted that we continue to have difficulty filling day-to-day staff absences.

A budget of \$2,841,000 was submitted for 2021-2022 school year and as of December 10, a budget of \$2,767,000 was approved. The Floater EA position was not approved.

CHEO School had its first COVID-19 case in early November. No other cases resulted from this.

A research project is currently underway, which involves the swabbing of floors within the school and pre-school twice per week, to analyze for the presence of COVID-19 and/or its variants.

Progress Reports were sent home on November 4. Parent-Teacher Interviews took place virtually on the evening of November 11 and morning of November 12.

Other notable events included a Halloween carnival on October 29 that was enjoyed by all, an Outdoor Education presentation to staff on November 9, Remembrance Day on November 11, Pyjama Day on November 19, a donation of lunch boxes by the CHEO Foundation and a second Fire Drill on November 19.

Merrilee Fullerton was at CHEO to announce funding for the 1Door4Care building. Three CHEO School students presented artwork at this event.

Professional Development opportunities provided to staff included Dr. Marian Small’s MathUp virtual presentation, the Niagara Children’s Centre School Authority in-person presentation and virtual training on the use of switches by Bridges.

Classes are busy preparing for their Holiday Concert and in keeping with the season, a Holiday Spirit Day will be held on December 17.

Mari met with Section 68 Principals on November 4 and 5.

Planning process is well underway for the CHEO For the Kids Gala which is set for March 31. Some staff and students will be involved, possibly in the form of a fashion show.

On December 9, the CHEO School branding proposal was shared at the Parent Council meeting.

1Door4Care meetings are ongoing. Mari acknowledged that parent input is crucial and as such, a parent

advisory committee will be established.

Five rapid antigen test kits will go home with students before the holidays. Staff have been advised to take home any materials that they may need, should schools not reopen after the holiday period.

Elizabeth asked how many of the students are eligible to receive vaccination. Mari responded that approximately half of the students are eligible.

6.2 CHEO Vice-President Report – Monique Lugli

Monique was not able to present her report due to a conflict with another meeting.

7. In-Camera Meeting

7.1 Discussion Items

8. For Information/Correspondence (attached to notice of meeting)

8.1 10-2021 School Authority MOE Financial Statement

8.2 2021-08-31 CHEO School Authority Financial Statement

8.3 Management's Responsibility for the Financial Statements – For Signature

8.4 Statement of Financial Position – For Signature

9. Adjournment

9.1 Motion to adjourn meeting at 6:00 p.m. by Benoit Laberge. All were in favour. An In-Camera meeting followed.

CHEO School Authority Future Meeting Dates:

February 28, 2022

May 16, 2022