

Minutes

CHEO School Board Authority
Monday, April 4, 2022, 4:30-6:30 pm – Virtual Zoom Meeting

Attendees: Benoit Laberge (Chair), Steve Read (Treasurer), Darlene Arseneau (CHEO Representative), Jessica Lane (Finance), Hal Dunlap (Trustee), Elizabeth Cuddy (Trustee), Christine Dalgleish (Trustee), Roger Mills (Trustee), Jane Fulford (Trustee), Mari Murray (Staff) Lynette Hickey (Staff)

1. Welcome/Chair's Opening Remarks

1.1 Welcome and Chair's Remarks

Benoit called the meeting to order. He welcomed everyone then delivered a land acknowledgement.

Mari welcomed Lynette, the new office administrator at CHEO School, and briefly detailed her experience.

1.1.1 Motion to approve Trustee appointments

Benoit welcomed the newly appointed trustees – Roger Mills and Jane Fulford.

Jane thanked everyone and extended her appreciation. She briefly detailed her experiences.

Roger expressed his excitement for this journey, as well as detailing his experiences.

1.2 Opportunity for declaration of conflict of interest

No conflict of interest was declared.

2. Approval of Agenda

2.1 Approval of Agenda for April 4, 2022

Elizabeth asked that 1Door4Care be added to the Agenda.

Benoit agreed and suggested to include 1Door4Care under item 5.1.1.

3. Approval of Minutes

3.1 Approval of Minutes from December 13, 2021

Elizabeth asked that the minutes be amended to reflect a change. Remove the example from 5.4, line 7.

The minutes will be amended to reflect this change and remove the example.

Motion to approve the minutes with the change was forwarded by Elizabeth and seconded by Christine.

4. Information Session:

4.1 Update from Chair

Benoit met with the lawyer regarding the Memorandum of Understanding.

More information to come at a later date

5. Business Arising:

5.1 Finance Update & Next Steps – Verbal (Ryan Kelso) *Update provided by: Jessica Lane

Jessica was introduced and thanked for attending the meeting in Ryan's place.

Jessica indicated that the financial statement reflects that we are on track for meeting the budget.

Salary and wages are over budget but there is one teacher on leave, so it is unavoidable.

Transportation and purchases are not in line with the budget, but they will be by the end of the year. Once March invoices are processed, it will all line up.

Steve asked if the revenue was a timing issue or if it would remain. Jessica replied that it is a timing issue and will be in line with the others.

5.1.1 1Door4Care

Elizabeth inquired about what was happening with the school; if there were going to be more grades added and if the numbers would be increasing. The 1Door4Care site indicates that CHEO School will be JK to grade 3.

Mari answered that CHEO School will remain JK and SK.

Mari also indicated that it is up to the Ministry, but she had not heard that there would be any change. Monique will follow-up.

Benoit indicated that the subsidy is different depending on the division.

Mari – The Ministry possibly changed the focus to early intervention when it became a JK/SK program.

Other section 68 schools go past JK/SK.

Transition to other schools is stressful for parents. CHEO School does an amazing job.

Benoit asked for an update at the next meeting.

5.2 CRA Number: Update

Mari requested information from lawyer Scott Pommerville, including whose name should appear on the application form. Information was received from the Ministry and Mr. Pommerville has submitted the application. We are still awaiting further information.

5.3 CHEO School Authority Strategic Planning Committee: Update

Elizabeth let everyone know that it is all finished and now needs to go for translation before being put on the website.

Benoit suggested that Mari check where we can get it translated as she has a contact for translation.

5.4 Agreement between School Boards and CHEO-SA: Update

Mari reported that at this time all agreements are in place and signed. The French Public Board was the last one, but it is now done.

English class staff are seconded from the OCDSB and the French staff come from either the Conseil des écoles catholiques du Centre-Est (CECCE) or Conseil des Écoles Publiques de l'Est de l'Ontario (CEPEO).

Elizabeth asked how long the agreements are in place for and Mari explained that all agreements are for one year with the OCDSB having a paragraph that allows for an extension if the contract is not signed by the date. The French Boards do not have this provision. Mari will be working with both French boards to see if we can add a clause that the agreement will be extended if not signed by appropriate date.

5.5 CHEO School Branding Proposal: Update

Mari met with representatives from media house and provided the update.

During the meeting there was discussion about using the icons from option A and the shapes from option B.

Most people seem to be in favor of option B, wanting the shapes.

Discussion then moved to the CHEO School Logo. Staff at the school indicated that the

word 'école' should be before CHEO and not after. However, Elizabeth pointed out that that is not in line with the CHEO

branding. Discussion took place around the bilingual logo for CHEO School and resulted in a commitment for further discussion.

Mari put forth the suggestion that Trustees have their own CHEO School Authority logo for correspondence. Roger and Jane agreed to discuss this idea for the future.

Elizabeth reference the CHEO Foundation logo, indicating that French is after CHEO.

Steve explained the Foundation has its own logo with a teddy bear.

Discussion around the use of English and French for the CHEO school logo continued and ended with Mari offering to reach out to Elizabeth.

Mari will provide an update after meeting with Media House again and will bring forward at the next meeting.

Discussion then moved to branding for the school and an image that represents what CHEO School is all about.

Elizabeth discussed the old OCTC logo 'reaching for the stars' and KidsAbility which is a butterfly.

Mari will reach out to Elizabeth to discuss the logo options.

5.6 CHEO School ASPEN Student Database Transfer

Mari provided an update on the changes that will be coming in the upcoming months regarding the student system.

The current student data base system is Trillium. However, the OCDSB will be moving to ASPEN in the coming months. It is hoped that CHEO School will be transferred to the new school system in August so it will be up and running for September. Mari and Benoit have both signed the documents required to give ASPEN workers access to the data in Trillium to facilitate the transfer of data. The main contract with Aspen has not been signed yet, but it will be.

5.7 CHEO Signing Authority and Limits

Mari indicated that a form from Finance at CHEO was sent out asking the school to outline signing authorities and their limits. The form has been signed and returned to Finance.

Benoit indicated that he has seen and approved invoices that have been above Mari's \$50,000.00 limit, as well as some secondment letters for teachers.

It was explained that Mari is able to approve up to \$50,000 and anything over that amount goes to Benoit or Steve for approval.

5.8 CHEO School Internet Access for Staff: MOU for Information Transfer

Mari provided an update on internet access for school staff. CHEO has stopped access to Gmail accounts on their servers. This has become an issue for CHEO School staff as Gmail is the email provider for the OCDSB. This has significantly impacted their ability to work.

Mari met with IS and eventually access was given.

CHEO wants to sign a Memorandum of Understanding (MOU) with the OCDSB, specifically regarding privacy both ways. They have been in touch with the OCDSB Business & Learning Technology (B<) Department and have either signed or are in the process of signing. CHEO is still working out the process with the French School boards.

Mari believes there will be an MOU with all school boards involved.

Benoit asked if the French School Boards use Aspen? Mari is unsure, but explained that we have always used Trillium.

Jane asked who supports these IT areas. Do you rely on CHEO for the cyber security side of things?

Mari explained that if it is an OCDSB account, the issue is logged with the OCDSB's B< Department but if it is a CHEO account issue, the resolution will come from IS. We work with both departments.

Jane indicated that using different accounts is a flag for cyber security.

Benoit asked if there was a multiple factor identifier and Mari replied that yes, when working from home FortiSystem (multi-factor authentication) requires a code.

Darlene explained that CHEO is locked down, but it is the right thing to do. Some hospitals have been taken over for money. CHEO is working to prevent that from happening.

Benoit spoke about the French Public Board having to pay to get their information back.

5.9 Superintendent: Update

Mari welcomed the newly hired consultant, Dawn Paxton, as Superintendent of the CHEO School Authority. Dawn is retired from the OCDSB from Learning Support Services and has an extensive background in Special Education which is a passion of hers. "We are lucky to have her!"

Dawn will be reviewing the Governance Manual, getting the Special Education Plan brought up to date, working on the Strategic plan and giving feedback. She has met with Mari and soon with Benoit.

Elizabeth asked if this was a new role. Mari explained that CHEO School Authority had access to a Superintendent at the OCDSB, but that we needed our own. The Ministry of Education approved the funding.

Benoit clarified that the Ministry of Education requested that CHEO School Authority have a Superintendent and that Dawn is now on contract with us.

5.10 Annual General Meeting (AGM): Update (Planning Committee)

Benoit stated that we need a planning committee as soon as possible.

Mari reiterated that we need to hit the ground running.

The AGM will be on Friday May 13, 2022, 8:30 a.m. to noon.

Mari let everyone know that it will be virtual this year and will likely follow the same agenda as KidsAbility from last year's AGM.

Everyone was encouraged to mark their agendas with this date.

A request went out to work with Mari on the Agenda and both Elizabeth and Christine volunteered.

Mari suggested putting together a video highlighting a few of the great things that are being worked on at CHEO School.

There would also be a guest speaker for approximately 1 hour.

Mari will be speaking with Section 68 colleagues to share ideas. Mari will be happy to share any information received.

Benoit asked Steve if there were any current videos. Steve indicated that consent from students and parents would need to be received to use them.

Elizabeth noted that there are quite a few public videos on line. She volunteered to look them up.

Benoit asked for volunteers. Elizabeth and Christine volunteered. Roger let everyone know he is available and to contact him if he can be of assistance.

6. Consent Reports

6.1 CHEO School Principal: Report – Verbal (Mari Murray)

Mari expressed that she had lots to share.

CHEO School is now at full capacity with 35 students, 7 in each of the 5 classes. The last student joined in January and there is already a waitlist for next year.

The school reopened on January 5th. It did not close in January like other schools in Ontario. We are doing very well at maintaining a safe learning environment.

Our Health and Physical Education teacher has returned 3 days a week. Our retired teacher who has been filling-in has agreed to stay for the other 2 days a week.

Two new EAs have joined our staff, Vivian and Mieke.

Tracey Gilmour accepted a new job and our new OA started on March 10.

We have had our 3rd student positive case and some of our teachers have tested positive. Transmission has not been at school. We continue to notify families of positive cases and ask that they monitor their children for symptoms.

Staff continue to wear PPE and students are using medical masks. We have strict procedures. Parents and guardians are doing their part and keeping their child home if they or a family member has symptoms.

Mari shared the activities that have been taking place and they include but are not limited to: Holiday concert on December 17 as well as Holiday spirit day. There was also a firefighter Santa and elves send off at the end of the day.

Mari also expressed how proud she was that CHEO School was able to help support some families with gift cards, winter clothing and gifts items. 5 families were supported with books and games that were donated by the CHEO Foundation.

January 21 was a PA Day and staff were busy writing their report cards.

A DSW student from Algonquin joined Anna's class on February 2.

A Teacher candidate from Nipissing University supported Jennifer Bygrave from February until the end of March.

A student teacher from Queen's University did a placement in Leah's class from March 7 to April 1.

A teacher candidate from Ottawa University will be doing an alternate placement for 2 weeks in Jacquie's class.

Modified Fire drills have been practiced monthly (1 class at a time in the play area).

Swabs are still collected weekly for COVID research. Traces have been detected but we are waiting for a meeting to get more information.

Report cards went home on February 18 which was a PA Day.

There was a snow day (transportation cancelled) on 100s day, so it was celebrated on February 24 instead.

Students brought 100 items to school and we had a virtual collection fair, where each student shared their items with their schoolmates virtually. This was followed by a school dance party.

Pink Shirt Day was celebrated on February 23.

Music Therapy started on February 28.

March 9 there was a car rally. Students designed their very own stock car and then raced them down the track.

There was a spirit day every day before the March Break.

On February 21, the Admissions Committee approved 11 English and 1 French student. They will continue meeting over the coming weeks.

The 2022-23 school year calendar has been shared with parents.

For the Kids Gala has been cancelled.

Mari continues to attend the 1Door4Care meetings.

Mari is currently working with 2 parents on school council to plan a parent expo (parent expo was the preferred choice). This will take place in late May or early June.

There will be an update to come once more planning has taken place.

Mari also wanted to thank CHEO. Several weeks back CHEO provided staff with an appreciation allowance of \$250.00. This was also given to CHEO School staff.

Benoit thank Mari for all of her impressive, hard work.

6.2 CHEO Vice-President, Child Development and Community Services: Report – Verbal (Monique Lugli) *Update provided by: Darlene Arseneau

Darlene spoke about the planning that is currently under way for 1Door4Care. There should be a RFP by the end of September. They are working on the block and stack which is determining what programs go on what floors.

Darlene spoke about the difficulty replacing staff when they are off with COVID. Health care workers are home isolating for 10 days, not 5. CHEO could not have a better team of professional.

No questions were asked of Darlene.

Benoit expressed his gratitude to Darlene for the fantastic job she is doing.

The meeting adjourned at 5:57 p.m.

Motion passed by Jane and seconded by Roger.

Trustees moved to an In-Camera session.

7. In-Camera Meeting

7.1 Discussion Items

7.2 Meeting Evaluation: Did we execute good governance in this meeting? (structure & process focus)

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

8.1 CHEO School Authority Financial Status Report (month ending February 28 , 2022)

Benoit Laberge (Chair), Steve Read (Treasurer), Hal Dunlap, Elizabeth Cuddy, Christine Dagleish, Roger Mills, Jane Fulford, Monique Lugli (Staff), Ryan Kelso (Staff), Mari Murray (Staff), Lynette Hickey (Staff)

CHEO-SA Future Meeting Date:
May 16, 2022