

Minutes

CHEO School Board Authority
Monday, May 17, 2021, 4:30 pm. – Zoom Virtual meeting

Attendees: Benoit Laberge (Chair), Elizabeth Cuddy, Allison Peacocke (Staff), Monique Lugli (Staff), Mari Murray (Staff), Christine Dalgleish, Dr. Hal Dunlap, Steve Read (Treasurer), Angie Thompson (Staff)

1. Welcome/Chair's Opening Remarks

1.1 Welcome and Chair's Remarks

Benoit welcomed everyone to this virtual meeting.

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 May 17, 2021

3. Approval of Minutes

3.1 Approval of Minutes for March 22, 2021

4. Information Session:

4.1 Update from Chair

5. Business Arising:

5.1 Finance Update & Next Steps (Allison Peacocke / Steve Read)

5.2 Discussion with Regional Ministry Office: Update

Update on surplus – What can carry over? Waiting on a response from Nigel.

Spoke with Julie Champagne regarding trustees' nominations. Still no answer with regards to Christine's application. The process is upsetting to both us and other Section 68 Schools.

Discuss further in camera

5.3 Trustee Updates

5.3.1 Approval by Ministry: Update

Waiting on approval of two new applicants

5.3.2 Trustee Vacancies: Update

Large response to posting. Five candidates were interviewed. Two outstanding applicants out of five interviewed. One is a retired lawyer with experience working with school boards. He was seconded to OCDSB. Second applicant is working as a specialist in governance. Both applicants will be very helpful to us if approved by Minister's Office.

5.4 Policies & Procedures: Update

Proposed procurement Policy & Procedure for review. Looking for approval. The logo will be changed to CHEO School. Feedback is welcome.

MOU – changes would be reflected within the policy.

Feedback: it was indicated that the changes relate only for school. They will allow accommodations for the difference in education and CHEO. Education can work in different thresholds to CHEO Hospital.

Why FIN01 and FIN02? Policies distinguished as 01, Procedure is distinguished by 02.

When entered into Policy Tech software number will change.

FIN03 and FIN04 - signing authorities and spending controls are under development.

The documents are not yet ready to submit to CHEO. FIN03 and FIN04 are almost finalized.

MOU Agreement with CHEO Board and CEO – won't bring this to board yet.

Defer approval until total package is reviewed. Reflect all trustees are in agreement to pursue these steps further.

The Procurement Policies & Procedures cannot go outside broader sector rules.

These have been developed in keeping with the OCDSB Policies & Procedures.

Sources consulted: Bloorview, OCDSB and CHEO Policies & Procedures.

Trustees agreed that a good discussion was held and this item will be brought forward to the next meeting.

5.4.1 Procurement Controls: For approval

5.5 Governance Manual: Update

Christine, Benoit, Elizabeth and Mari have been working on it. Changes not accepted yet.

Choose which identification is used for conformity: CHEO SA, the Board, CHEO School Authority. Which should be used. A zoom meeting will be set up to go over the document.

5.6 CHEO School Authority Strategic Planning Committee: Update

No update. Approved at last meeting. Not in the minutes. Very minor edits. Needs to be presented to CHEO Strategic committee. Talk to Jim and Marie. Christine, Elizabeth and Mari to present to the committee.

Benoit will follow up with Jim and Marie.

5.7 Agreement between School Boards and CHEO-SA: Update

We have agreements with OCDSB and CEPEO. Struggling to obtain an agreement with CECCE.

These agreements should be signed each year. If not, clarify that last year's agreement holds.

5.8 Proposed 2021/2022 School Year Calendar

There will be a PA day on September 2, 2021.

Students start school on September 3, 2021. There will be a staggered entry with returning students starting on September 3rd and our new students starting on September 7th and 8th.

There will be a board holiday added on Friday, March 11, 2022. The last day of school will be June 30, 2022. Motion to approve 2021/2022 School Year Calendar by Christine Dalglish. Second by Elizabeth Cuddy. All in favour.

5.9 Section 68 School Authorities: Affiliation Agreement

Affiliation agreement asks for Benoit's approval. Benoit will review and approve.

All Section 68 Schools in agreement, have more power to make changes as a team.

Discussion: Not reflective of CHEO School. We are more that the Children's Treatment Centres. We are not a treatment centre since amalgamation.

Benoit will talk to all the Chairs to switch names. Once this has been done, go ahead and sign the agreement.

Motion to accept by Elizabeth Cuddy. Second by Steve Read. All in favour.

- 5.10 Set dates for 2021/2022 School Authority meetings
Monday, October 18, 2021 – 4:30
Monday, December 13, 2021 – 4:30
Monday, February 28, 2022 – 4:30
Monday, May 16, 2022 – 4:30

6. Consent Reports

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

We remain COVID free.

Vaccinations – Cannot confirm if all staff have been vaccinated due to Privacy issues.

CHEO SA will fall under 2nd group to receive 2nd dose of vaccine.

We have 33 students enrolled. 31 students are in person learning and 2 are remote learners. For September, 1 of the remote learners will be returning to in person. The 2nd student's parent has not made the decision yet for September.

The admissions committee meetings have taken place. We have 34 students enrolled for September. Only 1 vacant space left in the French program. All English classes have a maximum of 7 students per class.

Staffing update:

Angie Thompson, Office Administrator is retiring at the end of June. Tracy Gilmour will be starting on July 2nd as our new Office Administrator.

1 teacher in the English program is retiring.

1 liaison teacher is leaving CHEO School.

1 educational assistant in the French program is leaving to attend Teacher's College.

4 of our educational assistants who were hired in term positions this year will be finished on June 25th.

Interviews will be held for the 1 educational assistant in the French program.

Our digital learning teacher has moved to a homeroom teacher. A new digital learning teacher has been hired.

We are requesting 2 additional permanent education assistants in our budget submission so that every class will have 2 educational assistants.

Mari continued weekly meetings with our Public Health Nurse as well as her weekly meetings with the other Section 68 Schools principals.

Music Therapy ended April 5th due to the therapist taking a leave of absence. He will still hold the 2 family music therapy nights that were scheduled.

Little Ray's held virtual workshops for our students on April 21st and April 22nd.

On May 4th a fire drill practice was held, following physical distancing requirements.

The NAC will hold virtual workshops between May 10th and June 1st.

Scientists in School will hold one more virtual session.

We are looking into horse-drawn carriage rides around the complex.

PRO Grant funds were used to hold workshops as follows:

Kim McLeod – March 10th

Amy Lockwood – March 24

Amanda Sly Heart & Sounds Yoga – April 14th

Family Music Therapy Night – April 28th

Luca Lazylegz Patuelli Dancer and Speaker – May 12th
Misha Dreamwalker – June 2nd
Family Music Therapy Night – June 16th

Parent Council met on March 31st.

The remaining funds from the PRO Grant will be spent on bilingual books for families to read.

April 8th – For the Kids Gala raised record breaking funds.

There was a PA day on April 23rd held by the unions. Staff participated in workshops organized by their respective unions.

There is a PA day on June 4th for report card writing.

The AGM was held on April 22nd. There was a governance presentation, updates from all schools. We will be hosting the AGM next year.

Our year end celebration plans are underway. A staff committee has been set up. The celebration will be outdoors and follow health and safety guidelines (physical distancing and masks).

We are expecting special guests to attend including politicians and media.

This year's celebration will have a beach theme.

Transition meetings are scheduled and start tomorrow. The education teams and therapy teams will meet.

Class lists have been established.

Parent Info Night is Thursday at 6 p.m.

Final report cards go home on June 23rd. Last day of school is June 25th.

Discussion: It was noted that For the Kids Gala has a strong sense of it being Gold standard. There were a lot of referrals back to donors with regards to the equipment available for our students.

6.2 CHEO Vice-President Report – Monique Lugli (Monique presented a verbal update)

Will review MOU.

Meeting May 27th regarding working document. Will get back to Mari, Benoit and Steve.

Serve as a positive piece with regards to Environmental Services, Finance, Facilities, Therapy.

What are the expectations? Agreement?

Based on similar agreements, changes are anticipated. Document will go back and forth to be complete by August 31st.

Once agreement is in place, it is a good way to move forward. Misunderstandings will be in the past.

Move forward with clear agreement.

Vaccines: 2 streams – 1st in the province to vaccinate vulnerable children and caregivers depending on age. Some were too young. Parents would have been offered the vaccine. There were 2200 doses over 8 days. Roger Neilson House staff came in to help. We are grateful for the partnership.

Children 12 & above, from June 1 – 10th will be able to use the Kids Come First lane.

Pop up clinics and knocking on doors in vulnerable communities to distribute the vaccine.

Expect to have 67000 children vaccinated by end of June and have 2nd dose by end of September.

There are some side effects with 2nd dose for some staff.

The CHEO logo uses tag line Best Life. We can refer to it, but not include it with our logo. Who do we contact to add our tag line to our logo? "Learning Without Limits"

In-Camera Meeting

6.3 Discussion Items

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

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

7.1 CHEO School Authority Financial Status Report (month ending March 31, 2021)

7.2 Proposed School Year Calendar 2021/2022

7.3 Policy FIN01: Procurement Controls

7.4 Procedure FIN02: Procurement Controls

8. Adjournment

8.1 Motion to adjourn meeting at 5:59 pm by Elizabeth Cuddy. Second by Hal Dunlap. In Camera meeting followed.

CHEO School Authority Future Meeting Date:

October 18, 2021

December 13, 2021

February 28, 2022

May 16, 2022