

Minutes

CHEO School Authority Board Meeting
Monday, October 23, 2023
CTC Boardroom #122 & Virtual Zoom Meeting

In-Person: Benoit Laberge (Chair), Roger Mills, Hal Dunlop, Elizabeth Cuddy, Christine Dalglish, Jane Fulford, Mari Murray (Staff), Lynette Hickey (Staff)

Virtual: Ryan Kelso

Regrets: Jennifer Proulx

1 Welcome/Chair's Opening Remarks

1.0 Welcome and Chair's Remarks

Benoit called the meeting to order at 4:38pm by welcoming everyone and providing the land acknowledgement. He shared the good news that some of the Trustees have received their Confirmation of Status. Congratulations to Christine Dalglish, Jane Fulford, Elizabeth Cuddy and Hal Dunlop. Roger Mills is still waiting for his confirmation.

1.1 Opportunity for declaration of conflict of interest

No conflict of interest was declared.

2 Approval of Agenda

2.1 Approval of Agenda for October 23, 2023

Item to be added

- approval of the February 6, 2023 minutes

A MOTION was put forth to accept the amended Agenda.

MOTION CARRIED.

3 Approval of Minutes

3.1 Approval of Minutes from May 8, 2023 and June 19, 2023 with corrections.

A MOTION to approve the minutes of the May 8th meeting, with the changes, was made by Benoit. All were in favour.

MOTION carried.

Benoit brought a MOTION forward to accept the June 19th Minutes. All were in favour.

MOTION carried

3.2 Approval of Minutes from February 6, 2023

Benoit brought a MOTION forward to accept the February 6th Minutes. All were in favour

MOTION carried.

Meeting moved to item 5.1

4. Information Session

4.1 Update from the Chair

Benoit's gave an overview of his objectives for this school year

- Finalize the agreement with CHEO.
- Review of strategic plan and how we measure
- Governance manual to be completed after agreement is finalized
- Improve communication with CHEO

- Review 1door4care plan

4.2 OPSBA: Update

Elizabeth enquired about how records and minutes are being kept from meeting.

Mari is going to a meeting this week will pose this question.

4.3 Trustee Appointments: update

Benoit again gave his congratulations to those on their official appointment confirmations.

5.0 Business Arising:

5.1 Finance Update and Next steps – Verbal

Benoit handed the meeting over to Jane, Chair of the CSA finance sub-committee.

Discussion took place on the cadence of when documents should be shared. It was agreed that the financial statements will be sent in advance of meetings in order for them to be reviewed prior to discussion taking place.

A review of the August 31, 2023 Budget took place and it was indicated that all statements are draft until KPMG completes their audit

5.2 CRA Number/Bank Account: Update

The CSA now has a CRA number and a bank account will soon be opened.

Scotia Bank requires a letter from the Trustees authorizing the signing authority.

Chair asked what the implications of workday are for the CHEO School. More information needs to be input in the system. Contingent workers can be set up in workday and would be able to check invoices, run reports etc. A request was made to share the audit with the finance sub-committee once the KPMG Audit is complete.

5.3. Update on Insurance

During the last school year school administration and a trustees met with OSBIE regarding possible insurance coverage.

OSBIE can provide the required insurance

- Liability coverage
- property damage coverage
- crime or social engineering fraud
- automobile coverage
- cyber coverage
- legal expenses

The School Authority members did contact OSBIE to get more information in acquiring insurance for the school as well as for the Trustees. We also explored an independent insurer to provide coverage in the interim.

5.4 Governance Manual

The latest copy of the Governance Manual was sent out at the end of June but is currently on hold until the Memorandum of Agreement is finalized. This item will remain on the agenda of future meetings.

5.5 Strategic Plan

Still working on the strategic plan. A meeting will be scheduled to discuss evaluation metrics and then provide it to staff. The committee will look at the outcomes from the OCDSB, CECCE and CEPEO to see what is a reasonable

5.6 Budget Estimates: Update

The Administration provided clarification to the Ministry of Education in regards to:

- Recreation Therapy
- Literacy teacher
- Legal

5.7 Memorandum of Agreement (MOA)/Policy & Procedures: Update

This process is ongoing. We will move forward with the Policy and Procedures once the agreement is finalized.

5.8 Superintendent/Consultant: Update

Administration announced that Dawn Paxton is happy to continue providing consultation services, specifically with respect to the MOA with CHEO, but someone else will be needed for the Policy and Procedure work. Other Section 68 Schools are now using Policy Pro. Once an agreement with CHEO is reached this option will be explored.

6. .Consent Reports

6.1 CHEO School Principal: Report – Verbal School Principal

- Currently, the total student enrolment is 30 (5 vacancies – 4 English, 1 French).
- The school year started with 2 staff vacancies which have since been filled (1 Teacher and 1 EA.)
- Unfortunately, this school year started with quite a few transportation issues. Seven of our students did not have transportation set-up for the first day of school. Some of our parents went to the media and contacted their local MPPs office. In the end, the 7 students were placed on individual runs as a temporary measure. We have since had 3 of those students placed on a wheelchair accessible bus. We also had to enter in a contract with a third-party transportation provider, as the Student Transportation of Eastern Ontario (STEO) could not provide transport for one of our students.
- A huge thanks to one of our Trustee and also our Admin Assistant for tackling all of the transportation issues. Countless hours and several days/weeks were spent on this issue....brainstorming solutions, sending emails, phone calls, following-up, etc.
- The start to our school year was very good. We had a staggered entry again this year. Our Year 2 students returned to school on Thursday, August 31st. Year 1 students returned either on Friday, September 1st or Tuesday, September 5th. All students were in attendance by Wednesday, September 6th.
- All staff attended a P.A. Day on Wednesday, August 30th. The foci for the day were: Literacy, Health & Safety, and Promoting a Safe & Positive Climate. Some time at the end of the day was devoted to team meetings & classroom set-up.
- CHEO School partnered with CHEO this year for planning the day of Truth & Reconciliation on September 29th, as well as related activities that week.
- Here are some of the events/activities happening at the school:
 - Students are enjoying music therapy once again this year.
 - Students enjoyed a visit from the Snowbird Pilots on September 13th.
 - The annual Terry Fox Walk was held on Friday, September 15th. The goal was to raise \$500.00 this year and we surpassed our goal. So proud of CHEO School!
 - We celebrated Journee Franco-Ontarien on September 25th.
 - Students attended a Truth & Reconciliation River Singers Performance on the afternoon of September 26th as part of the Truth & Reconciliation activities planned that week.
 - Students also attended 'Let's Honour Through Art' Rock Painting on the afternoon of September 28th, as part of the Truth & Reconciliation activities.
 - We celebrated World Teachers' Day on October 5th with a treat for all staff.
 - Our school enjoyed a performance from the Rag n' Bone Theatre company, entitled 'Hat Trick'.
 - As part of Fire Prevention Week, our students had a presentation on fire safety from local firefighters on October 13th. They were then able to go outside and explore the fire trucks.
 - On Friday, October 20th, our school enjoyed a field trip to Proulx Farm in Orleans.
- Classroom team meetings started in September and continue monthly. This is an opportunity for the entire educator and therapy teams to meet and discuss each student in great detail, including updates on how they are progressing in all areas.
- I continue to meet virtually with my Section 68 Principal counterparts.

- Parent Meetings were held the week of September 25th. The classroom team and therapists met with all parents in order to discuss their child's transition to school, school routines and goals for each student. These meetings help teachers develop each student's Individual Education Plan (IEP). IEPs went home on October 18th.
- The **Vice-President, Child Development and Community Services** has been inviting me to attend the CHEO Child Development & Community Services (CDCS) Leadership Meetings with her team of Directors at CHEO. These meetings are an opportunity to receive updates on various issues which impact the Children's Treatment Centre and other relevant departments at CHEO. I also continue to have 1:1 meetings with Jennifer every month.
- I have been attending 1Door4Care meetings along with our other 2 CHEO School reps. We have reviewed the school/pre-school areas, all rooms, and the overall layout of the entire 2nd floor. Security on the floor was also reviewed (w.r.t. reception, stairs/elevators & swipe access to certain areas- areas not accessible to public).
- Development & rehabilitation will be moving out of Max Keeping in order to make room for Newborn Screening Ontario (NSO). This means that many staff will need to be accommodated in the Children's Treatment Centre. Draft plans have been shared and some construction will be required. The staff responsible for overseeing this move have indicated that they are hoping to disrupt CHEO School as minimally as possible with this construction. The plans include changing this Boardroom (#122) into workstations for staff. More information will follow regarding timelines, but construction is not expected until well into 2024
- I have met with the Fire Safety Officer to review the Fire Safety Plan. The plan was quite outdated, hence significant revisions were made and we hope to have it finalized soon. Once finalized, it will be shared with all staff.
- We had another P.A. Day on Friday, October 6th. The foci of the day were: Promoting a Safe & Positive School Climate – Part 2, Literacy and Math.
- Our Parent Council Meeting will be scheduled for Thursday, November 2nd at 6:00pm.

6.2 CHEO Vice-President, Child Development and Community Services: Report – Verbal

Written report provided prior to the meeting and was included with the Agenda.

Motion to adjourn meeting put forth by Benoit and seconded by Jane.

MOTION passed

Meeting adjourned at 6:11pm.

7. In-Cameral Meeting

7.1 Discussion Items (Shared Agenda)

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

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

8.1 CHEO School Authority Financial Status Report (Month ending August 31, 2023 – To be forwarded by Ryan Kelso)

Benoit Laberge (Chair) Hal Dunlap, Elizabeth Cuddy, Christine Dalglish, Roger Mills, Jane Fulford, Jennifer Proulx (Staff),
Ryan Kelso (Staff), Mari Murray (staff) & Lynette Hickey (Staff)