

Minutes

CHEO School Board Authority **Monday, February 6, 2023**, 4:30-6:30 pm
CTC Boardroom #122 & Virtual Zoom Meeting

Present

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

Virtual: Ryan Kelso

Meeting called to order at 4:39pm

1. Welcome/Chair's Opening Remarks

1.1 Welcome and Chair's Remarks

Benoit welcomed everyone and provided the land acknowledgement

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 February 6, 2023

Elizabeth asked for the following items to be added to the Agenda

- 5.8 Governance
- 5.9 Strategic Plan

Approval of the Agenda with the above noted additions

Hal, seconded by Jane

A motion to approve the amended agenda

MOTION carried

3. Approval of Minutes

3.1 Approval of Minutes from December 5, 2022

Motion to accept minutes

MOTION passed

4. Information Session

4.1 Update from the Chair

Benoit thanked this great team and expressed his satisfaction with how the team is progressing.

He appreciates that we are not afraid to challenge with is really good. We are all improving.

5. Business Arising

5.1 Finance Update and Next Steps – Verbal (Ryan Kelso)

Ryan referred to Page 2 of the financial report provided by CHEO Finance indicating that this is the first run of the forecasted budget. It is a work in progress but will be a very useful document.

Highlights from the document

- The staffing line item is currently in a surplus due to a late hire
- Union retro salary increases are in the budget but have not realized yet
- Increase in transportation costs have not yet been seen. Forecasting a \$50000.00 surplus

- SEA is over spent. This amount will come out of the overall surplus at the budget year end
- Large variance in Superintendent and Policy and Procedure.
- Projecting approximately a \$200000.00 surplus at the end of the year.
 - Ministry approval is required to spend out some of the line items

Benoit asked Ryan to reach out to the Ministry to find out which envelopes can be spent without permission or consultation. Ryan will reach out to get a clear answer on the reallocation of funds.

Jane asked for clarification on the General Administration Line Item. Ryan indicated that the MOU is still being worked on. Included in this item is Finance support, purchasing support, cleaning etc. The budget amount has never changed since CHEO School was a separate legal entity. The final contract amount will be determined once the MOU is agreed upon.

Benoit requested again to have this line item broken down into more details to understand the costs. Ryan will get more detailed information on the breakdown of this line item. He also indicated that it has been the same number for many years; it just carries forward every year. Ryan will do some digging.

No other questions were asked.

Benoit asked for the monthly forecasted budget. Mari agreed to forward it to the group once it is received.

Ryan spoke about the new finance program that will be starting in June. Once 'Work Day' is up and running it will be easier to create profiles and get people access. CHEO has finished the end to end testing phase.

Mari has met with finance about the switch and has been told that breaking down the accounts would not happen before June 2023 but will be looked at in the future.

Benoit thanked Ryan.

Of all the School Authorities, CHEO School Authority is paying the highest amount to CHEO. It is 10% of our overall budget to have CHEO School here.

5.2 Update on Finance Personnel (Ryan Kelso/Mari Murray)

Mari indicated that there is nothing new to report at this time

5.3 CRA Number: Update (Mari Murray)

Mari discussed the CHEO School CRA account. The code we have been provided, has a personnel number, however we do not remit CPP, EI etc – we are paid through the school boards.

Ryan indicated that we should open other codes for corporation and charity.

Mari suggested having the personnel number in case we were to hire in the future.

Ryan will provide the name of someone at KPMG who could help with this.

Benoit put forth a MOTION to obtain tax and advisory services with tax and corporation status MOTION passed

5.4 CHEO School Branding Proposal: Update (Mari Murray)

Mari has been in touch with the new branding personnel and has discussed the options around the use of École CHEO School. They are going to get back to us.

5.5 OPSBA and Section 68 School Authorities Group: Clarification/Update (Benoit Laberge/Mari Murray)

Mari and Lisa Cefaratti spoke in regards to the Ontario Association of Children's Treatment Centers. Lisa does not believe there is a need for an official Chair but rather whoever is hosting the meeting will be chair.

5.6 Update on Insurance (Roger Mills)

Update to be provided at next meeting.

5.7 Trustee Appointments (Mari Murray)

Mari let everyone know that trustee appointments have not been approved by the ministry for any of the school authorities. Other School Authorities are not holding meetings.

Campbell will host this year's AGM virtually. Once information is provided Mari will share it with the group.

5.8 Governance Manual

Elizabeth indicated that a new copy of the amended manual is needed once the finance and insurance sections are updated.

Mari will look into this.

5.9 Strategic Plan

The school strategic plan cannot be translated at this stage as the logo is not yet ready.

Elizabeth spoke about the school working on their goals as we need to move forward with the action plan.

Mari indicated that staff are looking at the plan and will be providing feedback

6. Consent Reports

6.1 CHEO School Principal: Report Verbal (Mari Murray)

Mari provided the following school update verbally

- Student enrolment remains at 30
- 1 student and 2 staff COVID cases – no school transmission. Family and staff continue to be notified
- Finance personnel search continues
- Dr. Cunningham and PHD student research project: Our digital Learning Teacher (DLT) has been in contact with Dr. Cunningham from the Ontario Institute for Studies in Education (OISE) at the University of Toronto regarding potential research on using assistive technology to enhance written output for students with significant physical disabilities. Confirmation of approval for this research has been received. Parent authorization form, Principal letter and so forth are being finalized. Our DLT has been working with students while keeping detailed logs, notes and related documentation.
- Other Section 68 schools were here in December to tour our school with a focus on our technology (Promethean Boards, adaptive toys etc) as well as looking at supporting literacy development for all students. This provided the lead teachers with an opportunity to see what is happening at the other school authorities in these key areas. The teachers have created a networking group and online shared google drive to share their resources
- Medial House did a photo retake for any of our students who were away on photo day. What a fantastic job they did.
- Admission Committee meetings have been taking place. So far, there will be 2 new students for the French class and 12 new students for the English classes. There is a possibility of 5 students remaining: 2 in the French class and 3 in the English classes.

- Report Cards and IEPs will be going home
- Section 68 Principals are meeting weekly
- It will be a virtual AGM this year.
- Weekly music therapy sessions with Landon continue.
- November 22 Reptiles Rock presentation for all classes
- Parent Teacher Interviews held on evening of November 24 and morning of 25
- November 25 – PA Day for students
- December 15th - Virtual visit with some of the Ottawa Senators
- Alex Munter did his annual holiday walkabout on December 21st and all staff received a \$10.00 gift certificate for the CHEO Cafeteria.
- December 21st - Repelling elves and Santa came to visit our students at the end of the day. Each class was able to take a photo with the elves and Santa in front of the big fire truck before heading home.
- December 21st – ugly sweater day
- December 22nd – Holiday wear day
- December 22nd – Fire drill practice
- January 11th – 2 classes enjoyed a visit from the Ottawa Humane Society.
- January 19th – Team Jersey Day
- January 20th – PA Day for report card writing.
- Medical students have been in and observing our classes
- January 23rd – Our Mental Health/Right to Read Teacher provided professional development for staff
- Mari and Lynette have been attending monthly financial review meetings with Celina in Finance. These have been very helpful. Our last two meetings were on December 20 and January 23rd
- 1Door4Care meeting to discuss transportation and traffic flow needs at the school
- Recently interviewed about the importance of fundraising for CHEO (including CHEO School) and the impact of the donations we receive on our students and the programs, activities and resources which we are able to offer.
- Update provided on fence and outdoor shed for storage. Looking at a spring installation. Benoit asked for the name and phone number of the company and a specific date for installation. Mari will follow up.
- Looking into purchasing an accessible swing for our kiddos and renovating the current park to make it accessible.

Christine asked if CHEO School was in need of switch toys? Christine and Mari to connect to discuss.

Elizabeth asked if OT was involved in the research project - yes, they are. She also asked if the project has gone through CHEO Medical and Mari indicated that it did not, as we are our own entity and do not require their approval. No further questions were asked.

6.2 CHEO Vice-President, Child Development and Community Services: Report - Verbal (Jennifer Proulx)

Jennifer sent her regrets.

Meeting adjourned at 6:14 p.m.

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<https://www.cheo.on.ca/en/clinics-services-programs/school.aspx>

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Moved to in-camera

7. [In-Camera Meeting](#)

7.1 Discussion Items

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 December 31, 2022)