

Minutes

CHEO School Board Authority **Monday, December 5, 2022**, 4:30-6:30 pm
CTC Boardroom #122 & Virtual Zoom Meeting

Present:

In Person: Benoit Laberge (Chair), Roger Mills, Dawn Paxton, Elizabeth Cuddy, Christine Dalglish, Jane Fulford, Mari Murray (Staff), L. Hickey (Staff)

Virtual: R. Kelso, Rob Clayton, Nicole Van Oosten

Benoit called the meeting to order at 4:36

1. Welcome/Chair's Opening Remarks

1.1 Welcome and Chair's Remarks

Benoit welcomed everyone to the meeting and called the meeting to order at 4:40pm. He began by delivering a land acknowledgement.

Introductions were made.

Benoit congratulated and express his sadness that Steve has moved on. Steve is now the CEO of CHEO Foundation. Steve was thanked for his commitment and dedication to the CHEO School Authority and CHEO School.

Mari thanked Steve for his support and dedication and expressed that it has been a pleasure to work with Steve over the years.

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 December 5, 2022

Mari asked to add 5.7 Trustee posting.

5.1.1 will be presented before 4.

Motion to approved amended agenda was passed by Elizabeth and seconded by Jane.

3. Approval of Minutes

3.1 Approval of Minutes from October 24, 2022

The spelling of Lisa Cefaratti name is to be corrected

Motion passed by Jane and seconded by Roger

5.1.1 Was presented here. Please refer to below

4. Information Session

4.1 Update from Chair

More discussion about Finance to come.

5. Business Arising:

5.1 Finance Update and Next Steps – Verbal Ryan Kelso

Ryan Shared his screen and presented the CHEO School budget to date.

Currently salary and wages are underspent but that is in line as there was a vacant teaching position that was just staffed. Ryan suggested using this money elsewhere before the end of the year.

The salary line item can be used to purchase supplies for the school however if the purchase is in excess of \$3000.00 the Ministry requires that they be looped in. Ryan is advocating to have this limit raised. Benoit asked to be cc'd on any communication with the Ministry.

Ryan agreed

- 5.1.1 KPMG Financial Audit – Nicole Van Oosten and Rob Clayton
Robert Clayton from KPMG thanked everyone for allowing them to present the results of the audit and introduced Nicole Van Oosten to explain the results.
Nicole stated that there were no issues, concerns or reservation to express.
There are no major changes year over year to the financial statement
Revenue is consistent
In kind grants is a new line item this year
Expenses consistent to last year.
Figures are balanced.
Nicole asked for questions
Robert responded to a question about in-kind grants and stated that items donated free of charge (PPE including masks and other items) are recorded as a revenue for the donation and then as an expense as they are used. It is an in and out in the budget.
Jane asked about the Administration line and Ryan explained that line item is for school staff salaries and administrative costs incurred by the school.
Benoit inquired about CHEO School having a surplus yet still owing money to the Ministry and how to prevent this in future years.
The focus should be on how to manage the funds during the year so this does not happen at the end of future years. Moving forward to keep the balance as close to 0 as possible.
Benoit asked for a monthly summary to be presented at CHEO School Authority Meetings so all members are aware.
There were no other questions
Motions to approve these statements was put forth by Benoit, approved by Elizabeth and seconded by Jane.
All were in favour.
MOTION passed
- 5.2 CHEO School Authority: Strategic Plan / Governance Manual (Dawn Paxton)
Dawn Paxton was introduced and she thanked everyone for having her at the meeting.
CHEO School budget needs to be more transparent and clear for the work to be done.
Mari provided an update on the status of the new finance person. Discussion took place around where to find a finance person for this position. Suggestions of KPMG or Carleton University were suggested.
Discussion continued around the school budget; red flags were discussed and concerns raised. A breakdown of the Administration line item is needed.
It was noted the CSA is the only SA without their own finance person.
Benoit to follow up with Darlene about access to WebLedger
Dawn Paxton went over the Governance Manual
Some of the highlights, future discussion items and recommendations are:
- Page 4 - governance annual review might be ambitious - suggested every three years
 - Page 8 - school functions in accordance with the legislation - how are you doing that?

- Page 11 - Financial business - review once memorandum of agreement or financial person in place
- Page 16 changes - school principal shall be the secretary - changed to 'may' be
- Page 21 - worried about principal from another school board – further discussion to come.
- Page 22 - financial oversight - CSA should be responsible for oversight

Overall it is a good governance document but there are some things to look at. It will change in the future but generally, it is good as it is and can be accepted

No questions were asked

Dawn provided information on the termination of a Principal. There is some flexibility to terminate. School Board rules would apply. This is a three year seconded position and it would take approximately three years to go through the termination process. The secondment would then not be renewed. Follow the agreement of the school boards.

Elizabeth asked if it should be in writing. Dawn does not feel that would be necessary as termination is a long process but there is the protection of a three year secondment.

The School Authority has the right to evaluate the Principal. If an outside Principal (ie retired Principal) were hired, a process would need to be established.

Dawn suggested that everyone read through the Governance Manual and be comfortable with what it is comprised of.

Mari asked for the insurance piece to be reviewed. Roger will look into it.

Benoit thanked Dawn for being part of the CSA

5.3 CRA Number: Update (Mari Murray)

Mari reported that CHEO School now has a CRA number. The next step will be to provide it to Scott Pommerville and open a school bank account. Ryan indicated that some areas were missed. Scott to look into this.

5.4 CHEO School Branding Proposal: Update (Mari Murray)

Mari reported that there is no update at this time
Foundation and CHEO coming together.
Mari will follow up

5.5 1Door4Care: Update (Elizabeth Cuddy/Lise Bisnaire)

Elizabeth reported that the website is now fixed and the information is accurate.

5.6 OPSBA and Section 68 School Authorities Group: Clarification/Update

To be carried forward to the next meeting

5.7 Trustee appointment (Mari Murray)

Mari let everyone know that the Trustee posting has gone out and there is one application at this time. A person with a financial background would be a huge asset.
Jane offered to sit on the Finance Committee with Benoit, Steve and Mari.
Motion passed.

5.8 Transportation Insurance Coverage

To be carried forward to the next meeting.
Roger indicated that there should be something newer than 2010 for insurance paperwork. Scope of coverage is needed
Benoit and Mari to follow up.

6. Consent Reports

6.1 CHEO School Principal Report – Verbal (Mari Murray/CHEO Vice-President, Child Development and Community Services: Report – Verbal (Lise Bisnaire)

Lise sent her regrets as she could not attend the meeting

Meeting adjourned at 6:28pm

Moved to In-Camera.