

## Minutes

CHEO School Board Authority  
Monday, March 22, 2021, 4:30 pm. – Zoom Virtual meeting

**Attendees:** Benoit Laberge (Chair), Elizabeth Cuddy, Allison Peacocke (Staff), Monique Lugli (Staff), Mari Murray (Staff), Christine Dalglish, 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

Request by Elizabeth to add discussion on CHEO Logo to the agenda. Added as item 5.7.

The agenda for January 18, 2021 was approved on a motion from Christine Dalglish. Seconded by Steve Read. Carried.

### 3. Approval of Minutes

#### 3.1 Approval of Minutes for November 2, 2020

Moved by Elizabeth Cuddy. Seconded by Christine Dalglish. Carried.

### 4. Information Session:

#### 4.1 Update from Chair

Working on elements.

Spoke with Julie at Ministry office. Trying to get information for Benoit. Difficult during COVID, but making progress.

### 5. Business Arising:

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

January financials are reflective of our approved budget.

January deficit is due to grant revenue. Approved budget will catch up on cash flow and deficit will disappear.

Variance under staffing is due to position not filled with an occasional teacher. No OTs available. Position filled with a casual EA. Also, SLP position was delayed.

Over spent on line for supplies and other.

Transportation – accrue costs over 10 months. An over spending is not anticipated. We have only received one invoice for transportation so far.

Approved budget: \$2.851; Submitted: \$2.863

Technology: \$20,000 carried forward from last year; additional \$20,000 approved for this year Estimates were based on 35 students and 25 staff.

## 5.2 Trustee Update

### 5.2.1 Approval by Ministry

What is happening with Christine's application? The person dealing with these applications was Mr. Butler. He has changed Ministries. Julie is going to the Director to get an answer.

### 5.2.2 Trustee Vacancy

Posting closed on February 12<sup>th</sup>. We received 5 applications. Benoit waiting to hear about the appointment process with Christine's application before we go ahead. We will set up interviews as soon as possible. Benoit will need help on the selection committee. We have at least 3 good applicants including a lawyer with experience in education.

### 5.2.3 \*Note: Trustee Resignation

Mari sent an email to Trustees on March 23, 2021 on behalf of Benoit to share the following information: An important update was missed at our last meeting. Benoit wanted to share the news that Jeff has regrettably had to resign from his role as Trustee on the CHEO School Authority, due to considerable work demands in his new role.

Benoit has already sent Jeff a letter to thank him for his service, on behalf of all of us.

We hope to set up interviews and recommend 2 new Trustees in the very near future.

## 5.3 Policies & Procedures: Update

### 5.3.1 Procurement: For Approval

Mari has worked a lot with the analyst.

Policy: FIN01 is pretty standard

Procedure: FIN02

Feedback is welcome. Elizabeth mentioned that there is difficulty separating School Authority with School Administration. It was discussed that the School Authority has a judiciary duty to check on School Administration to make sure policies and procedures are followed. School Administration to report to School Authority on expenditures over the year.

Definitions: Add definition of CHEO School Administration to delineate the 2 teams.

Monique reminded us that we fall under CHEO for Procurement.

CHEO/CHEO-SA are not the same. Look at patterns we can do the same or change.

We do not have an MOU or MOA as yet. Should members agree in principle? Wait until April 31<sup>st</sup>?

Steve reminded us that we fall under the legislation of the Broader Public Sector rules and must follow these rules.

No motion as these documents are not finished. Please provide feedback to Mari.

## 5.4 Governance Manual

Mari edited grammar and will send new version to everyone. Elizabeth requested a copy that can be edited to make changes.

## 5.5 CHEO School Authority Strategic Planning Committee: Update

Teacher and parent comments were reviewed. Christine edited the documents with acceptable changes.

Not a lot of changes were made.

## 5.6 Agreement between School Boards and CHEO-SA:

Update CHEO Logo

Is “Best Life” part of the logo? Monique said that some programs have added this. Some controversy (internal vs external). Involve communications department to align everyone.

## 6. Consent Reports

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

No staff or students have tested positive for COVID to-date.

We have 33 students enrolled. 30 in-person learning and 3 virtual;

Students are best served in-person. One of our virtual students is enrolled for in-person learning next year at his community school. One of our virtual students is transitioning to in-person learning next week. The third student has yet to decide.

Good news. Our budget has been approved.

Admissions committees have had meetings over the past few weeks. We have 11 students offered a spot in our English Program and 2 students have been offered a spot in our French program. We still have 2 spots to fill in our English Program and 2 spots to fill in our French program.

Mari meets weekly with our Public Health Nurse. On March 5<sup>th</sup> our Public Health Nurse met with Mari to review the new Health Guidelines for students returning to school.

Mari attends weekly teleconferences with the Deputy Minister

Mari meets weekly with Section 68 School Principals to share information and ideas (virtual).

January 22<sup>nd</sup> – PA day for Report Card writing. Staff worked from home. Teachers met with EAs virtually for planning purposes.

Term 2 IEPs and Term 1 Report Cards went home on February 11<sup>th</sup>.

February 12<sup>th</sup> – PA day – Staff participated from home in a morning session on Equity and Human Rights and an afternoon session on Health and Safety.

Music therapy continues in our classes in 6 week blocks per class.

Staff and students practiced lockdowns which included training using a PowerPoint presentation which is suitable for Kindergarten students.

CHEO Foundation’s “For the Kids Gala” is on April 8<sup>th</sup>. All classes participated in creating beautiful canvases for auction at the Gala. Photos and videos were taken of our students enjoying our outdoor learning centre. Our digital learning teacher also prepared photos and videos to send to the Foundation.

February 11<sup>th</sup> was Red and Pink day.

Kindness Week was observed during the week of February 15<sup>th</sup>. Staff and students participated in Random Acts of Kindness.

Our car derby was held on February 19<sup>th</sup>. The stock cars, created by our students, were raced by class rather than by the whole school due to our restrictions.

100s day was celebrated on February 24<sup>th</sup>

March 12<sup>th</sup> we held a pajama day.

During the week of our original March Break, students and staff participated in many spirit activities. Silly hair day, backwards day, wear green day (for St. Patrick’s Day), wear a pattern day and hat day were some of the activities enjoyed.

A Parent Council meeting was held on February 4th. PRO grant of \$1000 was discussed. A survey was sent to parents to provide input and suggestions. Sessions on “How to talk to your child about their disability” was one of the items agreed upon.

The following presenters / sessions have been booked:

March 10<sup>th</sup> – Kim McLeod

March 24<sup>th</sup> – Amy Lockwood

April 7<sup>th</sup> & April 14<sup>th</sup> – Family yoga night

April 28<sup>th</sup> - Family music therapy night.

Our next Parent Council meeting is on March 31<sup>st</sup>.

Teachers and support staff in the classrooms have had their COVID vaccine or will be getting it soon. Their 2<sup>nd</sup> dose will be in July. We are waiting on an update for all remaining school staff to be invited to get the vaccine.

Monique does not have a percentage of staff vaccinated as this is private information. However, none of the procedures change.

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

General information: Red Zone makes for busy times for Brewer. Highest numbers getting tested since beginning of the pandemic. A lot of groups are getting fatigued with the restrictions and groups are getting together. A reminder to keep safe. Follow guidelines and get out and enjoy the nice weather.

3,200 CHEO staff and medical staff have been invited to book an appointment. (Wave 1 & Wave 2 – patient facing staff). Wave 3 – waiting on information. We thought it would go quicker, but there has been a delay with Wave 3.

A reminder to staff to keep up with precautions, hand-washing and hand sanitizing.

Good signals for budgets for Children’s Treatment Centres. There has been no increase in 10 years.

1Door4Care may be mentioned in the budget on Wednesday at 4 p.m.

We are working to redefine and settle the Memorandum of Understanding to have a strong and solid working relationship.

Questions: Did we see any of the variants in children? Yes. It is showing up in Ottawa. There is no indication that the variant does not respond to the vaccine. Flu numbers are very low due to PPE precautions and people not out in the community. There is a record number of children treated for mental health, suicide, and eating disorders.

## 7. In-Camera Meeting

7.1 In-Camera session will be held at the end of the regular meeting.

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

8.1 Governance Manual: Draft Copy

## 9. Adjournment

9.1 Meeting was adjourned at 5:43 pm.

Benoit invited trustees to remain online for virtual In-Camera Session.

---

CHEO School Authority Future Meeting Date:  
May 17, 202