

Minutes  
CHEO School Authority  
February 5, 2024  
Boardroom #122 & Virtual Zoom Meeting

In person: Benoit Laberge, Roger Mills, Hal Dunlap, Jane Fulford, Christine Dalglish, Elizabeth Cuddy, Jennifer Proulx, Mari Murray, Lynette Hickey

Virtual: Ryan Kelso, Rob Clayton, Amanda Wilson, Celina Salamani

1. Welcome/Chair's Opening Remarks

1.1 Welcome and Chair's Remarks

At 4:32 p.m. Benoit welcomed everyone to the meeting 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 5, 2024

A motion to approve the Agenda was put forward by Roger and seconded by Hal.

All were in favour.

Motion passed.

3. Approval of Minutes

3.1 Approval of Minutes from December 4, 2023

Correction 5.8 – Mari reached out to the former Director of Bloorview. He will begin working on draft versions of our Policies and Procedures.

A motion to approve the corrected minutes was put forth by Elizabeth and seconded Jane.

All were in favour.

Motion passed.

4. Business Arising

4.1 Audited Financial Statements – Verbal (R. Kelso and KPMG)

Benoit handed the meeting over to Ryan, who introduced the KPMG Auditors: Rob Clayton and Amanda Wilson.

Rob shared his screen and went through the revised financial statements.

Liabilities and accumulated deficit is the big difference from previous years and that is mainly due to Bill 124 accruals.

No significant changes from previous years

Benoit requested a change on page 5 'reporting entity' to be changed to 'CHEO School Authority and the Ministry of Education are responsible for delivering the services of the school program'.

Ryan to work with Rob and the change will be made during the approval process.

Rob highlighted the change that was made to the revised Financial Statements – 'net debt' has been added as per Ministry of Education. It does not change the auditor's opinion. No questions were asked. CHEO Finance team provided all required financial information and there were no concerns.

Discussion took place around reported revenue for CODE Special Education Project: \$1234.00 and Various restricted Foundation donations: \$9147.00 and whether or not this money can be spent. Jennifer suggested researching this money to see what the money can be spent on. CHEO Finance will look in to the Various restricted Foundation donations and Benoit will reach out to CODE to get clarification on the donations. Ryan indicated that written approval to spend the funds will be required.

A motion was moved to accept the draft Financial Statements for the year ending August 31, 2023, with the noted changes, by Jane and seconded by Hal

All were in favour.

Motion passed

#### 4.2 Finance Update December 31, 2024 and Next Steps – Verbal (R. Kelso)

Ryan shared his screen to present the CHEO School Financials and indicated that all budget numbers are draft as the Ministry of Education has not approved the Budget. Celina to work with Mari and Lynette to get a more accurate picture of the budget. Ryan noted that the salary and benefit line is underspent by \$56K – this line includes the salary increase above Bill 124 for salaries. If funds are not spent (contracts not settled), this amount will be accrued at year end in anticipation of salary increases.

Celina spoke about the Ministry of Education forms needing to be completed. Benoit suggested he and Jane look at the Ministry forms, once completed, and they will be able to provide approval without a board meeting taking place.

#### 4.3 CRA Number/Bank Account: Update (M. Murray)

Mari reported that there is now a bank account. Ministry of Education will deposit funds directly to CSA and CSA will transfer funds to CHEO Finance.

No questions were asked

#### 4.4 Memorandum of Agreement (MOA): Update

Both CHEO and CSA have had changes in legal counsel. CSA is now using Keel Cottrelle LLP and CHEO is using a different lawyer within the current legal firm. Jennifer has proposed a completion date of April 1, 2024 however, Benoit requested a May 1, 2024 date for completion due to availability.

Roger will get this process started by sending the first and second draft to Keel Cottrelle so they are ready for the third draft to be presented. There are still 4 or 5 schedules to be worked on. Benoit requested that the financial breakdown be included. Jennifer will go back to Finance to get this information to include.

#### 4.5 Strategic Plan (Elizabeth Cuddy)

Elizabeth reported that there will be a meeting with Dawn Paxton, date to be confirmed.

#### 4.6 Governance Manual

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

#### 4.7 Budget Estimates: Update (M. Murray)

Mari reported that there is no update at this time, as the budget has not yet been approved.

## 5. Information Session

### 5.1 Update from the Chair (B. Laberge)

The AGM will be hosted by John McGivney Children's Centre this year in Windsor on May 16th. Each School Authority is asked to submit an agenda item. Send any agenda items to Mari for her to submit. All Trustees are invited to attend.

## 6. Consent Reports

### 6.1 School Principal Report – Verbal (M. Murray)

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

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Mari provided the following update:

- A new student started school on January 8<sup>th</sup> bringing our enrolment to 31 students (4 vacancies – 3 English, 1 French).
- Here are some of the events/activities happening at the school:
- All classes continue enjoying weekly Music Therapy sessions with Landon, as well as Swim Therapy at Jack Purcell Pool.
- Holiday Wear day was celebrated on both Friday, December 8<sup>th</sup> and 15<sup>th</sup>.
- Our school received beautiful quilts for all 1<sup>st</sup> year students. The quilts are handmade by the lovely volunteers at The Quilter’s Workshop in Orleans.
- The Ottawa Senators and Spartacat visited CHEO School on Monday, December 11<sup>th</sup>. The players interacted with our students in various ways – playing floor hockey, reading a book, colouring or playing with various toys.
- Alex Munter did his holiday walkabout on December 13<sup>th</sup>. He kindly gave each staff member a candy cane and voucher to go towards a free lunch at the CHEO cafeteria.
- There was a parent council meeting on December 13<sup>th</sup>. Parents were provided with updates from the school. Talia Hunter, our literacy/numeracy support teacher, provided updates from the classroom. We had 8 parents attend virtually.
- Firefighters visited our classes on the afternoon of December 20<sup>th</sup>. They interacted with our students and did a craft together. They brought the firetruck as well, and all classes were able to take a photo in front of the truck with Santa & the elves.
- Our students put on a lovely holiday concert on the morning of Friday, December 22<sup>nd</sup>. This year’s theme was the ‘Holiday Alphabet’. They all did a great job! Benoit attended and welcomed parents/guardians on behalf of the school authority and all trustees. The concert was followed by a reception. Parent/guardians enjoyed some light refreshments, including cookies which were baked by our very own students during their cooking classes in the adapted kitchen in Max Keeping.
- A DSW student from Algonquin College joined Lyn’s class on January 10<sup>th</sup>.
- Staff received oxygen tank training on January 16<sup>th</sup> as there may be a student requiring oxygen this year.
- All classes continue participating in Forest Fridays! Our next Forest Friday session will be February 9<sup>th</sup>.  
Our health/phys. ed. teacher has registered CHEO School for the ‘Take Me Outside’ challenge. This involves scheduling as much outdoor learning as possible in February, including a full day of outdoor learning (or as close as possible).
- As a result of the current teacher negotiations, Benoit & I reviewed both the Memorandum of Agreement (including Appendix A) and 2 Letters of Understanding (Teacher Preparation Time & IEP development, review and update) with ETFO. Most of the clauses in the Memorandum of Agreement remain the same. The only main change was regarding the Letters of Understanding. Benoit signed both documents on behalf of CHEO School Authority.
- Friday, January 19<sup>th</sup> was Western Day at CHEO School.
- CHEO School enjoyed its first ski trip to Mount Pakenham on Tuesday, January 23<sup>rd</sup>. All students participated – some tried skiing for the first time and others participated in a sit ski. Needless to say, there were lots of smiles and some of our students were naturals on their

- skis! The day would not have been possible without the absolutely amazing volunteers from Canadian Adaptive Snowsports (CADS)! They were 1:1 with each student. We had several parents join us and some even enjoyed skiing with their child.
- We had a fire drill practice on Wednesday, January 24<sup>th</sup>.
  - Our French School Liaison and I had a telephone meeting with a reporter from Radio Canada on January 24<sup>th</sup>. She is interested in doing a story on CHEO School. This meeting was just an information gathering session. The reporter hopes to visit our school and interview us sometime in March.
  - All students enjoyed a winter carnival, at Carleton University on Monday, January 29<sup>th</sup>. All students enjoyed dog sledding, sledge hockey, wheelchair basketball, wheelchair curling, boccia & taffy on the snow! It was a great day! Many volunteers were there as well, including Emily Glossop and her team from the Abilities Centre Ottawa, and some former CHEO School students were on hand to demonstrate the various sports to our students. We even had some of the Paralympic athletes on hand, from team Canada's national sledge hockey team, to assist our students on the ice. The entire premises at Carleton University, including their football field, was completely free of charge thanks to Emily Glossop from the Abilities Centre Ottawa and Emily's contact at Carleton University.
  - A student teacher from Nippising University started in Anna's class on February 1<sup>st</sup>; and will be with us until March 6<sup>th</sup>.
  - Friday, January 26<sup>th</sup> was a P.A. Day for report card writing.
  - All classes enjoyed a field trip to the Museum of Nature on Friday, February 2<sup>nd</sup>. Students explored many exhibits, including the dinosaur exhibit, which was a hit. Lynette's favourite was the leaf ants. Students also got to touch a starfish, leaf bugs and a praying mantis. Everyone had a great day!
  - We have reading buddies! Grade 5/6 student from Riverview Alternative School will be coming to CHEO School on Fridays from 1:30-2:00pm for reading buddies. One or 2 of their students will pair up with our students and focus on literacy skills. We are hoping to partner with these same students for shared outdoor learning sessions.
  - Student report cards and term 2 IEPs will be going home on February 14<sup>th</sup>.
  - Some of our support staff and one of our classroom teachers attended an afternoon P.D. session with Dr. Todd Cunningham on December 12<sup>th</sup>. The session focused on unlocking the science of reading, including the importance of direct early reading instruction and targeted support for students, as recommended by the Ontario Human Rights Commission 'Right to Read' ruling.
  - 1Door4Care meetings continue. Most recently, we have looked at the design of the outdoor playground space & play equipment, including our outdoor learning area. We have also examined the set-up of each classroom, including the student cubby areas, teacher and staff workspaces, storage shelving units, student washrooms, equipment storage areas, and general set-up. We also looked at staff office space.
  - The former Director of Bloorview School Authority, Mike O'Keefe, will be developing the draft policies & procedures. He will carry on from where Dawn Paxton left off.
  - The next Parent Council Meeting will be on April 25<sup>th</sup> at 6:00pm.

## 6.2 CHEO Vice-President, Child Development and Community Services Report – Verbal (J. Proulx)

Jennifer provided an update. In the spring, construction will begin on the tunnel that will connect the hospital to the new building. She suggested that Ashley be invited to the May meeting to share the video and be available to answer any questions.

The Model of care is currently being addressed by clinical teams. It will be an integrated team approach to 'model of care'.

Christine added that from the family side of things this change in care is very welcomed.

CHEO will be undergoing accreditation in April.

CHEO turns 50 this year!

Unfortunately, CHEO will not have the capital funds to support an accessible play park for this coming fiscal year.

Mari asked if CHEO School could fundraise independently to raise the funds required. Jennifer is happy to keep working with Mari to see if there is another solution. Mari to give examples of who our donors would be to Jennifer.

Motion brought forward by Christine to adjourn the meeting

All were in favour

Motion passed

Meeting Adjourned at 6:30