

CHEO School Authority
MINUTES
May 8, 2023
4:30 to 6:30pm

Present

In-person: Benoit Laberge, Roger Mills, Elizabeth Cuddy, Jennifer Proulx, Mari Murray, L Hickey

Vitual: Jane Fulford, Ryan Kelso

Regrets: Christine Dalglish, Hal Dunlop

Called to order: 4:37 p.m.

1. Welcome/Chair's Opening Remarks

1.1 Welcome and Chair's Remarks

Benoit provided the land acknowledgement and welcomed everyone to the 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 for May 8, 2023

No items added to the agenda

Motion to approve the agenda moved by Elizabeth and seconded by Roger

MOTION passed

3. Approval of Minutes

3.1 Approval of Minutes from February 6, 2023

Minutes to be amended and are not available at this time. To be provided later in the meeting.

4. Information Session

4.1 Update from the Chair

No update was provided at this time

5. Business Arising

5.1 Finance Update and Next Steps – Verbal Ryan Kelso

Ryan thanked everyone for having him and proceeded to provide a budget update
Year to date actuals are in line with where they should be.

SEA has gone up by 50K as per the budget request to the Ministry of Education. This request reduced student transportation by 40K and Purchased Services by 10K

SEA is slightly under budget at this time but more purchases will be made

There is a projection of an 80K surplus by the end of the year.

Jane thanked Ryan and asked Ryan to confirm the re-allocation process

Ryan explained that 3% of the overall budget amount can be re-allocated without Ministry approval. Ministry was very vague in their answer. Ryan will share the email that he received.

Jane asked about the General Administration Fees that are paid to CHEO. With the MOU currently being negotiated this amount should be broken down. Benoit added that this amount seems to be subjective and not precise. This amount needs to be

precise. Benoit requested that it be more specific.

CHEO School legal counsel has sent the MOU to CHEO legal at the end of March to be signed off. Jennifer indicated that there is still a long way to go. Negotiations are still on going and it is not ready to be signed off at this point.

Benoit thank Ryan for his time and commitment to CHEO School.

Meeting moved to the school playroom for an update from Jennifer Bygrave, School Digital Learning Teacher. Jennifer showed all the great things that are happening at CHEO School. Thank you Jennifer for all your hard work!

5.2 Update on Finance Personal

Mari received a name and reached out, however, for various reasons they declined the job and recommended getting a forensic accountant to help out.

Discussion took place around getting an accounting specialist to help out. Roger recommended getting in touch with Mike Carson, OCDSB Finance.

Mari will reach out to Jane to discuss the scope of work. Jane will help to find the appropriate person.

5.3 CRA Number/Bank Account: Update (Mari Murray)

CHEO School is not a registered charity. We do not need that number but we do need a business number and a GST number.

We need a tax engagement letter. Benoit suggested sending it to Scott Pommenville for his input. The school Bank Account will follow once numbers are received.

No questions were asked.

5.4 CHEO School Banding Proposal: Update (Mari Murray)

Mari shared the template that was done by media house. 'Ecole Cheo School' is the new logo.

5.5 Update on Insurance (Roger Mills)

Roger has been working with Scott Pommenville to determine what insurance the school has. Roger called HIROC however, they would not speak to him as we are not the insured. Roger asked Scott to reach out. They responded indicating they were looking into it but no response has been received as of yet. As for the OCDSB insurance 14 staff are included.

Roger asked Jennifer to see if she could help with this. Jennifer will look into the insurance and provide a copy of the policy. Once a copy is received it will be reviewed to determine if we have the correct coverage.

Roger also provided information on the MOU. 5 schedules are attached to the agreement. We have asked for a meeting with our lawyer, the CHEO lawyer and the working group to work this out. We are waiting for a response.

Roger stated that the insurance piece is a huge concern for us right now.

Lynette has reached out to OSBIE. CHEO School does not have coverage with OSBIE.

Mari, Roger and Lynette will have a meeting with OSBIE.

5.6 Trustee Appointment and Trustee Vacancy (Mari and Benoit)

Mari reported that there is still no word from the Ministry regarding appointments. Bloorview has submitted a letter asking for them to set priority to the appointments of Trustees. There has not been a response

Benoit indicated that there has been 3 additional applicants for our Trustee vacancy.

5.7 Governance Manual (Elizabeth Cuddy)

Elizabeth asked for the latest version of the Governance manual be sent out.

- To be brought forward at the next meeting
- 5.8 Strategic Plan (Mari Murray)
Feedback has been received and the focus should be on measures and outcomes.
To be brought to staff for feedback.
Elizabeth suggested half a meeting a year be dedicated to strategic planning.
- 5.9 OPSBA Board Meeting: Update (Jane Fulford)
Jane attended the meeting remotely.
OPSBA is a great place to raise the area that we want OPSBA to support.
- 5.10 Ontario Association of Children's Treatment Centre School Authorities (OACTCSA) AGM
Mari Murray
OACTCSA AGM is this Friday. Everyone is welcome to attend. The link has been sent out
- 5.11 Budget Estimates: Update (Mari Murray)
Memos from the Ministry have been received for the 23-24 school year.
Mari and Lynette have been meeting with Finance to see which PPFs to apply for.
Jane, Benoit and Mari to meet to review the budget and make recommendations for change.
No questions were asked

6. Consent Reports

6.1 CHEO School Principal: Report

- enrolment remains at 30 students
- Admission meetings are taking place: 5 students will remain (3 English and 2 French) and 15 new students. The projected enrolment is 31
- Wed May 17 – Kinder information night
- June 27 reports home
- Pro grant money will need to be spent by end of august; so far no parent has come forward to help organize.
- OSBA symposium April 27 and 28
- Weekly music therapy with Landon continues
- medical students observing in classrooms
- PA Day on Feb 17 - Union day
- Feb 22 - Pink Shirt Day
- Feb 14 - 100s day
- Mar 3 - Kar derby
- 2 student teachers will be arriving in March
- Mar 9 beach day
- Mar 22 Deirdre Potash – Art in the classrooms
- April 4 - reptiles rock!
- April 13 - Sugar bush visit
- April 17 bill mason postponed to May 16
- April 21 - silly hat day
- education week last week - education for a better future

- May - Joan Harvey -spider sculptures - all students created their own sculpture
- Staff conferences: ASSET Conference and Phys Ed
- proposed calendar has been reviewed and accepted by the Ministry
- Teachers and EAs visited Maple Ridge PS
- new shelving put up for a reading corner
- Transitioning students - school boards visits are taking place
- Staffing process underway - budget submitted by June 30 - special board meeting in June to approve the budget estimate
- OPH - meeting. - more lifting of restrictions - shared recess time and swimming resuming
- Upcoming fashion show field trips
- June 28at 10 am – Year end Fashion Show – all are invited
- Fence to be installed in outside classroom.
- Facilities to install the outdoor shed for additional storage.
- Research project with Dr. Cunningham. Dr. Cunningham and 2 Phd students to be visiting the school on May 19

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

Jennifer provided an update. CHEO is very busy renewing strategic plans for 2024 and working with partners and the community.

A CHEO weekend retreat was held to discuss such things as: where are we headed? How will CHEO support mental health and drug addictions?, How to recruit, retain and attract top talent. This is a very exciting time for CHEO.

Budget Approval meeting is set for June 19 at 4:30.

Meeting adjourned at 6:36 pm

Moved to in-camera