



Minutes

CHEO School Board Authority
Monday, November 2, 2020, 4:30 pm. – Zoom Virtual meeting

Attendees: Benoit Laberge (Chair), Elizabeth Cuddy, Allison Peacocke (Staff), Monique Lugli (Secretary), Mari Murray (Staff), Christine Dalglish, Jeff Willbond, Dr. Hal Dunlap, Angie Thompson (Staff)

Regrets: Steve Read

1. Welcome/Chair's Opening Remarks

1.1 Welcome and Chair's Remarks

Benoit welcomed everyone to this virtual meeting and relayed that he was thinking all summer of the health and safety of staff and members of our School Authority.

He advised members that over the summer, the budget was revised a number of times. For each revision, Mari had to prepare a business case. This documentation was required when asking for a change of funding to make sure the school was safe for our students, staff and families.

1.2 Opportunity for declaration of conflict of interest

No conflict of interest was declared.

2. Approval of Agenda

2.1 Approval of Agenda

Adjustment – move item 4.1 to be included with update in 6.2.

The agenda for November 2, 2020 was approved on a motion from Dr. Hal Dunlap. Seconded by Jeff Willbond. Carried.

3. Approval of Minutes

3.1 Approval of Minutes for February 24, 2020

Moved by Elizabeth Cuddy. Seconded by Jeff Willbond. Carried.

Approval of Minutes for August 26, 2020

Moved by Jeff Willbond. Seconded by Elizabeth Cuddy. Carried.

No discussion or corrections – all approved.

4. Information Session:

4.1 1Door4Care Update (Monique Lugli)

Include update in Consent Report 6.2

5. Business Arising:

5.1 Finance Update & Next Steps

We have not yet received final approval for our budget proposal. We are currently running with the latest submission which includes a difference of \$36.6K for COVID expenditures (Air Filtration system and Air Filters, Outdoor Learning Centre, additional PPE).

Auditors are expected at the middle of this month for the 12 months ending August 31, 2020. Draft statements just need to be audited. We ended up with a surplus of \$102,000. COVID impacted a lot of



things on budget. Supply chain was impacted by COVID as we did not receive orders in time to meet the August 31st deadline.

Benoit asked for clarification on whether the Ministry would let us keep the \$101,000. Allison explained that the funds had to be spent within the year and the excess must be returned to the Ministry.

Benoit expressed concern that we are a School Board but not given the same options to carryforward as the French Catholic and Public Boards.

The September 2020 year-to-date statement was review showing a surplus of \$26,785. Good to have a small surplus in case staff have to isolate for 14 days due to COVID.

Motion to accept Budget Documentation by Dr. Hal Dunlap. Seconded by Jeff Willbond.

5.2 Trustee Approval by Ministry – Update

Christine Dalglish is still waiting on her letter.

Benoit sent 2 letters to Mr. Butler at the Ministry asking about the status of Christine’s application.

First letter is in the hands of the Minister.

Mr. Butler called Benoit for a phone meeting. Any board that has vacancies are allowed to name someone to fill the vacancy until the end of the term. Benoit expressed that he wanted to invoke Section 221 of the Education Act.

Second letter – Benoit has not received anything. No answer to-date.

We are a School Board; therefore, Christine is filling a vacancy until we receive her approval.

Four other Section 68 schools have the same problem.

Jeff explained that he had to reapply 2 or 3 times due to lost documentation.

Benoit commended the Minister on doing a great job with the pandemic and asked that he do the same for us.

5.3 CHEO School Authority Strategic Planning Committee: Update

Objective is to bring it to School Council, teachers, then Strategic Care Board Committee at CHEO.

First Parent Council meeting is this month. Mari will share it with them at this meeting then share with staff.

A Parent Council meeting was not held in March due to COVID.

Benoit will take it to the Strategic Care Board Committee, then CHEO Board. It will then be returned to School Authority for final approval.

Once final approval is given, document will be posted publically on the website.

Members acknowledged that it is great work.

5.4 Agreement between School Boards and CHEO SA: Update

Memorandum was sent to two School Boards in February 2020 for review and approval. COVID hit and we did not hear back from either board.

We are waiting for them to run it through their channels, sign off and return to us.

Negotiating year with staff. ETFO agreed that seconded staff continue to be part of union.

Appendix – travel allowance, liability insurance, transfer and placement, Occupational Health and Safety, Memorandum of Insurance

5.4.1 Memorandum of Agreement/Insurance (ETFO & OCDSB): Update

OCDSB asking if we are good with this document.

Names and dates need to be updated as well as number of staff. Being looked into.

5.5 Section 68 Schools: Annual General Meeting

There has been no AGM meeting in the past 2 years.

The AGM that was to be held in Waterloo on May 11th and 12th was cancelled due to COVID.



The AGM will be virtual this year. All trustees are invited. An email was sent asking which month, day of the week is better for all.

Kids Ability in Waterloo will be hosting this year's event.

5.6 CHEO School Authority – Future Meeting Dates

January, 18, 2021

March 22, 2021

May 17, 2021

Please let Benoit know if there is any conflict with these dates.

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.
- Following strict Health & Safety protocols.
- Three students were “high risk” contacts – came into contact with someone associated with CHEO School. They stayed home on self-isolation as directed by Ottawa Public Health
- We have 33 students this year. 29 students are in-person learning and 4 students are participating in remote learning with our Digital Learning teacher Leah Hepburn. The 4 digital learning students have been assigned to a class in case they return to in-person learning. They have participated in activities with their classes such as circle time, birthday celebrations, and music therapy.
- We have 1 spot still available in the English program and 1 spot available in the French program.
- We have not been able to staff the 2nd EA position in the French class. Interviews were held over the summer and again in September and October. We have staffed this position with a casual. We are hoping to make this a term position for the remainder of this school year.
- Extra staffing for this school year due to COVID is as follows
 - 1 full time Custodian
 - 0.3 Speech and Language Pathologist
 - 2 additional EAs
 - 1 full time Occasional Teacher – We are not able to staff this position. (Currently extra coverage is staffed by a casual EA.)
- Parent meetings were held a bit later this year. September 28th – October 7th. All Team meetings with parents were virtual and included parents, school staff and therapy team.
- IEPs went home on October 23rd.
- School year calendar was adjusted to include extra PA days: August 31, September 1 & 2. Staff participated in workshops/meetings with regards to Health & Safety Protocols, Mental Health & Well-being, Math and remote learning. There are no additional PA days until January.
- There is no PA day for Parent/Teacher Interviews this year. Parent/Teacher Interviews will take place Thursday, November 26th after school. They will be conducted virtually.
- SmileZone donation of masks on September 17th took place after school. CEO of the SmileZone foundation and head coach of the Ottawa Senators presented the masks to Mari. Masks were sent home with students.
- We celebrated Journée Franco-Ontarien on September 25th. Students and staff wore green and white.
- Orange Shirt day was recognized on September 30th.
- Terry Fox run was different than in previous years. Students participated during their physical education classes. Our school raised \$240.00.
- World Teacher Day was October 5th. Staff were treated to individually wrapped chocolates.



- October 6th was School Photo Day. No class photos were taken. We will be having a class composite made instead of the class photos.
- Music Therapy program began on October 20th. This year we will have 6 week blocks of music therapy, with 2 classes one block and 3 classes for the other block.
- October 23rd students participated in a Virtual Sticky Science Workshop. They all enjoyed making slime!
- October 30th students celebrated Halloween. CHEO provided treats and classes took turns visiting the treat table outside the office to gather their Halloween treats. Areas were set up by class, and then cleaned and disinfected between classes.
- Mari has joined weekly teleconferences with the Deputy Minister and Virtual meetings with Section 68 Schools principals.
- We have 3 parents interested in being on Parent Council. A meeting is scheduled later this month.
- Student temperatures are checked every morning upon arrival.
- Staff are working hard to implement all safety protocols and procedures.

Trustees recognized the hard work that staff have taken on to make things as normal as possible for our students and keep them engaged. They thanked staff and expressed their gratitude and appreciation for all that staff are doing.

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

Monique visited the school last week. Her observations were: such good energy, impressed with our Outdoor Learning Centre, creative thinking with the help of Mari and Facilities along with outside donations for landscaping the area.

CHEO – COVID is at the top of their mind. Navigate 2nd wave. Alex is a very big advocate for organizing community around children going to and staying in school.

CHEO is now in a regular, new normal. Not in incident management anymore, but rather a new way of operating.

Entrance screeners / Brewer testing site / monitor PPE / roll with the change in evidence.

Looking to figure out when things will get back to the way it used to be.

Visits are now up to 80% virtual. Those that really need to meet in person make it happen.

1Door4Care: Functional Plan is done. We are still negotiating with Province and looking to see if there are Federal dollars for infrastructure; on-track to keep going.

7. In-Camera Meeting

8. For Information/Correspondence

8.1 CHEO School Authority Budget Documentation

8.2 Elementary Teachers' Federation of Ontario (ETFO) & Ottawa Carleton District School Board (OCDSB)

8.2.1 Memorandum of Agreement – Re: CHEO School Teachers

8.2.2 Appendix A to Memorandum of Agreement

8.2.3 HIROC – Memorandum of Insurance



9. Adjournment

Motion to adjourn meeting by Dr. Hal Dunlap. Seconded by Jeff Willbond.

9.1 Meeting was adjourned at 5:34 pm.

9.2 Members were asked to remain for an In Camera session.

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