

Minutes
CHEO School Authority
February 3, 2025
Boardroom W1305 & Virtual Meeting

Present: Benoit Laberge (Chair), Jane Fulford (Vice-Chair), Elizabeth Cuddy, Roger Mills, Christine Dalgleish, Hal Dunlop, Mari Murray, Ginette Fournier

Benoit called the meeting to order at 4:35 pm

1. Welcome/Chair's Opening Remarks

1.1 Welcome and Chair's Remarks

Benoit called the meeting to order at 4:35 pm by welcoming everyone and providing 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 3, 2025

Benoit moved a motion to approve February 3, 2025, Agenda
The motion was approved by Hal and seconded by Roger.

3. Approval of Minutes

3.1 Approval of Minutes from December 2, 2024

Benoit moved a motion to approve the draft minutes of the December 2, 2024, meeting.
All were in favor.
Motion passed.

4. Business Arising:

4.1 Budget and Finance: Update C. Salamani

Celina shared her screen of the December 2024 financial statements and went over items of interest and concern. The overall budget is heading towards a surplus based on current trends.
No questions were asked.

4.2 Trustee Vacancy (B. Laberge)

There is one open Trustee position on the board.
Hal and Elizabeth will set up and conduct interviews with the two candidates.

4.3 Memorandum of Agreement (MOA): Update (R. Mills)

Roger is working with Lawyer, Kimberly Ishmael on the outstanding items. All parties involved are aware of the need to move this towards completion.
Roger has been speaking to potential insurance providers and getting information and pricing. More information to come.

4.4 Governance Manual: Update

The Governance manual will need to be translated into French.

4.5 Strategic Plan: Update

Benoit Laberge (Chair), Jane Fulford (Vice-Chair), Hal Dunlap, Elizabeth Cuddy, Christine Dalgleish, Roger Mills, Jennifer Proulx (Staff), Celina Salamani (Staff), Mari Murray (Staff) & Lynette Hickey (Secretary)

Staff are providing feedback on the Strategic Plan.

5. Information Session

5.1 Update from the Chair (B. Laberge)

Benoit expressed his appreciation for the Board and all staff.

6. Standing Staff Reports

6.1 CHEO School Principal: Report – Verbal (M. Murray)

Mari provided her verbal report

Items of note are:

- Enrollment: 34 students enrolled, with 1 vacancy in the English program.
- Staffing: One Educational Assistant remains on medical leave since Jan 13; update expected end of February.
- Programs & Activities:
 - Ongoing weekly sessions: Music therapy, therapy dog visits, and swimming lessons.
 - December events included school photo re-takes, holiday celebrations, and visits from Ottawa Senators, Ottawa Canadians, and firefighters.
 - January events: Return to school on Jan 6, several new student placements (Carleton U, Nipissing U, high school co-ops), Winter Carnival at Carleton U, Music Circle workshops, and a visit from art consultants.
 - A special education advisory committee visited and received a school tour.
 - January 24 P.A. Day used for report card writing.
- Facility Improvements: Home Depot volunteers painted all classrooms and the gym with accessible, neutral colours. Efforts coordinated by custodian Barry, who was recognized and thanked.
- Therapy Services: Monthly meetings continue with CTC management to optimize services; some changes planned for 2025–2026.
- Planning for Growth: Enrollment projections are high for next year. School leadership is developing a business case to add a new class (potentially in the gym) due to increased demand, especially in the English program.
- Parent Council: Meeting held Jan 28, future meetings scheduled for Feb 25 and Apr 29, with CHEO Social Work group presentations planned. A family picnic is being considered for spring.
- Admissions: Kindergarten admissions have begun. English admissions meetings started Jan 23; French meetings to follow in coming weeks.
- Student Progress: Teachers have submitted Term 1 report cards and Term 2 IEPs; distribution to families scheduled for Feb 12.

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

Jennifer Proulx sends her regrets. Please see written report attached.

7. In-Camera Meeting

7.1 Discussion Items (Agenda to be provided)

7.2 Meeting Evaluation: Did we execute good governance in this meeting (Structure and Process Focus)

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

8.1 CHEO School Financial Status Report – To be forwarded by C. Salamani.

8.2 Minutes from December 2, 2024, Meeting

8.3 CHEO VP Update

Future Meeting Dates:

May 5, 2025

June - TBD