

MINUTES
CHEO School Authority
Monday, May 5th, 2025
Boardroom #1306 & Virtual Zoom Meeting

Present: Benoit Laberge (Chair), Jane Fulford (Vice-Chair), Hal Dunlop, Elizabeth Cuddy, Roger Mills, Christine Dalgleish, Jennifer Proulx, Celina Salamani, Mari Murray, Lynette Hickey

Meeting called to order at: 4:42

1. Welcome/Chair's Opening Remarks

1.1 Welcome and Chair's Remark

Benoit gave the land acknowledgement and provided historical context about the peoples from Cornwall.

Thank you to Hal and Elizabeth for conducting the trustee interviews

Hal and Jane for their work on the Budget

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 5th, 2025

3.1 to be moved to the next meeting.

Elizabeth – AGM from last Friday added to the Agenda as 4.8

Motioned by Hal and seconded by Jane

All in favour.

3. Approval of Minutes

3.1 Approval of Minutes from February 3, 2025

To be included on the Agenda for the next meeting.

4. Business Arising:

4.1 Finance Update & Next Steps – Verbal (C. Salamani)

Celina shared her screen

Currently reviewing March 2025 statement

- Salary and Benefits slight overspend expected due to retroactive payments and invoice timing.
- Supplies and Other: No underspend expected.
- PPF received for license for reading resulted in a \$20K surplus
- Recreation Therapy: 10K budgeted, expected spend of \$50K.
- Staff Development: Line items increased from previous year. Staff will be participating in conferences and workshops until the end of the year.
- Transportation: Currently underspent..
Benoit asked if a transportation safety workshop could be funded from this line – suggested contacting Consortium for driver training on limited mobility students.
- SEA: Currently underspent; spending expected at year-end.
- Tech: Spending planned (iPad order)

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)

- Admin Fees: On track - paid to CHEO
- Legal: Spending for HRTO and MOA is occurring
- Policy Writing: Michael O'Keefe is working on it; invoices to come
- Superintendent: Invoices received; spending as required
- Overall current surplus is estimated at \$245K

CHEO School still has not opened an HST account, meaning it hasn't filed for the year. If delayed further, it could result in non-compliance. This needs to be addressed.

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

Roger indicated that he has heard from our Lawyer. Mari, Benoit, Jane and Roger will schedule a meeting to review and discuss the notes regarding what needs to be addressed. Final comments and instructions are being prepared for counsel. The draft will be sent to counsel for review then to the CHEO lawyers.

4.3 Insurance Update (R. Mills)

Roger provided an update and thanked Jennifer for clarifying and helping to navigate some of the processes with HIROC.

More details to be shared in-camera.

4.4 Budget Estimates: Update (M. Murray)

Budget forms have not yet arrived. No updates at this time.

4.5 Mandatory Trustee Training (M. Murray)

2025 Essential Governance Training is required for all trustees.

Mari reviewed the training modules. More information will follow.

4.6 OPSBA Representative (M. Murray)

Section 68 schools have questions about the non-participation in OPSBA meetings. Michael Baird will be delegate for voting and Elizabeth will be the alternate. Michael will also sit on the Board of Directors. Chairs will receive a motion for approval.

One representative (Michael) for all Section 68 schools; one vote in total.

More information to come once Elizabeth contacts Michael.

4.7 2025-2026 Meeting Dates (M. Murray)

Proposed Meeting dates for the 2025-2026 school year.

October 6, 2025

Dec 17, 2025

Feb 9, 2026

May 4, 2026

June TBD

Motion by Christine, seconded by Jane. All in favour

Motion passed.

4.8 - AGM

Reference earlier under 4.6

Elizabeth spoke about two presentations:

- Trauma-sensitive schools
- Educational assistants and staffing shortages

Trend noted: preference for ECE over EA roles;

Elizabeth will share the presentations when received.

5. Information Session

5.1 Update from the Chair (B. Laberge)

Benoit: There is a budget surplus. There is room for proposals

Suggestions for a Trustee retreat are welcome. A retreat would provide time for deeper discussions

If interested in PD opportunities, reach out

Benoit will reach out to other Chairs for ideas. Dates will be proposed once confirmed.

Trustees to send ideas to Benoit.

Mari to reach out to Dawn Paxton regarding setting up a retreat

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)



Consent Reports

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

- Mari provided an update of what has been happening in the school.
- Total enrollment remains at 34 students (1 vacancy in English program)
- Admissions for the next school year are complete.
- Parent information evening and meet & greet will be held in the coming days.
- Weekly music therapy with Landon continues (Wednesdays).
- Weekly visits from Ottawa Therapy Dog, Telly (Tuesdays).
- Ongoing 5-week swimming program at Jack Purcell pool (Thursdays).
- Co-op student from St. Mark High School placement (Feb. 4th - June).
- Forest Friday on February 7th cancelled due to cold.
- Lifts/transfers training provided to placement students, lunch monitors, and casual staff (Feb. 10th).
- Feeding training provided by an occupational therapist (Feb. 11th).
- Music students from Canterbury High School joined music therapy classes (Feb. 12th).
- Term 1 Report Cards & Term 2 IEPs sent home (Feb. 12th).
- Snow day (Feb. 13th).
- Red/pink spirit day for Valentine's Day (Feb. 13th).
- P.A. Day for staff professional development (Literacy, Math, School Safety) (Feb. 14th).
- Co-op student from Hillcrest High School placement began (Feb. 18th).
- First-year students received handmade quilts (Feb. 25th).
- Parent Council meeting (Feb. 25th).
- Pink Shirt Day for anti-bullying (Feb. 26th).
- "Artist in the Schools – Looking at Pictures" with Joan Harvey (March 3rd).
- Ski day at Mount Pakenham (March 4th).
- Visit from CHEO's new President & CEO, Dr. Vera Etches (March 4th).
- Placement ended for student teacher from Nipissing University (March 5th).
- Students & staff wore green for St. Patrick's Day (March 17th).
- Forest Fridays (March 21st, April 11th, May 2nd).
- Earth Hour recognition (March 21st).
- Annual car derby (March 25th).
- Visit from high school actors from "The Little Mermaid" play (March 27th).
- Music concert at the National Arts Centre (April 1st).
- Some students attended CHEO's new parking garage opening (April 7th).
- Placement ended for student teacher from Carleton University (April 10th).
- Fun Hat/Silly Hair Day spirit day (April 17th).
- Earth Day recognition (April 22nd).
- Bus Driver Appreciation Day (April 22nd).
- Recognition of Lynette for Administrative Professional Day (April 23rd).
- Some students participated in the CHEO – Integrated Treatment Centre (ITC) Groundbreaking Event.
- Students joined Riverview Public School for Cleaning-up the Capital (April 25th).
- "The Box of Life – Worm Studio Workshops" (April 28th).
- Fire drill (April 29th).
- Final Parent Council meeting with presentation on Parent Coping Skills (April 29th).
- Outdoor classroom gazebo collapsed and was removed; considering replacing it with a yurt.
- Exploring a change of swimming pool to Dovercourt pool for easier access.
- Finalizing class lists for 2025/2026; incoming students have more complex physical and medical needs.
- Requesting additional EA support for the next school year.
- Ministry decision on adding an additional classroom for next year is still pending.



Hal inquired about the date of the year end fashion show. It will be on June 26th. Everyone is invited. We hope to see you all there.

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

Jennifer asked if there were any questions from her written report.

Over \$30M secured from Genome Canada; precision health developments will revolutionize care.

CHEO and the Ottawa Internation Airport Authority created a social story (video on YouTube) to provide a visual guide to the airport experience. This is one of the first resources of its kind for Canadian children and youth.

CHEO recognized as National Capital Region Top Employer

Mari shared – GACP entertainment - I love being me – series. Former student Jordan Ahee was featured.

Meeting adjourned at 6:16 pm and moved to in-camera.

6. In-Camera Meeting

6.1 Discussion Items (2 items to be discussed)

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

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

7.1 CHEO School Authority Financial Status Report, to be forwarded by Celina Salamani

7.2 Minutes from February 3, 2025 Meeting

7.3 CHEO VP Update

7.4 COR_Appointment of OPSBA Delegates & Directors

7.5 Program Overview – OESC Essential Governance Training 2025

Future Meeting Dates:

June 2025 (TBD)

