



## Minutes

Ottawa Children's Treatment Centre School Board Authority  
Monday, December 9, 2019, 4:30 pm.

**Attendees:** Benoit Laberge (Chair), Elizabeth Cuddy, Allison Peacocke (Staff), Anne Huot (Secretary), Mari Murray (Staff), Christine Dalglish, Steve Read (Treasurer), Jeff Willbond and Dr. Hal Dunlap

**Regrets:** Dwight Delahunt

### 1. Welcome/Chair's Opening Remarks

#### 1.1 Welcome and Chair's Remarks

Meeting was called to order at 4:30 pm.

Benoit welcomed everyone to the meeting and thanked everyone for submitting meeting evaluation forms from the October 7<sup>th</sup> meeting.

Benoit advised the members that he spoke with Dwight concerning his seat. Dwight told the Chair that his mandate was coming to term under the governance manual. He served this community for almost a decade. He will be missed. A card is circulating for members to pass along message of gratitude to our past Chair.

#### 1.2 Opportunity for declaration of conflict of interest

No conflict of interest was declared.

### 2. Approval of Agenda

#### 2.1 Approval of Agenda

The agenda for December 9<sup>th</sup> was approved on a motion from Jeff Willbond. Seconded by Dr. Hal Dunlap. Carried.

### 3. Approval of Minutes

#### 3.1 Approval of Minutes for October 7, 2019

Correction – Under 5.4 Elizabeth will send email to set up a meeting for subcommittee (not Christine). Moved by Steve Read. Seconded by Jeff Willbond. Carried.

### 4. Information Session:

#### 4.1 1Door4Care Update (Anne Huot)

Meetings are ongoing through December and January

Mari and other groups will still be providing input on the concept and design.

Concept: the use of space by the school and community.

Design: shared space in an integrated delivery environment; a model that has a multipurpose; group meeting, conference, etc.

To finalize the project, additional data will be required from the community, students, parents, teachers, professionals, etc.

The company, RPG was hired to do the update. The Chair asked if they will comply with the requirements of the Ministry of Education. Anne replied that this company is well known and they are very thorough.

### 5. Arising:

#### 5.1 Finance Update & Next Steps



August financial report – overage in supplies/other expenses – Allison confirmed that this was due to purchase of Chromebooks and Technology. Funding received from Foundation for Chromebooks. Computer Innovation TPA was cancelled by Ministry.

Financial statements were audited. No issues. No letters for improvements

Liability for future staff benefits – School Boards not School Authority.

Acceptance of Auditor's report – Moved by Steve Read. Seconded by Elizabeth Cuddy. Carried.

Members – all yeas.

Approval signed by Steve Read and Benoit Laberge.

Surplus in staffing budget lines: 2 positions staffed at lower salary than budgeted. \$75000 – 80000 surplus.

Discussion on how the surplus funds should be used.

Mari will prepare proposal to the Chair to use these funds.

Motion for reallocating variance funds used in school without submitting proposal. Moved by Christine Dagleish. Seconded by Steve Read. Carried. Members – all yeas. Passed.

#### 5.2 Trustee Approval by Ministry – Update

Still waiting on approvals for Christine and Jeff. Process not as fast as Anne had thought. Office administrator sent information to Anne. She will be in Toronto and will speak with people she is meeting with. This approval is for a public role not Ministry of Education based.

Other Section 68 schools are experiencing delays as well.

Need to regroup for replacement of Dwight. Suggestions for a Lawyer candidate.

#### 5.3 CHEO School Authority Strategic Planning Committee 2017-2022: Update

The sub-committee presented some of the elements of the Strategic Plan for feedback. The committee will reconvene to elaborate on some of the input received. It was recommended to work individually and to submit before the next meeting.

#### 5.4 Reviewing Performance of School Principal: Update

Anne, Benoit and Mari will meet next week.

#### 5.5 Agreement between School Boards and CHEO SA: Update

Watson Gale will touch base with Mari.

Benoit offered to get independent Legal Counsel for SA if necessary.

#### 5.6 New accessible formats for both meeting agendas and minutes

Presentation of the new accessible formats for the agendas and the minutes. It was discussed how these documents are posted on the CHEO website:

- Structure of the header;
- How to search for the documents on the CHEO website;
- Visibility of School on the website;
- Possibility of auto-message to all correspondence (parents and community);

It was mentioned to contact Alexandra (website contact) to set up meeting regarding school news page, parent stories, images that portray our school environment, etc.

#### 5.7 Memorandum of Understanding: Email from Regional Ministry Office

Email from Michelle Tatartcheff requesting an update on progress on Memorandum of Understanding between CHEO and CHEO School.

Draft for information only at this point.

Benoit will send email with revised draft Memorandum of Understanding to members.

## 6. Consent Reports

### 6.1 School Principal Report - Mari Murray (Mari presented her report verbally.)

Leah Hepburn, who has been filling in the vacant position, is the successful candidate for the Digital Learning Teacher position, effective October 31<sup>st</sup>.

This year's budget submission was approved October 10<sup>th</sup>. Last year it was not approved until April.

Our school is not affected by any labour action.

On our October 11<sup>th</sup> PA day, staff participated in mandatory training "Commit to Kids" in the a.m. and Math PD in the p.m.

Update on the Section 68 Schools Regional meeting in London, Ontario, which Mari attended on November 4<sup>th</sup> and 5<sup>th</sup>:

- Ministry update – D2L
- SEA guideline changes
- 2-3 year plans for budget request / proposal
- Review orders from M.O.E.
- Service animals in the classroom – develop new policy
- Spec Ed Plan should be posted on the website

Progress Reports went home on November 7<sup>th</sup>.

Musicians from NAC provided 2 free workshops on two afternoons in October. Our students then attended a performance at the NAC on December 2<sup>nd</sup> and had the opportunity to play the xylophone and drums at the end of the performance.

CTV news segment on our Swim Therapy program at Jack Purcell Pool on October 17<sup>th</sup>.

Two of our students participated in a handwashing video at Oasis Daycare. Do not yet have the date for public release.

Craig Cardiff workshops on October 22<sup>nd</sup>. Craig worked with the groups to develop a song and performed for each other. Very positive message.

Lockdown practice was on October 23<sup>rd</sup>. Fire drills held monthly.

Zoothérapie presentation on October 24<sup>th</sup> with our French class. Students enjoyed interacting with their therapy dog, rabbit and other little critters.

Deloitte staff came in to do Halloween crafts with our students on October 25<sup>th</sup>.

October 31<sup>st</sup> Halloween trick or treating was a big event for our students.

Magic of Lights launched this year's opening on November 1<sup>st</sup> at our school and was covered by CTV news. A portion of entry fees will be donated to CHEO foundation over the next couple of years. Staff and students were given a code to receive a \$5 discount off admission.

Take your kids to work day was November 6<sup>th</sup>. Groups of students came through our school as well as 1 staff member's child and 1 therapist's child came to spend the day with us.

Remembrance Day ceremony – our regular school volunteer (Jack), who is a veteran, spoke with our students during our ceremony.

Parent/Teacher interviews were held on the evening of November 14<sup>th</sup> and morning of November 15<sup>th</sup>.

Zoo Crew presentation was on November 19<sup>th</sup>. The students had fun learning about and petting the chinchilla, hedgehog, bunny and bearded dragon (and other small critters).



Parent Council Meeting – November 19<sup>th</sup>:

Mari provided update to parents on school activities.

Finalized Friendsgiving potluck

PRO Grant \$1000 – asked parents for input. Suggestions are: coming in to school to do an activity with their child; host a big group event; have a weekend event (movie afternoon?)

Swim Therapy session #2 started on November 21<sup>st</sup>.

Science in the Schools – November 22<sup>nd</sup>.

Friendsgiving Potluck lunch was on November 29<sup>th</sup>. Huge success with our families.

Donors / VIP visits: Mike Keenan, Deputy Minister of Health, LCBO executives,

Reminder that our Holiday Concert is December 21<sup>st</sup> at 10 a.m. in Max Keeping Wing.

Regional Spec. Ed. Committee meeting was held in Frankville.

Discussion on service animals – all school boards are to develop a policy by January 2020.

6.2 CHEO Vice-President Report – Anne Huot (Anne presented a verbal update.)

1Door4Care update (see item 4.1)

CHEO websites – Cybersecurity is extremely challenging – Ongoing awareness before you click.

## 7. Theme Discussion/Priority/Approval Items:

7.1 Governance Manual for 2019-2020 (B. Laberge)

Jeff mentioned that the OPSBA's Guide to good governance was very appropriate for new trustees.

There was a discussion on the School Authority functioning as a School Board under the Ontario Education Statutes and Regulations. The School Authority members gave a mandate to the Chair to seek legal counsel on the legal accountability that applies as a corporate entity as it pertains to the relationship with the CHEO Corporation.

7.2 Benoit to look into ways Ministry of Education could subsidize for 1Door4Care.

## 8. Meeting Evaluation (In-Camera)

8.1 Members to complete evaluation.

## 9. For Information/Correspondence

9.1 CHEO School Authority Strategic Plan: Draft 2017-2022

## 10. Adjournment

10.1 Motion to adjourn meeting by Dr. Hal Dunlap. Second by Elizabeth Cuddy. Carried.  
Meeting was adjourned at 6:19 pm.

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CHEO School Authority Future Meeting Dates:

February 3, 2020 and May 4, 2020