



MINUTES

CHEO School Authority

Monday, October 6, 2025, ~ CTC Room 156 - School Gym & Virtual Teams Meeting

Present: Benoit Laberge (Chair), Jane Fulford (Vice-Chair), Elizabeth Cuddy, Christine Dalglish, Hal Dunlap, Roger Mills, Mari Murray, Lynette Hickey

Virtual: Jennifer Proulx, Celina Salamani

Benoit called the meeting to order at: 4:35

1. Welcome/Chair's Opening Remarks

1.1 Welcome and Chair's Remarks

Benoit welcomed everyone to the meeting and provided a history-based 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 October 6, 2025

Motion: Add items 4.7 *Retreat Follow-up* and 4.8 *Shared Drive* to the agenda.

Moved by Benoit

Seconded by Jane

Motion passed

3. Approval of Minutes

3.1 Approval of Minutes from February 3, 2025

Motion to accept the minutes put forth by Benoit

Seconded by Hal

Motion passed

3.2 Approval of Minutes from May 5, 2025

Motion to accept the minutes put forth by Benoit

Seconded by Jane

Motion passed

3.3 Approval of Minutes from July 11, 2025

Moved by Benoit

Seconded by Christine

Motion passed

Discussion: Elizabeth asked about the summer learning program. Mari clarified the intent is a JK summer transition program/introduction to school, possibly two half days during the summer months.

Motion put forth regarding dollar amounts in the minutes.

Motion passed

4. Business Arising:

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

Celina reviewed the August 2025 draft financial statement. It is Draft until auditors complete the year end process. All revenue from the Ministry of Education has been received.

Lines were reviewed and any surplus or deficit was discussed.

Surplus funding will be returned to the Ministry of Education.

Jane asked about accruals. Accruals are tracked by Lynette in collaboration with finance.

4.1.1 GST/HST Number (C. Salamani/R. Kelso)

KPMG engaged for registration of GST/HST number.

Celina to follow up with Ryan for clarification.

4.2 Bank Account (B. Laberge/M. Murray)

Mari provided an update on Scotia Connect.

Motion: 4 users for Scotia Connect: Benoit, Mari, Jane and Lynette

Moved by Benoit

Seconded by Hal

All were in favour

Motion Passed

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

Update from Roger: Amended agreement received October 3, 2025. A Conference call is required to finalize the changes. Benoit suggested the third week in October.

Motion: Jane moved to go in camera.

Motion passed

Motion: Jane moved to come out of in-camera.

Motion passed

4.4 Strategic Plan (E. Cuddy)

E Cuddy provided an update. The English version is ready. The French translation is needed.

No questions were asked.

4.5 Governance Manual (E. Cuddy)

More work is needed. MOU must be completed first. Benoit offered to translate the document.

4.6 Trustee Vacancy (B. Laberge)

Discussion on process

Benoit proposed both applicants be appointed.

4.7 Retreat Follow up

Discussion on parent transition support.

Liaison teachers available to assist families until child finishes high school (to age 18).

4.8 Shared Drive

Trustees raised concerns about access.

Lynette to follow up and provide feedback.

Preference for one email with all documents.

5. Information Session

5.1 Update from the Chair (B. Laberge)

No update date at this time.

6. Consent Reports

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

Mari provided an update

- School year began well despite minor transportation glitches, and efforts are underway to improve arrival times and reduce disruptions.
- Year 2 students started on August 28th, Year 1 students on August 29th or September 2nd, with all students attending by September 3rd.
- 34 students enrolled, with one vacancy in the English program.
- The school welcomed new staff, including Sonia and Liz as educational assistants. There is one more EA to be hired.
- Professional Development (P.A. Day): Staff focused on literacy, mathematics, supporting students with medical conditions, workplace safety, field trip procedures, and AI/cybersecurity on September 29th.

- Therapy Team Changes: Keri Burgess returns as PT. Julie Baccin, long-time OT, retired, and was replaced by Jenn Duffin for the English classes.
- Parent meetings have been ongoing, helping to create Individual Education Plans (IEPs) for students. Term 1 IEPs are scheduled to go home on October 15th.
- DSW Student from Algonquin College is completing their placement in Jackie's class.
- Outdoor learning started on September 8th.
- Music therapy sessions began on September 9th.
- Fire drill held on September 11th.
- Terry Fox Walk raised \$1,075.
- Therapy dog Telly started visiting on September 23rd.
- Celebrated Journée Franco-Ontarienne with flags and music on September 23rd.
- Upcoming activities include Forest Friday, photo day, swim therapy (starting Nov 7), and a visit from a paralympic rugby player.
- The Strategic Planning Sub-Committee met on October 2nd to discuss progress and goals for the year.
- New staff and placement students will undergo training on feeding (Oct. 17) and lifts/transfers (Oct. 23).
- Classroom team meetings are ongoing monthly to review student progress in detail.

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

Jennifer provided her written report prior to the meeting. She highlighted some items of note.

- Construction is on schedule
- New model of care with 4 workstreams.
- CHEO Preschool now under centralized registry with a daily fee.
- Community childcare program shifted to capacity-based model.
- Bright Futures Unleashed launched.
- RSV prevention program successful and continuing.

Meeting adjourned at: 6:20 pm

7. In-Camera Meeting

7.1 Discussion Items (Shared Agenda)

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 Authority Financial Status Report, to be forwarded by Celina Salamani

8.2 Draft Minutes from February 3, 2025

8.3 Draft Minutes from May 5, 2025

8.4 Draft Minutes from July 11, 2025

Future Meeting Dates:

December 17, 2025

February 9, 2026

May 4, 2026

June 2026 – Date to be confirmed.