

MINUTES
CHEO School Authority
December 17, 2025
CHEO School Gym & Virtual Meeting

1. Welcome/Chair's Opening Remarks

1.1 Welcome and Chair's Remarks

Benoit welcomed everyone to the meeting and provided a handout for the land acknowledgment, explaining the territory of the Anishinaabeg. He emphasized that this land always needs to be protected.

1.2 Opportunity for declaration of conflict of interest

No conflicts were declared.

2. Approval of Agenda

2.1 Approval of Agenda for December 17, 2025

The following items will be added to the agenda:

- 5.7 Safety/Transportation of Students
- 5.8 GST/HST update
- 5.9 In-camera discussion

Motion to approve the agenda

Moved by Christine, seconded by Roger

All in favour

Motion passed

3. Approval of Minutes

3.1 Approval of Minutes from October 6, 2025

No questions or amendments were raised.

Motion to approve the minutes

Moved by Jane, seconded by Christine

All in favour

Motion passed

4. 2024-2025 Year end Budget

4.1 Review of audited 2024-2025 school year budget (C Salamani and KPMG Auditors)

Presenters: C. and Mallory Curtis (KPMG Auditor)

Benoit turned the meeting over to Jane.

Celina previously met with the CSA Budget Committee and reviewed the variance analysis.

Mallory presented the draft audited statements.

The auditors provided a clean opinion.

Revenue and expenses were consistent with previous budgets.

Financial position showed a decrease, primarily due to timing.

Unspent funds were returned to the Ministry of Finance (MOF).

No issues with Bill 124 as it has been resolved.

Celina provided a powerpoint presentation of the CHEO School budget.

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

Report:

The year ended with a surplus, driven mainly by administration savings. The areas that realized the savings were discussed and explanations given.

Motion to approve the budget

Moved by Roger, seconded by Benoit

No further questions or comments

All in favour

Motion passed unanimously

Benoit will sign the MOE forms and send them to Celina.

Other updates:

Jennifer announced that Celina received the Shining Star Award from CHEO. Congratulations Celina well deserved.

Mari asked for an update on the GST/HST number. Celina will follow up with Ryan to see where it stands.

5. Business Arising:

5.1 Trustee Vacancy (B. Laberge)

Mari reached out to Karl and Karen. They have been asked to complete their profiles on the Secretariat website

5.2 Insurance: Update (R. Mills)

A December meeting was held with Benoit, Mari, and Roger to discuss insurance costs and coverage.

Mari provided an update on insurance for field trips: HIROC will cover accidental death or dismemberment for staff, volunteers, and students on trips for an additional cost.

Christine moved to purchase the insurance if needed, and Roger seconded the motion. The motion passed unanimously.

5.3 Services and Licence Agreement: Update (R. Mills)

No update at this time.

5.4 Bank Account (B. Laberge, M. Murray)

Mari is still waiting to set up Scotia Connect and will try to arrange a meeting soon. The motion has already passed regarding who will be on the account (October 2025 Meeting).

5.5 Governance Manual: Update (E. Cuddy)

Benoit is working on translation.

5.6 Strategic Plan (E. Cuddy)

Benoit has translated the document.

While attending a meeting in Waterloo with other principals, it was noted that other school boards have much more detailed strategic plans (booklets). Ours needs more refinement, potentially with the help of an outside company.

5.7 Safety/Transportation of Students

Benoit addressed a concern raised by Elizabeth regarding student transportation and insurance coverage.

A report will be created to assess whether current transportation insurance is adequate.

5.8 GST/HST Update

Celina to follow up with Ryan Kelso and get an update.

5.9 In Camera discussion

6. Information Session

6.1 Update from the Chair (B. Laberge)

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

No Update provided at this time.

7. Standing Staff Reports

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

- School Enrollment: The school has reached full enrollment with 35 students. The last student started on October 27th.
- Staffing Update: One EA has been on extended medical leave since October 6th and is not expected to return until after the March break.
- Budget Update: The 2025-2026 budget has been received. However, the full ask was not granted, e.g., additional staff, recreation therapy, yurt-related costs were not approved.
- Outdoor Learning: Continues to be a key focus, promoting physical, mental, and cognitive benefits for students. First Forest Friday was on October 3rd. The focus this year is on 'squirrel observations'
- Music Therapy: Ongoing sessions with Elizabeth.
- Therapy Dog Visits: Telly, the Ottawa Therapy Dog, continues to visit regularly.
- Swimming Program: Began November 7th at Dovercourt Pool, with each class attending twice for 3 sessions.
- Field Trip to Proulx Farm on October 9.
- Presentations:
 - Fire Safety Presentation: Provided by a local firefighter and crew, focusing on fire drills and fire truck operations.
 - a wheelchair rugby demonstration by Paralympic athlete, Patrice Dagenais.
 - Scientists in the school
 - Artists in the Schools
 - NAC French horn players from the NAC orchestra played in the CHEO cafeteria
- Special Holiday Activities:
 - Ottawa Senators players visit on December 8th.
 - Santa and the repelling elves visit on December 17th.
- IEPs & Reports: Term 1 IEPs were sent home October 15th, and progress reports on November 19th. Parent-teacher interviews occurred November 27th.
- Strategic Planning: The school is focusing on tracking literacy and numeracy for JK students across classes this year.
- Forest Explorers Program teachers and ECEs visited our school to see how our Outdoor Education program is run and to provide advice and tips on how to enhance our current program. 5 of our EAs went to observe the Forest Explorer program located at Wesley Clover Park.
- Shining Star Awards: Barry, our evening custodian and Celina, our Finance guru, were both given the honour of receiving this award. Thank you both for all you do for us. Well deserved!

- Parent Information Meeting: Held on December 11th, with feedback suggesting renaming meetings to make them more informal and accessible. 8 parents attended.
- Staff Changes:
 - Kristy Macdonell is the new manager in Development & Rehab, overseeing therapy staff.
 - Talia will transition to a Reading Specialist role, with Sarah Bonneville hired as the new Digital Learning Teacher.
- Training: New training sessions for feeding and lifts/transfers have been conducted for staff and students on placement.
- Holiday Concert: Scheduled for December 19th at 10:00 AM in room W1305, Max Keeping. Parents have been invited. Hope you can all make it.

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

- The integrated treatment center (ITC) is progressing.
- Beam signing will happen in March, and the work will move indoors after that.
- CHEO is aiming to start moving teams into the new space by spring 2028.
- Families have contributed ideas for the ITC design, such as phone rooms and bright, open spaces.

Health Update:

- CHEO has had its most challenging viral season in 52 years, with extremely high patient numbers.
- Vaccination, particularly for the flu, is highly recommended.

Meeting adjourned at 6:05pm and moved to in-camera

8. In-Camera Meeting

8.1 Discussion Items (Shared Agenda)

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

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

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

9.2 Minutes from October 6, 2025 Meeting

Future Meeting Dates:

February 9, 2026

May 4, 2026

June 2026 - TBD