

MINUTES
CHEO School Authority Board Meeting
Monday, December 4, 2023
CTC Boardroom #122 & Virtual Zoom Meeting

In-person: Benoit Laberge, Roger Mills, Elizabeth Cuddy, Jane Fulford, Christine Dalglish, Dawn Paxton, Mari Murray, Lynette Hickey

Virtual: Jennifer Proulx, Hal Dunlop, Ryan Kelso

Benoit called the meeting to order at 5:02pm

1. Welcome/Chair's Opening Remarks

1.1 Welcome and Chair's Remarks – Benoit Laberge

Benoit welcomed everyone to the meeting and provided 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 December 4, 2023

Items 5.1 and 5.2 to be moved ahead of 3 to accommodate presenters

A Motion was moved to accept the Agenda which was seconded by Jane and Roger

3. Approval of Minutes from October 23, 2023

3.1 Approval of Minutes from October 23, 2023

Item will be discussed in-camera and approved at a later time.

Meeting moved to item 5.1

4. Information Session

4.1 Update from the Chair

No update was provided at this time.

4.2 OPSBA Update

Mari provided an answer to a question posed at the last meeting. The Section 68 AGM agendas and minutes are not kept in a central location, each board who hosts the meeting keeps the minutes and agenda at their location.

4.3 Trustee Appointments: Update

Congratulations to Roger who has received his official confirmation. Roger is now officially a Trustee.

There is 1 vacant trustee position which needs to be filled.

5. Consent Reports

5.1 Finance Update and Status: Report-Verbal (Ryan Kelso)

Benoit welcomed Ryan and the KPMG auditors, Rob and Oscar to the meeting. Ryan explained that today, the discussion would be around the 2022-2023 audited school year

budget and not the monthly financials. Next meeting will include the monthly financial report.

The Ministry of Education still has not approved this year's budget.

Jane indicated that the Board has not seen the audited financials.

Benoit suggested that the audited financials be brought forward at another date so the documents can be circulated and reviewed prior to the discussion taking place.

Once the financials are received a meeting date will be set.

5.2 Strategic Planning (Role of Trustees) – (Dawn Paxton)

Dawn shared a presentation on The Role of Trustees in Strategic Planning

Trustees should look at the big picture to know where resources are needed and how to adapt to meet the challenges.

Strategic planning creates a sense of purpose and meaningful work. Every school board is mandated to create a strategic plan.

Set priorities and Ensure equitable access and outcome for students

Establish common goals and ensure staff are working toward those goals

Monitor, assess and adjust planning in a changing environment

There will be goals that are not met and that is ok

Everybody around the table should all be in agreement and if not, they should be comfortable expressing their thoughts

Goals need to be clear

All members affected by the plan should have a say in it.

Dawn spoke about Ontario Not for Profit Corporation Act, ONCA

CHEO School cannot have a 'one size fits all' as some of our students cannot demonstrate their understanding

The common interest is why the trustees are here; to have an impact on these students

Strategic plan must be a minimum of 3 years -

Vision and mission statement

- Values and beliefs
- Accountability and communication
- Performance measures
- Progress monitoring

Strategic plan will be posted on website

Motivated staff = Student learning

5.3 CRA Number/Bank Account: Update (Mari Murray)

Present trustees have signed required letter for Scotia Bank to open the school bank account.

Lynette to send document to Hal for signature

5.4 Update on Insurance

Roger thanked Jennifer for all her help getting the required information.

Roger provided examples of how the insurance could be lacking ie no coverage for liability for professional teachers. Suggested sending the master policy and certificate of insurance to our lawyers to be sure that appropriate coverage is available.

Jennifer suggested having a conference call with HIROC to help with any concerns. She asked that questions be provided ahead of time so HIROC has the answers at the ready.

Mari will reach out to CECCE HR to find out who their insurance provider is and how much insurance is available.

5.5 Governance Manual (Elizabeth Cuddy)

No report at this time

5.6 Budget Estimates: Update (Mari Murray)

No update at this time as the Ministry still has not approved the 2023-2024 budget

5.7 Memorandum of Agreement (MOA)/Policies and Procedures: Update (Benoit Laberge)

Service and licensing agreement is still in negotiations. Roger will follow up with Bell Baker with respect to 8.3 (d)

5.8 Superintendent/Consultant: Update (Mari Murray)

Mari will reach out to the Bloorview retired Director for policy and procedure work.

6. Consent Reports

6.1 CHEO School Principal: Report – Verbal (Mari Murray)

Mari provided a verbal update of all the activities that have been taking place at CHEO School

- First inclement weather day was today (all transportation canceled). 6 students attended school.
- We continue to hold steady with a total enrolment of 30 students (5 vacancies – 4 English, 1 French).
- The EA vacancy in the French classroom has been filled.

Events/activities happening at the school:

- All classes continue enjoying weekly Music Therapy sessions with Landon.
- Our students began their swimming program on October 12th and they are just loving it!
- Our school photo day was October 24th and Media House at CHEO took photos of all of our students.
- Halloween was celebrated at CHEO School on Oct. 31st. Our students spent the morning engaged in a Halloween carnival and the afternoon was spent trick or treating around the Children's Treatment Centre, followed by a Halloween movie.
- Our French classroom enjoyed a visit from students from École secondaire publique Gisèle-Lalonde in Orleans.
- Student progress reports went home on Thursday, November 16th.
- There was a fire drill on Friday, November 17th.
- As of November 17th, Forest Fridays have begun!. Forest Fridays involve all students going outdoors to a wooded area and engaging in a variety of outdoor learning activities. Each student chooses a learning activity card, marker, and magnifying glass and starts their learning journey for the morning. Forest Fridays are held once per month, for approx. 1 hour (9:20-10:30am). Our next Forest is December 8.
- A volunteer presented *the Looking at Pictures* program to our students on November 20th. She presented Picasso's *Dance of Youth* and students had an opportunity to create their own Picasso masterpieces afterwards.
- Pattern day was on November 22nd. Students and staff dressed in their favourite patterns that day.
- Our students made beautiful ornaments for the *Trees of Hope* fundraiser held at the Chateau Laurier. This year's theme was Candyland.
- Holiday Wear day was enjoyed on Friday, December 1st.

- Section 68 Principals' Meeting at Niagara Children's Treatment Centre on October 25th. Topics discussed include:
 - Literacy Interventions
 - reviewed our respective literacy screening tools.
 - Brightspace/D2L
 - upcoming special education conferences
 - Tour of Niagara Children's Treatment Centre.
- The western region's Regional Special Education Committee (RSEC) meeting was on Oct. 26th and 27th. The meeting included presentations by Steven Katz (Quality Implementation), Dr. Todd Cunningham (Unlocking the Science of Reading in Ontario's Education System: A Journey from Right to Read to Classroom Implementation), and Njeri Damali Sojourner-Campbell (Labour Attorney – Hicks Morley) on the Ontario Human Rights Code.
 - next Section 68 Principal Meeting and RSEC Meeting will be held at the end of May.
- All 3 School Liaison teachers attended the Special Education Regional Coordinator/Consultant Conference (SERCC) on November 2nd & 3rd. The conference provided a unique opportunity for Special Education Coordinators/Consultants to participate in professional development, networking, sharing successful practices and resources, and the establishment of a professional learning community. Our 3 School Liaison teachers were able to meet with consultants from most of the other Section 68 school authorities.
- Our therapists provided both feeding and lifts/transfers training to all new staff and new replacement staff (i.e. occasional teachers & casual educational assistants, as well as emergency replacement staff). These sessions were held after school on November 1st, 7th & 9th.
- First Parent Council meeting of the year was on Thursday, November 2nd.
 - Parents of 7 students attended virtually. They were appreciative to hear all of the school updates and activities/events at the school. A couple of questions were asked. They also shared their sincere appreciation for all the hard work from both school staff and the therapy team.
- Our health and physical education teacher attended the 2023 Healthy Schools National Forum conference on November 8th & 9th at the National Arts Centre.
 - Encourage and create safe and healthy spaces in schools (K-12) across Canada.
 - Opportunity to network, gather resources, and participate in sharing of findings of several mental health studies which were done in education and health partners.
 - Our health/phys. Ed. Teacher has signed-up CHEO School for the Healthy Schools Certification and has made connections with community schools to create an Outdoor Learning buddy program in the new year.
- An OCDSB Superintendent and Trustee came to visit CHEO School on the morning of November 9th.
- The CHEO For the Kids Gala was on November 22nd, at the National Art Gallery. One of our very own CHEO School students was featured
- Parent-teacher interviews were held on the evening of Thursday, November 23rd.
- Friday, November 24th was a P.A. Day (also for P-T interviews).

- Staff participated in Promethean Board Training Sessions on Wednesday, November 29th.
- 1Door4Care meetings are continuing. We have recently been reviewing traffic flow, general landscaping, as well as the actual layout of classrooms and all other school areas. We are now reviewing the outdoor playground and learning area.
- Next Parent Council Meeting will be on Wednesday, December 13th at 6:00pm.
- December 22 Holiday Concert. You are all invited at 10:00am. Invitations handed out to all Trustees.

Liaison staff have noticed a decrease in qualifying students for next year. A proposal was made to look at children who are cognitively lower. This exception would be for 1 year ONLY. All potential applicants will still have therapy needs and meet all other established eligibility criteria.

All were in favour of this one year exception.

6.2 CHEO Vice-President, Child development and Community Services: Report – Verbal (Jennifer Proulx)

Jennifer provided a written report prior to the meeting and highlighted some of the areas. Benoit asked for help getting financial statement ahead of our meeting so that we are able to review and analyze it prior to the presentation

Jennifer thanked Mari for her thoughtful reflections at the For the Kids Gala

Meeting adjourned at 7:03 and moved to In-Camera

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)