



Minutes

Ottawa Children's Treatment Centre School Board Authority
Monday, May 13, 2019, 4:30 pm.

Attendees: Benoit Laberge (Chair), Dr. Hal Dunlap, Elizabeth Cuddy, Varvara Lobanova (Staff), Anne Huot (Secretary), Mari Murray (Staff), Christine Dalglish, Dwight Delahunt

Regrets: Wenda Hodsdon, Steve Read and Jeff Willbond

1. Welcome/Chair's Opening Remarks

1.1 Welcome and Chair's Remarks

Benoit welcomed everyone to the meeting.

Meeting was called to order at 4:30 pm.

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 May 13th was approved on a motion from Hal Dunlap. Seconded by Christine Dalglish. Carried.

3. Approval of Minutes

3.1 Approval of Minutes for February 4, 2019

Moved by Elizabeth Cuddy. Seconded by Hal Dunlap. Carried.

4. Information Session:

4.1 CHEO for the Kids Auction

Benoit, Mari and Elizabeth attended the auction; very nice setting; auctioneer was interactive with former student.

1st year for CHEO Foundation to take responsibility for this event.

Start planning now for next year – Where is there storage for items? (Steve Read – discuss next meeting re: storage of items)

Silent auction suggestions for next year – Get in the building quicker so more entries can be made before deadline. Keep focus on improving.

Better set up for silent auction monitors (circle formation)

Elevators not accessible/broken

Left-over items were brought to the cafeteria on Friday for staff to bid on.

5. Business Arising:

5.1 Finance Update & Next Steps

Timing difference between year-end for CHEO and year-end for OCTC School.

Surplus – salaries – teacher salaries came in less than budgeted; delay in hiring Office Administrator; true surplus to be spent.

Budget surplus – Is it locked into salaries? – Waiting on response from Ministry.

Budget formally approved on April 11, 2019.

Ministry has not yet asked for the report.



General overhead cost (CHEO) approved by Ministry.

Equipment orders on track - no oxygen expense this year; still spending SEA funds.

5.2 Sub-Committee: Budget Estimates & Meeting Schedule for 2019-2020.

Sub-Committee: Elizabeth, Benoit and Steve. Benoit will schedule meeting.

5.3 Trustee Approval by Ministry – Update

Still waiting on information from four members. Laptops were made available to complete information needed.

5.4 Update on Trustees:

Wenda submitted her resignation. Benoit will send regards. No further board members required.

5.5 Goals for Next Year

Reps from School Authority (Mari and Anne) meet.

Strategic Plan for School

Sub-committee: Christine and Benoit

5.6 Reviewing Performance of School Principal

Standard template.

Principal – reflect on goals and setting up for next 3 to 4 years.

Mari's first year. Review and discussion on needs.

Complete template and meet to discuss.

5.7 Legal Entity of School

Watson Gale, Anne and Benoit – meeting

Discussion on whether CHEO or OCTC was legal entity.

More information is required.

Governance discussion needs to take place.

Clarification required from Ministry

5.8 Agreement with School Boards (Memorandum)

Anne will follow-up.

6. Consent Reports

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

Enrolment – 1 additional English student

Students celebrated 100s day on February 11th.

PA day on February 15th – am. Dr. Marian Small - Math presentation; pm. Julia K. – Mental Health presentation.

Budget was approved April 11th.

12 month OA started on April 23rd, 2 days per week. Will become full-time as of July 2nd.

EA on maternity leave – Renee Trepanier started on April 23rd

Teacher Marilyn Trudel is retiring in June. Anna Peacock will be taking over Marilyn's assignment.

Lyn Cleofas will be taking an x/y leave. Sarah Bonneville will cover Lyn's assignment for the leave period.

Swimming sessions began in February; 2 classes per week. We will continue with this program next school year.

Glebe HS spring fundraiser; has raised up to \$25,000.00 in past years.

Many activities including PJ day, science workshops, CHEO Spring Parade, Ottawa 67s, Car Derby, Earth Hour, Story day in Cafeteria, World Autism Awareness day, Green Shirt Day, Pink Shirt Day, Puppeteer, CTV Music Therapy segment, CTV tape segment for CHEO Telethon

Niagara Treatment Centre teachers visit on May 3rd

Marilyn Trudel received Ronald K. Lynch Memorial Award.

Parent information night is on May 16th.



Meeting with Michele from Ministry office on May 22nd. Benoit will join meeting.

Report cards go home on June 25th.

Miracle League field trip planned for June 12th. This is a full school field trip.

Fashion Show is scheduled for June 27th.

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

Action plan – outline for whole organization

1 door 4 care – April – summary of budget last week.

Next steps – all resources not to CHEO, to Infrastructure Ontario; Ministry of Children, Community and Social Services (MCCSS)

Darlene, Anne, Alex, Lise – update on functional program.

2014-2015 last updated; more detailed planning; what will building look like; looking at site, soil, cap of engineering, tech analysis.

Family Advocacy Committee established for 1 Door 4 Care; volunteer basis for families not yet.

Architects – did get feedback.

Staff, youth and families surveyed – youth and staff aligned.

7. Theme Discussion/Priority/Approval Items:

7.1 School Year Calendar for 2019-2020 (M. Murray)

Based on host board (OCDSB) calendar.

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

2019-2020 – examine it and discuss at next meeting.

8. Meeting Evaluation (In-Camera)

8.1 Benoit evaluated meeting. Members completed evaluation.

9. For Information/Correspondence

9.1 OCDSB School Year Calendar for 2019-2020

9.2 Principal Performance Appraisal Template (Ottawa Carleton District School Board)

10. Adjournment

10.1 Motion to adjourn meeting by Christine Dalgleish. Seconded by Hal Dunlap. Carried.

Meeting was adjourned at 5:56 pm.

Next meeting: Mari will send out information for next meeting. Teleconference in early July re: budget estimates.

Approval of Budget Estimates

1.1 Approval of Budget Estimates

Teleconference meeting was held on Wednesday, July 24th at 1:00 pm.

Budget estimates were approved and submitted to the Ministry.

Motion for adoption of budget recommendations was put forward by Steve.

Meeting was adjourned at 1:10 pm.