



## Minutes

Board of Trustees Regular Public Meeting  
October 24, 2017 5:30 p.m. Room 5E100

<u>Trustees:</u>	Julia Alleyne, Kevin Collins, Terry Coulthard, Helen Huang, Barry Pervin, Rick Volpe, Marvin Zuker,
<u>Staff:</u>	Michael O’Keefe, Director; Linda Ward, Principal; Alise Sanborn, Vice Principal; Terry Jacobsmeier
<u>Holland Bloorview Kids Rehabilitation Hospital:</u>	Stewart Wong representing Julia Hanigsberg
<u>Guests:</u>	Dianne E. Jozefacki (Board Legal Counsel) Storme Grovesnor, Paul Alcamo, and Blythe Brett (Playground Committee)
<u>Regrets:</u>	Julia Hanigsberg,
<u>Recorder:</u>	Stella Dizes
<u>Presiding:</u>	Julia Alleyne, Chair

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### 1. CALL TO ORDER    **The Chair called the meeting to order at 5:29 p.m.**

The Chair introduced the new Trustee, Helen Huang, and had everyone introduce themselves to her. In addition, Chair introduced Dianne E. Jozefacki from Hicks Morley Hamilton Stewart Storie LLP, Board’s legal counsel, who would be speaking at the in-camera meeting regarding the License and Services Agreement.

### 2. PRESENTATION – Playground Committee

L. Ward introduced three of the members of the Playground Committee and gave an overview history of the work that this Committee did. The Playground Committee was formed in Spring of 2016, made up of school staff, school council, therapist representatives, trustees, and hospital representatives. The committee gathered information from research, as well as, surveys and feedback from families, school staff, HBKRH staff to identify trends/ patterns of other playground sites and key components of the ideal playground.

The Playground Committee presented their findings and points for the Board to consider, as well as the recommendation to start a totally new playground rather than updating/upgrading the current one.

### 3. REVIEW AND APPROVAL

#### 3.1 Approval of the Agenda for the Public Meeting of October 24, 2017

**MOTION: Volpe/Coulthard**

**That** the agenda for the October 24, 2017 Public Meeting be approved as present

**MOTION CARRIED**

### **3.2 Approval of the Minutes for the Board of Trustees Regular Public Meeting of September 19, 2017**

**MOTION: Pervin/Coulthard**

**That** the minutes from the September 19, 2017 Public Meeting be approved as presented.

**MOTION CARRIED**

### **3.3 Declaration and Oath**

Helen Huang took the oath of office and signed the declaration document with the Director of Education serving as witness..

#### **4. TRUSTEE DECLARATION OF CONFLICT OF INTEREST - None**

#### **5. DELEGATIONS - None**

#### **6. IN- CAMERA**

The board resolved into In-Camera at 6:03 PM

The board moved out of In-Camera at 6:45 PM

#### **7. UPDATES**

##### **6.1 HOLLAND BLOORVIEW - S. Wong presented verbal report on behalf of J. Hanigsberg**

Highlights included the fact that HBKRH received a 100% accreditation rating this year. Information was also provided regarding the public awareness campaign begun by the hospital to help remove the stigma surrounding our children.

##### **6.2 PRINCIPAL'S REPORT (L. Ward) - Copy of the Report was provided in the agenda package**

In addition to what was in the report, L. Ward indicated that school council has had their second meeting of the year and had begun to plan the year's various events. She spoke to the importance of having family involvement in activities that school council is putting together.

##### **6.3 DIRECTOR'S REPORT (M. O'Keefe) - Copy of the Report was provided in the agenda package**

There were no further comments or questions regarding the report.

#### **7. ACTION/INFORMATION ITEMS**

##### **7.1 Review and Discussion of Board Self Assessment ( J. Alleyne)**

The Chair indicated that she had summarized the self-assessment feedback that the Trustees had provided previously. 8 areas were highlighted that the Board could concentrate on for 2017-2018. Discussion ensued regarding the 8 potential areas of focus. The Chair answered questions and provided clarification. Trustees

were asked to provide additional feedback about the discussion to the Chair who would then revise Board Self-Assessment review and bring forward to the next meeting.

## **7.2 IKP review – Verbal Report**

R. Volpe indicated that the IKP Review Committee had met in the summer of 2017 with the co-chair, Paul and three parents. He spoke to the mission statement and purpose of the committee. Indicated that what came out of the meeting was the idea to examine the possibility of alternative ways to fund the program, in addition, to seeking both public (Ministry) and private (Corporate) funding. The Chair asked for clarification on when the committee met and noted that it was not a meeting of the full committee. L. Ward indicated it was her understanding that she was to solicit membership for the committee from the various stakeholders in the fall, as directed in the June board meeting. R. Volpe clarified that the meeting was held July 27, 2017 and he will provide the Board with minutes from the meeting.

The Chair asked for clarification on public and private funding, as well as clarification in regards to the meeting with the Ministry, as usual protocol is for the Director or other staff to meet with Ministry staff. The Chair noted that if a meeting with the Ministry is needed, it should go through the Director.

Chair asked R. Volpe which steps will be taken to move the Committee process along. R. Volpe indicated that perhaps the committee work may be “too little, too late”. The Chair and Vice Chair asked R. Volpe if he needed a little time to consider his future involvement.

A discussion ensued about the Board’s desire to continue with the process and for the mandate of the IKP Review Committee to continue as set out. R. Volpe and the Chair will follow up to discuss any supports needed.

## **7.3 Committee reports/matters**

### **(1) Policy Committee – Report – Copyright Policy**

Chairman of the committee spoke to the background of the work done and discussions were held regarding the revision of the Copyright Policy.

#### **MOTION: Coulthard/Zucker**

**That** the Board approve the revised policy BF.003 – Copyright Law as presented.

**MOTION CARRIED**

## **(2) Finance and Audit Committee**

### **Verbal Report – Committee meeting Monday Oct 23**

The Director clarified that the cheque requisition logs will be forwarded weekly to all members of the Finance and Audit Committee for review. The Director also indicated that the committee is in need of an additional member. The Chair asked H. Huang to volunteer to sit on the Finance and Audit Committee and she accepted.

## **(3) Playground Committee – Report – Playground**

L. Ward spoke to the work done by the Committee in coming up with the key components of what the ideal playground should look like. A discussion ensued and Trustees asked questions for clarification. The Chair asked if the Committee was ready to go to the RFP process. A discussion ensued and it was determined that it is too early to do so.

### **MOTION: Coulthard/ Volpe**

**That a memorandum of understanding (MOU) be developed between hospital and school authority to determine an action plan for the playground by January 30, 2018.**

### **MOTION CARRIED**

## **(4) Bursary committee – No report**

## **(5) Discipline Committee – No report**

## **(6) License and Services Committee ( See In Camera Agenda)**

**8:30pm-Chair asked for an extension of the meeting. An extension until 9 PM was approved by consensus**

## **7.4 Strategic Directions Update**

### **- Roll out of Strategic plan – December 5 – Awards, Launch, Tea**

The Director spoke to the idea of having the roll-out of the strategic plan on December 5, 2017 with parents, staff, etc. in attendance. The Director gave an overview of what the day would look like; example types of material to publish to highlight the strategic plan. The Chair suggested we move forward with the roll –out of the strategic plan as presented.

### **- Implementation guide –deferred**

### **- 2017/18 focus, strategies, success indicator and goals (B. Pervin)**

B. Pervin spoke to next steps and would present something to the Board members via email.

## **9. TRUSTEE ENQUIRIES - None**

## **10. ITEMS OF INTEREST**

### **- Action After Board (Sept 19, 2017) - The Director reviewed items on the list.**

**11. CORRESPONDENCE**

**Approval letter – Helen Huang** – shared as part of the agenda package.

**12. PENDING ITEM**

**Meeting Evaluation**

The Chair clarified Trustees' role and expectations. Also that Board minutes are posted and we need to follow directions of the Board. The Chair asked for each member's feedback on tonight's meeting, as well as how meeting was structured eg. action items, adding the time frame to the agenda.

**13. NEXT MEETINGS - November 7, 2017**

**MOTION: Coulthard/Pervin**

**That** the November 7, 2017 meeting be cancelled with the next meeting to be held on December 5, 2017.

**MOTION CARRIED**

**15. MOTIONS/ITEMS BROUGHT FORWARD FROM IN-CAMERA - None**

**15. ADJOURNMENT: 8:47p.m.**