



MINUTES

Board of Trustees Regular Board Meeting
December 5, 2017 5:30 p.m., Room 5E100

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| <u>Trustees:</u> | Julia Alleyne, Kevin Collins, Terry Coulthard, Barry Pervin, Rick Volpe, Marvin Zuker |
| <u>Staff:</u> | Michael O'Keefe, Director Linda Ward, Principal; Alise Sanborn, Vice Principal; Terry Jakobsmeir |
| <u>Holland Bloorview Kids Rehabilitation Hospital:</u> | Diane Savage (representing Julia Hanigsberg) |
| <u>Regrets:</u> | Julia Hanigsberg, Helen Huang |
| <u>Recorder:</u> | Elizabeth Lee |
| <u>Presiding:</u> | Barry Pervin, Chair |

PRESENTATION:

1.0 CALL TO ORDER

The Chair called the meeting to order at 6:10p.m.

2.0 REVIEW AND APPROVAL

2.1 Approval of the Agenda for the Regular Meeting of December 5, 2017

MOTION: Coulthard/Volpe

THAT the Agenda for the Regular Meeting of December 5, 2017 be approved as presented.

-MOTION CARRIED-

2.2 Approval of the Minutes of the Board of Trustees Regular Public Meeting of October 24, 2017

MOTION: Coulthard/Alleyne

THAT the Minutes for the Board of Trustees Regular Public Meeting of October 24, 2017 be approved as presented.

-MOTION CARRIED-

2.3 Approval of the Minutes of the Board of Trustees Special Public Meeting of November 14, 2017

MOTION: Zuker/Collins

THAT the Minutes for the Board of Trustees Special Public Meeting of November 14, 2017 be approved as presented.

-MOTION CARRIED-

3.0 TRUSTEE DECLARATION OF CONFLICT OF INTEREST

There were no declarations of conflict.

4.0 DELEGATIONS

There were no delegations.

5.0 UPDATES

5.1 HOLLAND BLOORVIEW UPDATE (D. Savage)

In addition to the written report, D. Savage provided an update on two items.

D. Savage stated that the hospital had just completed their pharmacy accreditation today. Conducted by the Ontario College of Pharmacists, this is a mandatory survey anchored in legislation. The surveyors noted many successes and achievements in our pharmacy practices and medication management system including the strong collaboration between professions and development of standards of care,

D. Savage also added that the hospital is working on two new collaborations that focus on Concussion education and prevention. In partnership with basketball associations across the GTA standardized training programs for coaches have been implemented to support early recognition and reporting of concussions.

Holland Bloorview and Sick Kids Hospital have implemented a new clinical pathway for use by Emergency Department physicians used to identify children and youth post- concussion who may be at greater risk for persistent concussion challenges. Using a high risk assessment algorithm developed for research through the Children's Hospital of Eastern Ontario, young people who need further follow up and education are being identified and referred to the Concussion Centre at Holland Bloorview earlier than ever before.

Discussion ensued regarding the number of students the program may bring forth from the Sick Kids proactive partnerships and if there will be an impact on the amount of staff needed at the hospital.

5.2 PRINCIPAL'S REPORT (L. Ward)

L. Ward also shared a few highlights from her report as well as included a couple of additional highlights.

The Exceptional Students Presentation was completed last week in the Student Voice Project. Videos were shown and the presentation was well received.

In response to a trustee question, L. Ward confirmed that the admission process has been started and open until January 17, 2018. Team meetings and class profiles will be conducted. On January 11, 2018 there will be a parent meeting to discuss the students that will be transitioning out of the school who have met their therapy goals and those that may need more time in a small class setting to work on their skills. L. Ward explained that last year there was a screening process in place that worked well and we will continue to conduct the same screening process this year. The next step with the screening process would be to have the students come in around February/March for observation to confirm if they would be a good match with the school, those that cannot attend can send in a video. By mid-

April, we will let the families know who has been accepted in the school and confirm the class placements by May.

5.3 DIRECTOR'S REPORT (M. O'Keefe)

M. O'Keefe highlighted a few items including that the OPSBA regional meeting will be hosted by BSA this year, funding from the Ministry of Education, and thanked A. Sanborn for her preparation and success for the Strategic Planning launch.

6.0 ACTION/INFORMATION ITEMS

6.1 Review and Discussion of Board Self-Assessment (J. Alleyne)

J. Alleyne reviewed the 8 items with the Board that were presented in the last Board Meeting for the Board's Self-Assessment. A discussion ensued regarding the alignment with BSA's strategic plan and if the Board is in agreement of the 8 items, we will follow through on the development of the Board's Self-Assessment.

6.2 IKP Review – Updated (R. Volpe)

R. Volpe provided an update regarding the IKP Review. A meeting will be held on Thursday, December 7, 2017. Discussion ensued regarding an open invitation to staff who are interested in attending, location of the meetings, and more information regarding the full financial picture of the program.

6.3 Board Report – Research in School

The Director noted the list of research presently in place and what considerations take place in the school. BSA currently has 1 research project listed and we hope to develop more over time. Projects proposed will take time to get off the ground; they have to go through the ethics board and various steps. The school is supportive of the research if there are benefits to our students and the school, however we will be mindful not to have overly intrusive research involving our students and school.

Discussion ensued about the project timelines, expectations for sharing the results of the research with the school, and how to encourage more research within the school. B. Pervin stated that research falls within two of our strategic directions so being able to talk about what type of research we are conducting would be important.

6.4 Committee Reports/Matters

(1) Policy Committee – Discussion -Leaving the room if there is a conflict of interest

The Director reminded the Board that in a previous meeting, the topic of conflict of interest has been raised. The unanswered question has been whether a member should leave the room, when a conflict has been declared, as is the practice in other school boards.

Discussion ensued regarding the conflict of interest and the nature of the conflict. The Board agreed upon the practice that if a conflict of interest is declared, the person declaring the conflict should leave the room during the discussion.

(2) Finance and Audit Committee

Board Report – Audited financial Statements

K. Collins asked if the Board had any questions or comments regarding the audited financial statements provided from KPMG.

B. Pervin asked about the suggestions that were provided and if the Board will be accepting the suggestions. K. Collins said he has reviewed the suggestions and has no concerns implementing them, but will bring it forward in the next Finance Committee Meeting.

The Chair asked for the approval of the Board to approve the audited financial statements for the period ending August 31, 2017.

MOTION: Collins/Volpe

THAT the Financial Statements for the period ending August 31, 2017 be approved as presented.

-MOTION CARRIED-

At the request of the Chair, item 6.5 was moved to this point in the agenda.

**6.5 Strategic Directions Update
- Implementation Guide
2017/18 focus, strategies, success indicators and goals (B. Pervin)**

B. Pervin provided an update on the strategic directions as it is an important as a collective management tool. The suggestions were reviewed with the Director and the revised version of the strategic directions will be sent to the remainder of the Board for feedback.

B. Pervin left the Board Meeting at 7:12p.m.

T. Coulthard assumed the Chair for the remainder of the meeting.

(3) Playground Committee – Update

The Director confirmed that he and L. Ward had a meeting with J. Hanigsberg from HBKRH for more clarification and discussion about the memorandum of agreement.

(4) Bursary committee – Verbal report – changes to bursary applications

K. Collins provided an update that changes to the bursary applications were provided by L. Ward and have been approved. The change included that applications will be accepted from post-secondary students as well, not just high school students. BSA hopes that the change will increase the applications we will receive moving forward. Discussion ensued regarding the promotion of the bursary program.

(5) Discipline Committee – No report

(6) License and Services Committee – No report

7.0 TRUSTEE ENQUIRIES - None

8.0 ITEMS OF INTEREST

- Ontario Public School Board Association – R. Volpe is currently the Chair for BSA for OPSBA
- Set up of BSA email for Trustees for public inquiries
- Proposed upcoming presentations for future Board Meeting relating to the BSA strategic directions

9.0 CORRESPONDENCE

10.0 IN CAMERA

The Board began the In Camera Meeting at 5:00 p.m.

**11.0 PENDING ITEMS
Meeting Evaluation**

The Chair asked if the Board could provide an evaluation of this Board Meeting. This Board Meeting did not follow the exact order of the agenda to accommodate trustee time constraints. A short discussion ensued regarding the evaluation of the Board Meeting. Trustees agreed that the transition of the Chair and the meeting went smoothly.

12.0 NEXT MEETING – January 16, 2017

13.0 MOTIONS/ITEMS BROUGHT FORWARD FROM IN-CAMERA

14.0 ADJOURNMENT

MOTION: Volpe/Zuker

THAT the Public Meeting be adjourned at 7:42 p.m.

-MOTION CARRIED-