



## MINUTES

Board of Trustees Regular Public Meeting  
November 19, 2019 5:30 p.m. Room – 1W125

Trustees: Julia Alleyne, Kevin Collins, Helen Huang, Barry Pervin, Nicole Thomson, Rick Volpe

Staff: Michael O’Keefe, Director; Linda Ward, Principal; Robin White, Vice Principal; Terry Jakobsmeier

Holland Bloorview Kids Rehabilitation Hospital: Stewart Wong

Guests:

Regrets: Julia Hanigsberg

Recorder: Elizabeth Lee

Presiding: Julia Alleyne, Chair

### 1. CALL TO ORDER

The Chair called the meeting to order at 5:31 p.m.

### 2. PRESENTATION – Partnerships in Learning Using DTL Brightspace Portfolio (Kate Tuff and Andrea Statton)

Kate and Andrea presented on partnerships for learning using DTL Brightspace (Desire2Learn). They have been working on the project together for over the past year and will be sharing it with the Ministry of Labour and School Council as well, as part of our school mission is to have these partnerships to highlight our expertise. DTL Brightspace Portfolio is a virtual learning environment for all Ontario schools for students from kindergarten to Grade 12. It allows the students to build electronic portfolios of their work, including photos and recordings that can be shared with their parents and go with the students throughout their educational career.

### 3. REVIEW AND APPROVAL

#### 2.1 Approval of the Agenda for the Regular Public Meeting of November 19, 2019

**MOTION: Pervin/Volpe**

**THAT** the Agenda for the Regular Public Meeting of November 19, 2019 be approved as presented.

**-MOTION CARRIED-**

#### 2.2 Approval of the Minutes for the Board of Trustees Regular Public Meetings of September 17, 2019

**MOTION: Collins/Pervin**

THAT the Minutes for the Regular Public Meeting of September 17, 2019 be approved as presented.

**-MOTION CARRIED-**

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

**5. DELEGATIONS - None**

**6. UPDATES**

**5.1 HOLLAND BLOORVIEW (S. Wong)**

S. Wong provided a report that was distributed. S. Wong stated that the Holland Bloorview Kids Rehabilitation symposium was happening today. S. Wong shared J. Hanigsberg's report regarding the MRI that has been delivered and that the suites are currently under construction. The MRI Suite is a very exciting addition to the research institute. The hospital is recruiting new scientists and acquiring new equipment for this project.

S. Wong also shared about Project SEARCH Toronto, a one-year transition-to-work program to training students with intellectual and developmental disabilities to help them build skills for future employment. Discussion ensued.

**5.2 PRINCIPAL'S REPORT (L. Ward)**

The Principal's report was distributed. L. Ward shared the information regarding the presentation for the Section 68 schools and shared an additional handout with the biographies of the different staff that will be presenting at the conference. Discussion ensued.

L. Ward also shared that earlier this month, a Section 68 Principal and Business Managers' meeting was held in London at the Ministry of Education offices. The meetings occur 3 times a year and allow for the Ministry staff and Section 68 schools to share updates and best practices.

In addition, the school has started the referral process for admissions; all the applications will be in for January 24<sup>th</sup>. It will be a similar process like last year; referrals from hospitals and the community, etc. We always get more applications than spaces but we have a screening process. The information will be sent out to parents and communities shortly.

Lastly, the Principal shared the staff updates, including the approved funding of an additional Noon Hour Supervisor position, the School Transition Liaison retiring at the end of the year, and the recruitment of a new Human Resources Administrative Liaison (as the current HRAL will be relocating in the new year).

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

The Director's report was distributed. The Director shared some updates, including additions on conflicts of interest and confidentiality form.

This year's AGM will be on May 11 and 12, 2020, K. Collins and N. Thomson tentatively agreed to attend the meeting.

The Director stated that he has started planning the December Board Meeting as the Board will be setting the meeting dates for the following year. The Trustees agreed that they preferred 7 annual meetings rather

than 10 annual meetings. The Chair stated that the only concern for having 7 meetings is that the agenda is quite full so we will have to prepare for longer meetings.

The Director shared that this year for the Scholastic Book Fair; Bloorview School Authority sold over \$6,000 worth of material, which some funding will return to the school.

Lastly, the Director shared the news that the Principal will be retiring this year, discussion ensued.

## 7. ACTION/INFORMATION ITEMS

### 7.1 Committee reports/matters

#### (1) Policy Committee –

##### - Report – Revisions to Policies and Procedures

An overview of the Policy Committee’s updates was distributed and policies were presented for review and approval. The Board agreed that the motion to pass the revised policies and procedures to be approved by consensus.

#### MOTION:

**THAT** the Board approve the revised Policy SHSM 002 Student Discipline as presented.

**-CONSENSUS-**

#### MOTION:

**THAT** the Board approve the revised Policy SHSM 014 Prevalent Medical Conditions as presented.

**-CONSENSUS-**

#### MOTION:

**THAT** the Board approve the revised Policy HR 005 – Employee Conflict of Interest as presented.

**-CONSENSUS-**

#### MOTION:

**THAT** the Board approve the revised Policy SHSM 005 – Latex Safe Environment as presented.

**-CONSENSUS-**

#### MOTION:

**THAT** the Board approve the revised Policy SHSM 006 – Scent Awareness as presented.

**-CONSENSUS-**

#### MOTION:

**THAT** the Board approve the revised Procedure BF #2 – Financial Reporting – Whistleblower Procedures as presented.

**-CONSENSUS-**

**MOTION:**

**THAT** the Board approve the revised Procedure HS #5 – Workplace Health and Safety as presented.

**-CONSENSUS-**

**MOTION:**

**THAT** the Board approve the revised Procedure MM #1 – Administration of Medication as presented.

**-CONSENSUS-**

**MOTION:**

**THAT** the Board approve the revised Procedure MM #2 – Training Educational Assistants for Specialized Procedures for Activities of Daily Living: Clean Intermittent Catheterization (CIC) as presented.

**-CONSENSUS-**

**MOTION:**

**THAT** the Board approve the revised Procedure MM #3 - Training Educational Assistants for Specialized Procedures for Activities of Daily Living: Feeding Tubes as presented.

**-CONSENSUS-**

**MOTION:**

**THAT** the Board approve the revised Procedure MM #4 - Training Educational Assistants for Specialized Procedures for Activities of Daily Living: Tip Suctioning as presented.

**-CONSENSUS-**

**MOTION:**

**THAT** the Board approve the revised Procedure HR #8 – Employee and Community Partners Conflict of Interest as presented.

**-CONSENSUS-**

**MOTION:**

**THAT** the Board approve the revised Procedure HS #2 – Pediculosis (Head Lice) as presented.

**-CONSENSUS-**

**MOTION:**

**THAT** the Board approve the revised Procedure HS #4 – First Aid Station as presented.

**-CONSENSUS-**

**(2) Finance and Audit Committee**

- **Quarterly Financial Position to August 31,2019**
- **Quarterly Budget Status to August 31,2019**

The Financial Reports were distributed to the Board for review. K. Collins highlighted that we will have a large amount of funding that will be returned to the Ministry as when we initially put in our budget last year, we requested for additional hires. Unfortunately, we did not get the approval early enough to recruit the additional staff. The Ministry has approved our budget and has reinstated the additional hires into our 2019-2020 budget and new hires have been recruited for the positions. K. Collins stated that we have now hired the additional staff and is confident that our justification of the reason we are returning the funding to the Ministry will be accepted. The budget for 2019-2020 has been approved from the Ministry. We had KPMG auditors who have received the financial statements from the school and did not have any concerns. Lastly, the capitalization limits have been discussed with the Finance committee and there will be no changes to the limit.

**(3) Playground Committee –**

**- Report**

The report was distributed and L. Ward shared that with the MRI expansion, a meeting was held with the Playground committee to share that there is a potential to work together with the Bloorview Research Institute (BRI) to build two playgrounds together as the Kindercircle Daycare playground may need to be moved. The committee felt that it was worth investigating, through the architects and BRI, there were several proposals presented of where the rebuild could be located. By the end of November, the plans will be going to the City of Toronto for approval, thus we need to put a location on the plan of where the playground would be. The committee agreed that they preferred the current location of playground and would like it to remain.

S. Wong shared that there are a lot of factors that are at play, bringing it together for clients, the Hospital, and the funding. The hospital is taking all the information and feedback to make the decision. Regular discussions with the Authority are in progress and further clarity will be required for the commitment with the Hospital and the Authority. The timeline is to have the decision of the location of the playground by the end of November, hoping to get the costing in the next 4 weeks, start the construction in the summer, and have the playgrounds be completed by Fall 2020.

Discussion ensued.

The Chair expressed that we will require another memorandum of understanding with the Hospital regarding the details of the building of the playground. This will be a major topic to be discussed in the December meeting. S. Wong stated that should further information be required, he will bring it to the Board.

**(4) Bursary committee - No report**

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

**(6) License and Services Committee – In Camera**

**7.2 Updated Accessibility Plan**

Bloorview School Authority's updated Multi-Year Accessibility Plan was distributed to the Trustees for review. Discussion ensued.

**MOTION: Huang/Thomson**

**THAT** the Board approve Bloorview School Authority's updated Multi-Year Accessibility Plan as presented.

**-MOTION CARRIED-**

**7.3 School Council annual report**

Bloorview School Authority's School Council Annual Report was distributed.

**7.4 Board Professional Development Survey (J. Alleyne)**

The Chair shared the results of the Board's Professional Development Survey. The Board had come up with a list of 28 competencies previously that is important of the Board to function. The anonymous survey focused on 8 of the competencies that were developed in the rubric, and Trustees rated them on the frequency of how often they are completed in the Board meetings. Currently, the Trustees have been evaluating the meeting at the end of each Board Meeting, the Chair asked for suggestions on what we can do to assess our performance and what we can do for continuous improvement. Responses were reviewed and discussion ensued.

The Trustees agreed that more clarity is required for the definitions of the criteria and asked if there is an external criteria to assess the effectiveness of the Board. Some recommendations included:

- Add an agenda item at the end of the Board meeting to discuss professional development opportunities
- Annual activity relating to the Board
- Trustee retreat to create synergy
- Governance Committee
- Completing an evaluation at the end of each Board meeting

The Chair stated that the ideas will be reviewed and evaluated in the next meeting.

**8. TRUSTEE ENQUIRIES**

- **Ministry focus on Mental Health Vs Disabilities (K. Collins)**

Discussion ensued regarding the challenges of children with physical disabilities.

**9. ITEMS OF INTEREST**

- **Action After Board (Sept 2019)**

The Chair reviewed the action after board from the September meeting, they have all been completed. Discussion ensued.

**10. CORRESPONDENCE**

- **CHEO emails**

The Director shared an email from CHEO regarding the Ottawa's children centre being amalgamated with CHEO.

- **Teleconference of Section 68 Chairs**

The Chair stated that on October 10<sup>th</sup>, a teleconference was completed with all Section 68 Chairs to meet with Minister Lecce. Minister Lecce is promoting a new sex-education curriculum with a strong emphasis on mental health and safety and body image, professional development for educators, and e-learning courses and integration to the classrooms. Specific concerns were brought forward to the

Minister regarding the acknowledgement of appointed Trustees, the Trustee appointment process, and to have OSPBA change their language to include Section 68 schools.

**11. IN CAMERA**

The In-Camera Meeting was called to order at 7:50 p.m.

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

**13. PENDING ITEMS - None**

**14. MEETING EVALUATION**

The Chair requested the Board to evaluate the Board Meeting. Discussion ensued.

The Trustees agreed that the presentation from Kate and Andrea regarding the new D2L platform was very impressive and also that the discussion regarding the evaluation of the Board and professional development went very well.

**15. NEXT MEETING**

- **December 10, 2019**

**16. ADJOURNMENT**

**MOTION:**

**THAT** the Public Meeting be adjourned at 8:44 p.m.

**-MOTION CARRIED-**