



MINUTES

Board of Trustees Regular Public Meeting
Oct 3, 2023 6:35 PM

Trustees: Kevin Collins, Jamie Grant, Barry Pervin, Nicole Thomson, Sarah Van Oosten
Staff: Michael O’Keefe, Supervisory Office; Sarah Nauman, Principal

**Holland Bloorview Kids
Rehabilitation Hospital:** Irene Andress

Guests:

Regrets: Helen Huang, Chair. ; Terry Jakobsmeier

Recorder: Paola Vela

Presiding: Arnie Hochman

Location: Hospital Board Room

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1. (a) CALL TO ORDER 6:35 PM
(b) LAND ACKNOWLEDGEMENT

A. Hochman called the meeting to order at 6:35 PM, and the Principal conducted the land acknowledgment

2. REVIEW AND APPROVAL

2.1 Approval of the Agenda for the Regular Public Meeting of Oct 3, 2023

MOTION: Barry / Kevin

THAT the Agenda for the Regular Public Meeting of October 3, 2023 be approved as presented

-MOTION CARRIED-

2.2 Approval of the Minutes for the Board of Trustees Regular Public Meeting of June 27, 2023.

MOTION: Barry / Jamie

THAT the Minutes for the Board of Trustee Regular Public Meeting of June 27, 2023, be approved

-MOTION CARRIED-

**3. (a) TRUSTEE DECLARATION OF CONFLICT OF INTEREST
(b) TRUSTEE OATH of ALLEGIANCE and DECLARATION OF OFFICE**

The Declaration of Office and Oath of Allegiance was explained by M. O'Keefe. Everybody needs to sign it by next meeting.

4. DELEGATIONS - None

5. UPDATES

6:42 PM

5.1 HOLLAND BLOORVIEW

- **CEO Report** - Attached

5.2 PRINCIPAL'S REPORT (S. N.)

S. Nauman said that the school had a smooth start to the school year in spite of all of the staffing changes. BSA welcomed 11 new teachers, 3 new permanent EAs, 4 EAs on long term positions and a school nurse. The benefits of have a nurse onsite was immediately felt. In addition, the nurse is familiar with both the school and hospital settings and has been able to fit in seamlessly.

The school year started earlier than most with a PA Day on August 31, which allowed staff to receive the medical training from Holland Bloorview in advance of the students being onsite. As well, all of the families were welcomed in person for family meetings during the first two days of the school year and worked together with Holland Bloorview to incorporate a visit to the Parent Resource Centre so that families could learn about all of the supports they can access.

The second PA Day is coming up on Friday, October 6. The focus will be Literacy Instruction, Oral Language and the Science of Reading. Sessions will be led by BSA teachers and the Speech and Language Pathologists. EAs will also have the opportunity to participate in a workshop with Samantha Millar Ricci from Holland Bloorview on behaviour strategies that can be used to support activities of daily living. Finally, staff will be completing asynchronous courses on Workplace Violence Awareness and Reporting, and other Ministry of Education mandated topics such as Anti-Sex Trafficking.

BSA are not entirely done with COVID protocols. The IET classrooms are deemed to be community spaces and staff do not need to wear masks. The HCC classrooms are considered clinical spaces and staff are wearing masks. Currently no masks are needed in hallways, however with rise in cases the school may see a return to masking in the halls. There will be three vaccination clinics for the students before the winter break.

BSA had a wonderful Walk & Roll event in support of Terry Fox, and is looking forward to the annual Halloween parade at the end of the month.

5.3 SUPERVISORY OFFICER'S REPORT (M. O'K.)

- M. O'Keefe commented about the AODA inspector visit from the Ministry of Seniors and Accessibility. She came to check on the school compliance with some aspects of the AODA. The school was not a particular target as this was just a regular inspection. The inspector had a very brief conversation once she realized that BSA rents the space from the hospital and it is the hospital which is responsible for maintenance etc.
- The school year is off to a great start thanks to the excellent preparatory work by Sarah and Kathryn.
- As mentioned before, the timing of the Board organizational meeting (when Chair and Vice Chair are selected, dates for next year are chosen, auditors are approved etc) has been moved up to mid-November from early December. This means that the next Board session in November should actually be two meetings in succession. A wrap -up meeting for matters from 2023, and then an organization meeting for 2024.
- Other Section 68 Authorities sometimes model their policies and procedures on the school (with permission). As a result, their material looks very similar to BSA's.
- Trustees are reminded to check their bios on the website.

6. ACTION/INFORMATION ITEMS

6.1 Committee reports/matters

7:05 PM

(1) Policy Committee – Board report

The policy committee reviewed policies and made recommendation

MOTION: Jamie / Arnold
All in favor

THAT the Board approve the following revised policies and procedures as presented:

- a. Policy HR 004 – Violence in the Workplace
- b. Policy GOV 002 Finance and Audit Committee

(2) Governance and Nomination Committee– Board Assessment Tool

N. Thomson presented the “Board Effectiveness Survey” as an assessment tool.

B. Pervin asked if everybody would answer the survey and the trustees who felt comfortable answering it. A. Hochman said it is possible to leave in blank some of the answers. In addition, he asked about the periodicity, to which A. Hocman responded that it is annual.

M. O'keefe explained that this is adapted from the Governance & Managerial Transformation Readiness Survey.

(3) Finance and Audit Committee – Verbal report

- **Statement of Operations**
- **Statement of Financial Position**

K. Collins explained the statement of operation and of the financial position, with date August 31, 2023

6.2 Items for Discussion

7:29 PM

- **Legal representation**

M. O'Keefe presented a sense from the Board about the legal firm representative, if they want to continue having the current firm or change it because although the Board is not dissatisfied, there are a couple of things they think might have been done differently.

- **Strategic Planning Process**

M. O'Keefe said that the Board contracted the firm to consult and prepare the strategic plan and went to a wide consultation with the community. They brought to the Board two or three different versions of parts of the strategic plan to take a look at that. They presented us with their findings, and from that, they developed nine sorts of key areas that seem to be coming to the fore, and the Board narrowed that down to five. The firm took those five areas and developed the pillars that are in the document "Strategic Plan - Draft 4.0" with specific questions to the Board. After having the final draft, the next step is to include the following: "How are we going to achieve all the goals, and how do we measure them?". To do that, it is necessary to include the use of metrics.

- **Strategic Plan – Draft 4.0**

After sharing different thoughts and agreeing, S. Nauman included comments in the draft with the decisions and changes.

- **Use of Reserves**

M. O'Keefe asked for the Board how comfortable they were around using reserves.

Discussion ensued

7. TRUSTEE ENQUIRIES - None

8. ITEMS OF INTEREST

8:15 PM

a) **Action After Board (June 2023)**

9. CORRESPONDENCE - None

10. IN CAMERA

MOTION: Parvin / Kevin

- The Board resolved to In-Camera at 8:40 PM
- The Board returned from In-Camera at 8:41 PM

11. PENDING ITEMS - None

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

13. NEXT MEETINGS – November 13, 2023

14. ADJOURNMENT

8:51 PM

MOTION: Barry / Jamie

THAT the Public Meeting be adjourned at 8:52 PM