



**Minutes**

Board of Trustees Regular Public Meeting  
February 7, 2017 - 6:50 p.m . Room 5E100

Trustees: Julia Alleyne, Kevin Collins, Rick Volpe and Marvin Zuker.  
Via teleconference: Terry Coulthard and Barry Pervin,

Staff: Michael O’Keefe, Director; Linda Ward, Principal

Holland Bloorview Kids Rehabilitation Hospital: Julia Hanigsberg, CEO, Lynda Torneck

Guests: Julia Hanigsberg  
via teleconference: Lynda Torneck

Regrets:

Recorder: Linda Ward

Presiding: Julia Alleyne, Vice - Chair

**1. CALL TO ORDER**

**2. IN CAMERA**

**3. PRESENTATIONS**

The presentation by Kate Tuff (Teacher –Librarian) was cancelled due to inclement weather

**4. REVIEW AND APPROVAL**

**4.1 Approval of the Agenda for the Public Meeting of February 7, 2017**

**MOTION: Volpe/Zuker**

**THAT** Integrated Kindergarten Program (IKP) be added as 9.3 under Trustee Enquiries

**MOTION: Zuker/ Coulthard**

**THAT** the Agenda for the Regular Public Meeting of February 7, 2017 be approved as revised.

**-AMENDMENT TO MOTION CARRIED -**

**4.2 Approval of the Minutes of the Wrap Up Public Meeting of December 6, 2016**

MOTION: Volpe/Collins

**THAT** the Minutes for the Wrap Up Board Meeting of December 6, 2016 be approved as presented.

**-MOTION CARRIED -**

**4.3 Approval of the Minutes of the Organizational Meeting of December 6, 2016**

Motion: Coulthard/Collins

**THAT** the Minutes for the Organizational Meeting of December 6, 2016 be approved as presented.

**-MOTION CARRIED -**

**5. TRUSTEE DECLARATION OF CONFLICT OF INTEREST**

For the sake of transparency regarding Correspondence item 11, L. Torneck acknowledged that she is the Director of Marketing and Communications at Crescent School

**Opening Comments: J. Alleyne**

J. Alleyne advised that she has recently returned from Kids Brain Network Research Management Committee where many exciting research projects were discussed that are aimed at improving the quality of life for children with developmental and brain disabilities. Holland Bloorview projects were well received. This research is inspirational as it opens new possibilities for our students.

**6. DELEGATIONS**

There were no delegations.

**7. REPORTS**

**6.1 HOLLAND BLOORVIEW ( J. Hanigsberg)**

A written report was provided in the package for review. HBKRH is in the midst of its strategic planning process. The expectation is that it will be approved by the hospital board in April

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

L Ward highlighted items from the circulated report. She thanked Dr. Golda Milo-Manson for her help and support with the IET Admissions process. Staff initiatives created as a result of the School Climate Survey include morning 'huddle' for sharing best practices. Looking ahead , the School Picnic being organized by School Council with a tentative date of Wednesday May 24<sup>th</sup>.

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

The Minister of Education was to visit the hospital and school on January 20, 2017. Unfortunately this visit was cancelled. A new date has been scheduled for March 20, 2017 in the afternoon. Assistant Deputy Minister Martyn Becket visited the school on January 22, saw some of the concert, had a quick tour of the hospital and discussed various items with the Director and Principal. He was very impressed and promised to return at a date yet to be determined.

BSA will host the annual Section 68 meeting on May 11<sup>th</sup> and 12<sup>th</sup> 2017. Suggestions for presentations are welcome. Other Section 68's are also being invited to submit suggestions.

Final approval of the 2015/16 financial report to the Ministry and the 2016/17 budget submission has still not been received.

Flu vaccinations are available now. The formal flu season was declared to have begun on December 19, 2016.

The Director and Principal met with the new legal team on January 26<sup>th</sup> and had a very productive discussion of the present issues.

There was a recent Code Blue at the school. An IET child was taken to the Hospital for Sick Children and later released. The child is in good health now. L.Ward and the staffs of the school and hospital were commended for their actions and professionalism in dealing with the situation.

An invitation to participate in a revision of HBKRH website has been received. Discussion ensued regarding the update four years ago. It is recognized that updates to websites are frequent.

## 7. ACTION/INFORMATION ITEMS

### 7.1 Trustee Resignation

**MOTION:** Volpe/Zuker

**THAT** the resignation of Rachee Allen from the board be accepted with regret and that gratitude be expressed for her many years of service to the Bloorview School Authority community.

**-MOTION CARRIED-**

A formal letter of thanks to Rachee Allen will be prepared by M. O'Keefe for signature of new chair.

### 7.2 Election of Board Chair

The role of Chair was discussed. A summary of the duties of Chair had been circulated to all members prior to the meeting.

**MOTION:** Volpe/Zuker

**THAT** J. Allyene be nominated as Chair  
Nomination accepted

**-MOTION CARRIED –**

**MOTION:** Collins/Volpe

**THAT** T. Coulthard be nominated as Vice Chair  
Nomination accepted

**-MOTION CARRIED –**

### 7.3 Trustee Vacancy

The report was reviewed briefly.

A fourth option (that the trustees appoint a person of their choosing) was proposed. References were made to the Education Act and the Ministry guidelines for Section 68 schools

Discussion ensued regarding skills, experiences, and attributes trustees looking for. Timing of the drafting of a description that would be approved and posted was discussed. The trustees agreed that the additional step of polling the group to identify any additional competencies that Trustees want to favour beyond the core competency and reference to the strategic plan.

Next steps:

Poll the trustees

Advertise/post

Notify candidates who were on the past list to consider reapplying

Establish an interview team.

**MOTION:** Volpe/Zuker

**THAT** the Board proceed to fill the vacancy through an appointment process as discussed .

**-MOTION CARRIED –**

### 7.3 Strategic Plan

**MOTION:** Collins/Volpe

**THAT** the Multiyear Strategic Plan be approved as presented with the following revision:

#### **Strong Partnerships:**

We value strong partnerships and research and support:

- The promotion and enhancement of communication and involvement between families, educators, Holland Bloorview Kids Rehabilitation Hospital and health care and service providers

**-MOTION CARRIED –**

### 7.4 Policy Revisions

#### **Moved to a consent agenda:**

**THAT** the Board approve the new policy – Performance Appraisal: Director of Education as presented.

**-CONSENSUS -**

**MOTION:** Volpe/Zuker

**THAT** the BF 002 Investment Policy for Excess Funds be renamed the Investment Policy.

**-MOTION CARRIED –**

**THAT** the Board approve the revised policy BF 002 - Investment Policy as presented.

**-CONSENSUS -**

**THAT** the Board approve the revised policy PCE 001 – Accessibility Standards as presented.

**-CONSENSUS-**

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

**- CONSENSUS-**

**THAT** the Board approve the revised policy BF004 – Use of Accumulated Surplus as presented.

**- CONSENSUS -**

**THAT** the Board approve the revised policy BF 005 – Procurement Policy as presented.

**- CONSENSUS -**

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

**- CONSENSUS -**

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

**- CONSENSUS -**

## **8 FINANCE**

A report was not presented.

## **9. TRUSTEE ENQUIRIES**

### **9.1 Start time for board meetings**

Discussion ensued. There was consensus that 5:30p.m. would be the start time for future board meetings.

### **9.2 Committee agenda and back up materials to all trustees**

After some discussion, there was consensus that the Agenda and all materials for committees would be sent to all trustees.

### **9.3 IKP program**

R. Volpe shared information that the Jackman Institute for Child Studies (J.I.C.S.) does not have any students enrolled in the IKP program for 2017-18. J.I.C.S. has also removed the IKP as a practicum placement for next year. R. Volpe felt it was not the job of J.I.C.S. to solve the problem of low enrollment.

L. Ward shared some of the steps and strategies used thus far to increase enrollment:

- HBKRH Nursery School Staff visited the program this fall

- Families with twins (one child in IET program) have been encouraged to apply for scholarships to J.I.C.S.
- Letters and testimonials have been sought from past participants in the program.
- The possibility of an advertisement in the local media is being explored.
- Meetings were held in the fall and then again in January with R. Messina principal of J.I.C.S.
- Decision by J.I.C.S. has decided to reduce fees to \$7,500. , as the present fee of \$15,000. is felt to be prohibitive for most.
- Discussion with the current IKP teachers have resulted in the sense that 9 students in the IKP program is optimum for success.
- Decision that J.I.C.S. will run the IKP program in 2017-18 if a minimum of 8 students are enrolled.
- At our next Board meeting R. Messina and IKP teachers H. Yoo and P. Alcamo will make a presentation regarding the IKP
- R. Volpe will circulate a documentary made in 2002 regarding the IKP

**10. ITEMS OF INTEREST**

**11. CORRESPONDENCE**

M. O’Keefe explained that many schools/groups and programs have visited Bloorview School and have been very impressed. He shared a letter of thanks from Crescent School.

**12. NEXT BOARDMEETING**

Tuesday March 7, 2017 at 5:30 p.m.

The revised list of board and committee meeting dates was reviewed.

**13. IN CAMERA**

n/a

**14. ADJOURNMENT**

MOTION: Zuker/Volpe

**THAT** the Public Meeting be adjourned at 8:56 PM

**-MOTION CARRIED -**