



## MINUTES

Board of Trustees Wrap Up Board Meeting  
December 6, 2016 5:00 p.m., Room 5E100

<u>Trustees:</u>	Julia Alleyne, Terry Coulthard, Barry Pervin, Rick Volpe
<u>Staff:</u>	Michael O'Keefe, Director Linda Ward, Principal; Deanne Cape, Vice Principal Linda Trimble
<u>Holland Bloorview Kids Rehabilitation Hospital:</u>	Lynda Torneck
<u>Regrets:</u>	Kevin Collins; Marvin Zuker, Julia Hanigsberg
<u>Recorder:</u>	Danielle Kennedy
<u>Presiding:</u>	Rachee Allen, Chair

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### **PRESENTATION: Physical and Health Education Program (Rose Monacelli)**

R. Monacelli and H. Teng reviewed a Power Point presentation on the Physical and Health Education Program at Bloorview. Reviewed with trustees were the shared goals for the program; routines & safety rules; students' needs & individual skill level; participation, engagement & inclusion; and parental involvement.

#### **1.0 CALL TO ORDER**

Chair R. Allen, called the meeting to order at 5:14 p.m.

#### **2.0 REVIEW AND APPROVAL**

##### **2.1 Approval of the Agenda for the Wrap Up Meeting of December 6, 2016**

Four changes were recommended for the agenda:

1. move item 8.0 Report Regarding Audited Financial Statement from the Wrap Up Agenda to item 7.1 on the Wrap Up Agenda;
2. move item 4.0 Audit from the Initial/Organizational Agenda to item 7.2 on the Wrap Up Agenda;
3. change item 7.1 RFP Legal Services on the Wrap Up Agenda to Item 7.3 on the Wrap Up Agenda; and
4. include item 7.4 Strategic Planning Discussion on the Wrap Up Agenda.

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

**THAT** the Agenda for the Wrap Up Meeting of December 6, 2016 be approved as presented with amendments.

**-MOTION CARRIED-**

##### **2.2 Approval of the Minutes of the Board of Trustees Regular Public Meeting of November 1, 2016.**

**-CONSENSUS-**

### **3.0 TRUSTEE DECLARATION OF CONFLICT OF INTEREST**

There were no declarations of conflict.

### **4.0 DELEGATIONS**

There were no delegations.

### **5.0 HOLLAND BLOORVIEW UPDATE (J. Hanigsberg)**

A written report was provided in the package for review.  
Trustee enquires were responded to by L. Torneck and L. Ward.

### **6.0 REPORTS**

#### **6.1 Principal's Report**

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

With ongoing commitment to quality care and education between HBKRH and BSA it was recognized that due to Freedom of Information and Privacy Protection Act (FIPPA) and Personal Health Information Protection Act (PHIPA) issues around the "Circle of Care" past practice of sharing personal health information (PHI) for students, it was determined that some processes needed to be reviewed. Staff from the school and the hospital collaborated to streamline processes. It was determined which teachers need access to student PHI. This specifically affected the Resource teachers. As BSA didn't have explicit authorization from parents to access PHI records, a new permission form was developed for parents including expressed consent. With streamlining the process permission was granted to re-instate EMR access for Resource teachers in the near future.

Unicef Calendars - a Bloorview student is highlighted and a special thank you to Bloorview School for their support and contributions to Unicef initiatives is noted in the calendar.

L. Ward extended a special thank you to the hospital for providing respite care for one of our students during a difficult time of need.

BSA continues to host visits from educators around the world and students from other schools. Positive feedback has been tremendous.

L. Ward responded to trustee enquiries around storage & security of student personal health information and policies and procedures around privacy issues.

#### **6.2 Director's Report**

M. O'Keefe reported that Assistant Deputy Minister Martyn Becket, has committed to visit the school and complete a tour of the school and hospital on December 21, 2016, the same day as the Holiday Concert.

Please provide suggestions for agenda items for the annual Section 68 meeting in May 2017 to M. O'Keefe. A representative will also contact either Chair R. Allen or Trustee R. Volpe for trustee suggestions as well.

## 7.0 ACTION/INFORMATION ITEMS

### 7.1 FINANCE

#### Report Regarding Audited Financial Statement

The Director welcomed Ben Sybring, Vice President of Corporate Services and Enza Dininio, Senior Director of Finance to the meeting.

E. Dininio reported that last week PWC presented their year-end report as of August 31, 2016 to the Finance and Audit Committee. The report aligned with their expectations, acknowledged there are no outstanding items and they are issuing a clean opinion on the statements.

E. Dininio provided overviews on the Balance Sheet, Statement of Operations, and Expenditures drafts as provided in the board package. Reported is an accumulated surplus.

E. Dininio responded to a trustee enquiry around the cost of legal advice for the Vaccinate or Mask Policy that CUPE brought forward to arbitration.

#### **MOTION: Volpe/Pervin**

**THAT** the Financial Statements for the period ending August 31, 2016 be approved as presented.

**-MOTION CARRIED-**

### 7.2 FINANCE

#### Financial Auditors for 2017

B. Sybring explained the RFP process to the board and that four proposals were received in total. PWC did not submit a proposal. A recommendation was made for the firm KPMG. They had the most experience and also had a fee decrease. It was a unanimous decision and overall they were the best decision for the hospital. Their fees are approximately 10% less than PWC, resulting in an approximate reduction of school audit fees from \$19,000 to \$17,000.

#### **MOTION: Coulthard/Pervin**

**THAT** the firm of KPMG be approved as the Financial Auditors for the 2017 Audit

**-MOTION CARRIED-**

### 7.3 RFP Legal Services

#### **MOTION: Volpe/Pervin**

**THAT** the board approve the firm of Hicks Morley as the provider of legal services for 2017.

**-MOTION CARRIED-**

L. Torneck raised a concern about a possible conflict of interest as Hicks Morley is the legal provider for HBKRH and currently represents the hospital on the Vaccinate or Mask Arbitration. A discussion ensued.

M. O’Keefe provided clarification that if a conflict were to arise, a request can be made for a division in the legal firm for representatives for the hospital and the school for the Flu Arbitration or BSA could request another legal firm to represent the school on this arbitration.

It was agreed that January 1, 2017 is the effective start date for the new firm.

#### **7.4 Strategic Plan**

R. Allen thanked all who attended the Strategic Planning meeting on December 1, 2016. A hard copy of the 5 year plan including suggestions was distributed for review.

An in depth discussion ensued around suggestions and ideas, pillars, measurables, framework, resources, implementation, and the mission statement.

T. Coulthard will revise the strategic plan based on suggestions and decisions made, and return to trustees for review.

#### **8.0 FINANCE (K. Collins)**

Item 8.0 was moved to 7.1.

#### **9.0 TRUSTEE ENQUIRIES**

There were no trustee enquiries.

#### **10.0 ITEMS OF INTEREST**

There were no items of interest.

#### **11.0 CORRESPONDENCE**

R. Allen reported that she responded to the Minister’s request and that she will provide copies of all correspondence to trustees at the next meeting.

#### **12.0 NEXT MEETING**

Tuesday, January 10, 2017

#### **13.0 IN CAMERA**

**MOTION: Volpe/Coulthard**

THAT the Board move to the In Camera Meeting at 7:22 p.m.

**-MOTION CARRIED-**

#### **14.0 ADJOURNMENT**

**MOTION: Volpe/Coulthard**

THAT the Public Meeting be adjourned at 7:40 p.m.

**-MOTION CARRIED-**