



## MINUTES

Board of Trustees Public Meeting  
September 27, 2016, 6:30 p.m., Room 5E100

Trustees: Rachee Allen, Kevin Collins, Terry Coulthard, Barry Pervin,  
Rick Volpe, Marvin Zuker, Julia Alleyne

Staff: Michael O'Keefe, Director  
Linda Ward, Principal; Deanne Cape, Vice Principal

Holland Bloorview Kids  
Rehabilitation Hospital: Julia Hanigsberg (CEO)

Regrets: Lynda Torneck

Recorder: Danielle Kennedy

Presiding: Rachee Allen, Chair

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### **PRESENTATION: School Climate Survey (L. Ward, D. Cape)**

L. Ward and D. Cape presented on the School Climate Survey and provided an overview and breakdown of the results. Results from a 2011 School Climate Survey were used as a guide as well as Ministry guidelines to build this year's survey. The survey will be used as a starting point to build on team collaboration and communication. A discussion ensued and trustee questions were responded to. Contact L. Ward to request a copy of the survey.

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

Chair R. Allen called the meeting to order at 6:32 p.m.

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

##### **2.1 Approval of the Agenda for the Public Meeting of September 27, 2016.**

THAT the Agenda for the Public Meeting of September 27, 2016 be approved.

**-CONSENSUS-**

##### **2.2 Approval of the Minutes of the Board of Trustees Regular Public Meeting of August 9, 2016.**

THAT the Minutes of the Board of Trustees Regular Public Meeting of August 9, 2016 be approved.

**-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. J. Hanigsberg responded to questions regarding the written report.

A suggestion was made to invite HBKRH staff to do presentations or speaking engagements for BSA.

L. Ward and M. O’Keefe meet regularly with T. Chau to connect and share information.

A discussion ensued.

### **6.0 REPORTS**

#### **6.1 Principal’s Report**

L. Ward responded to questions arising from the Principal’s report that was included in the package.

Curriculum Night is being held on Wednesday, September 28<sup>th</sup>. The new Kindergarten curriculum will be shared with parents and rolled out to staff during the school year. Parents will be informed about the school council and encouraged to join.

BSA continues to use the TDSB Bus Consortium. Communication and updates are provided to parents on an ongoing basis regarding bussing issues and individual parent concerns are responded to on a daily basis as they arise.

#### **6.2 Director’s Report**

M. O’Keefe responded to questions arising from the Director’s report that was circulated. A few points from the report were highlighted:

The RFP committee met. A score sheet was developed to rate the proposals and the committee will report back at the next board meeting with a recommendation regarding next steps in the process.

ETFO issues to be discussed in the In Camera session.

A suggestion was made that Trustee Bios be re-instated on the website. Trustees will be asked to provide a bio for the website.

A suggestion was made for paperless agenda packages. A discussion ensued. Future meetings will be “paperless”. Trustees are reminded to bring their laptops or notebooks to future meetings.

Each year the Trustees hold a board Tea for staff. A suggestion was made to host this year’s Tea before the board meeting in December. Times were discussed and a decision was made to shift the start time of the board meeting to 5:00 p.m. from 6:30 p.m. The board Tea will be held at 3:30 p.m.

## 7.0 ACTION/INFORMATION ITEMS

### 7.1 Policy and By Law Change (M. O’Keefe)

M. O’Keefe indicated the report provided in the package is from the Policy committee which was deferred from the last board meeting. There are 2 motions stemming from the committee.

An in-depth discussion ensued and concerns were discussed.

R. Allen spoke on behalf of the Policy Committee clarifying that BSA and HBKRH are separate legal entities and differ from a governance perspective. In camera sessions are specifically related to the school.

T. Coulthard provided clarification with regards to the intent of In Camera sessions.

J. Hanigsberg expressed her concerns and sought clarification on a number of issues.

Discussion continued.

#### **MOTION: Volpe/Zuker**

THAT that the Board approve a change to the section of Governance Policy 001 entitled “Hospital Representatives”, pertaining to the public portion of the board meetings so that the Section will now read:

*“The Chief Executive Officer and one trustee from the board of the Holland Bloorview Kids Rehabilitation Hospital will attend public board meetings in an ex-officio non-voting capacity.”*

**- MOTION CARRIED –**

#### **MOTION: Alleyne/Coulthard**

THAT that the Board approve a clarification of the board by-laws regarding attendance at in-camera sections of board or committee meetings by the addition of a new item to Section 9.00 (Regular Board Meetings) of the Board’s Procedural by-laws. The section to read:

*9:18 Attendees at in-camera meetings will consist of Board Trustees, Director, and those invited by the Chair of the Board to speak to an issue under consideration.*

**- MOTION CARRIED –**

### 7.2 Memo Regarding Change in Auditor (M. O’Keefe)

Currently both HBKRH and BSA have the same audit firm but they conduct two separate private audits. An invitation was received from HBKRH to join their RFP for an external audit provider and service.

Discussion ensued.

Timelines are extremely tight and the Director requested a decision be made at this meeting. When the submissions are received, the proposal requires a separation so that the BSA portion can be evaluated. The RFP will include Foundation, Hospital and School Board.

A suggestion was made to have a trustee sit on the committee in addition to Enza Dininio, HBKRH Senior Director of Finance, who supports our audit and has experience with BSA.

Discussion ensued regarding whether a trustee or a representative from BSA staff should sit on the committee.

**AMENDMENT TO MOTION: Coulthard/Alleyne**

THAT the Bloorview School Authority board accept the invitation to participate in the RFP for external audit services which is being initiated by the hospital with the understanding that a BSA trustee will sit on the RFP committee.

**- MOTION CARRIED -**

Trustee K. Collins volunteered to sit on the RFP committee.

**7.3 Memo regarding playground Renovations (M. O’Keefe)**

A memo was received from HBKRH asking for clarification regarding the playground renovations and Funding costs, range is appx 200,000. HBKRH will contribute 25%. The timeline is for summer 2017. Initial discussions have been held regarding framework, surface and the need for shade.

The board may wish to discuss issues and priorities relative to the renovation of the playground or the board may wish to consider a motion to indicate a dollar amount commitment from the board’s reserve funds be established as an initial budget envelop for playground renovations pending the deliberations of the playground committee.

A discussion ensued with regards to financial commitments made by HBKRH, BSA reserve funds, reasonable aspirations for the playground and plans. M. O’Keefe clarified three sections of reserve funds – Ministry, donations and fundraising funds.

A suggestion was made that a policy be created stemming from the strategic plan.

A decision was made to refer this item to the playground committee to determine quotes, structure and goals for the playground.

**7.4 Strategic Planning Survey Results (T. Coulthard)**

T. Coulthard indicated there was a poor response rate to the survey, some parts of the survey being similar to the School Climate Survey. Results will be taken back to the Strategic Planning Team.

**7.5 Trustee Professional Development Materials (M. O’Keefe)**

- OESC proposal to BSA
- OESC Modules
- Queens Program
- Rotman Program
- Institute on Governance Program

In the budget spending plan for 2015-16, adjustments in spending were approved by the Ministry in some categories, one of which being trustee professional development on Governance (allocated \$5000.00.) Funds needed to be spent by August 31<sup>st</sup>, therefore a \$4000.00 credit now sits with OESC. Material was provided to trustees for reference.

A discussion ensued with regards to the need of PD training on Governance.

**MOTION: Volpe/Pervin**

THAT a Representative come from OESC to provide an overview of what can be provided to customize a package for Bloorview School Authority.

**- MOTION CARRIED -**

**8.0 FINANCE (K. Collins)**

The surplus is mainly due to salary and wages, and legal fees. The PWC audit team will be auditing BSA from October 11-14, 2016.

**9.0 TRUSTEE ENQUIRIES**

In response to a trustee enquiry, L. Ward indicated there was a glitch on the website with the school calendar.

In response to a trustee enquiry, L. Ward indicated the On- Line Code of Conduct policy went to staff for review and the parent council to update forms.

In response to a trustee enquiry, M. O’Keefe discussed PD for trustees and what we can look into further.

**10.0 ITEMS OF INTEREST**

There were no items of interest.

**11.0 CORRESPONDENCE**

- Ministry memo and PPM: Collaborative Professionalism
- Dates of religious Significance
- List of Government Reports

**12.0 NEXT MEETINGS**

Tuesday November 1<sup>st</sup> at 6:30 p.m.

Tuesday December 6<sup>th</sup> at 5:00 p.m. (changed from 6:30 p.m.)

**MOTION: Alleyne/Coulthard**

THAT the Board extend the In-Camera meeting to 9:15 p.m.

**- MOTION CARRIED -**

**13.0 IN CAMERA**

**MOTION: Coulthard/Volpe**

THAT the Board move to the In Camera Meeting at 8:55 p.m.

**-MOTION CARRIED-**

**14.0 ADJOURNMENT**

**MOTION: Coulthard/Volpe**

THAT the Public Meeting be adjourned at 8:55 p.m.

**-MOTION CARRIED-**