

**Upper Grand District School Board
Business Operations Committee
Minutes**

March 10, 2020

The Business Operations Committee of Upper Grand District School Board met on Tuesday, March 10, 2020, in the Board Room at 500 Victoria Road North, Guelph, Ontario commencing at 7:00 p.m.

The Chairperson, Trustee Ross presided, and the following Trustees were present: Bedi, Campbell, Edwards, Lustgarten Evoy, MacNeil, and Topping, along with Student Trustees Amelia Luff, and Nathalie Alaves

Present from the Administration were, Director of Education Rogers, together with Superintendents Heaslip, Lindsay, McDonald, Morrell, Regier, Slater, and Van Ooteghem, Communications Officer Loney, Executive Officer of Human Resources Rose, Student Success Lead Zen, Early Learning Manager, Senior Planner Imm, Associate Chief Information Officer McCormick, Operations Officer Scinocca, and Manager of Operations Veit.

Approval of Agenda

Trustee MacNeil requested that the agenda be amended to remove item # 4, Selection of New Student Discipline Committee Member.

Trustee MacNeil moved that the agenda be approved as amended.

The motion carried.

Approval of Minutes

Trustee Lustgarten Evoy moved that the minutes of the meeting of January 14, 2020 be approved as printed.

The motion carried.

Declarations of Conflict of Interest

There were no declarations of conflict of interest.

School Year Calendar 2020-2021

Superintendent of Education Slater advised that Ontario Regulation 304 requires Boards to prepare a school year calendar for Ministry approval. Holidays are

designated by the regulation and the school year must begin on or after September 1 and end on or before June 30. In accordance with both the secondary and elementary teachers' collective agreements, the maximum number of school days is 194 school days, of which 7 may be designated as professional activity days. Three of the professional activity days must be devoted to provincial education priorities as outlined in PPM 151. Mr. Slater noted that the first day back to school for both elementary and secondary students is the 8th of September 2020. He requested that he be allowed to distribute the calendar approved as a draft. Trustees agreed.

Recommendation # 1

Trustee Topping moved that:

1. The report entitled "School Year Calendar 2020-2021" dated March 10, 2020 be received.
2. The proposed school calendars for the 2020-2021 school year for the Upper Grand District School Board's elementary and secondary schools, as outlined in Appendix B and C respectively, be approved by the Board for submission to the Ministry of Education for final approval in accordance with Regulation 304.

The motion carried.

2020 Long Term Accommodation Plan (LTAP) Annual Review Report

Senior Planner Imm advised that the LTAP was completed during the 2017/18 school year. It is a strategic review of the Upper Grand District School Board's facilities, population projections, and enrolment forecasts. The LTAP is an important step in ensuring alignment of school facilities with the needs of the Board and the communities it serves. The annual LTAP Annual Review Report includes information on French Immersion (FI) and information related to facility partnerships and co-build opportunities. Senior Planner Imm provided an update on 2019/20 work plan priorities, 2020/21 work plan priorities, enrolment projections, school utilization, potential facility partnership space, French Immersion enrolment growth and capacity, and the communication plan. She noted that the review of policies 305 and 319 was moved to the 2020/21 school year, as the Board did not receive new information from the Ministry of Education regarding guidelines for either of those policies. Senior Planner Imm noted the changes in enrolment projections for the Erin Review Area. In the LTAP, two enrolment projections were provided as there was uncertainty about the timing and scope of municipal waste water servicing. The LTAP considered a projection assuming no residential growth during the forecasted period and residential growth starting in 2022. In November 2019, Erin council approved a Growth Management Strategy to direct future development. There is now additional clarity regarding the timing and location of residential growth. Town staff have indicated that once the subdivision approvals are in

place, the pace of development is expected to be fast. As a result, the revised enrolment projection is significantly higher for Erin PS and somewhat higher for Brisbane PS than in the original LTAP.

There were no new FI programs introduced in 2019 2020 and the FI program boasts an average retention rate of 96%.

Trustee Lustgarten Evoy noted that by 2022, Centre Wellington elementary schools enrolment was projected to be 245 more students than the rated capacity space. In response to the concern raised, Senior Planner Imm advised that a capital priority request for a new Centre Wellington elementary school was submitted to the Ministry but there have been no announced decisions on this round of capital priority requests.

Trustee Campbell raised a concern about the lack of a secondary FI program in Orangeville and Dufferin, and that it is not part of the current Work Plan Priorities. It was noted by staff that the issues identified in the Orangeville/Dufferin and Erin Secondary FI Assessment have not changed. The issues include that, if the FI program as a whole was to move locations, an Accommodation Review process would be required and there is currently a pause on Accommodation Reviews imposed by the Ministry of Education.

Recommendation # 2

Trustee Campbell moved that when the pause on Accommodation Reviews is lifted by the Ministry of Education, that the senior staff bring forth a summary of the options for the Boards' consideration for secondary French Immersion in Orangeville and Dufferin and Erin.

The motion carried.

Recommendation # 3

Trustee Bedi moved that:

1. Memo PLN: 20-03 "2020 Long Term Accommodation Plan (LTAP) Annual Review Report" dated March 10, 2020 be received.
2. The Board approves, in principle, the updated short-term work plan priorities described in Figure 1 in Appendix A of PLN: 20-03 "2020 Long Term Accommodation Plan (LTAP) Annual Review Report", with the understanding that work plan priorities may be changed as a result of future annual and 5-year LTAP review cycles.

3. The Communication Plan as described in memo PLN: 20-03 “2020 Long Term Accommodation Plan (LTAP) Annual Review Report” be approved.

The motion carried.

2020/21 JK FI On-Time Application Overview

Early Learning Manager Conrad presented the 2020/21 JK FI On-Time Application Overview. A key development is the introduction of a new online tool for 2020/21 JK FI applications. The JK FI Applicant Tool was developed as an improvement to the central spreadsheet and paper receipts that were implemented in 2017. It was designed to be easier for school staff to use and manage, and to improve efficiency for both schools and parents/guardians. The online system populates applications with information already entered by parents/guardians into the EasyRegister pre-registration system. The JK FI Applicant Tool also allows for ongoing monitoring of applications, and provides a record of any changes in student status, or other information. Feedback obtained via a survey of Office Coordinators and Administrators regarding this new system has been overwhelmingly positive. Early Learning Manager Conrad reported that there were 623 on-time applications received for the 644 JK FI spaces available, with another 24 late applications received. For the 7 schools where the number of applications exceeded the school's JK FI Enrolment Cap, there was a random selection process to either place applicants into the FI program or put them on a waiting list. Thanks to the use of the new tool, immediately following the random process all applicants were notified of their status. As per the May 2016 Board approved recommendation, sibling priority remains a consideration during the random selection process.

Recommendation # 4

Trustee MacNeil moved that report PLN:20-01 “2020/21 JK FI On-Time Application Overview” be received for information.

The motion carried.

I.T. Security Presentation 2020

Superintendent of Education McDonald and his Associate Chief Information Officer McCormick presented an update on IT Security Initiatives. The presentation covered how the IT security initiatives fit as part of the Board's Strategic Plan and the IT department's mission and vision. Chief Information Officer McCormick spoke on the new and upcoming trends in cyber security including risks and best practices and described the Software and Application Vetting initiative.

Associate Chief Information Officer McCormick advised that recently, there have been three audits conducted by the Regional Internal Auditors that focused primarily on IT and privacy, and that the departments are working through the recommendation.

Superintendent of Education McDonald expressed thanks to the team for the great progress made in the area of IT, both locally and provincially.

Recommendation # 5

Trustee MacNeil moved that the IT Security Presentation 2020 be received.

The motion carried.

Retirements and Resignations

Executive Officer of Human Resources Rose presented the report Resignations and Retirements dated March 10, 2020,

Recommendation # 6

Trustee Topping moved that the report, Staff Retirements and Resignations dated March 10, 2020 be received.

The motion carried.

Other Business – nil report

Trustee Campbell moved that this Committee Move to In Camera.

The motion carried.

In Camera

Adjournment

Trustee Lustgarten Evoy moved that this Committee adjourn at 9:09 p.m. to report to the Board.

The motion carried.

This document is available in alternative formats upon request.