

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

January 11, 2022

The Business Operations Committee of Upper Grand District School Board met virtually on Tuesday, January 11, 2022, commencing at 7:00 p.m.

The Chairperson, Trustee MacNeil presided, and the following Trustees were present: Bailey, Bedi, Busuttil, Campbell, Edwards, Foley, Lustgarten Evoy, Ross, and Topping, along with Student Trustees Emilie Hill, and Vikasni Kuganesan.

Present from the Administration were, Director of Education Sovran, Executive Superintendent McDonald, together with Superintendents Heaslip, Hamilton, Lindsay, McCutcheon, Regier, Taha, and Zen, Communications Officer Loney, Executive Officer of Human Resources Pyke, Manager of Planning Angrish, and Operations Officer Scinocca.

**Approval of Agenda**

Trustee Lustgarten Evoy moved that the agenda be approved as printed.

**The motion carried.**

**Approval of Minutes**

Trustee Bailey moved that the minutes of the meeting of November 9, 2021 be approved as printed.

**The motion carried.**

**Declarations of Conflict of Interest**

There were no declarations of conflict of interest.

**The motion carried.**

**2022/23 Development Area School Assignments**

Manager of Planning Angrish provided information which outlined the recommended changes to the Development Areas (DA) and school assignments for the 2022/23 school year. She also identified two DAs where staff need to monitor the enrolment pressure at the holding schools and may have to consider changing the holding school assignments in the 2023/24 school year. Each year the Planning Department reviews

the current and projected enrolments of holding schools to determine if any school assignments should be changed for the upcoming school year.

A Development Area (DA) is a geographically distinct area designated by the Board where students are assigned to holding schools that have space available temporarily. In some cases, DA's continue to be assigned to holding schools until a new school is built in the community and in other cases, all or a portion of DA may be incorporated into an existing school's attendance area. Trustees asked questions of clarification.

### **Recommendation # 1**

Trustee Lustgarten Evoy moved that:

1. Memo PLN: 22-01 "2022/23 Development Area School Assignments" dated January 11, 2022 be received.
2. The Development Area School Assignments as outlined in Appendix A to memo PLN: 22-01 "2022/23 Development Area School Assignments" be approved for the 2022/23 school year.

**The motion carried.**

### **2021 Community Planning and Facility Partnership Report**

Manager of Planning Angrish presented the 2021 Community Planning and Facility Partnership Report. Facility partnerships can support a sustainable publicly funded education system, improve services and supports, and strengthen the role of schools in communities. Three elementary schools (Alma PS, Ross R. MacKay PS, and Willow Road PS) and one secondary school (Norwell DSS) met the criteria for the 2021/22 school year based on either the utilization or surplus space parameters. After further consideration of the 5-year enrolment and the size of the surplus space it was determined that there were no partnership opportunities or suitable surplus spaces available at this time in existing facilities.

Potential future co-build opportunities that would be subject to approval by the Ministry of Education may be considered for facility partnerships. Potential future locations are reviewed as part of the Long Term Accommodation Plan annual review. Trustees asked of clarification and expressed thanks for the report.

**Recommendation # 2**

Trustee Edwards moved that:

1. Memo PLN: 22-02 “2021 Community Planning and Facility Partnership Report” dated January 11, 2022 be received.
2. The Board advise the community partners on the Partnership List that there are no partnership opportunities or suitable surplus spaces available at this time in existing facilities.
3. Staff be directed to continue consultation with community partners regarding interest in co-build opportunities at possible future schools and additions in the jurisdiction.

**The motion carried.**

**Multi-Year Plan**

The Board of Trustees approved in November 2021, a motion which directed Director Sovran to provide two elements: a report with recommendations to initiate a process for developing a Multi-Year Plan, and a timeline. The Multi-Year Plan would include recommendations for process management and governance, develop board strategic directions, and include community engagement and consultation.

Director of Education Sovran presented the Multi-Year Plan (MYP) Process Update. The presentation outlined three key areas: background information, a Multi-Year Plan and Process Draft with several milestones, and next steps.

Director Sovran provided legislative framework for a MYP as set out in the Ontario Education Act. The plan is to be reviewed annually and the plan itself should be a minimum duration of three years. The current MYP with the Upper Grand DSB was last updated in 2015 (2015-2019), this plan is still standing as the current MYP since there has been no other plan to date. Each year staff operationalize the components of the MYP through an annual operating plan (AOP) and this year the Ministry of Education has indicated that boards are to submit this AOP as a Board Improvement and Equity Plan (BIEP). The AOP/BIEP include actions steps and results associated with the strategic directions outlined in the MYP.

A potential draft process for consideration was shared and included various meetings and time frames and the actions that would be associated during that period. A report with recommendations for a decision to establish the MYP process will be presented at

the January Board meeting at the end of the month. The six month draft process would bring forth at the final June board meeting a MYP for consideration and approval. Trustees expressed thanks for the report.

### **Recommendation # 3**

Trustee Lustgarten Evoy moved that the verbal report entitled “Multi-Year Plan” dated January 11, 2022 be received.

**The motion carried.**

### **School Reopening Update**

At the Program Committee meeting last week a number of steps were outlined in terms of the school re-opening. Director Sovran together with members of the Executive Committee presented a more detailed report to the trustees which outlined the current status regarding full remote learning which began on January 5<sup>th</sup>, and in-person life skills classes. An update on progress regarding the planning for the anticipated return to in-person learning on January 17<sup>th</sup> outlined enhancements to student/staff safety and supports, continuity of learning, and communications.

The following work that has been done regarding the enhancements to student/staff safety and supports were highlighted:

- Expedite project completion and adjustments on ventilation and stand alone HEPA units.
- Non-fit N95 masks are now available for all staff, as well as 3-ply reusable masks for students that will be available next week. The mask exemption protocol has been reviewed and updated.
- Case count proxy pilot will begin on Monday, January 17, 2022 and will use daily attendance as a proxy for case counts as Public Health is no longer reporting the number of COVID-19 cases in Upper Grand DSB.
- Reinstate an updated daily screening verification process for both staff and students in elementary and secondary schools.
- Raising awareness of vaccination opportunities through direct communications as well as social media and collaborating with WDG-Public Health to facilitate clinics.

- Transportation seating plans are in place and cleaning protocols have been reviewed along with masking exemptions.
- Continue to pause extra-curriculars and community use permits and will evaluate on a weekly basis, and also encourage outdoor learning time.
- Implement RAT and take home PCR testing as supported by the province.
- Reminding teachers and staff about mental health and well-being information, tools and resources that are available through the educator website and continuing to highlight the supports for parents, guardians, and families.

Trustees asked questions of clarification concerning the current numbers of HEPA filters within schools, the process when a student begins to show symptoms at school, RAT student testing before returning back to school, and marginalized communities having adequate clothing for increased outdoor activity.

Due to the current increase in COVID-19 cases, some families may be reluctant to return to in-person learning. The Ministry of Education has asked all boards to look at providing more flexible remote options to support families during this time. As a result, the Upper Grand DSB is offering a temporary elementary remote program option for families as an alternative which allows students to continue with their grade specific curriculum and maintain that connection to their class and homeroom teacher. This program is not connected to the full year elementary remote program currently available which began in September. This option will see weekly asynchronous learning activities posted for students to work on independently and have access to a team of eight temporary remote teachers hired who can provide clarification or guidance on activities that are posted for each specific grade. The temporary remote program will be accessed through a website link and not through Google classroom. Secondary schools will be completing culminating assessments as the quadmester approaches its end and the board recognizes the need to support students who might be absent over the next few weeks. The focus will be on helping these students be successful in completing their credits. In addition to all the measures mentioned previously, secondary schools will reinforce COVID-19 protocols including masking, distancing and cohorting for in-person learning and planning enhanced remote and eLearning options for the second semester. Planning will continue with the support of WDG-Public Health for a regular four period day model at this time.

An update on several communications going out this week was shared. This included a campaign reminding all families, students, and staff of the importance of daily screening

and the verification that will be required on a daily basis in schools. A user friendly mask guide was developed for students that will be on the board and school websites as well as a simplified infographic that will accompany the masks being distributed to the students. Communications and website information about the different layers of protective strategies that are already in place and some updates added were shared with trustees.

**Recommendation # 4**

Trustee Edwards moved that the verbal report entitled "School Reopening Update" dated January 11, 2022 be received.

**The motion carried.**

**OPSBA Update**

Trustee MacNeil reminded trustees of the OPSBA Public Education Symposium (PES) on January 28, 2022 and the deadline to sign up for this would be January 17, 2022.

**Recommendation # 5**

Trustee Foley moved that the verbal OPSBA update be received.

**The motion carried.**

**Other Business – nil report**

**Move to In Camera**

Trustee Campbell moved that this committee move In Camera.

**The motion carried.**

**Adjournment**

Trustee Bailey moved that the Business Operations Committee adjourn and this meeting now close at 9:17 p.m.

**The motion carried.**

**This document is available in alternative formats upon request.**