

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

September 15, 2020

The Business Operations Committee of Upper Grand District School Board met virtually on Tuesday, September 15, 2020, in Guelph, Ontario commencing at 7:00 p.m.

The Chairperson, Trustee Ross presided, and the following Trustees were present: Bailey, Busuttil, Bedi, Edwards, Foley, Lustgarten Evoy, MacNeil, and Topping, along with Student Trustees Kimberly Tran and Taran Fournier.

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, Manager of Planning Angrish, Operations Officer Scinocca, Manager of Operations Veit and Manager of Health and Safety Culham.

Trustee Ross provided an overview of the protocol for virtual meetings.

## **Approval of Agenda**

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

**The motion carried.**

## **Approval of Minutes**

Trustee Foley moved that the minutes of the meeting of June 9, 2020 be approved as printed.

**The motion carried.**

## **Declarations of Conflict of Interest**

There were no declarations of conflict of interest.

## **Preliminary Review of 2020-2021 Enrolment**

Superintendent of Finance Regier advised that, further to a request from Trustees, staff gathered data and created a preliminary enrolment report which represented numbers up to September 14, 2020. Mr. Regier highlighted the report and advised that enrolment levels may change through the year. The current numbers indicated 280 elementary students lower than budget. If the lower level of enrolment continues over

the two enrolment count dates, October 31 and March 31, the Ministry of Education funding formulas would generate approximately \$3.5 million less than budget. Secondary numbers indicated an increase of approximately 33 students. Due to COVID-19 restrictions and health and safety requirements, the Board is in the early stages of a staggered start to the school year, and enrolment data may continue to change. Staff will continue to monitor enrolment numbers, movements of students, number of families selecting home schooling, students moving to other boards, and will research reasons for the changes in enrolment numbers. Trustees expressed thanks for the report.

Trustee Busuttil raised a question about staffing projections set in the spring and if staff were protected through collective agreements. Superintendent Regier responded that the Board was committed to the staffing levels projected.

Trustee Busuttil asked questions of clarification regarding the deficit reduction plan, the impact that lower enrolment numbers would have on the transportation and other funding formulas, and the Provincial government cash management plan. She also questioned the possibility of a later enrolment count date to potentially capture students that joined the school board after the October 31 count date. Superintendent Regier provided responses to the questions and stated that at this time, there has not been any indication of a change in the count date by the Ministry. Trustees will receive an update if the enrolment count date changes and an analysis of the impact if the school board does have an increase in enrolment after the enrolment count date. He noted that, part of the Revised Estimates process, a comprehensive analysis will be brought to Trustees.

### **Recommendation # 1**

Trustee Lustgarten Evoy moved that the report entitled "Preliminary Review of 2020-2021 Enrolment" dated September 15, 2020 be received.

**The motion carried.**

### **Transportation Update**

Superintendent Regier provided a verbal update on transportation. He reported that the transportation consortium Service de transport de Wellington-Dufferin Student Transportation Services (STWDSTS) has not currently experienced the bus driver shortage that has been reported in other parts of the province. There have been some delays in routes, primarily due to road construction and traffic disruptions. Presently, STWDSTS manages just under 500 routes, with Upper Grand DSB dedicated routes representing approximately 80% of the routes. There have been 200 noon-hour routes added for secondary students in order to support the Quadmester 1 schedule. The

average loading per bus is just under 34 students and last year the average was 46 students. Trustees expressed thanks for the report. A question was raised about the source of public service announcements heard on radio stations which included rules for riding the school buses. Superintendent of Finance Regier agreed to look into that matter.

### **Recommendation # 2**

Trustee Bailey moved that the verbal transportation update be received.

**The motion carried.**

### **Health and Safety Update**

Manager of Health and Safety Culham provided a verbal update on Health and Safety. She acknowledged Purchasing department's work in sourcing out items needed, and appreciated the team's flexibility and ability to accommodate changing needs. She also expressed thanks to Mike Robertson and the Custodial staff for their assistance in the delivery of personal protective equipment (PPE) to schools. The IT department was also very helpful in the development of an electronic form created to order more PPE electronically.

An emergency response app is close to completion for a roll out to the system in the near future. This app will replace a paper-based emergency response binder. A great deal of work went into the development of a guidebook for the re-opening of schools, with new processes and protocols created to address Health and Safety precautions for COVID-19. Training programs to address precautions and potential outbreaks of COVID-19 were developed and continue to be updated according to the latest information from legislative and regulatory groups.

Manager of Health and Safety Culham expressed thanks to the team of many people involved in the preparations for the opening of school this year and for the tremendous amount of work implementing enhanced protocols and equipment to ensure the safety of students and staff. Manager of Health and Safety Culham responded to questions regarding PPE including the proper disposal of PPE. Trustees expressed thanks for the report and special thanks for all the work done in the preparation for a safe return to school for students and staff.

### **Recommendation # 3**

Trustee Foley moved that the verbal Health and Safety update be received.

**The motion carried.**

**Other Business – nil report**

Trustee Bailey moved that this Committee move In Camera.

**The motion carried.**

**In Camera**

**Adjournment**

Trustee Bailey moved that this Committee adjourn at 7:55 p.m. to report to the Board.

**The motion carried.**

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