

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

October 13, 2020

The Business Operations Committee of Upper Grand District School Board met virtually on Tuesday, October 13, 2020, commencing at 7:00 p.m.

Trustee Campbell read the protocol for the virtual meeting.

Trustee Campbell, Vice-Chairperson of the Business Operations Committee 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, Senior Planner Imm, Operations Officer Scinocca, and Manager of Operations Veit.

Approval of Agenda

Trustee Busuttil requested that an In Camera item be added to the agenda: OPSBA Update.

Trustee Bailey moved that the agenda be approved as amended.

The motion carried.

Declarations of Conflict of Interest

There were no declarations of conflict of interest.

Approval of Minutes

Trustee Topping moved that the minutes of the Business Operations meeting of September 15, 2020, be approved as printed.

The motion carried.

Addition to Hyland Heights ES – Building Project Report

Operations Officer Scinocca presented the “Addition to Hyland Heights ES Building Project Report”. Based on a business case the Board submitted under the 2019-2020 Capital Priorities Grant Program, a 4-classroom addition to replace the existing 4 portable complex was approved. The project’s funding was approved for approximately \$2 million dollars. Policy 309 requires a building committee to be established for all capital projects. Due to the time constraints, the limited project budget, and the straightforward nature of this project, it was recommended that a building committee not be struck for this project. This project is subject to Ministry approval and will proceed as soon as possible, with an estimated completion date of September 2022. Mr. Scinocca advised that the architect selection for the addition will be brought to Trustees at a later meeting once the Request for Proposal (RFP) process is completed. Trustees asked questions of clarification and expressed thanks for the report.

Recommendation # 1

Trustee Topping moved that:

1. The report entitled “Addition to Hyland Heights ES Building Project Report” dated October 13th, 2020, CP:20-04, be received.
2. A 4-classroom addition at Hyland Heights ES be constructed to open as soon as possible, subject to Ministry approval to proceed.
3. The “Addition to Hyland Heights ES Building Project Report” attached as Appendix B, dated October 13th, 2020, CP:20-04, be approved.
4. The Building Committee required by Policy 309 not be established for the 4-classroom replacement project at Hyland Heights ES.

The motion carried.

Financial Reporting Update

Superintendent of Finance Regier advised that the unprecedented changes to the school environment in response to COVID-19 has made financial forecasting particularly challenging. The report he presented provided Trustees with a timeline on when to expect updates on the financial position of the Board. Key dates were highlighted as follows:

October 14 – 21, 2020	Intent to change survey; captures changes between In-Person and Remote School enrolments
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October 30, 2020	Enrolment Count Date; First count date for 2020-2021 enrolment
November 10, 2020	Audit Committee; Presentation of 2019-2020 Financial Statements Business Operations Committee meeting; update to Trustees regarding potential Business Case for increased use of Accumulated Surplus for 2020-2021
November 24, 2020	Board meeting; presentation to Trustees of 2019-2020 Financial Reports
December 8, 2020	Audit Committee/Business Operations; information update on 2020-2021 Revised Estimates
December 11, 2020	Projected deadline for submitting 2020-2021 Revised Estimates EFIS forms to the Ministry

In answer to a question raised, it was noted that the enrolment count dates for secondary enrolment would be calculated on the 16th day of the 1st and 2nd quadmester. Superintendent Regier provided additional details on how the enrolment numbers impact funding.

Superintendent McDonald advised that letters were sent home to families who opted to home-school their children, in the hopes of recruiting them back to school to benefit from the supports provided by the school board.

Trustees expressed thanks for the report.

Recommendation # 2

Trustee Bailey moved that the report entitled "Financial Reporting Update" dated October 13, 2020, be received.

The motion carried.

Other Business – nil report

Move to In Camera

Trustee Busuttil moved that this Committee move In Camera.

The motion carried.

In Camera

Adjournment

Trustee Foley moved that the Business Operations Committee adjourn and this meeting now close at 7:56 p.m.

This document is available in alternative formats upon request.