

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

January 12, 2021

The Business Operations Committee of Upper Grand District School Board met virtually and in person on Tuesday, January 12, 2021, in the Board Room at 500 Victoria Road North, Guelph, Ontario commencing at 7:00 p.m.

The Vice-Chairperson, Trustee Lustgarten Evoy presided, and the following Trustees were present: Bailey, Bedi, Busuttill, Edwards, Foley, MacNeil, and Topping, along with Student Trustees Taran Fournier and Kim Tran.

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, and Manager of Operations Veit.

Approval of Agenda

Trustee Topping moved that the agenda be approved as printed.

The motion carried.

Declarations of Conflict of Interest

There were no declarations of conflict of interest.

The motion carried.

Approval of Minutes

Trustee MacNeil moved that the minutes of the meeting of December 8, 2020 be approved as printed.

The motion carried.

Hyland Heights ES, 4 Classroom Addition - Concept Design Report

Operations Officer Scinocca presented the Concept Design Report for the 4 Classroom Addition at Hyland Heights ES. The presentation outlined the challenges of the layout of the property and presented the different concepts that were investigated by staff and the architect. The suggested concept will maximize future opportunities for additions to the

school. The Preliminary Expenditure Budget is presently proposed to be the Target budget as approved by the Board as part of the Building Project report. It is the intent to include several renewal components in the final contract being tendered, as a result, the final project cost will reflect the expanded work. Currently, there is a port-a-pack on site which will need to be removed to allow space for the addition. There will be a need for temporary accommodation for several classrooms during the construction. The presentation outlined next steps including tendering of the contract, site plan and building permit approvals. Trustees expressed thanks for the report.

Recommendation # 1

Trustee Topping moved that:

1. The report entitled "Hyland Heights ES, 4 Classroom Addition – Concept Design Report" dated January 12th, 2021, CP:21-01, be received.
2. The Concept Design report for the Hyland Heights ES, 4 Classroom Addition – Concept Design Report, including Appendix A of CP:21- 01, be approved.
3. The construction model for the Hyland Heights ES, 4 Classroom Addition be Lump Sum Tender.

The motion carried.

COVID-19 Update

On behalf of the senior administrative team, Student Success Lead Zen provided a COVID-19 update. The update included a summary of the announcements from the Provincial Government and Local Public Health. As a result of the announcements, students will remain in remote learning until a re-entry date has been announced, with the exception of our specialized class placement classes (DD classes). Upper Grand will continue in-person instruction in specialized classes for students with developmental disabilities (DD Classes) for the duration of the remote learning period. Students who attend DD classes will continue to have transportation to and from school and will receive daily in-person instruction in schools. DD classes began at the normal time on Monday January 4th, 2021. Technology supports were once again put in place for teachers and students, as required, and will continue as needed. Teachers will continue to communicate directly with families. If parents or guardians have any concerns with their child, they are asked to contact the teacher or principal directly. Emergency child care eligibility has been expanded to include education sector employees who need to support or provide in person instruction for special education needs (DD) students. Student Success Lead Zen noted that the school board will

continue to follow the advice of Public Health, and will await further instruction from the Ministry of Education. In response to a question raised, Director of Education Rogers advised that the local Chief Medical Officer of Health has the authority to instruct or direct schools to close. Trustees asked questions of clarification, and expressed thanks for the update.

Recommendation # 2

Trustee Busuttil moved that the verbal COVID-19 update be received.

The motion carried.

Health and Safety Update

Manager of Health and Safety Culham advised that the Health and Safety Department released a COVID-19 Key Elements refresher training for all staff on January 4, 2021. At the time of the meeting, approximately 90% completion rate was reached. The training covered key elements including, prevention strategies such as hand and respiratory hygiene, physical distancing, etc. In addition, there was an overview of the Internal Responsibility System, the requirement for completing the daily self-screening, personal protective equipment (PPE) requirements and other key information. Prior to the break, Wellington Dufferin Guelph Public Health (WDGPH) approved the use of safety glasses for eye protection against COVID-19. The Health and Safety Department is currently in the process of providing safety glasses to staff who request them, with priority given staff currently in the schools with DD classes. The use of safety glasses will help address some of the concerns staff have raised with the current eye protection, for example, the face shields or goggles fogging up, and the associated difficulty for the DD students.

Naloxone kits that were ordered as part of the Overdose Protocol have been distributed to the schools and have been placed in the AED cabinets. Naloxone kit stickers were also affixed to the AED cabinets to indicate there was one inside the cabinet with the AED. The Health and Safety Department will be monitoring the kits to ensure they are replaced when used or when they have expired.

Recommendation # 3

Trustee Busuttil moved that the verbal COVID-19 update be received.

The motion carried.

Other Business

De-streaming Allocations by the Ministry of Education

Trustee Busuttil raised a concern about the Provincial Government's announcement regarding de-streaming of math courses which is to be in place for September 2021. Her concern was related to course selections taking place currently, and in particular, students in College Heights SS. She requested that this item be placed on the Program Committee agenda for further discussion. Student Success Lead Zen noted that information was received from the Ministry of Education and that staff were in the process of assembling a Board team as per Ministry Directive. More details can be brought to the Program Committee as required.

Move to In Camera

Trustee Topping moved that this Committee move In Camera.

The motion carried.

In Camera

Adjournment

Trustee Bailey moved that this Committee adjourn at 8:16 p.m. to report to the Board.

The motion carried.

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