

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

April 20, 2021

The Business Operations Committee of Upper Grand District School Board met virtually and in person on Tuesday, April 20, 2021, at 500 Victoria Road North, Guelph, Ontario commencing at 7:00 p.m.

The Chairperson, Trustee Campbell presided, and the following Trustees were present: Bailey, Edwards, Foley, Lustgarten Evoy, 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, Regier, Slater, and Van Ooteghem, Communications Officer Loney, Senior Manager of Human Resources Rose, Executive Officer of Human Resources Pyke, Student Success Lead Zen, Manager of Planning Angrish, Operations Officer Scinocca, Manager of Elementary Staffing and Recruitment Crandall, and Manager of Secondary Staffing and Recruitment Prendergast.

Approval of Agenda

Trustee Campbell advised that, under Trustee Climate Emergency Committee, recommendation # 2 as listed on the agenda be deleted.

Trustee Lustgarten Evoy moved that the agenda be amended to remove the second recommendation listed under Trustee Climate Emergency Committee and be approved as amended.

The motion carried.

Declarations of Conflict of Interest

There were no declarations of conflict of interest.

Approval of Minutes

Trustee Lustgarten Evoy moved that the minutes of the Business Operations meeting of March 9, 2021 be approved as printed.

The motion carried.

Trustee Climate Emergency Committee

Trustee Edwards shared a video by Greta Thunberg with a message to protect, restore, and fund our environment and nature, and stop the use of fossil fuels.

Recommendation # 1

Trustee Foley moved that the minutes of the Trustee Climate Emergency Committee (TCEC) held March 16, 2021 be received and considered.

The motion carried.

Modified School Year Calendar 2021-2022

Superintendent of Education Slater advised that, on an annual basis, 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. This period constitutes 194 possible instructional days, in compliance with both the secondary and elementary teachers' collective agreements. Seven days may be designated as professional activity (PA) days, three of which must be devoted to Provincial education priorities.

The Ministry recommended that the three Provincial mandated PA days be scheduled before the start of school in September. In order to do this and to continue with the traditional Board holiday on the Friday before Labor Day, it was necessary to schedule a Provincial Ministry mandated PA day on August 31, 2021. Scheduling a PA day in August means that a modified calendar would be required for submission to the Ministry for approval. As a result of the PA day on August 31, 2021, the last day of school would end one day earlier, June 28th, 2022. The committee has instead opted to add the extra day as a holiday on the Friday before Spring Break (March 11, 2022) and keep the last day of school on June 29, 2022. This will also allow for 3 days in the final week of school, rather than two. The calendars follow the Ministry's 2021-2022 template in regard to Christmas break from Monday, December 20, 2021 to Friday, December 31, 2021 and a Spring Break from Monday, March 14, 2022 to Friday March 18, 2022. The Wellington Catholic District School Board will be submitting a similar calendar to the Ministry of Education for approval.

Recommendation # 2

Trustee Topping moved that:

1. The report entitled “Modified School Year Calendar 2021-2022” dated April 20, 2021 be received;
2. The proposed modified school calendars for the 2021-2022 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.

Ministry of Education Request for Capital Priorities 2021

Manager of Planning Angrish reported that the Capital Priorities Program (CPP) provides school boards with an opportunity to identify and respond to the school boards' most urgent pupil accommodation needs. Trustees were presented with the capital projects identified by staff to be submitted to the Ministry of Education by the May 21, 2021 deadline. A new elementary school in Centre Wellington was deemed the priority.

Recommendation # 3

Trustee Lustgarten Evoy moved that:

1. Memo PLN: 21-09 “Ministry of Education Request for Capital Priorities 2021” dated April 20, 2021 be approved;
2. Staff be directed to submit a Capital Priorities Program business case for the following project: Priority: New 308 pupil-place elementary school in the Township of Centre Wellington.

The motion carried.

Preliminary Elementary Teacher Staffing for 2021-2022 School Year

Manager of Elementary Staffing and Recruitment Crandall presented an estimate of the elementary teaching staff required for the 2021– 2022 school year. The projected enrolment for 2021-2022 elementary students is 23,917. The preliminary elementary

teacher staffing required for 2021-2022 school year is 1392.7 full time equivalent (FTE) elementary teachers.

Recommendation # 4

Trustee Bailey moved that:

1. The report "Preliminary Elementary Teacher Staffing for 2021-2022 School Year" dated April 20, 2021 be received;
2. Based on the projected Elementary student FTE of 23,917 and system needs, a preliminary allocation of Elementary teaching staff for the 2021-2022 school year be set at 1392.7 FTE teachers.

The motion carried.

Preliminary Secondary School Teacher Staffing for 2021-2022 School Year

Manger of Secondary Staffing and Recruitment Prendergast presented an estimate of the secondary teaching staff required for the 2021– 2022 school year. The average daily enrolment (ADE) projection was 10,796 students. The preliminary secondary staffing required for 2021-2022 school year is 728.83 full time equivalent secondary teachers.

Recommendation # 5

Trustee Edwards moved that:

1. The report "Preliminary Secondary School Teacher Staffing for 2021-2022 School Year" dated April 20, 2021 be received.
2. Based on system needs and the projected Secondary ADE of 10,796 (includes projected international students), a preliminary allocation of Secondary Teaching staff for the 2021-2022 school year be set at 728.83 FTE teachers.

The motion carried.

Retirements and Resignations

Senior Manager of Human Resources Rose presented the report “Resignations and Retirements” dated April 20, 2021.

Recommendation # 6

Trustee Foley moved that the report entitled “Retirement and Resignations” dated April 20, 2021 be received.

The motion carried.

Other Business – nil report

Move to In Camera

Trustee Lustgarten Evoy moved that this committee move In Camera.

The motion carried.

In Camera

Adjournment

Trustee Bailey moved that this Committee adjourn at 8:04 p.m. to report to the Board.

The motion carried.

This document is available in alternative formats upon request.