

WEEKLY MEMORANDUM

TO: Trustees
Student Trustees

FROM: Camille Williams-Taylor, Director of Education and Secretary of the Board
Michèle Giroux, Executive Officer, Corporate Services

DATE: 7 May 2020

RE: **Weekly Memorandum to Trustees #6 (May 11-May 15)**

Update on Emergency Operations

Ministry Memo Synchronous Learning - On Friday, May 8th the Ministry issued a memorandum related to the continuity of learning. The memo provides direct guidance regarding the provision of synchronous instruction. This has been a source of some concern for some districts and federations. We are fortunate at the OCDSB that our LearnAtHome plan is actively underway. There are already many examples of synchronous and asynchronous practices being used by educators to connect with students, provide feedback and advance learning. The phased approach taken to planning in two week intervals has allowed our educators to continually refine their focus and practice based on feedback from parents and students and system direction.

Redeployment of Education Workers - An announcement was made on Saturday, May 9th that the Ministry, OPSBA and the federations have agreed upon terms which provide for the voluntary redeployment of education workers to congregate care settings, including, for example, long term care facilities, group homes and health care settings. This is a completely voluntary undertaking and additional guidelines are forthcoming. Staff will be speaking with local federations on this matter.

Red Cross Wellness Checks - The four area school boards have been working with the Human Needs Task Force and Ottawa Public Health to support families in need. The Red Cross has been engaged to initiate home visits to families with whom there has been no contact (either by a school district or other community service agencies). A common letter and resource information has been prepared and Red Cross representatives will begin going door to door in the hopes of making contact and ensuring all families are properly supporting and accessing community services and student learning.

Early Learning Assistants - Memo 20-067, Temporary Lay-off of Early Learning Assistants, was distributed to trustees early in the week. Plans are underway to provide written notice of the

temporary lay-off to the affected employees prior to May 15, 2020. The notice will include information on government programs that might be available to them, such as the Canada Emergency Response Benefit and Employment Insurance. It is the intention of Human Resources and the Early Learning Team to recall Early Learning Assistants to active employment as soon as the OCDSB resumes its Extended Day Program.

Commencements and Graduations - A consultation has been launched with Grade 12 students to collect their ideas on ways to celebrate the end of their K-12 journey, while respecting social distancing. We have had a tremendous response so far. Principals will also collect feedback from staff and parents. Every effort is being made to ensure that students are celebrated respectfully, with inclusivity and consistency in practice across the district. Commencement ceremonies will be rescheduled to the fall of 2020.

Planning for Resumption of Operations - There is a provincial working group established to begin discussions about strategies for the return to school and work. Direction about school openings will be provided at the provincial level and there is an expectation that there will be standards and protocols for districts to follow. Locally, the Emergency Operations Committee has begun to identify key considerations for the resumption of operations, starting with the OCDSB Administration Building. At a very preliminary level, planning is underway for the development of a phased re-entry plan which is focused on the safety of employees and building visitors, effective operations, and the agility to move between phases quickly and seamlessly if required.

School Council Meetings - Principals have been asked to work with their school council chairs to consider what business decisions, if any, the council might have outstanding before the year end. Councils with business decisions to be made, may plan to hold electronic meetings. Meeting agendas must be posted, quorum must be achieved, minutes must be recorded and posted. All meetings should include a financial update from the Treasurer. If there is no need for a meeting, school council chairs and treasurers will work with principals to communicate this information by way of newsletter.

Business Continuity Items

High Performance Athletics Program - Work continues on the Board motion regarding the location and ongoing need for the High Performance Athletics Program currently located at John McCrae High School. While some planned work was interrupted due to the COVID-19 closures, staff will bring forward a report and recommendation in the fall of 2020.

Equity and Indigenous Education Frameworks - Staff has been continuing work on both the district Equity Framework and the Indigenous Education Framework. These documents will provide a comprehensive plan of action for key initiatives that will be undertaken by the district over the next three years to address issues of equity, human rights, poverty, reconciliation and closing achievement gaps.

Integrity Commissioner RFP - The Ad Hoc Committee on the Integrity Commissioner Selection process has met and reviewed the submissions and is proceeding through the next stage of the process. Once complete, a recommendation will be brought forward to the Board of Trustees. It is expected that this will be before the end of June.

Succession Planning and Leadership Development RFP - Although the timelines for submission of proposals were delayed due to the COVID-19 closures, the first phase of the RFP evaluation is underway with representation from senior staff, Human Resources, Leadership and Staff Development and principals. It is scheduled to be completed by the end of May. The successful proponent will support the district's succession planning, talent management and leadership development framework and implementation planning.

cc Senior Staff
 Manager, Board Services
 Corporate Records