

UPPER GRAND DISTRICT SCHOOL BOARD

BUSINESS OPERATIONS COMMITTEE

MINUTES

November 10, 2009

The Business Operations Committee of Upper Grand District School Board met on Tuesday, November 10, 2009, in the Board Room at 500 Victoria Road North, Guelph, Ontario commencing at 7:00 p.m.

Trustee Schieck presided as Acting Chair, and the following Trustees were present: Bailey, Borden, Busuttil, Edwards, Gohn, Moziar, and Topping together with Student Trustees Cooper and Steau.

Present from the Administration were Dr. M.C. Rogers, Director of Education, together with Superintendents Benallick, Boswell, Fyfe, Kelly, McDonald and Wright; J. Alder, Manager of Plant Operations; D.S. Cuomo, Manager of Planning; M. McFadzen, Communications Officer; J.L. Rose, Executive Officer of Human Resources; P. Scinocca, Manager of Capital and Renewal Projects; and J.M. Shanks, Chief Information Officer.

APPROVAL OF AGENDA

Trustee Bailey moved that the agenda be approved as printed with items 9 through 14 to be considered in camera.

The motion carried.

APPROVAL OF MINUTES

Trustee Moziar moved that the Minutes of the Meeting of October 13, 2009 be approved as recorded.

The motion carried.

DECLARATIONS OF CONFLICT OF INTEREST

There were no declarations of conflict of interest.

RESIGNATIONS, APPOINTMENTS AND RETIREMENTS

Ms. J. L. Rose reviewed her memo "Resignations and Retirements (Appendix A and B)", dated November 10, 2009 as circulated at the meeting.

Recommendation #1

Trustee Moziar moved that this committee recommend to the Board THAT:

- a) the report, "Resignations and Retirements" dated November 10, 2009 be received; and,
- b) the Board approve the Executive Officer of Human Resources' decisions as outlined in the report "Resignations and Retirements," dated November 10, 2009 (Appendix A and B).

The motion carried.

HEALTH AND SAFETY

Ms. J. L. Rose, Executive Officer of Human Resources, provided a verbal report highlighting the Health and Safety activities for November 2009. Mr. J. Bowie, Occupational Health and Safety Officer, continues to focus on Pandemic issues related to H1N1 flu. In addition, meetings have taken place with the unions to develop a plan for staff Accessibility training and work is being undertaken with a secondary school to address safety issues in a tech shop.

In response to questions from Trustees, it was reported that student absenteeism is higher than normal but that it varies by location. The same is true of staff absenteeism, although some difficulty is being experienced in replacing some positions due to illness. The situation is being monitored weekly. It was noted that several types of illnesses are being reported in the community and that all student and staff absence may not be the result of H1N1.

Recommendation #2:

Trustee Gohn moved that this Committee recommend to the Board that the verbal report on Health and Safety, as presented by Ms. J.R. Rose, Executive Officer of Human Resources, be received as information.

The motion carried.

CAPITAL & RENEWAL PROJECTS (2009/10)

Mr. P. Sinocca, Manager of Capital and Renewal Projects introduced and reviewed his memorandum, "Capital & Renewal Projects (2009/10)", CP09-06, dated November 10, 2009 and Appendices A, B, C, D and E. In addition to capital projects, the Capital/Renewal Department maintains a five year plan for implementing the renewal grant from the Ministry of Education as well as grants to support Primary Class Size Reductions, Good Places to Learn and the Energy Improvement Projects.

The lists of projects has been formalized with information and input from the schools and plant operations and superintendents. It is recognized that issues can arise that require the list to be amended.

It was clarified that no specific reserve is being set aside to address accessibility issues that might be identified as renewal funds can only be used for renewing what already exists within the building and not for upgrades that might be required. It was also clarified that the Ministry requires assurance that a facility will be used for a certain

amount of time prior to providing the funding and this issue is taken into account when the projects on the list are being finalized.

Recommendation #3:

Trustee Borden moved that this committee recommend to the Board that the report, "Capital & Renewal Projects (2009/10)," CP:09-06, dated November 10, 2009, be received.

The motion carried.

OTHER BUSINESS

Trustee Borden assumed the Chair.

Request for Student Drop Off to Day Care

Trustee Schieck reported on correspondence received from a family who is requesting facilitation of transportation to allow for a student to be dropped off at day care on alternate days. The family is willing to sign a waiver absolving the Transportation Consortium of any liability.

Superintendent J. Wright reported the Transportation Consortium's policy specifies drop off at one location only in order to ensure the safety of the child. She will follow-up with the Consortium's insurer and lawyer to determine if a signed waiver would have any influence and will also confirm the policy allows for only one seat for any child on one route, and will report back to this committee.

RFP for Bus Routes

Trustee Schieck reported on a call received from one of the bus companies regarding the RFP on 75% of bus routes that is being sent out on November 12th. He referred to a copy of the letter that was sent to the Minister of Education by one of the operators on behalf of the Bus Operators Association. While not opposed to tendering through the RFP process, several concerns were raised.

One concern expressed was the short timeline of notice given regarding release of the RFP and that once it is sent out, that the operators are unable to undertake any discussion regarding the RFP. There was also concern that this RFP might not include the refinements to the process as suggested to the Minister of Education following the pilot project.

Ms. J. Wright, Superintendent of Finance, explained that during discussions with the bus operators over the last few years, they were advised that we would be moving to an RFP process. Also, when the RFP for 25% was issued last year, it was made clear to the operators that an RFP for 75% of the routes would be issued this year. She clarified there is a formal process set out in the RFP to allow for communication with the Consortium in order to ask questions and receive answers. The information is shared with all operators so that no unfair advantage is given to anyone. It was also reported

that the recommendations resulting from the Minister's consultation with the Bus Operators' Association, School Boards and transportation consortiums following the pilot project RFP have been incorporated into the document being issued this week.

IN CAMERA

ADJOURNMENT

Trustee Borden moved that this Committee adjourn at 8:35 p.m. to report to the Board.

The motion carried.