

UPPER GRAND DISTRICT SCHOOL BOARD

BUSINESS OPERATIONS COMMITTEE

MINUTES

April 13, 2010

The Business Operations Committee of Upper Grand District School Board met on Tuesday, April 13, 2010, in the Board Room at 500 Victoria Road North, Guelph, Ontario commencing at 7:00 p.m.

Trustee Busuttil, Chair, presided and the following Trustees were present: Bailey, Borden, Gohn, Moziar, Schieck, and Waterston 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, 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, Manger of Capital and Renewal Projects.

APPROVAL OF AGENDA

Trustee Schieck moved that the agenda be approved with items 14 through 18 to be considered in camera.

The motion carried.

APPROVAL OF MINUTES

Trustee Waterston moved that the Minutes of the Meeting of March 9, 2010 be approved as recorded.

The motion carried.

DECLARATIONS OF CONFLICT OF INTEREST

There were no declarations of conflict of interest.

OPEN SESSION

2010-11 SCHOOL YEAR CALENDAR

Ms. R. Fyfe, Superintendent of Education and Mr. Wes Coffey, Principal of Guelph C.V.I. introduced the report entitled "2010/2011 School Year Calendar and

reviewed the proposed calendars for Elementary and Secondary schools in the U.G.D.S.B. for the 2010/2011 school year (Appendices A, B and C). The calendar does not modify the Ministry of Education template and meets the requirement for 194 days (188 instructional days and 6 PA/PD days) while allowing the students to return to school after Labour Day. The calendar is also compatible with the Wellington Catholic School Board so that additional transportation costs will not be incurred.

Recommendation #1

Trustee Waterston moved this Committee recommend to the Board

THAT:

- a) the report "2010-11 School Year Calendar" dated April 13, 2010 be received.
- b) The proposed school calendars for the 2010/2011 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

STEPHANIE DRIVE COMMUNITY GARDEN

Mr. Andrew Seagram, Community Use of Schools Co-ordinator, introduced and reviewed the report entitled "Stephanie Drive Community Garden," dated April 13, 2010 along with Appendices A, B and C. The Stephanie Drive school site was purchased by funds raised by way of Education Development Charges; however, it may be several years before the demand for pupil accommodation in the area warrants the construction of an elementary school. The report suggests that, in cooperation with the College Heights' Agricultural Co-op Program, Parkwood Gardens Neighbourhood Group, and the City of Guelph, a community garden would be instituted on the South tip of the Board's Stephanie Drive site. Twelve plots would be introduced by May 2010.

Recommendation #2

Trustee Schieck moved that this Committee recommend to the Board

THAT:

- a) the report: Stephanie Drive Community Garden (Finance #2010-06) dated April 13, 2010 be received.
- b) staff proceed with the implementation of the Stephanie Drive Community Garden Plan.

The motion carried.

RESIGNATIONS, APPOINTMENTS AND RETIREMENTS

Ms. J. L. Rose reviewed her memo "Resignations and Retirements (Appendix A and B)", dated April 13, 2010, as circulated at the meeting.

Recommendation #3

Trustee Schieck acknowledged the long service of the staff and moved that this Committee recommend to the Board

THAT:

- a) the report, "Resignations and Retirements" dated April 13, 2010 be received; and,
- b) the Board approve the Executive Officer of Human Resources' decisions as outlined in the report "Resignations and Retirements," dated April 13, 2010 (Appendix A and B).

The motion carried.

HEALTH AND SAFETY REPORT

Ms. J. L. Rose, Executive Officer of Human Resources, provided a verbal report highlighting the Health and Safety activities for the past month. She noted that Mr. J. Bowie, Occupational Health and Safety Officer, continues to work with plant operations to identify needs and develop a schedule for training of maintenance staff. In his work on the Bill 168 Committee to address violence and harassment in the workplace, Mr. Bowie has attended workshops to gather needed information. Work is underway with the Heart and Stroke Foundation to place Automated External Defibrillators in secondary schools and the schools have been visited to determine locations and to arrange for training. It was clarified that it is the intention to eventually place defibrillators in elementary schools and the Board office in future and the suggestion by Trustees to determine if there is an opportunity to identify additional community support will be explored. Mr. Bowie has also acted as a judge for the Health and Safety competition for Skills Canada.

Recommendation #4

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

The motion carried.

PRELIMINARY TEACHER STAFFING FOR 2010-2011 SCHOOL YEAR

Ms. J. L. Rose, Executive Officer of Human Resources, introduced and reviewed the revised report, "Preliminary Teacher Staffing for 2010-2011 School Year," dated April 13, 2010 (Appendices A1, A2, B1, B2, C1 and C2) as circulated at the meeting. It was noted that the Collective Agreements between the Board and the Teacher Federations, the Education Act and the Regulations under the Education Act place significant restrictions over the workload of teachers and the number of classroom teachers required. The projected enrolment for the 2010-2011 school year is used to determine classroom staffing.

At the elementary level, a projected decrease of pupils has reduced our classroom teaching complement by 10.5 teachers. It was noted that the decrease would be significantly more if Early Learning was not being implemented in some schools in September.

At the secondary level, a decrease in the number of students has reduced the classroom teaching complement by 13.43 teachers. A number of sections for Aboriginal Studies and the High Skills Major Program are not included in this total as these programs are funded in addition to our classroom allocation.

It was noted that in addition to this staffing, there are 22 teachers for our Section 23 schools (6 Elementary and 16 Secondary),

Recommendation #5

Trustee Borden moved that this Committee recommend to the Board

THAT:

- a) the report, "Preliminary Teacher Staffing for 2010-2011 School Year," dated 2010 04 13 be received.
- b) based on the projected Elementary ADE of 19,855.5 and system needs a preliminary allocation of Elementary teaching staff for the 2010-2011 school year be set at 1170.8 FTE teachers.
- c) based on the projected Secondary ADE of 11,645.1 and system needs a preliminary allocation of Secondary teaching staff for the 2010-2011 school year be set at 763.8 FTE teachers.

The motion carried.

ELEMENTARY IDENTIFIED SCHOOLS REPORT 2010/2011

Mr. D. Cuomo, Manager of Planning, introduced and reviewed his report, PLN: 10-03, "Elementary Identified Schools Report – 2010-2011," dated April 13, 2010. Policy 305 (Accommodation Review Policy) requires that the report is presented annually to the Board. It compares the projected enrolment figures for the next school

year with the functional capacity of each school and identifies schools projected to be overcrowded (>110% occupancy) or underutilized (<80% occupancy). For the coming year, potential surplus space is also being identified that may be suitable for use through facility partnerships to meet the recent Ministry mandate. The analysis of the figures was reviewed in detail highlighting changes in overcrowded schools, changes in underutilized schools and potential facility partnership spaces and other issues along with Tables 1, 2, 3, and 4 that list Elementary Schools Sorted by Occupancy Rates, Elementary Schools Sorted Alphabetically, Elementary Schools Sorted by Review Area and Elementary Schools with Unused Space.

No requirement for boundary or accommodation reviews was identified in the report. The Long-term Accommodation Plan that will be developed over the next year looks at utilization projection over the next ten years. In addition, two schools (Tytler P.S. and Grand Valley & District P.S.) may have space for use by suitable community partners.

Recommendation #6

Trustee Moziar moved that the Committee recommend to the Board

THAT the report, PLN: 10:03, "Elementary Identified Schools Report – 2010-2011," dated April 13, 2010, be received.

The motion carried.

2010/2011 DEVELOPMENT AREA (DA) SCHOOL ASSIGNMENTS

Mr. D. Cuomo, Manager of Planning, introduced and reviewed his report, PLN: 10-04, "2010-11 Development Area School Assignments," dated April 13, 2010. The report is presented annually to the board and addresses the projected enrolments of holding schools to determine if any DA school assignments should be changed for the upcoming year. The DA school assignments and related maps are included as appendices.

Mr. Cuomo outlined details of the deleted development area (Westminster East), altered Development areas (Victoria Road and Arkell Road) and reported that there are no new development areas for the 2010/2011 school year.

Recommendation #7

Trustee Waterston moved that the Committee recommend to the Board

THAT:

- a) the report, "PLN: 10-04, 2010-11 Development Area School Assignments," dated April 13, 2010, be received;

- b) the changes to the Development Area School Assignments as outlined in Appendices A and B in memo PLN: 10-04 "2010-2011 Development Area School Assignments," report be approved for the 2010/2011 school year.

The motion carried.

NAMING OF FACILITIES – GUELPH C.V.I.

Ms. E. Kelly, Superintendent of Education, introduced and reviewed her report, "Naming of Facilities – Guelph C.V.I. She noted the request to name three wings/sections and the auditorium at Guelph C.V.I. is brought forward jointly by the teaching staff and the Alumni Association. In keeping with Board Policy 303, the establishment of a naming committee to make recommendations to the Board is being requested. Trustees indicated their support for the initiative in order to capture the incredible history of the school and honour the remarkable graduates.

Recommendation #8

Trustee Waterston moved that this Committee recommend to the Board

THAT:

- a) the report entitled "Naming of Facilities – Guelph C.V.I.," dated April 13, 2010 be received.
- b) A school naming committee be established to make recommendations to the Board on the names of the above facilities of Guelph C.V.I.

The motion carried.

OTHER BUSINESS

Walkable Schools Initiative

Mr. D. Cuomo, Manager of Planning, updated members on the work of the Committee formed in follow-up to a recent presentation made by the City of Guelph regarding the Walk to School Program. The Committee would like to start a Walk to School initiative in the Public and Catholic school communities in the Westminster Woods area in the south end of Guelph. A walkabout event is being planned on the morning of June 22nd from approximately 8:10 a.m. to 9:00 a.m. to walk through the new Westminster Woods neighbourhood in order to increase awareness around walking to school, promote the two schools as walking schools and to address walking issues such as the roundabouts in the street design in the area. The two principals, staff, City Counsellors, Trustees and media will be invited to walk the route. In addition, the Committee is trying to coordinate a walk for the children who will attend the new schools as part of the Neighbourhood BBQ that is held in late August.

Haiti Relief Concert

Trustee Borden informed members that a letter of thanks and a certificate of appreciation have been received by the Board and Administration from the organizers of the Haiti Relief Concert held recently at O.D.S.S. in recognition of the contribution to this event. The Board donated the use of the school facilities. It is estimated that approximately \$14,000 was raised.

Dufferin FI Accommodation Review Committee Update

Trustee Borden reported the Dufferin FI Accommodation Review Committee has been struck and held its first meeting on April 12, 2010

Strategic Planning

Trustee Borden reported on a meeting held earlier today regarding the Board's Strategic Plan. Ms. Jo Nelson presented a report on the work to date and Director Martha Rogers presented a template of a brochure that will be used to advertise the plan, and a template that will be used by staff to develop the operational plans in support of the strategic plan. The operational information will form part of the Director's annual presentation to the Board in the fall outlining the work plan for the coming year. Trustee Borden noted that the interim report of the Ministry's Operational Review included a comment on the need to complete the multi-year strategic plan.

Central Guelph Accommodation Review Report

Trustee Borden reported the Central Guelph Accommodation Review Committee is in the process of writing their report and recommendations. The report will be released and presented at a Public Meeting scheduled on Wednesday, April 28, 2010 at 7:00 p.m. at Centennial C.V.I. All Trustees are encouraged to attend this important meeting.

IN CAMERA

ADJOURNMENT

Trustee Waterston moved that this Committee adjourn at 8:15 p.m. to report to the Board.

The motion carried.