

## **UPPER GRAND DISTRICT SCHOOL BOARD**

### **BUSINESS OPERATIONS COMMITTEE**

#### **MINUTES**

October 13, 2009

The Business Operations Committee of Upper Grand District School Board met on Tuesday, October 13 2009, in the Board Room at 500 Victoria Road North, Guelph, Ontario commencing at 7:00 p.m.

The Chairperson, Trustee Waterston, presided, and the following Trustees were present: Bailey, Best, Borden, Edwards, Gohn, Moziar, Schieck 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 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**

The additional agenda item, Sound Amplification System was added to the agenda as item 4.

Trustee Schieck moved that the agenda be approved as printed and amended with items 11 through 14 to be considered in camera.

The motion carried.

#### **APPROVAL OF MINUTES**

Trustee Topping moved that the Minutes of the Meeting of September 22, 2009 be approved as recorded.

The motion carried.

#### **DECLARATIONS OF CONFLICT OF INTEREST**

There were no declarations of conflict of interest.

#### **SOUND AMPLIFICATION SYSTEM**

Mr. P. Sinocca, Manager of Capital and Renewal Projects, demonstrated the Sound Amplification System that is being installed in some classrooms within the Board.

Research states that if a child has sound close to them and it is easy for them to hear what is being said, their learning is enhanced and literacy and numeracy scores are reported to increase. The portable device uses infrared technology that deflects the sound off the ceiling back to the speaker. The potential application for using the system during large meetings was also noted.

The technology was funded by the Rotary Club of Guelph (through its Foundation, its Literacy and Numeracy Committee and a private contribution). Ms. Margaret Vander Woude, and Dr. Bill Weingard, members of the Literacy and Numeracy Committee were in attendance and were introduced and thanked for the generous contribution. The funds have provided for the purchase of units for all classrooms at Tytler P.S.

### **Recommendation #1:**

It was moved by Trustee Borden, that this committee recommend to the Board that the verbal report regarding the acquisition of the Sound Amplification System presented by P. Sinocca, Manager of Capital and Renewal Projects be received and that appreciation be expressed to the Rotary Club of Guelph.

The motion carried.

The Chair will also send a letter of thanks to the private contributor.

## **RESIGNATIONS, APPOINTMENTS AND RETIREMENTS** - Nil

### **HEALTH AND SAFETY**

Ms. J. L. Rose, Executive Officer of Human Resources, provided a verbal report highlighting the Health and Safety activities for October 2009. Mr. J. Bowie, Occupational Health and Safety Officer, continues to focus on Pandemic planning related issues. Pandemic supplies to carry us for an anticipated four-month period are being distributed to the schools along with procedures for restocking. Staff training regarding the Customer Service Policy developed by the Accessibility Steering Committee is also being undertaken through the development of on line materials. In addition, a procedure for safe use of appliances in schools has been developed to minimize the Board's risk of injury.

### **Recommendation #2:**

Trustee Schieck 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.

## **HUMAN RESOURCES DEPARTMENT – THREE YEAR PLAN**

Ms. J. R. Rose, Executive Officer of Human Resources, introduced her memorandum which presented information on the Human Resources Department – Three Year Plan. The details and timing for the components of the plan as outlined in Appendix A were highlighted.

### **Recommendation #3:**

Trustee Borden moved that this Committee recommend to the Board that the report "Human Resources Department – Three Year Plan," dated October 13, 2009 be received.

The motion carried.

## **FINANCE**

Ms. J.D. Wright, Superintendent of Finance, introduced her memorandum (FINANCE #2009-36) which presented information on Finance Department – Multi Year Plan. The plans and timelines as outlined by functional area in Appendix A were highlighted. The timing of the Ministry's plan to implement full day programs for 4 and 5 year olds is not yet known and the potential impact on the planning goals and objectives was noted.

### **Recommendation #4:**

Trustee Bailey moved that this Committee recommend to the Board the report, "Finance Department – Multi-Year Plan, dated October 13, 2009 (FINANCE #2009-36)," be received.

The motion carried.

## **OPERATIONS**

Mr. P. Sinocca, Manager of Capital and Renewal Projects, introduced his memorandum dated October 13, 2009 regarding the Multi-Year Plan for Custodial Services. It was noted that the custodial services are being reconfigured. The specific steps and timeframe for implementing the vision as outlined in Appendix A were highlighted.

### **Recommendation #5**

Trustee Schieck moved that this Committee recommend to the Board the report, "Multi-Year Plan – Custodial Services," dated 2009 10 13 be received.

The motion carried.

**OTHER BUSINESS**

No other business was presented or discussed.

**IN CAMERA**

**ADJOURNMENT**

Trustee Edwards moved that this Committee adjourn at 8:00 p.m. to report to the Board.

The motion carried.