

**UPPER GRAND DISTRICT SCHOOL BOARD**  
**BUSINESS OPERATIONS COMMITTEE**

**MINUTES** \*

April 14, 2009

The Business Operations Committee of Upper Grand District School Board met on Tuesday, April 14, 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, Borden, Busutil, Edwards, Gohn, Moziar, Schieck and Topping together with Student Trustee Redpath.

Present from the Administration were Dr. M.C. Rogers, Director of Education, together with Superintendents Benallick, Boswell, Euale, 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; and P. Scinocca, Manager of Capital and Renewal Projects.

Prior to the start of the meeting, Mr. D.M. Euale, Superintendent of Education, showed slides of some of the 25 Upper Grand District School Board students preparing for their participation in the Ontario Technical Skills Competition to be held on Tuesday, May 5, 2009 at Rim Park in Waterloo. Trustees were again invited to attend the Competition.

**APPROVAL OF AGENDA**

Trustee Edwards moved that the Agenda be approved as printed with Items 9 to 14 inclusive being considered in camera.

The motion carried.

**APPROVAL OF MINUTES**

Trustee Topping moved that the Minutes of the Meeting of March 10, 2009 be approved as recorded.

The motion carried.

**DECLARATIONS OF CONFLICT OF INTEREST**

There were no declarations of conflict of interest.

**PRELIMINARY TEACHER STAFFING FOR 2009-10 SCHOOL YEAR**

Mrs. L.C. Benallick, Superintendent of Education, reviewed in detail the report entitled, "Preliminary Teacher Staffing for 2009-2010 School Year" which (a) charted "Elementary Projected Enrolment for October 31, 2009", "Historical Comparison" and "Elementary Enrolment Changes" (Appendix A1); (b) outlined the calculations used in determining elementary classroom staffing (Appendix B1), and (c) included recommended staffing requirements (Appendix C1) for the upcoming school year.

With reference to the same document, Mr. D.M. Euale, Superintendent of Education, summarized information related to the secondary panel (Appendix A2 - Secondary Projected Enrolment for October 31, 2009/Historical Comparison; Appendix B2 - 2009-2010 Secondary Enrolment and Secondary Classroom Staffing; Appendix C2 - 2009-2010 Secondary Staffing). Ms. H.J. Boswell, Superintendent of Program, assisted in responding to questions, providing additional information and/or clarification, as required.

**Recommendation #1:**

Trustee Schieck moved that this Committee recommend to the Board that:

- (a) the report entitled, "Preliminary Teacher Staffing for 2009-2010 School Year" dated 2009 04 14 be received,
- (b) based on the projected Elementary ADE of 19,998.5 and system needs a preliminary allocation of Elementary teaching staff for the 2009-2010 school year be set at 1186.7 FTE teachers, and
- (c) based on the projected Secondary ADE of 11,877.7 and system needs a preliminary allocation of Secondary teaching staff for the 2009-2010 school year be set at 772.3 FTE teachers.

The motion carried.

**RESIGNATIONS, APPOINTMENTS AND RETIREMENTS**

On Trustees' desks this evening was a copy of a report entitled, "Resignations and Retirements" dated April 14, 2009.

**Recommendation #2:**

Trustee Busutil moved that this Committee recommend to the Board that:

- (a) the report entitled, "Resignations and Retirements" dated April 14, 2009 be received, and

- (b) the Board approve the decisions of the Superintendent of Human Resources and Operations, as outlined in the report entitled, "Resignations and Retirements" dated April 14, 2009 (Appendix A and B).

The motion carried.

**HEALTH AND SAFETY**

Director of Education, Dr. M.C. Rogers presented an indepth report on the health and safety activities (Expected Outcomes/Due Date (ongoing/in progress/complete, etc.)) of Mr. Jim Bowie, the Board's Health and Safety Officer.

**Recommendation #3:**

Trustee Borden moved that this Committee recommend to the Board that the verbal report on Health and Safety, as presented by Dr. M.C. Rogers, Director of Education, be received as information.

The motion carried.

**2009/2010 DEVELOPMENT AREA SCHOOL ASSIGNMENTS**

Mr. D.S. Cuomo, Manager of Planning, presented, for Trustees' consideration and approval, a summary of the pieces of information (eg. Deleted/Altered/New Development Areas) which make up the report on the proposed Development Area School Assignments for the 2009/2010 school year. On overhead, a map identified the new development areas of South/North/East Fergus.

**Recommendation #4:**

Trustee Schieck moved that this Committee recommend to the Board that:

- (a) memo PLN: 09-12, "2009/2010 Development Area School Assignments", dated April 14, 2009 be received, and
- (b) the changes to the Development Area School Assignments, as outlined in Appendices A and B in memo PLN: 09-12, "2009/2010 Development Area School Assignments" be approved for the 2009/2010 school year.

The motion carried.

**ELEMENTARY IDENTIFIED SCHOOLS REPORT - 2009/2010**

In accordance with Policy 305 - Accommodation Review, the Identified Schools

Report was to be prepared and (normally) submitted annually to the Board. Manager of Planning Cuomo introduced, as information, the Elementary Identified Schools Report - 2009/2010. Data under Analysis (Overcrowded vs Underutilized, Changes in Overcrowded Schools, Changes in Underutilized Schools, Other Issues) was highlighted. Attention was focused on Tables 1, 2 and 3 which provided information sorted by occupancy and alphabetically, and summarized by review area. Director Rogers assisted in responding to questions of clarification which followed. Data related to the impact on enrolment of the side-by-side schools of Upper Grand's Ken Danby and Wellington Catholic's Holy Trinity was requested.

**Recommendation #5:**

Trustee Moziar moved that this Committee recommend to the Board that the report PLN: 09-11, "Elementary Identified Schools Report - 2009/2010", dated April 14, 2009 be received.

The motion carried.

**IN CAMERA**

**ADJOURNMENT**

Trustee Bailey moved that this Committee adjourn at 8:25 p.m. to report to the Board.

The motion carried.