

UPPER GRAND DISTRICT SCHOOL BOARD

BUSINESS OPERATIONS COMMITTEE

MINUTES

September 22, 2009

The Business Operations Committee of Upper Grand District School Board met on Tuesday, September 22, 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, Busuttil, 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; H. Imm, Senior Planner; 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 Edwards moved that the Agenda be approved as printed with items 11 to 14 inclusive being considered in camera.

The motion carried.

APPROVAL OF MINUTES

Trustee Topping moved that the Minutes of the Meeting of June 9, 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, Executive Officer of Human Resources, introduced and reviewed the information contained in Appendix A and B of her report "Resignations and Retirements" as distributed at the meeting.

Recommendation #1:

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

- a) the report entitled, "Resignations and Retirements" dated September 22, 2009 be received, and
- b) the Board approve the decisions of the Executive Officer of Human Resources' decisions as outlined in the report entitled, "Resignations and Retirements" dated September 22, 2009 (Appendix A and B).

The motion carried.

HEALTH AND SAFETY REPORT

Ms. J. L. Rose, Executive Officer of Human Resources, provided a verbal report on the Health and Safety activities for September 2009. The work with a community group regarding pandemic flu issues as well as the implementation of the Board's Pandemic Response Plan was highlighted. In addition, Ms. Rose reported the Accessibility Steering Committee has developed the 2009-10 Accessibility Plan for the Board and a Customer Service Policy. The Committee is also working on a procedures manual, and is evaluating training requirements to comply with the December 31, 2009 deadline. Trustee Borden expressed appreciation for the hard work in developing these detailed plans.

Recommendation #2:

Trustee Borden 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.

CENTRAL GUELPH (FI) ELEMENTARY ACCOMMODATION REVIEW:

Dr. M.L. Rogers, Director introduced the report on Central Guelph (FI) Elementary Accommodation Review – Work Plan Proposal (September 2009-June 2010), PLN: 09-22, dated September 22, 2009. The report was drafted by the staff who are members of the Accommodation Strategy Action Plan (ASAP) Committee to address the concerns with the 2008/09 Central Guelph (FI) Accommodation Review process raised by the Accommodation Review Committee (ARC) and the public. Revised copies of Appendix B (Example A - Preliminary Scenario Summary and Example B – Preliminary Scenario Data) were distributed at the meeting and replace the appendix B previously circulated as part of the report.

Mr. D. Cuomo, Manager of Planning, Ms. H. Imm, Senior Planner and Mr. P. Scinocca, Manager of Capital and Renewal Projects, assisted Dr. Rogers in presenting the components of the report which included the Central Guelph (FI) Review Work Plan and proposed planning timeline; the Communication Process and templates for the preliminary scenario summary and preliminary scenario data; and, the Roles and Responsibilities for the ARC, the ARC Chair, the ARC Facilitator, the Staff Steering Committee, Board Staff and the Board of Trustees.

Recommendation #3:

Trustee Bailey moved that this committee recommend to the Board that:

- a) the report entitled PLN: 09-22 "Central Guelph (FI) Elementary Accommodation Review – Work Plan Proposal (September 2009-June 2010)," dated September 22, 2009 be received.
- b) the Central Guelph (FI) Review Work Plan as outlined in Appendix A of PLN: 09-22, dated September 22, 2009 be approved as the process to be used for the completion of the Central Guelph (FI) Accommodation Review by June 2010.
- c) the Communication Process outlined in Appendix B of PLN: 09-22, dated September 22, 2009 be approved as the process for receiving public input on the review as well as input on new scenario options.
- d) the Central Guelph (FI) Accommodation Review Roles and Responsibilities outlined in Appendix C of PLN: 09-22, dated September 22, 2009 be approved as the process to be used to guide the activities of the various participants in the review process.

The motion carried.

2008-2009 BUDGET: PRELIMINARY COMPARISON OF ACTUAL VS BUDGET

Ms. J.D. Wright, Superintendent of Finance, introduced her memorandum (2008-2009 Budget: Preliminary Comparison of Actual vs. Budget for the Period Ending August 31, 2009) which presented information on the year to date spending for Classroom Instruction, Non Classroom and Accommodation Expenditures. Appendix A, outlining the comparison of budget, year-to-date and percentage of budget spent for 2007-08 and 2008-09 was highlighted. A break-even position is forecast once the final adjustments and journal entries have been made.

Recommendation #4:

Trustee Best moved that this Committee recommend to the Board that the report entitled, "2008-2009 Budget: Preliminary Comparison of Actual vs. Budget for the Three-Month Period Ending August 31, 2009," dated September 22, 2009 (Finance #2009-22) be received.

The motion carried.

ACCESS UPPER GRAND

Ms. R. Fyfe, Superintendent of Education, introduced the report of the Accessibility Steering Committee entitled "Access Upper Grand – Annual Accessibility Plan of the Upper Grand District School Board 2009-2010," dated September 22, 2009. Ms. Fyfe explained that in compliance with the Ontarians with Disabilities Act 2001, the UGDSB developed and has had its Accessibility Plan in place since the 2003-04 school year. In December 2005, the government passed new legislation, the Accessibility for Ontarians with Disabilities Act (AODA) which sets the goal of creating an accessible Ontario by 2025 and requires all public and private sector organizations to give persons with disabilities the same opportunity of access to its services if possible, in the same location and in a similar way as these services are available to all others we serve. School Boards are among the first category or organizations, businesses and agencies that must comply with regulations which are being released in stages under this new legislation. The UGDSB has re-established the Accessibility Steering Committee. As the first step, the steering committee reviewed and revised the existing plan and developed a work plan. Related policies and procedures are also under development and will be brought forward to Trustees for approval. Members of the Steering Committee, Cory Harrison, Principal of Norwell DSS and Jim Bowie, Health and Safety Officer (Steering Committee Chair) reviewed the plan in detail including recent initiatives undertaken and next steps in addressing barriers.

Trustee Moziar commented she was pleased that mental illness is included as a component of the plan. She also questioned the ability to successfully make the oldest school in the system, accessible. J. Bowie explained that as a future part of the plan, an audit of all schools will be undertaken to determine their current accessibility status, to identify barrier issues and to determine what would be required to address those issues.

Trustee Busuttill acknowledged and thanked the staff and committee members for the work on developing this comprehensive document.

Recommendation #5:

Trustee Moziar moved that this committee recommend to the Board that the report "Access Upper Grand – Annual Accessibility Plan of the Upper Grand District School Board 2009-2010," dated 2009 09 22, be received.

The motion carried.

CITY OF GUELPH COMPOSTING PROGRAM UPDATE

Mr. J. Alder, Manager of Plant Operations, provided a verbal update on the City of Guelph Composting Program. Results from the school audits (which indicate 50% food waste) along with the population of the schools and enrolment numbers will be used to help City staff build a business case to present to Council in the fall. Mr. Alder reiterated to the City the desire to participate in an organics program free of charge and discussion is ongoing in that regard. He noted that a waste separation pilot project is in progress at Sir Isaac Brock P.S. and is proceeding well and that a second pilot will commence at College Heights SS

within the next week. Current participation in the Dufferin County program is free of charge. Wellington County is offering recycling pick up free of charge, and while they do not currently have an organics program available at no cost, there is a plan to pilot the initiative in a few schools in 2010 by re-investing any potential savings achieved through the tender with the waste companies.

Trustees Bailey and Busittil thanked Mr. Alder for the report and commended the work bringing the various groups together to work towards resolution of the issue.

Recommendation #6:

Trustee Busuttill moved that this committee recommend to the Board that the verbal report on the City of Guelph Composting Program be received.

The motion carried.

OTHER BUSINESS

OPERATIONAL REVIEW PLANNING

Trustee Borden introduced the memorandum regarding Operational Review Planning, dated September 22, 2009 including the summary from the workshop held September 15, 2009 and the proposal for moving forward on our trustee/senior administration planning document as distributed at the meeting and posted on the Trustees' conference. Trustees were asked to review the information and forward any comments or suggestions to him by Friday, September 25, 2009.

IN CAMERA

ADJOURNMENT

Trustee Bailey moved that this Committee adjourn at 8:45 p.m. to report to the Board.

The motion carried.