

## **UPPER GRAND DISTRICT SCHOOL BOARD**

### **BUSINESS OPERATIONS COMMITTEE**

#### **MINUTES**

March 9, 2010

The Business Operations Committee of Upper Grand District School Board met on Tuesday, March 9, 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, Edwards, Gohn, Moziar, Schieck, Topping and Waterston together with Student Trustee Cooper.

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 Edwards moved that the agenda be approved with items 9 through 12 to be considered in camera.

The motion carried.

#### **APPROVAL OF MINUTES**

Trustee Waterston moved that the Minutes of the Meeting of February 9, 2009 be approved as recorded.

The motion carried.

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

There were no declarations of conflict of interest.

#### **OPEN SESSION**

#### **TAYLOR EVANS WOODLOT PROJECT**

Ms. Janice Wright, Superintendent of Finance introduced the report, "Taylor Evans Woodlot Project," dated March 9, 2010 and introduced those in attendance who

had investigated the project and developed the Stewardship Plan. Mr. Jon Henderson, the Forestry Stewardship and Construction Specialist High Skills Major course teacher at J.F. Ross, also participated in the work but was unable to attend the meeting. .

Mr. Dennis Cuomo, Manager of Planning, provided the background leading to the development of the Stewardship Plan for the project. He explained that the Property Disposition Committee has looked at all potential options for the property adjacent to Taylor Evans School, part of which is owned by the U.G.D.S.B. and part of which is owned by the City of Guelph, and endorses the concept of using the space for an outdoor classroom in order to manage the forest and provide some educational opportunities for students. He noted the work was undertaken in collaboration with the City of Guelph and the community. A public meeting will take place in April to inform the community of the details of the plan.

Andrew Seagram, Coordinator, Community Use of Schools explained the philosophy behind this management plan is to endeavour to make an existing ecosystem healthier both in composition and in growth using the labours of High Skills Major students and highlighted details of the plan including implementation strategy and short-term and long-term objectives. It is a ten year plan for the U.G.D.S.B. portion of the property. The City of Guelph may decide later to have the urban forest in the City Park area overseen by the program. It was clarified that there will be opportunities for the elementary schools adjacent to the woodlot to visit the area and incorporate it into their curriculum. Mr. Seagram then played a short video providing a visual overview of the current program's students and teacher at work on a similar project on the St. Ignatius grounds.

Jessica McEachren, the Environmental Planner for the City of Guelph, explained the City's involvement in the project. In her role she has ensured the plan conforms to the City policies and bylaws as well as Provincial Legislation. As part of the Tree Removal Bylaw there is an annual process required to notify the community of any planned work. Ms. McEachren explained the City will therefore be involved at the beginning and end of each term to ensure that what was identified as the work to be done was the only work performed. In addition, the City's certified arborist is willing to provide students with an overview of what an arborist does and how it pertains to a woodlot.

### **Recommendation #1**

Trustee Schieck moved this Committee recommend to the Board

THAT:

- a) the report "Taylor Evans woodlot (Finance #2010-05) dated March 9, 2010 be received.
- b) staff proceeds with the implementation of the Stewardship Plan.

The motion carried

## **RESIGNATIONS, APPOINTMENTS AND RETIREMENTS**

Ms. J. L. Rose reviewed her memo "Resignations and Retirements (Appendix A and B)", dated March 9, 2010, as circulated at the meeting.

### **Recommendation #2**

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 March 9, 2010 be received; and,
- b) the Board approve the Executive Officer of Human Resources' decisions as outlined in the report "Resignations and Retirements," dated March 9, 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 March 2010. She noted that Mr. J. Bowie, Occupational Health and Safety Officer, has been providing a series of ladder safety training sessions to school staff, and is working with the Operations Department to identify training needs and develop a training schedule for maintenance staff. Mr. Bowie is also working with heads of two secondary schools to deal with safety issues in woodworking rooms and continues to Co-Chair the Bill 168 Committee to develop policy and procedures around violence and harassment in the workplace.

### **Recommendation #3**

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.

## **OTHER BUSINESS**

### **Kenilworth Update**

Mr. Dennis Cuomo, Manager of Planning provided a verbal update regarding the request made by the Board in December 2009 to receive a report no later than the March 2010 Business Operations Committee, clarifying the status of the existing motion to close the Kenilworth Public School. Mr. Cuomo reported that staff is awaiting legal

advice in order to complete the report. The report will be presented to the March 23<sup>rd</sup> Board meeting.

#### **Recommendation #4**

Trustee Schieck moved that this Committee recommend to the Board that the verbal report regarding the status of the existing motion to close the Kenilworth Public School be received.

The motion carried.

#### **Facility Partnerships**

Superintendent J. D. Wright referred to a memo received from the Ministry of Education on February 11<sup>th</sup> encouraging Boards that have vacant space in their schools to make the space available to other members of the community through participation in facility partnerships. The guidelines provided by the Ministry have been reviewed. Trustee input is being sought for the development of a Board policy. The process calls for the submission of the policy by the end of May and holding a public meeting prior to the end of June. The completed policy would then be forwarded to the Policy Management Committee for review and recommendation to the Board. Volunteers will be sought at the March Board meeting to work with staff on development of the policy.

#### **Recommendation #5**

Trustee Gohn moved

THAT

- a) the verbal report regarding Facility Partnerships presented by Superintendent J. D. Wright be received; and
- b) there be a call for Trustees to serve on the committee to develop the related policy at the Board meeting on March 23<sup>rd</sup>.

The motion carried.

#### **Career Education Council (CEC) - 6<sup>th</sup> Annual Business and Education Partnership Breakfast**

Trustee Borden advised members that the CEC 6<sup>th</sup> Annual Business and Education Partnership Breakfast is being held at 7:00 a.m. on Friday, April 9, 2010 at the Holiday Inn, Scottsdale Drive, Guelph. The keynote Speaker is Dr. Julia Chistensen Hughes. Trustees Borden, Busuttil, Gohn, Schieck and Waterston indicated they would attend on behalf of the Board.

#### **Request from Harriston Historical Society**

Trustee Schieck reported on a call received from the Harriston Historical Society. The organization is interested in obtaining the Harriston Public School sign and was seeking contact information. Trustee Schieck will advise the Historical Society to contact Superintendent Janice Wright.

**IN CAMERA**

**ADJOURNMENT**

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

The motion carried.