

## **UPPER GRAND DISTRICT SCHOOL BOARD**

### **BUSINESS OPERATIONS COMMITTEE**

#### **MINUTES**

January 11, 2011

The Business Operations Committee of Upper Grand District School Board met on Tuesday, January 11, 2011, in the Board Room at 500 Victoria Road North, Guelph, Ontario commencing at 7:00 p.m.

Trustee Fairbairn, Chair, presided and the following Trustees were present: Bailey, Borden, Busuttil, Cooper, Gohn, Moziar, Schieck, Topping and Waterston.

Present from the Administration were Superintendents Benallick, Fyfe, Morrell 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. Shanks, Chief Information Officer.

#### **APPROVAL OF AGENDA**

Trustee Topping moved that the agenda be approved as printed.

The motion carried.

#### **APPROVAL OF MINUTES**

Trustee Waterston moved that the minutes of the previous meeting, held December 14, 2010 be approved.

The motion carried.

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

There were no declarations of conflict of interest.

#### **OPEN SESSION**

#### **THIS IS THE UGDSB PLANNING DEPARTMENT**

Mr. Dennis Cuomo, Manager of Planning, provided an overview of the Planning Department as part of the Trustee Orientation. The four members of the Department were in attendance and were introduced. Mr. Cuomo reviewed the department's role,

and what they do regarding Accommodation Review Studies, Boundary Reviews and Enrolment Projections. Other areas of responsibility were also highlighted along with current issues for 2010/11 and ongoing planning issues. It was reported that the Accommodation Review Policy is being revised to meet the new Provincial guidelines and Terms of Reference for pupil accommodation will be presented at a future Trustee Workshop. Mr. Cuomo explained that the Capital Plan is being updated and will be part of the development of the Long Term Accommodation Plan.

A School Facility Inventory System (SFIS) is maintained for all teaching spaces within the schools (including portables and portapaks) that identifies capacity. The inventory is kept updated by the Board on the Ministry website. There is no connection between the dollar value assigned to schools as the buildings depreciate (based on a school life of 40 years) and the SFIS.

Mr. Cuomo explained that demographic trends are identified through projections made using Maplewood data and projections based on progression factors. The software does not track where students go when leaving any school.

### **Recommendation #1**

Trustee Borden moved that this committee recommend to the Board the UGDSB Planning Department Report be received.

The motion carried.

### **2010 2011 INTERIM FINANCIAL REPORTING AS AT OCTOBER 31, 2010**

Ms. Janice Wright, Superintendent of Finance, introduced and reviewed the report entitled, "2010 2011 Interim Financial Reporting as at October 31, 2010," dated January 11, 2011. The report outlines the projected financial position of the Board for the 2010 2011 fiscal year and uses actual revenue, expenditures and enrolment for the first two months of the year as a base for projections. A forecast of a surplus or deficit that is within plus or minus 1% of revenue should be considered as balanced. The revenue, expenditures and enrolment (Appendix A) were reviewed in detail. It was noted actual expenditure will vary from forecast.

It was noted that we do everything possible to accommodate fee paying students who approach us and want to attend school in our district, but we do not actively recruit fee paying students. It was also noted that the MOE has issued a memo to the Transportation Consortium requesting projected transportation costs for full implementation of Full Day Kindergarten. Additional funds may begin to flow in 2011/12. The increased funding will not be retroactive. It was clarified that there is a fuel escalator formula included in the contracts the Consortium has with the bus operators which mirrors the grant clause so no financial impact is anticipated. It was further clarified that while there is a mechanism to recover some costs, our expenditure for the ECEs will not be totally recovered through MOE funding.

## **Recommendation #2**

Trustee Busuttill moved that this committee recommend to the Board that the report: 2010 2011 Interim Financial Reporting as at October 31, 2010 (Finance #2011-01) dated January 11, 2011, be received.

The motion carried.

## **RESIGNATIONS, APPOINTMENTS AND RETIREMENTS**

Ms. J. L. Rose introduced and reviewed her memo "Resignations and Retirements (Appendix A and B)", dated January 11, 2011, as circulated at the meeting.

## **Recommendation #3**

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

THAT:

- a) the report, "Resignations and Retirements" dated January 11, 2011 be received; and,
- b) the Board approve the Executive Officer of Human Resources' decisions as outlined in the report "Resignations and Retirements," dated January 11, 2011 (Appendix A and B).

The motion carried.

## **HEALTH AND SAFETY REPORT**

Ms. J. Rose, Executive Officer of Human Resources, provided a verbal report highlighting the Health and Safety activities for the past month. She reported that a Health and Safety Training Manager has been hired as a new one-year temporary position to develop a program to ensure proper due diligence and training for staff. Work continues regarding Bill 168, Violence and Harassment in the Workplace legislation. The Committee has met twice with union representatives and received good constructive feedback on the draft policy and training materials. It is hoped to bring the policy to the Board through the Policy Management Committee in the near future.

## **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. Rose, Executive Officer of Human Resources, be received as information.

The motion carried.

## **OTHER BUSINESS**

### Using Technology in the Board Room

Trustee Borden reported that as a result of discussion at the Chairs' Committee, an open forum for all Trustees to look at the issue of using technology in the Board Room has been scheduled on February 1, 2011 at 5:30 p.m.

### Trustee Dinner

Trustee Borden reported that Saturday, January 22<sup>nd</sup> was identified as a potential date for the Trustee Dinner. As all Trustees were not available on that date, it was agreed to look for an alternate date.

## **IN CAMERA**

## **ADJOURNMENT**

Trustee Bailey moved that this Committee adjourn at 9:30 p.m. to report to the Board.

The motion carried