

UPPER GRAND DISTRICT SCHOOL BOARD

BUSINESS OPERATIONS COMMITTEE

MINUTES

February 8, 2011

The Business Operations Committee of Upper Grand District School Board met on Tuesday, February 8, 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: Borden, Busuttil, Cooper, Gohn, Moziar, Schieck, Topping and Waterston, along with Student Trustee Vander Vlugt.

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 Fairbairn indicated that items 5 and 8 on the agenda will be discussed in reverse order.

Trustee Schieck moved that the agenda be approved as printed and amended.

The motion carried.

APPROVAL OF MINUTES

Trustee Waterston moved that the minutes of the previous meeting, held January 8, 2011 be approved.

The motion carried.

DECLARATIONS OF CONFLICT OF INTEREST

There were no declarations of conflict of interest.

OPEN SESSION

SCHOOL YEAR CALENDAR

Ms. Rosemary Fyfe, Superintendent of Education introduced and reviewed the report entitled, "2011/2012 School Year Calendar," dated February 8, 2011. After reviewing Regulation 304 and the holidays as suggested by that regulation (Appendix A), she reported that the U.G.D.S.B.'s Committee decided unanimously to alter the Winter Break and recommend modified calendars. The modified calendars are in keeping with the modified calendars being recommended by the Wellington Catholic District School Board with which we share transportation. Broad consultation was undertaken by seeking input from the various groups represented by the Committee members and by posting the proposed calendars on the website. The modified calendars must be submitted to the Ministry of Education by March 1, 2011 for approval. Ms. Fyfe then reviewed the proposed elementary school calendar (Appendix B) in detail.

Mr. Wes Coffey, Principal of GCVI, was introduced and reviewed the proposed secondary calendar (Appendix C) in detail. He noted it is consistent with the requirements of the regulation.

Trustee Busuttill raised a concern from elementary school parents regarding the need to complete high school course selection prior to the receipt of their child's report card in February. It was explained that the report card window directed by the Ministry does not allow us to provide the marks within the time frame the parents are seeking. The report card date has been moved up by one week and there is an opportunity to make changes in course selection after report cards are received. The need for clear communication with the school communities regarding the issue was acknowledged.

Recommendation #1

Trustee Waterston moved

THAT:

1. The report entitled "2011/2012 School Year Calendar" dated February 8, 2011 be received.
2. The proposed school calendars for the 2011/2012 school year for the Upper Grand District School Board's elementary and secondary schools, as outlined in Appendices B and C respectively, be approved by the Board for submission to the Ministry of Education for final approval in accordance with Regulation 304.

The motion carried.

GETTING TO KNOW YOUR HUMAN RESOURCES DEPARTMENT

Ms. Jennifer Rose, introduced members of the Human Resources Department

who were in attendance and reviewed the Department's Organizational Chart. Ms. Rose then provided an overview of the various tasks provided by each area of responsibility and highlighted the technology used. Trustee involvement related to contract negotiations was also noted. Mr. Jim Bowie, Health and Safety Officer reviewed the Mission Statement pertaining to the Health and Safety office and outlined its functions. In closing Ms. Rose explained the department developed the new Mission Statement "HR CARES" which stands for "Helpful Reliable Communication Achieves Respected Enriched School Communities."

Recommendation #2

Trustee Moziar moved that the verbal presentation regarding the Human Resources Department be received.

The motion carried.

PRIVACY AND INFORMATION MANAGEMENT

Ms. Sue Krueger, Executive Assistant and Freedom of Information Officer and Trustee Bob Borden gave a presentation entitled "Privacy Protection and Information Management." Ms. Krueger provided information outlining the legislation that applies to school boards and its impact on Trustees. She highlighted the work undertaken in developing a privacy culture both provincially (Privacy and Information Taskforce) and within the UGDSB (Privacy and Information Management Committee). Issues pertaining to records retention were also addressed. Information summary sheets regarding Freedom of Information and Privacy Tips for Trustees were distributed at the meeting for future reference.

Recommendation #3

Trustee Busuttill moved that the verbal presentation on Privacy and Information Management be received.

The motion carried.

POLICY MANAGEMENT PROCESS

Ms. Maggie McFadzen, Director of Communication, gave a presentation on Policy Management. She noted that development of policy is a key responsibility and role for trustees in their direction of education and the development of policy is a shared responsibility taking into account the needs and priorities of the whole community, and involves consultation with stakeholders and partners. The UGDSB Policy #100 – Policy Management, outlines how we develop policy. Ms. McFadzen also reviewed what constitutes an administrative procedure and a protocol, and outlined the role of the Policy Management Committee. A flow chart illustrating the policy creation and review procedures was provided to Trustees.

Recommendation #4

Trustee Busuttil moved that the verbal presentation on the Policy Management Process be received.

The motion carried.

TECHNOLOGY IN THE BOARDROOM

Trustee Borden and Mr. John Shanks, Chief Information Officer, provided information regarding technology for the board room. It was explained that the Board set aside \$5,000 in the budget to provide technology to support Trustees' interest in environmental stewardship.

Mr. John Shanks demonstrated two examples of low cost technology (one time cost < \$500/unit) that could be provided to Trustees for board business noting the importance of keeping board business separate from personal devices. Training would be provided to any Trustee who chose to acquire one of the devices.

There was discussion around the practicality of Trustees using two separate devices. Issues pertaining to the need for easier access to information (e.g. past reports to the Board) and how information is received and stored were also raised. Trustees also requested clarification of the overall purpose for implementing the technology (e.g. move to go paperless) and a forecast of costs and potential savings prior to deciding on a specific type of technology. It was agreed that a small group of Trustees would meet to further investigate and discuss the issues and Trustees Moziar, Busuttil and Borden volunteered to participate.

RESIGNATIONS, APPOINTMENTS AND RETIREMENTS - Nil**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. Mr. Bowie represented the Board during visits made to 3 schools by the Ministry of Labour. He also met with Structural Engineers to address concerns raised as a result of the Ministry of Labour visits and an item identified through the inspection process. In addition Mr. Bowie attended an OASBO workshop to review pending changes to the Occupational Health and Safety Act.

Recommendation #5

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

Late Bus Transportation

Trustee Schieck requested information regarding the process parents from Arthur would need to undertake in order for consideration to be given to the provision of late bus transportation. It was explained such requests would be considered during the Board's budget process with costs considered when determining budget priorities. It is currently the policy not to provide late bus transportation, as the practice was discontinued in 1998 at the time of the school board amalgamation.

Policy Re: Cold Temperature

Trustee Schieck enquired if there was existing policy regarding the temperature at which action was taken to keep children indoors, or at which buses would not operate and schools would be closed. It was explained there is not a policy but that some guidelines were developed a number of years ago to assist the Director when considering the need to close a school due to cold weather. The information will be made available to Trustees. Decisions regarding keeping children indoors rest with the principals.

IN CAMERA

ADJOURNMENT

Trustee Busuttil moved that this Committee adjourn at 10:50 p.m. to report to the Board.

The motion carried