

UPPER GRAND DISTRICT SCHOOL BOARD

BUSINESS OPERATIONS COMMITTEE

MINUTES

March 8, 2011

The Business Operations Committee of Upper Grand District School Board met on Tuesday, March 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: Bailey, Borden, Cooper, Gohn, Moziar, Schieck, Topping and Waterston, along with Student Trustees MacDougall and Vander Vlugt.

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

APPROVAL OF AGENDA

A revised Open agenda was distributed at the meeting to reflect the addition of the Operations Group Orientation and Technology for Trustees Report.

Trustee Bailey moved that the revised agenda be approved as distributed.

The motion carried.

APPROVAL OF MINUTES

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

The motion carried.

DECLARATIONS OF CONFLICT OF INTEREST

There were no declarations of conflict of interest.

OPEN SESSION

HOUSEKEEPING BOUNDARY CHANGES (GUELPH)

Mr. Dennis Cuomo, Manager of Planning, introduced the report entitled, "Housekeeping Boundary Changes (Guelph), dated March 8, 2011. He explained that for the majority of the JK-6 schools within the school district, the entire JK-6 boundary is included in a JK-8 feeder boundary. A few exceptions exist, including Brant Avenue P.S. where part of the students graduating from Grade 6 attend Waverley Drive and part attend King George, depending upon where they live. As King George PS is scheduled to reopen as a JK-8 school in September 2012, and in consideration of the attendance area for King George, there is an opportunity to have all of the Brant Ave PS Grade 6 students graduate together to Waverley Drive PS. The current and proposed area maps were reviewed noting that due to the small number of students involved, there will be no significant impact on either school.

Recommendation #1

Trustee Moziar moved that this Committee recommend to the Board

THAT:

1. the report entitled "Housekeeping Boundary Changes (Guelph)" dated March 8, 2011 be received.
2. the 7/8 boundaries for King George PS and Waverley Dr. PS be approved as shown in Appendix A, Maps 2 and 3, effective September 2011.

The motion carried.

STUDENT TRANSPORTATION INFORMATION REPORT

Ms. J. Wright, Superintendent of Finance and Mr. Greg Seguin, General Manager, STWDSTS, provided a verbal report regarding student transportation. The History, Accomplishments, Products and Services, Student Safety Initiatives, Key Performance Indicators and the STWDSTS Web Site were highlighted.

In response to a question from Trustee Moziar, it was clarified that a calculation is built into the Ministry funding that provides additional funding for fuel when the cost exceeds ninety cents/litre.

In response to questions from Trustee Schieck, it was explained that the operators own the buses and it is the responsibility of the contract operators to provide driver training in keeping with the standards and criteria as set out by STWDSTS. It was also clarified that the private schools that purchase bus services pay their fair share of costs.

In response to a question by Trustee Cooper regarding risk assessment and performance indicators used to ensure children receive safe bussing, it was explained

that many factors are considered including the speed of traffic, any abnormal situations such as a hill, line of view, speed limit and the number of lanes of traffic students have to cross. Mr. Seguin noted there is a Hazard transportation policy in place. Mr. Seguin acknowledged the issue of a current area of concern where a large number of vehicles are reportedly passing stopped school buses when their lights are flashing. It is an issue of enforcement and the situation is being monitored and investigated. Bus drivers report vehicles passing buses to their operators who in turn report the incident to the OPP. The Board has requested that they also be informed so that data can be collected. A portable camera is being purchased to assist in documenting such safety infractions and identifying the vehicles involved.

Recommendation #2

Trustee Bailey moved that this Committee recommend to the Board that the verbal presentation regarding Student Transportation be received.

The motion carried.

OPERATIONS GROUP ORIENTATION

Mr. Paul Scinocca, Manager of Capital and Renewal Projects provided an overview of the Operations Group activities. The areas of responsibility include custodial services, maintenance services, contract renovations and services, environmental – authorities having jurisdiction, and capital and renewal. Components within each were highlighted. The organizational chart for the Operations Group was distributed at the meeting and reviewed. The challenges and opportunities for the department were identified and highlighted. It was explained that the department acts as a resource to the Trustees by providing information regarding building operations and/or construction/renovation plans; addressing concerns of parents, principals, teachers, citizens, etc; and support interaction with municipal and parent groups.

It was explained that the energy plan is being developed but is still in its infancy. Some of the accountability measures that are in place were reviewed. The issue of the upcoming challenge regarding power costs for schools boards was acknowledged. It was reported there are a few smart meters currently in place within the schools.

Recommendation #3

Trustee Schieck moved that this Committee recommend to the Board that the verbal Operations Group presentation be received.

The motion carried.

RESIGNATIONS, APPOINTMENTS AND RETIREMENTS

Ms. J. L. Rose introduced and reviewed the report “Retirements (Appendix A)”, dated March 8, 2011, as distributed at the meeting.

Recommendation #4

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

THAT:

- a) the report, "Retirements" dated March 8, 2011 be received; and,
- b) the Board approve the Executive Officer of Human Resources' decisions as outlined in the report "Retirements," dated March 8, 2011 (Appendix A).

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. Mr. Jim Bowie, Occupational Health and Safety Officer, is working with a committee to develop a staff handbook regarding violence and harassment in the workplace. He also participated in the Ministry of Labour visit to a school dealing with indoor environmental complaints. In addition, Mr. Bowie continues to meet with Structural Engineers to discuss concerns raised as an item identified through the inspection process.

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.

TECHNOLOGY FOR TRUSTEES

Trustee Borden introduced and reviewed the report entitled, "Technology for Trustees," dated March 8, 2011, presented on behalf of the Ad Hoc Committee formed to discuss issues related to the use of technology by Trustees. This Committee feels that it needs more information from Trustees in order to make a credible recommendation to the Board. A survey has been developed and once feedback has been received, a report will be brought to the Board for consideration.

Recommendation #6

Trustee Borden moved that this Committee recommend to the Board

THAT:

1. the March 8, 2011 report from the Ad Hoc Committee entitled "**Technology for Trustees**," be received.

2. Trustees complete the attached survey and return it to the Board Chair by March 22nd.
3. the Ad Hoc Committee prepare a report to Board for the March 29th Board Meeting.

The motion carried.

OTHER BUSINESS

Board Office - Toll Free Telephone Number

In response to a query by Trustee Schieck, it was clarified that there is a toll free 800 number for the Board Office. As the result of a concern raised by a constituent, the number has been placed more prominently on the front page of the website.

IN CAMERA

ADJOURNMENT

Trustee Waterston moved that this Committee adjourn at 10:15 p.m. to report to the Board.

The motion carried