

## **UPPER GRAND DISTRICT SCHOOL BOARD**

### **BUSINESS OPERATIONS COMMITTEE**

#### **MINUTES**

October 11, 2011

The Business Operations Committee of Upper Grand District School Board met on Tuesday, October 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, Moziar, Schieck, Topping and Waterston, along with Student Trustee MacDougall.

Present from the Administration were Director of Education, Dr. M. Rogers, Superintendents Benallick, Boswell, Fyfe, Morrell, Kelly and Wright; D.S. Cuomo, Manager of Planning; M. McFadzen, Communications Officer; M. Weidmark, Administrative Officer, Communications; J.L. Rose, Executive Officer of Human Resources; J. Shanks, Chief Information Officer; and, P. Scinocca, Manager of Capital and Renewal Projects.

#### **APPROVAL OF AGENDA**

Trustee Bailey 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 September 14, 2011 be approved as printed.

The motion carried.

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

There were no declarations of conflict of interest.

#### **OPEN SESSION**

#### **LAURINE AVENUE PUBLIC SCHOOL (NEW), BUILDING PROJECT REPORT**

Mr. Paul Scinocca, Capital and Renewal Projects Manager, introduced and reviewed the report entitled, "Laurine Avenue Public School (New) Project Report,"

dated September 28, 2011, CP:11-14. He explained that Full Day Kindergarten (FDK) will be fully implemented in East Guelph schools in September 2012, and will place significant pressure on the school facilities to house the projected number of students. The FDK Capital Plan approved in principle by the Board on September 27, 2011 included the construction of a new 400 pupil places school on the existing Laurine Avenue PS site. The target opening date for the new school is September 2013 and a proposed compressed schedule for the process in order to meet that timeline is required; therefore, a modified repeat design of an existing school and the use of a single meeting of a User Advisory Committee is suggested. The preliminary space utilization schedule, the target budget and preliminary design schedule for the project were reviewed (Appendix A) along with the proposed Schematic Drawings (Appendix B). The total cost projection is \$6.7M.

In response to questions from Trustees, it was clarified that a lift is included in the design of all two-storey schools to make accommodation for those with physical disabilities. It was also reported that discussion will commence with the City of Guelph this week regarding possible bylaw variances that may be required to address traffic moving through the site and using the back area as overflow parking. Mr. Scinocca also clarified that all schools are designed with attention to quality of materials and environmental features in order to maximize operating efficiencies.

### **Recommendation #1**

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

1. the report entitled "Laurine Avenue School (New) Project Report," dated September 28, 2011, CP:11-14, be received.
2. a new school on the site of Laurine Avenue PS be constructed to accommodate a JK-8 program with a target opening date of September 2013.
3. the "Laurine Avenue Public School (New), Building Project Report" attached as Appendix "A", dated September 28, 2011, CP11-14 be approved.
4. the Building Committee required by Policy 309 be replaced by a single meeting of a User Advisory Committee to provide for consultation with the school and community.

The motion carried.

### **FDK CAPITAL PROJECTS, KEN DANBY PS, OTTAWA CR. PS, FA HAMILTON, CENTENNIAL HIGHLANDS PS, HIGHLAND HEIGHTS ES**

Mr. Paul Scinocca, Capital and Renewal Projects Manager, introduced and reviewed the report entitled, "UGDSB-Full Day Kindergarten, Capital Plan," dated October 11, 2011, CP:11-13. The FDK Capital Plan was approved in principle by the Board on September 27, 2011 and it was explained that while many of the projects listed in the Capital Plan are not large enough to require approvals in accordance with Policy 309, the Capital Plan calls for "major projects regarding significant additions and/or renovations will be presented to Trustees for consideration." A revised Appendix

5 (Project Description – Hyland Heights ES) was distributed at the meeting. Details of the five projects (Appendices 1 through 5) were reviewed including the Architect, project description, present and future school capacity, proposed target budgets and draft floor plans.

It was noted that approval to proceed with the Ken Danby project is being sought prior to receipt of approval of the submission for FDK funding from the Ministry based on urgency. It was also explained that the Hyland Heights Project was altered to include the restoration of two original kindergarten rooms plus a renovation of two existing classrooms to become one purpose built kindergarten room and a seminar room while the feasibility to construct two new second floor classrooms is being investigated. Money has been allocated in the capital plan should it prove viable to proceed with the two additional second floor classrooms.

### **Recommendation #2**

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

1. the report entitled “FDK Capital Projects, Ken Danby PS, Ottawa Cr. PS, FA Hamilton PS, Centennial Hylands PS, Hyland Heights ES,” CP:11-13, dated October 11, 2011, be received.
2. the “Project Description” for Ken Danby PS, Ottawa Cr. PS, FA Hamilton PS, Centennial Hylands PS and Hyland Heights ES, as outlined in report CP:11-13, dated October 11, 2011, be approved.
3. staff be directed to proceed to construct the projects attached as Appendices 1 to 5 in report CP:11-13, dated October 11, 2011.

The motion carried.

### **UGDSB-FULL DAY KINDERGARTEN (FDK), BOUNDARY REVIEWS - DRAFT SCHEDULE**

Mr. Dennis Cuomo, Manager of Planning, introduced and reviewed the report entitled, “UGDSB-Full Day Kindergarten (FDK), Boundary Reviews-Draft Schedule,” PLN 11-21, dated October 11, 2011. He explained that within the FDK Capital Plan approved in principle on September 27, 2011, staff had reviewed the schools throughout the district and determined that, in addition to various planned capital renovations/additions for FDK, there is also a need to construct new schools. Implementation of this plan requires that boundaries will need to be established for these new schools. Changes to existing school boundaries will be required as well in order to make efficient use of school facilities and ensure that they are right-sized. Boundaries are normally established a minimum of 10 months prior to the opening of a new school. The overview of the timing of boundary reviews, the summary of proposed boundary reviews, the draft schedule of boundary reviews (Appendix 1) and the total enrolment capacities by review area (Appendix 2) were reviewed in detail.

The table in Appendix 1 of the report, column 1, Shelburne (Dufferin) was corrected to reflect that FDK implementation at Hyland Heights is 2013.

It was reported that a formal boundary review process will not be required in Rockwood/Eramosa as the capital plan proposes an early learning centre is being constructed to help alleviate the enrolment pressure from FDK (implementation by 2014) and projected enrolment growth at Rockwood Centennial

Analysis of the Wellington North, Minto, Mapleton and Erin determined that none of the schools in these areas trigger the need for a boundary review or other process due to the implementation of FDK or enrolment pressures.

The schedule of Capital Plan Public Meeting dates was included in the meeting package. The tentative agenda includes the presentation of the Capital Plan as approved in principle by the Board on September 27<sup>th</sup>, the Boundary Reviews – Draft Schedule as presented this evening and an opportunity for Questions and Answers.

It was clarified that the boundaries for the new King George and Laurine Avenue School have not been decided. A joint School Council meeting for Laurine Avenue, Ottawa Crescent and Tytler Schools is scheduled on October 20<sup>th</sup>.

In addition, Kennilworth PS is identified in the Capital Plan and that project will be brought forward for consideration in future. No boundary review is proposed at this time.

### **Recommendation #3**

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

1. The report entitled “UGDSB-Full Day Kindergarten (FDK), Boundary Reviews-Draft Schedule,” PLN: 11-21, dated October 11, 2011 be received.
2. Trustees approve the “Schedule of Boundary Reviews-Draft,” as shown in Appendix 1 of PLN: 11-21.
3. Board staff be directed to begin work on the boundary reviews scheduled for 2011/12, as outlined in PLN: 11-21.

The motion carried.

### **FACILITY PARTNERSHIPS – CO-BUILD OPPORTUNITIES**

Mr. Dennis Cuomo, Manager of Planning, introduced and reviewed the report entitled, “Facility Partnerships – Co-Build Opportunities,” dated October 11, 2011. He explained it is necessary for Trustees to consider the opportunity for co-build partnerships for the three new schools planned to open in 2013 and 2014. Mr. Cuomo explained that site constraints and the accelerated timing for the design and construction of the Laurine Avenue Elementary School does not allow for any co-build opportunity. There is time to advise the partnership list that the Board would consider

partnership opportunities for co-build on the new Stockford Elementary school project. Staff has identified one possible opportunity for co-build for the New Shelburne Elementary School that could meet the design time frame for the building – an enlarged gymnasium for community sports. This opportunity can be explored with the Town without seeking other partnership opportunities through the Partnership List.

#### **Recommendation #4**

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

1. the report entitled, "Facility Partnerships – Co-Build Opportunities," PLN: 11-22, dated October 11, 2011 be received and considered.
2. staff be directed to approach the Town of Shelburne to determine their interest in a co-build project involving an expanded gymnasium for the new Shelburne elementary school.
3. due to timing and site constraints, that no co-build partnerships be pursued for the New Laurine PS.
4. staff be directed to advise the Partnership List to solicit interest in co-build opportunities for the new Stockford elementary school.

The motion carried.

#### **OPERATIONAL REVIEW FOLLOW-UP REPORT**

Dr. Martha Rogers introduced and reviewed the report entitled, "Operational Review Follow-up Report," dated October 4, 2011. She explained that the Ministry of Education in collaboration with PriceWaterhouseCoopers LLP, conducted an Operational Review of the Upper Grand District School Board and released their initial report on the Board in the late Spring of 2010, which in turn was shared with Trustees and posted on the Board's website. A follow-up review was conducted in the spring of 2011 and a second review report was received in September 2011, detailing the progress that the Board has made in implementing the recommendations in their initial report. The Follow-Up Report to the Operational Review was then reviewed in detail. Staff will continue to work on areas for improvement identified by PriceWaterhouseCoopers LLP and the Follow-up Report will be posted on the website.

Trustee Borden noted that the policy document regarding Roles and Responsibilities as referred to in the report indicates completion by the end of 2011. The draft policy, including the input from the facilitator resulting from discussions at the recent Governance Workshop will be brought forward for consideration following the November Audit Committee meeting. Trustee Borden also noted that decision around the role of Trustees in hiring and recruitment will also be addressed in the policy.

In response to a question from Trustee Cooper regarding the Energy Management Plan, it was clarified that the baseline for energy consumption for each school was established last year and will now be evaluated to assess the team success in meeting its objectives.

### **Recommendation #5**

Trustee Schieck moved that this Committee recommend to the Board that the report entitled, "Operational Review Follow-up Report," dated 2011 10 04 be received.

The motion carried.

### **TRUSTEE PROFESSIONAL DEVELOPMENT**

Trustee Busuttil circulated and reviewed the report entitled "2011-12 Professional Development Report," dated October 11, 2011. The report provided a summary of the Trustees' professional development requests along with some cost estimates for the OPSBA PES, Labour Relations and AGM sessions. The information was reviewed by the Chair's Committee held earlier this evening and it was recommended that Trustees choose to attend only one OPSBA conference for the coming budget year. Following discussion it was agreed that Trustees who are on the OPSBA Board of Directors or hold an Executive position on the OPSBA Board would be exempt from this limitation.

Trustee Schieck raised concern about of the high cost of registration as the limiting factor for conference participation. Trustee Bailey volunteered to raise the issue with the OPSBA Executive and obtain an explanation for the high costs for registration and report back to Trustees.

### **Recommendation #6**

Trustee Busuttil moved that

1. the report entitled "2011-12 Trustee Professional Development Report," dated October 11, 2011, be received.
2. Trustees choose to attend one OPSBA conference for the coming budget year, with the exception of those Trustees who are on the OPSBA Board of Directors or who hold an executive position on the OPSBA Board.

The motion carried.

### **RESIGNATIONS, APPOINTMENTS AND RETIREMENTS - Nil**

### **HEALTH AND SAFETY REPORT**

Ms. Jennifer Rose, Executive Officer of Human Resource provided a verbal update of Health and Safety activities during the past month. The Ministry of Labour has been conducting a blitz of all Ontario Secondary schools after several incidents, explosions and fires occurred in science and tech labs, one of which resulted in the death of a student in Ottawa. Examination of the storage of flammables and combustibles in schools and other potential hazards has been undertaken in six

locations to date, with one more visit scheduled this week. Mr. Jim Bowie, Occupational Health and Safety Officer, has been present to assist administrative staff during the inspections and is reviewing any recommendations received. The priority remains student and staff safety at all times.

### **Recommendation #7**

Trustee Schieck moved that the verbal report on Health and Safety as presented by Ms. Jennifer Rose, Executive Officer Human Resources, be received.

The motion carried.

### **OTHER BUSINESS**

#### People for Education – 15<sup>th</sup> Annual Conference

Trustee Borden reported that 15<sup>th</sup> Annual Conference, *Making Connections 2011*, sponsored by People for Education, is being held on Saturday, November 5 and Sunday, November 6 at Winters College, York University, Toronto. More information is available in the office of the Chair.

#### Dates of Future Meetings – Date Changes

Superintendent Wright distributed information regarding the modifications to the Boundary Review Policy. In order to have the policy completed for consideration and recommendation at the Policy Management Committee meeting on November 1, 2011, a meeting is being scheduled on October 25, 2011 to complete the policy.

In order to accommodate the meetings required on Tuesday, October 25, 2011 the timing of the meetings has been adjusted as follows:

Property Committee (with Guelph Trustees) - 3:30 p.m. – 4:30 p.m.  
Boundary Review Policy Meeting (all Trustees) – 4:30 to 5:30 p.m.  
Student Discipline Committee – 5:30 to 6:00 p.m.

### **IN CAMERA**

An In Camera Session was not required as there were no reports being brought forward for discussion.

### **ADJOURNMENT**

Trustee Waterston moved that this Committee adjourn at 900 p.m. to report to the Board.

The motion carried.