

UPPER GRAND DISTRICT SCHOOL BOARD

BUSINESS OPERATIONS COMMITTEE

MINUTES

December 11, 2012

The Business Operations Committee of Upper Grand District School Board met on Tuesday, December 11, 2012, in the Board Room at 500 Victoria Road North, Guelph, Ontario commencing at 7:00 p.m.

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

Present from the Administration were Director of Education, Dr. M. Rogers, Superintendents Benallick, Kelly, McDonald, Morrell, Talbot and Wright; C. Zen, Assistant Superintendent; M. McFadzen, Communications Officer; M. Weidmark, Administrative Officer, Communications; J.L. Rose, Executive Officer of Human Resources; J. Passy, Manager of Planning; J. Veit, Manager of Operations; P. Scinocca, Manager of Capital and Renewal Projects; and Heather Imm, Senior Planner.

APPROVAL OF AGENDA

Trustee Fairbairn moved that the agenda be approved as printed.

The motion carried.

APPROVAL OF MINUTES

Trustee Topping moved that the minutes of the previous meeting, held November 13, 2012 be approved as printed.

The motion carried.

DECLARATIONS OF CONFLICT OF INTEREST

There were no conflicts of interest.

OPEN SESSION

DELEGATIONS

1. King George Boundary Review

Ms. Sarah Gower spoke on behalf of the parents from Victory PS in response to King George PS JK-8 FI Boundary Review, Report #3, released on Friday, December 7, 2012. Ms. Gower expressed appreciation that the Trustees and staff committee had listened to their concerns and position, but expressed disappointment that there was very little movement by staff outside the constrained parameters established for the review. The parents continue to believe that the process had been flawed, and that communication had not been sufficient as many parents were not aware at the onset that Victory students would be affected by a King George review. Ms. Gower also noted that during the ARC review completed two years ago, parents were told not to include full-day kindergarten in the planning because it was outside the scope of that report, yet now Victory is getting drawn into a King George boundary review in part because of FDK. The parent group continues to find the projected numbers to be inaccurate and believe that Victory will not be under the enrolment pressure identified by the Board. Transportation also remains an issue. The group supports the development of a Long Term Accommodation Plan as they feel it will benefit all students within the Board. Ms. Gower identified a number of unanswered questions. Trustees were asked to vote against both of the proposed scenarios and look for a more constructive and creative way to move forward.

TRUSTEES' RESPONSE TO DELEGATIONS

Trustee Moziar clarified that the ARC FI review was in progress when the Board learned that FDK was going to emerge in our board and across the province. It was unknown what the implementation for FDK would be, making it difficult to include it in the ARC review.

Trustee Busuttill thanked the Victory community for their comments regarding the process and indicated that she will seek every effort to improve a better process in future to inform parents so that they are more aware of what is included in the review.

KING GEORGE PS JK-8 FI BOUNDARY REVIEW REPORT #3

Ms. Jennifer Passy, Manager of Planning, introduced and reviewed the report entitled, "King George PS JK-8 FI Boundary Review Report #3," dated December 11, 2012. Ms. Passy provided the background and reviewed the goals, objectives and constraints. In keeping with the School Boundary Review Procedures Manual (320-A) report #3 provides a summary of information contained in the first and second boundary review reports; a summary of input received from the public; the final staff recommendation and justification for the recommended boundary change(s); a critical path resolution of the identified accommodation issue; and, a communication plan.

Ms. Passy reported that the committee re-evaluated the original scenarios based on concerns voiced specifically from the Victory PS FI parents and considered suggestions from the public. Staff continues to support Scenario one. However, as a

result of their analysis, the implementation option of provisional accommodation of Grade 4 FI at Victory PS subject to confirmation that no more than three portables are required to serve the enrolment in 2014/15 was identified as a workable alternative for consideration by the Board. Class organization modelling based on the two implementation options indicated the requirement of one portable to accommodate all the JK-3 FI and JK-6 RT students at Victory PS during the years 2014-21, and two portables may be necessary to accommodate all the JK-4 FI and JK-6 RT students at Victory during the same time period.

The future pressures on King George posed by East Guelph enrolment projections should be addressed by dealing with those communities and should not affect the Victory area students.

The proposed walking route provided by the Transportation Department for students identified as living within walking distance to King George PS (less than 2.4 km) was presented. A more detailed analysis of who may qualify for transportation to King George PS, according to the walking distance criteria, will be determined by the STWDST in spring 2014.

Trustees thanked staff for the excellent work in preparing the reports and FAQs and thanked the Victory Community for being engaged in the process.

It was explained that work on the Long Term Accommodation Plan will commence after February 2014, when the implementation of FDK and required boundary reviews have been completed. It was also clarified that if Trustees approved the option of provisional accommodation of grade 4 students at Victory PS, determination of continued accommodation would take place prior to the staffing process based on the next year's enrolment projections. An information report would be presented to the Board at the completion of the evaluation.

In response to questions from Trustees, Ms. Jennifer Passy explained that the Ministry has ratings regarding how many children can be in a class. Total capacity is determined by multiplying the number of classrooms by the loading, noting that in dual track schools, classes cannot necessarily load with the full number of students. Staff has adjusted the calculation to account for this with the result that the school capacity in dual track schools is less than the Ministry rated on the ground capacity. In addition, Ms. Passy explained that the power supply at Victory PS can support three portables, but that the Board is no longer able to acquire a second service to the site that would be required in order to accommodate any additional portables. Ms. Heather Imm, Senior Planner also clarified that various options for class configurations to determine how many classrooms would be required were explored, including double and in one case, a triple split class, looking to utilize space as efficiently as possible.

The timing of pick up and drop off times for students at Victory and King George was acknowledged. Ms. Janice Wright explained that the Transportation Consortium serves five boards which results in a complicated process for determining bell times for

the various schools along the routes to ensure all children receive a full day of instruction time. The bell times are reviewed every year and small adjustments can be made in some cases.

Recommendation #1

Trustee Moziar moved that this committee recommend to the Board

THAT:

1. the report attached to memo PLN:12-32, "King George PS JK-8 FI Boundary Review – Report #3," dated December 11, 2012, be received.
2. a) The Board approves Scenario 1 as described in Section 4.1 in the report attached to memo PLN:12-32, which assigns the Victory PS Grades 4, 5 and 6 FI students to King George PS, effective September 2014, and
b) the FI boundaries for Victory PS and King George PS outlined in Appendix 1, Maps 1-3 attached to memo PLN:12-32 "King George PS JK-8 FI Boundary Review – Report #3," effective September 2014 be approved.
3. effective September 2014, the implementation timelines applicable to Scenario 1 be approved as follows, and that notations on Maps 2 and 3 be amended to reflect the Boundary decision:
 - i. all Victory PS Grade 5 & 6 students will attend King George PS, and all Victory PS Grade 4 FI students will remain at Victory PS subject to annual monitoring.
 - ii. staff be directed to implement the transition of the Grade 4 FI students from Victory PS to King George PS in 2014/15 or any year thereafter, if the enrolment projections indicate that greater than three (3) portables are required at Victory PS. Further, Staff be directed to inform the parents of the Victory PS grade 4 FI students of the transition to King George PS by the end of February for the change to be in effect for the coming school year.
4. 7/8 FI attendance area boundary for King George PS as outlined on Map 4 attached to memo PLN: 12-32 be approved with an implementation date of September 2014.
5. Grade 7 FI students who graduate from Grade 6 FI at Edward Johnson PS, Victory PS and King George PS in June 2014 attend King George PS.
6. Grade 8 FI students be grandparented at John McCrae PS for the 2014/15 school year.

The motion carried.

Trustee Moziar requested that the Transportation Department be asked to consider the safety concerns raised by the delegation, in particular regarding the proximity of the sidewalk to the railway track along part of the suggested walking route and the two steep hills, and to consider them before giving an opinion regarding provision of transportation.

Ms. Jennifer Passy reported that the City of Guelph has indicated that the walking bridge across the river does receive winter maintenance and is kept clear of snow.

Trustee Waterston thanked the Victory parents for being polite and thorough and expressed appreciation for the time and effort they have put into their presentations. She noted that the recommendation of this committee will go forward to the Board for ratification on December 18, 2012.

INTERIM REPORT OF THE LEARNING CHOICES COMMITTEE

Ms. Erin Kelly, Superintendent of Education introduced and reviewed the report entitled, "Interim Report of the Learning Choices Committee 2012 11 12." The Learning Choices Committee has reached consensus that it would be beneficial for the UGDSB to offer a diploma program in a secondary school and she expressed the hope that the Committee will be able to proceed with its work to move beyond this preliminary analysis. A report would be brought back for final determination in February or March of 2013.

Ms. Judith Nyman of Nyman Consulting and Design Ltd. reviewed the report highlighting the benefits and challenges, elements of the IB Program (Diploma Program, Middle Years Program and Primary Years Program). The summary of overall costs for the Diploma Program was also presented. Ms. Nyman explained that the school ultimately designated as the Diploma IB School must self identify through a process that ensures the sustained motivation, willingness and commitment of the staff and administration. The school must also meet the standards and practices common to all IB programs.

Ms. Nyman outlined the next steps which include identifying a school to offer the program, analysis of enrolments and projections, transportation simulations and financial requirements and revenue options. Exploration of e-learning and virtual options to deliver IB in satellite school locations will also take place.

Trustees expressed support for the program while raising some questions regarding geographical and financial equity. The potential to attract international students was also acknowledged.

Recommendation # 2

Trustee Fairbairn moved

THAT

1. this committee recommend to the Board that the report entitled "Interim Report of the Learning Choices Committee 2012 11 12 be received.

2. The Upper Grand DSB approve, in principle the establishment of a Diploma International Baccalaureate Program (DP) in a secondary school in Guelph pending UGDSB approval of the following key items:
 - Identification of a motivated and willing secondary school staff and administration;
 - Financing of the start-up and on-going costs of implementing a Diploma program;
 - Final enrolment analysis by Planning Department staff;
 - Determination regarding transportation options.
 - Enrolment levels in the program;

The motion carried.

FDK CAPITAL PROJECTS YEAR 5, MULTIPLE SCHOOLS

Mr. Paul Scinocca, Capital Projects Manager, introduced and reviewed the report entitled, "FDK Capital Projects, Multiple Schools," CP: 12-19, dated December 11, 2012. He explained that the rationale in the FDK Capital Plan as approved in principle by the Board on September 27, 2011 and revised June 12, 2012 indicated major projects regarding significant additions and/or renovations will be presented to Trustees for consideration individually. The program is to be fully implemented across the district by September 2015. Appendix 1, Project Descriptions and proposed floor plans for Paisley Road PS, Victory PS, Jean Little PS, John McCrae PS, Kortright Hills PS, Sir Isaac Brock PS, Westminster Woods PS, Eramosa PS, Ross R. MacKay PS, Maryborough PS, James McQueen PS, Montgomery Village PS, East Garafraxa PS, Mono-Amaranth PS and Princess Elizabeth PS, were reviewed in detail.

Recommendation #3

- Trustee Borden moved that this committee recommend to the Board THAT
1. the report entitled "FDK Capital Projects, Multiple Schools," CP: 12-19, dated December 11, 2012, be received.
 2. the Project Description for Paisley Road PS, Victory PS, Jean Little PS, John McCrae PS, Kortright Hills PS, Sir Isaac Brock PS, Westminster Woods PS, Eramosa PS, Ross R. MacKay PS, Maryborough PS, James McQueen PS, Montgomery Village PS, East Garafraxa PS, Mono-Amaranth PS and Princess Elizabeth PS as outlined in report CP:12-19, dated December 11, 2012, be approved.
 3. staff be directed to proceed to construct the projects attached as Appendices 1 to 16 respectively, in report CP:12-19, dated December 11, 2012.

The motion carried.

CAPITAL & RENEWAL PROJECTS (2012/13)

Mr. Paul Scinocca, Manager of Capital/Renewal Projects introduced and reviewed the report entitled, "Capital and Renewal Projects (2012/13)," dated December 11, 2012. He explained that the department is responsible for planning and implementing all new schools, additions, major renovations and equipment replacement projects in all our schools and administration buildings. Mr. Scinocca highlighted the building projects currently under way. In addition to the capital projects, a five year renewal plan is maintained for implementing the renewal grant from the Ministry of Education (approximately \$5M). Last year these efforts were expanded by the introduction of additional grants for school condition improvement (approximately \$2M per year for three years). The budget summary by school and by project for 2012-13 and 2013-14 were reviewed.

It was noted that where possible capital and FDK projects for each school are integrated in order to maximize efficiencies by completing the work concurrently. In addition, the team considers accessibility upgrades that are required that could be incorporated at the same time. There is also a process whereby Elementary and Secondary School Principals are asked to identify school alterations or improvements that relate to educational programs at individual schools. In addition, all upgrades regarding heating, lighting, etc. use the most appropriate energy efficient installations.

In response to a question from Trustee Schieck, it was explained that FDK projects over \$250,000 require Ministry approval to proceed; however, renewal projects of the same magnitude do not require similar approvals as different criteria applies.

Recommendation #4

Trustee Schieck moved that this committee recommend to the board that the report entitled, "Capital/Renewal Plans (2012/13)," CP: 12-20, dated December 11, 2012, be received.

The motion carried.

OPERATIONS DEPARTMENT MULTI-YEAR PLAN, CUSTODIAL SERVICES – 2012-2014

Mr. John Veit, Manager of Plant Operations, introduced and reviewed the report entitled, "Multi-Year Plan – Custodial Services," dated December 11, 2012. It was explained that the goals for 2012-2014 were developed using the UGDSB Strategic Direction, the Director's Operational Plan Objectives and the department's Goals from 2009-2011. In addition, the goals for each of the four Operation's departments (Maintenance, Custodial, Facilities and Contract, and Capital and Renewal) have been aligned with each other in terms of resources, timing and direction. Mr. Veit provided a status update on objectives outlined for 2009-2011 (Appendix A) and reviewed the

updated Multi-Year Plan for Custodial Services for 2012-2014 including the planned timeline for completion (Appendix B).

In response to questions from Trustees it was clarified that head caretakers and night shift supervisors complete mandatory first aid training (including CPR and the use of defibrillators). The training is open to all caretakers and is well attended. The operators for the contract caretakers are responsible to provide any required training to their employees. Best practices are being implemented in all schools across the board, including those with contract caretakers.

Recommendation #5

Trustee Fairbairn moved that this committee recommend to the board that the report entitled, "Multi-Year Plan – Custodial Services," dated December 11, 2012, CP:12-17, be received.

The motion carried.

OPERATIONS DEPARTMENT MULTI-YEAR PLAN, FACILITIES & CONTRACTS – 2012-2014

Mr. John Veit, Manager of Plant Operations, introduced and reviewed the report entitled, "Multi-Year Plan – Facilities and Contracts – 2012-2014," dated December 11, 2012. It was explained that the goals for 2012-2014 were developed using the UGDSB Strategic Direction, the Director's Operational Plan Objectives and the department's Goals from 2009-2011. In addition, the goals for each of the four Operation's departments (Maintenance, Custodial, Facilities and Contracts, and Capital and Renewal) have been aligned with each other in terms of resources, timing and direction. The organizational chart showing the structure for Facilities & Contracts as of December 11, 2012 (Appendix A) was reviewed along with the Facilities and Contracts goals for 2012-2014 including the planned timeline for completion (Appendix B).

Recommendation #6

Trustee Fairbairn moved that this committee recommend to the board that the report entitled, "Multi-Year Plan – Facilities & Contracts," dated December 11, 2012, CP:12-18, be received.

The motion carried.

ACCESS UPPER GRAND - MULTI-YEAR ACCESSIBILITY PLAN OF THE UPPER GRAND DSB 2013-2018

Ms. Bonnie Talbot, Superintendent of Education for the Accessibility Steering Committee, introduced and reviewed the report entitled, "Multi-Year Accessibility Plan of the Upper Grand DSB 2012-2018," dated December 11, 2012, and the "Annual

Accessibility Report (September 2011 to August 2012).” Ms. Talbot reviewed the profile of disability in Ontario and presented the UGDSB Policy Statement that will be incorporated into a new policy that will be brought forward in 2013. The measures the Board will take over the period 2013-18 to identify, remove and prevent barriers for persons with disabilities who work, learn or volunteer in and/or use services in board facilities in order to fulfil the requirements of the standards as set out in legislation were reviewed along with the achievements to date.

Trustee Busuttil highlighted the need for collaboration across departments in order to imbed processes in the day to day work of staff to achieve accessibility. It is hoped that staff training will help achieve this through heightened awareness and attitudinal shifts. Training will be in place for all staff in September 2013.

It was also clarified that when a request is received for an alternate format for textbooks, the Board is required to try to procure them whether it is for elementary or secondary students in either regular track or French Immersion. The availability and use of electronic text books and other materials is also expanding.

Recommendation #7

Trustee Fairbairn moved that this committee recommend to the board

THAT:

1. the report entitled, “Multi-Year Accessibility Plan of the Upper Grand DSB 2012-1018,” dated December 11, 2012, be received.
2. The Annual Accessibility Report for 2011-2012 dated December 11, 2012, be received.

The motion carried.

RESIGNATIONS AND RETIREMENTS

Ms. J. L. Rose, Executive Officer Human Resources, introduced and reviewed the report “Resignations and Retirements (Appendix A and B)”, dated December 11, 2012, as distributed at the meeting.

Recommendation #8

Trustee Schieck acknowledged the long service employees and moved that the report, Resignations and Retirements (Appendix A and B) dated December 11, 2012, be received.

The motion carried.

HEALTH AND SAFETY REPORT

Ms. Jennifer Rose, Executive Officer of Human Resources provided a verbal Health and Safety Update. The SBCI (School Boards' Cooperative) is a non profit organization that provides data for Boards relating to WSIB claims and prepares an annual report for all boards regarding their performance relating to WSIB. Ms. Rose informed Trustees that the UGDSB out-performed many of the other large school boards in the Province. An overall cost reduction of over \$449,000 was experienced. The calculation based on cents/\$100 of payroll was greatly reduced and the time away from work was reduced over time from 24.67 days in 2008-09 to 8.79 days last year. The report also gives credit to Deidre Pyke, Health and Safety and Disabilities Manager, Alba Lowry, Administrative Officer, Disabilities Department, and Pauline Camara, Kinesiologist, for the processes they have put into place to narrow the delay in reporting to WSIB, and assisting employees' return to modified work.

Trustees extended congratulations to Deidre Pyke and the team for the excellent results.

Recommendation #9

Trustee Fairbairn moved that this committee recommend to the Board that the verbal Health and Safety Report be received.

The motion carried.

OTHER BUSINESS - Nil

IN CAMERA

ADJOURNMENT

Trustee Fairbairn moved that this Committee adjourn at 11:15 p.m. to report to the Board.

The motion carried.