

UPPER GRAND DISTRICT SCHOOL BOARD

BUSINESS OPERATIONS COMMITTEE

MINUTES

January 15, 2013

The Business Operations Committee of Upper Grand District School Board met on Tuesday, January 15, 2013, 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, 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; D. Walpole, Acting Chief Information Officer, and G. Hunter, Accommodation Planner/Geodata Analyst.

APPROVAL OF AGENDA

Trustee Schieck moved that the agenda be approved as printed.

The motion carried.

APPROVAL OF MINUTES

Trustee Bailey moved that the minutes of the previous meeting, held December 11, 2012 be approved as printed.

The motion carried.

DECLARATIONS OF CONFLICT OF INTEREST

There were no declarations of conflicts of interest.

OPEN SESSION

NEW SOUTH GUELPH JK-8 FI CENTRE BOUNDARY REVIEW – REPORT #2

Ms. Jennifer Passy, Manager of Planning, introduced and reviewed the report entitled, “New South Guelph JK-8 FI Centre Boundary Review – Report #2,” dated January 15, 2013. The goals, objectives and constraints for the review (Appendix A) were reiterated. The alternative scenarios to address the accommodation issues; staff analysis of the alternative scenarios developed; a list of recommended options including justification for the recommendations; the proposed timeline for implementation of the boundary changes; and the communication plan were reviewed in detail. The boundary maps (Appendix B) and walking webs (Appendix C) were also presented along with a comparison of advantages and disadvantages for Scenario 1 and Scenario 2 (the staff preferred scenario). Implementation is planned for September 2014.

Ms. Passy explained the introduction and use of the term “effective capacity” in order to reflect the disparity in the number of pupils per classroom in dual track schools. On average there are three less pupils in classrooms in dual track schools than the Ministry rating.

Recommendation # 1

Trustee Moziar moved that memo PLN:13-01 entitled “New South Guelph JK-8 FI Centre Boundary Review – Report #2,” be received.

The motion carried.

NEW ORANGEVILLE PUBLIC SCHOOL (SETTLERS’ CREEK) CONCEPT DESIGN REPORT

Mr. Paul Scinocca, Manager of Capital & Renewal Projects, introduced and reviewed the report entitled, “New Orangeville Public School (Settlers’ Creek) Concept Design Report,” dated January 15, 2013 including the projected expenditure budget, architect’s building program summary, mechanical and electrical design concept report, architect’s cost estimate and concept drawings. The User Advisory Committee has met to provide input on the concept design and site plan. Given the project scope and timing a lump sum tender construction model is suggested. The total anticipated cost is \$6.2M.

In response to questions from Trustees, it was clarified that the size of the library is consistent with the standard for K-8 schools. Mr. Scinocca also explained the location and configuration of the change rooms allows for the ability to easily restrict access to the library and gymnasium during community use. Should the need arise in future, expansion of up to 10 classrooms is possible. While there were some grading issues that impacted the orientation of the building on the site, the play area is relatively flat. It was also explained that before monitors can be put in place to allow for the incorporation of energy monitoring into curriculum, an overall plan outlining what the teachers would require is necessary. Efforts are being made to divide the electrical

system into logical sections in the schools to allow for introduction of this type of monitoring at a later date at a lower cost. There is no plan for a solar wall installation at this school. In addition, a good return on investment would not be met with the installation of solar panels on the roof due to the suspension of the Fit and MicroFit programs last year.

Recommendation #2

Trustee Busuttil moved that this committee recommend to the Board
THAT

1. the report entitled "New Orangeville Public School, concept Design Report," dated January 15, 2013, CP:13-01, be received.
2. the Concept Design report for the New Orangeville Public School (Settlers' Creek) building project, including the Preliminary Budget of \$6,196,536.79 as outlined in Appendix A of CP:13-01, be approved;
3. the construction model for the New Orangeville Public School (Settlers' Creek) building project be Lump Sum Tender.

The motion carried.

(NEW) ROCKWOOD PUBLIC SCHOOL BUILDING PROJECT REPORT

Mr. Paul Scinocca, Manager of Capital & Renewal Projects, introduced and reviewed the report entitled, "(New) Rockwood Public School, Building Project Report," dated January 15, 2013. The school is identified in the Board's FDK Capital Plan and permission to proceed with the design of the project was received. The construction of the project is to be supported by a combination of remaining NPP funds and FDK funds granted by the Ministry. The Preliminary Space Utilization Summary, Target Budget – Expenditures, Preliminary Design Schedule and Schematic Drawings were reviewed. The anticipated cost is approximately \$6.1M. The schematic floor plan is the same as initially proposed for the new school in Orangeville. Mr. Scinocca clarified for trustees that the use of a User Advisory Committee expedites the process when the project is a rebuild design.

In response to questions from Trustees it was clarified that there are services stubbed at the end of the street in Rockwood that will allow connection without major difficulty. In addition it was reported that egress from the libraries is not currently planned for the new Rockwood or Orangeville Schools.

Trustee Bailey acknowledged staff for the innovative capital planning that takes place in our board as the resulting efficiencies that enables us to fund additional projects.

On behalf of the Rockwood Community, Trustee Cooper thanked staff, Dr. Martha Rogers and MPP Liz Sandals for their hard work, advocacy and efforts that helped secure the funding and approvals for the new school.

Recommendation #3

Trustee Cooper moved that this committee recommend to the board

THAT:

1. the report entitled “(New) Rockwood Public School, Building Project Report,” dated January 15, 2013, CP:13-02, be received.
2. a new school on the Rockwood site be constructed to accommodate an elementary program to be completed and opened as soon as possible.
3. the “(New) Rockwood Public School, Building Project Report,” dated January 15, 2013, CP: 13-02, 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.
5. the architectural firm of Allen & Sherriff be approved by the Board as the project architect subject to successful contract negotiations with Board staff.

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 January 15, 2013, as distributed at the meeting.

Recommendation #4

Trustee Schieck acknowledged the long service employees and moved that the report, Resignations and Retirements (Appendix A and B) dated January 15, 2013, be received.

The motion carried.

HEALTH AND SAFETY REPORT

Ms. Jennifer Rose, Executive Officer of Human Resources provided a verbal Health and Safety Update. Work is underway to arrange for assessment of art kilns that are currently not in use due to some safety concerns, in the hopes of re-introducing them into the curriculum. A hearing conservation program is under development that will include staff hearing testing and decibel level testing of their work areas (manufacturing, music, woodworking, etc) in order to determine the appropriate hearing protection required. Staff are also developing a Safety in Technology Manual and safety processes within the technology departments to help address issues brought to the Board’s attention through the Ministry of Labour inspections. The equipment in the cosmetology program is being assessed to determine compliance with electrical safety

authority requirements. The chemical list has been reviewed and updated to reflect only chemicals that have been determined safe for use.

Recommendation #5

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

The motion carried.

OTHER BUSINESS

Budget Liaison Committee Membership

Ms. Janice Wright, Superintendent of Finance informed Trustees that the budget planning process is set to commence. She noted that Trustee Waterston was serving as the Trustee on the Budget Liaison Committee, but now attends as the Chair of the Business Operations Committee. A request for the appointment of a Trustee to fill the vacancy will be brought forward to the Board meeting scheduled January 29, 2013.

IN CAMERA

ADJOURNMENT

Trustee Fairbairn moved that this Committee adjourn at 9:05 p.m. to report to the Board.

The motion carried.