

**Upper Grand District School Board
Business Operations Committee
Minutes**

April 14, 2015

The Business Operations Committee of Upper Grand District School Board met on Tuesday, April 14, 2015, in the Board Room at 500 Victoria Road North, Guelph, Ontario commencing at 7:00 p.m.

The Chairperson, Trustee Cooper presided, and the following Trustees were present: Bailey, Busuttil, Fairbairn, MacNeil, Moziar, Schieck, Topping, and White along with Student Trustees Challinor and Woodford.

Present from the Administration were Dr. M. C. Rogers, Director of Education, together with Superintendents Benallick, Lindsay, McDonald, Morrell, Slater, Talbot, and Wright, Communications Officer McFadzen, Administrative Officer Communications Weidmark, Executive Officer of Human Resources Rose, Student Success Lead Zen, Planning Manager Passy, Senior Planner Imm, and Manager of Operations Veit.

Approval of Agenda

Trustee Schieck moved that the agenda be approved as printed.

The motion carried.

Approval of Minutes

Trustee Fairbairn moved that the minutes of the meeting of March 10, 2015 be approved as printed.

The motion carried.

Declarations of Conflict of Interest

There were no declarations of conflict of interest.

Preliminary Elementary Teacher Staffing for 2015-2016 School Year

Executive Officer of Human Resources Rose advised that The Collective Agreements between the Board and the Teacher Federations, the *Education Act* and the Regulations under the *Education Act* place significant restrictions over the workload of teachers and the number of classroom teachers required. Ms. Rose presented the report which outlined the projected staffing numbers for the 2015 – 2016 school year,

which will be used to determine classroom staffing.

Recommendation # 1

Trustee Schieck moved that:

1. The report "Preliminary Elementary Teacher Staffing for 2015-2016 School Year" dated 2015 04 14 be received.
2. Based on the projected Elementary FTE of 22,248 and system needs, a preliminary allocation of Elementary teaching staff for the 2015-2016 school year be set at 1306.1 FTE teachers.

The motion carried.

Preliminary Secondary Teacher Staffing for 2015-2016 School Year

Ms. Rose presented the report which outlined the projected secondary staffing numbers for the 2015 – 2016 school year, which will be used to determine teaching staff required.

Recommendation # 2

Trustee Schieck moved that:

1. The report "Preliminary Secondary School Teacher Staffing for the 2015-2016 School Year" dated 2015 04 14 be received.
2. Based on system needs and the projected Secondary ADE of 10,618.74 (includes international students) a preliminary allocation of Secondary teaching staff for the 2015-2016 school year be set at 728.37 FTE teachers.

The motion carried.

Clair Road DA Assignment Correction

Manager of Planning Passy reported that the February 24, 2015 PLN:15-16 DA assignment report indicated that the JK-8 French Immersion holding assignment for the Clair Road DA was shown as École Arbour Vista PS for grades JK-8, but should have been assigned to Fred A. Hamilton PS for grades JK-6 and École Arbour Vista PS for grades 7/8 only. A revised chart and boundary map were presented to correct the initial report.

Recommendation # 3

Trustee Moziar moved that:

1. Memo PLN: 15-16 "Clair Road DA Assignment Correction" dated April

14, 2015 be received.

2. The revised French Immersion assignments for the Clair Road DA as outlined on the attached chart “2015/16 Development Area School Assignments” and the map “Clair Road Development Area – Map 2” be approved.

The motion carried.

New East Guelph (Couling Crescent) School Boundary Review Report # 2

Senior Planner Imm advised that the New East Guelph (Couling Crescent) School Boundary Review process was established to determine the full extent of the attendance area for the new East Guelph (Couling Crescent) school. The report covered a feasible scenario to address the accommodation issues; staff analysis of the scenario developed; the proposed timeline for implementation of the boundary changes, and a communication plan. Items considered in the creation of the scenario included the size of the site for Couling Cres. PS, restriction on the number of portables at King George PS, French Immersion sustainability, impact at King George PS, number of students within walking distance, and projected enrolment numbers. Ms. Imm advised that a public information meeting was planned for April 22nd at King George PS from 7:00 p.m. – 9:00 p.m. Once the boundary review process is complete, it is expected that the final presentation will be made at Business Operations in June 2015.

Recommendation # 4

Trustee Moziar moved that memo PLN: 15-10 “New East Guelph (Couling Crescent) School Boundary Review – Report #2” be received.

The motion carried.

School Access Points for Transportation

Superintendent of Finance Wright advised that access points are used by STWDSTS to measure walking distances. Over the years, mapping capabilities of the bus planner software improved significantly. She noted that all access points are based upon sidewalks or driveways, not informal trails through adjacent parks. Once accurate access points were identified, all walking distances were re-measured, which resulted in some changes in eligible transportation for students. She advised that the new access points will come into full effect for September 2015, along with the new walking distances. Notification to parents of affected students will be sent home in the spring. Thanks were expressed to Wendy Dobson and staff for the work done on the revised access points and for the early communication plans.

Recommendation # 5

Trustee Bailey moved that the report "School Access Points for Transportation" dated April 14, 2015 be received.

The motion carried.

OPSBA Report

Trustee Busuttil advised that Boards were provided with revised membership fee rates for OPSBA. She requested support for the adoption of the new membership model, which was designed to ensure equity and provide a greater measure of stability from year to year in membership fees. Trustee Busuttil also requested that the Board forward a letter of support to OPSBA.

Recommendation # 6

Trustee Busuttil moved that:

1. The Upper Grand District School Board support OPSBA's new model for membership fees.
2. The Chair be directed to write a letter of support to OPSBA acknowledging the valuable programs and services that strengthen our role and work in public education.

The motion carried

Trustee Workshop – Wellness

Wellness Co-ordinator Brenda Ellis, advised that, when the attendance support program was initiated a few years ago, wellness was a part of that implementation. She provided an overview and history of the wellness programs offered to employees of the Board. The goal of the program is to improve overall health and wellness of employees through a holistic approach. She reported that improved wellness assists our staff in attaining both optimum professional and student achievement. Ms. Ellis highlighted her areas of focus which included employee and family assistance program awareness, stress management, sleep, resiliency, nutrition, fitness, professional development support and ASIST training (suicide intervention). Trustees expressed their thanks for the presentation, the positive programs offered, morale boosters, and for wellness support for staff and students.

Trustee Workshop – Safe Schools, Equity and Inclusive Education, and Accessibility

Superintendent of Education Talbot provided an overview of Safe Schools, Equity and Inclusive Education initiatives currently in place. She highlighted Policy 503 Safe Schools, explained Bill 13 *Accepting Schools Act*, and provided information on bullying and bullying prevention and intervention plans. Progressive discipline for students including suspensions and expulsions were also discussed.

Superintendent of Education Talbot also did a workshop on Accessibility. She shared the multi-year accessibility plan, and the 2013-14 accessibility report. Highlights of her presentation included staff training, continuous review of standards, compliance to AODA standards, audit of Board facilities, achievements, barriers, customer service standards, recruitment, accommodations and future plans.

Trustees expressed thanks for the workshops on safe schools and accessibility.

Other Business

Fundraiser at Drayton Heights PS

Trustee Schieck invited everyone to attend a fundraiser scheduled for April 15, 2015, at the arena in Drayton, sponsored by Drayton Heights PS. Following the fundraiser, he noted that he planned to tour Youth Options in Arthur, and invited all to attend.

School Closures in Extreme Cold Weather

Trustee White suggested that, in consideration of busy timelines for staff and staff workloads, that Trustees, rather than staff, speak with parent councils and principals to get feedback on concerns and possible suggestions on how to best deal with school closures in extreme cold weather. She also suggested that, through the Chair's Committee a less formal discussion be held, once feedback has been received. It was suggested that a letter be written to OPSBA to determine the practices and policies of other boards in the same weather patterns. Ms. White felt it was important to get feedback from Principals, staff, and other boards, in order to make an informed decision to develop the best procedure for this board to deal with school closures in extreme cold weather.

Trustee Leadership

Trustee MacNeil provided an update on the Trustee leadership event. She noted that that a date and location have yet to be determined, and that the focus will be on team

building. A draft agenda was shared, and it was requested that Trustees forward their comments and suggestions via email.

In Camera

Personnel matters – nil report

Other Business

OPSBA Update on Collective Bargaining

Trustee Busuttill provided an update on Central Table negotiations for OSSTF and ETFO. ETFO has filed for conciliation. If the conciliation officer recommends a “No Board” report, 17 days later, the Union may go on strike or the Boards may lock out ETFO teachers. Negotiations with OSSTF are proceeding at the Central Table.

At the local level, OSSTF teachers have filed for conciliation in 7 Boards. The first board to have a local strike (same process including the 17 days) will be Durham DSB. The other 6 boards include Waterloo, Halton, Peel, Ottawa Carlton, Lakehead, and Rainbow.

Recommendation # 9

Trustee White moved that the verbal OPSBA update on Collective Bargaining be received.

The motion carried.

Adjournment

Trustee Bailey moved that this Committee adjourn at 10:00 p.m. to report to the Board.

The motion carried.