

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

March 20, 2018

The Business Operations Committee of Upper Grand District School Board met on Tuesday, March 20, 2018, in the Board Room at 500 Victoria Road North, Guelph, Ontario commencing at 7:08 p.m.

The Chairperson, Trustee MacNeil presided, and the following Trustees were present: Busuttil, Cooper, Fairbairn, Lustgarten Evoy, Moziar, Schieck, Topping, and White along with Student Trustee Allison Cai.

Present from the Administration were, Director of Education Rogers, together with Superintendents Heaslip, McDonald, Regier, Slater, and Van Ooteghem, Communications Officer Loney, Executive Officer of Human Resources Rose, Manager of Planning Passy, Senior Planner Imm, Accommodation Planner/Geodata Analyst Hunter, Operations Officer Scinocca, and Manager of Operations Veit.

**Approval of Agenda**

Trustee Fairbairn moved that the agenda be approved as printed.

**The motion carried.**

**Approval of Minutes**

Trustee Fairbairn moved that the minutes of the meeting of February 13, 2018 be approved as printed.

**The motion carried.**

**Declarations of Conflict of Interest**

There were no declarations of conflict of interest.

**Trustee Determination and Distribution for  
The Upper Grand District School Board 2018**

Director of Education Rogers advised that all boards must determine and distribute geographically their number of Trustee positions by March 31, 2018. Once determined, a report must be forwarded to the Ministry of Education by April 3, 2018. She reported that, in the municipalities served by the Upper Grand District School Board, there has

not been a significant demographic growth in the past four years. The number of Trustee positions would therefore remain status quo at ten positions. Currently, there is a district wide average of 19,846 voters per Trustee. After reviewing potential distribution options, it is recommended that the distribution of Trustee positions also remains status quo. Director of Education Rogers thanked Accommodation Planner/Geodata Analyst Hunter and the rest of the Planning department for their assistance with this task.

### **Recommendation # 1**

Trustee Moziar moved that:

1. The report entitled Trustee Determination and Distribution for the Upper Grand District School Board for 2018 dated March 8, 2018 be received.
2. The Upper Grand District School Board approve the determination of 10 Trustee positions for the Board, the same number who were elected to the Board at the 2006, 2010 and 2014 regular elections.
3. The Status Quo (Option A) Trustee distribution, as outlined in Appendix "C" of the report entitled Trustee Determination and Distribution for the Upper Grand District School Board for 2018 dated March 8, 2018, be approved and submitted, no later than April 3, 2018 to the Ministry of Education, the election clerk for all municipalities within the board's jurisdiction; and the secretary of every other board that is wholly or partially within the board's area of jurisdiction.
4. The Board approve that no areas in the jurisdiction of the Upper Grand District School Board be designated as low population areas.

**The motion carried.**

### **Addition to Parkinson Centennial PS Project Approval Report, Construction Tender and Final Project Budget.**

Operations Officer, Facility Services Scinocca provided an overview of the tender and final project budget for the addition of two full-day kindergarten classrooms at Parkinson Centennial PS. He noted that the final project budget was approximately \$130,000 less than the preliminary budget at concept design. The anticipated completion date for the project is December 2018, with hopes of an early occupancy. Trustees raised questions of clarification, and thanked staff for the report.

### **Recommendation # 2**

Trustee Fairbairn moved that:

1. The report entitled "Addition to Parkinson Centennial PS, Project Approval Report Construction Tender and Final Project Budget" dated March 20<sup>th</sup>, 2018, CP:18-01, be received.
2. A Final Project Budget of \$1,065,457 outlined in Appendix A in the report CP:18- 01, be approved.
3. The contract for the addition to Parkinson Centennial PS building project be awarded to the low tenderer Shertine Construction Limited.

**The motion carried.**

### **School Year Calendar 2018 2019**

Superintendent of Education Slater advised that Ontario Regulation 304 requires Boards to prepare a school year calendar for Ministry approval. Holidays are designated by the regulation and the school year must begin on or after September 1 and end on or before June 30. In accordance with both the secondary and elementary teachers' collective agreements, the maximum number of school days is 194 school days, of which 7 may be designated as professional activity days. Three of the professional activity days must be devoted to provincial education priorities as outlined in PPM 151. Mr. Slater noted that a report must be sent to the Ministry of Education by May 1, 2018, with the details of the school year calendar for 2018 2019.

### **Recommendation # 3**

Trustee Fairbairn moved that:

1. The report entitled "School Year Calendar 2018-2019" dated March 20, 2018 be received.
2. The proposed school calendars for the 2018-2019 school year for the Upper Grand District School Board's elementary and secondary schools, as outlined in Appendix B and C respectively, be approved by the Board for submission to the Ministry of Education for final approval in accordance with Regulation 304.

**The motion carried.**

## **Centre and North Wellington Secondary Boundary Review, Initial Boundary Review Report**

Manager of Planning Passy reported that at the August 29, 2018 Board meeting, the following motion was passed: “That staff be directed to proceed with a full boundary review to consider boundaries for Wellington Heights SS and Centre Wellington DHS to better accommodate students and families within that area.” The Initial Boundary Review Report for a Centre and North Wellington Secondary Boundary Review was presented in accordance with Policy 320, School Boundary Review. The report included background information; goals, objectives and constraints; existing school boundary context for Wellington Heights SS and Centre Wellington DHS; status quo enrolment projections; description of subject area; accommodation options; staff committee recommendation; boundary review process and timeline; and current and proposed boundary maps. The Boundary Review Committee evaluated options and determined that Option 1 – Status Quo, was the preferred alternative and provided the following rationale to support the recommendation:

- A boundary change or option area would promote additional enrolment decline at Wellington Heights SS and potentially negatively impact learning opportunities for students.
- School bus transportation times for students in the impacted area would be approximately the same whether they attended Wellington Heights SS or Centre Wellington DHS. This similarity in times is due to the more direct routing for Wellington Heights DHS routes versus the more circuitous routes for Centre Wellington DHS.
- Option 1 maintains the feeder school relationship for Arthur PS. The current elementary home school for the subject area is Arthur PS. If the subject area were to be included in the Centre Wellington DHS school boundary, students from the subject school would continue to Arthur PS for elementary school, and then would be split from their peers and attend their designated secondary home school of Centre Wellington DHS. The transition to high school can be difficult for some students; changing schools without the support of their peers may make this transition harder.
- If a boundary change were approved, students from the subject area who would want to remain with their peer group and attend Wellington Heights SS would be required to apply for Out of Area approval and would not be eligible for transportation to Wellington Heights SS.

Trustees questioned whether or not it was prudent to proceed further with the boundary review considering the recommendation from staff, and the associated work load if the

end result may be status quo. It was suggested that a notice of motion of reconsideration may be placed at the next Board meeting, and discussed further at the April Board meeting. Trustee Schieck requested that a meeting be scheduled with staff, appropriate Trustees, together with the parents who delegated in August of last year, to share the Initial Boundary Review Report and recommendation from staff. Recommendation # 1 from the report was placed. Recommendations 2 and 3 were not placed.

#### **Recommendation # 4**

Trustee Schieck moved that memo PLN: 18-05 “Centre and North Wellington Secondary Boundary Review – Initial Boundary Review Report” be received.

**The motion carried.**

#### **Long Term Accommodation Plan (LTAP) Summary of Input from Phase 1 Public Engagement**

Manager of Planning Passy advised that the public engagement plan includes two phases of engagement. The first phase was conducted during the month of February. Engagement included regional public workshops and presentations and workshop activities with advisory committees. The public also had an opportunity to complete an online survey. There were two questions presented at the public workshops; “How would you describe your school today?” and “What do you want your school to be?” Feedback received will inform the draft LTAP and help to complete the picture of our school communities.

Senior Planner Imm advised that the feedback was analyzed and categorized into different sections; program, resources, culture/community, facility/grounds, equity, and long term planning. She reported that overall, there was a consistency in the comments received, and people were happy to talk about their school community and culture. Ms. Imm advised that LTAP will be on the Business Operations Agenda again in April with a new schedule for public engagement. Five regional meetings are planned for May, and the final LTAP report should be ready in June 2018. Trustees expressed thanks for the in-depth report that reflected the values and priorities in the community and will inform other Board activities including the Board’s strategic plan.

#### **Recommendation # 5**

Trustee Fairbairn moved that memo PLN: 18-04 “Long Term Accommodation Plan (LTAP) - Summary of Input from Phase 1 Public Engagement” dated March 20, 2018 be received.

**The motion carried.**

## **Pupil Accommodation Review Guidelines and New Vision for Student Transportation in Ontario – Summary**

Superintendent of Finance Regier advised that on Wednesday, March 7<sup>th</sup>, 2018, Trustees participated in a workshop that discussed two key topics and generated feedback for the Ministry of Education and the Ontario Public School Boards' Association (OPSBA). The workshop covered the following topics; Pupil Accommodation Review Guidelines (PARG), and New Vision for Student Transportation in Ontario. He noted that the Board has until March 23, 2018 to submit feedback on the PARG to the Ministry of Education and until March 23, 2018 to complete the OPSBA Transportation Survey. The Board also has the option of submitting direct feedback on the New Vision for Student Transportation to the Ministry by March 29, 2018.

Manager of Planning Passy advised that templates to support the revised PARG guidelines would be developed. However, she cautioned that the templates may be developed after the revised Guidelines had been published, and suggested that that issue be shared with the Ministry on the Board's behalf. Trustee Busuttill raised a concern about the potential restrictiveness of the Ministry templates.

Superintendent of Finance Regier presented the results of the OPSBA Survey on Transportation. The questionnaire for Trustees contained 18 questions regarding transportation concerns or accomplishments with specific boards. He summarized the responses to the many questions. Trustees provided feedback on the completed questionnaire.

### **Recommendation # 6**

Trustee Fairbairn moved that

1. The Report: "Pupil Accommodation Review Guidelines and New Vision for Student Transportation in Ontario - Summary" dated March 20, 2018 be received.
2. The Board directs the Chair of the Board to submit feedback on the PARG as contained in Appendix A to the Ministry of Education no later than March 23, 2018.
3. The Board approves the completion of the OPSBA survey as per the information in Appendix B no later than March 23, 2018.

**The motion carried.**

## **2018-2019 Trustee Budget Draft Request**

Trustee Busuttil provided a copy of the 2017 2018 budget for Trustees. It was recommended that the budget remain the same for the 2018 2019 year. She provided an overview of the sections of the Trustee budget which included the following: Professional Development, Travel, Office Supplies, Meeting Expenses, and Membership Fees.

### **Recommendation # 7**

Trustee Cooper moved that:

1. The Report "2018-2019 Trustee Budget Draft Request", be received.
2. The recommendation of \$38,900 for the 2018-2019 Trustee Budget be approved.

**The motion carried.**

### **Other Business**

Trustee Busuttil advised that she will present a suggestion to extend the Boards Strategic Plan by a year to provide consistency and stability for staff and ease of transition for new Trustees in an election year.

### **In Camera – nil report**

### **Adjournment**

Trustee Fairbairn moved that this Committee adjourn at 9:25 p.m. to report to the Board.

**The motion carried.**

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