

UPPER GRAND DISTRICT SCHOOL BOARD

BUSINESS OPERATIONS COMMITTEE

MINUTES

September 13, 2011

The Business Operations Committee of Upper Grand District School Board met on Tuesday, September 13, 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, Gohn, Moziar, Schieck, Topping and Waterston, along with Student Trustees MacDougall and Sampson.

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; John 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 June 14, 2011 be approved as printed.

The motion carried.

DECLARATIONS OF CONFLICT OF INTEREST

There were no declarations of conflict of interest.

OPEN SESSION

SHELBURNE PUBLIC SCHOOL (NEW), BUILDING PROJECT REPORT

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

September 13th, 2011, CP:11-08. He explained that on June 28, 2011, approval was given to construct a new JK-8 school in Shelburne with approximately 425 pupil places funded by NPP wrap up funds and supported where possible by FDK capital funding. The Full Day Kindergarten Program is scheduled to be fully implemented in Shelburne by September 2012. 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 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 scheduled for the project were reviewed (Appendix A). The total cost projection is \$6.9M.

In response to a question from Trustee Cooper, it was confirmed that staff remains mindful of energy and water consumption and other environmental issues as the project designs are developed for all capital projects.

Recommendation #1

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

1. the report entitled "Shelburne Public School (New) Project Report," dated September 13th, 2011, CP:11-08, be received.
2. a new Shelburne Public School be constructed to accommodate a JK-8 program with a target opening date of September 2013.
3. the "Shelburne Public School (New), Building Project Report" (attached as Appendix "A"), dated September 13th, 2011, CP11-08 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.

ASBESTOS MANAGEMENT UPDATE

Mr. Paul Scinocca, Capital and Renewal Projects Manager, introduced the report entitled, "Asbestos Management Update," dated September 13th, 2011, CP:11-09.

Mr. Michael Jou, Safety Training Officer explained the Occupational Health and Safety Act (Reg. 278/05) requires that an Asbestos Management Plan be implemented for any building where asbestos is known to be present, or ought reasonably to be known is present. Subsequent to 1990, asbestos containing materials were prohibited in the construction of buildings. He then reviewed the ongoing asbestos management efforts in place at the U.G.D.S.B. and those planned for the future.

Mr. Jou explained a dual-pronged approach is used: information and training. Binders of information resulting from the surveys undertaken by the firm Golder Associates Ltd. are in place in each school built prior to 1990. He stressed the importance of educating staff to ensure they are able to retrieve the information required

should an incident arise. Targeted training sessions were held for caretakers, head caretakers and night supervisors so that users understand the legal obligations, the terminology used, and the organization of the survey binders. In addition, Mr. Jou demonstrated for Trustees the customized PDF portfolios and digital maps he has developed and made available electronically to provide quick and easy access to key information that is cross referenced to the binders in an effort to increase the effectiveness and response time when dealing with an emergency situation.

It was clarified that there is an expectation that contract custodians are required to receive asbestos training from their employers. It was further explained that following the initial surveys which identify and classify the asbestos located in the buildings, annual audits are undertaken to identify any changes in conditions that could result in a potential hazard, and that air quality testing would be undertaken in the context of any identified disturbance.

Trustees thanked and congratulated Mr. Jou for his work regarding this important issue.

Recommendation #2

Trustee Moziar moved that this Committee recommend to the Board that the report entitled, "Asbestos Management Update," dated September 13th, 2011, CP:11-09, be received.

The motion carried.

ELEMENTARY ENROLMENT & STAFFING UPDATE

Mrs. Linda Benallick, Superintendent of Education provided a verbal report reviewing the elementary enrolment and staffing figures. She explained that each September, enrolment numbers are reviewed along with school configurations to ensure the Board remains compliant with Ministry guidelines. For the second year, no teachers are being declared surplus as a result of the reorganization. Overall enrolment is 210 FTEs greater than projected in February. As a result, and in order to remain compliant with primary class size parameters, 13.2 FTE teachers have been added as well as 0.6 FTE additional Principal/Vice-Principal time. Ninety percent of primary classes will have 20 or fewer students and the aggregate is 25.42 for the junior/intermediate classes.

Full Day Kindergarten (FDK) was implemented at 13 schools last year and at 5 additional schools this September, for a total of 18 schools. Of the additional overall student enrolments, 88 are for FDK classes increasing the FDK enrolment from 941 to 1029 children. New classes will be added at Parkinson, Grand Valley and Brant Avenue schools as a result, bringing the total number of classes to 53. Princess Margaret and Centennial Highlands experienced less FDK enrolment resulting in the reduction of 2 ECEs who will be relocated to Victoria Terrace and Parkinson. Three

additional ECEs will be hired for Gateway Drive, Minto Clifford and John Black Schools bringing the total number of ECEs in the system to 42 FTEs.

In year 3 (2012-2013), 12 additional sites will implement FDK, bringing the total to 30 schools. Capital funding requests are being submitted in October to the Ministry of Education to address the space needs for year 5 of the program.

Recommendation #3

Trustee Schieck moved that this Committee recommend to the Board that the verbal report on elementary enrolment and staffing as presented by Superintendent Benallick, be received.

The motion carried.

RESIGNATIONS, APPOINTMENTS AND RETIREMENTS

Ms. J. L. Rose introduced and reviewed the report "Resignations and Retirements (Appendix A and B)", dated June 14, 2011, as distributed at the meeting.

Recommendation #4

Trustee Waterston acknowledged the long service employees and moved that this Committee recommend to the Board the report, "Resignations and Retirements (Appendix A and B)" dated September 13, 2011 be received.

The motion carried

HEALTH AND SAFETY REPORT - Nil

OTHER BUSINESS

Learning Foundation Initiative

Trustee Cooper reported on the Free to Achieve Fund initiative that is being established by the Learning Foundation to help underprivileged children in the Board. An application is being made to the United Way for seed money. Two letters of support are required.

Recommendation #5

Trustee Bailey moved that the Board direct the Chair to write a letter in support of the Learning Foundation's application to the United Way for seed money to fund the establishment of the Free to Achieve Fund initiative.

The motion carried.

Police School Board Protocol Training Sessions

Trustee Borden reported that the updated Police School Board Protocol was approved earlier today at the Policy Management Committee meeting. Several training sessions have been scheduled as follows and Trustees are invited to attend:

- Wellington County - September 23, 2011, Wellington County Museum, 1:00 – 3:00 p.m.
- Dufferin County - September 29, 2011, Monora Park, 9:00 a.m. – 11:00 a.m.
- Guelph – September 30, 2011, Ariss Park Golf Course, 10:00 a.m. to 12:00 noon

IN CAMERA

ADJOURNMENT

Trustee Waterston moved that this Committee adjourn at 9:50 p.m. to report to the Board.

The motion carried.