

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

October 13, 2015

The Business Operations Committee of Upper Grand District School Board met on Tuesday, October 13, 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, Lustgarten Evoy, MacNeil, Moziar, Schieck, Topping, and White along with Student Trustees Challinor and Johnson.

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 Loney, Executive Officer of Human Resources Rose, Student Success Lead Zen, Planning Manager Passy, Operations Officer Scinocca, 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 Topping moved that the minutes of the meeting of September 15, 2015 be approved as printed.

**The motion carried.**

**Declarations of Conflict of Interest**

There were no declarations of conflict of interest.

**2015 Facility Partnership Report**

Manager of Planning Passy reported that the Ministry of Education released the new Community Planning and Partnership Guideline (CPPG) to replace its 2010 Facility Partnership Guideline. The purpose was to ensure that municipalities and other community partners are aware of school board plans regarding available school space in order to optimize the use of these public assets. Ms. Passy advised that policy 319

Facility Partnerships will need to be revised in accordance with the CPPG and that the Board may continue to operate under its current policy until the new one is adopted. Ms. Passy advised that, based on the current and projected enrolment levels at Erin PS, and the ability to create self-contained, exclusive and secure space, it is appropriate to advise the partnership list of the partnership opportunity at Erin PS. Ms. Passy advised that for Grand Valley PS, Centre Wellington DHS, and Norwell, it is not appropriate to offer space to prospective partners at this time. Questions of clarification and processes were answered.

### **Recommendation # 1**

Trustee Schieck moved that:

1. Memo PLN: 15-24 "2015 Facility Partnership Report", dated October 13, 2015 be received.
2. The Board approve of the availability of Partnership Space at Erin PS.
3. Staff be directed to advise the Partnership List in writing and on the Board's website that there is available Partnership Space at Erin PS.
4. Staff be directed to convene a public meeting to provide information to those on the Partnership List about available Partnership Space at Erin PS.
5. Staff be directed to advise the Partnership List that there are no available Co-Build opportunities at this time.

**The motion carried.**

## **Resignations and Retirements**

Executive Officer of Human Resources Rose presented the report Resignations and Retirements dated October 13, 2015.

### **Recommendation # 2**

Trustee Schieck moved that the report "Resignations and Retirements" dated October 13, 2015 be received, with thanks for the many years of service.

**The motion carried.**

## **Health and Safety Report**

Executive Officer of Human Resources Rose, introduced Nancy Culham, Manager of Health and Safety. Ms. Rose advised that Nancy had been working with both the Upper Grand DSB as well as the Wellington Catholic Board, and is now employed full-time with Upper Grand. Ms. Culham highlighted the status of projects underway including student injury prevention fund, work on tech education and science improvements in classrooms, guarding issues, updated machinery, draft of tech safety manual, and fume hood testing in science rooms. She noted that the Ministry of Labour will continue blitzes through schools in Ontario, targeting inspections on tech and science. Other project updates included control of hazardous energy, inspection program for tech and science rooms, WHMIS training, and tech shop layouts. Trustees expressed appreciation and thanks.

### **Recommendation # 3**

Trustee Fairbairn moved that the verbal report on Health and Safety be received, with thanks.

**The motion carried.**

## **Trustee Honoraria**

Superintendent of Finance Wright presented the Trustee Honoraria report and advised that the Trustee Honoraria is calculated by the average daily enrolment from the previous year budget, together with the base amount. For 2015 2016, the Trustee Honoraria is calculated at \$11,666.00. There is an additional amount of \$5,000.00 allotted to the Chair and \$2,500.00 allotted to the Vice-Chair, for the term of office from December 1, 2014 to November 30, 2018.

### **Recommendation # 4**

Trustee Schieck moved that the report Trustee Honoraria dated October 13, 2015 be received.

**The motion carried.**

## **Trustee Expenses**

Superintendent Wright advised that in July 2009, the Ministry of Education issued a Trustee Expenditure Guideline which included a recommendation that Trustee Expenses be posted on Board websites. Prior to posting, the expenses were shared with Trustees.

### **Recommendation # 5**

Trustee Fairbairn moved that the report Trustee Expenses dated November 10, 2015 be received.

**The motion carried.**

### **School Closures in Extreme Cold Weather**

Trustees MacNeil and White presented a report regarding school closures in extreme cold weather. The report reflected comments or concerns from parents of both elementary and secondary students. In order to continue the discussion about school closures in extreme cold weather, and to make a more informed decision, that, by November 3, 2015, staff provide information in response to the questions listed in Appendix B as follows:

1. What were the criteria for picking -35°C as the cut-off point?
2. How are absences marked if parents choose to keep students home?
3. What are the emergency procedures if schools are open but buses aren't running and there is an issue at the school? (equipment failure)
4. Communication plan needs to be put in place – how would this look?
5. What criteria are used for making the decision to close the schools?
6. Do in-school childcare providers get a refund on their rental fee for the day if the school is closed?
7. If a decision is made to always keep schools open, does this prevent staff from closing if they deem it necessary?
8. If buses are cancelled but schools are open and roads are safe, are parents expected to drive kids to school?
9. If schools are closed to students, why are staff expected to report for work?
10. Are there consequences for staff that choose to stay home with their children?

Two additional questions were added:

11. Will walking students have a crossing guard?

12. How often are schools closed due to extreme cold weather?

It was suggested that, in determining the process for school closures in extreme cold weather, consideration be given to the reasons. Is the concern about the school closure about the loss of an instructional day or is the concern about the health and safety of students. A discussion followed and many issues were raised including the potential for diesel fuel gelling at cold temperatures, consistency throughout the system, communication, staff and student concerns, difference in temperatures and weather in the northern part of the county versus the south, bussed versus walking students, difference in the numerous bus operators across the system, and student safety. It was agreed that the issue be referred to the November 2015 Business Operations meeting for a decision.

**Recommendation # 6**

Trustee Schieck moved that:

1. The report entitled School Closures in Extreme Cold Weather dated October 13, 2015 be received and considered.
2. The issue of School Closures in Extreme Cold Weather dated October 13, 2015 be referred to the November 2015 Business Operations meeting for a decision.
3. Staff be directed to provide information in response to the questions listed in Appendix B of the report entitled School Closures in Extreme Cold Weather dated October 13, 2015, by November 3, 2015.

**The motion carried.**

**Other Business – nil report**

**In Camera**

## **Adjournment**

Trustee Bailey moved that this Committee adjourn at 9:24 p.m. to report to the Board.

**The motion carried.**