

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

December 8, 2015

The Business Operations Committee of Upper Grand District School Board met on Tuesday, December 8, 2015, in the Board Room at 500 Victoria Road North, Guelph, Ontario commencing at 7:00 p.m.

The Chairperson, Trustee Schieck presided, and the following Trustees were present: Bailey, Cooper, Fairbairn, Lustgarten Evoy, MacNeil, Moziar, 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, Slater, Talbot, and Wright, Communications Officer Loney, Executive Officer of Human Resources Rose, Student Success Lead Zen, Planning Manager Passy, Manager of Health and Safety Culham, Operations Officer Scinocca, and Manager of Operations Veit.

Approval of Agenda

Trustee Bailey moved that the agenda be approved as printed.

The motion carried.

Approval of Minutes

Trustee Topping moved that the minutes of the meeting of November 10, 2015 be approved as printed.

The motion carried.

Declarations of Conflict of Interest

There were no declarations of conflict of interest.

Upper Grand District School Board Trust Funds – Transfer of Shares

Superintendent Wright advised that the UGDSB Trust Funds were established years ago for the purpose of administering scholarships for students of the Board. Prior to 1966, shares of Bell Telephone Company of Canada were donated, and since then, shares have been sold many times over. The shares are currently owned by Bell

Alliant. The report was presented to present the form of resolution required by the Transfer Agent for consideration.

Recommendation # 1

Trustee Fairbairn moved that:

1. The report entitled: Upper Grand District School Board Trust Funds dated December 8th, 2015, be received.
2. Martha Rogers, Director of Education and/or Janice Wright, Superintendent of Finance be and they are hereby authorized and empowered on behalf of the Board to accept and convey, assign, transfer or otherwise dispose of all or any shares, stocks, bonds, debentures or debenture stock and other securities of every description now or hereafter registered in the name of the Board or held or owned by the Board and to make, sign and execute on behalf of the Board all and any instruments of acceptance, assignment and transfer and documents whenever necessary or proper to effectuate the same with full power to appoint in their place and stead an attorney or attorneys with full power of substitution therein and that any and all instruments of acceptance, assignment and transfer and other documents in connection therewith and heretofore signed and executed on behalf of the Board in accordance with the authority set out above are hereby ratified and confirmed.

The motion carried.

Resignations and Retirements

Executive Officer of Human Resources Rose presented the report Resignations and Retirements dated December 8, 2015.

Recommendation # 2

Trustee Fairbairn moved that the report "Resignations and Retirements" dated December 8, 2015 be received with thanks for the many years of service.

The motion carried.

Health and Safety Report

Manager of Health and Safety Nancy Culham provided an update on Health and Safety. She advised that the Ministry of Labour visited Harris Mill PS in Rockwood, to ensure compliance with the Health and Safety Act, for the after school program that operates

out of the school. There were no orders written. The Ministry of Labour issued an order to install a rail around the ladder of the roof hatch. Ms. Culham reported that this work should be done by February 2016. She further reported that in similar situations across the Board, the same precaution will be taken. The Ministry of Labour also reviewed the Board's Pandemic plan. In response to an order received last year at Ken Danby, regarding an EA who was attacked by a student, a plan was put in place to notify all employees of a potential for violent or aggressive behaviour from the student and to communicate the safety plan to the employees.

Recommendation # 3

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

The motion carried.

New East Guelph (Couling Crescent) School Accommodation Plans for 2016 2017 School Year

Manager of Planning Passy presented the New East Guelph (Couling Crescent) School Accommodation Plans for 2016/2017 school year as directed by Board motion passed in June 2015, which stated that "Staff bring a report to Board in the fall of 2015 to confirm the opening date and starting grades of the Couling Crescent school, together with updated maps showing the implementation details for Couling Crescent school and École King George PS." Three key messages would be shared with the school community as follows:

1. The New East Guelph (Couling Crescent) school will open with grades JK- 4.
2. If building completion allows for occupancy of the New East Guelph (Couling Crescent) school following Labour Day, students from Tytler PS and École King George PS residing in the ultimate boundary will begin the 2016/2017 school year at the New East Guelph (Couling Crescent) school.
3. However, if building completion does not allow for occupancy by September 5, 2016, students from Tytler PS and École King George PS residing in the ultimate boundary will begin the 2016/2017 school year at Tytler PS and move to the New East Guelph (Couling Crescent) School in January 2017.

Recommendation # 4

Trustee Moziar moved that memo PLN: 15-29 “New East Guelph (Couling Crescent) School Accommodation Plans for the 2016/2017 School Year” dated December 8, 2015 be received.

The motion carried.

Annual Accessibility Report 2014-2015

Superintendent of Education Talbot advised that, legislation requires that all public and private sector organizations give persons with disabilities the same opportunity of access to its services, if possible, in the same location and in a similar way as these services are available to all others we serve. She highlighted the various components of the report and elaborated on the multi-year plan.

Recommendation # 5

Trustee Cooper moved that the Annual Accessibility Report for 2014-2015 dated December 8, 2015 be received with much gratitude.

The motion carried.

Other Business

Trustee Bailey advised that, in addition to what was decided at the Organizational meeting, that there are vacancies on some committees. The Budget Liaison committee will need another member, the Communications Committee requires one more, and student safety patrol, requires one student trustee.

Trustee Bailey noted that this was the first year in many that the OPSBA Director Voting Delegate for the Board was acclaimed and therefore no vote was necessary. He stated that this was a huge testament to Trustee Busutil for her leadership, hard work and great job done in that area.

In Camera

Labour Update

Personnel matters – nil report

Adjournment

Trustee Topping moved that this Committee adjourn at 7:58 p.m. to report to the Board.

The motion carried.