

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

April 12, 2016

The Business Operations Committee of Upper Grand District School Board met on Tuesday, April 12, 2016, 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, Busuttil, Cooper, Fairbairn, Lustgarten Evoy, MacNeil, Moziar, Topping, and White along with Student Trustee 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 Busuttil 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 8, 2016, 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 2016 2017 School Year

Executive Officer of Human Resources Rose presented the preliminary elementary teacher staffing report for 2016 2017. This report provides an estimate of the elementary teaching staff required for the upcoming school year.

Recommendation # 1

Trustee Moziar moved that

1. The report Preliminary Elementary Teacher Staffing for 2016 2017 School Year dated 2016 04 12 be received.
2. Based on the projected Elementary FTE of 22,740 and system needs, a preliminary allocation of Elementary teaching staff for the 2016 2017 school year be set at 1327.0 FTE teachers.

The motion carried.

Preliminary Secondary Teacher Staffing for 2016 2017 School Year

Executive Officer of Human Resources Rose presented the secondary preliminary teacher staffing report for 2016 2017 school year. The report provides an estimate of the secondary FTE teaching staff required for the upcoming school year.

Recommendation # 2

Trustee Fairbairn moved that

1. The report Preliminary Secondary School Teacher Staffing for 2016 2017 School Year dated April 12, 2016 be received.
2. Based on system needs and the projected Secondary ADE of 10,591.3 (includes international students) a preliminary allocation of Secondary Teaching staff for the 2016 2017 school year be set at 731.16 FTE teachers.

The motion carried.

**Implementation of the Report of the French Review Committee
(Recommendations 5 to 11 from the January 2016 Board Meeting)**

At the January Board meeting, Trustees approved the following recommendations:

5. The Human Resources Department review and expand its recruitment practices as it relates to French language teachers and support staff (e.g. ECEs, EAs).
6. The Human Resources Department advance the dates of the recruitment, posting and interviewing process for French language teachers.

7. The Human Resources Department actively pursue increasing teacher and ECE practicum placements in the Board for candidates with French language proficiency.
8. The Human Resources Department explore pool hiring to attract and retain qualified French language teachers.
9. The Human Resources Department work in conjunction with the local teacher unions to explore the potential of newly hired qualified French language teachers committing to 5 years of French language instruction in the Board.
10. The Human Resources Department hire an individual, on contract (e.g. a retired Principal), to work with UGDSB staff to develop a process to support recruitment and the hiring of qualified French language teachers, including occasional teachers and support staff. As part of this work, other school boards will be canvassed to identify any exemplary practices that could be adapted and incorporated into the UGDSB process.
11. The UGDSB work with OPSBA to advocate for the Ministry of Education and the Deans of the Faculties of Education and Colleges to assist in addressing the number of teacher and support staff available for French language instruction at both the elementary and secondary level.

Superintendent on Assignment in Human Resources Evans provided an update on the work completed to date on the seven recommendations of the French Review Committee as noted above. The following updates to the recommendations were reported.

5. An interim plan for recruitment of elementary French teachers for the 2016 2017 school year has been implemented. .
6. In February 2016, Anne Lehoux, former Principal of French Immersion was hired to lead the recruitment of French teachers which resulted in an increase in applications received and interviews scheduled.
7. Through contacts with all the Provincial Teachers' colleges, the Board will work collaboratively to increase the number of French placements for 2016 2017.

8. Pool hiring was explored. However, it was noted that adherence with Regulation 274, Central ETFO agreement with OPSBA, and Local ETFO contract and occasional teachers agreements were required.
9. The Board was unable to achieve a requirement that all newly hired teachers teach French for 5 years.
10. Human Resources is in the process of hiring an Elementary Principal whose responsibilities will include the recruitment and hiring of qualified French teachers.
11. Director Rogers agreed to participate with the Canadian Parents for French (Ontario) in a proposal for a Labour Market Partnership Study through the Ministry of Training, Colleges and Universities.

Trustees expressed thanks for the update and all the work done on the recruitment and retention of French teachers in support of the French Language program.

Recommendation # 3

Trustee Fairbairn moved that the report Implementation of the Report of the French Review Committee (Recommendations 5 to 11) dated April 12, 2016 be received.

The motion carried.

Elementary Identified Schools Report 2016 2017

Manager of Planning Passy advised that each spring the planning department provides an identified schools report, and includes projected school utilization rates for the next five years. This report provides Trustees with a longer term perspective of enrolment issues across the jurisdiction which helps to inform the need for other review processes. Schools in the overcrowded category include Hyland Heights ES, Centre Peel PS, Princess Elizabeth PS, Edward Johnson PS, John McCrae PS, JD Hogarth PS, Mono Amaranth PS, and John Black PS. Schools that are projected to fall into the underutilized category are Kenilworth PS, Princess Margaret PS, Alma PS, Eramosa PS, Erin PS, Gateway Drive PS, Grand Valley and District PS, June Ave. PS, Ottawa Cres. PS, Parkinson Centennial PS, Primrose PS, Priory Park PS, Ross R. MacKay PS, and Willow Road PS. The report also noted potential facility partnership spaces, French Immersion enrolment growth and capacity, French Immersion enrolment trends, French Immersion retention rates, dual track school enrolments, and development areas. Trustees expressed thanks for the report.

Recommendation # 4

Trustee Moziar moved that Report PLN: 16-11, Elementary Identified Schools Report – 2016 2017 dated April 12, 2016 be received.

The motion carried.

Everyday Heroes Selection Committee

Communications Officer Loney requested that 5 Trustees sit on the Everyday Heroes Selection Committee, which will be named at the April Board meeting.

Recommendation # 5

Trustee Moziar moved that the information on the Everyday heroes selection committee be received.

The motion carried.

School Naming Committee

Superintendent of Education Slater advised that the new Couling Cres PS will be opening next year. He advised names have been solicited from the community and that Trustee representation will be required on the school naming committee. He suggested that two Trustees sit on the committee, and agreed that three Trustees be appointed.

Recommendation # 6

Trustee Moziar moved that three Trustees be appointed to the school naming committee for Couling Cres PS at the April Board Meeting.

The motion carried.

Resignations and Retirements

Executive Officer of Human Resources Rose presented the report Resignations and Retirements dated April 12, 2016.

Recommendation # 7

Trustee Bailey moved that the report Resignations and Retirements dated April 12, 2016 be received.

The motion carried.

Health and Safety Report

Health and Safety Officer Culham, provided a Health and Safety update for the past month. She noted that in compliance with the Ministry of Labour notification, Risk of Workplace Violence has been implemented, and is running smoothly.

Recommendation # 8

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

The motion carried.

Other Business

Trustee Bustuttil advised that she had contacted the Toronto District School Board to determine their process to deal with the delivery of the French Immersion Program. She shared a document which outlined their process and reminded Trustees of the teleconference scheduled for April 19, 2016.

In Camera

Adjournment

Trustee Cooper moved that this Committee adjourn at 8:45 p.m. to report to the Board.

The motion carried.

This document is available in alternative formats upon request.