

## PROVINCE OF QUEBEC

**MINUTES OF THE SPECIAL MEETING OF THE COUNCIL OF COMMISSIONERS OF THE SIR WILFRID LAURIER SCHOOL BOARD HELD ON 2002-06-19**

A Special meeting of the Council of Commissioners of the Sir Wilfrid Laurier School Board was held in the boardroom of the Administration Centre, 235 Montée Lesage, Rosemere, QC on Tuesday, 2002-06-19 at 19:30 hours, at which were present:

Steve Bletas, Chairman; Mary Austin (Svotelis), Carolyn Curiale, Nazario Facchino, Pierre Garofano, Peter Haldimand, Peter MacLaurin, James McDougall, Nick Milas, Grace Nesi, Morten Schrier, and Edward Turchyniak, Commissioners; and Ghislaine Tanner, Parent Commissioner; and Dominic Martini, Director General.

Also present were: Robert Vallerand, Deputy Director General; François Badin, Director of Human Resources; Jean-Guy Messier, Director of Information Services; Raymond Thivierge, Director of Material Resources; and Jocelyne Thompson-Ness, Administrative Assistant. Several other persons were also in the audience.

Absent: William Pollock, Vice-Chairman; Natalie Auclair, Walter Fogel, Linda Gagnon, Glen Haines, Steve Kmec, Nancy Rupnik, Commissioners; and Linda Iaconetti, Parent Commissioner.

Guests: Effie Maniatis and Giordano Rosa-del-Vecchio.

The Chairman called the meeting to order at 19:35 hours.

**1.0 CORPORATE AFFAIRS****1.1 *Reintegration of a Student:***

The Director General provided the Council of Commissioners with background information on the case of Student "X" and the parent's request for their child to be reintegrated in to the schools of the Sir Wilfrid Laurier School Board.

The Council entered into discussion.

**020619-CA-0163**

WHEREAS resolution #010621-CA-0217 approved the expulsion of Student "X";

WHEREAS the parents were advised that the school board was prepared to reconsider the student's reintegration to the Sir Wilfrid Laurier School Board after a lapse of one year;

WHEREAS the parents were requested to advise the school board if such was the case;

WHEREAS the parents have requested a reinstatement into the schools of the Sir Wilfrid Laurier School Board;

Peter Haldimand MOVED THAT, on the recommendation of the Director General, the Council of Commissioners of the Sir Wilfrid Laurier School Board approve the reintegration of Student "X" to the schools of the Sir Wilfrid Laurier School Board.

**Carried unanimously**

### **1.2 Deed of Establishment – Maison Emmanuel:**

The Director General provided the Council with background information on Maison Emmanuel because the Summit School in Montreal no longer wishes to provide educational services to the residence through an agreement with the board it is the obligation of this board to provide these services.

#### **020619-CA-0164**

WHEREAS the Education Act (R.S.Q., Chapter I-13.3) specifies that the school board is responsible for the education of students residing within its territory;

WHEREAS section 39 of the Education Act (R.S.Q., Chapter I-13.3) obliges a school board to provide a deed of establishment to its established schools;

WHEREAS Maison Emmanuel is located on the territory of the Sir Wilfrid Laurier School Board;

WHEREAS the Summit School no longer wishes to maintain this facility as a campus;

Edward Turchyniak MOVED THAT, on the recommendation of the Directorate, the Council of Commissioners of the Sir Wilfrid Laurier School Board issue a deed of establishment for Maison Emmanuel.  
**Carried unanimously**

### **1.3 Deeds of Establishment & Three-Year Plan:**

The Director General reviewed the changes to the proposed policy.

#### **020619-CA-0165**

WHEREAS section 211 of the Education Act (R.S.Q., chapter I-13.3) requires the school board each year establish a three-year plan of allocation and destination of its immovables;

WHEREAS section 211 also requires the school board to draw up, in accordance with the plan, a list of its schools and of its vocational training and adult education centres and issue a deed of establishment to them;

WHEREAS the Sir Wilfrid Laurier School Board has carried out the required consultation in conformity with sections 39, 40 and 193 of the Education Act (R.S.Q., Chapter I-13.3);

Nick Milas MOVED THAT, on the recommendation of the Committee on the Use of Schools and Other Facilities, the Council of Commissioners of the Sir Wilfrid Laurier School Board approve policy #2002-CA-02: Deeds of Establishment and Three Year Plan for Allocation and Destination of Immovables.

**Carried unanimously**

### **1.4 ServiceMaster / Aramark Contract:**

The Director General advised the Council that the Administration had met with representatives of Aramark and it was mutually agreed to terminate the current contract on 2002-06-30 with no penalty to the board.

The Council entered into discussion.

**0710**

**020619-CA-0166**

WHEREAS the Provisional Council of the Sir Wilfrid Laurier School Board entered into a Management Service Agreement with ServiceMaster for a 5-year period (1998 – 2003);

WHEREAS ServiceMaster has been purchased by Aramark;

WHEREAS Aramark and the Sir Wilfrid Laurier School Board are mutually agreed to terminate the contract on 2002-06-30 without penalty to the Sir Wilfrid Laurier School Board;

WHEREAS there is a commitment to the present Director for the final year of the contract;

WHEREAS the Sir Wilfrid Laurier School Board is engaged in several important projects requiring the continuity and expertise of the Director;

Carolyn Curiale MOVED THAT, on the recommendation of the Directorate, the Council of Commissioners of the Sir Wilfrid Laurier School Board approve the termination of its contract with Aramark on 2002-06-30 without penalty.

AND THAT the Sir Wilfrid Laurier School Board agree to maintain the services of the present Director of Information Technology named by Aramark for the period 2002-07-01 to 2003-06-30.

AND FURTHER THAT the Sir Wilfrid Laurier School Board appoint temporarily Jean-Guy Messier as Director of Information Technology in accordance with section 53 of the Regulation Governing the Working Conditions of Management Staff of School Boards and his personal contract.

**Carried unanimously**

### **1.5 *Distribution of Electoral Divisions:***

The Director General reviewed the proposed number of electoral divisions and the timeline for the adoption of the description of electoral divisions noting that Commissioners will receive a proposal by the end of August for their consideration.

The Council entered into discussion.

**020619-CA-0167**

WHEREAS the Ministère de l'Éducation has confirmed that the Sir Wilfrid Laurier School Board will have 19 electoral divisions;

WHEREAS the Directeur général des élections has identified 33 336 electors for the Sir Wilfrid Laurier School Board;

WHEREAS the law governing school board elections establishes the terms of reference for the number of electors by electoral division;

WHEREAS the average number of electors by division in accordance with the terms of reference of the law governing school board elections is 1 755 and the permissible range is between 1 315 and 2 194;

Peter MacLaurin MOVED THAT, on the recommendation of the Executive Committee, the Council of Commissioners of the Sir Wilfrid Laurier School Board agree to distribute the number of electoral divisions as follows:

- 9 for the City of Laval; and
- 10 for the Laurentian and Lanaudière regions.

AND THAT each electoral division be composed of between 1 315 and 2 194 electors.

**Carried unanimously**  
**0711**

**1.6 Date, Time & Place of Meetings:**

**020619-CA-0168**

Nazario Facchino MOVED THAT the Council of Commissioners of the Sir Wilfrid Laurier School Board approve that the Council meeting for the month of December be set for 2002-12-11, in accordance with by-law #BL2000-CA-05: Date, Time and Place of Regular Meetings of the Council of Commissioners of the Sir Wilfrid Laurier School Board.

**Carried unanimously**

**020619-CA-0169**

Morten Schrier MOVED THAT regular meetings of the Council of Commissioners of the Sir Wilfrid Laurier School Board be held at 19:30 hours in the Boardroom of the Administration Centre located at 235 Montée Lesage, Rosemère, Québec on the following dates for the 2002-2003 school year:

2002-08-28	2003-01-22
2002-09-25	2003-02-26
2002-10-23	2003-03-26
2002-11-27	2003-04-23
2002-12-11	2003-05-28
	2003-06-18
	2003-06-25

**Carried unanimously**

**1.7 Committee Membership 2002-2003:**

The Council entered into discussion and agreed that the current members of the Ethics Review Committee be nominated for the 2002-2003 school year.

**020619-CA-0170**

WHEREAS the Provisional Council adopted a Code of Ethics and Professional Conduct for Commissioners (By-Law 3-1997) on January 20, 1998 in accordance with the terms of the Education Act (R.S.Q.c.l-13.3);

WHEREAS in keeping with said By-Law 3-1997, the Council of Commissioners must each year set up a Review Committee comprised of two (2) Commissioners, the Director General (coordinator), and one (1) substitute Commissioner to act as replacement in case of absence or of a complaint against a Commissioner on the Review Committee;

Mary Austin MOVED THAT the Council of Commissioners of Sir Wilfrid Laurier School Board name Peter Haldimand and Peter MacLaurin to the Ethics Review Committee for the 2002-2003 school year; AND

THAT William Pollock be named as Alternate on the Ethics Review Committee for the 2002-2003 school year.

**Carried unanimously**

The Council entered into discussion on the elections to the Appeals Review Committee and it was agreed that due to the number of Commissioners who were absent this evening but who had indicated to others that they wished to be part of this committee, that the elections to the committee be deferred to the 2002-06-26 meeting of the Council.

The Council entered into discussion on the Committee on the Use of Schools and Other Facilities.

**0712**

#### **020619-CA-0171**

Pierre Garofano MOVED THAT the Council of Commissioners of the Sir Wilfrid Laurier School Board renew the mandate of the Standing Committee on the Use of Schools and Other Facilities for the 2002-2003 school year:

**Carried unanimously**

#### **1.8 Committee Calendar 2002-2003:**

There was no feedback on the calendar.

#### **2.0 EDUCATIONAL SERVICES**

#### **2.1 Amendments to 2002-2003 School Calendars:**

This item was deferred to the meeting of 2002-06-26.

#### **2.2 Interboard Agreements 2002-2003:**

The Director General reviewed the interboard agreements for the 2002-2003 school year.

#### **020619-ED-0172**

Ghislaine Tanner MOVED THAT, in accordance with section 213 of the Education Act (R.S.Q., Chapter F-13.3), the Council of Commissioners of the Sir Wilfrid Laurier School Board authorize the Director General to **ENTER INTO AGREEMENT** with the following educational institutions governed by the Act respecting private education and other school boards for the provision of instructional services at the pre-school, elementary or secondary level for the 2002-2003 school year:

English Montreal School Board  
Lester B. Pearson School Board  
Riverside School Board  
Western Quebec School Board  
Commission scolaire des Laurentides  
Commission scolaire Marguerite-Bourgeoys  
Commission scolaire Rivière-du-Nord  
Institut canadien pour le développement neuro-intégratif "Steps Ahead"  
Montreal Oral School for the Deaf  
Peter Hall  
Summit School

THIS MOTION WAS CARRIED ON THE FOLLOWING DIVISION:

**YEA:** Mary Austin, Steve Bletas, Carolyn Curiale, Nazario Facchino, Pierre Garofano, Peter Haldimand, Peter MacLaurin, James McDougall, Nick Milas, Grace Nesi, Morten Schrier, Edward Turchyniak

**ABST:** Peter MacLaurin

### **2.3 Nomination to EERF:**

The Director General provided the Council with background information on the English Educational Resources Foundation (EERF).

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**020619-ED-0173**

Grace Nesi MOVED THAT the Council of Commissioners of the Sir Wilfrid Laurier School Board nominate Effie Maniatis, Director of Educational Services, to the Board of Directors of the English Educational Resources Foundation (EERF), effective 2002-07-01.

**Carried unanimously**

## **3.0 USE OF SCHOOLS**

### **3.1 Jules Verne E.S. to Accommodate Genesis E.S. Kindergarten:**

The Director General advised the Council that Genesis Elementary School cannot accommodate all of the students enrolled in kindergarten for the 2002-2003 school year but that space is available at Jules Verne Elementary School.

**020619-TS-0174**

WHEREAS Genesis Elementary School can accommodate three (3) kindergarten classes;

WHEREAS the forecasted enrolment for kindergarten students at Genesis Elementary School will require five (5) kindergarten classes;

WHEREAS space is available for an extra two (2) kindergarten classes at Jules Verne Elementary School;

Peter Haldimand MOVED THAT, on the recommendation of the Committee on the Use of Schools and Other Facilities, the Council of Commissioners of the Sir Wilfrid Laurier School Board approve that two (2) kindergarten classes comprised of the additional kindergarten students enrolled at Genesis Elementary School be accommodated at Jules Verne Elementary School for the 2002-2003 school year; AND THAT transportation will be provided for those students.

**Carried unanimously**

## **4.0 TRANSPORTATION**

### **4.1 School Hours 2002-2003:**

The Director General advised that status quo is being recommended for the school hours for 2002-2003 school year.

The Council entered into discussion.

**020619-TS-0175**

Edward Turchyniak MOVED THAT, on the recommendation of the Committee on the Use of Schools and Other Facilities, the Council of Commissioners of the Sir Wilfrid Laurier School Board approve the school hours for 2002-2003 as indicated below.

Arundel Elementary	8:11 - 14:17
Crestview Elementary	9:17 - 15:30
Genesis Elementary	9:17 - 15:40
Grenville Elementary	8:33 - 14:45
Hillcrest Academy	9:12 - 16:12
Holy Rosary Elementary	8:00 - 14:15
John F. Kennedy Elementary	7:50 - 14:10
Joliette Elementary	9:00 - 15:27
Jules Verne Elementary	9:15 - 15:30
Laurentia Elementary	8:55 - 15:11

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Laurentian Elementary	8:45 - 15:01
Lewis King Elementary	7:45 - 14:02
McCaig Elementary	9:05 - 15:22
Morin Heights Elementary	8:40 - 15:05
Mountainview Elementary	8:55 - 15:13
Our Lady of Peace Elementary	8:00 - 14:15
Pierre Elliott Trudeau Elementary	9:15 - 15:30
Rawdon Elementary	8:15 - 14:20
Rawdon Middle School	8:10 - 14:20
Souvenir Kindergarten	8:10 - 14:25
Souvenir Elementary	8:30 - 14:45
St-Jude Elementary	9:10 - 15:32
St-Paul Elementary	9:05 - 15:37
Ste-Adele Elementary	8:33 - 14:48
Ste-Agathe Academy (Elementary)	9:10 - 15:57
Terry Fox Elementary	8:00 - 14:10
Twin Oaks Elementary	9:12 - 15:30
Joliette High School	9:02 - 15:40
Lake of Two Mountains High School	7:48 - 14:10
Laurentian Regional High School	8:50 - 15:20
Laval Catholic High School	8:35 - 15:06
Phoenix	8:30 - 15:30
Rosemere High School	7:50 - 14:10
Sacred Heart Middle School	7:45 - 14:07
Ste-Agathe Academy (Secondary)	9:20 - 15:57
Western Laval High School	7:47 - 14:15

**Carried unanimously**

**5.0 HUMAN RESOURCES**

**5.1 SWL Organizational Chart & Staffing Plan:**

The Director General reviewed the proposed organizational chart and staffing plan pointing out the major changes.

**020619-HR-0176**

WHEREAS the Human Resources Committee has reviewed the Organizational Chart and Staffing Plan of the Sir Wilfrid Laurier School Board for the 2002-2003 school year;

Nick Milas MOVED THAT, on the recommendation of the Human Resources Committee and the Executive Committee of the Sir Wilfrid Laurier School Board, the Council of Commissioners approve the Organizational Chart and Staffing Plan as presented in Documents #SWLSB-2002/06/19-HR-001 and #SWLSB-2002/06/19-HR-002.

**Carried unanimously**

### **5.2 Abolition of Positions:**

The Director General advised that due to changes in the organizational chart and staffing plan the following positions would be abolished.

#### **020619-HR-0177**

WHEREAS the Support Staff local union has been consulted on the effects of the modified requirements of its schools and offices;

Carolyn Curiale MOVED THAT, on the recommendation of the Human Resources Committee, the Council of Commissioners of the Sir Wilfrid Laurier School Board abolish the following positions, effective 2002-06-30, as per Article 7-3.00 of the FTQ Local 57 Collective Agreement covering support staff.

**0715**

<b>POSITION</b>	<b>HRS/WK</b>	<b>LOCATION</b>
Executive Secretary	25	Administration Centre-Human Resources
Executive Secretary	35	Adult Education

**Carried unanimously**

#### **020619-HR-0178**

Peter MacLaurin MOVED THAT, on the recommendation of the Human Resources Committee, the Council of Commissioners of the Sir Wilfrid Laurier School Board abolish the following positions, effective 2002-06-30:

<b>POSITION</b>	<b>HRS/WK</b>	<b>LOCATION</b>
Personnel Management Consultant	35	Administration Centre – Human Resources
Purchasing Manager	35	Administration Centre – Material Resources

**Carried unanimously**

### **5.3 Creation of Positions:**

The Director General advised that due to changes in the organizational chart and staffing plan the following positions need to be created.

#### **020619-HR-0179**

WHEREAS the Support Staff local unions has been consulted on the effects of the modified requirements of its schools and offices;

Nazario Facchino MOVED THAT, on the recommendation of the Human Resources Committee, the Council of Commissioners of the Sir Wilfrid Laurier School Board create the following positions, effective 2002-07-01:

<b>POSITION</b>	<b>HRS/WK</b>	<b>LOCATION</b>
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Administrative Technician	35	Administration Centre-Human Resources
Administrative Technician	35	Administration Centre-Human Resources
Administrative Technician	35	Adult Education – Lachute Centre
Data Processing Technician	35	Information Technology
Data Processing Technician	17,5	Information Technology
Executive Secretary	28	Administration Centre–Human Resources

**Carried unanimously**

**020619-HR-0180**

Morten Schrier MOVED THAT, on the recommendation of the Human Resources Committee, the Council of Commissioners of the Sir Wilfrid Laurier School Board create the following positions, effective 2002-07-01:

POSITION	HRS/WK	LOCATION
Coordinator of Material Resources	35	Administration Centre-Material Resources
Project Manager	35	Administration Centre-Material Resources

**Carried unanimously**

**020619-HR-0181**

Mary Austin MOVED THAT, on the recommendation of the Human Resources Committee, the Council of Commissioners of the Sir Wilfrid Laurier School Board create the following position, effective 2002-07-01:

POSITION	PERCENTAGE	LOCATION
Supervisor of Maintenance	75%	Arundel Natural Science Centre

**Carried unanimously**

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**5.4 Naming to Positions:**

**020619-HR-0182**

WHEREAS the position of Coordinator of Human Resources is currently vacant;

WHEREAS a study of the current position of Personnel Management Consultant indicated that the workload is that of a Coordinator;

Pierre Garofano MOVED THAT, on the recommendation of the Human Resources Committee, the Executive Committee of the Sir Wilfrid Laurier School Board approve the re-classification of **Michel Jasmin**, Personnel Management Consultant, and assign him to the position of Coordinator of Human Resources, effective 2002-07-01.

**Carried unanimously**

**020619-HR-0183**

WHEREAS the position of Coordinator of Material Resources is currently vacant;

WHEREAS a study of the current position of Purchasing Manager indicated that the workload is that of a Coordinator;

James McDougall MOVED THAT, on the recommendation of the Human Resources Committee, the Executive Committee of the Sir Wilfrid Laurier School Board approve the re-classification of **Fernand Lessard**, Purchasing Manager, and assign him to the position of Coordinator of Material Resources, effective 2002-07-01.

**Carried unanimously**

#### **5.5 Engagement of Principals:**

**020619-HR-0184**

Ghislaine Tanner MOVED THAT, on the recommendation of the Selection Committee, the Council of Commissioners of the Sir Wilfrid Laurier School Board promote **Gloria Kadonoff** to the position of Principal, effective 2002-07-01, in accordance with the Regulation Respecting the Conditions of Employment of Management Staff of School Boards and the Management Policy of the Board; AND THAT she be assigned to **Crestview Elementary School**.

**Carried unanimously**

**020619-HR-0185**

Grace Nesi MOVED THAT, on the recommendation of the Director General, the Executive Committee of the Sir Wilfrid Laurier School Board promote temporarily **Darlene Reeves** to the position of part-time (80%) Principal, effective 2002-07-01, in accordance with Article 5-5.00 of the Quebec Provincial Association of Teachers Collective Agreement and her individual contract; AND THAT he/she be assigned to **Lewis King Elementary School**.

**Carried unanimously**

The Director General reported that Gaëlle Absolonne has been selected as Vice-Principal at Terry Fox Elementary School and requested the board's indulgence to inform the school because of the late date and to proceed in the same fashion for the person selected to be Principal of St-Jude Elementary School.

**0717**

#### **5.6 Engagements:**

**020619-HR-0186**

Peter Haldimand MOVED THAT, on the recommendation of the Human Resources Committee, the Council of Commissioners of the Sir Wilfrid Laurier School Board approve the engagement of **Mark McMahon** as a part-time (75%) Supervisor of Maintenance at the Arundel Natural Science Centre, effective 2002-07-01.

**Carried unanimously**

**020619-HR-0187**

Edward Turchyniak MOVED THAT, on the recommendation of the Human Resources Committee, the Council of Commissioners of the Sir Wilfrid Laurier School Board approve the engagement of **Christian Soulières** as Project Manager, effective 2002-07-01.

**Carried unanimously**

#### **5.7 Employee Assistance Program:**

**020619-HR-0188**

WHEREAS the Sir Wilfrid Laurier School Board has approved the implementation of an Employee Assistance Program;

WHEREAS this program has been reviewed by the Human Resources Committee;

WHEREAS this program is being recommended by the Directorate;

Nick Milas MOVED THAT, on the recommendation of the Human Resources Committee, the Council of Commissioners of the Sir Wilfrid Laurier School Board engage Montrose Inc. as the firm for the Employee Assistance Program as per the terms of the contract, effective 2002-07-01 to 2003-06-30.

**Carried unanimously**

#### **6.0 QESBA**

Carolyn Curiale presented a summary of the most recent meeting of the Quebec English School Boards Association (QESBA).

The Chairman advised that an invitation has been received from the Quebec English School Boards Association (QESBA) for the Sir Wilfrid Laurier School Board to co-host the 2004 Spring Conference and that the invitation would be discussed at the 2002-06-26 meeting of the Council.

#### **7.0 ADJOURNMENT OF MEETING**

Peter Haldimand advised the Council that he had attended the graduation ceremonies for the Lachute Vocational Education Centre on 2002-06-12 and that the community highly values this new service for students who would not have otherwise been able to graduate from the regular sector.

Carolyn Curiale MOVED adjournment of the meeting.

**Carried unanimously**

**TIME: 20:59 hours**

**NEXT MEETING ⇌ REGULAR ⇌ 2002-06-26**

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**Robert Vallerand, Secretary General**

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**Steve Bletas, Chairman**