An Executive Committee meeting of the Sir Wilfrid Laurier School Board was held in the boardroom of the Administration Centre, 235 Montée Lesage, Rosemère, QC on Tuesday, 2002-09-10 at 19:30 hours, at which were present:

Pierre Garofano, Chairman; Linda Gagnon, Vice-Chairperson; Steve Bletas, Carolyn Curiale, Peter MacLaurin, James McDougall, and Edward Turchyniak, Commissioners; Linda Iaconetti and Ghislaine Tanner, Parent Commissioners; and Giordano Rosa-del-Vecchio, Director General.

Also present were: Robert Vallerand, Deputy Director General; François Badin, Director of Human Resources; Effie Maniatis, Director of Educational Services; Jean-Guy Messier, Director of Information Technology; Livia Nassivera, Director of Financial Resources; Raymond Thivierge, Director of Material Resources; and William Pollock, Commissioner.

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

1.0 ACCEPTANCE OF AGENDA:

The following additions and changes to the agenda were proposed:

5.0 CORPORATE AFFAIRS:

5.10 2004 QESBA Spring Conference .................................................................INFO

7.0 MATERIAL RESOURCES:

7.4 Disposal of Equipment ....................................................................................RES

Linda Gagnon MOVED THAT the agenda be accepted as amended in document #SWLSB-2002/09/10-CA-001.

Carried unanimously

2.0 APPROVAL OF MINUTES:

Steve Bletas MOVED THAT the minutes of the EXECUTIVE COMMITTEE meeting of the Sir Wilfrid Laurier School Board held on 2002-08-20, having been received by all members prior to this meeting, be approved as written.

Carried unanimously

3.0 BUSINESS ARISING:

There was no business to be concluded.

4.0 DIRECTOR GENERAL’S REPORT:

The Director General expressed his appreciation to all the employees who participated on the barbeque organization committee noting that the event was a success.
He continued noting that the opening of the new school year went smoothly.

He further noted that the consultation on the “Use of Schools for 2003-2004” was launched at a meeting with Governing Board Chairs and Principals on 2002-09-04 and that follow-up meetings will be held on 2002-09-18 at Lewis King Elementary School and on 2002-09-19 at Western Laval High School.

The Director General extended his appreciation to the Material Resources department for its work on the various projects over the summer months including the placement of four new portables at Holy Rosary Elementary School.

The Executive Committee suggested that a letter of appreciation be sent to each member of the barbecue organization committee.

5.0 CORPORATE AFFAIRS:

5.1 Deputy Director General’s Report:

The Deputy Director General commented on his monthly report noting the new employees’ information workshop held on 2002-08-27 and the conclusion of the John F. Kennedy Elementary School bus ramp project.

5.2 Sale of Alcohol

Steve Bletas MOVED THAT the Executive Committee of the Sir Wilfrid Laurier School Board authorize the sale of alcoholic beverages at the Laval Catholic High School Reunion as part of the lease arrangements for 2002-10-05. AND THAT the lease only be valid upon receipt of a copy of the issued permit required to conform to provincial law.

Carried unanimously

5.3 Student Fees:

The Director General advised that the Ministère de l'Éducation has announced an allocation of 15 000 000$ to reduce the cost of student fees for 2002-2003 and that it will be distributed on a per capita basis taking into account the schools rated 7, 8 or 9 on the socio-economic index. The Sir Wilfrid Laurier School Board will receive approximately 192 000,00$.

5.4 November Retreat:

The Deputy Director General commented on the retreat planned for 2002-11-02 and 2002-11-03 at Le Grand Lodge in Mont-Tremblant.

5.5 ANSC Trail Dedication:

The Deputy Director General reminded the Executive Committee of the trail dedication being held at the Arundel Natural Science Centre on 2002-09-14.

5.6 QESBA Workshop:

On behalf of the Chairman of the Council of Commissioners, the Deputy Director General extended a reminder concerning the Quebec English School Boards Association (QESBA) fall workshop being held on 2002-09-28.

5.7 Sale of Land – Ville de Rosemère:
The Deputy Director General presented a recent request received from the Ville de Rosemère to purchase land located on boulevard Roland-Durand noting that the land would be re-zoned as green space.

The Executive Committee entered into discussion and recommended that a resolution for the sale of the land be brought to the 2002-09-25 meeting of the Council of Commissioners.

5.8 Amendment to 2002-2003 School Calendars:

The Deputy Director General commented on the need to amend the 2002-2003 school calendar for Arundel Elementary School and Ste-Agathe Academy.

WHEREAS Arundel Elementary School and Ste-Agathe Academy use the transportation services of Commission scolaire Des Laurentides and also follow its school calendar;

WHEREAS the Commission scolaire Des Laurentides has amended its calendar for the 2002-2003 school year;

MOVED THAT, on the recommendation of the Directorate, the Council of Commissioners of the Sir Wilfrid Laurier School Board amend resolution #020626-ED-0193 as it pertains to document #SWLSB-2002/06/26-ED-003; AND THAT it be replaced by document #SWLSB-2002/09/25-ED-001.

5.9 Protocol with Ville de Laval:

The Deputy Director General provided an explanation for the formula used to calculate the expenses for the use of facilities at Laval Catholic and Western Laval High Schools by the Ville de Laval.

5.10 2004 QESBA/AAESQ Spring Conference:

The Director General commented on a recent meeting with the Quebec English School Boards Association (QESBA), the Association of Administrators of English Schools of Quebec (AAESQ), the Sir Wilfrid Laurier Administrators Association (SWLAA) and the Administration to commence the planning of the 2004 Spring Conference which is being hosted by the Sir Wilfrid Laurier School Board.

Ghislaine Tanner entered the meeting.

TIME: 20:35 hours

6.0 HUMAN RESOURCES:

6.1 Director’s Report:

The Director of Human Resources commented on his monthly report noting the change of software programs from COBA to GRICS, staffing for 2002-2003, and the new Human Resources information pamphlet.

6.2 Leaves of Absence:

020910-HR-0072

Peter MacLaurin MOVED THAT, on the recommendation of the Director General, the Executive Committee of the Sir Wilfrid Laurier School Board grant Maria Centritto, teacher at St-Paul Elementary School, a leave of absence without salary of (100%) effective 2002-08-18 to 2002-09-30 as per Clause 5-15.01a) i) of the Teachers’ Local Agreement.

Carried unanimously
Peter MacLaurin MOVED THAT, on the recommendation of the Director General, the Executive Committee of the Sir Wilfrid Laurier School Board grant Daphne Petersen, teacher at McCaig Elementary School, a leave of absence without salary of (100%) effective 2002-2003 as per Clause 5.15.05 of the Teachers' Local Agreement.

Carried unanimously

Peter MacLaurin MOVED THAT, on the recommendation of the Director General, the Executive Committee of the Sir Wilfrid Laurier School Board grant Stephanie Rainey, teacher at Laurentian Regional High School, a leave of absence without salary of (100%) effective 2002-2003 as per Clause 5.15.05 of the Teachers' Local Agreement.

Carried unanimously

6.3 Leaves of Absence – Maternity:

Carolyn Curiale MOVED THAT, on the recommendation of the Director General, the Executive Committee of the Sir Wilfrid Laurier School Board grant Sonia Martin, teacher at St-Paul Elementary School, a maternity leave of absence effective from 2002-08-02 until 2003-01-03 as per Clause 5.13.05 of the Quebec Provincial Association of Teachers’ Collective Agreement.

Carried unanimously

Carolyn Curiale MOVED THAT, on the recommendation of the Director General, the Executive Committee of the Sir Wilfrid Laurier School Board grant Sara Maria Rocha, teacher at Western Laval High School, a maternity leave of absence effective from 2002-07-29 until 2002-12-13 as per Clause 5.13.05 of the Quebec Provincial Association of Teachers’ Collective Agreement.

Carried unanimously

Carolyn Curiale MOVED THAT, on the recommendation of the Director General, the Executive Committee of the Sir Wilfrid Laurier School Board grant Linda Silvestre, teacher at Twin Oaks Elementary School, a maternity leave of absence effective from 2002-08-14 until 2003-01-01 as per Clause 5.13.05 of the Quebec Provincial Association of Teachers’ Collective Agreement.

Carried unanimously

6.4 Leaves of Absence – Extension to Maternity:

Edward Turchyniak MOVED THAT, on the recommendation of the Director General, the Executive Committee of the Sir Wilfrid Laurier School Board grant Sonia Martin, teacher at St-Paul Elementary School, an extension to her maternity leave of absence (parental leave/leave of absence without pay) effective from 2003-01-06 until 2003-06-30 as per Clause 5.13.27c) of the Quebec Provincial Association of Teachers’ Collective Agreement.

Carried unanimously
Edward Turchyniak MOVED THAT, on the recommendation of the Director General, the Executive Committee of the Sir Wilfrid Laurier School Board grant Linda Silvestre, teacher at Twin Oaks Elementary School, an extension to her maternity leave of absence (parental leave/leave of absence without pay) effective from 2003-01-02 until 2003-06-30 as per Clause 5-13.27c) of the Quebec Provincial Association of Teachers’ Collective Agreement.

Carried unanimously

6.5 Deferred Sabbatical:

020910-HR-0080

Linda Iaconetti MOVED THAT, on the recommendation of the Director General, the Executive Committee of the Sir Wilfrid Laurier School Board grant Sylvie Labelle, teacher at Souvenir Elementary School, a deferred sabbatical leave over a three (3) year period, with a half year leave during the School Year 2003-2004, as per Article 5-17.00 of the Quebec Provincial Association of Teachers’ Collective Agreement.

Carried unanimously

6.6 Resignations:

020910-HR-0081

Ghislaine Tanner MOVED THAT, on the recommendation of the Director General, the Executive Committee of the Sir Wilfrid Laurier School Board accepts the notice of resignation effective 2002-08-26 received from Denis Proulx, Maintenance Workman Class II at Western Laval High School and extend best wishes to him.

Carried unanimously

020910-HR-0082

Ghislaine Tanner MOVED THAT, on the recommendation of the Director General, the Executive Committee of the Sir Wilfrid Laurier School Board accepts the notice of resignation effective 2002-09-13 received from Daniel Lemieux, Coordinator of Financial Resources at the Administration Centre and extend best wishes to him.

Carried unanimously

6.7 Engagements:

020910-HR-0083

Linda Gagnon MOVED THAT, on the recommendation of the Director General, the Executive Committee of the Sir Wilfrid Laurier School Board approve the engagement of Ionel Ciobotaru, as a Data Processing Technician, effective as of 2002-07-11.

Carried unanimously

020910-HR-0084

Linda Gagnon MOVED THAT, on the recommendation of the Director General, the Executive Committee of the Sir Wilfrid Laurier School Board approve the engagement of Cynthia Derynck, as a Secretary (10 hrs) at Twin Oaks Elementary School, effective 2002-06-25.

Carried unanimously
Linda Gagnon MOVED THAT, on the recommendation of the Director General, the Executive Committee of the Sir Wilfrid Laurier School Board approve the engagement of **Chantal Drolet**, as an Office Agent Class II (10 hrs) at Pierre Elliott Trudeau Elementary School, effective 2002-06-03.

Carried unanimously

020910-HR-0086

Linda Gagnon MOVED THAT, on the recommendation of the Director General, the Executive Committee of the Sir Wilfrid Laurier School Board approve the engagement of **Mary Frangiosa**, as a Secretary (17.5 hrs) at Terry Fox Elementary School, effective 2002-08-19.

Carried unanimously

0709

020910-HR-0087

Linda Gagnon MOVED THAT, on the recommendation of the Director General, the Executive Committee of the Sir Wilfrid Laurier School Board approve the engagement of **Gayle B. Lemm**, as a Student Supervisor at Rosemere High School, effective 2002-09-09.

Carried unanimously

6.8 **Annual Report of Employee Assistance Program:**

The Director of Human Resources presented the annual report received from Montrose Inc., the provider of the Employee Assistance Program for the Sir Wilfrid Laurier School Board, noting that it will be given to the Human Resources Committee for review.

7.0 **MATERIAL RESOURCES:**

7.1 **Director’s Report:**

The Director of Material Resources commented on his monthly report noting that all but four of the windows at Rosemere High School have been installed and the project is scheduled for completion prior to 30 September 2002.

The Executive Committee entered into discussion on the various projects completed over the summer months.

The Director General advised that there are no new developments on the board’s request to the Ministère de l’Éducation for a new school in the Mascouche / Repentigny area.

7.2 **Tripartite Agreement – LRHS:**

The Deputy Director General advised the Executive Committee of a Tripartite Committee project at Laurentian Regional High School which involves the reparation of the swimming pool roof.

**WHEREAS** the Sir Wilfrid Laurier School Board participates in a Tripartite Agreement with the Ville de Lachute and the Commission scolaire de la Rivière-du-Nord;

**WHEREAS** the Polyvalente Lavigne / Laurentian Regional High School swimming pool roof needs to be rebuilt;

**WHEREAS** the swimming pool is managed and operated through this Tripartite Agreement whereby the Ville de Lachute contributes 40%, Commission scolaire de la Rivière-du-Nord contributes 30% and the Sir Wilfrid Laurier School Board contributes 30% of the related costs;

**WHEREAS** the total cost of this project is 175 000$;
WHEREAS the share of the cost of the project to the Sir Wilfrid Laurier School Board is estimated at 52,500$;

WHEREAS the Material Resources Committee recommends that this payment be authorized;

MOVED THAT, on the recommendation of the Material Resources Committee, the Council of Commissioners of the Sir Wilfrid Laurier School Board authorize the payment of 52,500$ to the Commission scolaire de la Rivière-du-Nord for its share of the project to rebuild the swimming pool roof at Polyvalente Lavigne / Laurentian Regional High School.

7.3 Holy Rosary Portables:

This was discussed under item 4.0.

7.4 Disposal of Equipment:

WHEREAS the equipment listed in document #SWLSB-2002/09/10-MR-001, located at Lewis King Elementary School, is considered obsolete for use by students;

WHEREAS the Director of Information Technology has determined that this equipment cannot be used by any other school or department;

WHEREAS it is necessary to write off said equipment from the school’s inventory;

Peter MacLaurin MOVED THAT, on the recommendation of the Directorate, the Executive Committee of the Sir Wilfrid Laurier School Board declare the equipment described of being of no value, AND THAT it be deleted from the inventory of Lewis King Elementary School.

FURTHER THAT the school disposes of the said equipment and that any funds gained there from be credited to Lewis King Elementary School.

Carried unanimously

8.0 EDUCATIONAL SERVICES:

8.1 Director’s Report:

The Director of Educational Services presented her monthly report noting the move of the Curriculum Centre to its new location, the 2002-10-11 board wide pedagogical day, and the summer school results.

9.0 FINANCIAL RESOURCES:

9.1 Director’s Report:

The Director of Financial Resources commented on her monthly report noting the collection of taxes and the 2001-2002 audit.

She advised the Executive Committee that a special meeting of the Finance Committee would take place on Monday, 2002-10-21 to review the 2001-2002 Financial Statements.

Edward Turchyniak, Chairman of the Finance Committee, commented on the need for a cheque security procedure noting that the Director of Financial Resources is in the process of developing one for presentation.

9.2 Refunds of Taxes:
Edward Turchyniak MOVED THAT on the recommendation of the Financial Resources Committee, the Executive Committee of the Sir Wilfrid Laurier School Board approve the following refunds of taxes totalling $5,407.99.

<table>
<thead>
<tr>
<th>Municipality/Roll #</th>
<th>Name</th>
<th>Amount Refunded</th>
<th>Reason for Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>076065-2081-282793</td>
<td>LEFEVRE ALAIN</td>
<td>169.57</td>
<td>DOUBLE BILLING</td>
</tr>
<tr>
<td>076030-4973-95904</td>
<td>SCHLEICHER ANDRE</td>
<td>128.08</td>
<td>COMPLAINT</td>
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<tr>
<td>078010-5098-30-5641</td>
<td>SHARPLEY DOROTHY L.</td>
<td>287.00</td>
<td>DOUBLE BILLING</td>
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<tr>
<td>078050-2795-24-3902</td>
<td>SIDAWAY LEONARD</td>
<td>135.56</td>
<td>DOUBLE BILLING</td>
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<tr>
<td>078040-3701-18-5045</td>
<td>WALLS FREDERICK BAIRD</td>
<td>121.45</td>
<td>DOUBLE BILLING</td>
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<tr>
<td>078102-1623-78-1060</td>
<td>SHAW IAN B.</td>
<td>306.60</td>
<td>OVER-PAYMENT</td>
</tr>
<tr>
<td>078130-1517-95-9063</td>
<td>WILSON DAVID S.</td>
<td>274.40</td>
<td>REGROUPMENT</td>
</tr>
<tr>
<td>062060-4632-47-7874</td>
<td>MACDONALD DOROTHY</td>
<td>134.07</td>
<td>CHANGE OF ADDRESS</td>
</tr>
<tr>
<td>077022-5589-22-7503</td>
<td>LERNER SYDNEY/BOBBI ZIEGLER</td>
<td>728.87</td>
<td>REGROUPMENT</td>
</tr>
<tr>
<td>076025-4567-03-3742</td>
<td>FORRESTE SHAWN &amp; CIBC</td>
<td>281.08</td>
<td>DOUBLE PAYMENT</td>
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<tr>
<td>064008-9283-22-8286</td>
<td>ODLETTE CHARBONNEAU</td>
<td>215.49</td>
<td>OVER-PAYMENT</td>
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<tr>
<td>063055-7486-95-3778</td>
<td>DI MARIA CARMINE/GIOIA ERCOLE</td>
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<td>DOUBLE BILLING</td>
</tr>
<tr>
<td>065005-8142-54-9535-5</td>
<td>MALKA EMILE / ATTIAS NELLY</td>
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<td>OVERPAYMENT</td>
</tr>
<tr>
<td>065005-8245-89-6735-1</td>
<td>CAPOSIZ SERGIO/PITOSCIA ADDRIANA</td>
<td>296.94</td>
<td>DOUBLE PAYMENT</td>
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<tr>
<td>065005-9046-81-5795-4</td>
<td>BUENESTADO ENRIQUE JR./DAUMUR NADINE</td>
<td>113.00</td>
<td>PROPERTY SOLD</td>
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<td>065005-7546-42-5915-1</td>
<td>AUCLAIR DIANE</td>
<td>231.00</td>
<td>FRANCOPHONE</td>
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<td>065005-8550-31-2245-0</td>
<td>HIMEL IRVING</td>
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<td>ACCOUNT NON-TAX</td>
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<td>065005-8946-26-6780-2</td>
<td>MARQUETTE GABRIEL</td>
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<td>FRANCOPHONE</td>
</tr>
<tr>
<td>065005-8250-45-8265-9</td>
<td>FARINARO JOE/PELLETIER SUZANNE</td>
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<td>50% ANGLOPHONE</td>
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<tr>
<td>065005-7643-62-7445-0</td>
<td>DISCOL GERALD/BOURGEAULT SUZANNE</td>
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<td>FRANCOPHONE</td>
</tr>
<tr>
<td>065005-8343-98-4360-4</td>
<td>RAPKOWSKI SARAH SOLOWAY</td>
<td>390.61</td>
<td>OVER-PAYMENT</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>5,407.99</strong></td>
<td></td>
</tr>
</tbody>
</table>

Carried unanimously

9.3 Approval of Accounts Payable:

Edward Turchyniak MOVED THAT on the recommendation of the Financial Resources Committee, the Executive Committee of the Sir Wilfrid Laurier School Board approve the cash disbursements listed in the List of Cheques dated 2002-08-01 to 2002-08-29 as follows:

<table>
<thead>
<tr>
<th>OPERATING CHEQUES</th>
<th>#100 267 TO 100 892</th>
<th>2 017 624.86 $</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCHOOL CHEQUES</td>
<td>#47 224 TO 47 227</td>
<td>918.13 $</td>
</tr>
</tbody>
</table>
9.4 Recovery of Outstanding Taxes:

The Director of Financial Resources advised the Executive Committee that the contract with the current collection agency is about to expire and that a request will be made to extend the contract until 2002-10-31 with the current agency at the next meeting.

10.0 PARENTS’ COMMITTEE:

10.1 Parent Commissioners Report:

Linda Iaconetti advised the Executive Committee that a special meeting of the Parents Committee has been called for Monday, 2002-09-16 to review the consultation on the Use of Schools for 2003-2004.

The Deputy Director General noted that the evening of this meeting coincided with Jewish religious holidays and that it would be advisable for the meeting to be rescheduled.

11.0 INFORMATION TECHNOLOGY:

11.1 Director’s Report:

The Director of Information Technology commented on his report noting the upgrades to the pedagogical systems, administrative systems and the work being completed in the schools.

12.0 TRANSPORTATION:

There was no business to be concluded.

13.0 USE OF SCHOOLS:

13.1 Update on Meeting of 2002-09-04:

This was discussed under item 4.0.

14.0 CORRESPONDENCE:

There was no correspondence.

15.0 QUESTION PERIOD:

The Executive Committee entered into discussion on the need to have monthly Standing Committee meetings whether or not there is any pressing business to be handled and it was agreed that this would be discussed at the 2002-09-23 Council Caucus meeting.
16.0 ADJOURNMENT OF MEETING:

Peter MacLaurin MOVED adjournment of the meeting. Carried unanimously

TIME: 22:05 hours

NEXT MEETING ➔ REGULAR ➔ 2002-10-08

_________________________  _________________________
Robert Vallerand, Secretary General  Pierre Garofano, Chairman