

PROVINCE OF QUEBEC

MINUTES OF THE REGULAR EXECUTIVE COMMITTEE MEETING OF THE SIR WILFRID LAURIER SCHOOL BOARD HELD ON 2013-02-19

A Regular meeting of the Executive Committee of the Sir Wilfrid Laurier School Board was held in the boardroom of the Administration Centre, 235 Montée Lesage, Rosemère, QC, on Tuesday, 2013-02-19:

Present Executive Members: Commissioner Edward Turchyniak, Chairman (via Skype); Steve Mitchell, Vice-Chairman; Robert Dixon, Nick Milas, Merle Parkinson, Nancy Rupnik; and Parent Commissioner Roberto Bomba; and Stephanie Vucko, Director General.

Present Executive Delegates: Commissioners Grace Nesi and Mike Pizzola.

Also present were: Clifford Buckland, Interim Assistant Director General; Marie-Claude Drouin, Secretary General; Gaëlle Absolonne, Director of School Organization; Robin Bennett, Director of Information Technology; Linda Di Domenico, Director of Human Resources; Livia Nassivera, Director of Financial Resources; and Jocelyne Thompson-Ness, Administrative Assistant.

Absent: Commissioner Mario Di Domenico, Executive Delegate Nazario Facchino; and Parent Commissioner Angelo Grasso

The Vice-Chairman called the meeting to order.

TIME: 19:37 hours

1.0 ACCEPTANCE OF AGENDA:

The following items were added to the agenda:

11.0 VARIA:

11.1	<i>Appeals Review Process</i>	INFO
11.2	<i>Dual Roles of Administrators</i>	INFO
11.3	<i>Search Committee - Assistant Director General</i>	INFO
11.4	<i>Division of Territory into Electoral Divisions</i>	INFO
11.5	<i>Goals & Evaluation of Director General</i>	INFO

EC-130219-CA-0047

Commissioner Nick Milas MOVED THAT the agenda be approved as amended in document #SWLSB-2013/02/19-CA-001.

Carried unanimously

2.0 APPROVAL OF MINUTES:**EC-130219-CA-0048**

Commissioner Nancy Rupnik MOVED THAT the minutes of the EXECUTIVE COMMITTEE meeting of the Sir Wilfrid Laurier School Board held on 2013-01-15 having been received by all members prior to this meeting, be approved as presented.

Carried unanimously

3.0 DIRECTOR GENERAL'S REPORT:

3.1 Director General's Report:

The Director General gave her monthly report noting school visits, administration team meetings, and a principals meeting. Changes are being made as to how meetings are being conducted in order to make them more interactive and informative.

She advised the Executive Committee that a meeting was held earlier today with representative of the Ministère de l'Éducation, du Loisir et du Sport (MELS) concerning the Sir Wilfrid Laurier School Board's Partnership Agreement and Success Plans and there is work to be done in order to meet the MELS standards.

She further noted that additional funding has been received from the Ministère de l'Éducation, du Loisir et du Sport (MELS) for the Multi Service Centre partnership project with Commission scolaire de la Seigneurie-des-Mille-Iles (CSSMI) and that this funding will assist in moving the project forward. She extended her appreciation to the Director of Adult Education & Vocational Training for helping to secure these additional funds.

In response to a question from the Director General, the Vice-Chairman noted that a written report would be preferable as not all Commissioners are present at Executive Committee to hear a verbal report.

4.0 INTERIM ASSISTANT DIRECTOR GENERAL'S REPORT:

4.1 Interim Assistant Director General's Report:

The Interim Assistant Director General expressed his appreciation to the Coordinator of Communications & Public Relations for the work being done on advertising for the school board at various levels.

He indicated that he had attended the graduation of the 3rd cohort of the CDC St-Eustache Carpentry Program on 2013-02-14 and that all of the 24 students who started in the cohort graduated.

In response to a request from Commissioner Edward Turchyniak, the Interim Assistant Director General agreed to send a letter to the teachers of this particular program for their effort and determination in seeing that these students succeeded.

In response to a concern expressed by Commissioner Robert Dixon, the Interim Assistant Director General noted that he would look into the pamphlet for CDC Lachute promoting its services being only available in French and report back to him.

5.0 BUSINESS ARISING:

There was no business arising.

6.0 DECISION ITEMS:

6.1 FINANCIAL RESOURCES

6.1.1 Rate of Interest on Unpaid Taxes:

The Director of Financial Resources advised the Executive Committee that the Financial Resources Committee is proposing that the rate of interest on unpaid taxes be maintained at 15% for the 2013-2014 school year and future years until it is replaced. She also noted that for the next school year 476 municipalities within the Laval-Laurentides-Lanaudière regions will be increasing their respective evaluations so it is not in the school board's best interests to increase the interest rate on unpaid taxes.

In response to comments from Parent Commissioner Roberto Bomba, the Director of Financial Resources agreed that the rate of interest on unpaid taxes is a penalty to the taxpayer but maintains that due to increases in evaluations it is not recommended to increase the rate of interest at this time.

EC-130219-FR-0049

WHEREAS section 316 of the Education Act (R.S.Q., Chapter I-13.3) stipulates that interest is payable on school taxes at the rate fixed by the school board;

WHEREAS this rate applies to any tax unpaid at the time it is fixed, from the date on which the tax became due;

Commissioner Nick Milas MOVED THAT, on the recommendation of the Financial Resources Committee, the Executive Committee of the Sir Wilfrid Laurier School Board approve that the **rate of interest on unpaid taxes be set at 15%** per annum.

AND THAT this resolution is in effect until replaced.

Carried unanimously

6.2 RECOMMENDATIONS TO COUNCIL

6.2.1 2013-2014 Deeds of Establishment & Three-year Plan:

The Director of School Organization presented and reviewed the 2013-2014 deeds of establishment and three-year plan noting that the School Organization & Transportation Committee recommends that it be presented to Council for an approval in principle for consultation purposes.

EC-130219-TS-0050

Commissioner Nancy Rupnik MOVED THAT the Executive Committee of the Sir Wilfrid Laurier School Board recommend that the **2013-2014 Deeds of Establishment & Three-Year Plan** be submitted to the Council of Commissioners at its 2013-02-27 meeting for approval in principle and consultation.

Carried unanimously

6.2.2 Local Arrangements – SEPB 577:

The Director of Human Resources presented and reviewed the Local Arrangements with the SEPB 577 noting that the Human Resources Committee recommends that it be presented to Council for adoption.

EC-130219-HR-0051

Commissioner Robert Dixon MOVED THAT the Executive Committee of the Sir Wilfrid Laurier School Board recommend that the **2010-2015 Local Arrangements - SEPB 577** be submitted to the Council of Commissioners at its 2013-02-27 meeting for approval.

Carried unanimously

7.0 INFORMATION ITEMS

7.1 Director's Reports:

7.1.1 Adult Education & Vocational Training

The report of the Director of Adult Education & Vocational Training commented on the visit of the Rosemere High school ACTIVE Program to view vocational programs in action, the open houses at CDC St-Eustache and CDC Pont-Viau on 2013-02-06, a professional development session put on by teachers at CDC Pont-Viau in the Hotel Reception Program, and the upcoming graduation of the third cohort of the Carpentry Program at CDC St-Eustache on 2013-02-15.

7.1.2 Complementary Services

The report of the Director of Complementary Services provided an update on safe schools and the organization of services for the 2013-2014 school year.

7.1.3 Educational Services

The report of the Director of Educational Services highlighted the upcoming Robotics Competition from February 21 – 23, 2013 being hosted by Laval Junior & Laval Liberty High Schools, recent activity in the BCT (Building Communities through Tele-Collaboration) Project, and a presentation to the Directors General by the CLC Provincial Resource Team of videos entitled "Active Citizenship".

7.1.4 Financial Resources

There was no report.

7.1.5 Human Resources

The Director of Human Resources extended congratulations to her department on achieving 100% coherence on PERCOS, information required for the funding of teachers, noting that very few school boards in either sector are able to accomplish this result.

The report of the Director of Human Resources highlighted the orientations of the Human Resources Committee for the remainder of the 2012-2013 school year which will be the development of a hiring policy and employee evaluation. The report also noted the Employee Assistance Program Annual report, local negotiations, and electronic T-4's, to meet the school board's ongoing goal of "going green".

7.1.6 Information Technology

The report of the Director of Information Technology advised of the work being done on the server room noting the free cooling system which will save on electricity during the winter months. The report also noted Measure 50680, École branchée 2.0, for the purchase and installation of interactive whiteboards.

7.1.7 Material Resources

The report of the Director of Material Resources focused on the transfer of the former Joliette Elementary school to Commissions scolaire des Samares, upcoming tenders and the energy project.

7.1.8 School Organization & Transportation

The report of the Director of School Organization & Transportation commented on the annual bus safety campaign, an upcoming meeting of the Transportation Advisory Committee on 2013-02-26 to discuss the negotiations with the Société de transport de Laval (STL), the deeds of establishment and three-year plan for 2013-2014, the promotion of English schools and re-registration and registration for the 2013-2014 school year.

7.1.9 Secretary General

The report of the Secretary General noted attendance at the English and French Secretary General tables, the interviews for the Ethics Commissioner and alternate, various cases and support to other issues such as the Use of Schools Consultation, Laval High schools, and the 2013-2014 Enrolment Criteria.

7.1.10 Strategic Plan Advisor

The report of the Strategic Plan Advisor provided updates on the Partnership Agreement, the International Student Program and the plan for the review of the emergency preparedness procedures.

7.2 Parent Commissioners Report:

The report of the Parent Commissioners highlighted a presentation by Dr. Robert Savage of McGill University on "Supporting Community Literacy in Urban and Rural Québec", the 2012-2013 Parents Committee Objectives, the 2013-2014 Enrolment Criteria consultation, the 2013-2014 school calendar consultation, the Commissioner vacancy in Electoral Division #18, the 2013-2014 budget building consultation, and a letter to the Ministère de l'Éducation, du Loisir et du Sport (MELS) concerning the secondary IV math, science and history exams.

In response to a question from Commissioner Merle Parkinson, the Director General advised that the Ministère de l'Éducation, du Loisir et du Sport (MELS) is considering funding one pre-kindergarten per school board in a school that is a 9 or 10 on the socio-economic scale.

In response to several questions regarding the reimbursement of bus pass fees and what happens to unclaimed refunds, the Director of School Organization & Transportation noted:

- the Laval high schools cannot hold back to refund cheques for the bus passes but what some of them do is send a form home for parents to sign that will allow for the refund to be applied to the outstanding school fees; and
- if a family comes to claim the money up to one year after the cheque is issued the funds are given. Any monies remaining after the year that are not spent in the transportation budget must be returned to the Ministère de l'Éducation, du Loisir et du Sport (MELS);

Discussion ensued and several Commissioners felt that gathering additional information as to whether or not the reimbursements could be applied to school fees would be useful. It was suggested that this be brought back to the School Organization & Transportation Committee for further discussion.

In response to a question from Commissioner Robert Dixon, the Director of Financial Resources advised that the socio-economic scale of all schools in Québec is reviewed annually by the Ministère de l'Éducation, du Loisir et du Sport (MELS).

The Director of Human Resources indicated that there are many factors taken into consideration when determining the socio-economic status of a school such as single parent families, education of the mother and income, which helps explain why schools close to each other may receive a different status.

7.3 Draft Council Agenda:

The Vice-Chairman drew the Executive Committee's attention to the draft Council agenda contained in the meeting package.

The Secretary General noted that the reports of the Ethics Commissioner and the Student Ombudsman will be added to this agenda.

7.4 Update on Replacement of Commissioner Vacancy:

The Secretary General advised the Executive Committee that on 2013-01-16 the Government adopted a decree that the next school elections would be held on 2014-11-02. Given that, the school board has been advised that it will have to hold a by-election to fill the Commissioner vacancy in electoral division 18 as the decree came into effect on the date it was adopted and the vacancy occurred on 2013-01-24. She noted that the four persons who made application to be considered for the Commissioner vacancy, as well as the Chair of the Parents Committee, will be advised in writing of this change.

In response to several questions, the Secretary General noted:

- that in spite of rumours that an up-coming Bill may suspended by-elections until the 2014-11-02 elections, the process for a by-election must get underway until such a time the Ministère de l'Éducation, du Loisir et du Sport (MELS) decrees otherwise;
- a resolution could be drafted for Council to request election funding from the Ministère de l'Éducation, du Loisir et du Sport (MELS);
- the President of Elections is the Director General unless someone else is named by resolution; and
- once the number of electoral divisions has been approved by the Ministère de l'Éducation, du Loisir et du Sport (MELS) the school board will need to divide its territory for consultation purposes by June 1st, 2013.

7.5 Update on Registration Period:

The Director of School Organization provide and update on the enrolment for the 2013-2014 school year noting that the re-registration period had gone well and that regular registration is also progressing well. Feedback received on the reminder e-mails sent to parents about deadlines were very much appreciated and the school staff indicated that this year was the best ever for parents being on time with the return of the registration paperwork. Initial registration numbers are good and updates will be provided monthly.

She advised the Executive Committee that registration for Secondary 1 at Mother Teresa Junior High School (MTJHS) has exceeded its capacity. Earlier today letters were sent to various parents of students requesting to attend MTJHS advising them that step 1 of the enrolment criteria is being applied by asking them to voluntarily transfer by this Friday and if no one accepts to do so the school board will move on to compulsory transfers.

She further noted that for the drawing of lots, the school board has been looking at this process with the help of Information Technology. The school board is recommending that the lots be drawn on 2013-02-27 in the auditorium at Rosemere High School.

The Executive Committee entered into discussion on the pros and cons of the drawing of lots in terms of date and venue.

8.0 DISCUSSION TOPIC:

8.1 Laval Schools:

Commissioner Mike Pizzola advised the Executive Committee that the second meeting of the Committee on the Future of Laval High Schools was held last evening and a good discussion took place on some of the potential options available to resolve the current situation.

In response to a question from Commissioner Mike Pizzola, the Director of School Organization advised that the School Organization Committee has discussed the composition of the ad hoc committee for Terry Fox Elementary School and that there is time to have further discussion before the composition is finalized.

Discussion ensued and it was decided to continue discussions on this at the March 2013 School Organization Committee.

There was more discussion on the drawing of lots.

The Director of Information Technology provided a demonstration of how the drawing of lots would be conducted.

8.2 Cutbacks 2013-2014:

The Director of Financial Resources provided background information on the proposed cutbacks for the 2013-2014 school year and what the impact will be

She drew attention to the budget summary based on the information in the December 2012 Ministère de l'Éducation, du Loisir et du Sport (MELS) announcement concerning these cutbacks and the fact that it would be the tax envelope that is being targeted. She also provided information on how the school taxes and reduction rates are calculated.

The Director General noted that these cutbacks are creating a lot of discussion in both the English and French school boards with some considering passing on the cuts to the taxpayer as it is felt that this situation is strictly a political one. She asked that the Commissioners consider this option when discussing how these cutbacks can be absorbed.

The Executive Committee entered into discussion on the cutbacks and the options available to absorb them.

In response to a question from Commissioner Merle Parkinson, the Director of Financial Resources indicated that the reduction formula will remain the same for the moment as there has to be a way to measure the impact of the cuts. A new reduction, by municipality, is expected in 2013-2014.

Commissioner Nick Milas, in his capacity as Chairman of the school board, indicated that he has been speaking with the Laval members of the National Assembly and the formula has not changed but work is being done to create a formula that is equitable for the entire province.

In response to a question from Commissioner Edward Turchyniak, the Vice-Chairman indicated that a decision on how to absorb the cutbacks will have to be taken at the 2013-02-27 meeting of the Council.

The Director General indicated that a decision on 2013-02-27 would be appreciated as without it, planning for the 2013-2014 school year will be difficult.

In response to an additional question from Commissioner Turchyniak, the Director of Financial Resources noted that a balanced budget is required for 2013-2014.

EC-130219-FR-0052

Commissioner Merle Parkinson MOVED THAT the Executive Committee of the Sir Wilfrid Laurier School Board recommend to the Council of Commissioners of the Sir Wilfrid Laurier School Board that the announced budget cuts to the taxation envelope of the school board for the 2013-2014 school year from the Ministère de l'Éducation, du Loisir et du Sport (MELS) be supported by the taxpayers.

AND THAT a communication plan addressed to all stakeholders regarding these budget cuts be developed and implemented.

Carried unanimously

9.0 QUESTION PERIOD:

There were no questions

10.0 CORRESPONDENCE:

There was no correspondence.

11.0 VARIA:

11.1 Appeals Review Process:

In response to a question from the Vice-Chairman, the Secretary General noted that those students who were transferred to Laval Junior High School (LJHS) for the 2012-2013 school year after applying to Mother Teresa Junior High School (MTJHS) are being followed to see if they have re-applied to attend MTJHS. School Organization is looking to see if space is available and will consider as per the enrolment criteria.

Commissioner Robert Dixon excused himself for the evening.

TIME: 22:22 hours

11.2 Dual Roles of Administrators:

In response to concerns expressed by Commissioner Steve Mitchell, the Director General noted that she is aware of the administrative load on Principals and that some changes have been made to the professional learning environment. The format has also been changed for the Principals meetings and more focus on pedagogy. Data is required in order to determine what can be streamlined.

Parent Commissioner Roberto Bomba excused himself for the evening. **TIME: 22:24 hours**

11.3 Search Committee - Assistant Director General:

In response to a question from Commissioner Merle Parkinson, the Director General indicated that she will have more information for the next Executive Committee meeting.

11.4 Division of Territory into Electoral Divisions:

In response to a question from Commissioner Merle Parkinson, the Secretary General indicated that this will be an agenda item at the next Communications & Public Relations Committee and that she will report back at the 2013-03-19 Executive Committee meeting.

EC-130219-CA-0053

Commissioner Nick Milas MOVED THAT the meeting continue until the completion of the agenda.

Carried unanimously

11.5 Goals & Evaluation of Director General:

In response to a concern from Commissioner Merle Parkinson, Commissioner Nick Milas, Chairman of the Council of Commissioners, indicated that he has been discussing this with the Director General and she currently is working on them.

12.0 ADJOURNMENT OF MEETING:

Commissioner Edward Turchyniak MOVED the adjournment of the meeting.

Carried unanimously

TIME: 22:34 hours

NEXT MEETING ⇒ REGULAR ⇒ 2013-03-19