

PROVINCE OF QUEBEC

MINUTES OF THE REGULAR EXECUTIVE COMMITTEE MEETING OF THE SIR WILFRID LAURIER SCHOOL BOARD HELD ON 2012-07-10

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, 2012-07-10:

Present Executive Members: Commissioners Edward Turchyniak, Chairman; Steve Mitchell, Vice-Chairman; Mario Di Domenico, Robert Dixon, Nick Milas, Merle Parkinson and Nancy Rupnik; Parent Commissioner Roberto Bomba; and Robert Vallerand, Director General.

Present Executive Delegates: Commissioners Nazario Facchino (by telephone), Grace Nesi and Mike Pizzola.

Also present were: Marie-Claude Drouin, Secretary General; Gaëlle Absolonne, Director of School Organization; Commissioners Carolyn Curiale, Steve Kmec, Peter MacLaurin, and Tom Mouhteros; and Jocelyne Thompson-Ness, Administrative Assistant.

Absent: Parent Commissioner Angelo Grasso; and Clifford Buckland, Interim Assistant Director General.

The Chairman called the meeting to order.

TIME: 19:40 hours

0.0 HEARING OF TWO REQUESTS FOR REVISION OF A DECISION

The Secretary General informed the Executive Committee that she has received three requests for a revision of a decision and that two of the families are in attendance this evening to present their respective cases. The third family will make its case at the 2012-08-29 meeting of the Council of Commissioners. All three cases concern the decision of the school board to refuse their respective requests to attend Mother Teresa Junior High School.

Each of the two families was invited, separately, to present their respective cases.

The Chairman thanked each family for providing the Executive Committee with facts to consider when making its decision.

The families exited the meeting.

The Director of School Organization explained the process that lead to the two students being refused registration at Mother Teresa Junior High School.

The Executive Committee entered into discussion on the two requests for revision of a decision.

In response to several questions, the Director of School Organization noted that registration for grade 6 students took place during the first week of February and that when the registrations for these two students were received Mother Teresa Junior High School was already at capacity. Registration was on a first come first served basis.

The Chairman noted that the decisions to be taken concerning the two cases heard this evening will be addressed under item 6.0.

1.0 ACCEPTANCE OF AGENDA:

EC-120710-CA-0001

Commissioner Mario Di Domenico MOVED THAT the agenda be approved as presented.

Carried unanimously

2.0 APPROVAL OF MINUTES:**EC-120710-CA-0002**

Parent Commissioner Roberto Bomba MOVED THAT the minutes of the EXECUTIVE COMMITTEE meeting of the Sir Wilfrid Laurier School Board held on 2012-06-19 having been received by all members prior to this meeting, be approved as written.

Carried unanimously

Commissioner William Pollock entered the meeting via Skype.

TIME: 20:57 hours

3.0 DIRECTOR GENERAL'S REPORT:**3.1 Director General's Report:**

The Director General commented on his monthly report noting attendance at the Ste-Agathe Academy graduation on 2012-06-22, a meeting with a delegate from the Souvenir Elementary School Québec Home & School Federation concerning the transfer of the school's Vice-Principal, the press conference on 2012-06-26 to formally announce the construction of a synthetic playing field at Rosemere High School, attendance at the 2012 Canadian School Boards Association annual conference and that authorization has been received from the Ministère de l'Éducation, du Loisir et du Sport (MELS) to adopt a deficit budget with the condition that a plan for a balanced budget by the 2013-2014 school year must be in place by October 2012. He has met with the Director of Financial Resources to review the condition and scenarios will be developed for further discussion.

He further noted that the Ministre de l'Éducation, du Loisir et du Sport has called a meeting for 2012-07-16 to discuss various dossiers and it is hoped that it is to confirm approval for the Multi-Service Centre.

He continued noting that he and the Chairman have received a joint letter from the Association des cadres scolaires du Québec - Sir Wilfrid Laurier Section (ACSQ) and the Sir Wilfrid Laurier Administrators Association (SWLAA) deploring the fact that the Council of Commissioners has not undertaken any action as follow-up to the report of the Ethics Commissioner. A letter has been prepared to lodge a formal complaint to the Ethics Commissioner concerning Commissioner Steve Bletas and any Commissioner wishing to be a part of the formal complaint is invited to sign the letter.

The Executive Committee entered into discussion concerning the submission of a formal complaint to the Ethics Commissioner concerning Commissioner Steve Bletas.

During the course of the discussion, the Chairman called Commissioner Steve Kmec "to order" for his insulting remarks to the Director General and asked that he apologize. He reminded those present who are not members of the Executive Committee that they are guests at the meeting and as Chairman he grants them the privilege of being able to speak.

Commissioner Kmec apologized to the Director General for his outburst and reiterated that he does not agree with lodging a formal complaint against another commissioner.

The Chairman turned the chair over to the Vice-Chairman and left the meeting.

TIME: 21:13 hours

During the discussion many opinions were heard and questions asked with several Executive Committee members and delegates noting that an outside legal opinion should be sought in the matter of moving the motion asking Commissioner Steve Bletas to consider a resignation.

It was noted that such a motion was voted upon and defeated at the 2012-06-27 meeting of the Council so some members were of the opinion that there was no reason to be discussing the matter further. It was pointed out that other issues have surfaced since that vote and the matter needs to be revisited.

The Chairman returned to the meeting and resumed the chair.

TIME: 21:15 hours

Commissioner Nick Milas, in his capacity as Chairman of the Sir Wilfrid Laurier School Board, advised that the Council needs to work together to determine what is legal and moral, make an informed decision on a procedural mechanism so that this type of incident does not occur again. He reminded those present that Commissioner Steve Bletas had formally apologized and that it is now time to move on.

On a "point of order", Commissioner Steve Mitchell noted that Commissioner Bletas was given the opportunity to admit his actions and apologize and instead the response was an aggressive letter.

On a "point of order", Commissioner Nick Milas advised that Commissioner Bletas did apologize to the Association des cadres scolaires du Québec - Sir Wilfrid Laurier Section and the Sir Wilfrid Laurier Administrators Association (SWLAA).

On a "point of order", the Director General noted that no apology or admission of any wrong doing has been received from Commissioner Bletas with respect to the process for the engagement of an Assistant Director General although the report of the Ethics Commissioner indicated that a breach had occurred.

Commissioner Nick Milas, in his capacity as Chairman of the Sir Wilfrid Laurier School Board, concurred with the Director General but stressed that a second attempt at an apology should be made and that if it is not received, to move forward with other actions.

Commissioner Nick Milas left the meeting.

TIME: 21:21 hours

4.0 INTERIM ASSISTANT DIRECTOR GENERAL'S REPORT:

4.1 *Interim Assistant Director General's Report:*

There was no report.

5.0 BUSINESS ARISING:

5.1 *2012-2013 Organizational Chart for Management:*

The Director General presented and reviewed the 2012-2013 Organizational Chart for Management noting that the feedback received from the Association des cadres scolaires du Québec (ACSQ) and the Sir Wilfrid Laurier Administrators Association (SWLAA) has been taken into consideration.

Commissioner Nick Milas returned to the meeting.

TIME: 21:25 hours

The Executive Committee entered into discussion.

In response to questions from Commissioner Peter MacLaurin, the Director General advised that the position of the Director of Adult Education & Vocational Training has evolved to the point where the Centre Directors can operate more autonomously. The Director of Adult Education & Vocational Training will continue to guide the Centre Directors as well as overseeing the promotion of the service, the development of new programs and the establishment of the Multi Service Centre in partnership with Commission scolaire de la Seigneurie-des-Mille-Îles.

He also advised that the position of Strategic Plan Advisor will continue with the current assignment with the added dossier of the International Student Program.

In response to concerns expressed by Commissioner Mario Di Domenico, the Director General suggested that Council revisit the by-law on the delegation of functions and powers to look at the delegation provided for the summer months.

Commissioner Grace Nesi left the meeting.

TIME: 21:57 hours

In response to a question from Commissioner Carolyn Curiale, the Director General noted that the Centre Directors have reported to the Director General for the past few years and that the current Director of Adult Education & Vocational Training partners with them on the services offered and manages the professional employees of the centres.

Commissioner Grace Nesi returned to the meeting.

TIME: 21:59 hours

In response to an observation from Commissioner Steve Mitchell, the Director General noted that the International Student Program is a new dossier so everyone involved has limited experience and that is the reason why the school board hired an outside consultant to help develop a business plan and provide guidance. The International Student Program Coordinator from the Lester B. Pearson School Board has also provided valuable advice on starting up this type of program.

EC-120710-HR-0003

WHEREAS the Directorate has received the Organizational Chart for Management of the Sir Wilfrid Laurier School Board for the 2012-2013 school year;

WHEREAS the consultation period has concluded;

WHEREAS feedback was received from the Sir Wilfrid Laurier Administrators Association (SWLAA) and the Association des cadres scolaires du Québec (ACSQ);

Commissioner Robert Dixon MOVED THAT the Executive Committee of the Sir Wilfrid Laurier School Board approved the 2012-2013 Organizational Chart for Management, as per document #SWLSB-2012/07/10-HR-001.

Carried unanimously

6.0 DECISION ITEMS:

6.1 MATERIAL RESOURCES

6.1.1 Engagement of Contractor – Main Electrical Outlet at JFK:

The Director General presented and reviewed the tenders received for the replacement of the main electrical outlet at John F. Kennedy Elementary School.

EC-120710-MR-0004

WHEREAS the Council of Commissioners of Sir Wilfrid Laurier School Board adopted resolution #CC-120627-MR-0188 approving the 2012-2013 capital priorities for its schools and centres which included the replacement of the main electrical entrance at John F. Kennedy Elementary School;

WHEREAS the Ministère de l'Éducation, du Loisir et du Sport (MELS) has adopted Measure 50690 to assist school boards with the repair and maintenance of its buildings;

WHEREAS public tenders were called and subsequently opened on 2012-05-25;

WHEREAS the conformability of all bidders has been verified by the Engineer of the project;

Commissioner Merle Parkinson MOVED THAT, on the recommendation of the Director of Material Resources, the Executive Committee of the Sir Wilfrid Laurier School Board award the contract for the replacement of the main electrical entrance at John F. Kennedy Elementary School to **Électricité Pierre Marchand Inc.**, for a total cost of 142 945,00\$, before taxes, (164 351,01\$, all taxes included).

AND THAT the Chairman, and in his absence or with his knowledge the Vice-Chairman, as well as the Director General, and in his absence or with his knowledge the Assistant Director General, be authorized to sign all documentation concerning this project.

Carried unanimously

The Director General left the meeting.

TIME: 22:08 hours

6.2 COMMUNICATIONS & CORPORATE AFFAIRS

6.2.1 Requests for Reconsideration:

The Secretary General presented the proposed resolution for the two requests for a reconsideration of a decision affecting a student.

The Director General returned to the meeting.

TIME: 22:09 hours

The Executive Committee entered into discussion.

In response to a question from Commissioner Mike Pizzola, the Secretary General advised that there was no quorum for an Appeals Review Committee so that is why the reconsideration is being addressed by the Executive Committee.

She noted that the three families that had submitted requests for reconsideration were advised of this and two chose to go ahead this evening while the third family has chosen to present before the Council in August.

She continued indicating that the registration forms for those students entering secondary 1 advised that student spaces were available at Mother Teresa Junior High School on a first come first served basis and resulted in approximately 50 students being redirected to Laval Junior High School.

The Executive Committee entered into discussion on Student "AC".

EC-120710-CA-0005

WHEREAS Student "AC" completed grade 6 at Terry Fox Elementary School during the 2011-2012 school year and has made a request to attend Mother Teresa Junior High School beginning in the 2012-2013 school year:

WHEREAS the Sir Wilfrid Laurier School Board has refused this request as Mother Teresa Junior High School is at its functional capacity and has assigned Student "AC" to Laval Junior High School for the 2012-2013 school year;

WHEREAS the parents of "Student AC" have completed the necessary documentation under policy #2000-CA-03: Reconsideration of a decision affecting a student as they do not agree with the decision of the school board to register Student "AC" at Laval Junior High School

WHEREAS the case of "Student AC" has been reviewed by the Director General and the Secretary General and the parents of Student "AC" were informed on 2012-07-04 that the decision was maintained:

WHEREAS a hearing with the Appeals Review Committee was scheduled for 2012-07-10 but due to lack of quorum the process was moved to the level of the Executive Committee in agreement with all parties involved:

WHEREAS both parents presented their positions vis-à-vis their request for registration at Mother Teresa Junior High School;

WHEREAS the school board presented its position vis-à-vis the decision:

WHEREAS the Executive Committee entered into a discussion on the merits of the presentation;

Commissioner Mario Di Domenico MOVED THAT the Executive Committee of the Sir Wilfrid Laurier School Board approve the request of the parents of "Student AC" to attend Mother Teresa Junior High School.

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| THIS MOTION WAS CARRIED ON THE FOLLOWING DIVISION: | |
| Commissioners voting YEA: | Mario Di Domenico, Nick Milas, Merle Parkinson, Steve Mitchell, Edward Turchyniak |
| Commissioners voting NAY: | Robert Dixon, Nancy Rupnik |

The Executive Committee entered into discussion on the case of student "AD".

Commissioner Steve Kmec made comments concerning a position expressed by Commissioner Steve Mitchell.

The Chairman advised Commissioner Kmec that he had been given the privilege of speaking at the table as a non-member of the Executive Committee and asked him to retract his comments.

Commissioner Kmec refused to retract therefore, the Chairman asked him to leave the meeting immediately as he was not following the rules of order.

Commissioner Steve Kmec exited the meeting.

TIME: 22:19 hours

EC-120710-CA-0006

WHEREAS Student "AD" completed grade 6 at Twin Oaks Elementary School during the 2011-2012 school year and has made a request to attend Mother Teresa Junior High School beginning in the 2012-2013 school year:

WHEREAS the Sir Wilfrid Laurier School Board has refused this request as Mother Teresa Junior High School is at its functional capacity;

WHEREAS the parents of "Student AD" have completed the necessary documentation under policy #2000-CA-03: Reconsideration of a decision affecting a student as they do not agree with the decision of the school board to register Student "AD" at Laval Junior High School

WHEREAS the case of "Student AD" has been reviewed by the Director General and the Secretary General and the parents of Student "AD" were informed on 2012-07-04 that the decision was maintained:

WHEREAS a hearing with the Appeals Review Committee was scheduled for 2012-07-10 but due to lack of quorum the process was moved to the level of the Executive Committee in agreement with all parties involved:

WHEREAS both parents presented their positions vis-à-vis their request for registration at Mother Teresa Junior High School;

WHEREAS the school board presented its position vis-à-vis the decision:

WHEREAS the Executive Committee entered into a discussion on the merits of the presentation;

Commissioner Mario Di Domenico MOVED THAT the Executive Committee of the Sir Wilfrid Laurier School Board approve the request of the parents of "Student AD" to attend Mother Teresa Junior High School.

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| THIS MOTION WAS DEFEATED ON THE FOLLOWING DIVISION: | |
| Commissioners voting YEA: | Mario Di Domenico, Nick Milas |
| Commissioners voting NAY: | Robert Dixon, Merle Parkinson, Steve Mitchell, Nancy Rupnik, Edward Turchyniak |

Commissioner Nick Milas left the meeting.

TIME: 22:21 hours

6.2.2 Alternate Ethics Commissioner:

The Secretary General informed the Executive Committee that she has received notice that an ethics complaint will be filed before the end of this week. Given that, the school board's Ethics Commissioner cannot investigate this complaint as she has already completed a special investigation on the irregularities in the process for engaging an Assistant Director General and this investigation is linked to the upcoming complaint. The school board does not currently have an alternate Ethics Commissioner, so she has contacted her colleague at Commission scolaire de la Rivière-du-Nord to inquire if their Ethics Commissioner would be interested in handling this complaint and they advised that he would be interested.

Commissioner Nancy Rupnik and Parent Commissioner Roberto Bomba left the meeting.

TIME: 22:22 hours

Commissioner Nick Milas returned to the meeting.

TIME: 22:22 hours

The Executive Committee entered into discussion concerning the Alternate Ethics Commissioner.

In response to a question from Commissioner Mario Di Domenico, the Secretary General advised that the mandate of the previous alternate has expired.

Commissioner Nancy Rupnik and Parent Commissioner Roberto Bomba returned to the meeting.

TIME: 22:24 hours

In response to a question from Commissioner Steve Mitchell, the Secretary General noted that if the Ethics Commissioner were to look into the upcoming complaint, the school board will be asking her to reinvestigate what she has already concluded. It is probable that the Ethics Commissioner would not want to do this and it would be advisable to have a new perspective.

The Director General indicated that it is possible that proposed alternate **Ethics Commissioner** would use the report of the Ethics Commissioner to assist in their investigation so as not to have to restart the investigative process.

In response to a question from Commissioner Mario Di Domenico, the Director General explained that 60 days from the date of the incident is the timeline within which the Ethics Commissioner must investigate and if there are any additional complaints to be taken concerning the incident they must also be submitted within the same timeline or they could be refused due to the prescription of time.

In response to a question from the Chairman, the Director General reminded everyone that it was a special mandate that was given to the Ethics Commissioner concerning the irregularities in the engagement process for an Assistant Director General so that a clear understanding would be received. Now that the report of the Ethics Commissioner has been received there are some Commissioners, Directors and others that feel that the irregularities revealed in the report are unacceptable and that a formal complaint needs to be lodged against those involved.

In response to a question from Commissioner Mike Pizzola, the Director General noted that at the special Council meeting of 2012-06-11 a mandate was given to post the positions of the Ethics Commissioner and alternate. The mandate of the Ethics Commissioner was extended from 2012-07-01 until 2012-11-30 as the school board is obligated by law to have someone in that position. It was also noted that the Education Act (R.S.Q., Chapter I-13.3) prohibits a person from being an Ethics Commissioner if they are an employee of the school board.

Commissioner Carolyn Curiale left the meeting.

TIME: 22:31 hours

TIME 22:31 hours

EC-120710-CA-0007

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

Carried unanimously

Commissioner Peter MacLaurin left the meeting.

TIME: 22:35 hours

In response to a question from Commissioner Mario Di Domenico, the Secretary General advised that the proposed alternate **Ethics Commissioner** is bilingual.

EC-120710-CA-0008

WHEREAS the Secretary General was advised that a complaint might be lodged against a Commissioner;

WHEREAS this complaint cannot be investigated by the current Ethics Commissioner for the Sir Wilfrid Laurier School Board as she has already submitted a report to the Council of Commissioners on the circumstances leading to the complaint;

WHEREAS the Sir Wilfrid Laurier School Board is in the process of posting the positions of Ethics Commissioner and Alternate Ethics Commissioner;

WHEREAS at this time, the Sir Wilfrid Laurier School Board does not have an Alternate Ethics Commissioner;

Commissioner Nancy Rupnik MOVED THAT the Executive Committee of the Sir Wilfrid Laurier School Board engage **Pierre Gauthier** as the Alternate Ethics Commissioner for the Sir Wilfrid Laurier School Board, should a complaint be lodged for which the current Ethics Commissioner for the Sir Wilfrid Laurier School Board cannot investigate.

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| THIS MOTION WAS CARRIED ON THE FOLLOWING DIVISION: | |
| Commissioners voting YEA: | Mario Di Domenico, Robert Dixon, Nick Milas, Steve Mitchell, Nancy Rupnik, Edward Turchyniak |
| Commissioners voting NAY: | Merle Parkinson |

Commissioners Carolyn Curiale and Peter MacLaurin returned to the meeting.

TIME: 22:37 hours

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 took the form of an annual report for 2011-2012 noting partnerships, events and initiatives, the social media campaign and advertising, the increase in ETPs, recognition as a Centre of Expertise from the Centre of Expertise Network, the International Student Education Program, the "Tell me more" software implementation, the Virtual Academy and the Plan Nord collaboration with LEARN and planning for the 2012-2013 school year.

7.1.2 Complementary Services

The report of the Director of Complementary Services focused on the allocations to schools for 2012-2013, the draft of the Anti-Violence/Anti-Bullying policy, placement and screening of new students for 2012-2013, a pilot project of the new Ministère de l'Éducation, du Loisir et du Sport (MELS) Individual Education Plan (IEP) format on ISM, and the purchase of computers, iPads and iTouch devices through Measure 30810, Assistive Technology Support for Coded & At-Risk Students, to assist with reading and writing of special needs students.

7.1.3 Educational Services

The report of the Director of Educational Services commented on the new Educational services Web site, planning for 2012-2013 pedagogical days and summer school.

7.1.4 Financial Resources

The report of the Director of Financial Resources advised that the final 2012-2013 budget parameters were received on 2012-06-28 and that while there were some changes to be made the financial impact was not significant. The report also noted that the 2012-2013 school tax bills were mailed on 2012-07-05.

7.1.5 Human Resources

The report of the Director of Human Resources noted that the recall meeting for teachers will be held on 2012-08-17 at Rosemere High School and the movement of personnel.

7.1.6 Information Technology

The report of the Interim Director of Information Technology commented on the upgrade of the Cisco Call Manager system and the upcoming installation of new backup hardware and software.

7.1.7 Material Resources

The report of the Director of Material Resources provided several photos of the progress of the new Joliette Elementary School, decision items, purchase orders and the major project timelines.

7.1.8 School Organization & Transportation

The report of the Director of School Organization wishes everyone a warm, joyful and safe summer holiday.

7.1.9 Secretary General

The report of the Secretary General provided an update on labour relations and other legal cases. She noted that in one case an offer to settle was received but that the offer was declined as it was not feasible.

7.2 *Parent Commissioners Report*

There was no report.

8.0 DISCUSSION TOPIC

8.1 *Timeline for the Hiring of a Director General & an Assistant Director General:*

The Chairman drew the Executive Committee's attention to a proposed timeline for the hiring of a Director General and an Assistant Director General noting that an Ad Hoc Committee should be established to move forward on this matter.

The Executive Committee entered into discussion and it was noted that if this is to be an Ad Hoc Committee, any Commissioner may attend the meetings and have input. It was also recommended that the committee begin meeting after 2012-08-13 due to the summer vacation period.

EC-120710-CA-0009

Commissioner Nancy Rupnik MOVED THAT Commissioner Nick Milas, Chairman of the Sir Wilfrid Laurier School Board; Commissioner Edward Turchyniak, Chairman of the Executive Committee; and Commissioners Mario Di Domenico and Steve Mitchell be named to the Ad Hoc Committee for the Timeline for the Hiring of a Director General & an Assistant Director General.

AND THAT Commissioner Nancy Rupnik be named as an alternate to this Ad Hoc Committee.

Carried unanimously

The Secretary General presented and reviewed the proposed timeline for the hiring of a Director General and an Assistant Director General drawing attention to the three options proposed to open discussions. Also included are annexes that provide information on the advantages and disadvantages of the three options.

The Executive Committee entered into discussion.

In response to a question from Commissioner Merle Parkinson, the Secretary General noted that a procedure is an administrative tool therefore she would recommend that a policy be developed on the hiring of a Director General and an Assistant Director General, as it will be more transparent and establish all the steps to be followed.

In response to several questions, the Director General noted that:

- a consultation period is flexible but that the norm is a minimum of 30 days and a maximum of 60 days in order to ensure that all the necessary stakeholders are a part of the process;
- the Council of Commissioners does have the right to hire the Director General and the Assistant Director General but that a policy/procedure is being recommended so that the process is honest, transparent and has integrity;
- not all groups need to be consulted but in some cases it is preferable therefore, the policy/procedure could specify the groups to be consulted; and
- after the consultation period the policy/procedure may need to be altered depending on the feedback received.

On a "point of order", Commissioner Steve Mitchell noted that the timeline proposes that the process conclude on 2012-11-28 with a recommendation to the Council.

The Chairman indicated that the Ad Hoc Committee will look at all aspects of the hiring of a Director General & an Assistant Director General and that if there are any ideas to please submit them to a member of the committee.

9.0 QUESTION PERIOD:

There were no questions.

10.0 CORRESPONDENCE:

There was no correspondence.

11.0 VARIA:

There was no varia.

12.0 ADJOURNMENT OF MEETING:

The Chairman wished everyone a safe and enjoyable holiday period.

Commissioner Mario Di Domenico MOVED the adjournment of the meeting.

Carried unanimously

TIME: 22:52 hours

NEXT MEETING ⇒ REGULAR ⇒ 2012-08-21