

PROVINCE OF QUEBEC

MINUTES OF THE REGULAR EXECUTIVE COMMITTEE MEETING OF THE SIR WILFRID LAURIER SCHOOL BOARD HELD ON 2012-09-18

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, 2012-09-18:

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

Present Executive Delegates: Commissioners Nazario Facchino, Grace Nesi and Mike Pizzola.

Also present were: Clifford Buckland, Interim Assistant Director General; Marie-Claude Drouin, Secretary General; and Jocelyne Thompson-Ness, Administrative Assistant.

Absent: Parent Commissioners Roberto Bomba and Angelo Grasso.

The Chairman called the meeting to order.

TIME: 19:34 hours

1.0 ACCEPTANCE OF AGENDA:**EC-120918-CA-0013**

Commissioner Merle Parkinson MOVED THAT the agenda be approved as modified.

Carried unanimously

2.0 APPROVAL OF MINUTES:**EC-120918-CA-0014**

Commissioner Robert Dixon MOVED THAT the minutes of the SPECIAL EXECUTIVE COMMITTEE meeting of the Sir Wilfrid Laurier School Board held on 2012-08-21 having been received by all members prior to this meeting, be approved as corrected.

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 to ABSTAIN:	Merle Parkinson

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

The Director General presented his monthly report noting:

- A recent visit to CDC St-Eustache allowed for a look into requests for improvements and the work being done to prepare for the installation of dust collectors. Authorization has been received for the construction of a new classroom at the centre.
- Attendance at the Phoenix Graduation;
- ADGESBQ (Director General's Table) – presentation by the Secretary General and Director of Human Resources of the Sir Wilfrid Laurier School Board on all the sectional tables and the ADGESBQ gave mandates to each of these tables for 2012-2013.

- The June 2012 exam results were very disappointing across the province in both the English and the French sectors and the ADGESBQ has mandate the Directors of Educational Services table and DEEN to examine the measures and balances used when developing and marking the exams;
- The replacement of one of the Assistant Director of Adult Education & Vocational Training until November due to an unforeseen absence;
- Two new cohorts in construction beginning in November and February and the revival of the Home Care program with 16 students from India;
- A bus accident in the Laurentian involving one of the school board's buses and one from Commission scolaire des Laurentides. There were no injuries for our students but some students from des Laurentides did receive medical attention. As this was not considered to be a major accident the contractor did not advise the school board of the incident. A reminder will be send to all of the school board's contractors advising them that no matter how minor the incident, the school board needs to be notified; and
- There are now over 600 students at the CDC Vimont which is causing some problems. The Laval Police have been present frequently since the beginning of the school year and have been supportive. In order to ensure that order is kept a security guard has been hired and will be present at the centre from 7 a.m. to 7 p.m., Monday to Friday. As there is no intercom system at the centre so walkie-talkies are being purchased for the administration. If the situation does not improve, the school board will request a meeting with the Laval Police to discuss options.

In response to a question from Commissioner Mike Pizzola, the Director General noted that he would see that the Commissioners are advised of any accidents involving the school board's buses. He also noted that a recent incident in another school board resulted in this school board reminding the drivers to complete a visual and physical check of the bus prior to locking up for the night.

In response to concerns expressed by Commissioner Mario Di Domenico, the Director General advised that the school board is looking at moving some of the student groups, i.e. literacy, to an alternate location in order to reduce the numbers at the centre. Recently additional space at the centre's location has become available and the school board is examining if it is suitable for the centre's needs and, if so, the building owner will be approached to negotiate a lease for the space. If the CDC Vimont continues to grow at this current rate, the school board will approach the Commission scolaire de Laval to see if they have any vacant buildings in the Vimont area that would be suitable to house the centre.

In response to a question from Commissioner Nick Milas, the Director General explained that there is no functional capacity assigned to an Adult Education centre as the students are not required to be in the building for an entire school day. Adult Education is not a right but a privilege therefore, students can be asked to leave if they are involved in unsuitable activities.

In response to several questions concerning the CDC St-Eustache, the Director General noted the following:

- The Assistant Director of Adult Education & Vocational Training has been replaced while on leave;
- How a dust collector operates;
- How, with the current good weather, the doors and windows at the centre are being left open when classes are in session as this assists with the air quality;
- The inspection of the air quality by the CSST is to determine if an additional dust collector is needed, as the centre currently has only one;
- When the report on the air quality is received from the CSST and if it recommends the installation of an additional dust collector the Director of Material Resources will immediately purchase and install a second unit;

Commissioner Nick Milas left the meeting.

TIME: 20:18 hours

- As long as the school board acts on any recommendation given by the CSST during the air quality study the centre can remain open for classes;
- The Ministère de l'Éducation, du Loisir et du Sport (MELS) provides a list of necessary supplies required to operate the Carpentry Program;
- The MELS is paying a percentage of the rental of space as well as providing funding for the start up costs incurred for the centre;
- A method of anti-theft will be looked into for the equipment at the centre; and
- Verification will be made to inquire whether or not security cameras have been installed at the centre.

Commissioner Nick Milas returned to the meeting.

TIME: 20:20 hours

4.0 INTERIM ASSISTANT DIRECTOR GENERAL'S REPORT:

4.1 Interim Assistant Director General's Report:

The Interim Assistant Director General presented his monthly report noting school visits, complaints, the new newsletters for employees and management as a communication tool, the launch of the 2012-2017 Strategic Plan & Partnership Agreement and the Upload Conference scheduled for the 2012-10-05 board wide pedagogical day.

In response to a request from Commissioner Merle Parkinson, the Interim Assistant Director General indicated that he would be pleased to have the Commissioners included in the mailing groups for the distribution of the employee and management newsletters.

5.0 BUSINESS ARISING:

In response to a question from Commissioner Merle Parkinson, the Director General indicated that he would speak with the Director of Financial Resources on whether or not an extension for the deposit of a recovery plan with the Ministère de l'Éducation, du Loisir et du Sport (MELS) is required and will report back at the 2012-09-24 meeting of the Council.

In response to an additional question from Commissioner Parkinson, the Director General advised that he would inquire about the results of the 2012 summer school and report back at the 2012-09-24 meeting of the Council.

6.0 DECISION ITEMS:

6.1 RECOMMENDATIONS TO COUNCIL

6.1.1 Partnership Agreement Report – Request for Delay:

The Director General advised the Executive Committee that in accordance with the Education Act (R.S.Q., Chapter I-13.3) the school board is required to submit an Annual Report on its Partnership Agreement to the Ministère de l'Éducation, du Loisir et du Sport (MELS). He noted that the 2010-2011 Partnership Agreement report was submitted to the MELS on 2011-12-21 for review and that on 2012-08-21 feedback was received in the form of an "AVIS – Reddition de comptes annuelle de la convention de partenariat 2010-2011" which outlined several recommendations which require modifications to this Partnership Agreement in its methods of implementation and reporting.

He further noted that during 2011-2012 the Sir Wilfrid Laurier School Board spent considerable time on the development of its 2012-2017 Strategic Plan and Partnership Agreement which did not allow for the collection of the necessary data required to formulate the Annual Report therefore the Directorate is recommending that a delay in the deposit of the Annual Report be requested from the MELS.

EC-120918-CA-0015

WHEREAS the Sir Wilfrid Laurier School Board wishes to request from the Ministère de l'Éducation, du Loisir et du Sport (MELS) an authorization for a delay for the submission of its 2011-2012 Partnership Agreement Annual Report;

Commissioner Steve Mitchell MOVED THAT the Executive Committee of the Sir Wilfrid Laurier School Board recommend to the Council of Commissioners that it consider at its 2012-09-24 meeting this request for authorization to the Ministère de l'Éducation, du Loisir et du Sport (MELS) for a delay the submission of its 2011-2012 Partnership Agreement Annual Report.

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

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 highlighted the Laval Job & Training Fair on September 21 – 22, 2012, a meeting of COPA Laval, a special LCEEQ steering committee meeting on the future of Anglophone School Boards, and the continued growth of Adult Education and Vocational Training.

7.1.2 Complementary Services

The report of the Director of Complementary Services commented on the professionals for 2012-2013, the ASSET Team (Assisting School Systems in Educational Transformation) which provides support for the electronic IEP, ALDI Services to English School Boards (Advancing Learning in Differentiation and Inclusion) whose mandate is to develop a knowledge base and expertise in differentiation and inclusion practices for resource teachers and school based resource teams, continued involvement in the Autism Project, and the placement and screening of students during August and September for the 2012-2013 school year.

7.1.3 Educational Services

The report of the Director of Educational Services focused on professional development during August and September for teachers, the Arundel Nature and Science Centre (ANSC), new consultants in the department and the Upload Conference being held on the 2012-10-05 board-wide pedagogical day which is a joint project with Information Technology focusing on technology in the classroom.

7.1.4 Financial Resources

The report of the Director of Financial Resources commented on the 2011-2012 audit, the ongoing collection of school taxes and the request of the Ministère de l'Éducation, du Loisir et du Sport (MELS) to deposit a 2012-2013 revised budget as well as a recovery plan for 2013-2014.

7.1.5 Human Resources

The report of the Director of Human Resources highlighted the August recall meetings for teachers and support staff, local negotiations and the Employee Assistance Program. The report also highlighted engagements, a resignation, and leaves for teachers and administrators.

In response to several questions from the Chairman on negotiations and payroll, the Director General indicated that he would look into these questions and report back at the 2012-09-24 meeting of the Council.

There were other questions concerning employees to which the Director General provided a response.

7.1.6 Information Technology

There was no report.

7.1.7 Material Resources

The report of the Director of Material Resources was related to the 2012-2013 capital projects and the need to update the project list.

In response to a question from Commissioner Steve Mitchell, the Director General advised that he would look into the renovation of one of the entrances at Rosemere High School and report back at the 2012-09-24 meeting of the Council.

7.1.8 School Organization & Transportation

The report of the Director of School Organization focused on the start of the new school year, promotion of healthy and safe environments, transportation and continuing enrolment.

In response to a question from Commissioner Merle Parkinson, the Assistant Director General noted that if a student attends both the Jewish General Hospital day school and a Sir Wilfrid Laurier School Board school, the school that receives the funding is the one where the student happens to be on the September 30 reporting day.

7.1.9 Secretary General

The report of the Secretary General commented on the development of a policy on the recruitment and hiring of a Director General and an Assistant Director General, the first meeting of several tables for the 2012-2013 school year, Copibec presentations and a recent meeting with the Student Ombudsman to review his annual report.

The Secretary General provided an update on labour relations and legal cases that she is currently handling.

7.1.10 Strategic Plan Advisor

The report of the Strategic Plan Advisor highlighted the launch of the 2012-2017 Strategic Plan & Partnership Agreement, an update on the International Student Program and provided information on Consortium Formation, formerly known as FormaClé.

In response to a question from Commissioner Merle Parkinson, the Secretary General explained that FormaClé was dissolved as the members wished to have a for-profit school board level service. The new Consortium Formation is housed at Laval Liberty High School and the Sir Wilfrid Laurier School Board is the acting fiduciary. The name change for the group will be entered into the Registre des entreprises so that the group can invoice for services offered. Any profits received through the consortium will be shared amongst the members.

The Assistant Director General left the meeting.

TIME: 21:07 hours

The Director General advised that he had met with the Strategic Plan Advisor to organize a short presentation at a Council meeting by the Consortium Formation so that everyone can be aware of what it offers.

The Assistant Director General returned to the meeting.

TIME: 21:09 hours

7.2 Parent Commissioners Report:

There was no report.

7.3 Draft Council Agenda:

The Chairman drew the Executive Committee's attention to the draft Council agenda.

7.4 Policy on the Recruitment & Hiring of a DG & an ADG:

In response to a question from the Chairman, the Secretary General advised that no feedback has yet been received on the consultation on the policy on the Recruitment & Hiring of a Director General and an Assistant Director General.

7.5 Replacement of Vacant Commissioner Seat:

The Chairman informed the Executive Committee that two applications have been received for the vacant Commissioner seat in electoral division #5 (Deux-Montagnes).

The Secretary General explained that the Parents Committee must be consulted on the potential replacements for this seat in accordance with the School Election Act (R.S.Q., chapter E-2.3) within the 30 day deadline which is 2012-09-28.

The Executive Committee entered into discussion on the applications and potential scenarios for consulting the Parents Committee.

In response to a question from Commissioner Grace Nesi, the Director General noted that he would make sure that the applicants for the vacant Commissioner seat will be advised that if they are member of either a Governing Board or the Sir Wilfrid Laurier Foundation they must resign from those groups if named as the Commissioner for electoral division #5.

7.6 Replacement of QESBA Delegates:

The Secretary General advised that with the resignation of Carolyn Curiale there is now a vacant delegate seat on the Quebec English School Boards Association (QESBA) Board of Directors which must be replaced.

Commissioner Nick Milas advised that he had arranged for a meeting with some of the QESBA administrators so as to be up to speed on what is involved and will contact them and see if they would agree to change this to a small presentation at the 2012-09-24 Council meeting with an overview of what is required of a delegate.

8.0 DISCUSSION TOPIC**8.1 Interboard Agreements:**

This item was discussed under item 11.1.

9.0 QUESTION PERIOD:

There were no questions.

10.0 CORRESPONDENCE:

There was no correspondence.

11.0 VARIA:**11.1 Standing Committees:**

The Chairman reminded those present of the recent caucus of Council where the issue of standing committees was discussed and that an agreement was reached to keep the status quo until further notice.

In response to several questions concerning the standing committees, the Director General noted:

- The standing committees will recommence in October;
- A schedule of resolutions is being drawn up to ensure that deadlines are met and that notices and packages are prepared in a timely fashion;
- Standing committees are not decision making bodies but they can make recommendations;
- Quorum is not necessary in a standing committee meeting, although it is nice to have, so a meeting can proceed without all the members present;
- The standing committees were suspended based on comments at the August Council meeting so that the structure of the committees could be examined. At a recent Council caucus feedback was received for the regular schedule of standing committees to begin in October.

The discussions turned to interboard agreements.

The Director General advised that this is a delicate topic and must be treated as such as parents have their own reasons for selecting a school outside of the Sir Wilfrid Laurier School Board. Given that, it is the job of the school board to investigate why parents make this choice and use it to its advantage.

Discussions continued and it was suggested that the Executive Committee have this topic at its next meeting and that the entire Council be invited.

11.2 Update of PQ Government:

This item was tabled to the 2012-10-16 meeting of the Executive Committee.

11.3 Strategic Plan:

This item was discussed earlier in the meeting.

11.4 Policies:

This item was tabled to the 2012-10-16 meeting of the Executive Committee.

11.5 Multi Service Centre:

This item was tabled to the 2012-10-16 meeting of the Executive Committee.

11.6 CDC St-Eustache Air Quality:

This item was discussed under the report of the Director General. Additional updates will be provided as the information is received from the CSST.

11.7 Payroll Issues:

This item was discussed under 7.1.5.

11.8 Negotiation Objectives:

This item was discussed under 7.1.5.

11.9 Honouring Carolyn Curiale:

The Director General reminded the Executive Committee that Carolyn Curiale will be honoured for her contributions to the Sir Wilfrid Laurier School Board at the 2012-09-24 meeting of the Council. He noted that the Quebec English School Boards Association (QESBA) is bestowing its Award of Merit on Mrs. Curiale at its Annual General Meeting to be held in October 2012.

11.10 Vice-Chairman of the Council of Commissioners:

The Director General advised that the nomination and election of a new Vice-Chairman for the Council of Commissioners would take place at the regular meeting of the Council on 2012-09-24.

In response to a question on the process, the Secretary General noted that a procedure is in place for this and that it will be brought to the table on 2012-09-24 to ensure that the Council is still in agreement with the document.

12.0 ADJOURNMENT OF MEETING:

Commissioner Nancy Rupnik MOVED the adjournment of the meeting.

Carried unanimously

TIME: 22:29 hours

NEXT MEETING ⇒ REGULAR ⇒ 2012-10-16