

PROVINCE OF QUEBEC

MINUTES OF THE REGULAR EXECUTIVE COMMITTEE MEETING OF THE SIR WILFRID LAURIER SCHOOL BOARD HELD ON 2012-10-16

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, 2012-10-16:

Present Executive Members: Commissioners Edward Turchyniak, Chairman; Steve Mitchell, Vice-Chairman; Mario Di Domenico, Robert Dixon, Nick Milas, Merle Parkinson, Nancy Rupnik; and Parent Commissioner Angelo Grasso; 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; Gaëlle Absolonne, Director of School Organization; Robin Bennett, Director of Information Technology; Linda Di Domenico, Director of Human Resources; Daniel Hogue, Director of Material Resources; Livia Nassivera, Director of Financial Resources; Commissioner Peter MacLaurin and Jocelyne Thompson-Ness, Administrative Assistant.

Absent: Parent Commissioner Roberto Bomba.

The Chairman called the meeting to order.

TIME: 19:34 hours

1.0 ACCEPTANCE OF AGENDA:**EC-121016-CA-0016**

Parent Commissioner Angelo Grasso MOVED THAT the agenda be approved as presented.

Carried unanimously

2.0 APPROVAL OF MINUTES:**EC-121016-CA-0017**

Commissioner Nick Milas MOVED THAT the minutes of the EXECUTIVE COMMITTEE meeting of the Sir Wilfrid Laurier School Board held on 2012-09-18 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 presented his monthly report noting the following:

- Arundel Nature & Science Centre and planning for its long term sustainability;
- the feasibility of rezoning schools in Laval;
- a proposed amendment to the composition of the Communications Sub-Committee
- the inauguration of the new park at St-Paul Elementary School, a partnership project with the Ville de Laval;
- attendance at various graduations;

- his appreciation to the Director of Financial Resources and her staff for the great report from the auditors, as well as the Adult Education & Vocational Training, Complementary Services and the Human Resources departments for all the good work done to make the financial report successful;
- the success of the Upload Conference on 2012-10-05, a board wide pedagogical day, at which there were approximately 800 employees and 4 Commissioners;
- his appreciation to the Director of School Organization and her staff for its handling of a bus incident involving students from Rawdon Elementary School and Joliette High School, and
- recent comments from the new Parti Québécois minority government concerning English education.

4.0 INTERIM ASSISTANT DIRECTOR GENERAL'S REPORT:

4.1 *Interim Assistant Director General's Report:*

The report of the Interim Assistant Director General commented on various school visits, attendance at PREL and Réussite Laval, the postponement of the Qualifié Laval project to promote Vocational Training & Technical programs in Laval, and promotion of the 2012-2017 Strategic Plan and work being done on the anti-violence and anti-bullying policy.

5.0 DISCUSSION TOPIC

5.1 *Interboard Agreements:*

The Director General provided information on Interboard Agreements noting that the Education Act (R.S.Q., Chapter I-13.3) empowers school boards to enter into an agreement with other educational institutions if it does not have certain educational services parents might desire for their child(ren). In the Spring of 2012 the Council made a decision concerning Interboard Agreements that was subject to strong objections from the school board's stakeholders so the Council, subsequently, rescinded its decision.

The Executive Committee entered into discussion and the following was noted:

- an understanding is needed as to why they choose a school outside the Sir Wilfrid Laurier School Board;

Commissioner Nick Milas left the meeting.

TIME: 20:29 hours

- the policy or procedure to attain an Interboard Agreement needs to be transparent;
- programs offered need to be examined to ensure that the needs of the students, present and future, are being met;

Commissioner Nick Milas returned to the meeting.

TIME: 20:31 hours

In response to several questions, the Director of School Organization advised that the Sir Wilfrid Laurier School Board is the only English school board that requests a reason from families requesting an Interboard Agreement.

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

TIME: 20:33 hours

Discussion continued and it was noted that the school board must ask for an exit interview.

The Chairman returned to the meeting and assumed the chair.

TIME: 20:34 hours

It cannot presume to know more than the parents as to what is better for the students.

In response to a question from Commissioner Peter MacLaurin, the Director General noted that many students complete the re-registration form for the coming school year but then the family situation changes and they do not show up when school starts. Many factors effect registration.

It was further noted that a decision needs to be taken as to whether or not the school board will give carte blanche to those requesting an Interboard Agreement or if it will tighten up its process, either way the best interests of the students need to be considered. Time is of the essence as the enrolment policy will be going for consultation at the end of October.

EC-121016-TS-0018

Commissioner Steve Mitchell MOVED THAT the Executive Committee of the Sir Wilfrid Laurier School Board recommend to the Council of Commissioners to maintain the existing procedure to grant Interboard Agreements.

AND THAT Interboard Agreement applicants be required to provide the reason(s) behind the application to attend a school board other than the Sir Wilfrid Laurier School Board prior to the request being granted.

FURTHER THAT Interboard Agreement applicants be informed of the services offered by the Sir Wilfrid Laurier School Board.

Carried unanimously

The Secretary General indicated that if supported by the Council of Commissioners, the current process for Interboard Agreements would be maintained until the Council revisits its decision.

6.0 BUSINESS ARISING:

6.1 Update on PQ Government:

This was addressed under item 3.0.

6.2 Policies:

This item was tabled.

6.3 Multi Service Centre:

The Director General advised that as of today there has been no movement by the Ministère de l'Éducation, du Loisir et du Sport (MELS) on this partnership project.

7.0 DECISION ITEMS:

7.1 FINANCIAL RESOURCES

7.1.1 Long Term Debt:

The Director of Financial Resources presented and reviewed the annual resolution for the long term debt, which this year will allow for a maximum loan of 20,988,000\$.

EC-121016-FR-0019

WHEREAS in conformity with section 78 of the *Financial Administration Act*, the Sir Wilfrid Laurier School Board (the "Borrower") wishes to establish a borrowing plan allowing it to conclude from time to time, from now to June 30, 2013, long-term borrowing transactions for not more than \$20,988,000;

WHEREAS in conformity with section 83 of the *Financial Administration Act*, the Borrower wishes to establish, under this borrowing plan, that the power to approve its terms and conditions can be exercised by at least two of its executives;

WHEREAS it is deemed appropriate to authorize a borrowing plan covering the borrowings to be contracted by the Borrower, establish the maximum amount of the borrowings that may be made under the plan, establish the characteristics and limits in relation to the borrowings to be made under the plan and authorize the executives of the Borrower to conclude any borrowing transaction under such plan, establish its amounts and other characteristics and accept the terms and conditions relating to each of these transactions;

WHEREAS la Ministre de l'Éducation, du Loisir et du Sport (the "Minister") has authorized the Borrower to establish this borrowing plan in accordance with the conditions specified in her letter dated 2012-08-09;

Commissioner Merle Parkinson MOVED THAT, on the recommendation of the Financial Resources Committee, the Executive Committee of the Sir Wilfrid Laurier School Board approve:

1. THAT a borrowing plan, under which the Borrower may, subject to the characteristics and limits stated hereafter, conclude from time to time, from now to June 30, 2013, long-term borrowing transactions for not more than \$20,988,000 be instituted (the "Borrowing Plan");
2. THAT the borrowing transactions made by the Borrower under this borrowing plan be subject to the following characteristics and limits:
 - a) despite the provisions of paragraph 1 above, the Borrower may not, during each of the twelve-month periods extending from July 1 to June 30 of each year and included in the period covered in paragraph 1, make borrowing transactions that would result in the total amount approved for the Borrower, for such period, by the Treasury Board on account of the long-term borrowing program for Borrowers being exceeded;
 - b) the Borrower may not make a borrowing transaction unless it receives a subsidy from the Government of Québec in accordance with the standards established by the Treasury Board for the granting or the promise of subsidies to school boards as well as with the terms and conditions determined by the Minister and providing for the payment of the principal and interest of the borrowing concerned even if, otherwise, payment of such subsidy is subject to the funds required for such purpose be voted annually by Parliament;
 - c) each borrowing transaction may be made only in legal currency of Canada, on the Canadian market or with Financement-Québec;
 - d) the borrowing transactions shall be carried out by issuing debt securities on the Canadian market (the "bonds"), or with Financement-Québec;
 - e) the proceeds of each borrowing transaction may be used, other than for the payment of borrowing costs, only to fund the capital expenditures and expenditures related to the investments of the Borrower subsidized by the Minister;
3. THAT for the purposes of determining the amount to which paragraph 1 above refers and the amount to which paragraph 2a) above refers, only the face value of the borrowings made by the

borrower is taken into account;

4. THAT, in the case where borrowings are made by issuing bonds, the Borrower grant the Minister of Finance the irrevocable mandate, throughout the life of this borrowing plan:
 - a) to place, on behalf of the Borrower, the borrowings authorized under this Borrowing Plan, subject to the limits stated therein and the characteristics stipulated therein;
 - b) to agree, on behalf of the Borrower, on the financial terms of the bond issues with the firm underwriters of these issues that it chooses;
 - c) to retain, on behalf of the Borrower, the services of any legal advisor, any trust company and, if necessary, any printer, and to agree on the terms for retaining the services of said legal advisor, said trust company and, if necessary, said printer;

5. THAT, should the borrowing transactions under this Borrowing Plan be made through bond issues, each of these transactions include the following characteristics:
 - a) the trust company designated by the Minister of Finance, acting on behalf of the Borrower, shall act as trustee for the bondholders;
 - b) the legal advisor designated by the Minister of Finance, acting on behalf of the Borrower, shall see to the preparation of the relevant documentation and shall issue a legal opinion on the validity of the borrowing and the issue of bonds;
 - c) the printer designated by the Minister of Finance, acting on behalf of the Borrower, shall see to the printing of the bond certificates that may, under the circumstances mentioned in paragraph n) below, be issued in exchange for the global certificate;
 - d) an offering circular regarding the bond issue shall be issued by the Borrower;
 - e) a private purpose trust shall be constituted by the Borrower under the master trust agreement or, as the case may be, the supplementary trust agreement for the benefit of the bondholders and the trust company that shall be designated by the Minister of Finance, acting on behalf of the Borrower, shall be charged with seeing to the allocation of the debt of the Borrower resulting from the government subsidy granted to it, the administration of the trust estate that shall be constituted and the application of the relevant trust agreement;
 - f) the authorized signatories hereunder of the Borrower are authorized to deliver the global certificate and the bond certificates that may, as the case may be, be issued in exchange for the global certificate to the above-mentioned trust company to allow the latter to certify them, sign all the necessary documents to that end and their final delivery to CDS Clearing and Depository Services Inc. ("CDS") or, as the case may be, according to the instructions of CDS;
 - g) the bonds shall be issued under a master trust agreement or, as the case may be, a supplementary trust agreement concluded by the Borrower, the trust company and, as intervener, the Minister and the bonds shall be governed by these trust agreements;
 - h) to the extent that the Borrower has already concluded a master trust agreement with the trust company and the Minister allowing the issue of bonds booked with CDS, the master trust agreement referred to above shall be such previously concluded trust agreement;

- i) moreover, to the extent that the Borrower has not concluded such a master trust agreement, the master trust agreement referred to above shall be the one whose text is appended to the firm underwriting contract of the bonds concluded by the Minister of Finance acting on behalf of the Borrower, and subsequently concluded by the latter, the trust company and the Minister;
- j) the supplementary trust agreement referred to above shall be the one whose text is appended to the firm underwriting contract of the bonds concluded by the Minister of Finance acting on behalf of the Borrower, and subsequently concluded by the latter, the trust company and the Minister;
- k) the bonds shall be sold under the firm underwriting contract to be reached by the Minister of Finance acting on behalf of the Borrower and the firm underwriters of the bonds at the prices and according to the terms they agree to;
- l) the bonds shall be booked with CDS, provided CDS remains a self-regulatory organization recognized by the *Autorité des marchés financiers du Québec*, or with any other depository and clearinghouse that may succeed CDS provided it is a self-regulatory organization thus recognized;
- m) the bonds shall be issued in denominations of \$1 000 or whole multiples of this amount and shall be represented by a global certificate for their full face value or by a global certificate for each tranche of bonds should there be many tranches, deposited with CDS and registered in the name of the owner of the account designated by CDS, for the benefit of the non-registered holders whose respective interests in them shall be certified by entries in registers;
- n) should CDS cease to act as depository of the global certificate, should CDS cease to be a self-regulatory organization recognized by the *Autorité des marchés financiers du Québec* without being replaced by such an organization within thirty (30) days or should the Borrower wish to replace the global certificate with individual bond certificates, the bonds would then be represented by individual bond certificates fully registered in denominations of \$1 000 or whole multiples of such amount;
- o) the payment of the principal and interest on the bonds booked with CDS and represented by a global certificate shall be made by a credit made by CDS in the respective account of its participants who hold bonds and by a credit made by the latter to the respective account of the non-registered bondholders they represent;
- p) should bond certificates be issued in replacement of the global certificate, payment of the interest on the bond certificates would then be made by cheque or draft payable at par and drawn on a bank governed by the *Act respecting banks and banking* (S.C. 1991, c. 46) or on a financial services cooperative governed by the *Act respecting financial services cooperatives* (R.S.Q., c. C-67.3), or by transfer of funds to an account maintained by registered holder of the bond certificate concerned with a financial institution that shall have been identified to the trust company;
- q) in the case of bonds booked with CDS and represented by a global certificate, the trust company shall act as paying agent;
- r) in the case of bonds represented by bond certificates, the paying agent shall be the trust company as far as payment of interest is concerned and, concerning payment of the principal, any branch in Canada of the Borrower's bankers or, at the latter's option, any financial services cooperative governed by the *Act respecting financial services cooperatives* and the Caisse centrale Desjardins du Québec, in Montréal;
- s) any overdue payment of interest on the bonds shall bear interest at the same rate as the bonds concerned;

- t) the bonds shall not be redeemable in advance at the sole discretion of the Borrower but may be purchased by it on the market by bid, by private contract or by any other method the Borrower may deem appropriate. The Borrower may reissue the bonds thus redeemed at any time prior to their maturity;
 - u) provided the bond certificates are issued, they shall be exchangeable, at no charge for their registered holders, for an equal overall face value of bond certificates of all authorized denominations and of the same characteristics provided the claimed number of bond certificates is, in the opinion of the trust company, reasonable in the circumstances;
 - v) the global certificate and the bond certificates that may, as the case may be, be issued in exchange for the global certificate, shall be signed, on behalf of the Borrower, by any of the authorized signatories hereunder, provided two of them act jointly. These signatures may be replaced by a facsimile that is printed or otherwise reproduced that shall have the same effect as a handwritten signature; the global certificate and the bond certificates, if any, shall also include a certificate of the trust company, bearing the signature of one of its authorized representatives;
 - w) the global certificate and the bond certificates that may, as the case may be, be issued in exchange for the global certificate, shall be written in the form, shall bear serial numbers and include statements not substantially incompatible with the provisions of these presents that the representatives of the Borrower signing them shall determine;
 - x) the bonds shall be guaranteed by the transfer to a trust estate held by the trust company of the debt that the subsidy to be made to it by the Minister, on behalf of the Government of Québec, represents for the Borrower to provide for the payment of the principal and interest of the bonds of this issue, it being understood that neither the Borrower nor the trust company may require that the amounts that are to be deposited with the Minister of Finance to form a sinking fund be remitted to them by the Minister of Finance before the dates stipulated for the payment of the principal of the bonds;
 - y) the bonds shall include the financial terms agreed to by the Minister of Finance, acting on behalf of the Borrower, and by the firm underwriters of the bonds at their sale;
6. THAT the Borrower be authorized to pay, from the proceeds of each borrowing made by issuing bonds, and in accordance with the fee schedule set by the Minister of Finance, the fees and disbursements of the trust company, the legal advisors and the printer whose services are retained by the Minister of Finance, acting on behalf of the Borrower;
7. THAT the Borrower be authorized, if need be, to pay the annual fees of the trust company, whose services are retained, in accordance with the fee schedule set by the Minister of Finance;
8. THAT all borrowing transactions under the Borrowing Plan made through Financement-Québec be subject to the following characteristics:
- a) the Borrower shall be able to contract one or several borrowings throughout the life of this Borrowing Plan without exceeding the amount stipulated therein, taking into account the amount that could be allocated to one or several borrowing transactions made through bond issue, and this under a single loan agreement to be reached by the Borrower and Financement-Québec;
 - b) for each borrowing, the debt shall be acknowledged by a note from the Borrower to Financement-Québec;

- c) each borrowing shall include the financial terms that will be determined under Order-in-Council number 238-2000 of March 8, 2000, as such order-in-council may be amended or replaced from time to time;
 - d) for the purposes of ensuring payment at maturity of the principal of each borrowing and the interest due on it, a movable hypothec without delivery in favour of Financement-Québec shall be placed on the debt that the subsidy to be made to it by the Minister on behalf of the Government of Québec, represents for the Borrower;
9. THAT the Borrower be authorized to pay, from the proceeds of each borrowing contracted with Financement-Québec, the issue expenses and the management expenses that shall have been agreed;
10. THAT any of the following executives:
- the Chair, and in his absence or with his knowledge the Vice-Chair, as well as the Director General, and in his absence or with his knowledge the Assistant Director General of the School Board, **provided two of them act jointly**, be authorized, on behalf of the School Board, to sign the master and supplementary trust agreements, loan agreements, global certificates, individual bond certificates, notes and all other contracts and documents relating to the borrowings contracted under this plan, to agree to all the clauses and guarantees not substantially incompatible with the provisions of these presents, to receive the net proceeds of the borrowings or, as the case may be, agree that they be received by the trust company whose services are retained and give good and sufficient discharge thereof, to deliver the note acknowledging the borrowing, as the case may be, to make any changes to these documents not substantially incompatible with these presents, to take any action and sign any documents that may be necessary or useful to give full effect to these presents;
11. THAT, should the Borrower have already passed a resolution instituting a long-term borrowing plan, this resolution replaces the earlier resolution, without affecting the validity of the borrowings made under its authority before the date of this borrowing plan.

Carried unanimously

7.1.2 Modification to Resolution:

The Director of Financial Resources explained that during a recent audit at the bank it was noted that the authorized signatures on the Sir Wilfrid Laurier School Board's Power of Attorney, with regards to long-term loans transacted in February 2010, required updating as the original resolutions indicate the female gender reference which is no longer applicable and, therefore, an amendment is required.

In response to a question from Commissioner Nick Milas, the Director of Financial Resources indicated that there is approximately 5 years left to pay on the loan for the construction of the Administration Centre.

EC-121016-FR-0020

WHEREAS the Banque Nationale advised that during a recent audit it was noted that the authorized signatures on the Sir Wilfrid Laurier School Board's Power of Attorney – Bankers Acceptances and Notice of Drawdown, Renewal or Conversion of Bankers Acceptances with regards to long-term loans transacted in February 2010 required updating;

WHEREAS the Executive Committee of the Sir Wilfrid Laurier School Board approved resolutions #EC-100216-FR-0041, 0042, 0043 and 0044 concerning loans for various projects;

WHEREAS these original resolutions indicate the female gender reference which is no longer applicable and, therefore, an amendment is required;

Commissioner Nancy Rupnik MOVED THAT, on the recommendation of the Director of Financial Resources, the Executive Committee of the Sir Wilfrid Laurier School Board approve the amendment to the signing clause on the following resolutions to indicate the masculine gender reference:

- #EC-100216-FR-0041 – Loan - Ste-Agathe Academy Enlargement/Renovation Project;
- #EC-100216-FR-0042 - Loan - Energy Project Phase I;
- #EC-100216-FR-0043 - Loan - Synthetic Field Project in Laval; and
- #EC-100216-FR-0044 - Renewal of Loan – Administration Centre

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 the new documentation concerning the above mentioned loans.

Carried unanimously

Commissioner Nazario Facchino left the meeting.

TIME: 21:09 hours

7.2 INFORMATION TECHNOLOGY

7.2.1 Purchase of Laptops for Teachers:

The Director of Information Technology provided background information on the purchase of laptop computers for teachers under the 2012-2013 allocation.

The Executive Committee entered into discussion on the laptops and the Director of Information Technology noted that he was advised that the model quoted in the tender has been discontinued so it could be replaced with an identical model. It should be known shortly which units the school board will be receiving and what the final cost will be.

Commissioner Nazario Facchino returned to the meeting.

TIME: 21:11 hours

The Director General noted that he would bring this to the attention of the English Director's General if there is a significant price change.

EC-121016-IT-0021

WHEREAS the government has put in place a measure to provide laptops for teachers in the youth sector;

WHEREAS the Ministère de l'Éducation, du Loisir et du Sport (MELS) has set an allocation and minimum number of laptops for each school board for 2012-2013;

WHEREAS the allocation to the Sir Wilfrid Laurier School Board for the 2012-2013 school year is 123 000\$;

WHEREAS the Ministère de l'Éducation, du Loisir et du Sport (MELS) requires that all school boards use the services of the CSPQ (Centre de services partagés du Québec) to proceed with the tendering process;

WHEREAS the tender process has been completed and published;

Commissioner Mario Di Domenico MOVED THAT, on the recommendation of the Director of Information Technology, the Executive Committee of the Sir Wilfrid Laurier School Board approve the purchase of 130 laptops including carrying bags and wireless mice from **CPU Informatique**, as per the tender specifications, at a total cost of 97 598.80\$ before taxes (112 214.22\$, all taxes included).

Carried unanimously

7.3 RECOMMENDATIONS TO COUNCIL

7.3.1 2013-2014 Enrollment Criteria:

The Director of School Organization advised the Executive Committee that the enrollment criteria has been developed into a policy. The draft policy recommends an official re-registration period in the first week of February only and an official registration during the second week of February until the end of March for new students and for those who may have missed the re-registration period. There are 10 criteria that must be met when registering in order of priority.

Commissioner Grace Nesi left the meeting.

TIME: 21:18 hours

She went on to note that the policy must be adopted in December in order to meet the requirements in the Education Act (R.S.Q., Chapter I-13.3) for distribution to the Governing Boards prior to the registration period.

The Executive Committee entered into discussion.

In response to questions from Parent Commissioner Angelo Grasso, the Director of School Organization noted that those who did not get a place in Mother Teresa Junior High School (MTJHS) for the 2012-2013 school year and are now attending Laval Junior High School, are more than welcome to re-apply for 2013-2014. The rules and criteria of the policy and the transfer process will apply.

She also noted that there could be many scenarios to be considered when it comes to the junior high schools in Laval and that each one will be treated accordingly.

Commissioner Grace Nesi returned to the meeting.

TIME: 21:22 hours

In response to a request from the Chairman, the Director of School Organization agreed to add the definition of an international student versus a foreign exchange student to the proposed policy on the Enrollment Criteria.

EC-121016-ED-0022

Commissioner Robert Dixon MOVED THAT, on the recommendation of the School Organization Committee, the Executive Committee of the Sir Wilfrid Laurier School Board recommend that the 2013-2014 Enrollment Criteria, as presented by the Director of School Organization, be submitted for consideration to the Council of Commissioners at its 2012-10-24 meeting.

Carried unanimously

7.3.2 Rezoning:

The Director General informed the Executive Committee that Terry Fox Elementary School is again facing an overcrowding situation, even though rezoning was undertaken for the 2010-2011 school year. In February 2012 the Governing Board of Terry Fox Elementary School adopted a resolution that was sent to the Council for consideration outlining its concerns with the overcrowding situation.

A private feasibility study by AMERESCO, undertaken by the school board concerning its buildings, has shown that as enrollment in Terry Fox Elementary School increases, enrollment at St-Paul Elementary School is declining.

In light of this information, the recommendation of the School Organization Committee is to begin the process, as per the request of the Terry Fox Elementary School Governing Board, to analyze the use of the St-Paul and Terry Fox Elementary Schools to assist both in their current situations.

More information will be provided as the consultation progresses.

EC-121016-TS-0023

Commissioner Nick Milas MOVED THAT, on the recommendation of the School Organization Committee, the Executive Committee of the Sir Wilfrid Laurier School Board recommend that the working document on the attendance zones for St-Paul and Terry Fox Elementary Schools, as presented by the Director of School Organization, be submitted for consideration to the Council of Commissioners at its 2012-10-24 meeting.

Carried unanimously

7.3.3 2011-2012 Financial Statement:

The Director of Financial Resources presented a PowerPoint on the audited financial statements for the 2011-2012 school year noting that the financial statements have already been sent to the Ministère de l'Éducation, du Loisir et du Sport (MELS) as the deadline for the submission was early therefore only the resolution will have to be sent. The year finished with a surplus and thanks was expressed to all the departments for this positive result.

She noted that if the 2012-2013 budget could be balanced there would be no need for a recovery plan for 2013-2014 but the chances of that being feasible are slim as there are rumours of more budget compressions for the 2013-2014 school year.

She reviewed the audited statement.

The Chairman expressed, on behalf of the Executive Committee, appreciation to all involved as it was a pleasure to listen to such a positive result.

EC-121016-FR-0025

Commissioner Merle Parkinson MOVED THAT, on the recommendation of the Audit Committee, the Executive Committee of the Sir Wilfrid Laurier School Board recommend that the 2011-2012 Financial Statements, as submitted by Raymond Chabot Grant Thornton, be submitted for consideration to the Council of Commissioners at its 2012-10-24 meeting.

Carried unanimously

7.4 HUMAN RESOURCES**7.4.1 Human Resources Analyst:**

The Director of Human Resources provided background information on the need for this position noting that the GRICS and AESOP programs need to have ongoing management. This was a pilot project during the 2011-2012 school year and as the school board could not ensure an additional year for the project nor if it would become a permanent position the person in the job resigned. Since the resignation, the Information Technology department has been lending assistance wherever it is able.

One of the programs managed by this analyst position is the PERCOS and the first report of the 2012-2013 school year had 800 errors. This is one of the programs that constantly requires adjustments as well as the teamwork of both Human Resources and Information Technology.

The Director of Human Resources asked that the Executive Committee lend its support to the creation of a new pilot project.

WHEREAS the position of the Human Resources Analyst was a special project that began in October 2011;

WHEREAS this special project ended in May 2012;

WHEREAS the Human Resources department still has some crucial needs in the department;

WHEREAS the Human Resources Committee has reviewed this special project for the position of Human Resources Analyst and recommends that a new three (3) year special project be created;

Parent Commissioner Angelo Grasso MOVED THAT, on the recommendation of the Human Resources Committee, the Executive Committee of the Sir Wilfrid Laurier School Board approve the creation of a three (3) year special project for the position of Human Resources Analyst.

AND THAT the Professional Staffing Plan be modified accordingly.

The Executive Committee entered into discussion.

The Vice-Chairman indicated that as a member of the Information Technology Committee he sees where the need for someone in this position is absolutely essential and to have someone in the position as soon as possible while looking for a long term solution.

In response to a question from Commissioner Robert Dixon, the Director of Human Resources indicated that it is very hard to recruit candidates for a 1 year position. In the case of the person who filled the pilot project position, the school board invested in training by GRICS which was to the school board's benefit because steps were taken to move forward and there was success. In reality, having this analyst position be full-time rather than a pilot project would be a step in the right direction to having the GRICS and AESOP programs managed effectively.

Commissioner Peter MacLaurin excused himself for the evening.

TIME: 21:28 hours

Discussion continued and the suggestion was made that this position be multi faceted so that it could be of assistance to Financial Resources and Information Technology and that a candidate be sought with the appropriate training for this.

Commissioner Robert Dixon proposed that the resolution be amended so that the position is full-time rather than a project. Parent Commissioner Angelo Grasso accepted the amendment.

EC-121016-HR-0024

WHEREAS the position of the Human Resources Analyst was a special project that began in October 2011;

WHEREAS this special project ended in May 2012;

WHEREAS the Human Resources department still has some crucial needs in the department;

WHEREAS the Human Resources Committee has reviewed this special project for the position of Human Resources Analyst and recommends that a full-time position be created;

WHEREAS after a lengthy discussion on the needs of the Human Resources and Information Technology departments at the 2012-10-16 meeting of the Executive Committee;

Parent Commissioner Angelo Grasso MOVED THAT, on the recommendation of the Director of Human Resources, the Executive Committee of the Sir Wilfrid Laurier School Board approve the creation of the following position:

Classification	Place of Work	% of work
Human Resources Analyst	Administration Centre	100%

AND THAT the Professional Staffing Plan be modified accordingly.

Carried unanimously

In response to concerns expressed at previous meetings on the state of the 1st floor washrooms at 2323 boul. Daniel-Johnson, the Director of Material Resources presented a very thorough PowerPoint on the overall condition of the washrooms in question.

The Director of Material Resources advised the Executive Committee that there are no major renovations required for these washrooms at this time. There were 8 work requests received in 2011 and all work was completed. The boy's washroom has been vandalized on several occasions so urinals, mirrors and soap dispensers have had to be replaced. Soap dispensers are now covered by a metal box so they will not be kicked in. The girl's washroom is in better shape. That given, there are a couple of older fixtures that no longer function but these will be replaced when the auditorium project gets underway as the renovation of these washrooms will be part of the project.

The Executive Committee entered into discussion.

In response to a statement from Parent Commissioner Angelo Grasso, the Director of Material Resources advised that his PowerPoint was tame compared to what he could have shown. He also noted that the washrooms are cleaned thoroughly on a daily basis and spot checks are done during the day. He further noted that he did not advise the school that he was going to be present so there was no opportunity to clean anything up as he wanted a true picture for the Executive Committee as to the state of the washrooms at the end of the day. The photos presented this evening were taken during that visit.

The Chairman thanked the Director of Material Resources for his informative presentation.

In response to a comment from Commissioner Mario Di Domenico, the Director General indicated that supervision for these washrooms is under the prevue of the Principals of the junior and senior schools. A meeting will be scheduled with the two Principals where they will be shown the PowerPoint and then discussions will take place to see what strategies they will invoke to ensure that the vandalism in these washrooms is stopped. He noted that Principals need to keep track of what is going on in their schools and to met out punishment to students when they are caught as students would not do such things in their own home.

Discussion continued and many of the Commissioners present had a totally different image of what was being done in these washrooms and also agreed that, if caught, punishment should be given.

Parent Commissioner Angelo Grasso thanked the Director of Material Resources for his presentation and suggested that in the future, if students are caught doing something that causes damage, that the family receive a bill for the repair or cleanup.

The Director of Material Resources noted that in a recent related incident students were caught in the act and the parents received a bill for the damage.

TIME:22:30 hours

EC-121016-CA-0026

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

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

8.0 INFORMATION ITEMS

8.1 Director's Reports:

8.1.1 Adult Education & Vocational Training

The report of the Director of Adult Education & Vocational Training commented on the 2nd dialogue day for the Anglophone community with NPI, the LCEEQ Transitions Conference which focuses on transitioning students from the youth sector to the post-secondary sector, the Industry Canada Dialogue day, an update on the CDC Laurier-St-Eustache air quality plan of action, increasing visibility of the CDC Laurier-Vimont and participation in the recent Upload Conference.

The report also highlighted Elizabeth Gervais, a Pedagogical consultant in Adult Education & Vocational Training, who will receive the PROCEDE Distinguished Service Award at this year's conference for her years of dedicated service to the Vocational Training sector.

8.1.2 Complementary Services

The report of the Director of Complementary Services noted work being done on the Anti-Bullying/Anti-Violence Plans by the department and schools in order to meet the Ministère de l'Éducation, du Loisir et du Sport (MELS) deadline of 2012-12-31 as the plans must be implemented in the schools beginning in January 2013. The report also commented on MELS funding for release time for the development of IEPs and for the purchase of some specialized equipment and/or assistive technology equipment and software to help with school success. Several schools have also agreed to participate in the MELS IEP template pilot project.

8.1.3 Educational Services

The report of the Director of Educational Services highlighted the Upload Conference, the Arundel Nature & Science Centre, support to new teachers and ongoing projects within the Educational Services department, i.e. BCT Project (Building Community Through Tele Communication), Data Team Project, Learning Tool Kit, etc.

8.1.4 Financial Resources

The report of the Director of Financial Resources noted the completion of the 2011-2012 audit, highlights of the auditor's report, quarterly reports, the work on the revised 2012-2013 budget, the recovery plan which will begin upon receipt of a response from the Ministère de l'Éducation, du Loisir et du Sport (MELS) on the Sir Wilfrid Laurier School Board request for an extension of the deposit deadline, and school surpluses.

8.1.5 Human Resources

The report of the Director of Human Resources focused on teachers, teacher mentoring, new teacher workshops, mentoring for Administrators, teacher contract signing, staffing at the Arundel Nature & science Centre, the Employee Assistance Program, review of resources for special needs students and the position of Human Resources Analyst.

8.1.6 Information Technology

The report of the Director of Information Technology commented on the highly successful Upload Conference and the upgrading of the Cisco Call Manager.

8.1.7 Material Resources

The report of the Director of Material Resources commented on change orders for the Laval Liberty High School locker room project, Crestview Elementary School elevator project and the Lake of Two Mountains High School roofing project; the old Joliette Elementary School building, the washrooms at 2323, boul. Daniel-Johnson and major project timelines.

8.1.8 School Organization & Transportation

The report of the Director of School Organization highlighted October as bus safety month, a day care workshop on annual organization, collection of September 30 data and the treatment of transportation accommodation requests for students who are not entitled to transportation.

8.1.9 Secretary General

The report of the Secretary General focused on the work on the policy regarding the recruitment and hiring of a Director General and an Assistant Director General, attendance at the English and French Secretary Generals' tables, COPIBEC presentations, support to other departments, a presentation to the Principals on Law 19 (formerly Bill 56) An Act to prevent and stop bullying and violence in schools, and various legal cases.

8.1.10 Strategic Plan Advisor

The report of the Strategic Plan Advisor commented on an upcoming meeting with representatives of the Ministère de l'Éducation, du Loisir et du Sport (MELS) to discuss the monitoring and reporting process of the Strategic Plan, and promotion of the International Student Program.

8.2 Parent Commissioners Report:

The Chairman extended congratulations to Parent Commissioner Angelo Grasso on his re-election as Secondary Parent Commissioner.

Parent Commissioner Angelo Grasso noted that the first meeting of the 2012-2013 school year focused on elections with Jennifer Maccarone being elected as Chair, and Lisa Chartier as Vice-Chair. He noted that the group will be working with the English Parents Committee Association (EPCA) to encourage the English Montreal School Board (EMSB) Parents Committee to return as members.

8.3 Draft Council Agenda:

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

8.4 MRC des Laurentides:

The Director General advised the Executive Committee that the Chairman of the school board had received a letter and resolution from the MRC des Laurentides expressing its displeasure to the Premier of Québec, Pauline Marois, on the lack of representation from the Laurentides region of Québec in her new Provincial Cabinet. The MRC des Laurentides is seeking support from various groups, including school boards located in the Laurentides, concerning this situation, as the Laurentides region has the right to be represented at the Conseil des ministres, which represents the interests of all the regions within Québec. It feels that without representation in the Provincial Cabinet there is the possibility that the needs of the Laurentides region will be ignored.

9.0 QUESTION PERIOD:

There were no questions.

10.0 CORRESPONDENCE:

There was no correspondence.

11.0 VARIA:**11.1 Review of Executive Committee Election Procedures:**

Commissioner Mario Di Domenico noted that he made this addition to the agenda because he feels that the purpose of the three new delegate positions on the Executive Committee was to have distinct positions and that Commissioners should not hold more than one position.

The Executive Committee entered into discussion and several members present concurred with Commissioner Di Domenico.

The Chairman recommended that the Executive Committee Election Procedures be brought to the Communications & Public Relations Committee (CPRC) to further discuss this point and that any recommendations for a change to the policy be brought to Council.

11.2 Update on the Laval Aquatic Centre

In response to a request from the Chairman, the Director General noted that given the current investigation into corruption in the construction industry by the Charbonneau Commission, the Laval Aquatic Centre Project will most probably be suspended for the time being.

In response to a question from Parent Commissioner Angelo Grasso, the Secretary General noted that the entente for the auditorium has been reviewed by the school board administration and there are some questions concerning the length of the entente, the amount of time the school board will have use of the facilities, the amount of rent and how this entente benefits the school board. Once the questions are answered the entente will be moved forward.

There were several more questions so the Director General suggested that this topic be placed on the next agenda of the Material Resources Committee for further discussion.

12.0 ADJOURNMENT OF MEETING:

Commissioner Nancy Rupnik MOVED the adjournment of the meeting.

Carried unanimously

TIME: 22:46 hours

NEXT MEETING ⇒ REGULAR ⇒ 2012-11-20