

## PROVINCE OF QUEBEC

**MINUTES OF THE REGULAR EXECUTIVE COMMITTEE MEETING OF THE SIR WILFRID LAURIER SCHOOL BOARD HELD ON 2012-11-20**

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, 2012-11-20:

Present Executive Members: Commissioners Edward Turchyniak, Chairman; Steve Mitchell, Vice-Chairman; Mario Di Domenico, Robert Dixon, Nick Milas, Merle Parkinson, Nancy Rupnik; and Parent Commissioners Roberto Bomba and 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; Commissioner Guy Gagnon and Jocelyne Thompson-Ness, Administrative Assistant.

The Chairman called the meeting to order.

**TIME: 19:43 hours**

**1.0 ACCEPTANCE OF AGENDA:****EC-121120-CA-0027**

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

**Carried unanimously**

**2.0 APPROVAL OF MINUTES:****EC-121120-CA-0028**

Commissioner Robert Dixon MOVED THAT the minutes of the EXECUTIVE COMMITTEE meeting of the Sir Wilfrid Laurier School Board held on 2012-10-16 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 commented on his monthly report noting an ELVEC (English language Vocational Education Council) meeting to review the current options available and new requests for additional options in Vocational Training, a meeting of the English Interlevel Table and attendance at the Quebec English School Boards Association (QESBA) Fall Professional Development Session & Annual General Meeting where there was an interesting workshop based on a Léger & Léger Marketing poll on school boards. Unfortunately, the Léger & Léger report will not be released until December.

The meetings on the Laval High Schools are ongoing and he will table his report at the 2012-11-28 meeting of the Council.

In response to a question from the Chairman, the Director General indicated that the deposit of the new Québec Government's budget indicates that English school boards can expect to lose approximately 12 000 000\$ from its overall budget. The Quebec English School Boards Association (QESBA) is on top of this and he hopes to have further information on what the budget means for the Sir Wilfrid Laurier School Board after attending a meeting tomorrow with the English Directors General and the Ministère de l'Éducation, du Loisir et du Sport (MELS).

#### 4.0 INTERIM ASSISTANT DIRECTOR GENERAL'S REPORT:

##### 4.1 *Interim Assistant Director General's Report:*

The Interim Assistant Director General highlighted his attendance at three Remembrance Day ceremonies noting that all were exceptional and the Alyssa Sklar Anti-Bullying & Anti-Violence Workshop which provided excellent information that will be shared with the Principals.

#### 5.0 BUSINESS ARISING:

##### 5.1 *Policies:*

In response to comments from Commissioner Steve Mitchell, the Secretary General advised the Executive Committee that the Governance & Ethics Committee is a statutory committee that just happens to have the same membership as the Communications & Public Relations Committee (CPRC). She also noted that earlier this evening during its meeting the Governance & Ethics Committee discussed having a more concrete mandate and it was suggested that the development and review of all policies be a part of the mandate. She further noted that policies are linked to specific departments and are usually developed at that level but that the Governance & Ethics Committee could look into when they were last revised and determine whether or not the content of a policy still reflects the situation of the Sir Wilfrid Laurier School Board.

#### 6.0 DECISION ITEMS:

##### 6.1 **RECOMMENDATIONS TO COUNCIL**

##### 6.1.1 *Commemorative Plaque for New Joliette Elementary School:*

The Director General explained the purpose of the plaque to be installed at the new Joliette Elementary School to commemorate its construction. He presented two templates for the plaque one reflecting the Council of Commissioners and the Administration of 2009 and one for 2012.

The Executive Committee entered into discussion and it recommends that the plaque should reflect the current Council of Commissioners and Administration.

#### EC-121120-CA-0029

Commissioner Merle Parkinson MOVED THAT, on the recommendation of the Director General, the Executive Committee of the Sir Wilfrid Laurier School Board recommend that the commemorative plaque version #2 for the new Joliette Elementary School, be submitted for consideration to the Council of Commissioners at its 2012-11-28 meeting.

**Carried unanimously**

#### 7.0 INFORMATION ITEMS

##### 7.1 *Director's Reports:*

##### 7.1.1 **Adult Education & Vocational Training**

The report of the Director of Adult Education & Vocational Training highlighted that the Sir Wilfrid Laurier School Board will be hosting the 2013 PROCEDE Conference, the graduation of the first Carpentry cohort, the sale of "Cabanons" by the Carpentry program, the Salon Ma Carrière at Complexe Desjardins, advertising banners for CDC Vimont, new Popular education courses and various meetings.

**7.1.2 Complementary Services**

The report of the Director of Complementary Services provided an update on the Autism Project, the Special Education Advisory Committee and the commencement of the 2012-2013 validation process.

**7.1.3 Educational Services**

The report of the Director of Educational Services commented on a new communication bulletin for teachers on the 1<sup>st</sup> of every month, and update on the Management & Educational Success Agreements, professional development for teachers and an iPad project with teachers.

**7.1.4 Financial Resources**

The report of the Director of Financial Resources highlighted work on the revised budget, the recovery plan, the September 30 quarterly report and the second instalment of the school taxes.

**7.1.5 Human Resources**

The report of the Director of Human Resources noted the ongoing local negotiations, the posting of the position of Director General and the postponement of the Human Resources Committee.

The report also commented on a work study project with a student of Ergonomics from the Université du Québec à Montréal. This was organized to address concerns on the physical impact of workplace on particular categories of employees so as to develop strategies and work practices that will decrease work related injuries. Reports will be shared upon receipt.

**7.1.6 Information Technology**

There was no report.

**7.1.7 Material Resources**

The report of the Director of Material Resources commented on the use and/or disposal of the former Joliette Elementary School, an update on the capital projects, updates on phases I and II of the Ecosystems project, CDC St-Eustache and a draft agreement with the Ville de Laval for the auditorium.

**7.1.8 School Organization & Transportation**

The report of the Director of School Organization highlighted the recent bus driver training sessions, the examination of new Géobus software, receipt of the official September 28 enrollment numbers which shows that 13 728 students attend Sir Wilfrid Laurier School Board schools, and the consultation on the use of St-Paul and Terry Fox Elementary Schools.

**7.1.9 Secretary General**

There was no report.

**7.1.10 Strategic Plan Advisor**

The report of the Strategic Plan Advisor commented on the Partnership Agreement, the International Student Program, Consortium formation, the Chambre de commerce et d'industrie de Laval persévérance scolaire program, and a new PREL (Partenaires pour la réussite éducative dans les Laurentides) partnership with the Blainville-Boisbriand Armada Major Junior Hockey team to support persévérance scolaire

**7.2 Parent Commissioners Report:**

The report of the Parent Commissioners commented on the Parents Committee meeting held on 2012-11-01 highlighting a presentation by the Secretary General on Law 19: An Act to prevent and stop bullying in schools, nominations to the English Parents Committee Association (EPCA), a presentation by the Director of School Organization on the upcoming negotiations for the renewal of the contract with the Société de transport de Laval (STL), nominations to the Special Education Advisory Committee (SEAC), consultation on the 2013-2014 Enrollment Criteria, the consultation on the use of St-Paul and Terry Fox Elementary Schools and various reports.

**7.3 Draft Council Agenda:**

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

**7.4 Ethics Commissioner:**

The Secretary General reminded the Executive Committee that the mandate of the current Ethics Commissioner had been extended to 2012-11-30 but that when the extension was approved no process to bring forward a recommendation for a new Ethics Commissioner was established. The Governance & Ethics Committee is recommending that a Selection Committee be established and that the mandate of the current Ethics Commissioner be extended, yet again, until 2012-12-31. The position has been posted, applications were received and once a Selection Committee is established and interviews conducted a recommendation will be brought to the 2012-12-12 meeting of the Council of Commissioners with the start date being 2013-01-01.

**7.5 Commissioner Vacancy Electoral Division #19:**

The Secretary General advised the Executive Committee that the vacant Commissioner position has been posted and two applications received. The applications have been forwarded to the Parents Committee.

Parent Commissioner Angelo Grasso noted that the Chairman of the Parents Committee has sent the Council's request concerning the vacant Commissioner position to all members of the committee and that a response should be received shortly.

**7.6 Selection Committee Update:**

The Chairman, who is also a member of the Selection Committee for the Recruitment & Hiring of a Director General, informed the Executive Committee that a meeting has been held with the external partners and that it had gone well. Applications are currently being received and the posting expires on 2012-11-22.

**7.7 Update of Communications Sub-Committee:**

Commissioner Steve Mitchell presented an update on the Communications Sub-Committee noting that when it was established in June 2012 it had a clear mandate with a lifespan. He advised that the original mandate of the committee has not been met but that the time invested was well spent. At the 2012-11-28 meeting of the Council a proposal will be brought forth to establish a new mandate and to form a new committee with the same membership structure. The original mandate is now concluded.

The Secretary General advised that it would be necessary, prior to establishing a new committee, to see if the Association des cadres scolaires du Québec (ACSQ) and the Sir Wilfrid Laurier Administrators Association (SWLAA) are interested in being a part of this new committee.

The Director General will approach the two associations to find out their interest in continuing such a committee.

### **7.8 Update on 2323 boul. Daniel-Johnson Roofing Project:**

In response to a question from Commissioner Merle Parkinson, the Secretary General noted that the bid is conformable and that the Director of Material Resources has advised the bidder in a letter of intent that the engagement will be brought forth at the 2012-11-28 meeting of the Council for approval.

### **8.0 DISCUSSION TOPIC:**

There was no discussion topic.

### **9.0 QUESTION PERIOD:**

There were no questions.

### **10.0 CORRESPONDENCE:**

There was no correspondence.

### **11.0 VARIA:**

#### **11.1 Regulation – Disposal of Immovables:**

In response to several concerns, the Director General advised that, in accordance with section 4 of the Regulation respecting the norms, conditions and procedure for disposing of an immovable of a school board, any immovable put up for sale with a value of more than 100 000\$ must go to a public tender but that under division 3, section 7 of the regulation it indicates that the Minister may authorize the disposal without going to tender. This has been discussed with the Director of Material Resources and an e-mail has been sent to the Ministère de l'Éducation, du Loisir et du Sport (MELS) for clarification on how this process works and a response is pending.

He further noted that until the end of the 2013-2014 school year the former Joliette Elementary School building will remain status quo because it is currently being used by the Commission scolaire des Samares to house students.

Commissioner Merle Parkinson noted that the Material Resources Committee will be bringing forth a resolution for the rental once the formal request to lease it is received from the Commission scolaire des Samares.

#### **11.2 Scheduling of School Events on Parents Committee Meeting Night:**

In response to a request from Parent Commissioner Angelo Grasso, the Director General noted that he will, again, bring the issue of scheduling events on the nights of the Parents Committee meetings to the attention of the Principals but noted that it is also the obligation of the Parents Committee delegates to ensure that their respective Governing Boards are aware of any possible conflict.

#### **11.3 Travel & Representation Policy:**

In response to questions from Commissioner Merle Parkinson, the Director General drew attention to the Travel and Representation Expenses Reimbursement Policy for the Members of the Council of Commissioners and the Employees of the Sir Wilfrid Laurier School Board.

He also noted that the Department Director may, in rare circumstances, approve an expense if it is justifiable.

The Executive Committee entered into discussion and it was noted that perhaps this may be the time for the Financial Resources Committee to review the policy.

Commissioner Mario Di Domenico MOVED THAT the Financial Resources Committee be mandated to review the Travel and Representation Expenses Reimbursement Policy for the Members of the Council of Commissioners and the Employees of the Sir Wilfrid Laurier School Board.

**Carried unanimously**

#### **11.4 LLHS Scheduling:**

In response to a question from Commissioner Merle Parkinson, the Director General provided the following background information on the issue of the scheduling noting that the monies paid for this service are not exorbitant, as the school board was not paying the salary of a School Organization Technician, as this position was vacant:

- all of the students have a schedule but a few still need tweaking;
- the School Organization Technician at 3200 Souvenir transferred to another school, leaving the position vacant;
- the position was posted, an individual was hired but after a short time the position became vacant again;
- GRICS was able to provide someone to help out during the summer in order to get schedules out for the start of school; and
- a retired School Organization Technician has been hired on a short term basis to do the job while the position is being filled.

Other measures have also been put in place so as to restrict access to the GPI system.

He further noted that as of late yesterday there are three classes that still needed to be balanced as they are oversized and the Principal is working on this.

In response to a question from Parent Commissioner Angelo Grasso, the Director General advised that the GPI system at Laval Liberty High School was shut down for a 24 hour period.

The Chairman extended appreciation to the retired employee who agreed to come back to work to help the school board out of an unforeseen situation.

#### **11.5 Future of Former Joliette E.S.:**

This was discussed under item 11.1.

#### **11.6 Update on Terry Fox & Laval High Schools:**

The Director General provided an update on the use of Terry Fox Elementary School noting that meetings with the Governing Board and school community are underway in order to receive feed back on possible solutions. A letter was sent to all Terry Fox Elementary School parents, at the request of the Governing Board, asking that they provide proof of residency in order to determine that all students actually live in the attendance zone.

In response to comments from Parent Commissioner Roberto Bomba, the Director General indicated that once the consultation process has concluded the information gathered will be treated accordingly and a final recommendation presented for consideration.

He further noted that the expected growth in the east end of Laval also needs to be taken into consideration in this consultation as it will directly effect Terry Fox Elementary School and the need to maximize the use of St-Paul Elementary School to show the Ministère de l'Éducation, du Loisir et du Sport (MELS) that the school board is using all space available.

The Executive Committee entered into discussion and many options were discussed for the present and the future for the continuing growth in Laval and what its potential effect is on the Sir Wilfrid Laurier School Board. Also discussed is the need to advise the Laval school community that, with the growth of Laval, there will probably be other changes and that they are out of the hands of the school board.

In response to a request from Commissioner Robert Dixon, the Chairman noted that the School Organization Committee will follow-up on the information gained in the consultation process and that it will come up with a viable solution for Terry Fox Elementary school.

#### **11.7 Update on ANSC & Finances:**

In response to a question from Commissioner Merle Parkinson, the Director General advised that the Arundel Nature & Science Centre (ANSC) Sub-Committee originally reported to the Material Resources Committee but that since the focus of the centre has changed it now also reports to the Education Committee. He does not have the financials on ANSC but he will follow-up on this and report back. The centre is being well used.

#### **11.8 Update on Consortium formation & Finances:**

The Director General provided an update on Consortium formation noting that revenues to date are in excess of 266 000\$ and that the expenses are 220 000\$ for teachers, employees and operations. Additional revenues are expected shortly for a francization program as well as many small contracts for training. Any profits are divided equally among the partners.

In response to a question from Commissioner Robert Dixon, the Director General noted that the profits received by the partners can be kept by the partner or within the consortium should there be a desire to expand its services.

#### **11.9 Ethics Complaints:**

In response to a concern expressed by Commissioner Merle Parkinson, the Director General explained the process for an ethics complaint noting that anyone wishing to lodge a complaint with the Ethics Commissioner has sixty (60) days from the time of the event to deposit the complaint with the Secretary General, then the Secretary General has three (3) working days to transmit it to the Ethics Commissioner who in turn has five (5) days to decide on its admissibility and then proceeds with the investigation and the final report within thirty (30) days of determining the admissibility.

He further noted that a legal opinion was sought concerning the consequences of the Ethics Commissioner surpassing the thirty (30) days and if the deadline is surpassed it does not make the complaint null and void.

#### **11.10 Update on CDC St-Eustache:**

The Director General provided an update on the CDC St-Eustache noting that an engineering plan is now in place for the work to be done for the installation of the air exchangers. There are two options for the air systems one being a high end system and the other being a system that would provide 100% recycled air in an hour and both need to meet the norms of CSST and the Ministère de l'Éducation, du Loisir et du Sport (MELS). The Director of Material Resources has been authorized to use the second option and installation will take place over the Christmas holidays. The start date for the next cohort will be delayed by two weeks due to this installation.

The Director General expressed his appreciation for the good collaboration between the CSST and the school board as the result has been very positive.

He went on to note that 15 of the necessary machines/tools were purchased, 8 of which have been installed and the remainder stored until the multi service centre is constructed.

In response to a question from Commissioner Merle Parkinson, the Director General noted that he is unsure as to why 15 units were purchased and that he would look into it.

#### **11.11 Expense Reports on the Web:**

In response to a recommendation from Commissioner Steve Mitchell, the Secretary General indicated that not all information on an expense account is public information and the modalities of posting on the Web site must be discussed.

Commissioner Grace Nesi excused herself for the evening.

**TIME: 22:01 hours**

The Executive Committee entered into discussion and that Chairman recommended that this be vetted at the committee level for recommendation.

#### **EC-121120-CA-0031**

Commissioner Steve Mitchell MOVED THAT the question of posting of Commissioners expense accounts on the Web be presented to Council for a mandate to the Governance & Ethics Committee for review and recommendation.

**Carried unanimously**

#### **11.2 Conflict of Interest on the Web:**

Commissioner Steve Mitchell recommended that the conflict of interest forms signed by Commissioners also be posted on the Web.

The Chairman indicated that this would have to be looked at closely.

#### **EC-121120-CA-0032**

Commissioner Steve Mitchell MOVED THAT the question of posting of Commissioners conflict of interest forms be presented to Council for a mandate to the Governance & Ethics Committee for review and recommendation.

**Carried unanimously**

#### **12.0 ADJOURNMENT OF MEETING:**

Parent Commissioner Angelo Grasso MOVED the adjournment of the meeting.

**Carried unanimously**

**TIME: 22:06 hours**

**NEXT MEETING ⇒ REGULAR ⇒ 2012-12-11**