

## PROVINCE OF QUEBEC

## MINUTES OF THE SPECIAL EXECUTIVE COMMITTEE MEETING OF THE SIR WILFRID LAURIER SCHOOL BOARD HELD ON 2013-03-21

A Special 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 Thursday, 2013-03-21.

Present Executive Members: Commissioner 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 Stephanie Vucko, 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; Livia Nassivera, Director of Financial Resources; Commissioners Steve Bletas, Guy Gagnon, Steve Kmec, Elio Lattanzio, Peter MacLaurin; and Jocelyne Thompson-Ness, Administrative Assistant.

The Chairman called the meeting to order.

**TIME: 19:07 hours**

### 1.0 ACCEPTANCE OF AGENDA:

#### EC-130321-CA-0054

Commissioner Robert Dixon MOVED THAT the agenda be approved as presented in document #SWLSB-2013/03/21-CA-001.

**Carried unanimously**

### 2.0 APPROVAL OF MINUTES:

#### EC-130321-CA-0055

Parent Commissioner Roberto Bomba MOVED THAT the minutes of the EXECUTIVE COMMITTEE meeting of the Sir Wilfrid Laurier School Board held on 2013-02-19 having been received by all members prior to this meeting, be approved as presented.

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

### 3.0 DIRECTOR GENERAL'S REPORT:

#### 3.1 *Director General's Report:*

The Director General presented her monthly report noting the following:

- that a student from Ste-Agathe Academy will be representing Québec at the National Youth Advisory Committee ArtsSmarts 21<sup>st</sup> Century Youth Creativity Challenge;
- the Ministère de l'Éducation, du Loisir et du Sport (MELS) announcement that each school board in Québec will be funded for one (1) pre-Kindergarten (4 year old) class, 18 students, in an area that is either 9 or 10 on the socio-economic scale, with the stipulation that there be no increase in space within the building that will accommodate them;
- discussions at the recent English Directors General table concerning the loss of services to English students when they reach high school;
- staffing for the 2013-2014 school year;

- key criteria for the selection of a Principal to be considered in the assignment and transfer process taking into account the vision of the school board and the Strategic Plan; and
- the review of workbooks from the schools to see if printing fees can be reduced.

In response to several question concerning her report, the Director General noted:

- that after 2013-03-28 students who wish to attend an overcrowded school will be referred to the next closest school for registration;
- the collection of school fees is currently at 70%. Annually, the school board is able to collect 90% of the fees with the balance going to collection. The collection of fees is monitored closely;
- the role of the Director General in the assignment and transfer process for in-school and centre administrators is to make recommendations within the deadlines provided. She does not foresee many changes to the in-school and centre administration for the 2013-2014 school year for stability purposes;
- the pre-Kindergarten (4 year-old) will be a 5-day per week program;
- Terry Fox Elementary School, if it meets the socio-economic criteria, will be able to house the pre-Kindergarten group;
- the socio-economic scale is revised every three years using a complicated formula which looks at single parents, mother's education, amongst other things, to determine the category within the scale;
- two schools that fall into the socio-economic scale of 9 or 10 are, at this time, are Arundel and Rawdon. If selected, each has the space to accommodate the program.

Commissioner Peter MacLaurin entered the meeting.

**TIME: 19:26 hours**

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

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

The Interim Assistant Director General advised the Executive Committee that during the March break he had met with a group of parents from Phoenix Alternative School to discuss the future directions of the school. The meeting went well and many present who were originally sceptical of the meeting left with a more positive view of where the school is headed. He also noted the upcoming Cours des Pompiers, a fundraising run which will take place on 2013-06-02. It will benefit our schools because for each student who participates 5\$ of the 15\$ entry fee will be donated back to that school.

#### **5.0 BUSINESS ARISING:**

##### **5.1 *Cutbacks 2013-2014:***

In response to a question from Commissioner Edward Turchyniak at the 2013-02-19 meeting of the Executive Committee, the Director of Financial Resources noted that without the budget parameters it is hard to determine how the cutbacks can be absorbed. It is expected that the budget parameters will be received on 2013-04-08.

Commissioner George Benoit entered the meeting.

**TIME: 19:43 hours**

The Director General indicated that the cutbacks are of great concern to all of the Directors General provincially because of the surprises they could contain.

The Executive Committee entered into discussion on the tax rate and its calculation and Commissioner Nick Milas, in his capacity as Chairman of the Council, asked that the Director of Financial Resources to share with the Commissioners the taxation rate chart for all the school boards and the formula for the calculation of the taxes.

## **5.2 Laval Schools:**

The Secretary General drew attention to the table prepared by the Director of School Organization that shows the enrolment of each of the junior high schools, the feeder schools from which applications were received, the Accelerated Learning Program (ALP) and a portrait of each of the schools.

She went on to note that as of today three complaints have been received due to the results of the lottery held on 2013-02-27. Two complaints have been made to the Student Ombudsman and a meeting has been held with him to discuss the cases. The other case is pending.

In response to a question from Commissioner Robert Dixon, the Director General indicated that the Directorate is reviewing the timeline and the next steps to take concerning the use of the Laval high schools and that it will be a topic at the next meeting of the School Organization & Transportation Committee.

## **6.0 DECISION ITEMS:**

### **6.1 FINANCIAL RESOURCES**

#### **6.1.1 Authorization to Borrow – Energy Project Phase II:**

The Director of Financial Resources provided background information on the need for an authorization to borrow.

#### **EC-130321-FR-0056**

WHEREAS the Council of Commissioners of the Sir Wilfrid Laurier School Board adopted resolution CC-090623-MR-0145 authorizing Phase II of the Energy Project for 12 schools and centres, and subsequent loans;

WHEREAS on 2009-10-16 the Sir Wilfrid Laurier School Board received authorization in principle from the Ministère de l'Éducation, du Loisir et du Sport (MELS) to borrow up to 4,439,442 \$;

WHEREAS Phase II of the Energy Project is now complete and the Sir Wilfrid Laurier School Board must now formally request authorization from the Ministère de l'Éducation, du Loisir et du Sport (MELS) to transact a long term loan;

WHEREAS the total cost of the project, net of taxes, is \$5,933,905;

WHEREAS on 2013-01-22 the Sir Wilfrid Laurier School Board has received confirmation of a grant from the Ministère de l'Éducation, du Loisir et du Sport (MELS) in the amount of 1,587,700\$ under Measure 50640;

WHEREAS the Sir Wilfrid Laurier School Board also received grants from Hydro Québec and Gaz Métropolitain for a total amount of 335,611 \$;

WHEREAS the Sir Wilfrid Laurier School Board by-law #BL2008-CA-01: Delegation of Functions & Powers delegates the power to approve long term loans to its Executive Committee;

Commissioner Merle Parkinson MOVED THAT the Executive Committee of the Sir Wilfrid Laurier School Board request from the Ministère de l'Éducation, du Loisir et du Sport (MELS) the authorization to contract a loan for a maximum amount of 4,010,594\$, for a period not exceeding 15 years, to be paid back from the annual energy savings, as per the terms and conditions recommended by the Ministère des Finances du Québec;

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

## 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 provided an update on the marketing plans and activities, the Summer Job Fair which will help students with CVs and interview skills, the progress of the International Student Vocational Training Programs, an update of the first on-line course for Daycare employees who require certification and an update on the Multi Service Centre Project.

#### 7.1.2 Complementary Services

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

#### 7.1.3 Educational Services

The report of the Director of Educational Services noted exam preparation, Professional Learning Communities (PLCs), the 2013 Arundel Nature & Science Centre (ANSC) Ski Loppet, and high school pathways.

#### 7.1.4 Financial Resources

The report of the Director of Financial Resources focused on the 2013-03-31 quarterly report, the 2013-2014 budget and the upcoming consultation on the 2013-2014 budget parameters.

#### 7.1.5 Human Resources

The report of the Director of Human Resources focused on the development of a hiring policy, an update on negotiations with the teachers and maintenance unions, teacher staffing, recruitment of administrators, exit interviews and the posting of the position of Director of Financial Resources.

#### 7.1.6 Information Technology

There was no report.

#### 7.1.7 Material Resources

The report of the Director of Material Resources commented on upcoming tender openings, the capital budget for 2013-2014 and the construction of the air dust collector and air makeup system at CDC St-Eustache.

### **7.1.8 School Organization & Transportation**

The report of the Director of School Organization highlighted the shuttle bus service from Deux-Montagnes to the CDC Laurier-Vimont, registration, enrolment figures, the drawing of lots for a place at Mother Teresa Junior High School as per the enrolment criteria and the upcoming transmission of registrations for the June high school exams.

### **7.1.9 Secretary General**

The report of the Secretary General commented on meetings attended, the 2014-11-02 school elections, various court cases, labour relations and an update on cases before the Student Ombudsman.

### **7.1.10 Strategic Plan Advisor**

The report of the Strategic Plan Advisor highlighted changes being made to the Strategic Plan and Partnership Agreements, and provided an update on Consortium Formation.

## **7.2 Parent Commissioners Report:**

Parent Commissioner Angelo Grasso advised the Executive Committee that the English Parents Committee Association (EPCA) has prepared a brief concerning Bill 14 and has been invited to present it before the National Assembly on 2013-03-25.

The report of the Parent Commissioners highlighted a presentation by the RCP-3L, the response received concerning the bus pass refund cheques to parents, 2012-2013 objectives of the committee, the Commissioner vacancy in electoral division 18, budget building for 2013-2014, a letter to the Ministère de l'Éducation, du Loisir et du Sport (MELS) concerning the Secondary IV math, science and history exams, and the LCEEQ paper on the future of English education in Québec.

In response to several questions concerning the presentation of Bills 23 & 24 in the National Assembly that would amend the Act respecting schools elections, the Secretary General noted that:

- when these bills are passed the by-election process will be suspended until after the 2014-11-02 elections and that any vacancies would be replaced by the Council for the balance of the mandate;
- if the Bills are sanctioned prior to 2013-04-28 the by-election in electoral division 18 will be halted;
- if no nominations are received during the nomination period the by-election process would have to be re-started; and
- the reading of the Bills will depend on their priority for the National Assembly.

In response to a question from Commissioner Robert Dixon, the Secretary General advised that she would inquire about any sanctions for not filling a vacant Commissioner position.

In response to several questions and concerns expressed by Commissioner Steve Mitchell, the Director General advised that with the feedback received from the Ministère de l'Éducation, du Loisir et du Sport (MELS) on the school board's Strategic Plan several issues have been resolved and work is being done to bring the plan in line with the MELS suggestions. As for the Adult Education & Vocational Training marketing plan there is a grant available for this and she will provide additional information at the next meeting. She also noted that to date no bullying reports have been received as the school board is just beginning to implement this new policy but reports will be provided when received.

In response to an additional concern expressed by Commissioner Mitchell, the Secretary General explained that the obligation to have a policy in place was as of 2013-01-01 and, until recently, the schools were keeping paper reports on any incidents that occurred but now MEMO, a program within the GPI system, is available for that purpose. The individual school plans were to be adopted by 2013-03-01 but some schools requested an extension as they required additional information.

In response to a question from the Director General, the Secretary General explained the difference between an incident and a complaint, noting that when an incident evolves into a complaint the school board becomes involved.

The Director General noted that the steps that have been taken by the Sir Wilfrid Laurier School Board with respect to the bullying policy will evolve with time. It must be noted that at this juncture this school board is far ahead of most and have been approached by both English and French school boards to share our methods.

### **7.3 Draft Council Agenda:**

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

## **8.0 DISCUSSION TOPIC:**

### **8.1 November 2014 School Election & Division of Territory:**

The Secretary General advised the Executive Committee that the division of territory for the 2014-11-02 school election was discussed at the Communications & Public Relations Committee (CPRC). By law, the Sir Wilfrid Laurier School Board is entitled to 9 electoral divisions and can ask for up to an additional five (5) electoral divisions, if the criterion is met. It should be noted that the Chairman of the school board will be elected by universal suffrage in the upcoming school elections.

The Executive Committee entered into discussion on whether or not 9 electoral divisions will adequately serve the stakeholders of the Sir Wilfrid Laurier School Board.

The Chairman MOVED THAT the meeting be suspended until the completion of the Special meeting of the Council of Commissioners.

**TIME: 20:32 hours**

The meeting resumed.

**TIME: 21:18 hours**

### **7.4 Update on Phoenix Alternative High School:**

The Director General provided background information on various issues concerning Phoenix Alternative High School noting the proposed changes to the process, accountability and the requirements of the Basic School Regulation.

The Director of Educational Services noted that a meeting was held with parents of students at the school and it was a positive meeting in that many arrived with misinformation and left with a better understanding of how the school operates. A new plan for the school is being developed to enhance what is already in place for implementation for the 2013-2014 school year.

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

- students are succeeding at Phoenix;
- the services provided need to follow the norms set by the Ministère de l'Éducation, du Loisir et du Sport (MELS);
- better promotion of Phoenix is required;
- want to be able to have students transition back to their home school or to Vocational Training;
- changes will benefit the students and staff; and
- further debate is needed on this program.

**9.0 QUESTION PERIOD:**

In response to a question from Commissioner Nancy Rupnik, Commissioner Nick Milas, in his capacity as Chairman of the school board, advised that the recruitment of an Assistant Director General will be on the agenda of the 2013-03-26 Council caucus.

In response to a concern expressed by Commissioner Guy Gagnon, the Chairman noted that the discrepancy in enrolment between certain schools should be brought to the School Organization & Transportation Committee for further discussion.

In response to a question from Commissioner Merle Parkinson, the Director General noted that the Selection Committee for the recruitment of a Director of Financial Resources would be established in accordance with school board policy.

In response to a concern expressed by Commissioner Robert Dixon, the Director General indicated that to her knowledge the AESOP program was working effectively but that she would look into his concerns and report back at the next meeting.

Commissioner Steve Mitchell requested that the Governance & Ethics Committee review section 96.12 of the Education Act (R.S.Q., Chapter I-13.3) as it relates to bullying.

**10.0 CORRESPONDENCE:**

There was no correspondence.

**11.0 VARIA:**

The Director of Human Resources advised the Executive Committee that a recruitment workshop for in-school administrators was held last evening where ten (10) people participated in three activities to gauge their potential as administrators.

The Director General indicated that the interest in becoming an administrator is not high and a plan needs to be developed that will encourage teachers to consider becoming an administrator.

In response to a suggestion from Commissioner Mario Di Domenico, the Director of Human Resources noted that the idea of teachers receiving more administration experience before being considered for a permanent administration position is already under consideration.

In response to a question from the Chairman, Commissioner Nancy Rupnik, as Chair of the Communications & Public Relations Committee (CPRC), indicated that at the next CPRC meeting the committee structure will be discussed and a long term plan established.

**12.0 ADJOURNMENT OF MEETING:**

Commissioner Nick Milas MOVED the adjournment of the meeting.

**Carried unanimously**

**TIME: 21:55 hours**

**NEXT MEETING ⇒ REGULAR ⇒ 2013-04-16**

