

PROVINCE OF QUEBEC

MINUTES OF THE REGULAR EXECUTIVE COMMITTEE MEETING OF THE SIR WILFRID LAURIER SCHOOL BOARD HELD ON 2013-04-16

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, 2013-04-16.

Present Executive Members: Commissioner Edward Turchyniak, Chairman; Steve Mitchell, Vice-Chairman; Mario Di Domenico, Robert Dixon, Nick Milas, Merle Parkinson, Nancy Rupnik; and Parent Commissioner 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; Donna Abel, Assistant Director of Financial Resources; Commissioners Guy Gagnon, Elio Lattanzio; and Jocelyne Thompson-Ness, Administrative Assistant.

Absent: Parent Commissioners Roberto Bomba

The Chairman called the meeting to order.

TIME: 19:32 hours

1.0 ACCEPTANCE OF AGENDA:**EC-130416-CA-0057**

Parent Commissioner Angelo Grasso MOVED THAT the agenda be approved as presented in document #SWLSB-2013/04/16-CA-001.

Carried unanimously

2.0 APPROVAL OF MINUTES:**EC-130416-CA-0058**

Commissioner Nick Milas MOVED THAT the minutes of the SPECIAL EXECUTIVE COMMITTEE meeting of the Sir Wilfrid Laurier School Board held on 2013-03-21 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 her monthly report noting the following:

- Adult Education & Vocational Training is receiving outside assistance on how to continue to grow with cutbacks;
- discussions on more collaboration between the youth sector and Adult Education & Vocational Training;
- work on the various Organizational Charts for 2013-2014;
- preliminary discussions with the Littoral School Board for the use of the Sir Wilfrid Laurier School Board's Carpentry Program authorization;
- staffing at Phoenix for 2013-2014;

- attendance at an informative Alternative school presentation at the Riverside School Board;
- the revision work being done on the Strategic Plan to bring it in line with the recommendations received from the Ministère de l'Éducation, du Loisir et du Sport (MELS);
- the alignment of the goals of the Director General with the departments and the Strategic Plan;
- discussions on the evaluation of the Director General and the fact that the current policy is outdated;
- provided an update on the search for a new Director of Financial Resources noting that some of the candidates from the 1st interview have been invited for a 2nd interview and to participate in some testing;
- discussions continue on the Laval Aquatic Park Project, which is now estimated at 43 000 00\$ and, at this time, there is no Ministère de l'Éducation, du Loisir et du Sport (MELS) funding. The Ville de Laval continues to support this project;
- the need to establish Ad Hoc Committees for the Laval elementary and high schools with specific mandates to address pressing issues and to move forward;
- organization of a Focus Session.

The Executive Committee entered into discussion on the policy for the evaluation of the Director General and it was noted that it would be the Governance & Ethics Committee that would revise the policy. Also discussed at length were the proposed Ad Hoc Committees.

In response to general questions the Director General noted:

- that the Parents Committee has also addressed the issue of SOS Learn being made available to the adult sector and that she will bring it to the Directors General table, who in turn will present the idea to LEARN, if it is applicable;
- if a school board loans a Vocational Training authorization to another school board, the holder of the authorization receives the ETPs and the monies as per an agreement reached with the other school board; and
- that the Director of Adult Education & Vocational Training will be asked to look into working with the CCQ and report back to Council.

In response to a question from Commissioner Guy Gagnon, the Director General advised that with any changes to the organizational chart, security of employment will be respected.

Commissioner Nick Milas left the meeting.

TIME: 20:29 hours

The Director General commented on the recent Citizenship Ceremony at Lake of Two Mountains High School noting how moving it was to see all those who have chosen to make Canada their home become Canadian citizens.

Commissioner Nancy Rupnik commented that she had also been at the Citizenship Ceremony and that it was a very meaningful moment especially when the judge, who was overseeing the swearing in of the new citizens, invited everyone present to reaffirm their own citizenship.

Commissioner Nick Milas returned to the meeting.

TIME: 20:32 hours

4.0 INTERIM ASSISTANT DIRECTOR GENERAL'S REPORT:

4.1 *Interim Assistant Director General's Report:*

The Assistant Director General commented on the Citizenship Ceremony held at Lake of Two Mountains High School noting that it was a very special moment. He also noted a Bill 56 presentation for parents of Crestview Elementary School made by Complementary Services and the Starfest auditions for the Laurier Gala.

7.6 MELS Budget Parameters:

The Assistant Director of Financial Resources advised the Executive Committee that as of today the 2013-2014 budget parameters have not yet been received.

7.7 Results – Budget Building Process:

The Assistant Director of Financial Resources presented and reviewed the feedback received on the budget building consultation noting that 35 responses were received, 3 more than for 2012-2013. She highlighted the top three priority requests: 1) technology, 2) behaviour technicians, and 3) attendant time.

The Executive Committee entered into discussion.

Commissioner Mike Pizzola left the meeting. **TIME: 20:39 hours**

Commissioner Nazario Facchino left the meeting. **TIME: 20:41 hours**

Commissioners grace Nesi and Mike Pizzola returned to the meeting. **TIME: 20:42 hours**

The Chairman thanked the Assistant Director of Financial Resources for her informative presentation.

The Director General provided an update on SOS Learn noting that after the e-push 43 students signed up for the service for a total of 150 students, mostly from the Laurentians. She will continue to provide updates when information is available.

Commissioner Nazario Facchino returned to the meeting. **TIME: 20:44 hours**

5.0 BUSINESS ARISING:

5.1 Update on AESOP Program:

In response to a question asked at the 2013-03-21 meeting of the Executive Committee, the Director General advised that this was addressed at the last Principals meeting and, given that it is a new program, it has been agreed that additional training will be provided to those using the program to ensure that it is being used to its full advantage. Preliminary discussions have also taken place on the possibility of adapting this program for the maintenance employees.

6.0 DECISION ITEMS:

6.1 Recommendations to Council

6.1.1 2013-2014 Assignments & Transfers of In-School & Centre Administrators:

The Director General presented her proposed assignments and transfers of in-school and centre Administrators for the 2013-2014 school year. She noted that her goal is to maintain as much stability within the schools as possible and to respect the wishes of some of the Administrators. The document has been sent out to the Sir Wilfrid Laurier Administrators Association (SWLAA) for consultation.

The Executive Committee entered into discussion on the proposed assignments and transfers.

Commissioner Elio Lattanzio excused himself for the evening. **TIME: 21:07 hours**

The Director General received feedback on the process used for the assignments and transfers.

EC-130416-HR-0059

Commissioner Robert Dixon MOVED THAT the Executive Committee of the Sir Wilfrid Laurier School Board recommends that the **2013-2014 Assignment & Transfer of In-School & Centre Administrators** as presented by the Director General be submitted to the Council of Commissioners at its 2013-04-24 meeting.

Carried unanimously

6.1.2 By-Law: Date, Time & Place of Council Meetings for 2013-2014:

The Secretary General reviewed the by-laws on the date, time and place for Council and Executive Committee for 2013-2014. The only major exception is for the Executive Committee in May 2014 as Human Resources has requested that it be moved ahead so as to accommodate the various union deadlines for staffing adjustments.

The Secretary General reminded the Executive Committee it had requested a review of the current committee structure and, although it has not yet been done, the Governance & Ethics Committee has taken the opportunity to work on a draft plan for presentation and discussion at the 2013-05-21 meeting of the Executive Committee.

EC-130416-CA-0060

Commissioner Steve Mitchell MOVED THAT the Executive Committee of the Sir Wilfrid Laurier School Board recommend that amended by-law #BL2000-CA-05: Date, Time & Place of Regular Meetings of the Council of Commissioners of the Sir Wilfrid Laurier School Board for the 2013-2014 school year be presented to the Council of Commissioners at its 2013-04-24 meeting.

Carried unanimously

6.1.3 By-Law: Date, Time & Place of Executive Committee Meetings for 2013-2014:**EC-130416-CA-0061**

Commissioner Steve Mitchell MOVED THAT the Executive Committee of the Sir Wilfrid Laurier School Board recommend that amended by-law #BL2008-CA-15: Date, Time & Place of Regular Meetings of the Executive Committee of the Sir Wilfrid Laurier School Board for the 2013-2014 school year be presented to the Council of Commissioners at its 2013-04-24 meeting.

Carried unanimously

6.2 Material Resources**6.2.1 Open Purchase Order – CDC St-Eustache Carpentry Program:**

The Secretary General provided background information on the following resolution.

In response to a question from Commissioner Robert Dixon, the Secretary General explained that when we go out to public tender there is no budget amount provided within the tender specifications. She noted that she would clarify the process and report back at the next Executive Committee.

In response to a question from Parent Commissioner Angelo Grasso, the Director General explained that the. The costs of the materials incurred for the Carpentry program are for more than one cohort.

The Secretary General informed the Executive Committee that the Director of Material Resources will go to public tender for a materials supplier shortly.

EC-130416-MR-0062

WHEREAS the CDC St-Eustache operates a carpentry program;

WHEREAS an open purchase order was made at the beginning of the 2012-2013 school year to purchase the required materials from H. Dagenais & Fils Inc. – RONA in the amount of 25 000\$;

WHEREAS this open purchase order was increased to an amount of 70 000\$;

WHEREAS a request has been received to increase this open purchase order by an additional 25 000\$ to total 95 000\$;

Commissioner Nancy Rupnik MOVED THAT, on the recommendation of the Director of Material Resources, the Executive Committee of the Sir Wilfrid Laurier School Board, accordance with by-law #BL-2008-CA-01: Delegation of Functions & Powers of the Sir Wilfrid Laurier School Board, approve an increase to the open purchase order for the CDC St-Eustache Carpentry Program with **H. Dagenais & Fils Inc. - RONA** to total the amount of 95 000,00\$ (109 226.25\$, taxes included).

Carried unanimously

On a “point of information”, Commissioner Nick Milas indicated that the issue of rewards earned through various purchasing programs are credited to the school board.

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 NPI – Laval Families Teacher Recognition Award which was received by one of the Nursing Teachers, Christina Kupfer; the success of the open houses at CDC Pont-Viau and CDC Vimont, the activities of Adult Learners' Week, the closing of the CSST dossier for CDC St-Eustache as it now conforms to the air ventilation and purification requirements, the honour of a CDC St-Eustache student, Nancy Evers, winning the “Chapeau les filles” an award for women in non-traditional professions, regional Math Day, an update on the MultiService Centre, Strategic Planning sessions and winning a TIPSA Project Award of 6 000\$ for the project “Going Viral!”.

7.1.2 Complementary Services

The report of the Director of Complementary Services provided an update on Bill 56 noting that bus driver training will take place on this topic during the week of 2013-04-22. The report also provided an update on the organization of services for 2013-2014 special needs students.

7.1.3 Educational Services

The report of the Director of Educational Services commented on examination preparation with respect to tutorials and on-line resources for high school students, marking centres and Professional Development & Innovation grants which will be used for curriculum mapping, data team development and the creation of a new learning and Evaluation Situations.

7.1.4 Financial Resources

The report of the Assistant Director of Financial Resources noted the 2013-2014 initial budget, the budget consultation process and the 2013-03-31 quarterly report to the Ministère de l'Éducation, du Loisir et du Sport (MELS).

7.1.5 Human Resources

The report of the Director of Human Resources commented on teacher negotiations, teacher staffing, administrative support staff, maintenance staffing, the posting of the position of Director of Financial Resources, a meeting with the Phoenix Alternative school staff, the 2013-2014 school calendar and information on "Apply to Education" training for Principals so they can use this electronic resource that allows teachers to post their CVs.

7.1.6 Information Technology

The report of the Director of Information Technology highlighted a new project to increase user experience with Lumix.

7.1.7 Material Resources

The report of the Director of Material Resources highlighted new projects, the work being done on the 2013-2014 capital projects and the completion of the CDC St-Eustache CSST project.

7.1.8 School Organization & Transportation

The report of the Director of School Organization noted the upcoming Anti-Bullying Workshop of bus drivers, review of bus routes for 2013-2014, the treatment of out-of-zone applications and the pre-audit of student files in preparation for the auditors

7.1.9 Secretary General

There was no report.

7.1.10 Strategic Plan Advisor

There was no report.

7.2 Parent Commissioners Report:

The report of the Parent Commissioners highlighted a presentation at the 2013-04-04 Parents Committee meeting on SOS Learn which provides online tutoring for high school students. The report also noted negotiations with the Société de transport de Laval (STL), the letter to the Ministère de l'Éducation, du Loisir et du Sport (MELS) concerning the June 2012 Math, History and Science exams, and the deeds of establishment and three-year plan.

7.3 Draft Council Agenda:

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

The Secretary General advised the Executive Committee that at the 2013-04-24 meeting of the Council she expects that there will be reports from the Student Ombudsman concerning cases regarding Mother Teresa Junior High School.

In response to a question from Commissioner Nick Milas, the Secretary General noted that these appeals were addressed directly to the Student Ombudsman as per by-law #BL2009-CA-19: By-Law Establishing Procedures for the Examination of Complaints from Students or their Parents.

7.4 Update on Strategic Plan:

This was discussed under item 3.0.

7.5 Update on the Use of Laval High Schools:

This was discussed under item 3.0.

The Director General noted that recently there has been discussions concerning the engagement of an Assistant Director General and that at this time the Interim Assistant Director General has agreed to stay on until 2013-12-31. The posting for the position will be made in September 2013, engagement in December 2013 with entry into the job in January 2014.

8.0 DISCUSSION TOPIC:

There was no discussion topic.

9.0 QUESTION PERIOD:

In response to a question from Commissioner Merle Parkinson, the Director General indicated that the Director of Educational Services is handling the 4-year Old Kindergarten Program dossier and that at this time there are several questions that need to be answered. When answers are received the Executive Committee and Council will be advised.

In response to a question from Commissioner Robert Dixon, the Director General indicated that she would verify the process for installing electrical systems in Sir Wilfrid Laurier School Board buildings with the Director of Material Resources and report back to him.

10.0 CORRESPONDENCE:

There was no correspondence.

11.0 VARIA:**11.1 Request from EPCA Representative:**

In response to a question from Parent Commissioner Angelo Grasso, on behalf of the English Parents Committee Association (EPCA), the Secretary General indicated that she would inquire with the Director of School Organization for data on the students impacted in light of Bill 14, if adopted by the National Assembly, and will follow-up with the representative who contacted her..

11.2 SOS LEARN:

This was discussed under several items this evening.

The Secretary General reminded the Executive Committee of the by-election in Electoral Division 18. The advanced poll will be held on 2013-04-21 and regular polling will be on 2013-04-28.

She further noted that it will be necessary to have a Special meeting of the Executive Committee in order to dispose of the annual staffing requirements for several of the unions in order to respect deadlines.

12.0 ADJOURNMENT OF MEETING:

Commissioner Mario Di Domenico MOVED the adjournment of the meeting.

Carried unanimously

TIME: 21:49 hours

NEXT MEETING ⇒ REGULAR ⇒ 2013-05-21