

PROVINCE OF QUEBEC

MINUTES OF THE REGULAR EXECUTIVE COMMITTEE MEETING OF THE SIR WILFRID LAURIER SCHOOL BOARD HELD ON 2013-07-09

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, 2013-07-09.

Present Executive Members: Commissioner Edward Turchyniak, Chairman; Steve Mitchell, Vice-Chairman; Mario Di Domenico, Robert Dixon, Nick Milas, Merle Parkinson (via telephone), Nancy Rupnik; and Parent Commissioners Roberto Bomba and Angela Martorana; and Stephanie Vucko, Director General.

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

Also present were: Marie-Claude Drouin, Secretary General; Gaëlle Absolonne, Director of School Organization; Commissioner Guy Gagnon; and Jocelyne Thompson-Ness, Administrative Assistant.

The Chairman called the meeting to order.

TIME: 19:32 hours

1.0 ACCEPTANCE OF AGENDA:

The following addition to the agenda was proposed:

11.0 VARIA:

- 11.1 Tax Bills..... INFO
- 11.2 ALP INFO

EC-130709-CA-0001

Parent Commissioner Roberto Bomba MOVED THAT the agenda be approved as amended in document #SWLSB-2013/07/09-CA-001.

Carried unanimously

2.0 APPROVAL OF MINUTES:

EC-130709-CA-0002

Commissioner Robert Dixon MOVED THAT the minutes of the EXECUTIVE COMMITTEE meeting of the Sir Wilfrid Laurier School Board held on 2013-06-18 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 her monthly report noting that the school tax bills and the information pamphlet have been mailed, the Tax Department employees have been briefed on how to handle the phone calls as there will be many questions about the increase; the central phone message has been revised to better serve the clientele; and thanks was extended to those who worked on the taxation pamphlet as feedback has been very positive. As of today there have been many phone calls concerning the taxes but not as many as anticipated.

The Executive Committee entered into discussion on the tax bills and the differences between each school board and the fact that some taxpayers will move their taxes to the francophone school board because of the lower rate.

The Director General continued her report commenting on this evening's selection of names at Lake of Two Mountains High School (LTMHS) for the transfer of kindergarten students from Mountainview Elementary School to St-Jude Elementary School. She noted that the enrolment criterium was applied prior to the draw being undertaken.

She extended appreciation to the Administration who made themselves available and for being present until all questions were answered.

The Secretary General entered the meeting.

TIME: 19:54 hours

In response to a question from Commissioner Nick Milas, the Director General advised that due to the recent construction strike the planned renovations to Twin Oaks Elementary school have been put on hold and the classrooms are being reorganized to better accommodate the students.

In response to other questions and concerns over class size, the Director General noted that the Directors are looking at how other school boards manage to move students without too much problem and that class size is respected when possible but in some cases classes are overcrowded due to the fact that there is no school close enough to transfer students to.

The Secretary General informed the Executive Committee that four Twin Oaks Elementary School families have requested to revisit the refusal of their respective out-of-zone request. All avenues have been looked at and exhausted so the parents have been advised of such and provided the information for the Student Ombudsman.

The Executive Committee entered into discussion.

Commissioner Guy Gagnon entered the meeting.

TIME: 20:06 hours

In response to a question, the Secretary General noted that the Education Act (R.S.Q., Chapter I-13.3) requires that every school board have a Student Ombudsman and a by-law for the examination of complaints.

Commissioner Nick Milas and Executive Delegate Commissioner Nazario Facchino left the meeting.

TIME: 20:09 hours

In response to comments from Commissioner Mario Di Domenico, the Secretary General advised that she is seeking an outside opinion on the exact definition of a Student Ombudsman and will share the response once it has been received. She also noted that this position will be posted in the Fall as the current Student Ombudsman contract concludes at the end of November.

Commissioner Nick Milas returned to the meeting.

TIME: 20:10 hours

In response to questions concerning the information provided in the report of the Student Ombudsman, the Secretary General indicated that the report, although detailed, may not reveal the extent of the background work completed by the Student Ombudsman to render his recommendation.

Commissioner Nazario Facchino returned to the meeting.

TIME: 20:14 hours

The Director of School Organization & Transportation entered the meeting. **TIME: 20:15 hours**

Commissioner Nancy Rupnik left the meeting.

TIME: 20:15 hours

Commissioner Nancy Rupnik returned to the meeting.

TIME: 20:16 hours

The Director General continued her report noting that another phase of the Laval Ad Hoc Committee has been completed, as she met recently with the four Laval high school Principals to look at the three scenarios being consulted upon. The next phase is to meet with the teachers of the four high schools to receive feedback on the three scenarios. A decision on this situation needs to be made in the near future so that everyone involved can move ahead.

She went on to note that on-line Summer School has been cancelled due to low registration. As this was a new option for Summer School some aspects were not coordinated efficiently. LEARN has been contacted so that for the future there is a more efficient process for on-line Summer School established, as Sir Wilfrid Laurier School Board students could have been accommodated by another school board as the service is "on-line". Physical registration for summer school has been very good.

4.0 INTERIM ASSISTANT DIRECTOR GENERAL'S REPORT:

4.1 *Interim Assistant Director General's Report:*

There was no report.

5.0 BUSINESS ARISING:

5.1 *Attestation - Assistant Director General:*

The Director General advised the Executive Committee that the candidate for the position of Assistant Director General has agreed to the terms and conditions and signed the contract of hiring with the school board.

EC-130709-HR-0003

WHEREAS the Council of Commissioners of the Sir Wilfrid Laurier School Board approved resolution #CC-130626-HR-0177, making an offer of employment to engage a new Assistant Director General and mandating the Chairman of the Council of Commissioners and the Director General to present the offer of employment to the retained candidate;

WHEREAS the offer of employment was accepted hereby engaging Eileen Kelly as Assistant Director General;

Commissioner Nancy Rupnik MOVED THAT the Executive Committee of the Sir Wilfrid Laurier School Board officially welcome **Eileen Kelly** in her new function as Assistant Director General of the Sir Wilfrid Laurier School Board, effective 2013-08-12.

Carried unanimously

5.2 *Engagement – Director of Financial Resources:*

The Director General expressed appreciation to the Selection Committees on the hiring of the Assistant Director General and the Director of Financial Resources. She reviewed the recommendation for the Director of Financial Resources.

EC-130709-HR-0004

WHEREAS the position of Director of Financial Resources is currently vacant;

WHEREAS this position was posted from 2013-06-14 until 2013-06-28 and a Selection Committee held interviews on 2013-07-09;

Commissioner Merle Parkinson MOVED THAT, on the recommendation of the Selection Committee, the Executive Committee of the Sir Wilfrid Laurier School Board engage **France D'Aoust** as Director of Financial Resources, effective 2013-08-12, in accordance with the Regulation Governing the Working Conditions of Management Staff of School Boards and the Management Policy of the Board.

Carried unanimously

6.0 DECISION ITEMS:

6.2 Material Resources

6.2.1 Engagement of Supplier – CDC St-Eustache:

In response to a concern from the Chairman, the Secretary General advised that the tender for this supplier was public and that the people listed on the tender grid were those who had requested the tender specifications but only one actually submitted a bid. The tender was verified, the bidder is conformable and the prices will be guaranteed for the 2013-2014 school year. She noted that a public tender does not require a minimum number of bidders.

The Executive Committee entered into discussion and it was noted that there was a discussion that took place during the school year concerning calling a tender for materials for the Carpentry Program.

Commissioner Grace Nesi left the meeting.

TIME: 20:45 hours

In response to several questions, the Secretary General explained that the resolution tonight is not for approving an expense but for establishing an open purchase order for the purpose of buying materials with a spending ceiling.

Commissioner Grace Nesi returned to the meeting.

TIME: 20:47 hours

In response to a question from Commissioner Robert Dixon, the Secretary General explained that the resolution engaging this supplier cannot be rescinded without cause because the contract was given on a conformable bid through a public tender.

In response to several questions and concerns, the Director General noted that the budget for this program will be monitored closely and that, when possible, supplies are recycled, i.e. wood.

EC-130709-MR-0005

WHEREAS the CDC St-Eustache purchases course materials for its Carpentry Program;

WHEREAS in the 2012-2013 school year close to \$100,000 of course materials were purchased;

WHEREAS public tenders were called and subsequently opened on 2013-07-05;

Commissioner Nick Milas MOVED THAT, on the recommendation of the Director of Material Resources, the Executive Committee of the Sir Wilfrid Laurier School Board award the contract for the supplier of materials for the CDC St-Eustache Carpentry Program to **H. Dagenais et Fils Inc.**

AND THAT an open purchase order be established for an amount not exceeding 162 978,77\$ before taxes (187 384,84 all taxes included) for the 2013-2014 school year.

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

6.2.2 Engagement of Contractor – Cleaning of Ventilation – LTMHS:

In response to a question from Commissioner Merle Parkinson, the Director General noted that she would inquire as to when was the last time the ventilation at Lake of Two Mountains High School was cleaned and report back.

In response to a question from Commissioner Steve Mitchell, the Secretary General indicated that when there is a possibility that the cost of a project could be over the amount for an invitational tender a public tender is called as a precaution even though the final conformable bid may be under 100 000\$.

EC-130709-MR-0006

WHEREAS the Council of Commissioners of the Sir Wilfrid Laurier School Board adopted resolution #CC-130626-MR-0192, approving the 2013-2014 capital priorities for its schools and centres which included the cleaning of the ventilation units and ducts at Lake of Two Mountains High School;

WHEREAS public tenders were called and subsequently opened on 2013-06-20;

Parent Commissioner Roberto Bomba MOVED THAT, on the recommendation of the Director of Material Resources, the Executive Committee of the Sir Wilfrid Laurier School Board award the contract for the cleaning of the ventilation units and ducts at Lake of Two Mountains High School to **Service d'entretien Carlos Inc.**, for a total cost of 93 850\$, before taxes, (107 904,04\$, all taxes included).

AND THAT the Chairman, and in his absence or with his knowledge the Vice-Chairman, as well as the Director General, and in her absence or with her knowledge the Assistant Director General, be authorized to sign all documentation concerning this project

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

6.1 Human Resources

6.1.1 Selection Committees – Assistant Directors:

The Director General noted that the posting for these positions of Assistant Director of Complementary Services and Assistant Director of Educational Services closed on 2013-07-05 and that it is now necessary to establish a Selection Committee for interviews on 2013-07-11.

EC-130709-HR-0007

WHEREAS the Council of Commissioners of the Sir Wilfrid Laurier School Board adopted resolution #CC-130619-HR-0164, approving the 2013-2014 Organizational Chart for Management;

WHEREAS the positions of Assistant Director of Complementary Services and Assistant Director of Educational Services are currently vacant;

WHEREAS the positions were posted on 2013-06-21 and will close on 2013-07-05;

WHEREAS interviews will be held on 2013-07-11;

WHEREAS, in accordance section 5.4 of policy #2000-HR-01: Regulating the Working Conditions of Management Staff Represented by the Sir Wilfrid Laurier Administrators Association, the Sir Wilfrid Laurier School Board is required to form a Selection Committee for the engagement of a new Assistant Director of Complementary Services and Assistant Director of Educational Services;

WHEREAS this Selection Committee must include three commissioners;

Commissioner Steve Mitchell MOVED THAT the Executive Committee of the Sir Wilfrid Laurier School Board establish a Selection Committee for the selection of a new Assistant Director of Complementary Services and a new Assistant Director of Educational Services.

AND THAT this Selection Committee be comprised of the following:

Nick Milas	Director General
Nancy Rupnik	Director of Human Resources
Angela Martorana	SWLAA Representative
	Director of the Service

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 the back to school advertising campaign and start of the new school year on 2013-08-05.

7.1.2 Complementary Services

There was no report.

7.1.3 Educational Services

There was no report.

7.1.4 Financial Resources

There was no report.

7.1.5 Human Resources

The report of the Director of Human Resources commented on the postings for the Assistant Director of Complementary Services, Assistant Director of Educational Services and the Director of Human Resources, the placement meetings for the Maintenance staff on 2013-06-20 and the Administrative Support staff on 2013-06-25, and the part-time teacher recall held on June 27 & 28, 2013.

7.1.6 Information Technology

There was no report.

7.1.7 Material Resources

The report of the Director of Material Resources highlighted the end of the construction strike and the moving forward of various projects.

7.1.8 School Organization & Transportation

The Director of School Organization commented on follow-up on the 2013-2014 enrolment criteria, projected enrolment for 2013-2014, the proposed enrolment criteria for the 2014-2015 school year, and the shuttle bus pilot project from Lake of Two Mountains High School to CDC-Vimont for easier access to Adult Education.

7.1.9 Secretary General

The report of the Secretary General noted attendance at the 2013-06-06 meeting of the Parents Committee to speak on by-elections and the 2014-11-02 school elections, the drafting of the entente for the Multi Service Centre, labour relations, legal cases, and the receipts of 4 additional complaints to the Student Ombudsman regarding the compulsory change of school to Laval Junior High School.

7.1.10 Strategic Plan Advisor

There was no report.

7.2 Parent Commissioners Report:

There was no report.

7.3 Update on Enrolment for 2013-2014

The Director General indicated that some of the questions concerning the enrolment criteria were answered under item 3.0.

The Director of School Organization & Transportation provided the Executive Committee with an overview of the events earlier this evening with the draw for kindergarten students to be moved from Mountainview Elementary School to St-Jude Elementary School in Deux-Montagnes. Although emotional, it went well with eight kindergarten students being transferred.

The Secretary General left the meeting.

TIME: 21: 10 hours

In response to a question from Commissioner Guy Gagnon, the Director of School Organization & Transportation indicated that the projected enrolment figure contained in the meeting package does not reflect the results of this evening's draw.

The Secretary General returned to the meeting.

TIME: 21:16 hours

8.0 DISCUSSION TOPIC:

There was no topic.

9.0 QUESTION PERIOD:

There were no questions.

10.0 CORRESPONDENCE:

There was no correspondence.

11.0 VARIA:

11.1 Tax Bills:

This was discussed under item 3.0.

11.2 ALP:

This was discussed under item 3.0.

12.0 ADJOURNMENT OF MEETING:

Commissioner Nancy Rupnik MOVED the adjournment of the meeting.

Carried unanimously

TIME: 21:17 hours

NEXT MEETING ⇒ REGULAR ⇒ 2013-08-19