

PROVINCE OF QUEBEC

MINUTES OF THE REGULAR EXECUTIVE COMMITTEE MEETING OF THE SIR WILFRID LAURIER SCHOOL BOARD HELD ON 2013-08-19

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 Monday, 2013-08-19.

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 Angela Martorana; and Stephanie Vucko, Director General.

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

Also present were: Eileen Kelly, Assistant Director General; Johanne Brabant, Interim Secretary General; Gaëlle Absolonne, Director of School Organization; Robin Bennett, Director of Information Technology; Linda Di Domenico, Senior Advisor to Director General; Frédéric Greschner, Director of Complementary Services; Richard Greschner, Director of Human Resources; Heather Halman, Director of Adult Education & Vocational Training; Daniel Hogue, Director of Material Resources; Tina Korb, Director of Educational Services; Commissioners George Benoit, Steve Bletas, Guy Gagnon, Steve Kmec, Elio Lattanzio; and Jocelyne Thompson-Ness, Administrative Assistant.

Guests: Cliff Buckland and Marie-Claude Drouin.

The Chairman called the meeting to order.

TIME: 19:04 hours

The Chairman welcomed Richard Greschner, the new Director of Human Resources, to the table.

1.0 ACCEPTANCE OF AGENDA:**EC-130819-CA-0013**

Commissioner Nick Milas MOVED THAT the agenda be approved as presented in document #SWLSB-2013/08/19-CA-001.

Carried unanimously

2.0 APPROVAL OF MINUTES:**EC-130819-CA-0014**

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

EC-130819-CA-0015

Commissioner Robert Dixon MOVED THAT the minutes of the SPECIAL EXECUTIVE COMMITTEE meeting of the Sir Wilfrid Laurier School Board held on 2013-08-12 having been received by all members prior to this meeting, be approved as presented.

Carried unanimously

The Chairman invited Cliff Buckland to come forward and Commissioner Nick Milas, in his capacity as Chairman of the Sir Wilfrid Laurier School Board, and the Director General presented Mr. Buckland with a token of appreciation for his time spent as Interim Assistant Director General and thanked him for all that he had brought to the school board.

Mr. Buckland thanked everyone for the gift noting that it had been an honour and pleasure to have been able to return to the Sir Wilfrid Laurier School Board, even if for a short period of time.

3.0 DIRECTOR GENERAL'S REPORT:

3.1 Director General's Report:

The Director General advised the Executive Committee that all the Directors were present this evening at her request due to the fact that it was the first Executive Committee meeting of the 2013-2014 school year and for their input on item 8.1, structure of committees.

She went on to provide an update on the decontamination project at Crestview Elementary School noting that the project has been delayed due to unforeseen circumstances.

Executive Delegate Commissioner Nazario Facchino entered the meeting. **TIME: 19:14 hours**

The Executive Committee entered into discussion on the decontamination project.

In response to several concerns from various Commissioners, the Director General advised that the need to hold a public meeting for the Crestview Elementary School parents is not necessary at this time as all parents have received a phone call to apprise them of the current situation, the Governing Board Chairman has sent everyone an e-mail and the school board has set up a phone line for the parents to call with any concerns and, so far, the only concerns received have been from out-of-zone parents. School Organization and Transportation is taking care of the necessary alterations to the transportation routes. It is anticipated that Crestview Elementary school will be re-opened in mid-September.

The Director General continued her report by addressing questions received from the Commissioners, as follows:

- A procedure is in place to carry out exit interviews with departing employees and, while these interviews are confidential, any feedback received on the operation of the school board will be shared with the Council. If any information needs to be shared that is of a restrictive nature will be done "in camera".
- The electrical grid at Laurentian Regional High School requires one instrument to be attached to the dust collector and safety lines need to be painted around the equipment, which will be done before the start of school. The funding for this work is no longer an issue as the Principal advised that funds were available within the school budget.
- Any questions, surveys or petitions received from the schools or Governing Boards during the month of June 2013 or after will be responded to once school starts.
- The consultation with the Ad Hoc Committee for the Laval High Schools is on going and at its last meeting in June 2013 the following models were presented for consideration and it is hoped that the committee can agree to one model for recommendation:
 - Model #1 – Status quo with attendance zones;
 - Model #2 – Two schools secondary I to V with attendance zones; and
 - Model #3 – One junior high school and 1 senior high school.

- The consultation prism for the Ad Hoc Committee for the Laval High Schools is nearing completion as the Principals have been consulted and have given feedback on the 3 models, a meeting with the teachers will take place in September 2013 for consultation and feedback purposes, the Directors of Educational Services and Complementary Services have also provided feedback, and the Educational Policies Committee (EPC) deposited its opinion with the school board. Once all the feedback is gathered at the school board level the Directorate will review it and prepare the final model for presentation in November 2013 to the Executive Committee and the Council, public consultation will follow, when approved in principle. The implementation timeline will depend on which model is selected.
- With respect to applying the impartial mechanism of selection of names for compulsory transfers for the 2014-2015 school year, it is not possible to predict at this time whether or not one will be necessary as the registration numbers are unknown. If the registrations exceed the number of student places the approved enrolment criteria for 2014-2015 will be applied. The school board is preparing a marketing plan that would advise parents well in advance as to whether or not their child(ren) will be subject to the impartial mechanism of selection of names for compulsory transfers. This marketing plan is being prepared by the Director of School Organization & Transportation and will be presented when completed for feedback and approval.

She further advised that the school board had received a “mise en demeure” on behalf of several parents whose child(ren) had been refused registration at Mother Teresa Junior High School in favour of Laval Junior High School due to the lack of student places and not qualifying for a place under the enrolment criteria.

The Executive Committee entered into discussion and concerns were expressed by several Commissioners with respect to the handling of legal situations, legal costs, the enrolment criteria, and the public image of the school board within the Laval community.

In response to several questions, the Director General advised that due process must be followed and that part of her mandate is to keep the Council apprised of various situations while handling certain dossiers in accordance with the law. In this particular case outside counsel was sought to ensure that the correct path was being taken. It must also be understood that it is difficult to predict legal costs as the school board is never sure of how many cases may evolve in the course of a school year nor what costs will be incurred. The school board is responsible for any legal costs incurred when a case goes to litigation.

Discussion continued and the Director General indicated that the parents named in the “mise en demeure” were treated with respect by the school board and provided with all the necessary information required for the appeals process through the Student Ombudsman.

In concluding her report, the Director General advised that registration through the International Student program is currently at 18 students for the 2013-2014 school year.

4.0 INTERIM ASSISTANT DIRECTOR GENERAL’S REPORT:

4.1 Assistant Director General’s Report:

There was no report.

5.0 BUSINESS ARISING:

There was no business arising.

6.0 DECISION ITEMS:

6.1 *Material Resources*

6.1.1 *Engagement of Contractor – Playground Project – Our Lady of Peace ES:*

EC-130819-MR-0016

WHEREAS the Ministère de l'Éducation, du Loisir et du Sport (MELS) has adopted Measure 50530 to assist school boards with the improvement of its schoolyards;

WHEREAS Our Lady of Peace Elementary School had prepared a project which was submitted to the Ministère de l'Éducation, du Loisir et du Sport (MELS) and was approved;

WHEREAS public tenders were called and subsequently opened on 2013-07-10;

Commissioner Nancy Rupnik 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 playground project at Our Lady of Peace Elementary School to **Construction Axica Inc.**, for a total cost of 103 023,90\$, before taxes, (118 451,73\$, 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.

Carried unanimously

6.1.2 *Engagement of Contractor – Playground Project – St-Vincent ES (St-Jacques Campus):*

EC-130819-MR-0017

WHEREAS the Ministère de l'Éducation, du Loisir et du Sport (MELS) has adopted Measure 50530 to assist school boards with the improvement of its schoolyards;

WHEREAS St-Vincent (St-Jacques Centre) Elementary School had prepared a project which was submitted to the Ministère de l'Éducation, du Loisir et du Sport (MELS) and was approved;

WHEREAS public tenders were called and subsequently opened on 2013-07-10;

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 playground project at St-Vincent (St-Jacques Centre) Elementary School to **Lavallée & Frères (1959) Ltée**, for a total cost of 133 942,16\$, before taxes, (154 000,00\$, 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.

Carried unanimously

7.0 INFORMATION ITEMS

7.1 *Director's Reports:*

The Director General advised the Executive Committee that in August there are no Director reports due to the summer vacation period.

7.2 Parent Commissioners Report:

There was no report

7.3 Draft Council Agenda:

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

The Chairman called for a 5 minute break.

TIME: 19:59 hours

The meeting resumed.

TIME: 20:10 hours

8.0 DISCUSSION TOPIC:**8.1 Structure of Committees:**

The Director General presented and reviewed a "Communication Prism Pathway" noting that the pathway has been discussed with the Chairmen and Vice-Chairmen of the Council and Executive Committee. The pathway has been designed with the future in mind, given that as of 2014-11-02, the Council will consist of 9 Commissioners, 1 Chairman, 2 Parent Commissioners, and, if the new Council wishes, co-opted Commissioners. This decrease in the size of the Council will directly affect the governance and management of the school board. That being said, the current committee structure is no longer effective so a new direction is to be taken by focusing more on the pedagogical and the operational, rather than governance. Ad Hoc Committees would be established, when required.

She went on to provide, as follows, an overview of the proposed "Communication Prism Pathway" noting that the Statutory Committees have been blended into the Corporate Committee:

Council ◀ Executive ◀ Pedagogical* & Corporate** Committees ◀ Director General ◀ Departments ◀ Others***

*Pedagogical Committee: Educational Services, Complementary Services (SEAC), Adult Education & Vocational Training, Information Technology (pedagogy).

**Corporate: Human Resources, Financial Resources (Audit), Transportation & School Organization (Advisory Committee on Transportation), Governance & Ethics, Material Resources, Information Technology (administrative).

***Others: ADGESBQ, DG 3L, ADIGECS, School Administration, ALT, Parents Committee, Unions, Associations, Teacher Council, Governing Boards

She noted that the meeting process for these two committees would be similar to that of Council and Executive.

Appreciation was extended to all for their input on this structure.

Commissioner Nancy Rupnik, Chairman of the Governance & Ethics Committee, noted that in recent years members of the Council have expressed a wish to have fewer meetings on a monthly basis. It was also felt that fewer meetings would encourage more Commissioner participation as well as, providing the opportunity for the better distribution of information to ensure that everyone is aware of the current dossiers and will promote teamwork when establishing, reviewing and making recommendations on various issues. This structure is a beginning and can be tweaked as it evolves.

The Director General advised that the Pedagogical Committee hold four meetings annually and the Corporate Committee seven. The reporting structure has not yet been determined.

An Ad Hoc Committee would be spending the month of September fine tuning the new "Communication Prism Pathway" for implementation in October 2013. It will also look at the structure of the meeting process, i.e. reporting, information packages, minutes, etc.

The Executive Committee entered into discussion and questions were asked and answered concerning planning, the efficiency of the structure and the number of meetings, and the possible positioning of any ad hoc committee established on the 3rd Wednesday of the month,

In response to a question from Commissioner Merle Parkinson, the Director General advised that the Appeals Review Committee does not fall into either the Pedagogical or the Corporate Committees as it is convened when necessary as per sections 9 to 12 of the Education Act (R.S.Q., Chapter I-13.3).

The Chairman invited Marie-Claude Drouin, former Secretary General for the Sir Wilfrid Laurier School Board, to come forward and Commissioner Nick Milas, Chairman of the Sir Wilfrid Laurier School Board, and the Director General extended, on behalf of the Council, appreciation and thanks for all of her hard work and dedication during her time with the school board.

Ms. Drouin thanked everyone for the token of appreciation noting that the time spent with the Sir Wilfrid Laurier School Board had been an educational experience as well as a pleasure.

The Directors excused themselves for evening.

TIME: 21:03 hours

9.0 QUESTION PERIOD:

There were no questions.

10.0 CORRESPONDENCE:

There was no correspondence.

11.0 VARIA:

11.1 Establishment of Ad Hoc Committee – Evaluation of the Director General:

The Chairman advised the Executive Committee that there are some policies to be established or reviewed and that in order to expedite the process the establishment of Ad Hoc Committees would be a good idea.

The Chairman called for volunteers for the Evaluation of the Director General Ad Hoc Committee.

Commissioners Guy Gagnon, Nick Milas, Mike Pizzola and Parent Commissioner Angela Martorana volunteered to sit on this committee.

In response to a comment from some Commissioners present, the Chairman noted that he and the Chairman of the Sir Wilfrid Laurier School Board had extended an invitation to all Commissioners to attend this evening's meeting.

11.2 Establishment of Ad Hoc Committee – Travel Policy:

The Chairman called for volunteers for the Travel Policy Ad Hoc Committee.

Commissioners Nazario Facchino, Elio Lattanzio, Merle Parkinson and Parent Commissioner Roberto Bomba volunteered to sit on this committee.

11.3 Establishment of Ad Hoc Committee – Communication Structure:

The Chairman called for volunteers for the Communication Structure Ad Hoc Committee.

Commissioners Guy Gagnon, Nick Milas, Merle Parkinson and Nancy Rupnik and volunteered to sit on this committee.

12.0 ADJOURNMENT OF MEETING:

Parent Commissioner Roberto Bomba MOVED the adjournment of the meeting.

Carried unanimously

TIME: 21:11 hours

NEXT MEETING ⇒ REGULAR ⇒ 2013-09-16