

PROVINCE OF QUEBEC

MINUTES OF THE REGULAR EXECUTIVE COMMITTEE MEETING OF THE SIR WILFRID LAURIER SCHOOL BOARD HELD ON 2013-10-21

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, 2013-10-21.

Present Executive Members: Commissioner Edward Turchyniak, Chairman; Steve Mitchell, Vice-Chairman; Robert Dixon, Nick Milas, Merle Parkinson, Nancy Rupnik; and Parent Commissioner 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; Robin Bennett, Director of Information Technology; France D'Aoust, Director of Financial Resources; Commissioners Guy Gagnon and Elio Lattanzio; and Jocelyne Thompson-Ness, Administrative Assistant.

Absent: Commissioner Mario Di Domenico and Parent Commissioner Roberto Bomba.

The Chairman called the meeting to order.

TIME: 19:30 hours

1.0 ACCEPTANCE OF AGENDA:

The following addition to the agenda was proposed:

11.0 *Varia:*

11.1 *Volunteering*INFO

EC-131021-CA-0024

Parent Commissioner Angela Martorana MOVED THAT the agenda be approved as amended in document #SWLSB-2013/10/21-CA-001.

Carried unanimously

2.0 APPROVAL OF MINUTES:

EC-131021-CA-0025

Commissioner Nick Milas MOVED THAT the minutes of the EXECUTIVE COMMITTEE meeting of the Sir Wilfrid Laurier School Board held on 2013-09-16 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 her monthly report noting that the first meeting of the Corporate and Pedagogical Committees had both gone well. It is anticipated that this format will provide for a much more transparent conversation.

She went on to provide an update on the continued investigation of the Summer School marking incident noting that the Ministère de l'Éducation, du Loisir et du Sport (MELS) is most concerned about the students who were penalized with lower marks. These students will receive a letter from the MELS explaining the instance and will have their true mark reinstated. The MELS will not pursue those students who were favoured with a higher mark as most have moved on the CÉGEP and they do not want to jeopardize their studies. The MELS is also concerned about potential media exposure should the school board become involved in litigation in this matter.

In response to questions and concerns, the Director General or an Administrator noted that:

- The marking problems surfaced when a concerned employee came forward;
- Questions were raised about the weighting of the marks;
- Services were subcontracted because regular employees are entitled to vacation time, although there are many who do work at the summer school;
- The Ministère de l'Éducation, du Loisir et du Sport (MELS) looks at exam marks and year end marks and uses a weighting format to produce the final mark;
- Changes to the Summer School marks were random;

Commissioner Grace Nesi entered the meeting.

TIME: 19:11 hours

- Legal counsel has been retained and sanctions are being examined;
- There is no financial fraud;
- The logic behind why the marks were altered is difficult to understand; and
- The school board has reviewed June exams in its other high schools to ensure that there were no other anomalies.

Commissioner George Benoit entered the meeting.

TIME: 19:22 hours

She continued her report noting that AMERESCO has prepared a report on all of the Sir Wilfrid Laurier School Board schools and centres with respect to buildings, grounds, projected growth etc., and this report will be presented at the Corporate Committee. The information contained in the report provides a new perspective on how we view schools and centres. The future projections in the report indicate that there will be a need for 1 new high school, 2 new elementary schools and several enlargements in Laval. This report has provided much needed data.

4.0 ASSISTANT DIRECTOR GENERAL'S REPORT:

4.1 Assistant Director General's Report:

The Assistant Director General advised that her monthly report will be found in the Council package from here on in.

5.0 BUSINESS ARISING:

There was no business arising.

6.0 DECISION ITEMS:

6.1 Financial Resources

6.1.1 Long Term Debt:

The Director of Financial Resources explained that this is an annual resolution and noted that the only changes from previous years is that the term has been changed from September to June and that the financing body is now the Ministère des Finances de l'Économie.

Parent Commissioner Roberto Bomba entered the meeting.

TIME: 19:31 hours

EC-131021-FR-0026

WHEREAS in conformity with section 78 of the *Financial Administration Act*, the Sir Wilfrid Laurier School Board (the "Borrower") wishes to establish a borrowing plan allowing it to conclude from time to time, from now to September 30, 2014, long-term borrowing transactions for not more than 23 339 000\$;

WHEREAS in conformity with section 83 of the *Financial Administration Act*, the Borrower wishes to establish, under this borrowing plan, that the power to approve its terms and conditions can be exercised by at least two of its executives;

WHEREAS it is deemed appropriate to authorize a borrowing plan covering the borrowings to be contracted by the Borrower, establish the maximum amount of the borrowings that may be made under the plan, establish the characteristics and limits in relation to the borrowings to be made under the plan and authorize the executives of the Borrower to conclude any borrowing transaction under such plan, establish its amounts and other characteristics and accept the terms and conditions relating to each of these transactions;

WHEREAS la Ministre de l'Éducation, du Loisir et du Sport (the "Minister") has authorized the Borrower to establish this borrowing plan in accordance with the conditions specified in her letter dated July 22, 2013;

Commissioner Merle Parkinson MOVED THAT, the Executive Committee of the Sir Wilfrid Laurier School Board approve:

1. THAT a borrowing plan, under which the Borrower may, subject to the characteristics and limits stated hereafter, conclude from time to time, from now to September 30, 2014, long-term borrowing transactions for not more than 23 339 000\$ be instituted (the "Borrowing Plan");
2. THAT the borrowing transactions made by the Borrower under this borrowing plan be subject to the following characteristics and limits:
 - a) despite the provisions of paragraph 1 above, the Borrower may not, during each of the fifteen month periods extending from July 1 to September 30 of each year and included in the period covered in paragraph 1, make borrowing transactions that would result in the total amount approved for the Borrower, for such period, by the Treasury Board on account of the long-term borrowing program for Borrowers being exceeded;
 - b) the Borrower may not make a borrowing transaction unless it receives a subsidy from the Government of Québec in accordance with the standards established by the Treasury Board for the granting or the promise of subsidies to school boards as well as with the terms and conditions determined by the Minister and providing for the payment of the principal and interest of the borrowing concerned even if, otherwise, payment of such subsidy is subject to the funds required for such purpose be voted annually by Parliament;
 - c) each borrowing transaction may be made only in legal currency of Canada, on the Canadian market or with Ministre des Finances et de l'Économie, à titre de responsable du Fonds de financement;
 - d) the borrowing transactions shall be carried out by issuing debt securities on the Canadian market (the "bonds"), or with Ministre des Finances et de l'économie à titre de responsable du fonds de financement;

- e) the proceeds of each borrowing transaction may be used, other than for the payment of borrowing costs, only to fund the capital expenditures and expenditures related to the investments of the Borrower subsidized by the Minister;
3. THAT for the purposes of determining the amount to which paragraph 1 above refers and the amount to which paragraph 2a) above refers, only the face value of the borrowings made by the Borrower is taken into account;
4. THAT, in the case where borrowings are made by issuing bonds, the Borrower grant the Minister of Finance the irrevocable mandate, throughout the life of this borrowing plan:
- a) to place, on behalf of the Borrower, the borrowings authorized under this Borrowing Plan, subject to the limits stated therein and the characteristics stipulated therein;
 - b) to agree, on behalf of the Borrower, on the financial terms of the bond issues with the firm underwriters of these issues that it chooses;
 - c) to retain, on behalf of the Borrower, the services of any legal advisor, any trust company and, if necessary, any printer, and to agree on the terms for retaining the services of said legal advisor, said trust company and, if necessary, said printer;
5. THAT, should the borrowing transactions under this Borrowing Plan be made through bond issues, each of these transactions include the following characteristics:
- a) the trust company designated by the Minister of Finance, acting on behalf of the Borrower, shall act as trustee for the bondholders;
 - b) the legal advisor designated by the Minister of Finance, acting on behalf of the Borrower, shall see to the preparation of the relevant documentation and shall issue a legal opinion on the validity of the borrowing and the issue of bonds;
 - c) the printer designated by the Minister of Finance, acting on behalf of the Borrower, shall see to the printing of the bond certificates that may, under the circumstances mentioned in paragraph n) below, be issued in exchange for the global certificate;
 - d) an offering circular regarding the bond issue shall be issued by the Borrower;
 - e) a private purpose trust shall be constituted by the Borrower under the master trust agreement or, as the case may be, the supplementary trust agreement for the benefit of the bondholders and the trust company that shall be designated by the Minister of Finance, acting on behalf of the Borrower, shall be charged with seeing to the allocation of the debt of the Borrower resulting from the government subsidy granted to it, the administration of the trust estate that shall be constituted and the application of the relevant trust agreement;
 - f) the authorized signatories hereunder of the Borrower are authorized to deliver the global certificate and the bond certificates that may, as the case may be, be issued in exchange for the global certificate to the above-mentioned trust company to allow the latter to certify them, sign all the necessary documents to that end and their final delivery to CDS Clearing and Depository Services Inc. ("CDS") or, as the case may be, according to the instructions of CDS;
 - g) the bonds shall be issued under a master trust agreement or, as the case may be, a supplementary trust agreement concluded by the Borrower, the trust company and, as intervener, the Minister and the bonds shall be governed by these trust agreements;

- h) to the extent that the Borrower has already concluded a master trust agreement with the trust company and the Minister allowing the issue of bonds booked with CDS, the master trust agreement referred to above shall be such previously concluded trust agreement;
- i) moreover, to the extent that the Borrower has not concluded such a master trust agreement, the master trust agreement referred to above shall be the one whose text is appended to the firm underwriting contract of the bonds concluded by the Minister of Finance acting on behalf of the Borrower, and subsequently concluded by the latter, the trust company and the Minister;
- j) the supplementary trust agreement referred to above shall be the one whose text is appended to the firm underwriting contract of the bonds concluded by the Minister of Finance acting on behalf of the Borrower, and subsequently concluded by the latter, the trust company and the Minister;
- k) the bonds shall be sold under the firm underwriting contract to be reached by the Minister of Finance acting on behalf of the Borrower and the firm underwriters of the bonds at the prices and according to the terms they agree to;
- l) the bonds shall be booked with CDS, provided CDS remains a self-regulatory organization recognized by the *Autorité des marchés financiers du Québec*, or with any other depository and clearinghouse that may succeed CDS provided it is a self-regulatory organization thus recognized;
- m) the bonds shall be issued in denominations of \$1 000 or whole multiples of this amount and shall be represented by a global certificate for their full face value or by a global certificate for each tranche of bonds should there be many tranches, deposited with CDS and registered in the name of the owner of the account designated by CDS, for the benefit of the non-registered holders whose respective interests in them shall be certified by entries in registers;
- n) should CDS cease to act as depository of the global certificate, should CDS cease to be a self-regulatory organization recognized by the *Autorité des marchés financiers du Québec* without being replaced by such an organization within thirty (30) days or should the Borrower wish to replace the global certificate with individual bond certificates, the bonds would then be represented by individual bond certificates fully registered in denominations of \$1 000 or whole multiples of such amount;
- o) the payment of the principal and interest on the bonds booked with CDS and represented by a global certificate shall be made by a credit made by CDS in the respective account of its participants who hold bonds and by a credit made by the latter to the respective account of the non-registered bondholders they represent;
- p) should bond certificates be issued in replacement of the global certificate, payment of the interest on the bond certificates would then be made by cheque or draft payable at par and drawn on a bank governed by the *Act respecting banks and banking* (S.C. 1991, c. 46) or on a financial services cooperative governed by the *Act respecting financial services cooperatives* (R.S.Q., c. C-67.3), or by transfer of funds to an account maintained by registered holder of the bond certificate concerned with a financial institution that shall have been identified to the trust company;
- q) in the case of bonds booked with CDS and represented by a global certificate, the trust company shall act as paying agent;
- r) in the case of bonds represented by bond certificates, the paying agent shall be the trust company as far as payment of interest is concerned and, concerning payment of the principal, any branch in Canada of the Borrower's bankers or, at the latter's option,

any financial services cooperative governed by the *Act respecting financial services cooperatives* and the Caisse centrale Desjardins du Québec, in Montréal;

- s) any overdue payment of interest on the bonds shall bear interest at the same rate as the bonds concerned;
 - t) the bonds shall not be redeemable in advance at the sole discretion of the Borrower but may be purchased by it on the market by bid, by private contract or by any other method the Borrower may deem appropriate. The Borrower may reissue the bonds thus redeemed at any time prior to their maturity;
 - u) provided the bond certificates are issued, they shall be exchangeable, at no charge for their registered holders, for an equal overall face value of bond certificates of all authorized denominations and of the same characteristics provided the claimed number of bond certificates is, in the opinion of the trust company, reasonable in the circumstances;
 - v) the global certificate and the bond certificates that may, as the case may be, be issued in exchange for the global certificate, shall be signed, on behalf of the Borrower, by any of the authorized signatories hereunder, provided two of them act jointly. These signatures may be replaced by a facsimile that is printed or otherwise reproduced that shall have the same effect as a handwritten signature; the global certificate and the bond certificates, if any, shall also include a certificate of the trust company, bearing the signature of one of its authorized representatives;
 - w) the global certificate and the bond certificates that may, as the case may be, be issued in exchange for the global certificate, shall be written in the form, shall bear serial numbers and include statements not substantially incompatible with the provisions of these presents that the representatives of the Borrower signing them shall determine;
 - x) the bonds shall be guaranteed by the transfer to a trust estate held by the trust company of the debt that the subsidy to be made to it by the Minister, on behalf of the Government of Québec, represents for the Borrower to provide for the payment of the principal and interest of the bonds of this issue, it being understood that neither the Borrower nor the trust company may require that the amounts that are to be deposited with the Minister of Finance to form a sinking fund be remitted to them by the Minister of Finance before the dates stipulated for the payment of the principal of the bonds;
 - y) the bonds shall include the financial terms agreed to by the Minister of Finance, acting on behalf of the Borrower, and by the firm underwriters of the bonds at their sale;
6. THAT the Borrower be authorized to pay, from the proceeds of each borrowing made by issuing bonds, and in accordance with the fee schedule set by the Minister of Finance, the fees and disbursements of the trust company, the legal advisors and the printer whose services are retained by the Minister of Finance, acting on behalf of the Borrower;
7. THAT the Borrower be authorized, if need be, to pay the annual fees of the trust company, whose services are retained, in accordance with the fee schedule set by the Minister of Finance;
8. THAT all borrowing transactions under the Borrowing Plan made through le Ministre des Finances et de l'économie, à titre de responsable du fonds de financement be subject to the following characteristics:

- a) the Borrower shall be able to contract one or several borrowings throughout the life of this Borrowing Plan without exceeding the amount stipulated therein, taking into account the amount that could be allocated to one or several borrowing transactions made through bond issue, and this under a single loan agreement to be reached by the Borrower and le Ministre des finances et de l'économie, à titre de responsable du Fonds de financement;
 - b) for each borrowing, the debt shall be acknowledged by a note from the Borrower to Ministre des finances et de l'économie à titre de responsable du Fonds de financement;
 - c) each borrowing shall include the financial terms that will be determined under Order-in-Council number 238-2000 of March 8, 2000, as such order-in-council may be amended or replaced from time to time;
 - d) for the purposes of ensuring payment at maturity of the principal of each borrowing and the interest due on it, a movable hypothec without delivery in favour of le Ministre des finances et de l'économie à titre de responsable du Fonds de financement shall be placed on the debt that the subsidy to be made to it by the Minister on behalf of the Government of Québec, represents for the Borrower;
9. THAT the Borrower be authorized to pay, from the proceeds of each borrowing contracted with Fonds de Financement, the issue expenses and the management expenses that shall have been agreed;
10. THAT any of the following executives:
- the Chair, and in his absence or with his knowledge the Vice-Chair, as well as the Director General, and in his absence or with his knowledge the Assistant Director General of the School Board, **provided two of them act jointly**, be authorized, on behalf of the School Board, to sign the master and supplementary trust agreements, loan agreements, global certificates, individual bond certificates, notes and all other contracts and documents relating to the borrowings contracted under this plan, to agree to all the clauses and guarantees not substantially incompatible with the provisions of these presents, to receive the net proceeds of the borrowings or, as the case may be, agree that they be received by the trust company whose services are retained and give good and sufficient discharge thereof, to deliver the note acknowledging the borrowing, as the case may be, to make any changes to these documents not substantially incompatible with these presents, to take any action and sign any documents that may be necessary or useful to give full effect to these presents;
11. THAT, should the Borrower have already passed a resolution instituting a long-term borrowing plan, this resolution replaces the earlier resolution, without affecting the validity of the borrowings made under its authority before the date of this borrowing plan.

Carried unanimously

7.0 INFORMATION ITEMS

7.1 Update on Laval Ad Hoc Committees:

The Director General provided the Executive Committee with an update on the Laval Ad Hoc Committee for sector 1 noting that:

- the enrolment criteria will have to be applied for the 2014-2015 school year;
- the Director of School Organization & Transportation will be attending Governing Board meetings to explain why it will be necessary to again apply the enrolment criteria; and

- the parents present at the Ad Hoc meeting for sector 1 were appreciative of the information provided.

She went on to note that a recent AMERESCO report indicates that the school board being proactive and transparent is being well received by stakeholders.

The Executive Committee entered into discussion and the Director General advised that there will be no exams for the Accelerated Learning Program (ALP) or ATOMS until the regular registration period is completed. Also, students have to be accepted in the school before they can take an entrance exam for a particular course, if required.

In response to a question from Commissioner Nancy Rupnik, the Director General advised that Lake of Two Mountains High School would be marketed to families in the western area of Laval nearest to the school. She also noted that there will be a special project at the school that will be announced at a later date.

7.2 Parent Commissioners Report:

Parent Commissioner Roberto Bomba advised that at the last meeting of the Parents Committee there was significant discussion on technology in the schools and what is lacking. He extended an invitation to the Director of Information Technology to speak on what the school board does or can provide and what the schools are providing through fundraising. There were several other questions concerning the allocation of caretaking.

Commissioner Nazario Facchino left the meeting.

TIME: 19:48 hours

7.3 Draft Council Agenda:

The Chairman drew the Executive Committee's attention to the draft Council agenda.

In response to several questions, the Director General noted:

- Commissioners volunteering in the schools will be brought back to the table once the Principals have been consulted; and
- The new committees operate like their predecessors in that they are closed meetings and the minutes are a record of that meeting to be used by members for reference purposes.

8.0 DISCUSSION TOPIC:

8.1 Information Technology:

The Director General introduced the discussion topic for the evening noting that the state of technology in school boards has been a preoccupation at many levels due to the fact that it progresses at such a relentless pace that makes it impossible for the public sector to keep up. This topic is discussed frequently at the Directors General table and DEEN. An Information Technology – Educational Service Table called Synergy has been established through DEEN to manage the needs on both sides at the provincial level.

Commissioner Nazario Facchino returned to the meeting.

TIME: 19:52 hours

She continued noting that the Information Technology problems are not unique to the Sir Wilfrid Laurier School Board as all school boards encounter similar challenges. Many of the challenges occur due to the fact that the Ministère de l'Éducation, du Loisir et du Sport (MELS) measures for technology are not received until late in the school year which makes budgeting and planning difficult.

The current challenges faced by the Sir Wilfrid Laurier School Board are:

- Being able to provide timely support to schools;
- The increasing number of support requests received; a 230% increase in the past 2 years;
- The high ratio of workstations/devices assigned to technicians: 950:1;
- Aging equipment;
- Ever increasing complexity;
- Constant training needs;
- Dependence on specialized external IT consultants; and
- The upcoming end of support for Windows XP in April 2014.

AMERESCO was asked if it could conduct a systems analysis but they are not set up for this and are looking for a reputable partner that could assist them in conducting such an analysis.

Commissioner Nick Milas left the meeting.

TIME: 19:59 hours

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

- Many schools are using their surpluses towards Information Technology needs;
- A system analysis is required before any changes can be made;
- A lot of work, such as wiring, is outsourced;
- Technicians with appropriate training are hard to find;
- Partner with Vocational Training to have technicians come for stages;
- Security concerns with too many persons working on the systems;

The Assistant Director General left the meeting.

TIME: 20:15 hours

The Chairman turned the chair over to the Vice-Chairman and left the meeting.

TIME: 20:16 hours

- Approach the Ministère de l'Éducation, du Loisir et du Sport (MELS) for a Vocational Training Program in network wiring. Ideas like this will be sent to the new provincial table but one must keep in mind that it would require funding to set it up;

Commissioner Nick Milas and the Assistant Director General returned to the meeting.

TIME: 20:18 hours

- The new Office platform will be Office 365 which will replace Office 2003 in the schools. This new program is currently available to students for free if the school board purchases the program for its administration. It is compatible with the Google Chrome Book, which is being considered for a tablet project. Office 365 will be integrated directly in the new GRICS portal;
- Ideas will be sent to the new provincial table to assist it in thinking "outside of the box";

The Chairman returned to the meeting and resumed the chair.

TIME: 20:22 hours

The Vice-Chairman left the meeting.

TIME: 20:22 hours

- with new platforms should the school board not consider developing its own software solutions and market them to the other school boards;
- LEARN has a mandate to work on what software could be useful for moving education into the 21st century;

The Vice-Chairman returned to the meeting.

TIME: 20:25 hours

- The Assistant Deputy Minister, Services à la communauté anglophone et aux affaires autochtones, Ministère de l'Éducation, du Loisir et du Sport, will be present at the new provincial table to advise that the English sector needs more flexibility with measure funding for learning materials as French publishers are not interested in publishing in English so options are limited. By having more flexibility with the measure monies would allow the English sector more latitude;
- Pedagogy will drive what is required in the classroom;
- The Information Technology sector is looking at opening a portal where software that has been developed can be shared and this would be a cost saving measure for school boards because they would not have to bear the cost of developing a similar software;
- Move to iCloud type options for storage;
- BYOD (Bring your own device) is being examined as many administrators and teachers are inquiring if this would be possible and it could also be an option for students. As an option for students it is questionable because the school boards are already in a class action suit for school fees and if we had to add an additional user fee it would not be well received;
- There are many things to consider given the speed at which technology moves but the goal of a 21st Century classroom with increased Wi-Fi accessibility, replacement of obsolete hardware, maximizing the use of iCloud type services, tablet technologies, etc. is attainable but patience will be required as well as a plan of action and funding. Funding will be an issue as it will be difficult to expand beyond the current Information Technology budget.

9.0 QUESTION PERIOD:

There were no questions.

10.0 CORRESPONDENCE:

There was no correspondence.

11.0 VARIA:

There was no varia.

12.0 ADJOURNMENT OF MEETING:

The Chairman thanked the Directors of Financial Resources and Information Technology for being present this evening and providing the information for a better understanding of what needs to be undertaken in the area of Information Technology.

The Executive Committee agreed with the Director General in that a business plan needs to be put in place to address the situation.

Commissioner Nancy Rupnik MOVED the adjournment of the meeting.

Carried unanimously

TIME: 20:49 hours

NEXT MEETING ⇒ REGULAR ⇒ 2013-11-18