

PROVINCE OF QUEBEC

MINUTES OF THE REGULAR EXECUTIVE COMMITTEE MEETING OF THE SIR WILFRID LAURIER SCHOOL BOARD HELD ON 2014-01-20

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, 2014-01-20.

Present Executive Members: Commissioner Edward Turchyniak, Chairman; Steve Mitchell, Vice-Chairman; Georges Benoit, Steve Bletas, Mario Di Domenico, Robert Dixon, Nick Milas; and Parent Commissioners Roberto Bomba and Angela Martorana; and Stephanie Vucko, Director General.

Also present were: Eileen Kelly, Assistant Director General; Gaëlle Absolonne, Director of School Organization & Transportation; Johanne Brabant, Secretary General; Robin Bennett, Director of Information Technology; France D'Aoust, Director of Financial Resources; Frédéric Greschner, Director of Complementary Services; Richard Greschner, Director of Human Resources; Heather Halman, Director of Adult Education & Vocational Training; Tina Korb, Director of Educational Services; Tina Russo, Interim Assistant Director of Material Resources; Commissioners Guy Gagnon, Elio Lattanzio, Merle Parkinson and Mike Pizzola; and Jocelyne Thompson-Ness, Administrative Assistant.

The Chairman called the meeting to order.

TIME: 19:03 hours

The Secretary General advised the Executive Committee that the manner in which the meeting of December 9, 2013 was concluded did not conform to policy #2000-CA-04: Rules of Order & Procedure for the Meetings of the Council of Commissioners of the Sir Wilfrid Laurier School Board or the use of Robert's Rules of Order, therefore the meeting needed to be adjourned.

In response to a comment from Commissioner Mario Di Domenico, the Chairman noted that he could have adjourned the meeting to another date but only if all the items on the agenda had not been addressed.

The Chairman advised that the Arundel Nature & Science Centre (ANSC) is not an agenda item this evening as its concerns must be vetted by the Corporate Committee.

EC-140120-CA-0043

WHEREAS the Executive Committee of 2013-12-09 was adjourned to the call of the Chairman;

WHEREAS Robert's Rules of Order allows for a meeting to be adjourned only by resolution;

Parent Commissioner Angela Martorana MOVED THAT the meeting of 2013-12-09 be adjourned.

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

1.0 ACCEPTANCE OF AGENDA:**EC-140120-CA-0044**

Parent Commissioner Roberto Bomba MOVED THAT the agenda be approved as presented in document #SWLSB-2014/01/20-CA-001.

Carried unanimously

2.0 APPROVAL OF MINUTES:**EC-140120-CA-0045**

Commissioner Mario Di Domenico MOVED THAT the minutes of the EXECUTIVE COMMITTEE meeting of the Sir Wilfrid Laurier School Board held on 2013-12-09 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 opened her monthly report by wishing everyone a very happy and healthy New Year. She went on to note that she has recently completed her first year as Director General of the Sir Wilfrid Laurier School Board and that she is pleased with how things have progressed. She reviewed various changes that have been implemented and how they have impacted the daily operations of the school board, such as:

- the implementation of a new committee structure for the Council, as a "committee of the whole" format, has resulted in clearer lines of communication;
- monthly meetings with directors as a group and on an individual basis;
- created a structure so that there is one report to the Council based on meeting with the pedagogical and corporate directors;
- the installation of video telephones and the implementation of weekly 1 hour Zen Live meetings with the Principals to provide a more constant flow of communication. The management meetings have been broken down in order to have a better focus on certain issues. The next group to receive the video telephones will be the Vice-Principals;

Commissioner Guy Gagnon left the meeting.

TIME: 19:16 hours

- the monthly Principals meetings are also more productive with Administrators meeting in groups on the morning of a meeting in various schools and then coming together at the Administration Centre in the afternoon;
- the Multi Service Centre project is progressing well;
- the Corporate Web site is being reviewed and information that is no longer pertinent is being archived;
- the new corporate look (branding) of the school board will eventually be used by the schools;
- certain practices of the school board are being evaluated and new practices are being considered;
- the annual meetings with the Principals to discuss career goals have begun and this year they will be asked to report on their school's Management & Educational Success Agreements (MESA);
- the Assistant Director General will oversee the annual meetings with Vice-Principals to discuss career goals; and
- work has begun on a drop-out intervention plan and profile for the Sir Wilfrid Laurier School Board.

Commissioner Steve Bletas entered the meeting:

TIME: 19:20 hours

Commissioner Guy Gagnon returned to the meeting.

TIME: 19:20 hours

The Director General noted that she is very proud of the Directorate team as it has embraced the changes that she has brought to the table and adapted accordingly.

She went on to review the updated timeline for the Laval high schools noting that it now indicates who is responsible for each step of the process. As well, questions are being gathered from the four Laval high schools, inventories are being conducted in each school, and the labs are being assessed by the school and school board teams. It is anticipated that minimal renovations will be required with the change of addresses.

The Director of Educational Services indicated that each school will have enough classrooms and labs to meet the needs of the students. A meeting has been held concerning the movement of the libraries and a timeline is being developed concerning what needs to be done with respect to ensuring that both the junior and senior students have a library available to them for the beginning of the 2014-2015 school year.

The Executive Committee entered into discussion and the Director General, with the assistance of the Assistant Director General and the Directorate team, responded as follows:

- at the open houses of the Laval high schools, School Organization had a registration table where parents could register for either of the junior high schools;
- the FAQs on the Web site will be reviewed to ensure that clear answers to the questions are provided;
- a meeting has been held with an architect and consulting engineers concerning an elevator for 2323, boul. Daniel-Johnson. The project will begin as soon as it is feasible so that the elevator will be ready for use in the Fall. This information will be added to the FAQs;
- meetings have been held with the principals of the Laval high schools concerning the start and end of the school day. Juniors will share the same schedule, recess and lunch. Seniors will have different lunch hours in order to allow access to all the facilities available. Principals and parents seem to be in agreement with these arrangements;
- transportation details concerning the start and end times of the school day are being worked out with the Société de transport de Laval (STL);
- with respect to information technology details: Smartboards, if bolted to the wall, will not be moved; both buildings have similar Wi-Fi systems and security;
- the ratio of Smartboards will be balanced between the two buildings with cycle I being the target as per the Ministère de l'Éducation, du Loisir et du Sport (MELS) Measure;
- transition plans are being established for the special needs students. There are two contained classes per school. There will be school visits for special needs students on an individual basis and those who require more than one visit will receive one;
- the FAQs are updated on a weekly basis;
- information on the change of address that comes from the school level is distributed to everyone involved;
- for the 2014-2015 school year programs in the Laval high schools are status quo;
- concerns about specific programs within each of the Laval high schools will be addressed in Phase II;
- specifics with the sports programs are being discussed. There is some flexibility with the yellow school buses so transportation for sports activities may be available;
- a renovation of the field at 2323 boul. Daniel-Johnson can be examined, if funding or a partnership is possible;
- physical education can be held outside at the four high schools as is done at Rosemere High School on a year round basis, weather permitting;

- the 2014-2015 school year is status quo so anything in effect at this time, i.e. dress code, will remain as such even if the other school does not have one, and for 2015-2016, it will be up to the Provisional Governing Board to take the decisions concerning things like dress code, school rules, etc.;
- the four existing Governing Boards will be in effect for the 2014-2015 school year;
- a Welcoming Committee for the teachers has been set up at Laval Liberty High School that will allow the teachers to work together on the transitioning of the students. The school board is providing the Principals with additional support for the transitioning of the teachers and students;
- any school artefacts that have significant meaning to the staff and students will be transferred to the new address, if possible;
- a meeting with the Laurier Teachers Union (LTU) will be requested in order to inquire if it would be willing to make an exception for one year concerning seniority and a choice of building;
- the transitioning of grade 6 students from a yellow school bus to an STL bus is handled by the STL Brigade. The STL Brigade is made up of STL and school board personnel that visit the grade 6 students to sensitize them to the differences between the two forms of transportation. The STL Brigade was established last year and the transition of the grade 6 students for 2013-2014 went very well and there have been no major problems reported;
- conversation at the open houses seemed to revolve around recess, lunch and programs not about which school or building;
- conversation among students is also changing now that most know that they will be with their friends, the focus is now on what programs are of interest to them;
- preliminary registration numbers should be available at the end of January;
- the outsourcing of the timetabling for the high schools is being discussed in order to avoid any major glitches. The Principals will be required to submit a master timetable for verification for preliminary scheduling and again after September 30; and
- best practices are being reviewed with respect to bullying. A report on the first year of the AVAB plan will be made later in the meeting. School success is also being addressed with respect to this plan.

The Director General provided an update on the Multi Service Centre noting:

- a committee has been established to engage a Director for the new Multi Service Centre with Commission scolaire de la Seigneurie-des-Mille-Iles (CSSMI);
- some problems have been encountered with the land for the Multi Service Centre as the Ville de St-Eustache has withdrawn its original offer on a particular piece of land as many changes have taken place since this project started 5 years ago. Another piece of land has been offered but it is not ideal. Certain by-laws do not allow for courses to be held outside, so that would not be conducive to the Carpentry Program. Other municipalities are now being approached concerning this project;
- approximately 250 000sq/ft is required for the Multi Service Centre project; and
- there are no monies set aside for the purchase of land for the Multi Service Centre project because land is usually given by a municipality. The Ministère de l'Éducation, du Loisir et du Sport (MELS) will be advised of this set back.

She went on to provide the results and an update, with the assistance of the Assistant Director General and Directors, on the Anti Violence and Anti Bullying Plan (AVAB):

- the report is in the meeting package;
- reporting on the anti bullying and anti violence varies between school boards. The Sir Wilfrid Laurier School Board is reporting what it feels is necessary;
- there were no complaints to the Student Ombudsman about bullying/violence;

- monitoring of bullying/violence has been set up in GPI to track incidents using a coding system;
- many aspects need to be taken into consideration and each incident has to be examined individually with quantitative and qualitative information;
- most incidents are listed as non determined;
- there are 7 000 students at the elementary level and only 192 incidents, 64 bullying and 128 violence. There were 110 incidents at the high school level, 78 bullying and 32 violence. The statistics to date show that more girls are involved than boys;
- more definitive information will be available in June 2014;
- after the “sexting” incident in Laval all of the high schools were asked to submit their AVAB Plans to the school board and to provide proof that the plan has been approved by their respective Governing Boards. A deadline of spring break has been given for Governing Board approval;
- a recap will be done at the February Principals meeting to reflect on the first year of the AVAB Plan to ensure that everyone is on the same page and that documenting is being done properly;
- some school boards have no plans or data;
- more support from the Ministère de l'Éducation, du Loisir et du Sport (MELS) on this project would be appreciated as there is only so much a school board can do without funding;
- need to have the parents on board to ensure that they are reminding their children that they are safe and that it is okay to tell them about any incident;
- the school board signals any potential bullying/violence by looking at behaviour patterns and flagging the student to address the concerns after a certain number of incidents;
- the Sir Wilfrid Laurier School Board created a board-wide system prior to the MELS implementing its requirements for bullying/violence;
- after a year of tracking there has been a reduction in the bullying/violence and the schools are to be commended on their educational efforts in this area;
- bus drivers have also received training on bullying/violence, as everyone is responsible to see that this does not take place;
- tracking assists in determining if there is actually bullying/violence taking place because it cannot be called bullying after only one incident; and
- the Sir Wilfrid Laurier School Board has developed its own tracking system and GRICS is also working on something to this effect.

The Executive Committee entered into discussion and the Director General, with the assistance of the Directorate team, noted:

- the tracking system is part of the Memo Management system;
- tracking has added a lot of work for the Principals and work is being done to increase its efficiency;
- each school board treats its bullying/violence complaints differently. In some boards the complaints go directly to the Student Ombudsman as the Ministère de l'Éducation, du Loisir et du Sport (MELS) has provided no guidelines for this purpose;
- a complaint happens after the incident where someone feels that further action is needed;
- the definition of bullying is made clear in the law;
- Principals are reminded that they need to be accountable for any bullying/violence in their respective schools and are asked to report within the Memo Management system;
- work is being done on how to treat repeat bullying/violence offences;
- incidents are filtered by the codes set up in the Memo Management system, each infraction has its own code;
- instigators and victims are both tracked;
- the school board can make any necessary adjustments within its Memo Management system should the MELS come up with guidelines;

The Chairman turned the chair over to the Vice-Chairman in order to participate in the discussion.

- past reports may have shown that there have been many complaints but what they do not show are the teachable moments that are used to remind students that bullying/violence is not acceptable; and
- at the next Principals meeting information will be sought on what needs to be improved within the Memo Management system for the tracking of bullying/violence incidents.

The Chairman resumed the chair.

The Director General commented on the revised budget noting that everything appears to be on track and that the school board is in a similar place financially as it was at this time in 2013.

She went on to note that the Donations Policy should be opened for review as it is not in line with current practices.

With respect to the Evaluation of the Director General, the new version should be a procedure as it is not something that is consulted upon.

The Director General extended her appreciation to the Assistant Director General and the Directorate team for the support provided at the recent open houses at the Laval high schools. Feedback from these evenings show that those present were very appreciative of the information received.

4.0 ASSISTANT DIRECTOR GENERAL'S REPORT:

4.1 Assistant Director General's Report:

The Assistant Director General advised the Executive Committee, as follow-up to previous questions, that those cafeteria suppliers that have been serving foods not a part of the school board's Nutrition Policy have been asked to remove them from the menu.

With respect to price increases, the cafeteria suppliers must deposit any price increases prior to December annually. All of this information is included in their respective contracts. Those who have increased without notification will be receiving a letter.

In response to a request from Parent Commissioner Roberto Bomba, the Assistant Director General noted that the cafeteria suppliers will be asked to provide the nutritional values of the food served for the 2014-2015 school year.

5.0 BUSINESS ARISING:

There was no business arising.

6.0 DECISION ITEMS:

6.1 Material Resources

6.1.1 Open P.O. for Heating Oil & Diesel 2013-2014:

The Interim Assistant Director of Material Resources reviewed the public tenders for the heating oil and diesel noting that the non-conformable bids were due to one quote being made on the incorrect type of diesel and the other used an incorrect index for the pricing.

In response to a question from Commissioner Guy Gagnon, the Interim Assistant Director of Material Resources noted that she would recalculate the prices of the conformable bidders and report back to him.

EC-140120-MR-0046

WHEREAS the estimated consumption of heating oil for the 2013-2014 school year at Grenville, Morin Heights and Rawdon Elementary Schools and at the Arundel Nature & Science Centre is 100 000 litres;

WHEREAS the estimated consumption of diesel for the 2013-2014 school year at Ste-Agathe Academy and Lake of Two Mountains, Laurier Senior, Laval Junior, Laval Liberty, Mother Teresa and Rosemere High Schools and at the Administrative Centre is 3 000 litres;

WHEREAS a public tender was called for heating oil and diesel by the litre;

WHEREAS public tenders were received and opened on 2013-11-13;

WHEREAS an open purchase order is now required for the purchase of heating oil and diesel for Grenville, Morin Heights and Rawdon Elementary Schools, Ste-Agathe Academy, Lake of Two Mountains, Laurier Senior, Laval Junior, Laval Liberty, Mother Teresa and Rosemere High Schools, Arundel Nature & Science Centre and the Administrative Centres;

Commissioner Robert Dixon MOVED THAT the Executive Committee of the Sir Wilfrid Laurier School Board approve an open purchase order with **Paul Grand'Maison Inc.**, for the purchase of heating oil and diesel for Grenville, Morin Heights and Rawdon Elementary Schools, Ste-Agathe Academy, Lake of Two Mountains, Laurier Senior, Laval Junior, Laval Liberty, Mother Teresa and Rosemere High Schools, Arundel Nature & Science Centre and the Administrative Centres.

AND THAT the total combined cost of heating oil and diesel not exceed 110 000,00\$, all taxes included.

Carried unanimously

The Director General advised the Executive Committee, on behalf of Peter MacLaurin, Chair of the Selection Committee, that the position of Director of Material Resources will be posted for a 3rd time this week. Unfortunately, the Sir Wilfrid Laurier School Board is not the only school board looking for a Director of Material Resources at this time. The former Director of Material Resources, Daniel Hogue, has, with the permission of his current employer the English Montreal School Board, agreed to take a small contract to assist this board until a new Director of Material Resources is named. The budget is available for this contract.

In response to a question from Parent Commissioner Angela Martorana, the Director General advised that 18 CVs were received on the first posting of the position of Director of Material Resources and 5 candidates were interviewed. In the second posting of the position 4 CVs were received but they did not meet the requirements of the posting.

The Chairman excused the **Directors** for the evening.

The Chairman called for a 5 minute break.

TIME: 20:59 hours

The meeting resumed.

TIME: 21:09 hours

6.2	Recommendations to Council
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6.2.1 DG Evaluation Procedure:

Commissioner Steve Mitchell MOVED THAT the Executive Committee go "in camera".

TIME: 21:10 hours

Commissioner Steve Bletas excused himself for the evening during the "in camera" session.

The meeting resumed.

TIME: 22:17 hours

EC-140120-HR-0047

Commissioner Steve Mitchell MOVED THAT the Executive Committee of the Sir Wilfrid Laurier School Board recommend that the **Procedure for the Evaluation of the Director General** with modifications be submitted to the Council of Commissioners at its 2014-01-29 meeting.

Carried unanimously

6.2.2 Commissioners Remuneration:**EC-140120-HR-0048**

Commissioner Mario Di Domenico MOVED THAT the Executive Committee of the Sir Wilfrid Laurier School Board recommend that the **Scenarios #2 and 3 for Commissioners Remuneration** be submitted to the Council of Commissioners at its 2014-01-29 meeting.

THIS MOTION WAS CARRIED ON THE FOLLOWING DIVISION:	
Commissioners voting YEA:	Mario Di Domenico, Robert Dixon, Steve Mitchell
Commissioners voting NAY:	Nick Milas, Edward Turchyniak
Commissioners ABSTAINING:	Georges Benoit

7.0 INFORMATION ITEMS**7.1 Parent Commissioners Report:**

Parent Commissioner Roberto Bomba advised the Executive Committee that the next meeting of the Parents Committee will be held on February 6, 2014.

In response to a concern expressed by Commissioner Merle Parkinson, Parent Commissioner Bomba advised that the Chair of the Parents Committee had consulted the committee via e-mail prior to writing and sending the letter to the school board concerning the Laval high schools.

7.2 Draft Council Agenda:

The Chairman drew attention to the draft Council agenda contained in the meeting package.

7.3 Update on the Use of the Laval High Schools:

This was discussed under item 3.1.

7.4 Update on the Multi Service Centre:

This was discussed under item 3.1.

7.5 Update on Bill 56 – Anti-Bullying & Anti-Violence:

This was discussed under item 3.1.

7.6 Actual to Revised Budget – December 2013:

This was discussed under item 3.1.

7.7 Donations:

This was discussed under item 3.1.

8.0 DISCUSSION TOPIC:

There was no discussion topic.

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:

Commissioner George Benoit MOVED the adjournment of the meeting.

Carried unanimously

TIME: 22:22 hours

NEXT MEETING ⇒ REGULAR ⇒ 2014-02-17