

## PROVINCE OF QUEBEC

**MINUTES OF THE REGULAR EXECUTIVE COMMITTEE MEETING OF THE SIR WILFRID LAURIER SCHOOL BOARD HELD ON 2014-02-17**

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, 2014-02-17.

Present Executive Members: Commissioner Edward Turchyniak, Chairman; Georges Benoit, Steve Bletas, Robert Dixon, and Parent Commissioner 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; France D'Aoust, Director of Financial Resources; Commissioners Guy Gagnon, Elio Lattanzio, and Mike Pizzola; and Jocelyne Thompson-Ness, Administrative Assistant.

Absent: Commissioners Steve Mitchell, Vice-Chairman; Mario Di Domenico and Nick Milas; and Parent Commissioner Roberto Bomba.

The Chairman called the meeting to order.

**TIME: 19:02 hours**

**1.0 ACCEPTANCE OF AGENDA:**

The following corrections were made to the agenda:

- Item 6.1.2 was moved to item 6.1.1; and
- The word "expenses" in item 7.4 was changed to "budget".

**EC-140217-CA-0049**

Commissioner Steve Bletas MOVED THAT the agenda be approved as corrected in document #SWLSB-2014/02/17-CA-001.

**Carried unanimously**

**2.0 APPROVAL OF MINUTES:****EC-140217-CA-0050**

Commissioner George Benoit MOVED THAT the minutes of the EXECUTIVE COMMITTEE meeting of the Sir Wilfrid Laurier School Board held on 2014-01-20 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 advised the Executive Committee that on Thursday, February 27, 2014 there would be a press conference with the Ministre de l'Éducation, du Loisir et du Sport, Marie Malavoy; Jill Goldberg, Directrice par intérim, Direction des services à la communauté anglophone, and other dignitaries to announce the Multi Service Centre project.

With respect to relocating the Carpentry Program, the Ministère de l'Éducation, du Loisir et du Sport (MELS) will not provide funding at this time but it is hoped that at some point funding will be available to house the program in the Multi Service Centre.

Commissioner Peter MacLaurin entered the meeting.

**TIME: 19:06**

In response to questions, the Director General noted that the relocation of the Carpentry Program was not a part of the initial offer for funding for the Multi Service Centre. A schematic of the centre and the architectural vision will be provided shortly.

She went on to comment:

- the recent Young Authors Conference where approximately 600 students were hosted at the Daniel-Johnson building;
- attendance at a meeting at the direction régionale concerning Bill 63 with the Director of Financial Resources;
- the travel policy will be reviewed by the Management Committee and presented for approval to Executive Committee and the Council of Commissioners in April and implemented for 2014-2015;
- there are currently 25 International Students in the youth sector. The program is facing challenges because students wish to attend schools in Laval, which presents a problem due to the overcrowding in many schools;
- the recruitment of International Students in the adult sector is going well;
- work is beginning on the administrative organizational chart for the 2014-2015 school year; and
- an analysis of the exploration labs has been completed. She will review the report prepared to see if the labs can be revived and how it can serve the schools and their MESAs.

#### **4.0 ASSISTANT DIRECTOR GENERAL'S REPORT:**

##### ***4.1 Assistant Director General's Report:***

The report of the Assistant Director General highlighted school visits to the Laval high schools concerning phase I of the reorganization, Adult Education and Vocational training concerns, a visit to Twin Oaks Elementary School concerning the overcrowding situation, resolution of Complementary services cases through school based case conferences, a meeting of the Arundel Nature & Science Centre Committee and preparation for the upcoming career meetings with Vice-Principals.

#### **5.0 BUSINESS ARISING:**

There was no business arising.

#### **6.0 DECISION ITEMS:**

##### ***6.1 Recommendations to Council***

##### ***6.1.2 Budget Building Process 2014-2015:***

The Director of Financial Resources presented and commented on the 2014-2015 budget building process noting that after being reviewed by the Corporate Committee the document has been expanded to make it more transparent and easier to read.

**EC-140217-FR-0051**

Commissioner Robert Dixon MOVED THAT the Executive Committee of the Sir Wilfrid Laurier School Board recommend that the 2014-2015 Budget Building Process be submitted to the Council of Commissioners for consideration at its 2014-02-17 meeting.

**Carried unanimously**

The Chairman excused the Director of Financial Resources for the evening. **TIME: 19:14 hours**

**6.1.1 Director of Material Resources:**

The Director General advised that the Selection Committee interviewed seven candidates and has found one for recommendation. At this time the name of the candidate cannot be revealed as references are being checked and it is hoped that the Selection Committee will be able to present its choice at the February 26, 2014 Council meeting.

In response to questions from Commissioner Mike Pizzola, the Director General noted that the candidate for recommendation to the Council currently works for another school board and that there will be some overlap with the former Director of Material Resources' contract with us to ensure a smooth transition for the Material Resources department and its projects.

**EC-140217-HR-0052**

Commissioner Steve Bletas MOVED THAT the Executive Committee of the Sir Wilfrid Laurier School Board propose that the recommendation of the Selection Committee for the position of Director of Material Resources be submitted to the Council of Commissioners for consideration at its 2014-02-26 meeting.

**Carried unanimously**

**6.1.3 Arundel Nature & Science Centre (ANSC):**

The Director General advised that the following resolution is a formality concerning the name of the centre in Arundel.

**EC-140217-CA-0053**

Parent Commissioner Angela Martorana MOVED THAT the Executive Committee of the Sir Wilfrid Laurier School Board recommend that the request to change the name of the Arundel Nature Centre be submitted to the Council of Commissioners for consideration at its 2014-02-26 meeting.

**Carried unanimously**

In response to a request from Commissioner William Pollock, the Director General reviewed the final version of the composition of the ANSC Sub-Committee. Commissioner Pollock supported the alteration of the composition of the sub-committee.

**EC-140217-CA-0054**

Commissioner Robert Dixon MOVED THAT the Executive Committee of the Sir Wilfrid Laurier School Board recommend that the request to change the name of the Arundel Management Sub-Committee and reconfigure its composition be submitted to the Council of Commissioners for consideration at its 2014-02-26 meeting.

**Carried unanimously**

In response to several questions from Commissioner William Pollock, the Director General advised that the consensus at the Corporate Committee was that in order to move towards the future with the Arundel Nature & Science Centre (ANSC) a business plan was required.

The Chairman indicated that the Sir Wilfrid Laurier Foundation will be looking to see how it could also support ANSC.

#### **EC-140217-CA-0055**

Commissioner George Benoit MOVED THAT the Executive Committee of the Sir Wilfrid Laurier School Board recommend that the mandate to the Director General concerning the development of a business plan for the Arundel Nature & Science Centre be submitted to the Council of Commissioners for consideration at its 2014-02-26 meeting.

**Carried unanimously**

### **7.0 INFORMATION ITEMS**

#### **7.1 Parent Commissioners Report:**

The report of the Parent Commissioners highlighted the following from the February 6, 2014 meeting of the Parents Committee:

- a letter to the Council expressing the Parents Committee's concern over its disregard of feedback on the deeds of establishment and concerns over Phase I of the reorganization of the Laval high schools;
- the Governing Board training session offered by the school board;
- the next steps to be taken concerning the deeds of establishment and three-year plan;
- the progress on the creation of the Parents Committee Web site;
- an update on the nutrition policy and the fact that a dietician does review the menus of the caterers and Material Resources needs to be advised in writing of any price increases in a cafeteria by December annually;
- presentation of the draft 2014-2015 school calendar;
- financial literacy in the schools; and
- Outstanding Effort Awards.

Commissioner George Benoit left the meeting.

**TIME: 19:28 hours**

In response to a question from Commissioner Elio Lattanzio, the Director General advised that the contract for food services in a school is with the school board not the school or Governing Board.

#### **7.2 Draft Council Agenda:**

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

In response to a question from Commissioner Mike Pizzola, the Chairman noted that the Council needs to address the issue of remuneration at its next meeting.

#### **7.3 Budget Update:**

The Chairman drew the Executive Committee's attention to the budget summary up to January 31, 2014.

The Director General indicated that there is no outstanding debt and that certain areas are being monitored.

Commissioner George Benoit returned to the meeting.

**TIME: 19:35 hours**

In response to a question from Commissioner Steve Bletas, the Director General indicated that Material Resources is not over budget and that the Director of Financial Resources and the Assistant Director General meet with the Interim Assistant Director of Material Resources to ensure that everything is on track.

#### **7.4 Commissioners Budget:**

The Chairman drew the Executive Committee's attention to the report contained in the meeting package.

#### **7.5 By-Laws: Date, Time & Place of Council & Executive Meetings:**

In response to questions raised concerning the use of the words "unforeseen circumstances" within the by-law for being able to attend a meeting via a form of technology, the Secretary General indicated that the Education Act (R.S.Q., Chapter I-13.3) states that as long as the Chairman agrees with a Commissioner attending the meeting via technological means they are deemed as being present at the meeting. It was included in the by-law as part of the criteria.

In response to a question from Commissioner Steve Bletas, the Director General indicated that it is not the event that is unforeseen it is the physical presence.

Discussion ensued concerning the technology available for participation in meetings from the outside and the upgrades required to improve upon it. It was agreed that some forms of technology are more effective than others.

Commissioner Robert Dixon left the meeting.

**TIME: 19:51 hours**

The wording of the by-law will be reviewed prior to its amendment in June.

## **8.0 DISCUSSION TOPIC:**

### **8.1 Multi Service Centre – Lanaudière:**

The Director General informed the Executive Committee that as a school board a vision is being built with respect to Adult Education & Vocational Training and it is her wish to not only have a Multi Service Centre in St-Eustache but also in Lanaudière and the upper Laurentians or some form of partnership. A meeting has been held with local Commission scolaires to discuss this possibility and the Ministère de l'Éducation, du Loisir et du Sport (MELS) has also been approached as to how to proceed with a request to further develop the Multi Service Centre concept.

Commissioner Robert Dixon returned to the meeting.

**TIME: 19:55 hours**

In response to a question from the Chairman, the Director General advised that at this time there is no timeline developed as the idea is in its preliminary stages and that there are other French school boards that need to be approached to discuss the possibility of a partnership for such Multi Service Centres.

### **8.2 Sub-Committee to Meet with Director General:**

The Executive Committee commented on events that took place at a recent Council caucus and the direction that the conversation followed.

Several Commissioners who were present at the caucus extended their apologies to the Director General for certain behaviours and comments made that evening as they should not have been airing personality conflicts amongst Council members in her presence.

It was suggested at the caucus meeting that a sub-committee be established to meet with the Director General on a regular basis to discuss her progress and exchange ideas.

The Director General thanked the Executive Committee for its concern, but advised them that she does not perceive the need for a sub-committee and would not participate in one at this time due to the fact that there is already a procedure for the evaluation of the Director General being finalized through a committee. She noted that she meets with the two Chairmen and Vice-Chairmen on a regular basis where any questions or concerns are addressed.

Discussion ensued and it was agreed that communication and trust needs to be rebuilt amongst Commissioners and with the Administration. It was also agreed that the evaluation of the Director General would proceed as per the procedure and that the recommendation concerning the sub-committee not be presented to Council.

The Director General advised the Council that the school board will continue to participate with the PREL and is pleased with the partnership, which this year has taken a step forward with its bilingual "Hooked on School Days" campaign for the perseverance scolaire, making materials available in English and French for the first time.

In response to a concern expressed by Commissioner Robert Dixon, the Director General indicated the PREL provides a lot of valuable activities and that it is necessary for this school board to become more involved.

The Secretary General informed the Executive Committee that the PREL provided 35 000\$ for a video made for Ste-Agathe Academy to be used to seek partners. The video was recently presented at Council.

The Director General indicated that the next group that the school board wishes to approach about receiving better services for its financial contribution is the CRÉ de Laval because at this point in time there is little implication to the Sir Wilfrid Laurier School Board, in its projects

## **9.0 QUESTION PERIOD:**

The Executive Committee entered into reflection on the new committee format noting:

- structure is good and can be built upon;
- certain Commissioners felt that there is information lacking and that more details are required;
- more information was received under the former committee format, albeit not at a governance level;
- more balance is required because in the theme of governance things have been micromanaged by Council;
- hard to adapt to a different presentation of information after many years of receiving it in a specific format;
- can meet in the middle of the old and new formats as the new format is still evolving;
- the job of the Council is to guide the school board, not manage it;
- structure needs to be enhanced;
- do not feel that contributions are making a difference;
- the two committees are making the Executive Committee redundant because they have taken over a lot of things that it used to do;
- there is no control;
- committees can review policies, procedures and by-laws but the Executive Committee needs to review them closely to ensure that any weaknesses within the documents are found;
- a happy medium needs to be found;
- concerned because the committees are making the Executive Committee redundant as everything is being discussed at that level. It is necessary to rethink how we are doing things but more information is definitely required;
- do not feel as involved as when there were eight committees;
- need more information in order to be able to continue the excellent rapport Commissioners have with certain Members of the National Assembly;

- Commissioners reminded each other that the reduction of number of committees was to begin preparations for a smaller Council after the school elections on November 2, 2014;
- the Director General has a vision for the Sir Wilfrid Laurier School Board and it is necessary for the Council and the Director General to adapt to each other; and
- need to continue to examine where we receive monies, i.e. Table interordres, and be more proactive in lobbying them.

Commissioner Mike Pizzola excused himself for the evening.

**TIME: 20:45 hours**

The Director General thanked the Commissioners for their input noting:

- trying to respect the committee of the whole format at a governance level;
- when the two committees were established discussions were held as to what would occur in order to meet the requirements of the Education Act (R.S.Q., Chapter I-13.3);
- with the former committee format it was sometimes difficult to fill an agenda so with the former committees divided into Pedagogical and Corporate the preparation of an agenda is more effective because there are more departments contributing;
- governance is not about the Commissioners managing operations it is about providing the lens for oversight and governance;
- in reviewing the minutes of the Council of Commissioners and the Executive Committee for the past two years she has familiarized herself with what was being done;
- she has met with each Director to ensure that what was being done within the previous committee format is being followed through;
- she understands their concerns but noted that previously they were privy to information that was management focused rather than board system focused;
- she will speak with the two Chairmen to glean what it is perceived to be lacking; and
- with respect to belonging and attending the meetings of various tables of which the Sir Wilfrid Laurier School Board is a member, once things at the school board have changed directions she fully intends on participating more frequently.

#### **10.0 CORRESPONDENCE:**

The Chairman drew the Executive Committee's attention to the correspondence in the meeting package from the Quebec English School Boards Association (QESBA).

#### **11.0 VARIA:**

There was no varia.

#### **12.0 ADJOURNMENT OF MEETING:**

Commissioner Robert Dixon MOVED the adjournment of the meeting.

**Carried unanimously**

**TIME: 20:48 hours**

**NEXT MEETING ⇒ REGULAR ⇒ 2014-03-17**