

## PROVINCE OF QUEBEC

**MINUTES OF THE REGULAR EXECUTIVE COMMITTEE MEETING OF THE SIR WILFRID LAURIER SCHOOL BOARD HELD ON APRIL 22, 2015**

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 Wednesday, April 22, 2015.

Present Executive Members: Commissioners Jennifer Maccarone, Chair; Dean Dugas, Vice-Chair; Guy Gagnon, Paolo Galati, Emilio Migliozi and Parent Commissioner Angela Martorana; and Stephanie Vucko, Director General.

Also present were: Commissioners Vicky Kaliozakis, Anne McMullon, Parent Commissioner Pamala Crompton; René Brisson, Assistant Director General; Frédéric Greschner, Assistant Director General; Johanne Brabant, Secretary General; Gaele Absolonne, Director of School Organization & Transportation; Robin Bennett, Director of Information Technology; France D'Aoust, Director of Financial Resources; Jérôme Dionne, Director Material Resources; Richard Greschner, Director of Human Resources; and Jocelyne Thompson-Ness, Administrative Assistant.

The Chair called the meeting to order.

**TIME: 18:32 hours**

**1.0 ACCEPTANCE OF AGENDA:****EC-150422-CA-0029**

Commissioner Emilio Migliozi MOVED THAT the agenda be approved as amended in document #SWLSB-2015/04/22-CA-001.

**Carried unanimously**

**2.0 APPROVAL OF MINUTES:****EC-150422-CA-0030**

Parent Commissioner Angela Martorana MOVED THAT the minutes of the EXECUTIVE COMMITTEE meeting of the Sir Wilfrid Laurier School Board held on 2015-02-16 having been received by all members prior to this meeting, be approved as presented.

**Carried unanimously**

**EC-150422-CA-0031**

Parent Commissioner Angela Martorana MOVED THAT the minutes of the SPECIAL EXECUTIVE COMMITTEE meeting of the Sir Wilfrid Laurier School Board held on 2015-03-25 having been received by all members prior to this meeting, be approved as presented.

<b>THIS MOTION WAS CARRIED ON THE FOLLOWING DIVISION:</b>	
Commissioners voting YEA:	Guy Gagnon, Emilio Migliozi
Commissioners ABSTAINING:	Dean Dugas, Paolo Galati

### 3.0 DIRECTOR GENERAL'S REPORT:

#### 3.1 *Director General's Report:*

The report of the Director General is combined with the Assistant Directors General.

### 4.0 ASSISTANT DIRECTORS GENERAL REPORT:

#### 4.1 *Assistant Directors General Reports:*

The Assistant Directors General provided an overview of the upcoming change order and meetings attended over the past four months.

The Director General advised the Executive Committee that the Assistant Directors General have been occupied with the following:

- re-establishing the school board at tables that it has not been present at over the past number of years;
- developing structures when making school visits with the intent of improving services;
- career meetings;
- MESAs;
- contacting parents with questions, concerns or who have lodged complaints;
- being present at the English Directors General table, which has provided this school board with good representation; and
- obtaining grants for Vocational Training.

She went on to extend congratulations to Frédéric Greschner, Assistant Director General, on being named to the Advisory Board on English Education, which produces documentation directly for the Ministère de l'Éducation, de l'Enseignement supérieur et de la Recherche (MEESR).

### 5.0 BUSINESS ARISING:

There was no business arising.

### 6.0 DECISION ITEMS:

#### 6.1 *Material Resources*

##### 6.1.1 *Change Orders – Special Project at Morin Heights ES:*

The Director of Material Resources provided background information on the change orders for Morin Heights Elementary School noting that these change orders will increase the budget by 5%.

#### EC-150422-MR-0032

WHEREAS the Council of Commissioners of the Sir Wilfrid Laurier School Board adopted resolution #CC-141210-MR-0093, awarding the contract for the special measure renovation project at Morin Heights Elementary School to Groupe Laverdure Construction Inc., for a total cost of 624 750,00\$, before taxes, (718 306,31\$, all taxes included);

WHEREAS, during the renovation project, more change orders occurred to address specific issues, amounting to 33 053,00\$, before taxes (38 002,69\$, taxes included);

Commissioner Emilio Migliozi MOVED THAT, on the recommendation of the Director of Material Resources, the Executive Committee of the Sir Wilfrid Laurier School Board approve the change orders in the amount of 33 053,00\$, before taxes (38 002,69\$, taxes included).

AND THAT the total cost of the project, including the change orders, be increased to 657 803,00\$, before taxes (756 309,00\$, taxes included).

FURTHER THAT, the Chair, as well as the Director General, and in her absence or with her knowledge the Assistant Directors General, be authorized to sign all documentation concerning this project.

**Carried unanimously**

### **6.1.2 Change Orders – Special Project at Mountainview ES:**

The Director of Material Resources provided background information on the change orders for Mountainview Elementary School noting that these change orders will increase the budget by 4%.

#### **EC-150422-MR-0033**

WHEREAS the Council of Commissioners of the Sir Wilfrid Laurier School Board adopted resolution #CC-141210-MR-0094, awarding the contract for the special measure renovation project at Mountainview Elementary School to Berloy Construction Inc., for a total cost of 490 926,00\$, before taxes, (564 442,17\$, all taxes included);

WHEREAS, during the renovation project, more change orders occurred to address specific issues, amounting to 20 081,00\$, before taxes (23 088,13\$, taxes included);

Commissioner Guy Gagnon MOVED THAT, on the recommendation of the Director of Material Resources, the Executive Committee of the Sir Wilfrid Laurier School Board approve the change orders in the amount of 20 081,00\$, before taxes (23 088,13\$, taxes included).

AND THAT the total cost of the project, including the change orders, be increased to 511 007,00\$, before taxes (587 530,30\$, taxes included).

FURTHER THAT, the Chair, as well as the Director General, and in her absence or with her knowledge the Assistant Directors General, be authorized to sign all documentation concerning this project.

**Carried unanimously**

### **6.1.3 Change Orders – Special Project at St-Paul ES & Annex:**

The Director of Material Resources provided background information on the change orders for St-Paul Elementary School and Annex noting that these change orders will increase the budget by 5.4%.

The Director General noted that some complaints have been received concerning the work being done in schools outside of the summer months because of the disruption and the dirt. She noted that a letter was written and sent to the Principals concerned for distribution. The Ministère de l'Éducation, de l'Enseignement supérieur et de la Recherche (MEESR) will be advised that complaints were received.

In response to questions, the Director of Material Resources advised that:

- when the contractor reports something that is not in the plans the architect reviews the “complaint” and adds it to the plans then the cost of the change is negotiated;
- all work done in a project is supervised;
- all changes are documented;
- a contingency is always built into a project, 3% for new construction and 10% for renovation projects; and

- the contingency budget is a line within the Material Resources budget of approximately \$250,000, and it is used for all projects.

#### **EC-150422-MR-0034**

WHEREAS the Council of Commissioners of the Sir Wilfrid Laurier School Board adopted resolution #CC-141210-MR-0095, awarding the contract for the special measure renovation project at St-Paul and St-Paul Annex Elementary Schools to 9160-5188 Québec Inc. (Hulix Construction Inc.), for a total cost of 724 051,00\$, before taxes, (832 477,64\$, all taxes included).

WHEREAS, during the renovation project, more change orders occurred to address specific issues, amounting to 39 211,00\$, before taxes (45 082,85\$, taxes included);

Commissioner Paolo Galati MOVED THAT, on the recommendation of the Director of Material Resources, the Executive Committee of the Sir Wilfrid Laurier School Board approve the change orders in the amount of 39 211,00\$, before taxes (45 082,85\$, taxes included).

AND THAT the total cost of the project, including the change orders, be increased to 763 262,00\$, before taxes (877 560,49\$, taxes included).

FURTHER THAT, the Chair, as well as the Director General, and in her absence or with her knowledge the Assistant Directors General, be authorized to sign all documentation concerning this project.

**Carried unanimously**

#### **6.1.4 Grass Cutting Contracts 2015-2017:**

The Director of Material Resources reviewed the tenders received for grass cutting for the next three years.

#### **EC-150422-MR-0035**

WHEREAS the grass cutting contracts of the Sir Wilfrid Laurier School Board's schools and centres expired on 2014-10-31;

WHEREAS public tenders were called and opened on 2015-04-13;

Commissioner Dean Dugas MOVED THAT, on the recommendation of Director of Material Resources, the Executive Committee of the Sir Wilfrid Laurier School Board approve the engagement of the contractors listed in Document #SWLSB-2015/04/22-MR-001 for grass cutting services for the 2015, 2016 and 2017 seasons (May to October included).

**Carried unanimously**

### **6.2 School Organization & Transportation**

#### **6.2.1 STL – Reimbursement of Bus Pass:**

The Director of School Organization & Transportation reminded those present that at the 2015-03-18 Corporate Committee meeting a proposal to increase the STL bus pass reimbursement percentage from 50%-50% to 60%-40% was presented.

In response to questions, the Director of School Organization & Transportation noted that the percentage of reimbursement for the STL bus pass would be revisited on an annual basis as per the recommendation of the Student Ombudsman.

#### **EC-150422-TS-0036**

WHEREAS the Council of Commissioners of the Sir Wilfrid Laurier School Board approved resolution #CC-150325-CA-0137, whereby it received and accepted the Student Ombudsman report regarding the complaint of parent of "Student SL";

WHEREAS the Council of Commissioners of the Sir Wilfrid Laurier School Board approved resolution #030708-TS-0035, approving the 50% compensation to parents of Laval high school students who have a bus pass and resolution #CC-140521-TS-0110, approving to maintain the 50% compensation;

WHEREAS, the Student Ombudsman report recommended that the school board review the refund percentage currently attributed to transportation, evaluate future options for bus passes with the Société de transport de Laval (STL) and adopt the refund percentage for bus pass on an annual basis with the appropriate documents to support the decision,

WHEREAS the school board's current practices with regards to transportation fees and procedures for high school students in Laval have been reviewed by the Advisory Committee on Transportation and the Corporate Committee;

Commissioner Paolo Galati MOVED THAT, on the recommendation of the Advisory Committee on Transportation and the Corporate Committee, the Executive Committee of the Sir Wilfrid Laurier School Board approve that the current reimbursement to parents for Laval high school students who have a bus pass with the Société de transport de Laval (STL) be increased to 60% for the 2015-2016 school year.

**Carried unanimously**

### **6.3 Financial Resources**

#### **6.3.1 Engagement of Auditors:**

The Director of Financial Resources advised the Executive Committee that the Selection Committee had met on 2015-04-17 to review the four tenders received. The evaluation of the tenders was done in two steps the first being evaluation of quality and the second on price. The firm selected was the lowest confirmable bidder.

#### **EC-150422-FR-0037**

WHEREAS the contract of the current firm that conducts auditing services for the Sir Wilfrid Laurier School Board ended with the 2013-2014 audit;

WHEREAS public tenders were called and subsequently opened on 2015-04-17;

WHEREAS the Selection Committee has reviewed the tenders received and recommends that the contract be awarded to the bidder most conformable to the specifications;

WHEREAS section 284 of the Education Act (R.S.Q., chapter I-13.3) states "*For each fiscal year, every school board shall appoint from among the members of a professional order of accountants governed by the Professional Code (chapter C-26) an external auditor who shall file a report of his audit of the financial transactions of the school board.*"

Commissioner Emilio Migliozi MOVED THAT, on the recommendation of the Selection Committee, the Council of Commissioners of the Sir Wilfrid Laurier School Board engage the firm of **AMYOT GÉLINAS, S.E.N.C.R.L.** to conduct auditing services for the **2014-2015, 2015-2016 and 2016-2017** fiscal years.

AND THAT the annual cost be as follows:

- 2014-2015 : 32 000\$, before taxes
- 2015-2016 : 32 700\$ before taxes
- 2016-2017 : 33 500 \$ before taxes

**Carried unanimously**

## **7.0 INFORMATION ITEMS**

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

The report of the Parent Commissioners commented on the 2015-03-12 meeting of the Parents Committee noting:

- the need to update the bus safety video;
- the Parents Committee Outstanding Effort Award and medals;
- the 2015-2016 school calendar;
- the 2015-2016 budget building process;
- a presentation from LEARN Québec;
- a presentation from Autism Speaks Canada including information on the “Walk Now for Autism Speaks Canada” being held on 2015-05-24 at the Mc Gill University Tomlinson Fieldhouse; and
- the various reports.

In response to questions, Parent Commissioner Angela Martorana advised that:

- last evening’s Provisional Governing Board (PGB) for the senior Laval high school had gone well with the dress code being approved and recommended to the Council for its consideration;
- at the April 29, 2015 meeting the logo will be discussed. Input from the students, staff and parents is being sought for the logo;
- things are moving ahead and concerns are being addressed quickly, which has alleviated some of the anxiety in this transition;
- both the junior and senior Laval high schools have selected a black and white dress code with other colours to be selected at a later date by the student bodies; and
- there is no specific supplier for the clothing for the junior and senior Laval high schools but items with logos will be available for purchase through the school.

## **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 Dean Dugas MOVED the adjournment of the meeting.

**Carried unanimously**

**TIME: 19:19 hours**

**NEXT MEETING ⇨ REGULAR ⇨ 2015-05-12**

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**Johanne Brabant, Secretary General**

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**Jennifer Maccarone, Chair**