

PROVINCE OF QUEBEC

MINUTES OF THE REGULAR EXECUTIVE COMMITTEE MEETING OF THE SIR WILFRID LAURIER SCHOOL BOARD HELD ON APRIL 27, 2016

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 27, 2016.

Present Executive Members: Jennifer Maccarone, Chair; Commissioners Dean Dugas, Vice-Chair; Guy Gagnon (via telephone), Peter MacLaurin, Anne McMullon; Parent Commissioner Angela Martorana; and Frédéric Greschner, Interim Director General.

Also present were: René Brisson, Assistant Director General; Gaëlle Absolonne, Interim Assistant Director General; Johanne Brabant, Secretary General; Jérôme Dionne, Director Material Resources; Tina Korb, Director of Educational Services; and Jocelyne Thompson-Ness, Administrative Assistant.

The Chair called the meeting to order.

TIME: 18:34 hours

1.0 ACCEPTANCE OF AGENDA:

The following item was removed from the agenda:

6.1 *Material Resources:*

6.1.1 ~~Engagement of Contractor – Task Order Contract – Heating-Plumbing~~RES

EC-160427-CA-0048

Commissioner Peter MacLaurin MOVED THAT the agenda be approved as amended in document #SWLSB-2016/04/27-CA-001.

Carried unanimously

2.0 APPROVAL OF MINUTES:**EC-160427-CA-0049**

Commissioner Anne McMullon MOVED THAT the minutes of the EXECUTIVE COMMITTEE meeting of the Sir Wilfrid Laurier School Board held on 2016-02-24 having been received by all members prior to this meeting, be approved as presented.

Carried unanimously

3.0 DIRECTOR GENERAL'S REPORT:

3.1 *Interim Director General's Report:*

The report of the Interim Director General will be presented at Council.

4.0 ASSISTANT DIRECTORS GENERAL REPORT:

4.1 *Assistant Directors General Reports:*

The Assistant Director General provided an update on the International Program noting that the following are in the process of being finalized: the Thailand Summer Camp itinerary and registration process and the itinerary for the

Philippines student recruitment event. There is a possibility that the recruitment of students from the Philippines would also include the youth sector.

He went on to note that the negotiations with Commission scolaire de Laval (CSDL) for the use of facilities for certain Vocational Training programs are close to being concluded as the proposal is being presented to the Executive Committee of CSDL at its 2016-05-04 meeting for approval. Once the approval is received from CSDL it will be presented to the Corporate Committee for consideration for presentation to Council. An official signing of the agreement and a press conference will be held on a date to be determined.

In response to a concern expressed by Commissioner Peter MacLaurin, the Interim Assistant Director General advised that the complaints come from parents regarding various issues. Approximately 80% of the time of the Assistant Director General, who oversees the elementary schools, is spent handling complaints. She went on to explain the process that is in place to handle the complaints:

- the complaint is received by the Administrative Technician assigned to the Assistant Directors General;
- the Administrative Technician inquires if the parent has tried to resolve the issue at the level of the school and, if not, redirects the parent to the school;
- if the parent has tried to resolve the problem at the school level, without success, the Administrative Technician takes the complaint and advises the appropriate Assistant Director General, who then follows up with the assistance of the Principal, whenever possible;
- the role of the school board is to act as a mediator in order to help resolve an issue, whenever possible;
- some parents are not satisfied with having to go to the school to have their issue resolved so they try to use other means such as calling the Chair of the school board, their Commissioner or the Director General;
- the school board always tries to resolve parent complaints in an expedient manner so that the Chair and Commissioners do not have to become involved unless absolutely necessary.

The Executive Committee entered into discussion and the Assistant Directors General answered questions and concerns as follows:

- the Administrative Technician assigned to the Assistant Directors General handles complaints as a part of the tasks assigned to that position. There is no person assigned on a full time basis to handle parental complaints;
- complaints are answered as quickly as possible;
- resolution of an issue, if possible, is also done as quickly as possible;
- there are more complaints at the elementary level than high school.

In response to a concern expressed by the Chair, the Assistant Director General advised that the Edu Edge dossier in question is exclusive to this school board and is not a part of the partnership with the Lester B. Pearson School Board.

5.0 BUSINESS ARISING:

There was no business arising.

6.0 DECISION ITEMS:**6.1 *Material Resources*****6.1.1 *Change Orders – Twin Oaks ES Enlargement Project:***

The Director of Material Resources advised that this change order is due to the relocation of the school's administration offices. Originally the school's administration offices were to remain in the existing building but the Principal asked if a relocation was possible and as the relocation did not impact the 5% change order budget, the relocation was authorized.

The Executive Committee entered into discussion and the Director of Material Resources answered questions and concerns as follows:

- the cost of the relocation was approximately \$50,000;
- there would have been costs to renovate the existing administration offices;
- the name of the school on the outside wall in the front of the school had to be moved due to the relocation of the administration offices and this was not a part of the original project.

EC-160427-MR-0050

WHEREAS the Council of Commissioners of the Sir Wilfrid Laurier School Board adopted resolution #CC-150225-MR-0125, awarding the contract for the enlargement project at Twin Oaks Elementary School to Candev Construction Inc., for a total cost of 6 953 000,00\$, before taxes, (7 994 211,75\$, all taxes included);

WHEREAS the Executive Committee of the Sir Wilfrid Laurier School Board adopted resolution #EC-150629-MR-0056, approving change orders in the amount of 11 665,28\$, before taxes (13 412,15\$, taxes included), increasing the total cost of the project to 6 964 665,28\$, before taxes (8 007 623,90\$, taxes included);

WHEREAS the Executive Committee of the Sir Wilfrid Laurier School Board adopted resolution # EC-150923-MR-0004, approving change orders in the amount of 126 030,70\$, before taxes (144 903,80\$, taxes included), increasing the total cost of the project to 7 090 695,98\$, before taxes (8 152 527,70\$, taxes included);

WHEREAS the Executive Committee of the Sir Wilfrid Laurier School Board adopted resolution # EC-151104-MR-0019, approving change orders in the amount of 2 889,93\$, before taxes (3 322,70\$, taxes included), increasing the total cost of the project to 7 093 585,81\$, before taxes (8 155 850,28\$, taxes included);

WHEREAS the Executive Committee of the Sir Wilfrid Laurier School Board adopted resolution # EC-151125-MR-0032, approving change orders in the amount of 17 460,92\$, before taxes (20 075,70\$, taxes included), increasing the total cost of the project to 7 111 046,73\$, before taxes (8 175 925,98\$, taxes included);

WHEREAS the Executive Committee of the Sir Wilfrid Laurier School Board adopted resolution # EC-151216-MR-0036, approving change orders in the amount of 1 099,56\$, before taxes (1 264,22\$, taxes included), increasing the total cost of the project to 7 112 146,29\$, before taxes (8 177 190,19\$, taxes included);

WHEREAS the Executive Committee of the Sir Wilfrid Laurier School Board adopted resolution # EC-160224-MR-0043, approving change orders in the amount of 7 833,50\$, before taxes (9 006,57\$, taxes included), increasing the total cost of the project to 7 119 979,79\$, before taxes (8 186 196,76\$, taxes included);

WHEREAS, during the renovation project, more change orders occurred to address specific issues, amounting to 68 188,33\$, before taxes (78 399,54\$, taxes included);

Commissioner Dean Dugas 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 68 188,33\$, before taxes (78 399,54\$, taxes included).

AND THAT the total cost of the project, including the change orders, be increased to 7 188 168,12\$, before taxes (8 264 596,30\$, taxes included).

Carried unanimously

6.1.2 Engagement of Contractor – Task Order Contract – Heating-Plumbing:

The Director of Material Resources advised that this item was removed from the agenda due to irregularities between the two lowest bidders. It was determined that the contract could not be awarded equitably therefore, a new tender will be posted.

6.1.3 Engagement of Contractor – Task Order Contract – Locksmith:

The Director of Material Resources advised that this is an estimated cost as it cannot be predicted what kind of locksmith services will be required during the school year.

In response to a question from Parent Commissioner Angela Martorana, the Director of Material Resources noted that there are 49 buildings in the school board so it will be mostly general upkeep.

EC-160427-MR-0051

WHEREAS, as per the *Regulation respecting service contracts of public bodies*, “a public body may enter into a task order contract with one or more service providers when the procurement requirements are recurrent and the number of requests, the rate or frequency at which they are to be performed are uncertain.”;

WHEREAS public tenders for a locksmith task order contract were called and subsequently opened on 2016-04-14;

WHEREAS the conformability of all bidders has been verified by the Material Resources Department;

WHEREAS the estimated monetary value of each contract cannot exceed 75 000,00\$ (before taxes);

WHEREAS the contract is for a one year period, starting 2016-07-01 and ending 2017-06-30, with a possibility of two years extension, one year at a time;

WHEREAS the yearly renewal extension will be presented to the Executive Committee for approval;

Commissioner Peter MacLaurin MOVED THAT, on the recommendation of the Director of Material Resources, the Executive Committee of the Sir Wilfrid Laurier School Board award the locksmith task order contract for the 2016-2017 school year to **Groupe Sécurité Robillard Inc.**, for a total cost of 82 500,00\$, before taxes (94 854,38\$, taxes included).

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

FURTHER THAT, the Director of Material Resources, be authorized to sign documentation concerning this project, as per the Delegation of Functions & Powers of the Sir Wilfrid Laurier School Board, By-Law no BL2008-CA-01.

Carried unanimously

6.1.4 Engagement of Contractor – Task Order Contract – Roofing Repairs:

In response to questions from the Executive Committee, the Director of Material Resources noted the following:

- out of the 14 tenders received only 2 of the contractors currently providing service to the school board were successful in their bids;
- it would be beneficial to the school board if it were possible to maintain current contractors but the Conseil du Trésor does not support this;
- there is a clause in a contract that allows for the school board to opt out of the contract if the services provided are not satisfactory;
- the formula used to estimate the cost of a contract is very elaborate and involves percentages, materials, etc.

In response to a question from Commissioner Dean Dugas, the Chair advised that the sale of 171 Mary in Lachute would be addressed at the Council meeting.

EC-160427-MR-0052

WHEREAS, as per the *Regulation respecting construction contracts of public bodies*, “a public body may enter into a task order contract with one contractor or more when the procurement requirements are recurrent and the monetary value of the construction work, the rate or frequency are uncertain”;

WHEREAS public tenders for a roof repairs task order contract were called and subsequently opened on 2016-04-14;

WHEREAS the conformability of all bidders has been verified by the Material Resources Department;

WHEREAS the estimated monetary value of each contract cannot exceed 75 000,00\$ (before taxes);

WHEREAS the contract is for a one year period, starting 2016-07-01 and ending 2017-06-30, with a possibility of two years extension, one year at a time;

WHEREAS the yearly renewal extension will be presented to the Executive Committee for approval;

Commissioner Anne McMullon MOVED THAT, on the recommendation of the Director of Material Resources, the Executive Committee of the Sir Wilfrid Laurier School Board award the roof repairs task order contract for the 2016-2017 school year to **Couverture Montréal Nord Ltée**, for a total cost of 79 909,00\$, before taxes (91 875,37\$, taxes included).

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

FURTHER THAT, the Director of Material Resources, be authorized to sign documentation concerning this project, as per the Delegation of Functions & Powers of the Sir Wilfrid Laurier School Board, By-Law no BL2008-CA-01.

Carried unanimously

6.2 Educational & Complementary Services

6.2.1 Complementary Services Research Project:

The Director of Educational Services, on behalf of the Director of Complementary Services, provided background information on the project noting that it is being conducted by a doctorate student who is one of the teachers at Crestview Elementary School. Parental permission will be required.

In response to a question from Commissioner Anne McMullon, the Director of Educational Services noted that the results of the research will be available to the school board.

EC-160427-MR-0053

Commissioner Anne McMullon MOVED THAT, on the recommendation of the Director of Complementary Services, the Executive Committee of the Sir Wilfrid Laurier School Board permit the following research projects related to Educational Services be conducted in its schools and centres:

Project	Title of Research	Researcher (s)	Affiliation (University & Department)
1	Teaching Social Emotional Learning and Emotional Regulation to Elementary Students with Emotional and Behavioural Problems	Diana Antonacci (graduate student) Supervised by Dr. Ingrid Sladeczek	McGill University Education & Counseling Psychology, Faculty of Education

Carried unanimously

7.0 INFORMATION ITEMS

7.1 Parent Commissioners Report:

The report will be presented at Council.

8.0 QUESTION PERIOD:

There were no questions.

9.0 CORRESPONDENCE:

There was no correspondence.

10.0 VARIA:

There was no varia.

11.0 ADJOURNMENT OF MEETING:

Commissioner Anne McMullon MOVED the adjournment of the meeting.

Carried unanimously

TIME: 19:02 hours

NEXT MEETING ⇨ REGULAR ⇨ 2016-05-11

Johanne Brabant, Secretary General

Jennifer Maccarone, Chair