

PROVINCE OF QUEBEC

MINUTES OF THE REGULAR EXECUTIVE COMMITTEE MEETING OF THE SIR WILFRID LAURIER SCHOOL BOARD HELD ON JUNE 29, 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, June 29, 2016.

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

Also present were: René Brisson, Assistant Director General (via telephone & in person); Gaëlle Absolonne, Interim Assistant Director General; Johanne Brabant, Secretary General; Jérôme Dionne, Director of Material Resources; Richard Greschner, Director of Human Resources; Tina Korb, Director of Educational Service; and Jocelyne Thompson-Ness, Administration Officer.

The Chair called the meeting to order.

TIME: 18:30 hours

1.0 ACCEPTANCE OF AGENDA:**EC-160627-CA-0062**

Commissioner Dean Dugas MOVED THAT the agenda be approved as presented in document #SWLSB-2016/06/27-CA-001.

Carried unanimously

The Chair welcomed André Gionet, Principal of Franklin Hill Elementary School, to the meeting.

2.0 APPROVAL OF MINUTES:**EC-160627-CA-0063**

Parent Commissioner Angela Martorana MOVED THAT the minutes of the EXECUTIVE COMMITTEE meeting of the Sir Wilfrid Laurier School Board held on 2016-05-11 having been received by all members prior to this meeting, be approved as presented.

| THIS MOTION WAS CARRIED ON THE FOLLOWING DIVISION: | |
|--|---------------------------------------|
| Commissioners voting YEA: | Dean Dugas, Guy Gagnon, Anne McMullon |
| Commissioners ABSTAINING: | Peter MacLaurin |

3.0 DIRECTOR GENERAL'S REPORT:**3.1 Interim Director General's Report:**

This report will be presented at the Council meeting

4.0 ASSISTANT DIRECTORS GENERAL REPORT:

4.1 *Assistant Directors General Reports:*

The Interim Assistant Director General drew attention to the report contained in the package.

In response to questions, the Interim Assistant Director General, with the assistance of the Directorate team, noted:

Pre-Kindergarten at Ste-Agathe Academy:

- the students who are eligible for the pre-kindergarten (pre-k) program at Ste-Agathe Academy have to reside in specific postal code areas;
- there have been five families who have expressed an interest in the pre-k but they are not in the proper postal code;
- option #1 for the pre-k is to combine it with the kindergarten at no cost since a kindergarten teacher has already been allocated;
- option #2 for the pre-k is that, if there are enough registrations, the class will be created with staffing;
- having a pre-k will increase enrollment at Ste-Agathe Academy;
- Ste-Agathe Academy was chosen because there is space available to house the pre-k and having them enter school early will have a positive impact on enrollment;
- maximum enrollment for pre-k is 14 students;
- if the pre-k students are not from any of the specific postal codes they will attend regular kindergarten and will be funded as part-time students even if they are present full-time;
- there is no financial impact;
- there will be another e-push for the pre-k program upon return from summer break;
- the poster for the pre-k program is available on-line and it has been suggested that it be placed in a local newspaper and posted in local community centres, churches and daycares;
- 360° virtual tours of schools pilot project will be available on two school Web sites.

The Assistant Director General entered the meeting via telephone.

TIME: 18:37 hours

Adult Education & Vocational Training & International Student Program:

- have received a provisional authorization for Industrial Drafting and are in discussions with Commissions scolaires de Laval and des Affluents to use facilities in Laval or Repentigny to offer the course;
- at a recent meeting the school board received 35,000\$ in funding for small groups in Lanaudière;
- the above funding has provided the opportunity to negotiate with Commission scolaire des Affluents to offer the Machining Technics program in small cohorts and with Commission scolaire de la Rivière-du-Nord to offer Auto Mechanics in Lachute or St-Jérôme;
- 38 registrations with deposits have been received from the Philippines but only 10 have paid in full.

The Assistant Director General physically entered the meeting.

TIME: 18:41 hours

5.0 BUSINESS ARISING:

There was no business arising.

6.0 DECISION ITEMS:**6.1 School Organization & Transportation****6.1.1 Reimbursement of STL Bus Passes 2016-2017:**

The Chair noted that it will be status quo for the reimbursement of STL bus passes for 2016-2017.

EC-160627-TS-0064

WHEREAS the Executive Committee of the Sir Wilfrid Laurier School Board approved resolution #EC-150422-TS-0036, establishing that the reimbursement to parents of 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;

WHEREAS resolution #EC-150422-TS-0036, requires that the percentage of reimbursement for the STL bus passes be evaluated on an annual basis;

Commissioner Guy Gagnon 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 maintain the reimbursement for the STL bus passes at 60% for the 2016-2017 school year.

Carried unanimously

6.1.2 Deed of Establishment – Ste-Agathe Academy:

The Interim Assistant Director General advised the Executive Committee that the change to the deed of establishment for Ste-Agathe Academy is in order for the school board to transmit the pre-kindergarten information to the Ministère de l'Éducation et de l'Enseignement supérieur (MEES).

EC-160627-CA-0065

WHEREAS the Executive Committee of the Sir Wilfrid Laurier School Board adopted resolution #EC-151216-TS-0034, approving the deeds of establishment portion of policy #2016-CA-02: Deeds of Establishment and Three Year Plan for Allocation and Destination of Immovables;

WHEREAS the Ministère de l'Éducation et de l'Enseignement supérieur (MEES) has recently authorized a Pre-Kindergarten Program for Ste-Agathe Academy beginning in the 2016-2017 school year;

WHEREAS the deed of establishment for Ste-Agathe Academy requires an amendment in order to reflect the addition of the Pre-Kindergarten Program;

Commissioner Peter MacLaurin MOVED THAT the Executive Committee of the Sir Wilfrid Laurier School Board approve the amendment to the deed of establishment for Ste-Agathe Academy.

AND THAT the deeds of establishment portion of policy #2016-CA-02: Deeds of Establishment and Three Year Plan for Allocation and Destination of Immovables be amended to reflect this change.

Carried unanimously

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| 6.2 | <i>Educational & Complementary Services</i> |
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6.2.1 Research Project:

The Director of Educational Services provided background information on the research project noting that it will begin in September 2016 and that it is quick exercise that can be done in school or at home. Parental permission will be obtained.

In response to a question from the Vice-Chair, the Director of Educational Services indicated that there is no target group for this research project.

EC-160627-ED-0066

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

| Project | Title of Research | Researcher (s) | Affiliation (University & Department) |
|----------------|--|---|---|
| 1 | Evolution of task coordination skills in typically developing young children | Shikha Saxena supervised by Dr. Isabelle Gagnon | McGill University School of Physical and Occupational Therapy |

Carried unanimously

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| 6.3 | <i>Material Resources</i> |
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6.3.1 Engagement of Contractor – Replacement of Gym Floor – Souvenir ES:

The Director of Material Resources advised the Executive Committee that tenders for this project were called by invitation as there are only three companies in Québec that can do this type of work. Only two bids were received and both are within the norms for this type of project.

In response to a question from the Chair, the Director of Material Resources noted that if the floor of a gym is wood it will be replaced with the same but the floors in this project are currently tile so they will be replaced with a mat type floor.

EC-160627-MR-0067

WHEREAS the Council of Commissioners of the Sir Wilfrid Laurier School Board adopted resolution #CC-150629-MR-0195, approving the 2015-2016 capital priorities for its schools and centres which included major renovations at Souvenir Elementary School;

WHEREAS invitational tenders for the gymnasium floor replacement at Souvenir Elementary School were called and subsequently opened on 2016-06-14;

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

Commissioner Guy Gagnon MOVED THAT, on the recommendation of the Director of Material Resources, the Executive Committee of the Sir Wilfrid Laurier School Board award the contract for the gymnasium floor replacement at Souvenir Elementary School to **Distributeur Tapico Ltée**, for a total cost of 96 695,00\$, before taxes, (111 175,08\$, all 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.

Carried unanimously

6.3.2 Engagement of Contractor – Decontamination – Laval Junior Academy:

The Director of Material Resources provided background on the decontamination project noting that the soil contamination is the result of an underground fuel tank that was used for a previous generator. The generator was removed approximately seven years ago but no decontamination was completed. The decontamination will take place over the summer months and the community will be advised of the project with a note indicating that the contamination has not touched the building and is not harmful to the students.

In response to questions and concerns, the Director of Material Resources noted that:

- the winning bid is conformable and the contractor is comfortable that he can complete the project within his bid;
- the decontamination will take approximately two weeks;
- samples of the soil have been taken in various areas surrounding the tank to determine how deep the contamination goes;
- the contamination is close to the exterior of the school but it is not under the building;
- paving is not part of the measure.

EC-160627-MR-0068

WHEREAS a fuel tank was removed at Laval Junior Academy and a portion of land needs to be decontaminated;

WHEREAS the Ministère de l'Éducation et de l'Enseignement supérieur (MEES) has adopted Measure 50622 to assist school boards with the renovation of its buildings and has approved funds from the « passif environnemental » measure ;

WHEREAS public tenders for the decontamination project at Laval Junior Academy were called and subsequently opened on 2016-06-16;

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

Parent Commissioner Angela Martorana MOVED THAT, on the recommendation of the Director of Material Resources, the Executive Committee of the Sir Wilfrid Laurier School Board award the contract for the decontamination project at Laval Junior Academy to **Construction Morival Ltée**, for a total cost of 86 210,00\$, before taxes, (99 119,95\$, all 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.

Carried unanimously

6.3.3 *Open Purchase Order 2016-2017 – CDC St-Eustache:*

The Director of Material Resources advised the Executive Committee that the school board would like to take advantage of the one year renewal option as the service received has been satisfactory with no complaints received,

EC-160627-TS-0069

WHEREAS the Council of Commissioners of the Sir Wilfrid Laurier School Board adopted resolution #CC-150629-MR-0198 authorizing the Director of Material Resources to utilize Matériaux Pont-Masson Inc. for the purchasing of course materials for its Carpentry Program at CDC St-Eustache for the 2015-2016 school year;

WHEREAS the original tender was for a one-year period (2015-2016) with a possibility of a one year renewal;

Commissioner Guy Gagnon MOVED THAT, on the recommendation of the Director of Material Resources, the Executive Committee of Commissioners of the Sir Wilfrid Laurier School Board authorize the Director of Material Resources to utilize **Matériaux Pont-Masson Inc.** for the purchasing of course materials for its Carpentry Program at CDC St-Eustache for the 2016-2017 school year.

AND THAT the Director of Material Resources be authorized to sign purchase orders for Matériaux Pont-Masson Inc. for up to 140 000,00\$ before taxes for 2016-2017.

Carried unanimously

6.4 *Human Resources*

6.4.1 *Modifications to Resolutions – Administrative Support Staff:*

The Director of Human Resources provided background information on the need to remove the abolishment of a position and re-issue the position with more hours.

EC-160627-HR-0070

WHEREAS the Executive Committee of the Sir Wilfrid Laurier School Board adopted resolution EC-160511-HR-0059 abolishing the position of Office Agent Class II (57.14%) at CDC-Vimont;

WHEREAS the position of Office Agent Class II (57.14%) at CDC Vimont should not have been abolished;

WHEREAS the Administrative Support Staff local union has been informed of the above change;

Commissioner Dean Dugas MOVED THAT, on the recommendation of the Directorate, the Executive Committee of the Sir Wilfrid Laurier School Board amend resolution EC-160511-HR-0059 by removing the following abolishment of position:

| Classification | Place of Work | % of work |
|------------------------|---------------|-----------|
| Office Agent, Class II | CDC Vimont | 57.14 |

Carried unanimously

EC-160627-HR-0071

WHEREAS the Executive Committee of the Sir Wilfrid Laurier School Board adopted resolution EC-160511-HR-0060 creating the position of Office Agent Class II (100%) at CDC Vimont;

WHEREAS the position of Office Agent Class II (100%) at CDC Vimont should have been created as a position of Office Agent Class II (71.48%);

WHEREAS the Administrative Support Staff local union has been informed of the above change;

Commissioner Dean Dugas MOVED THAT, on the recommendation of the Directorate, the Executive Committee of the Sir Wilfrid Laurier School Board amend resolution EC-160511-HR-0060 changing the percentage of work to read:

| Classification | Place of Work | % of work |
|------------------------|---------------|-----------|
| Office Agent, Class II | CDC Vimont | 71.48 |

Carried unanimously

7.0 INFORMATION ITEMS**7.1 Franklin Hill ES Enlargement Project:**

The Director of Material Resources presented and reviewed a schematic of the enlargement project at Franklin Hill Elementary School highlighting the remodeling of the bus drop off / pick up zone to improve the flow of vehicles, the larger parking lot, improved school yard. On 2016-07-06, a meeting will be held with the surrounding community and the Ville de Repentigny to present the enlargement project.

The Principal of Franklin Hill Elementary School, at the request of the Chair, noted that the project has been explained to the Governing Board and the only concern for the group was the bus drop off zone and when the new configuration was explained the group was pleased.

The Chair recommended that the Governing Board be invited to attend the meeting with the stakeholders and the Ville de Repentigny or schedule a separate meeting to present the project.

In response to questions from Executive Committee, the Director of Material indicated that:

- a parc-école has been discussed and the school board is awaiting a response from the Ville de Repentigny. If there is no agreement with the Ville for the parc-école there will be no access after school hours. There will be a clear path for access to the soccer field, i.e. open gates;
- it is 150 feet from either parking lot to the school;
- the heating will be geothermal and enough wells will be in place to ensure sufficient heating;
- permission has been sought from the Ville de Repentigny to open the median for the school buses.

In response to a question, the Principal of Franklin Hill Elementary School indicated that the school community was originally sceptical about this enlargement project but now that construction preparation is underway they are feeling more positive. There have been questions and speculation as to why the school is being enlarged but he answered the question in a neutral manner and assured them that they will be pleased with the end result.

The Director of Material Resources indicated that the newer version of the plans would be sent to Commissioners and that the Governing Board of the school will receive the necessary invitation to the presentation of the project.

7.2 Parent Commissioners Report:

This will be presented at Council.

In response to concerns expressed by Parent Commissioner Angela Martorana, the Interim Director General noted that:

- after the staffing plan has been approved for in-school Administrators any vacancies can be filled from the bank of potential Administrators. This bank is created through an interview process;
- there are requirements that have to be met in order to be placed in a school as an interim Principal or Vice-Principal and when the time comes to replace someone the task is not taken lightly;
- the school board always tries to find employees that will be a good addition to a school or centre.

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 Guy Gagnon MOVED the adjournment of the meeting.

Carried unanimously

TIME: 19:18 hours

NEXT MEETING ⇔ REGULAR ⇔ 2016-09-28