

PROVINCE OF QUEBEC

MINUTES OF THE REGULAR EXECUTIVE COMMITTEE MEETING OF THE SIR WILFRID LAURIER SCHOOL BOARD HELD ON SEPTEMBER 28, 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, September 28, 2016.

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

Also present were: Parent Commissioner Pamala Crompton; Frédéric Greschner, Assistant Director General; Johanne Brabant, Secretary General; Jérôme Dionne, Director of Material Resources; Stephanie Krenn, Director of Schools; Silvia Patella, Interim Director of Complementary Services; Andrew Robinson, Coordinator of Transportation; and Jocelyne Thompson-Ness, Administration Officer.

Guest: Stephane Henley, Chair of SEAC

The Chair called the meeting to order.

TIME: 18:32 hours

1.0 ACCEPTANCE OF AGENDA:**EC-160928-CA-0001**

Commissioner Guy Gagnon MOVED THAT the agenda be approved as presented in document #SWLSB-2016/09/28-CA-001.

Carried unanimously

2.0 APPROVAL OF MINUTES:**EC-160928-CA-0002**

Commissioner Anne McMullon MOVED THAT the minutes of the EXECUTIVE COMMITTEE meeting of the Sir Wilfrid Laurier School Board held on 2016-06-29 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:**

This report will be presented at Council.

4.0 ASSISTANT DIRECTOR GENERAL'S REPORT:**4.1 Assistant Director General's Report:**

The Assistant Director General presented his monthly report highlighting the new Vocational Training hybrid program for Home Care Assistance and Assistance in Health Care Facilities, which is a platform for students for distance education. It was piloted with a student from Joliette in Hotel Reception and there are 8 students registered to use the hybrid model in 2016-2017.

5.0 BUSINESS ARISING:**5.1 2015-2016 Three-Year Plan – 171, rue Mary, Lachute:**

The Director of Material Resources noted that the deed and three-year plan for 171, rue Mary are required in order to complete the sale of building.

2015-2016**EC-160928-TS-0003**

WHEREAS the Executive Committee of the Sir Wilfrid Laurier School Board adopted resolution #EC-141201-TS-0019, approving the Deeds of Establishment portion of policy #2016-CA-02: Deeds of Establishment and Three Year Plan for Allocation and Destination of Immovables for the 2015-2016 school year;

WHEREAS the Executive Committee of the Sir Wilfrid Laurier School Board adopted resolution #EC-141201-TS-0020, approving the Three Year Plan for Allocation and Destination of Immovables portion of policy #2016-CA-02: Deeds of Establishment and Three Year Plan for Allocation and Destination of Immovables for the 2015-2016 school year;

WHEREAS when said policy was adopted the deed and three-year plan for 171, rue Mary, Lachute was omitted;

Commissioner Peter MacLaurin MOVED THAT, on the recommendation of the Corporate Committee, the Executive Committee of the Sir Wilfrid Laurier School Board approve the modification of resolutions #EC-141201-TS-0019 and #EC-141201-TS-0020 by adding, respectively, the deed of establishment and three-year plan for 171, rue Mary, Lachute.

Carried Unanimously

2016-2017**EC-160928-TS-0004**

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 for the 2016-2017 school year;

WHEREAS the Executive Committee of the Sir Wilfrid Laurier School Board adopted resolution #EC-151216-TS-0035, approving the Three Year Plan for Allocation and Destination of Immovables portion of policy #2016-CA-02: Deeds of Establishment and Three Year Plan for Allocation and Destination of Immovables for the 2016-2017 school year;

WHEREAS when said policy was adopted the deed and three-year plan for 171, rue Mary, Lachute was omitted;

Commissioner Peter MacLaurin MOVED THAT, on the recommendation of the Corporate Committee, the Executive Committee of the Sir Wilfrid Laurier School Board approve the modification of resolutions #EC-151216-TS-0034 and #EC-151216-TS-0035 by adding, respectively, the deed of establishment and three-year plan for 171, rue Mary, Lachute.

Carried Unanimously

6.0 DECISION ITEMS:

6.1 *Material Resources*

6.1.1 *Heating Oil & Diesel 2016-2017:*

The Director of Material Resources noted that the current contract has a one-year renewal clause and this company has given very good service so the school board recommends that it engage this company for the additional year and go to tender in 2017-2018.

Discussion ensued and the Director of Material Resources answered questions as follows:

- the cost of the one-year renewal is similar to 2015-2016;
- renewable energies are always considered when planning and given that the government has advised that by 2020 school boards will not be allowed to use heating oil, renewable energies will have to be considered;
- upcoming energy projects are the replacement of the boiler at Rawdon Elementary School and planning for a similar project for Grenville Elementary School;
- bio-diesel could be considered.

EC-160928-MR-0005

WHEREAS the Executive Committee of the Sir Wilfrid Laurier School Board adopted resolution #EC-140120-MR-0046, approving an open purchase order with Paul Grand'Maison Inc. for the heating oil and diesel costs at 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 and Administrative Centres;

WHEREAS this contract for the open purchase order included a one-year renewal option;

WHEREAS the school board wishes to take advantage of the one-year renewal option for the 2016-2017 school year as per the original public tender specifications;

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 a one-year contract renewal, as per the original public tender specifications, with **Paul Grand'Maison Inc.**, for the heating oil and diesel costs at Grenville and Rawdon Elementary Schools, Ste-Agathe Academy, Lake of Two Mountains, Laval Junior Academy, Laval Senior Academy, Rosemere High School, Arundel Nature & Science and Administrative Centres.

AND THAT the total combined cost of heating oil and diesel for the 2016-2017 school year not exceed 110 000,00\$, all taxes included.

Carried unanimously

6.1.2 Engagement of Contractor –Hillcrest Academy Gym Roof Repair:

The Director of Material Resources reviewed the tenders for the repair of the roof at Hillcrest Academy.

WHEREAS the gymnasium roof at Hillcrest Academy needs to be replaced;

WHEREAS the Ministère de l'Éducation et de l'Enseignement supérieur (MEES) has adopted Measure 50620 « Maintien des bâtiments » to assist school boards with the repair, maintenance and renovation of its buildings;

WHEREAS public tenders for the gymnasium roof repair at Hillcrest Academy were called and subsequently opened on 2016-09-21;

WHEREAS the conformability of all bidders has been verified by the Architect;

*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 contract for the gymnasium roof repair at Hillcrest Academy to **Les Couvertures St-Léonard Inc.**, for a total cost of 139,100.00\$ before taxes, (159,930.23\$, 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.

Commissioner Guy Gagnon proposed that the resolution be amended by changing the word “repair” to “replacement”. Commissioner McMullon accepted the amendment.

EC-160928-MR-0006

WHEREAS the gymnasium roof at Hillcrest Academy needs to be replaced;

WHEREAS the Ministère de l'Éducation et de l'Enseignement supérieur (MEES) has adopted Measure 50620 « Maintien des bâtiments » to assist school boards with the repair, maintenance and renovation of its buildings;

WHEREAS public tenders for the gymnasium roof repair at Hillcrest Academy were called and subsequently opened on 2016-09-21;

WHEREAS the conformability of all bidders has been verified by the Architect;

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 contract for the gymnasium roof replacement at Hillcrest Academy to **Les Couvertures St-Léonard Inc.**, for a total cost of 139,100.00\$ before taxes, (159,930.23\$, 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

The Director of Schools and the Coordinator of transportation entered the meeting. **TIME: 18:47 hours**

6.1.3 Change Orders – Twin Oaks ES Enlargement Project:

The Director of Material Resources reviewed the change orders for the Twin Oaks Elementary School enlargement project noting that the contingency budget is currently at 3% of the 5% set aside for this purpose. The acceptance of work done to date was completed earlier this week but there is still an estimated \$100,000 of work that has to be completed within the next 30 days. If the work is not completed within that time the contractor can be considered to be in non-conformity of the contract.

In response to a question from Commissioner Guy Gagnon, the Chair indicated that the school board is waiting to know when the Ministère is available for a formal opening of the school and when a date is received the official opening will be organized.

EC-160928-MR-0007

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 the Executive Committee of the Sir Wilfrid Laurier School Board adopted resolution #EC-160427-MR-0050, approving change orders in the amount of 68 188,33\$, before taxes (78 399,54\$, taxes included), increasing the total cost of the project to 7 188 168,12\$, before taxes (8 264 596,30\$, taxes included);

WHEREAS, during the renovation project, more change orders occurred to address specific issues, amounting to 4 903,62\$, before taxes (5 637,94\$, taxes included);

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 approve the change orders in the amount of 4 903,62\$, before taxes (5 637,94\$, taxes included).

AND THAT the total cost of the project, including the change orders, be increased to 7 193 071,74\$, before taxes (8 270 234,24\$, taxes included).

FURTHER 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

6.2 Educational & Complementary Services

6.2.1 Montreal Oral School for the Deaf:

Commissioner Peter MacLaurin excused himself from the table due to a conflict of interest.

The Interim Director of Complementary Services noted that there are 13 integrated students who receive services at their respective schools, 2 kindergarten, 5 elementary and 6 secondary.

Integrated Students

EC-160928-ED-0008

WHEREAS the Montreal Oral School for the Deaf invoices the Sir Wilfrid Laurier School Board for the education of some of its students;

WHEREAS the services provided for the 2016-2017 school year for integrated students amounts to \$106,577.00;

Commissioner Guy Gagnon MOVED THAT, on the recommendation of the Interim Director of Complementary Services, the Executive Committee of the Sir Wilfrid Laurier School Board approve the payment of the invoice received from **Montreal Oral School for the Deaf** for educational services to be provided to **integrated students** of the Sir Wilfrid Laurier School Board for the 2016-2017 school year, in the amount of \$106,577.00.

Carried unanimously

Non-Integrated Students

The Interim Director of Complementary Services noted that there are 5 non-integrated students who receive service at the Montreal Oral School for the Deaf, 1 kindergarten and 4 elementary, as the school board cannot meet their respective needs.

EC-160928-ED-0009

WHEREAS the Montreal Oral School for the Deaf invoices the Sir Wilfrid Laurier School Board for the education of some of its students;

WHEREAS the services provided for the 2016-2017 school year for non-integrated students amounts to \$135,382.00;

Commissioner Guy Gagnon MOVED THAT, on the recommendation of the Interim Director of Complementary Services, the Executive Committee of the Sir Wilfrid Laurier School Board approve the payment of the invoice received from **Montreal Oral School for the Deaf** for educational services to be provided to **non-integrated students** of the Sir Wilfrid Laurier School Board for the 2016-2017 school year, in the amount of \$135,382.00.

Carried unanimously

Commissioner MacLaurin returned to the table.

6.3	Communications & Corporate Affairs
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6.3.1 Service Contract – Legal Services 2016-2017:

The Secretary General advised the Executive Committee that by having this service contract the school board did not exceed its legal budget in 2015-2016.

In response to a question from the Chair, the Secretary General noted that this will be the 2nd contract with Morency and that the school board is billed on a monthly basis for the services.

The Director General noted that the service contract will provide for preparation for any litigation cases but that if the school board has to go to court there will be separate fees.

EC-160928-CA-0010

WHEREAS the Sir Wilfrid Laurier School Board (*The Board*) engages the services of legal firms to ensure the defense of the Board in various cases requiring such services;

WHEREAS in order to reduce and control costs of legal services the Board wishes to enter into a service contract with a legal firm to provide required legal services;

WHEREAS the Board has negotiated an entente with a legal firm for the 2016-2017 school year;

Commissioner Dean Dugas MOVED THAT the Executive Committee of the Sir Wilfrid Laurier School Board approve the service contract with the legal firm **Morency, Société d'Avocats** for the 2016-2017 school year for legal services as stipulated in the service contract for a total amount of \$78 000.00, before taxes (\$89 680.50, all taxes included).

AND THAT such services begin on September 1, 2016 and end on June 30, 2017.

FURTHER 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 service contract.

Carried unanimously

6.4	<i>School Organization & Transportation</i>
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6.4.1 *Merger of Transportation Companies:*

The Director of Schools presented the merger of the transportation companies noting that this is a normal procedure when companies are sold or merged.

In response to a question from the Chair, the Director of Schools advised that there is no additional costs to the school board.

EC-160928-TS-0011

WHEREAS two bus companies under contract with the Sir Wilfrid Laurier School Board have merged to form one company as of 2016-07-21;

WHEREAS the names of the two bus companies that have merged are Jean Jacques Campeau Inc. and Autobus Lloyd Inc.;

WHEREAS the name to replace the two bus companies will be Autobus Campeau Inc.;

Parent Commissioner Angela Martorana MOVED THAT, on the recommendation of the Directorate, the Executive Committee be advised that the two bus companies identified as Jean Jacques Campeau Inc. and Autobus Lloyd Inc. be recognized under the name of Autobus Campeau Inc., effective 2016-07-21.

AND THAT the terms and conditions of pre-existing contracts being merged will continue to be respected.

Carried unanimously

6.4.2 *Additional Transportation Needs 2016-2017:*

The Director of Schools advised that an additional mini-bus is required in order to help alleviate an overloaded bus route for John F. Kennedy Elementary School and assist with an extension to a bus route for Jules Verne Elementary School.

EC-160928-TS-0012

WHEREAS the Executive Committee of the Sir Wilfrid Laurier School Board adopted resolution #EC-120619-TS-0082, renewing contracts with various transportation contractors for 5-years beginning 2012-07-01 and ending 2017-06-30;

WHEREAS a mini-bus is required to help alleviate an overloaded bus route for John F. Kennedy Elementary School and assist with an extension to a bus route for Jules Verne Elementary School;

Commissioner Anne McMullon MOVED THAT, on the recommendation of the Directorate, the Executive Committee of the Sir Wilfrid Laurier School Board approve the addition of the following vehicle to the contract with **Transport S & L Inc.** for the period 2016-07-01 to 2017-06-30:

Vehicle #	Capacity (Passenger)	Cost 2016-2017
15	30	54,120.63\$

AND THAT resolution #EC-120619-TS-0082 and the contract be modified to include this new vehicle.

Carried unanimously

7.0 INFORMATION ITEMS

7.1 Parent Commissioners Report:

Parent Commissioner Angela Martorana expressed concerns about the Laval high schools noting:

- the junior and senior academies need to have more communication in order to coordinate themselves so that events such as general assemblies are not held on the same evening;
- concerns for parents concerning the two schools are:
 - the lack of communication between the schools;
 - the lack of a bridge for some academic courses as well as arts and music between the two schools. This is important because Laval Junior Academy is the feeder school for Laval Senior Academy and there needs to be continuity;
 - when the merger was originally planned there was a recommendation to have a Pedagogical Consultant to create a bridge from the junior school to the senior and that would be a much needed addition at this time so that students can be retained;
 - an e-mail was received from the Chair of the Parents Committee concerned that schools were holding open houses the same evening as the Parents Committee meeting. The Principals need to be reminded to check what school board activities are taking place before planning any at the school level.

In response to additional concerns expressed by Parent Commissioner Martorana, the Secretary General advised that annually in August all of the Principals receive a detailed guideline for the Annual General Meeting of Parents to elect a Governing Board and Parent Delegate and Alternate.

The Director General indicated that all of the comments concerning the coordination of school board events and school events will be taken into consideration when planning for 2017-2018.

Parent Commissioner Pamala Cripton entered the meeting.

TIME: 19:05 hours

8.0 QUESTION PERIOD:

There were no questions.

9.0 CORRESPONDENCE:

There was no correspondence.

10.0 VARIA:

There were no varia.

11.0 ADJOURNMENT OF MEETING:

Commissioner Guy Gagnon MOVED the adjournment of the meeting.

Carried unanimously

TIME: 19:08 hours

NEXT MEETING ⇒ REGULAR ⇒ 2016-10-26

Johanne Brabant, Secretary General

Jennifer Maccarone, Chair