

**PROVINCE OF QUEBEC****MINUTES OF THE EXECUTIVE COMMITTEE MEETING OF THE SIR WILFRID LAURIER SCHOOL BOARD HELD ON 2002-02-12**

An Executive Committee meeting of the Sir Wilfrid Laurier School Board was held in the boardroom of the Administration Centre, 235 Montée Lesage, Rosemere, QC on Tuesday, 2002-02-12 at 19:30 hours, at which were present:

Pierre Garofano, Chairman; Steve Bletas, Glen Haines, Peter Haldimand, James McDougall, and Edward Turchyniak, Commissioners; Linda Iaconetti, Parent Commissioner; and Dominic Martini, Director General.

Also present were: Robert Vallerand, Deputy Director General; François Badin, Director of Human Resources; Livia Nassivera, Director of Financial Resources; and Raymond Thivierge, Director of Material Resources.

Absent: Linda Gagnon, Vice-Chairperson; and Ghislaine Tanner, Parent Commissioner.

The Chairman called the meeting to order at 19:35 hours.

The Chairman welcomed, on behalf of the Executive Committee, Livia Nassivera the new Director of Financial Resources.

**1.0 ACCEPTANCE OF AGENDA:**

The following additions and changes to the agenda were proposed:

**5.0 CORPORATE AFFAIRS:**

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| 5.4 | QESBA Board of Directors 2002-2003 ..... | INFO |
| 5.5 | QESBA Honourary Membership.....          | INFO |

**13.0 USE OF SCHOOLS:**

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| 13.2 | Additional Space – Joliette & Rawdon..... | INFO |
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**020212-CA-0235**

Linda Iaconetti MOVED THAT the agenda be accepted as amended in document #SWLSB-2002/02/12-CA-001.

**Carried unanimously**

**2.0 APPROVAL OF MINUTES:****020212-CA-0236**

Glen Haines MOVED THAT the minutes of the EXECUTIVE COMMITTEE meeting of the Sir Wilfrid Laurier School Board held on 2002-01-14, having been received by all members prior to this meeting, be approved as written.

**Carried unanimously**

**3.0 BUSINESS ARISING:****3.1 Holy Rosary Annex Lease - Update:**

The Deputy Director General provided the Executive Committee with a resume of the court proceedings held on 2002-02-01.

#### 4.0 DIRECTOR GENERAL'S REPORT:

The Director General advised the Executive Committee that the Directeur général des élections had called a meeting with the English school boards to advise on the process to draw up electoral divisions for the November 2003 school board elections and on the composition of the electoral list and of the amendments to the "Act Respecting School Board Elections.

He reported that the Directors general of English school boards have requested that the Quebec English School Boards Association (QESBA) arrange a meeting with the Directeur général des élections to see how the electoral list can be made more complete and accurate so as to avoid the chaotic situation of the 1998 school board elections.

The Executive Committee entered into discussion.

The Director General provided an update on two current court cases, one pertaining to private day care and the policy on the Program of Studies for the Elementary School; and the other concerning the use of the playing fields at Morin Heights Elementary School.

The Director General advised the Executive Committee of Measure 50620, an investment acceleration program sponsored by the Ministère de l'Éducation whereby it will subsidize 70% of a school board's investments on specific improvement projects related to buildings more than 15-years old. It is hoped that at least 1 000 000\$, including the board's share, will be available.

He also noted that the Material Resources Committee has been apprised of a number of projects that would meet the criteria of this measure and that the funds for the projects must be committed by 2002-08-01.

#### 5.0 CORPORATE AFFAIRS:

##### 5.1 *Director's Report:*

The Deputy Director General commented on his monthly report noting a meeting of the Forestry Sub-Committee to review funding project available in 2002, the organization of secondary schools for the implementation of Curriculum Reform, the upcoming Leadership Symposium, coding of students, school organization, the provincial school bus safety program and the STL one-day walkout, which occurred on 2002-01-30.

##### 5.2 *Division of Territory:*

The Deputy Director General commented on a meeting he had attended at the invitation of the Directeur général des élections noting the division of territory for the next school board elections and the permanent list of electors.

*WHEREAS section 6 of "An Act respecting school elections" designated that electoral divisions will vary in accordance with the number of electors;*

*WHEREAS the Directeur général des élections has advised the Sir Wilfrid Laurier School Board that the number of electors registered to date stands at 33 338;*

*WHEREAS this number of electors entitles the Sir Wilfrid Laurier School Board to divide its territory into 17 electoral divisions;*

*WHEREAS the electoral divisions established in 1998 gave the Sir Wilfrid Laurier School Board 19 electoral divisions;*

*WHEREAS section 7 of "An Act respecting school elections" states that the Minister may authorize a school board to increase or decrease its number of electoral divisions;*

WHEREAS the Sir Wilfrid Laurier School Board satisfies all the justifications required under section 7, namely the particularly large size of the school board territory, the number of municipalities, cities, towns, villages and parishes (151) that are located within the territory of the school board and the isolated location of many of these municipalities, etc. within the territory of the school board;

WHEREAS the Council of Commissioners of the Sir Wilfrid Laurier School Board wishes to maintain the current number of electoral divisions at 19;

\_\_\_\_\_ MOVED THAT, on the recommendation of the Executive Committee, the Council of Commissioners of the Sir Wilfrid Laurier School Board request that the Ministère de l'Éducation authorize the Sir Wilfrid Laurier School Board an increase of electoral divisions from 17 to 19 for the 2003-11-16 school board elections.

### **5.3 2002-2003 School Calendar:**

The Deputy Director General commented on a recent meeting of the Calendar Committee to reconsider the changes appearing in the explanatory notes on moveable pedagogical days noting that the meeting had not resulted in a unanimous consensus, therefore, the calendar will revert to the board and the Laurier Teachers Union to negotiate.

### **5.4 QESBA Board of Directors 2002-2003:**

The Deputy Director General advised the Executive Committee that the Quebec English School Boards Association (QESBA) has requested that member school boards submit their delegates to the Board of Directors for 2002-2003.

WHEREAS the Chair of the Quebec English School Boards Association (QESBA) Nominations Committee has requested member boards to advise the Association of their delegates to the Board of Directors of the QESBA;

5.4.1 \_\_\_\_\_ MOVED THAT the Council of Commissioners of the Sir Wilfrid Laurier School Board name \_\_\_\_\_ and \_\_\_\_\_ to the Board of Directors of the Quebec English School Boards Association (QESBA) for 2002-2003.

5.4.2 \_\_\_\_\_ MOVED THAT the Council of Commissioners of the Sir Wilfrid Laurier School Board nominate \_\_\_\_\_ for the position of Member-at-Large on the Executive of the QESBA for 2002-2003.

### **5.5 QESBA Honourary Membership:**

\_\_\_\_\_ MOVED THAT the Council of Commissioners of the Sir Wilfrid Laurier School Board nominate **Dominic R. Martini**, Director General, for the Quebec English School Boards Association (QESBA) Honourary Membership.

## **6.0 HUMAN RESOURCES:**

### **6.1 Director's Report:**

The Director of Human Resources commented on his monthly report noting the review of the staffing plan and the organization of the Administration Centre, the engagement of a consulting firm to handle the search for a new Director General, attendance by the Sir Wilfrid Laurier School Board at recent university career fairs to meet graduating students in the Faculty of Education, attendance at a meeting with the

Ministère de l'Éducation to discuss the professional integration of new teachers, and attendance at presentations by COBA and GRICS.

**0595**

**6.2 Leave of Absence:**

**020212-HR-0237**

Edward Turchyniak MOVED THAT, on the recommendation of the Human Resources Committee, the Executive Committee of the Sir Wilfrid Laurier School Board grant **Claire Guiot**, teacher at Lake of Two Mountains High School, a leave of absence without salary of (100%) effective from 2002-01-21 until 2002-06-30 as per Clause 5-15.01 (1) of the Teachers' Local Agreement.

**Carried unanimously**

**6.3 Leave of Absence – Maternity:**

**020212-HR-0238**

Steve Bletas MOVED THAT, on the recommendation of the Human Resources Committee, the Executive Committee of the Sir Wilfrid Laurier School Board grant **Lise Gauvreau**, teacher at Morin Heights Elementary School, a maternity leave of absence effective from 2002-01-28 until 2002-06-21 as per Clause 5-13.05 of the Quebec Provincial Association of Teachers' Collective Agreement.

**Carried unanimously**

**6.4 Leaves of Absence – Extension to Maternity**

**020212-HR-0239**

James McDougall MOVED THAT, on the recommendation of the Human Resources Committee, the Executive Committee of the Sir Wilfrid Laurier School Board grant **Jennifer Re**, teacher at Ste-Adèle Elementary School, an extension to her maternity leave of absence (parental leave) effective from 2002-01-14 until 2002-06-30 as per Clause 5-13.27bi of the Quebec Provincial Association of Teachers' Collective Agreement.

**Carried unanimously**

**020212-HR-0240**

James McDougall MOVED THAT, on the recommendation of the Human Resources Committee, the Executive Committee of the Sir Wilfrid Laurier School Board grant **Sheryl Cree**, teacher at Twin Oaks Elementary School, an extension to her maternity leave of absence (parental leave) effective from 2002-01-28 until 2002-06-30 as per Clause 5-13.27b(i) of the Quebec Provincial Association of Teachers' Collective Agreement.

**Carried unanimously**

**020212-HR-0241**

James McDougall MOVED THAT, on the recommendation of the Human Resources Committee, the Executive Committee of the Sir Wilfrid Laurier School Board grant **Cathy Stilianesi**, teacher at Joliette Elementary School, an extension to her maternity leave of absence (leave without pay) effective from 2002-02-02 until 2002-02-22 as per Clause 5-13.27c of the Quebec Provincial Association of Teachers' Collective Agreement.

**Carried unanimously**

**6.5 Leave of Absence – Extension of Adoption Leave:**

**020212-HR-0242**

Linda Iaconetti MOVED THAT, on the recommendation of the Human Resources Committee, the Executive Committee of the Sir Wilfrid Laurier School Board grant **Kelly Fahey**, teacher at Morin Heights

Elementary School, an extension to her adoption leave effective from 2002-03-05 until 2002-04-12 as per Clause 5-13.27b of the Quebec Provincial Association of Teachers' Collective Agreement.

Carried unanimously  
**0596**

**6.6 Modification to Resolution – Part-Time Replacement:**

**020212-HR-0243**

Peter Haldimand MOVED THAT, on the recommendation of the Human Resources Committee, the Executive Committee of the Sir Wilfrid Laurier School Board modify resolution #011211-HR-0191 for **Maha Hegazy**, part-time replacement teacher at Laurentian Regional High School, to read effective date 2001-10-09.

Carried unanimously

**6.7 Progressive Retirement:**

**020212-HR-0244**

Glen Haines MOVED THAT, on the recommendation of the Human Resources Committee, the Executive Committee of the Sir Wilfrid Laurier School Board grant **Donna Long-MacDowell**, teacher at Terry Fox Elementary School, a Progressive Retirement over a five (5) year period, effective the 1<sup>st</sup> day of the teaching calendar for 2002-2003 school year, as per Article 5-22 of the Quebec Provincial Association of Teachers' Collective Agreement.

Carried unanimously

**6.8 Engagement – Part-Time:**

**020212-HR-0245**

Edward Turchyniak MOVED THAT, on the recommendation of the Human Resources Committee, the Executive Committee of the Sir Wilfrid Laurier School Board approve the engagement of the following part-time teacher for the 2001-2002 School Year, in accordance with Clause 5-1.01 of the Quebec Provincial Association of Teachers' Collective Agreement.

Name	Effective Date	School
Brown, Jack	2002-02-04	Western Laval High School

Carried unanimously

**6.9 Engagements – Part-Time Replacement:**

**020212-HR-0246**

Steve Bletas MOVED THAT, on the recommendation of the Human Resources Committee, the Executive Committee of the Sir Wilfrid Laurier School Board approve the engagement of the following part-time replacement teachers for the 2001-2002 School Year, in accordance with Clause 5-1.01 of the Quebec Provincial Association of Teachers' Collective Agreement.

Name	Effective Date	School
Di Maso, Anna	2002-02-04	St. Paul Elementary School
Roberge, Chantal	2002-01-28	Mountainview Elementary School
Massé, Elsy	2002-01-29	John F. Kennedy Elementary School

Carried unanimously

**6.10 Engagements:**

**020212-HR-0247**

James McDougall MOVED THAT, on the recommendation of the Human Resources Committee, the Executive Committee of the Sir Wilfrid Laurier School Board approve the engagement of **Robert Vallé**, Guidance Counsellor (full-time substitute of Lisa Bédard) at Western Laval High School, as per Clause 5-1.00 of the Union of Professionals, effective 2002-01-14.

**Carried unanimously**  
**0597**

**020212-HR-0248**

Linda Iaconetti MOVED THAT, on the recommendation of the Human Resources Committee, the Executive Committee of the Sir Wilfrid Laurier School Board approve the engagement of **Jodi Zentner**, Psychologist (part-time substitute of Mélanie Emond 70%) at Terry Fox Elementary School, as per Clause 5-1.00 of the Union of Professionals effective 2002-01-14.

**Carried unanimously**

**020212-HR-0249**

Peter Haldimand MOVED THAT, on the recommendation of the Human Resources Committee, the Executive Committee of the Sir Wilfrid Laurier School Board approve the engagement of **Elizabeth Shoiry**, Psychologist (part-time substitute 70%) at Souvenir and Terry Fox Elementary School and Hillcrest Academy, as per Clause 5-1.00 of the Union of Professionals, effective 2002-01-14.

**Carried unanimously**

**020212-HR-0250**

Peter Haldimand MOVED THAT, on the recommendation of the Human Resources Committee, the Executive Committee of the Sir Wilfrid Laurier School Board approve the engagement of **Elizabeth Shoiry**, Psychologist (part-time 10%) at St. Paul Elementary School, as per Clause 5-1.00 of the Union of Professionals, effective 2002-01-14.

**Carried unanimously**

**020212-HR-0251**

Glen Haines MOVED THAT, on the recommendation of the Human Resources Committee, the Executive Committee of the Sir Wilfrid Laurier School Board approve the engagement of **Mario Sickini**, Maintenance Workman Class II (20 hrs) at St. Paul Elementary School, effective 2002-02-11.

**Carried unanimously**

**020212-HR-0252**

Edward Turchyniak MOVED THAT, on the recommendation of the Human Resources Committee, the Executive Committee of the Sir Wilfrid Laurier School Board approve the engagement of **Jonathan Kennedy**, Maintenance Workman Class II (20 hrs) at Mountainview Elementary School, effective 2002-02-11.

**Carried unanimously**

**6.11 Resignations:**

**020212-HR-0253**

Steve Bletas MOVED THAT, on the recommendation of the Human Resources Committee, the Executive Committee of the Sir Wilfrid Laurier School Board accepts the notice of resignation effective 2002-

01-18 received from **Kathleen Robinson**, teacher at Phoenix Alternative High School and extend best wishes to her.

**Carried unanimously**

**0598**

**020212-HR-0254**

James McDougall MOVED THAT, on the recommendation of the Human Resources Committee, the Executive Committee of the Sir Wilfrid Laurier School Board accepts the notice of resignation effective 2002-03-21 received from **Judy Seale**, Personnel Consultant at the Administrative Centre and extend best wishes to her.

**Carried unanimously**

**7.0 MATERIAL RESOURCES:**

**7.1 Director's Report:**

The Director of Material Resources commented on his monthly report.

**7.2 5-Year Plan – Furniture & Painting:**

The Director General reviewed the proposed 5-year plan for the replacement of school furniture and the painting of schools. He noted that schools with the most urgent need for painting and new/refurbished furniture will be the priority.

*WHEREAS the furniture needs to be replaced or refurbished in the majority of the schools of the Sir Wilfrid Laurier School Board;*

*WHEREAS the majority of the schools within the Sir Wilfrid Laurier School Board need to be painted;*

*WHEREAS the Material Resources Committee and the Directorate recommend that 1 500 000\$ be budgeted over the next five years towards the purchase and refurbishing furniture and the painting of schools;*

*WHEREAS the funds for this project will become available as a result of the reduction in the school board's debt service;*

*\_\_\_\_\_ MOVED THAT, on the recommendation of the Material Resources Committee and the Directorate, the Council of Commissioners of the Sir Wilfrid Laurier School Board allocate a budget of 1 500 000\$ over the next five years to purchase and refurbish furniture in schools and to paint schools as per the schedule contained in document #SWLSB-2002/02/27-MR-001.*

**8.0 EDUCATIONAL SERVICES:**

**8.1 Director's Report:**

Item was presented under 5.1.

**8.2 Time Allocations 2002-2003 - Elementary:**

The Deputy Director General reviewed the proposed 2002-2003 time allocations for the elementary schools as approved by the respective Governing Boards.

*\_\_\_\_\_ MOVED THAT, on the recommendation of the Educational Services Committee, the Council of Commissioners of the Sir Wilfrid Laurier School Board authorize the time allocations approved by the Governing Board of each elementary school, as per Document #SWLSB-2002/02/27-ED-001, for the 2002-2003 school year, as they are in compliance with section 2.2 of Sir Wilfrid Laurier School Board policy #99-ED-03: Program of Studies for the Elementary School.*

**8.3 School Field Trip:**

**020212-ED-0255**

WHEREAS Laurentian Regional High School has proposed a four-day field trip to the Atlantic Band Festival, Halifax, Nova Scotia, from April 25 - 28, 2002, as per Document #SWLSB-2002/02/12-ED-001;

**0599**

WHEREAS the school administration has followed the procedures in accordance with the current Sir Wilfrid Laurier School Board policy and has obtained the approval of the Governing Board;

Peter Haldimand MOVED THAT, on the recommendation of the Educational Services Committee, the Executive Committee of the Sir Wilfrid Laurier School Board approve the request of Laurentian Regional High School for a field trip to Halifax, Nova Scotia, from April 25 - 28, 2002.

**Carried unanimously****9.0 FINANCIAL RESOURCES:****9.1 Director's Report:**

There was no report.

**9.2 Refunds of Taxes:****020212-FR-0256**

Edward Turchyniak MOVED THAT the following refunds of taxes totaling 4 668,44\$ be approved:

Municipality/Roll #	Name	Amount Refunded	Reason for Refund
062060-4726-45-3250	Palmer, Robert	222.81	CHANGE OF MAILING ADDRESS
075010-6273-34-6337	Kruivitsky, Madone	346.45	DOUBLE PAYMENT
065005-7646-01-3075-0	Barnes Merrill	184.56	OVERPAYMENT
065005-8446-14-1590-7	Bei Giacinto	879.55	OVERPAYMENT
065005-7941-79-7250-6	Onuszkanycz Alex	31.50	EVALUATION REDUCTION
065005-8243-56-6495-6	Onuszkanycz Alex	16.45	EVALUATION REDUCTION
078020-5606-71-3144	Clouatre Monique	64.03	CHEQUE SENT BY ERROR
078102-1918-99-694004	Scanlon Mark	447.30	FRANCOPHONE
076043-3460-44-7998	Berthiaume Jules	187.60	FRANCOPHONE
076060-1856-49-1545	Gill David William	208.02	DECREASE EVALUATION
076043-2859-88-8080	Trickey Catherine	101.14	DECREASE EVALUATION
078028-4699-14-6092	Columbias Mauella	190.26	FRANCOPHONE
077022-5489-69-8844	Kolhreiter Carol	586.60	DOUBLE BILLING
077022-5489-69-8844	Birk Helmut	1202.17	DOUBLE BILLING
	<b>TOTAL</b>	<b>4668.44</b>	

**Carried unanimously****9.3 Approval of Accounts Payable:****020212-FR-0257**

Edward Turchyniak MOVED THAT the Executive Committee of the Sir Wilfrid Laurier School Board approve the cash disbursements listed in the List of Cheques dated 2002-01-09 to 2002-01-31 as follows:

<b>OPERATING CHEQUES</b>	<b># 58100 to # 58917</b>	<b>3 273 448.93 \$</b>
<b>SCHOOL CHEQUES</b>	<b># 46885 to # 46921</b>	<b>16 123.28 \$</b>



<b>LESS:</b> Cancelled cheques for prior months	# 56849, 57119, 57460, 57735, 58092	598.68 \$
<b>PLUS:</b> Internet On-line payments	DAS for January 2002	1 822 040.21 \$
<b>TOTAL:</b>		<b>5 111 013.74 \$</b>

**Carried unanimously**  
**0600**

**9.4 Proposed Policy #2001-FR-02: Issuance of Tax Receipts:**

The Director General presented the results of the consultation on the proposed policy on the issuance of tax receipts noting that the policy now reflects some of the recommendations received from the Governing Boards.

\_\_\_\_\_ *MOVED THAT, on the recommendation of the Financial Resources Committee, the Council of Commissioners of the Sir Wilfrid Laurier School Board approve policy #2001-FR-02: Issuance of Tax Receipts.*

**9.5 2001-2002 Revised Budget:**

The Director General reviewed the revised 2001-2002 budget.

\_\_\_\_\_ *MOVED THAT, on the recommendation of the Financial Resources Committee, the Council of Commissioners of the Sir Wilfrid Laurier School Board approve the **revised budget for 2001-2002.***

**10.0 PARENTS' COMMITTEE:**

**10.1 Parent Commissioners Report:**

Linda Iaconetti reported to the Executive Committee on the following items that were discussed at the recent meeting of the Parents Committee:

- the proposed 2002-2003 school calendar;
- the Parents Committee retreat on 2002-03-16 at ANSS;
- the need for a program/policy to address the needs of gifted students.

**11.0 INFORMATION TECHNOLOGY:**

**11.1 Director's Report:**

The Director of Information Technology presented his monthly report commenting on corporate and departmental systems and the work being conducted in the schools.

**12.0 TRANSPORTATION:**

**12.1 Attendance Zone – St-Janvier:**

The Director General advised the Executive Committee that the student population in the St-Janvier area has remained stable and that the status quo is recommended for the 2002-2003 school year.

*WHEREAS the Governing Board of Laurentia Elementary School has asked for a review of the decision to modify the attendance zone of its school by excluding St-Janvier;*

*WHEREAS the Committee on the Use of Schools and Facilities has undertaken that review;*

\_\_\_\_\_ *MOVED THAT, on the recommendation of the Committee on the Use of Schools and Other Facilities, the Council of Commissioners accept to allow the students to remain at Laurentia Elementary School for the 2002-2003 school year, to maintain the status quo of Saint-Janvier students with respect to their attendance zone for the 2002-2003 school year, and to review this recommendation for the 2003-2004 school year.*

**0601**

**13.0 USE OF SCHOOLS:**

**13.1 Deeds of Establishment & Three-Year Plan:**

The Deputy Director General reviewed the proposed changes to the deeds of establishment and three-year plan for the allocation and destination of immovables.

*WHEREAS section 211 of the Education Act (R.S.Q., chapter I-13.3) requires the school board each year establish a three-year plan of allocation and destination of its immovables;*

*WHEREAS section 211 also requires the school board to draw up, in accordance with the plan, a list of its schools and of its vocational training and adult education centres and issue a deed of establishment to them;*

*WHEREAS the Sir Wilfrid Laurier School Board has carried out the required consultation in conformity with sections 40 and 193 of the Education Act (R.S.Q., Chapter I-13.3);*

\_\_\_\_\_ *MOVED THAT, on the recommendation of the Committee on the Use of Schools and Other Facilities, the Council of Commissioners of the Sir Wilfrid Laurier School Board approve in principle policy #2002-CA-02: Deeds of Establishment and Three Year Plan for Allocation and Destination of Immovables.*

**13.2 Additional Space – Rawdon & Joliette:**

In response to comments from Glen Haines on the need for space at Joliette Elementary School, Joliette High School and Rawdon Elementary & Middle School, the Director General advised that the board would once more petition the Ministère de l'Éducation for the enlargement of both Joliette Elementary and Joliette High School and, furthermore, that the board may need to add portables to Rawdon Elementary & Middle School.

**020212-CA-0258**

James McDougall *MOVED THAT* the meeting be extended until the agenda has been completed.

**Carried unanimously**

**14.0 CORRESPONDENCE:**

There was no correspondence.

**15.0 QUESTION PERIOD:**

There were no questions.

**16.0 ADJOURNMENT OF MEETING:**

Steve Bletas *MOVED* adjournment of the meeting.

**Carried unanimously**

**TIME: 22:40 hours**

**NEXT MEETING ⇨ REGULAR ⇨ 2002-03-12**

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**Robert Vallerand, Secretary General**

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**Pierre Garofano, Chairman**