

**PROVINCE OF QUEBEC****MINUTES OF THE EXECUTIVE COMMITTEE MEETING OF THE SIR WILFRID LAURIER SCHOOL BOARD HELD ON 2004-01-13**

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, 2004-01-13 at 19:30 hours, at which were present:

Nancy Rupnik, Vice-Chair; Natalie Auclair, Steve Bletas, Nick Milas, and Grace Nesi, Commissioners; Sandra Rouleau, Parent Commissioner; and Giordano Rosa-del-Vecchio, Director General.

Also present were: Robert Vallerand, Deputy Director General; François Badin, Director of Human Resources; Daniel Hogue, Director of Material Resources; Effie Maniatis, Director of Educational Services; Mireille Ménard, Centre Director Adult Education; Jean-Guy Messier, Director of Information Technology; Livia Nassivera, Director of Financial Resources; George Paquette, Coordinator of School Organization & Transportation; and Carolyn Curiale, Tony De Lauri, and Robert Dixon, Commissioners.

Absent: Edward Turchyniak, Chairman; William Pollock, Commissioner; and Linda Iaconetti, Parent Commissioner.

The Vice-Chair called the meeting to order at 19:40 hours.

**1.0 ACCEPTANCE OF AGENDA:**

The following additions and changes to the agenda were proposed:

**3.0 BUSINESS ARISING:**

3.2 *Legal Issue* ..... INFO

**5.0 CORPORATE AFFAIRS:**

~~5.3 *Status Reports* ..... INFO~~

5.8 *Report of the Appeals Review Committee* ..... INFO

**8.0 INFORMATION TECHNOLOGY:**

8.2 *Paperless Meeting Format* ..... INFO

**10.0 FINANCIAL RESOURCES:**

10.6 *Seizure of Property* ..... INFO

**040113-CA-0101**

Nick Milas MOVED THAT the agenda be accepted as amended in document #SWLSB-2004/01/13-CA-001.

**Carried unanimously**

**2.0 APPROVAL OF MINUTES:****040113-CA-0102**

Steve Bletas MOVED THAT the minutes of the EXECUTIVE COMMITTEE meeting of the Sir Wilfrid Laurier School Board held on 2003-12-09 having been received by all members prior to this meeting, be approved as written.

**Carried unanimously**

### **3.0 BUSINESS ARISING:**

#### **3.1 *Budget for Advisory Committee on Special Education:***

The Director General informed the Executive Committee that various school boards had been contacted concerning the funding of their respective Advisory Committees on Special Education and these inquiries have shown funding of this committee in the range of 500\$ to 1 500\$.

He went on to note that the Parents Committee budget will not be used to finance the Advisory Committee on Special Education and recommended that a budget of 1 000\$ be provided for this committee to cover this expenses for the 2003-2004 school year.

The Executive Committee entered into discussion and recommended that this proposed budget be brought to the Council of Commissioners for adoption.

#### **3.2 *Legal Issue:***

The Deputy Director General advised that Harold Ashenmil, lawyer, had forwarded a copy of a letter from Edward Hale, a candidate in the 2003-11-16 elections, apologizing for any allegedly damaging remarks made in the recent electoral campaign.

### **4.0 DIRECTOR GENERAL'S REPORT:**

The Director General advised the Executive Committee that a second forum on late bussing and other issues facing the northern schools is being planned for 2004-02-23 at Laurentia Elementary School in St-Jérôme.

He went on to comment on future directions of the board as contained in his report noting governance, the organization of high schools, adult education and technical vocational services, and employee benefits.

The Executive Committee entered into discussion and the Director General was mandated to bring these future directions to the Council of Commissioners for further development.

### **5.0 CORPORATE AFFAIRS:**

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

The Deputy Director General presented his monthly report noting that authorizations had been received to transfer land in Laval to Gestelin Inc. and in Deux-Montagnes to the Ville de Deux-Montagnes.

#### **5.2 *Report of Centre Director – Adult & Vocational Education:***

The Centre Director presented her monthly report noting the annual benefit breakfast held on 2003-12-11 and the donation of bathrobes and bibs made by the immigrant women's sewing course to area hospitals.

#### **5.3 *2004 QESBA / AAESQ Spring Conference:***

The Deputy Director General provided a brief update on the organization of the 2004 QESBA/AAESQ Spring Conference noting that the Steering Committee will be meeting on 2004-01-27.

#### **5.4 *Offer to Purchase Land:***

The Deputy Director General presented an offer received to purchase land owned by the school board on Roland Durand in Rosemere.

**0919**

The Executive Committee entered into discussion and referred the offer to the Material Resources Committee for further review.

**5.5 New Election in Electoral Division #11:**

The Deputy Director General advised the Executive Committee that the new election was on track for 2004-02-01 and that the advance poll would be held on 2004-01-25.

He went on to note that all the required personnel had been engaged and that training of the personnel would take place on 2004-01-22 and 2004-01-29.

**5.6 Role of Chairperson of a Standing Committee:**

The Director General suggested that the Chairs of the Standing Committees of the board take on a more visible role at the meetings of the Council of Commissioners by possibly presenting a report on the committee's activities for the month and speaking to proposed resolutions.

The Executive Committee entered into discussion and it was agreed that this concept be presented to the Council of Commissioners.

**5.7 Report of the Appeals Review Committee:**

The Deputy Director General provided the Executive Committee with a report on the meeting of the Appeals Review Committee.

The Executive Committee entered into discussion and supported the recommendations of the Appeals Review Committee.

*WHEREAS the Appeals Review Committee was mandated by the Council of Commissioners at its 2003-12-10 regular meeting to hear a request for the reconsideration of a decision as submitted by an elementary school parent;*

*WHEREAS this hearing took place on 2004-01-12;*

*WHEREAS both parents presented their positions vis-à-vis their request for a review in the first term physical education marks assigned to their child;*

*WHEREAS the Appeals Review Committee entered into a discussion on the merits of these presentations;*

*WHEREAS the Appeals Review Committee has been requested to submit its recommendations with regard to this request to the Council of Commissioners at its 2004-01-28 meeting;*

*WHEREAS the Appeals Review Committee unanimously submits the following:*

- That the Principal will meet with the teacher in question to review and obtain the pedagogical criteria for the assignment of marks; and*
- That the Principal will report the findings to the Director General or the Deputy Director General, who in turn will advise the Council of Commissioners;*

*WHEREAS the Appeals Review Committee has submitted a report to the Council of Commissioners on the request for the reconsideration of a decision as submitted by an elementary school parent;*

**5.7.1** \_\_\_\_\_ **MOVED THAT** the Council of Commissioners approve the recommendations of the Appeals Review Committee.

*WHEREAS the Appeals Review Committee was mandated by the Council of Commissioners at its 2003-12-10 regular meeting to hear a request for the reconsideration of a decision as submitted by a high school parent;*

*WHEREAS this hearing took place on 2004-01-12;*

WHEREAS the parent presented his position vis-à-vis his request to have the 10-day suspension revoked;

**0920**

WHEREAS the Appeals Review Committee entered into a discussion on the merits of this presentation;

WHEREAS the Appeals Review Committee has been requested to submit its recommendations with regard to this request to the Council of Commissioners at its 2004-01-28 meeting;

WHEREAS the Appeals Review Committee unanimously submits the following:

- That the suspension imposed by the administration of the high school is justified and in conformity with the rules of conduct and security approved by the Governing Board of the high school.

WHEREAS the Appeals Review Committee has submitted a report to the Council of Commissioners on the request for the reconsideration of a decision as submitted by a high school parent;

5.7.2 \_\_\_\_\_ MOVED THAT the Council of Commissioners approve the recommendations of the Appeals Review Committee.

## **6.0 HUMAN RESOURCES:**

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

The Director of Human Resources commented on his monthly report noting that as follow-up to the November 2002 survey conducted by the Human Rights Commission the board will have to create a plan of action to increase the presence within the Sir Wilfrid Laurier School Board of the targeted groups, consult on the action plan with the unions affiliated with the board, then forward the action plan to the Human Rights Commission for final approval. Once the action plan is approved the board must implement it within three years.

He went on to advise the Executive Committee that on 2004-06-01 the Labour Standards Act will be modified to include provisions to prevent harassment in the workplace, therefore, it will be necessary establish a new policy on harassment that will incorporate the requirements of the Labour Standards Act and create a clear process for complaints, investigation and action. This policy will apply to all employees and students.

Sandra Rouleau excused herself for the evening.  
hours

**TIME: 22:00**

### **6.2 Engagements – Part-Time Teachers:**

#### **040113-HR-0103**

Natalie Auclair MOVED THAT, on the recommendation of the Director General, the Executive Committee of the Sir Wilfrid Laurier School Board approve the engagement of the following part-time teacher(s) for the 2003-2004 school year, in accordance with Clause 5-1.01 of the Quebec Provincial Association of Teachers' Collective Agreement.

Name	Effective Date	School
Goyetche, Mary-Helen	2004-01-05	Terry Fox Elementary School
Boucher, Isabelle	2004-01-05	Lake of Two Mountains High School

**Carried unanimously**

### **6.3 Engagements – Part-Time Replacement Teachers:**

#### **040113-HR-0104**

Steve Bletas MOVED THAT, on the recommendation of the Director General, the Executive Committee of the Sir Wilfrid Laurier School Board approve the engagement of the following part-time

replacement teachers for the 2003-2004 school year, in accordance with Clause 5-1.01 of the Quebec Provincial Association of Teachers' Collective Agreement.

**0921**

<b>Name</b>	<b>Effective Date</b>	<b>School</b>
Gruman, Susan	2003-08-27	Crestview Elementary School
Strongilos, Despina	2003-08-27	Western Laval High School
Wheeler, Christina	2003-12-08	Mountainview Elementary School

**Carried unanimously**

#### **6.4 Retirements:**

The Director General advised the Executive Committee that a replacement has been found for the Principal of Joliette Elementary School and that the person selected will commence on 2004-01-21.

#### **040113-HR-0105**

Nick Milas MOVED THAT, on the recommendation of the Director General, the Executive Committee of the Sir Wilfrid Laurier School Board accepts the notice of retirement effective 2004-03-19 received from **Bruce Scott**, Principal at Joliette Elementary School, and extend best wishes to him.

**Carried unanimously**

#### **040113-HR-0106**

Nick Milas MOVED THAT, on the recommendation of the Director General, the Executive Committee of the Sir Wilfrid Laurier School Board accepts the notice of retirement effective 2004-02-07 received from **Françoise Duranleau**, Teacher at Adult Education in Lachute, and extend best wishes to her.

**Carried unanimously**

#### **040113-HR-0107**

Nick Milas MOVED THAT, on the recommendation of the Director General, the Executive Committee of the Sir Wilfrid Laurier School Board accepts the notice of retirement effective 2003-06-30 received from **Dianne Charbonneau-Wrightman**, Teacher at Our Lady of Peace School, and extend best wishes to her.

**Carried unanimously**

#### **040113-HR-0108**

Nick Milas MOVED THAT, on the recommendation of the Director General, the Executive Committee of the Sir Wilfrid Laurier School Board accepts the notice of retirement effective 2004-02-06 received from **Carmine Lisi**, Teacher at Sacred Heart Middle School, and extend best wishes to him.

**Carried unanimously**

#### **040113-HR-0109**

Nick Milas MOVED THAT, on the recommendation of the Director General, the Executive Committee of the Sir Wilfrid Laurier School Board accepts the notice of retirement effective 2003-12-19 received from **Christine Malone**, Teacher at Terry Fox Elementary School, and extend best wishes to her.

**Carried unanimously**

#### **040113-HR-0110**

Nick Milas MOVED THAT, on the recommendation of the Director General, the Executive Committee of the Sir Wilfrid Laurier School Board accepts the notice of retirement effective 2003-06-30 received from **Allan Chenier**, Teacher at Laurentian Regional High School, and extend best wishes to him.

**Carried unanimously**  
**0922**

**040113-HR-0111**

Nick Milas MOVED THAT, on the recommendation of the Director General, the Executive Committee of the Sir Wilfrid Laurier School Board accepts the notice of retirement effective 2004-06-30 received from **Ramsaran Ramharack**, Teacher at Crestview School, and extend best wishes to him.

**Carried unanimously**

**6.5 Resignations:**

**040113-HR-0112**

Natalie Auclair MOVED THAT, on the recommendation of the Director General, the Executive Committee of the Sir Wilfrid Laurier School Board accepts the notice of resignation effective 2003-09-05 received from **Donal Irving** Teacher at Laval Catholic High School, and extend best wishes to him.

**Carried unanimously**

**040113-HR-0113**

Natalie Auclair MOVED THAT, on the recommendation of the Director General, the Executive Committee of the Sir Wilfrid Laurier School Board accepts the notice of resignation effective 2003-10-03 received from **Olena Davletgareyeva** Teacher at Laval Catholic High School, and extend best wishes to her.

**Carried unanimously**

**040113-HR-0114**

Natalie Auclair MOVED THAT, on the recommendation of the Director General, the Executive Committee of the Sir Wilfrid Laurier School Board accepts the notice of resignation effective 2003-10-30 received from **Louise Gaboriault**, Teacher at Souvenir Elementary School, and extend best wishes to her.

**Carried unanimously**

**040113-HR-0115**

Natalie Auclair MOVED THAT, on the recommendation of the Director General, the Executive Committee of the Sir Wilfrid Laurier School Board accepts the notice of resignation effective 2003-11-28 received from **Lucie Dumas**, Teacher at Genesis Elementary School, and extend best wishes to her.

**Carried unanimously**

**040113-HR-0116**

Natalie Auclair MOVED THAT, on the recommendation of the Director General, the Executive Committee of the Sir Wilfrid Laurier School Board accepts the notice of resignation effective 2004-01-01 received from **Claire Guiot**, Teacher at Lake of Two Mountains High School, and extend best wishes to her.

**Carried unanimously**

**040113-CA-0117**

Steve Bletas MOVED THAT the meeting be extended until the completion of the agenda.

**Carried unanimously**

## **7.0 PARENTS' COMMITTEE:**

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

There was no report.

**0923**

## **8.0 INFORMATION TECHNOLOGY:**

### **8.1 Director's Report:**

The Director of Information Technology commented on his monthly report noting the GRICS program for the School Success Plan, the GRICS credit check program for high schools to verify student credit profiles, computer purchases, the centralization of the Laval Catholic High School / Sacred Heart Middle School server at the Administration Centre, and the installation of the Storage Area Network (SAN).

### **8.2 Paperless Meeting Format:**

The Deputy Director General advised the Executive Committee that the Information Technology Committee has put together a proposal for an experimental project for paperless meetings for the Executive Committee. The experimental project will be launched in the Spring of 2004 and the Executive Committee will be asked to evaluate the effectiveness and the potential cost savings of the project and recommend a course of action to the Council of Commissioners in Autumn 2004.

## **9.0 EDUCATIONAL SERVICES:**

### **9.1 Director's Report:**

The Director of Educational Services commented on her monthly report noting the "*Impact of Technology in the Classroom*" project with Concordia University and the comprehensive analysis of the 2002-2003 Mathematics results commissioned by the Ministère de l'Éducation.

### **9.2 Recognition of Achievement:**

The Deputy Director General advised the Executive Committee that achievement awards will be given out to schools and students for exemplary efforts achieved in the 2002-2003 school year and that the awards would be given out at the 2004-01-28 meeting of the Council of Commissioners.

## **10.0 FINANCIAL RESOURCES:**

### **10.1 Director's Report:**

The Director of Financial Resources commented on her monthly report noting that work will begin shortly on the 2004-2005 budget.

She went on to advise the Executive Committee of the establishment of a Financial Services Committee comprised of four Principals, the Director of Financial Resources and the Coordinator of Financial Resources. This committee will explore areas of Financial Resources that are of concern the the Principals.

### **10.2 Update on Financial Turnaround Plan:**

The Director of Financial Resources advised the Executive Committee that the plan is progressing well and that the results are proving to be better than anticipated.

### **10.3 Refunds of Taxes:**

**040113-FR-0118**

Steve Bletas MOVED THAT on the recommendation of the Financial Resources Committee, the Executive Committee of the Sir Wilfrid Laurier School Board approve the following refunds of taxes totaling 689,27\$.

**0924**

Municipality/Roll #	Name	Amount Refunded	Reason for Refund
063060-8691-82-9585	LEMAY, ROBERT	33.31	OVERPAYMENT
076065-2284-83-1708	GORDON, LINDA	108.64	INTEREST REFUND
072005-6948-63-8181	SCHWEITZER GERHARD	418.17	OVERPAYMENT AGRICULTURAL LAND
072005-6748-89-6866	GAGNON GERALD, CHARBONNEAU GUILAINE	129.15	CHANGE OF EVALUATION
<b>TOTAL</b>		<b>689.27</b>	

**Carried unanimously****10.4 Approval of Accounts Payable:****040113-FR-0119**

Natalie Auclair MOVED THAT on the recommendation of the Financial Resources Committee, the Executive Committee the Sir Wilfrid Laurier School Board approve the cash disbursements listed in the List of Cheques dated 2003-12-02 to 2003-12-18 as follows:

<b>OPERATING CHEQUES</b>	#113314 to 113892	2,236,797.42 \$
<b>SCHOOL CHEQUES</b>	#48015 to 48030	12,556.29 \$
<b>PLUS:</b> Cancelled cheques for prior months	#103180,103227,103608,103892,104453,105896, 106177,106288,106609,107587,107814,108011, 108014,108015,109023,112687,112895,112905	2,317.25 \$
<b>PLUS:</b> Deductions at Source	DECEMBER 2003	1,726,009.53 \$
<b>FOR A TOTAL OF:</b>		<b>3,977,680.49 \$</b>

**Carried unanimously****10.5 2003-2004 Revised Budget:**

The Director of Financial Resources presented and reviewed a draft copy of the 2003-2004 revised 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 2003-2004**.

**10.6 Seizure of Property:**

The Director of Financial Resources advised that a notice of seizure for the non-payment of school taxes would be presented to the Council of Commissioners on 2004-01-28.

**11.0 USE OF SCHOOLS / TRANSPORTATION:****11.1 School Attendance Zone – Repentigny:**

The Coordinator of School Organization & Transportation provided the Executive Committee with an update on the process for establishing the attendance zones for Holy Rosary and Lewis King Elementary Schools as well as the new school in Repentigny noting that a special meeting of the Council of Commissioners would be held on 2004-02-12 to adopt these attendance zones.



### **11.2 2004-2005 Enrollment Criteria:**

The Director General presented the revised 2004-2005 enrollment criteria commenting on the recommendations received from the various stakeholders and the implications these recommendations would have on the process.

**0925**

*WHEREAS section 239 of the Education Act states “Each year, every school board shall enroll students in its schools in keeping with the choice of each student’s parents or the choice of the student, if of full age. However, if the number of applications for enrollment in a school exceeds the capacity of the school, enrollment shall be effected according to the criteria established by the school board after consultation with the parents’ committee”;*

*WHEREAS section 239 of the Education Act states “Enrollment criteria must give priority to students coming under the jurisdiction of the school board and, as far as possible, to students whose place of residence is nearest to the school premises. They must be adopted, put into force and sent to each governing board at least 15 days before the beginning of the student enrollment period”;*

*WHEREAS section 239 of the Education Act states “The conditions or criteria for participation in a special project may not serve as criteria for enrollment in a school; nor may they operate to exclude a student from the school of the student’s choice if the student has a right to enroll in that school pursuant to the criteria referred to in the first paragraph”;*

*WHEREAS the section 193 (6) of the Education Act (R.S.Q., chapter I-13.3) requires that the Parents’ Committee be consulted annually on the criteria for the enrollment of students in schools, which exceed the capacity of the school;*

*WHEREAS during the school election period the Council of Commissioners was temporarily suspended, therefore, the Director General deposited the proposal for the 2004-2005 enrollment criteria for consultation to the Parents’ Committee, as per section 193 of the Education Act (R.S.Q., Chapter I-13.3);*

*WHEREAS the registration period for students for 2004 - 2005 is the week of February 16, 2004;*

*\_\_\_\_\_ MOVED THAT the Council of Commissioners of the Sir Wilfrid Laurier School Board approve the establishment of the criteria for enrollment of students in its schools, subject to the availability of space, for the 2004 - 2005 school year as per document #SWLSB-2004/01/28-ED-001*

### **11.3 Late Bussing:**

This was discussed under item 4.0.

## **12.0 MATERIAL RESOURCES:**

### **12.1 Director’s Report:**

The Director of Material Resources commented on his monthly report noting the progress of the construction of the new school in Repentigny, the engagement of a contractor for the renovation/construction project at Joliette High School, the implementation of the GRICS “Achat” program into various schools and school visits.

He went on to advise that to date no response has been received on the board’s requests to the Ministère de l’Éducation for projects.

### **12.2 Engagement of Contractor – Joliette H.S.:**

The Director General presented the report of the Selection Committee for the Joliette High School renovation/construction project.

*WHEREAS the Sir Wilfrid Laurier School Board has resolved to undertake the renovation/construction of Joliette High School;*

*WHEREAS the Sir Wilfrid Laurier School Board has received authorization from the Ministère de l'Éducation to complete renovations/construction at Joliette High School;*

*WHEREAS tenders were received and opened on 2003-12-15;*

**0926**

*WHEREAS resolution #031210-MR-0102 established a Selection Committee and mandated this committee to engage a contractor for this project;*

*WHEREAS the lowest bidder is conformable, as verified by the Architect of the project;*

*\_\_\_\_\_ MOVED THAT, on the recommendation of the Executive Committee, the Council of Commissioners of the Sir Wilfrid Laurier School Board ratify the decision of the Selection Committee and award the renovation/construction contract for Joliette High School to Constructions Larco for the total amount of 1 924 900,00\$, taxes included.*

*AND FURTHER THAT the Chairman, and in his absence or with his knowledge the Vice-Chairman, as well as the Director General, and in his absence or with his knowledge the Deputy Director General, be authorized to sign all documentation concerning this project.*

### **13.0 CORRESPONDENCE:**

The Vice-Chair drew the Executive Committee's attention to the correspondence contained in the meeting package.

### **14.0 QUESTION PERIOD:**

There were no questions.

### **15.0 ADJOURNMENT OF MEETING:**

Natalie Auclair MOVED adjournment of the meeting.

**Carried unanimously**

**TIME: 23:30 hours**

**NEXT MEETING ⇒ REGULAR ⇒ 2004-02-10**

---

**Robert Vallerand, Secretary General**

---

**Nancy Rupnik, Vice-Chair**