

**PROVINCE OF QUEBEC**

**MINUTES OF THE EXECUTIVE COMMITTEE MEETING OF THE SIR WILFRID LAURIER SCHOOL BOARD HELD ON 2004-02-10**

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, 2004-02-10 at 19:30 hours, at which were present:

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

Also present were: François Badin, Director of Human Resources; Daniel Hogue, Director of Material Resources; Effie Maniatis, Director of Educational Services; Jean-Guy Messier, Director of Information Technology; Livia Nassivera, Director of Financial Resources; George Paquette, Coordinator of School Organization & Transportation; and Nazario Facchino and Robert Dixon, Commissioners; and Jocelyne Thompson-Ness, Administrative Assistant/Secretary of Elections.

Absent: Edward Turchyniak, Chairman; Robert Vallerand, Deputy Director General

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:

- 4.0 DIRECTOR GENERAL:**
  - 4.1 Recovery of Private Day Care Costs.....INFO
- 5.0 CORPORATE AFFAIRS:**
  - 5.5 ACSD Conference.....INFO
- 9.0 FINANCIAL RESOURCES:**
  - 9.7 Engagement of Auditors.....INFO

**040210-CA-0120**

William Pollock MOVED THAT the agenda be accepted as amended in document #SWLSB-2004/02/10-CA-001.

**Carried unanimously**

**2.0 APPROVAL OF MINUTES:**

**040210-CA-0121**

Steve Bletas MOVED THAT the minutes of the EXECUTIVE COMMITTEE meeting of the Sir Wilfrid Laurier School Board held on 2004-01-13, having been received by all members prior to this meeting, be approved as written.

**THIS MOTION WAS CARRIED ON THE FOLLOWING DIVISION:**

**YEA:** Natalie Auclair, Steve Bletas, Nick Milas, Grace Nesi, Nancy Rupnik  
**ABST:** William Pollock

### 3.0 BUSINESS ARISING:

#### 3.1 *Proposed Policy #2004-CA-10: Role of the Chairman:*

The Director General commented on proposed policy #2004-CA-10: Role of the Chairman of the Sir Wilfrid Laurier School Board that was prepared by the Ethics Review Committee.

#### 3.2 *Election Results:*

The Secretary of Elections advised the Executive Committee that the results of the polling held on 2004-02-01 were as follows: Albina Pace received 156 votes and Mike Possian received 106 votes. A public notice was published in the Montreal Gazette on 2004-02-06 declaring Mrs. Pace elected to the position of Commissioner for electoral division #11.

#### 3.3 *Election Expense Reports:*

The Secretary of Elections advised the Executive Committee that expense accounts for the 2003-11-16 elections were due on 2004-02-13 and that any accounts not received by that date would be subject to a fine of 50\$ per day.

Sandra Rouleau entered the meeting.

**TIME: 19:45 hours**

### 4.0 DIRECTOR GENERAL'S REPORT:

The Director General advised the Executive Committee that the school board was trying a new approach for advertising registration week by using radio advertising spots. He went on to explain that in the past registration week was advertised in the newspapers and that it was felt that radio may give the school board more exposure. The bilingual radio spots will be aired on Q92 and Cité Rock Détente on February 12, 13, 16 and 17, 2004.

In response to a question from Natalie Auclair, the Director General advised that the registration forms will continue to be sent home to students currently registered in the Sir Wilfrid Laurier School Board but that new students would have to register at the school for which they are zoned.

In response to a question from Grace Nesi, the Director General stated that the enrollment ceiling at Sacred Heart Middle School will continue to be 300 students.

In response to a question from Linda Iaconetti, the Director General advised that the board is planning to have the enrollment criteria for the 2005-2006 school year presented for adoption in December 2004 in order to accommodate siblings except in the case where siblings outnumber the number of spots available at Sacred Heart Middle School.

The Executive Committee entered into discussion.

The Director General continued noting that the overcrowding problem in the high schools in Laval will have to be addressed prior to the 2005-2006 school year.

He went on to remind the Executive Committee of the northern school forum being held on 2004-02-23 at Laurentia Elementary School in Saint-Jérôme with the Chairs of Governing Boards and parents of the northern schools.

The Director General reminded the Executive Committee of the Commissioners workshop being held on 2004-02-11 to deliberate and study the results of the consultation on the school zones for the

schools in Lanaudière south and to recommend what will be the best possible solution for the schools involved.

**0929**

The Director General commented on his report "*Directions 2004 and Beyond*" which he presented at the 2004-01-13 Executive Committee meeting noting that he is seeking a mandate to pursue the following three directions: the role of the Executive Committee, the organization of high school / Adult education/ Technical Vocational Education and employee benefits.

The Executive Committee entered into discussion and requested that the Director General prepare a resolution for Council giving him the mandate to pursue the three directions.

*WHEREAS the Director General has presented the Executive Committee and the Council of Commissioners with a document entitled "Directions 2004 and Beyond";*

*WHEREAS this document outlines three significant avenues requiring deliberation and action;*

*\_\_\_\_\_ MOVED THAT, on the recommendation of the Directorate and the Executive Committee, the Council of Commissioners of the Sir Wilfrid Laurier School Board mandate the Director General to pursue the three significant avenues outlined in "Directions 2004 and Beyond", document #SWLSB-2004/02/25-CA-002.*

*AND THAT the Director General report back to the Council of Commissioners as to the progress and to propose any specific directions to be taken.*

#### **4.1 Recovery of Day Care Costs:**

The Director General advised the Executive Committee that he will be meeting with the three schools with private day care in order to negotiate payment and to determine a payment schedule. He noted that in 2004-2005, Our Lady of Peace Elementary School will have a Ministère de l'Éducation (MEQ) day care.

He went on noting that a MEQ day care brings more benefits to a school than a private day care such as automatic funding to upgrade the school to house a day care, benefits for employees, job security and the creation of jobs in the community.

In response to a question from Steve Bletas, the Director General advised that the day care currently operating at Our Lady of Peace Elementary School must pay what is owed to the school board and if they do not the school is liable for the costs.

## **5.0 CORPORATE AFFAIRS:**

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

There was no report.

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

There was no report.

### **5.3 Report of Standing Committee Chairs:**

The Director General advised the Executive Committee that a procedure for how the Chairs of Standing Committees will present reports and resolutions needs to be determined.

The Executive Committee entered into discussion and it was recommended that the Directors and the Chair of their respective Standing Committee prepare the monthly report together and that if

there are any resolutions to be presented to Council that the Chair of the particular Standing Committee will make the presentation.

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#### **5.4 2004 QESBA / AAESQ Spring Conference:**

The Director General advised the Executive Committee that the planning is on schedule and that the final version of the program poster has been approved for printing. The next Steering Committee will be held on 2004-02-24.

#### **5.5 ASCD Conference:**

Natalie Auclair presented the pamphlet for the 2004 Association for Supervision and Curriculum Development (ASCD) "*Faces of Education*" Conference in New Orleans, Louisiana from March 20 - 22, 2004, noting that it might be a good conference for members of the Council to consider attending.

Steve Bletas requested that all Commissioners receive a copy of the pamphlet as soon as possible.

The Executive Committee entered into discussion and the issue of attending this conference will be brought to the 2004-02-25 meeting of the Council of Commissioners for further discussion.

### **6.0 HUMAN RESOURCES:**

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

The Director of Human Resources commented on his monthly report noting teacher recruitment for the 2004-2005 school year at university career fairs, teacher staffing for 2004-2005, work on a proposed policy to ensure criminal background verification and confirmation of professional references, and the action plan to increase the presence of various groups targeted by a Human Rights Commission study.

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

##### **040210-HR-0122**

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.

<b>Name</b>	<b>Effective Date</b>	<b>School</b>
Terceira, Sonia	2004-01-06	Genesis Elementary School
Pinsonneault-Abergel, Monique	2003-12-19	Hillcrest Academy
Cruise, Barbara	2004-01-12	Laurentian Elementary School
Rourke, Allison	2004-01-08	Terry Fox Elementary School

**Carried unanimously**

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

##### **040210-HR-0123**

William Pollock 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.

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<b>Name</b>	<b>Effective Date</b>	<b>School</b>
Amanatidis, Christine	2004-01-05	Hillcrest Academy
Cochrane, Lynn	2004-01-09	Mountainview Elementary School
Guay, Nathalie	2003-08-27	Pierre Elliott Trudeau Elementary School
Scrocco, Susan	2004-01-26	St-Paul Elementary School
Stein, Elaine	2003-12-15	St-Paul Elementary School
Perreault, Geneviève	2004-01-08	Terry Fox Elementary School
Terceira, Sonia	2004-01-05	Terry Fox Elementary School
Dagenais, Sophie	2003-10-14	Twin Oaks Elementary School

**Carried unanimously**

#### **6.4 Retirements:**

##### **040210-HR-0124**

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 **Norma Karam Moussa**, Principal at Joliette Elementary School, and extend best wishes to her.

**Carried unanimously**

##### **040210-HR-0125**

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 2004-09-30 received from **Tony Sciaraffa**, Vice-Principal at Sacred Heart Middle School, and extend best wishes to him

**Carried unanimously**

##### **040210-HR-0126**

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 2004-01-27 received from **Morrie Markoff**, Teacher at Lake of Two Mountains High School, and extend best wishes to him.

**Carried unanimously**

##### **040210-HR-0127**

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 **Heather Carpenter**, Teacher at Laurentian High School, and extend best wishes to her.

**Carried unanimously**

##### **040210-HR-0128**

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 **Andrew J. Scott**, Teacher at Holy Rosary Elementary School, and extend best wishes to him.

**Carried unanimously**

##### **040210-HR-0129**

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 2004-02-04 received from **John Fasciano**, Teacher at Laval Catholic High School, and extend best wishes to him.

**Carried unanimously**  
**0932**

In response to a question from Steve Bletas, the Director of Human Resources advised that retired teachers often return as substitutes or receive part-time replacement contracts but before they are given part-time replacement contracts the school board exhausts its priority list and contacts the provincial relocation bureau.

He agreed with Mr. Bletas that the recruitment of new teachers is necessary but noted that retired teachers still have the right to work.

#### **6.5 Resignation:**

##### **040210-HR-0130**

Grace Nesi 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 2003-12-08 received from **Walter Howor** Teacher at Rawdon Elementary School, and extend best wishes to him.

**Carried unanimously**

#### **6.6 Modification to Resolution:**

The Director of Human Resources asked that this resolution be tabled to the 2004-03-09 meeting of the Executive Committee.

The Director of Human Resources drew attention to the list of assignments and leaves of teachers and support staff.

### **7.0 USE OF SCHOOLS / TRANSPORTATION**

#### **7.1 Update on School Attendance Zone – Repentigny:**

The Coordinator of School Organization & Transportation advised the Executive Committee that the Commissioners Workshop being held on 2004-02-11 is to review the feedback from the consultation process and the public hearings in order to make the best recommendations possible for the attendance zones for the Lanaudière south schools.

### **8.0 MATERIAL RESOURCES:**

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

The Director of Material Resources commented on his monthly report noting that David McKinley has been elected as Chairman of the Material Resources Committee, that a mandate for the committee is being drafted for consideration by the Committee, and that the Committee agreed that the organization of the flags outside the Administration Centre should conform with the regulations set by the Gouvernement du Québec.

#### **8.2 Update on Projects:**

The Director of Material Resources circulated pictures of the new school in Repentigny noting that the structure is in the process of being enclosed and that work is commencing on the roof.

He went on to advise that he has not yet visited Joliette High School to view the renovation/construction project but that he receives weekly reports from the Project Manager. The construction of the walls is underway and everything is on schedule. A critical path is being prepared by the Director of Special Projects.

**0933**

The Director General advised the Executive Committee that the renovation of the Joliette High School cafeteria is creating a challenge and will be difficult to conclude unless the work is done during the spring and Easter breaks.

### **8.3 Disposal of Equipment:**

#### **040210-MR-0131**

WHEREAS the Sir Wilfrid Laurier School Board owns and operates its own fleet of courier and maintenance trucks;

WHEREAS the purchase of a new courier truck has resulted in the transfer of the former courier truck to the maintenance department;

WHEREAS the transfer of the former courier truck will result in the reassignment of maintenance vehicles;

WHEREAS the reassignment of maintenance vehicles allows for the release of one vehicle;

WHEREAS the pickup truck, Ford 1988 F150, serial #2FTDF15Y8JCB25956, requires extensive repairs that exceed the value of the vehicle;

WHEREAS invitational tenders have been received for the sale of this vehicle;

WHEREAS Gestion Alain Chartier Inc. has submitted the highest bid for the purchase of this vehicle;

WHEREAS the Committee on the Use of Schools and Transportation recommends the disposal of this vehicle and that it be written off of the school board's inventory;

Linda Iaconetti MOVED THAT, on the recommendation of the Committee of the Use of Schools and Transportation, that the Executive Committee of the Sir Wilfrid Laurier School Board authorize the sale of the pickup truck (Ford 1988 F150, serial # 2FTDF15Y8JCB25956) to **Gestion Alain Chartier Inc.**, for the amount of \$600.00.

AND THAT the school board disposes of the said equipment and that any funds gained from the sale be credited to the school board.

**Carried unanimously**

## **9.0 FINANCIAL RESOURCES:**

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

The Director of Financial Resources commented on her monthly report noting that a budget building process consultation document has been prepared and presented to the Financial Resources Committee and members of the Sir Wilfrid Laurier Administrators Association for feedback. Once the

document has been reviewed by the Executive Committee and the Council of Commissioners it will be distributed to the Principals, Chairs of Governing Board and the Parents' Committee.

She continued noting that the Financial Services Committee has met to streamline the General Ledger accounts in order to simplify the budget process at the school level and to render the monthly reports to the Principals more effective.

**0934**

**9.2 Refunds of Taxes:**

**040210-FR-0132**

Nick Milas 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 totalling 1,392.11\$.

Municipality/Roll #	Name	Amount Refunded	Reason for Refund
075005-5766-29-3030	Labaz, Walter	88.37	Double-payment
064008-8868-54-0159	Boisseau, Steve	30.53	Double-payment
072010-7246-10-0284	Phensgrasmy, Prachakrasmy & Charrier Caroline	284.55	Former owner paid by error
073020-8154-68-6339	Koulouzis, Angelica	48.30	Franco Account
062037-8205-70-0678	Meredith Lamson	100.00	Over-payment
077050-4985-31-0388	Me. Michel Labreche	118.31	Overpayment by notary – Franco Account
065005-9757-20-0280-2	Forges Yves Francois, Duval Micheline	28.37	Overpayment Bailiff Account
065005-8444-81-8730-6	Chiara Giuseppe	24.12	Overpayment Franco Account
065005-8147-34-4735-7	Sincere J.M., Petit Marie Ismene	133.12	Overpayment Bailiff Account
065005-8242-05-2045-2	Verdone Hubert, Tsimikis Irene	62.89	Overpayment Paid twice
065005-9147-02-5965-5	Traissi Giacomo, Obidniak Dorothy	473.55	New owner Francophone
	<b>TOTAL</b>	<b>1,392.11</b>	

**Carried unanimously**

In response to a question from Nick Milas, the Director of Financial Resources advised that she does not have any update on the seizure of property approved by the Council of Commissioners at its 2004-01-28 meeting.

**9.3 Approval of Accounts Payable:**

The Director of Financial Resources drew the Executive Committee's attention to the deductions at source.

**040210-FR-0132**

William Pollock 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 2003-12-18 to 2004-01-30 as follows:

<b>OPERATING CHEQUES</b>	#113893 to 114741	\$3,157,849.87
<b>SCHOOL CHEQUES</b>	#48031 to 48105	\$38,960.78
<b>PLUS:</b> Cancelled cheques for prior months	#110154,112335,113225	(\$1,475.62)
<b>PLUS:</b> Deductions at Source and Payroll	JANUARY 2004	\$6,725,301.60
<b>FOR A TOTAL OF:</b>		<b>\$9,923,587.87</b>

**Carried unanimously**



#### **9.4 Budget Building Process:**

The Director of Financial Resources presented the draft budget building process document noting that there will be a sixty-day consultation on the document.

**0935**

The Director General commented on the document noting that the structure of the document is set-up so that that feedback being received from the schools and centres will indicate what is important to them and that if a particular need is indicated by several schools the board will try to meet that need.

He noted that this process is not in the Education Act (R.S.Q., Chapter I-13.3) but that it is a good tool for information gathering.

He further noted that if the Executive Committee agrees with the document that it will be sent out on 2004-02-11 for the sixty-day consultation. The Principals and the Parents' Committee have been apprised of this document.

**040210-FR-0133**

Steve Bletas MOVED THAT the Executive Committee mandate the Director General to proceed with the consultation on the Budget Building Process.

**Carried unanimously**

#### **9.5 School Surpluses:**

The Director of Financial Resources reviewed and commented on the school surpluses noting that at this time approximately 70% of the school fees have been collected by the schools and that it is expected that 92% will have been collected by the end of the 2003-2004 school year.

In response to a question from Steve Bletas, the Director General advised that the surpluses have not yet been given back to the schools.

The Executive Committee entered into discussion.

#### **9.6 Day Care Surpluses:**

The Director of Financial Resources reviewed and commented on the day care surpluses noting that in previous years any deficit from the previous year was included in the total but for the current school year the deficit appears as a separate column.

The Executive Committee entered into discussion.

In response to a question from Steve Bletas, the Director General advised that the authenticity of the actual day care surpluses would be examined to ensure that the funds are being utilized properly.

#### **9.7 Engagement of Auditors:**

The Director of Financial Resources advised the Executive Committee that the current contract for auditing services has expired and that the Financial Resources Committee recommends that a call for public tender be prepared.

She went on to comment on the process that other school boards are using in the consideration of firms to conduct auditing services.

The Executive Committee entered into discussion and recommended that the process being used by other schools boards be integrated in to the call to tender and that the term of the contract be three years with a one year renewal option.

*WHEREAS the current contract for auditing services has expired making it necessary to tender a new contract;*

**0936**

*WHEREAS it has become known that many auditing firms will not undertake the audit of a school board due to the guidelines implemented by the Ministère de l'Éducation;*

*WHEREAS it has become known that the cost of an annual audit will be significantly higher than in recent years due to the guidelines implemented by the Ministère de l'Éducation;*

*WHEREAS the current process undertaken by school boards in the selection of a firm to conduct auditing services is to weight the process by considering the cost and the reputation of an auditing firm;*

*WHEREAS the Financial Resources Committee recommends that a public tender be called for the services of a firm to conduct auditing services;*

*MOVED THAT, on the recommendation of the Financial Resources Committee and the Executive Committee, the Council of Commissioners of the Sir Wilfrid Laurier School Board call for public tenders for the services of a firm to conduct auditing services for the Sir Wilfrid Laurier School Board.*

*AND THAT the term of the contract of auditing services be for a three year period with a one year renewal option.*

*AND THAT a Selection Committee be established to examine the tenders received from firms wishing to conduct auditing services for the Sir Wilfrid Laurier School Board;*

*FURTHER THAT the Selection Committee be made up of the Director General, the Director of Financial Resources, the Director of Material Resources, the Coordinator of Material Resources, one Principal, and one Commissioner recommended by the Financial Resources Committee.*

## **10.0 PARENTS' COMMITTEE:**

### **10.1 Parent Commissioners Report:**

There was no report.

## **11.0 INFORMATION TECHNOLOGY:**

### **11.1 Director's Report:**

The Director of Information Technology commented on his monthly report noting the launch of the new computer laboratory at Lake of Two Mountains High School which now avails to each student their own e-mail account.

He went on to note the installation of the Sir Wilfrid Laurier Pedagogical Portal environment, training of Principals on the GRICS Perspective software to support School Success Plans, the opening of the 2004-2005 school year and the installation and training on the GRICS Achat software.

In response to a question from Steve Bletas, the Director of Information Technology advised that a problem associated with the Rawdon Laptop Project has been resolved temporarily and that a long-term solution is being sought.

**11.2 Update on Villages branchées:**

The Director of Information Technology advised that there has been no new information on the status of "Villages branchées".

**0937**

**12.0 EDUCATIONAL SERVICES:**

**12.1 Director's Report:**

The Director of Educational Services commented on her monthly report noting the work of the following sub-committees: Articulation, Textbook, School Fees and Evaluation.

In response to a question from Steve Bletas, the Director of Educational Services advised that there are currently no measures for the evaluation of the Nelson theory but that teachers have been surveyed and a report will be made to the Education Committee. The Education Committee will also be advised as to when evaluation materials will be available.

**13.0 CORRESPONDENCE:**

There was no correspondence.

**14.0 QUESTION PERIOD:**

There were no questions.

**15.0 ADJOURNMENT OF MEETING:**

William Pollock MOVED adjournment of the meeting.

**Carried unanimously**

**TIME: 21:55 hours**

**NEXT MEETING ⇒ REGULAR ⇒ 2004-03-09**

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**Giordano Rosa del-Vecchio, Director General**

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**Nancy Rupnik, Vice-Chair**