

PROVINCE OF QUEBEC

MINUTES OF THE EXECUTIVE COMMITTEE MEETING OF THE SIR WILFRID LAURIER SCHOOL BOARD HELD ON 2004-05-11

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, 2004-05-11 at 19:30 hours, at which were present:

Edward Turchyniak, Chairman; Nancy Rupnik, Vice-Chair; 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: 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; Michel Jasmin, Coordinator of Human Resources; George Paquette, Coordinator of School Organization & Transportation; and Carolyn Curiale, Tony De Lauri, and Robert Dixon, Commissioners; and Jocelyne Thompson-Ness, Administrative Assistant.

Absent: Natalie Auclair, Commissioner.

The Chairman called the meeting to order at 19:40 hours.

1.0 ACCEPTANCE OF AGENDA:

The following additions and changes to the agenda were proposed:

5.0 CORPORATE AFFAIRS:

5.9	<i>Sale of Alcohol</i>	RES
5.10	<i>Regional Forum – Laval</i>	INFO

7.0 EDUCATIONAL SERVICES:

7.2	<i>School Field Trip</i>	RES
7.3	<i>Music Program – Sacred Heart</i>	INFO

10.0 FINANCIAL RESOURCES:

10.5	<i>Write-Off of Tax Accounts</i>	INFO
------	--	------

040511-CA-0188

William Pollock MOVED THAT the agenda be accepted as amended in document #SWLSB-2004/05/11-CA-001.

Carried unanimously

2.0 APPROVAL OF MINUTES:

In a verbal notice, Edward Turchyniak advised that in the minutes of the regular meeting held on 2004-04-13, on page 0962, item 9.2, 1st paragraph, 2nd line the word “in” is to be replaced with the word “is”.

He also noted that on page 0964, item 11.1, 1st paragraph, 2nd line the word “itd” is to be replaced by the word “its”.

In a verbal notice, Carolyn Curiale advised that in the same minutes, on page 0954, item 5.6, 3rd paragraph, 4th line, the word “save” is to be added after the word “would”.

040511-CA-0189

Steve Bletas MOVED THAT the minutes of the EXECUTIVE COMMITTEE meeting of the Sir Wilfrid Laurier School Board held on 2004-04-13, having been received by all members prior to this meeting, be approved as corrected.

Carried unanimously

3.0 BUSINESS ARISING:**3.1 2004-2005 School Calendars:**

The Director of Human Resources provided background information on the 2004-2005 school calendars noting that for the next two years the spring break will commence during the last week of February.

The Director General advised that the school calendars have been sent to the Parents Committee for consultation but that due to lack of quorum at its last meeting no feedback had been received.

WHEREAS the school calendar is the responsibility of the school board;

WHEREAS the Laurier Teachers Union and the Sir Wilfrid Laurier School Board were able to negotiate and agree on a draft proposal;

WHEREAS the Parents' Committee has been consulted on the proposed calendar for 2004-2005;

WHEREAS the Directorate and the Educational Services Committee have endorsed the proposed calendar for the presentation to the Council of Commissioners for approval;

MOVED THAT, on the recommendation of the Director of Human Resources, the Education Committee, the Directorate and the Executive Committee; the Council of Commissioners of the Sir Wilfrid Laurier School Board approve the 2004-2005 school calendars, as presented in the following documents:

- *Document #SWLSB-2004/05/26-ED-001 for all schools except Arundel Elementary School, Joliette Elementary School, Rawdon Elementary & Middle School, Joliette High School and Ste-Agathe Academy.*
- *Document #SWLSB-2004/05/26-ED-002 for Arundel Elementary School and Ste-Agathe Academy.*
- *Document #SWLSB-2004/05/26-ED-003 for Joliette Elementary School, Rawdon Elementary & Middle School, and Joliette High School.*
- *Document #SWLSB-2004/05/26-ED-004 for Adult Education – General Education in Chomedey & Lachute Centres.*
- *Document #SWLSB-2004/05/26-ED-005 for Adult Education – Vocational Education in Chomedey & Lachute Centres.*

4.0 DIRECTOR GENERAL'S REPORT:**4.1 Fall Focus Session:**

The Director General advised that if the Council of Commissioners wishes to hold a fall workshop it would be advisable to begin coordinating the session as soon as possible..

The Executive Committee entered into discussion and suggested that a sub-committee be formed to coordinate the workshop. The sub-committee would consist of three Directors, three Executive Committee and three Council members.

Steve Bletas, Grace Nesi and Nancy Rupnik volunteered to sit as members from the Executive Committee.

0969

5.0 CORPORATE AFFAIRS:

5.1 Deputy Director General's Report:

The Deputy Director General advised the Executive Committee that election expenses were reimbursed on the payroll of 2004-05-06 noting that some expenses were not admissible as they did not conform to the expense rules.

He noted that each person who ran as a candidate would be receiving a letter indicating that their expense claim has been approved and would indicate if there were any expenses refused and the reason for the refusal.

In response to a question from Robert Dixon, the Deputy Director General noted that if anyone wished to make an appeal concerning the refusal of an expense that appeal could be made to the Directeur général des élections.

5.2 Report of Centre Director – Adult & Vocational Education:

There was no report.

5.3 2004 QESBA / AAESQ Spring Conference:

The Deputy Director General commented on the 2004 QESBA/AAESQ Spring Conference noting that everything went very well and the feedback received was very positive. Attendance was up from previous years, the exhibitors were pleased with the location of their respective booths, the student entertainment was well received and the quality of the keynote speakers was exceptional.

He went on to extend appreciation to Monique Lamothe, Marilyn Renaud and the staff of the Manoir St-Sauveur for their cooperation during the conference.

The Executive Committee entered into discussion and it was agreed that the event was a success due to the commitment of those on the organizing committee.

The Vice-Chair of the Executive Committee, on behalf of the committee, thanked all of Commissioners, Directors, Administrators and others who assisted in the organization of this event.

Steve Bletas extended appreciation to Ken Prokosh and Edward Turchyniak for acting as co-Chairmen of the event.

5.4 Update on Sale of Land – Rosemère:

This item was tabled to the 2004-06-07 meeting of the Executive Committee.

Steve Bletas advised the Executive Committee that the Directors General and the Chairs of English school boards had met with the Ministre de l'Éducation at the Spring Conference on 2004-05-06 and issues such as Villages branchés, improvement to school buildings and complementary services to students were discussed. He noted that the discussion on complementary services seemed to pique the interest of the Ministre as he seemed to be unaware of the lack of services available in rural areas.

The Director General presented a summary of the upcoming regional forums noting that it is important that the school board be represented when invited to attend.

5.5 2004 CSBA Conference:

The Deputy Director General advised that he had received two written requests to attend the Canadian School Boards Association Congress 2004 in Toronto, Ontario from July 8-10, 2004; and that

the names of Walter Fogel and Steve Kmec would be presented to the Council of Commissioners for approval.

0970

_____ *MOVED THAT the Council of Commissioners of the Sir Wilfrid Laurier School Board approve the attendance of the following people at the Canadian School Boards Association Congress 2004 from July 8 – 10, 2004 in Toronto, Ontario. AND THAT a budget of 2 000\$ be approved to cover conference registration, travel, accommodations and meals:*

5.6 Books for United Talmud Torah School:

The Deputy Director General provided background information on the recent fire bombing incident in the library at the St-Laurent campus of the United Talmud Torah School.

WHEREAS the Council of Commissioners adopted resolution #040428-CA-0170 which states its support of the United Talmud Torah School;

WHEREAS the library at the United Talmud Torah School (St-Laurent Campus) was devastated by an act of racism and anti-Semitism;

_____ *MOVED THAT, on the recommendation of the Education Committee, the Council of Commissioners of the Sir Wilfrid Laurier School Board donate a book or set of books to the United Talmud Torah School (St-Laurent Campus) library.*

Steve Bletas left the meeting.

TIME: 20:39 hours

Steve Bletas returned to the meeting.

TIME: 20:42 hours

5.7 Summer School Principal:

The Deputy Director General provided background information on the 2004 Summer School.

_____ *MOVED THAT, on the recommendation of the Directorate, the Council of Commissioners of the Sir Wilfrid Laurier School Board engage **Denis Lapierre** as Principal for the 2003 Summer School, effective 2004-07-05 to 2004-08-13. AND THAT he be paid in accordance with his personal contract. AND THAT the Deputy Director General be mandated to sign the contract.*

5.8 Change of Meeting Date:

The Deputy Director General advised that the ACE graduation has been planned for 2004-06-08; therefore, it is being proposed that the Executive Committee meeting be changed to 2004-06-07 in order that Commissioners may attend the graduation.

040511-CA-0190

WHEREAS the ACE Program will be holding its graduation ceremonies on 2004-06-08;

WHEREAS 2004-06-08 is the next scheduled meeting of the Executive Committee;

Sandra Rouleau *MOVED THAT, on the recommendation of the Directorate, the Executive Committee of the Sir Wilfrid Laurier School Board approve that the meeting scheduled for 2004-06-08 be changed to 2004-06-07.*

5.9 Sale of Alcohol – Laurentian E.S.:

040511-CA-0191

Nancy Rupnik MOVED THAT the Executive Committee of the Sir Wilfrid Laurier School Board authorize the sale of alcoholic beverages at a fundraising activity of the Friends of Laurentian Elementary School (FOLES) as part of the lease arrangements for 2004-05-29. AND THAT the event only be valid upon receipt of a copy of the issued permit required to conform to provincial law.

Carried unanimously

5.10 Regional Forum – Laval:

Grace Nesi advised the Executive Committee that she would be unable to represent the school board at the upcoming Regional Forum in Laval.

The Director General noted that it is important for the school board to be represented at the Regional Forum in Laval as it is by invitation only.

The Executive Committee entered into discussion and it was agreed that Steve Bletas or Carolyn Curiale would represent the school board at this event.

Linda Iaconetti left the meeting.

TIME: 20:49 hours

6.0 HUMAN RESOURCES:

6.1 Director’s Report:

The Director of Human resources commented on his monthly report noting teacher staffing for 2004-2005, Bill 111 payouts, recruitment for management positions, the school calendars and the maintenance staffing plan.

Linda Iaconetti returned to the meeting.

TIME: 20:52 hours

6.2 Engagement – Full- Time Teacher:

040511-HR-0192

Linda Iaconetti MOVED THAT, on the recommendation of the Human Resources Committee, the Council of Commissioners of the Sir Wilfrid Laurier School Board approve the engagement of the following full-time teacher for the 2003-2004 School Year, contingent upon approval of the Provincial Relocation Bureau and per her individual contracts.

Name	Effective Date	School
Tsakris, Vassiliki	2003-09-10	Joliette Elementary School

Carried unanimously

6.3 Engagement – Part-Time Teacher:

040511-HR-0193

Grace Nesi 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(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
Merchant, Gracelyn	2004-02-07	Vocational Education Adult Ed - Lachute

Carried unanimously
0972

6.4 Engagements – Part-Time Replacement Teachers:

040511-HR-0194

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

Name	Effective Date	School
Yipp, Gary	2004-02-11	Morin-Heights Elementary
Cochrane, Lynn	2004-01-09	Mountainview Elementary School
Thevenot, John	2004-03-31	Mountainview Elementary School
Bourret, Emmanuel	2004-04-05	Joliette High School

Carried unanimously

6.5 Retirements:

040511-HR-0195

William Pollock MOVED THAT, on the recommendation of the Human Resources Committee, the Executive Committee of the Sir Wilfrid Laurier School Board accept the notice of retirement effective 2004-06-30 received from **Brenda Hicks-Cardinal**, Teacher at St-Paul Elementary School, and extend best wishes to her.

Carried unanimously

040511-HR-0196

William Pollock MOVED THAT, on the recommendation of the Human Resources Committee, the Executive Committee of the Sir Wilfrid Laurier School Board accept the notice of retirement effective 2004-06-30 received from **Alice Devlin**, Teacher at St.Jude Elementary School, and extend best wishes to her.

Carried unanimously

6.6 Resignations:

040511-HR-0197

Steve Bletas MOVED THAT, on the recommendation of the Human Resources Committee, the Executive Committee of the Sir Wilfrid Laurier School Board accept the notice of resignation effective 2004-06-30 received from **Anne Helen Chauvin**, Teacher at John F. Kennedy Elementary School, and extend best wishes to her.

Carried unanimously

040511-HR-0198

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

2004-06-30 received from **Edmund Adderley**, Teacher at Mountainview Batshaw School, and extend best wishes to him.

Carried unanimously

0973

6.7 Modification to Resolution:

040511-HR-0199

Sandra Rouleau MOVED THAT, on the recommendation of the Human Resources Committee, the Executive Committee of the Sir Wilfrid Laurier School Board modify resolution #040413-HR-0158, engagements – part-time replacement teachers, for **Sabrina Barillaro**, by changing the effective date to 2004-02-12.

Carried unanimously

6.8 Abolishment of Maintenance Support Positions:

The Director of Human Resources provided background information on the positions being abolished and created.

He advised that the Director of Material Resources had assessed the maintenance positions and has recommended that part-time positions be combined in order to create full-time positions.

WHEREAS the Maintenance Support Staff local union has been consulted on the effects of the modified requirements of its schools and offices;

_____ MOVED THAT, on the recommendation of the Human Resources Committee, the Executive Committee of the Sir Wilfrid Laurier School Board abolish the following positions, effective on 2004-07-01, as per Clause 7-3.08 of the Maintenance Support Staff Collective Agreement (CSN-S18):

POSITION	HRS/WK	LOCATION
Maintenance Workman Class II	15	Adult Education (Laval)
Maintenance Workman Class II	30	Crestview Elementary School
Maintenance Workman Class II	30	John F. Kennedy E. S.
Maintenance Workman Class II	20	Joliette Elementary School
Maintenance Workman Class II	30	Holy Rosary Elementary School
Caretaker	30	Lewis King Elementary School
Maintenance Workman Class II	20	Pierre Elliott Trudeau E.S.
Maintenance Workman Class II	20	St-Paul Elementary School
Maintenance Workman Class II	35	Ste-Agathe Academy

6.9 Abolishment of Administrative Support Positions:

WHEREAS the Administrative Support Staff local union has been consulted on the effects of the modified requirements of its schools and offices;

_____ MOVED THAT, on the recommendation of the Human Resources Committee, the Council of Commissioners of the Sir Wilfrid Laurier School Board abolish the following positions, effective on 2004-07-01, as per Article 7-3.00 of the FTQ Local 57 Collective Agreement covering support staff:

POSITION	HRS/WK	LOCATION
Office Agent, Class I	20	School Organization
Office Agent, Class II	10	Holy Rosary Elementary School

School Secretary	35	Holy Rosary Elementary School
Secretary	25	Holy Rosary Elementary School
Office Agent, Class II	10	Lewis King Elementary School
School Secretary	35	Lewis King Elementary School

0974

6.10 Abolishment of Non-Teaching Professional Position:

WHEREAS the Non Teaching Professionals local union has been consulted on the effects of the modified requirements of its schools and offices;

_____ MOVED THAT, on the recommendation of the Human Resources Committee, the Council of Commissioners of the Sir Wilfrid Laurier School Board abolish the following position, effective on 2004-07-01, as per Article 5-6.04 of the Union of Professionals Collective Agreement (CSQ).

POSITION	PERCENTAGE	LOCATION
Spiritual Care Animator	40%	Vacant Position

6.11 Abolishment of Management Position:

WHEREAS the Director of Special Projects will begin pre-retirement on 2004-07-01, in accordance with articles 279 to 285 of the Règlement sur les conditions d'emploi des gestionnaires des commissions scolaires, AND as per the agreement signed with him in November 2003;

WHEREAS the position of Director of Special Projects (Construction & Renovation) will no longer be required;

_____ MOVED THAT, on the recommendation of the Human Resources Committee, the Council of Commissioners of the Sir Wilfrid Laurier School Board abolish the following position, effective 2004-07-01.

POSITION	PERCENTAGE	LOCATION
Director of Special Projects (Construction & Renovation)	100%	Administration Centre

6.12 Creation of Administrative Support Positions:

WHEREAS the Administrative Support Staff local union has been consulted on the effects of the modified requirements of its schools and offices;

_____ MOVED THAT, on the recommendation of the Human Resources Committee, the Council of Commissioners of the Sir Wilfrid Laurier School Board create the following positions, effective on 2004-07-01:

POSITION	HRS/WK	LOCATION
Office Agent, Class I	28	School Organization
Office Agent, Class II	10	Mascouche Elementary School
School Secretary	35	Mascouche Elementary School
Secretary	25	Mascouche Elementary School
Office Agent, Class II	10	Repentigny Elementary School
School Secretary	35	Repentigny Elementary School
Secretary	10	Repentigny Elementary School

6.13 Creation of Maintenance Support Positions:

The Director of Human Resources commented on the creation of maintenance positions noting that by combining two part-time positions into a full-time position more stability will be provided for the person in the position.

Sandra Rouleau left the meeting.

TIME: 21:00 hours

WHEREAS the Maintenance Support Staff local union has been consulted on the effects of the modified requirements of its schools and offices;

_____ MOVED THAT, on the recommendation of the Human Resources Committee, the Council of Commissioners of the Sir Wilfrid Laurier School Board create the following positions, effective on 2004-07-01:

0975

POSITION	HRS/WK	LOCATION
Maintenance Workman Class II	38.75	Adult Education –Laval (13.75 hrs) John F. Kennedy E.S. (25 hrs)
Maintenance Workman Class II	25	Crestview Elementary School
Maintenance Workman Class II	38.75	Joliette E. S. (19 hrs) Joliette H.S. (19.75 hrs)
Maintenance Workman Class II	15	Jules Verne E.S.
Maintenance Workman Class II	20	Laurentian Elementary School
Maintenance Workman Class II	38.75	Mascouche “A” (19.75 hrs) Mascouche “B” (19.00hrs)
Maintenance Workman Class II	15	Morin Heights E.S.
Maintenance Workman Class II	22.50	Pierre Elliott Trudeau E.S.
Maintenance Workman Class II	15	Rawdon Elem. & Middle School
Maintenance Workman Class II	38.75	St-Paul E.S. Annex (16.25hrs) St-Paul E.S. (22.50)
Maintenance Workman Class II	38.75	Ste-Agathe Academy

6.14 2004-2005 Maintenance Support Staffing Plan

The Coordinator of Human Resources commented on the 2004-2005 Maintenance Support Staffing Plan noting that the Executive Committee is being asked to adopt this plan as it must be in place by 2004-05-15 and that the Council will be asked to ratify the decision.

Sandra Rouleau returned to the meeting.

TIME: 21:05 hours

In response to a question from Carolyn Curiale, the Director of Material Resources commented that it may not be possible to present the Maintenance Support Staffing Plan in April as the final parameters of the budget for maintenance may not be available at that time.

The Director General suggested that the delegation of functions and powers to the Executive Committee be reviewed.

040511-HR-0200

WHEREAS the Maintenance Support Staff local union has been consulted on the effects of the modified requirements of its schools and offices;

Nancy Rupnik MOVED THAT, on the recommendation of the Human Resources Committee, the Executive Committee of the Sir Wilfrid Laurier School Board, as per Clause 7-3.07 of the Maintenance Support Staff Collective Agreement (CSN-S18), approve Document #SWLSB-2004/05/11-HR-001, the 2004-2005 Staffing Plan for Maintenance Personnel.

AND THAT this staffing plan be ratified by the Council of Commissioners.

Carried unanimously

6.15 Local Arrangements – Administrative Support Staff:

The Coordinator of Human Resources advised the Executive Committee that the “Local Arrangements for Administrative Support Staff” is the outcome of two years of negotiations. He went on to highlight the changes.

WHEREAS the Sir Wilfrid Laurier School Board ratified the agreement in principle with the Syndicat des employés et employés professionnel-les et de bureau – FTQ, Local 577, SWLSB; on those matters subject to local arrangements;

0976

WHEREAS the negotiations have been completed to the satisfaction of the representatives of the Sir Wilfrid Laurier School Board;

WHEREAS the Syndicat des employés et employés professionnel-les et de bureau – FTQ, Local 577, SWLSB has advised that the negotiations have been completed and wishes to sign the agreement with the Sir Wilfrid Laurier School Board;

_____ MOVED THAT, on the recommendation of the Human Resources Committee, the Council of Commissioners of the Sir Wilfrid Laurier School Board approve the Local Arrangements between the Sir Wilfrid Laurier School Board and the Syndicat des employés et employés professionnel-les et de bureau – FTQ, Local 577, SWLSB; as they appear in document #SWLSB-2004/05/26-HR-002.

AND 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 these negotiations.

6.16 2004-2005 Organizational Chart & Staffing Plan:

The Coordinator of Human Resources presented the proposed organizational chart and staffing plan for 2004-2005 highlighting the changes.

The Director General noted that this organizational chart and staffing plan would be sent for consultation to the Sir Wilfrid Laurier Administrators Association (SWLAA) and the Association des cadres scolaires du Québec (ACSQ) - Sir Wilfrid Laurier Chapter.

WHEREAS the Human Resources Committee has reviewed the Organizational Chart of the Sir Wilfrid Laurier School Board for the 2004-2005 school year;

_____ MOVED THAT, on the recommendation of the Human Resources Committee and the Executive Committee of the Sir Wilfrid Laurier School Board, the Council of Commissioners approve in principle the Organizational Chart as presented in Documents #SWLSB-2004/05/26-HR-003.

The Chairman called for a 10 minutes recess.

TIME: 21:25 hours

The meeting resumed.

TIME: 21:35 hours

7.0 EDUCATIONAL SERVICES:

7.1 Director’s Report:

The Director of Educational Services commented on her monthly report noting the success of the Literary Journal Awards, the timeline on the consultation on the Régime pédagogique, and the development of a “Math Success Plan” for cycle 3 Mathematics.

7.2 School Field Trip:

040511-ED-0201

WHEREAS the Sacred Heart Middle School wishes to recognize students on the Principal's 2003-2004 Honour Roll;

WHEREAS the Governing Board of Sacred Heart Middle School has approved an 2003-2004 Honour Roll trip to Toronto, Ontario from 2004-05-27 to 2004-05-29;

WHEREAS the 100 students involved have contributed towards the cost of the trip;

0977

WHEREAS the policy #99-MR-01: Policy on the Supply of Goods and Services requires that expenditures over 25 000\$ be approved by the Executive Committee of the Sir Wilfrid Laurier School Board;

Linda Iaconetti MOVED THAT, on the recommendation of the Directorate, the Executive Committee of the Sir Wilfrid Laurier School Board authorize Sacred Heart Middle School to disperse the amount of 28 900\$ in order that the 100 students appearing on the Principal's 2003-2004 Honour Roll can participate in the trip to Toronto, Ontario from 2004-05-27 to 2004-05-29.

Carried unanimously

7.3 Sacred Heart Middle School Music Program:

Steve Bletas reminded the Executive Committee that the issue of the Sacred Heart Middle School music program should be addressed as the school has brought the issue to the Executive and the Council of Commissioners several times and it has not been discussed as to whether or not the school board supports the project.

The Executive Committee entered into discussion and it was suggested that the issue be addressed once the organization of high schools in Laval has been determined.

The Director General advised the Executive Committee that the best avenue to take at this time is to mandate his office to investigate sources of revenue for special projects such as the Sacred Heart Middle School music project. He noted that many of the board schools have special projects that they would like to implement and they also require financing.

Nancy Rupnik noted that the reason for establishing a school board foundation is to enable the board to fund project requests such as Sacred Heart Middle School's.

040511-ED-0202

Nick Milas MOVED THAT the Executive Committee mandate the Director General to examine the request received for a financial partnership from Sacred Heart Middle School for its music project.

Carried unanimously

8.0 USE OF SCHOOLS / TRANSPORTATION

8.1 Update on Registration:

The Coordinator of School Organization & Transportation provided the Executive Committee with an update on the enrollment for 2004-2005.

In response to a question from Carolyn Curiale, the Director General assured her that the enrollment figures have been reviewed closely to ensure that a double count has not occurred.

The Director General advised the Executive Committee that the Director of Material Resources will be inquiring if the Ministère de l'Éducation would pay for portables at Genesis and McCaig

Elementary Schools and Ste-Agathe Academy, as these schools are very short on space. He noted that McCaig Elementary School has suggested mobile computer laboratories that would enable a school to free up one classroom and that this might be a good short term solution to the space problem.

8.2 Update on the Organization of Laval High Schools:

The Coordinator of School Organization & Transportation provided an update on the progress of the organization of high schools in Laval noting that the community appears to be working well together on this consultation and that the public hearing will be held on 2004-05-31.

0978

9.0 MATERIAL RESOURCES:

9.1 Director's Report:

The Director of Material Resources commented on his monthly report noting capital projects for 2004-2005, the operations budget and the caretaking allocation.

9.2 Update on Projects:

The Director of Material Resources advised the Executive Committee that the projects at Repentigny and Joliette High School are going well and that the project at Joliette High School is five days ahead of schedule.

He noted that some change orders have been received from the contractor for the new school in Repentigny and that they will have to be reviewed carefully.

He also advised that the land bank has now been completed and that all outstanding transfers of land have been concluded.

In closing, he presented a five-year plan for the erection/replacement of building identification on the schools.

9.3 Change Orders – Joliette H.S.:

The Director of Material Resources reviewed the change orders received for the renovation/construction project at Joliette High School noting that the orders are justifiable and recommends that they be supported.

040511-MR-0203

WHEREAS the Sir Wilfrid Laurier School Board has undertaken a renovation/construction project at Joliette High School;

WHEREAS the site conditions for the Joliette High School renovation/construction project has required additional excavation and supplementary work to the foundation walls;

Grace Nesi MOVED THAT, on the recommendation of the Directorate and the Material Resources Committee, the Executive Committee of the Sir Wilfrid Laurier School Board approve the change order for 39 348,21\$, taxes included, for the general contractor, Constructions Lacro Inc.

AND 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 the "Change Order" for additional excavation and supplementary work to the foundation walls.

Carried unanimously

040511-MR-0204

WHEREAS the Sir Wilfrid Laurier School Board has undertaken a renovation/construction project at Joliette High School;

WHEREAS the condition of the foundation at Joliette High School has required the removal of the foundation walls;

Grace Nesi MOVED THAT, on the recommendation of the Directorate and the Material Resources Committee, the Executive Committee of the Sir Wilfrid Laurier School Board approve the change order for 17 497,88\$, taxes included, for the general contractor, Constructions Lacro Inc.

0979

AND 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 the "Change Order" for the removal of the foundation walls.

Carried unanimously

9.4 Purchase of Classroom Furniture – Joliette H.S. & Repentigny:

In response to a question from Carolyn Curiale, the Director of Material Resources noted that the furniture purchases were made through the Comité d'achats regroupés Laval-Laurentides-Lanaudière (CARLLL) which allows us to obtain better prices from various suppliers versus one supplier and that it is appropriate to split the purchases up.

040511-MR-0205

WHEREAS the Sir Wilfrid Laurier School Board has undertaken a renovation/construction project at Joliette High School;

WHEREAS desks are required for the new classrooms;

WHEREAS tenders for the desks were prepared and called through Comité d'achats regroupés Laval-Laurentides-Lanaudière (CARLLL);

Nick Milas MOVED THAT, on the recommendation of the Material Resources Committee, the Executive Committee of the Sir Wilfrid Laurier School Board approve the purchase of desks for Joliette High School through the Comité d'achats regroupés Laval-Laurentides-Lanaudière (CARLLL) in the amount of 25 789\$, taxes included.

Carried unanimously

040511-MR-0206

WHEREAS the Sir Wilfrid Laurier School Board has undertaken the construction of a new school in Repentigny;

WHEREAS desks are required for the new school;

WHEREAS tenders for the desks were prepared and called through Comité d'achats regroupés Laval-Laurentides-Lanaudière (CARLLL);

Grace Nesi MOVED THAT, on the recommendation of the Material Resources Committee, the Executive Committee of the Sir Wilfrid Laurier School Board approve the purchase of desks for the new school in Repentigny through the Comité d'achats regroupés Laval-Laurentides-Lanaudière (CARLLL) in the amount of 38,648\$, taxes included.

Carried unanimously

9.5 Purchase of Lockers - Joliette H.S. & Repentigny:

040511-MR-0207

WHEREAS the Sir Wilfrid Laurier School Board has undertaken a renovation/construction project at Joliette High School;

WHEREAS new lockers are needed;

WHEREAS tenders for the lockers were prepared and called through Comité d'achats regroupés Laval-Laurentides-Lanaudière (CARLLL);

0980

Nick Milas MOVED THAT, on the recommendation of the Material Resources Committee, the Executive Committee of the Sir Wilfrid Laurier School Board approve the purchase of lockers for Joliette High School through the Comité d'achats regroupés Laval-Laurentides-Lanaudière (CARLLL) in the amount of 48 140\$, taxes included.

Carried unanimously

040511-MR-0208

WHEREAS the Sir Wilfrid Laurier School Board has undertaken the construction of a new school in Repentigny;

WHEREAS lockers are required for the new school;

WHEREAS tenders for the lockers were prepared and called through Comité d'achats regroupés Laval-Laurentides-Lanaudière (CARLLL);

Nick Milas MOVED THAT, on the recommendation of the Material Resources Committee, the Executive Committee of the Sir Wilfrid Laurier School Board approve the purchase of lockers for the new school in Repentigny through the Comité d'achats regroupés Laval-Laurentides-Lanaudière (CARLLL) in the amount of 37 500\$, taxes included.

Carried unanimously

9.6 Disposal of Equipment:

040511-MR-0209

WHEREAS the equipment listed in document #SWLSB-2004/05/11-MR-001 located at Laval Catholic High School is considered obsolete for use by the school;

WHEREAS the Director of Material Resources has determined that this equipment cannot be used by any other school or department;

WHEREAS it is necessary to write off said equipment from the school's inventory;

William Pollock MOVED THAT, on the recommendation of the Directorate, the Executive Committee of the Sir Wilfrid Laurier School Board declare the equipment described of being of no value, AND THAT it be deleted from the inventory of Laval Catholic High School.

FURTHER THAT the school disposes of the said equipment and that any funds gained there from be credited to Laval Catholic High School.

Carried unanimously

Steve Bletas advised the Executive Committee that he has spoken with the attaché to the Ministre de l'Éducation concerning the various requests the board has submitted to the Ministère concerning the need for student places in various schools and that he was advised that the Directeur d'équipement has made a proposal to the Treasury Board for the funding of such projects and is currently awaiting an answer.

He went on to note that the board should receive a response concerning the enlargement of Ste-Agathe Academy in the next few weeks but that the project for a new elementary school in Joliette will most probably have to be resubmitted.

He commented that if granted the enlargement of Ste-Agathe Academy would be a cost sharing project similar to that of John F. Kennedy Elementary School.

0981

10.0 FINANCIAL RESOURCES:

10.1 Director's Report:

The Director of Financial Resources commented on her monthly report noting the receipt of the preliminary budget parameters from the Ministère de l'Éducation, the establishment of the school budget parameters and the installation of the GRH payroll module which will assist in the tracking of various aspects of the payroll system.

10.2 Refunds of Taxes:

The Director of Financial Resources advised the Executive Committee that the next meeting of the Financial Resources Committee would be held on 2004-05-12, therefore, resolutions concerning refunds of taxes and the approval of disbursements will be brought to the Council of Commissioners on 2004-05-26 for approval.

10.2.1 _____ *MOVED THAT the powers delegated to the Executive Committee of the Sir Wilfrid Laurier School Board by the Council of Commissioners, concerning refunds of taxes and approval of disbursements be withdrawn for the following resolutions.*

10.2.2 _____ *MOVED THAT on the recommendation of the Financial Resources Committee, the Council of Commissioners of the Sir Wilfrid Laurier School Board approve the following refunds of taxes totalling _____\$.*

Municipality/Roll #	Name	Amount Refunded	Reason for Refund
	TOTAL		

10.3 Approval of Disbursements:

10.3.1 _____ *MOVED THAT on the recommendation of the Financial Resources Committee, the Council of Commissioners the Sir Wilfrid Laurier School Board approve the disbursements listed in the List of Cheques dated _____ to _____ as follows:*

OPERATING CHEQUES		
SCHOOL CHEQUES		

LESS: <i>Cancelled cheques for prior months</i>		
PLUS: <i>Deductions at Source and Payroll</i>		
FOR A TOTAL OF:		

10.3.2 _____ *MOVED THAT the power delegated to the Executive Committee of the Sir Wilfrid Laurier School Board, by the Council of Commissioners, concerning refunds of taxes and approval of disbursements be reinstated.*

10.4 Rate of Interest on Unpaid Taxes:

The Director of Financial Resources commented on the need to set the rate of interest on unpaid taxes for the 2004-2005 year as the bills will be printed in June. She noted that most school boards are maintaining an interest rate of 15% and that will be her recommendation to the Financial Resources Committee.

0982

_____ *MOVED THAT, on the recommendation of the Financial Resources Committee and the Executive Committee, and in accordance with Article 316 of the Education Act, the Council of Commissioners of the Sir Wilfrid Laurier School Board approve that the rate of interest on unpaid taxes be set at _____% per annum for the school year 2004-2005.*

10.5 Write-Off of Tax Accounts:

The Director of Financial Resources reviewed the tax accounts to be written off noting that this should be done before the taxes bills are printed in June.

WHEREAS an analysis has been conducted on the tax accounts of the Sir Wilfrid Laurier School Board;

WHEREAS the tax accounts have been deemed prescribed;

WHEREAS it has been recommended by the Financial Resources Committee that the taxes be written off;

WHEREAS the amount of the taxes to be written off totals 9 436,45\$;

_____ *MOVED THAT, on the recommendation of the Financial Resources Committee, the Council of Commissioners of the Sir Wilfrid Laurier School Board approve the write off of the accounts for a total of 9 436,45\$.*

11.0 PARENTS' COMMITTEE:

11.1 Parent Commissioners Report:

There was no report.

12.0 INFORMATION TECHNOLOGY:

12.1 Director's Report:

The Director of Information Technology commented that he was very pleased with the launch of the paperless meeting format for the Executive Committee.

The Chairman thanked all who participated in the training of the Executive Committee members on the paperless meeting format.

The Director of Information Technology commented on his monthly report noting the Sir Wilfrid Laurier portal, the new payroll module and the installation of the Web survey system.

12.2 Computers – Joliette H.S.:

040511-IT-0210

WHEREAS the Sir Wilfrid Laurier School Board has undertaken a renovation/construction project at Joliette High School;

WHEREAS the renovation/construction project includes the addition of a computer laboratory;

Steve Bletas MOVED THAT, on the recommendation of the Directorate and the Material Resources Committee, the Executive Committee of the Sir Wilfrid Laurier School Board approve the purchase of 32 desktop computers from Hypertec/Ciara Technologie, qualified desktop computer supplier, for a total cost of 38 648,00\$, taxes included.

**Carried unanimously
0983**

12.3 Computers – New School in Repentigny:

In response to a question from Nick Milas, the Director of Material Resources advised that ratio of students per computer when constructing a new school is based on the Ministère de l'Éducation norm for student spaces.

040511-IT-0211

WHEREAS the Sir Wilfrid Laurier School Board has undertaken the construction of a new school in Repentigny;

WHEREAS the new school will have a computer laboratory;

Sandra Rouleau MOVED THAT, on the recommendation of the Material Resources Committee, the Executive Committee of the Sir Wilfrid Laurier School Board approve the purchase of 32 desktop computers from Hypertec/Ciara Technologie, qualified desktop computer supplier, for a total cost of 38 648,00\$, taxes included.

Carried unanimously

040511-CA-0212

Nancy Rupnik MOVED THAT the meeting be extended until the completion of the agenda.

Carried unanimously

13.0 CORRESPONDENCE:

There was no correspondence.

14.0 QUESTION PERIOD:

Linda Iaconetti recommended that the members of the Executive Committee contact their respective insurance agents to ensure that their laptop is covered under their house insurance as a business instrument.

In response to a question from Edward Turchyniak, the Director General advised that the collection of fees from private day cares is still being resolved. The Principals of the schools involved have been advised that they will only receive 70% of their annual budget allocation in order to expedite the attempts to collect the outstanding fees.

He went on to note that Our Lady of Peace Elementary School will have a MEQ day care in the 2004-2005 school year and that Souvenir Elementary School is considering an MEQ day care.

15.0 ADJOURNMENT OF MEETING:

Nancy Rupnik MOVED adjournment of the meeting.

Carried unanimously

TIME: 22:40 hours

NEXT MEETING ⇒ REGULAR ⇒ 2004-06-07

Robert Vallerand, Secretary General

Edward Turchyniak, Chairman