

PROVINCE OF QUEBEC

MINUTES OF THE REGULAR EXECUTIVE COMMITTEE MEETING OF THE SIR WILFRID LAURIER SCHOOL BOARD HELD ON 2010-12-14

A Regular meeting of the Executive Committee of the Sir Wilfrid Laurier School Board was held in the boardroom of the Administration Centre, 235 Montée Lesage, Rosemère, QC, on Tuesday, 2010-12-14:

Present: Commissioners Edward Turchyniak, Chair; Nick Milas, Vice-Chair; Steve Bletas, Mario Di Domenico, Merle Parkinson and Nancy Rupnik; Parent Commissioners Roberto Bomba and Angelo Grasso; and Anne-Marie Lepage, Director General.

Also present were: Alain Guay, Assistant Director General; Marie-Claude Drouin, Secretary General; Johanne Brabant, Director of Adult Education & Vocational Training; Line Desgroseilliers, Director of Information Technology; Linda Di Domenico, Director of Human Resources; Daniel Hogue, Director of Material Resources; Stephanie Krenn, Director of Complementary Services; Livia Nassivera, Director of Financial Resources; Gerry Robillard, Director of Educational Services; Fred Greschner, Assistant Director of Complementary Services; Commissioner Carolyn Curiale and Jocelyne Thompson-Ness, Administrative Assistant.

Guest: Gaëlle Absolonne, Assistant Director of Adult Education & Vocational Training.

Absent: Commissioner Robert Dixon

The Chairman called the meeting to order at: 19:32 hours.

Commissioner Merle Parkinson entered the meeting via telephone.

1.0 ACCEPTANCE OF AGENDA:

The following additions were made to the agenda:

2.0 APPROVAL OF MINUTES:

2.1 Validation Process INFO

EC-101214-CA-0030

Parent Commissioner Angelo Grasso MOVED THAT the agenda be approved as corrected, as per document #SWLSB-2010/12/14-CA-001.

Carried unanimously

2.0 APPROVAL OF MINUTES:

EC-101214-CA-0031

Commissioner Mario Di Domenico MOVED THAT the minutes of the EXECUTIVE COMMITTEE meeting of the Sir Wilfrid Laurier School Board held on 2010-11-16, having been received by all members prior to this meeting, be approved as written.

Carried unanimously

2.1 *Validation Process:*

The Director of Complementary Services advised that she has been excused from this evening's meeting as her department is in the process of completing the validation process for the special needs students in order to have them coded and to receive funding for services. At this time 100 have been completed and there are many more to do for the deadline of Monday, 2010-12-20, approximately 350. The process involves the following:

1. Receive and file reports and validation forms in each student's file;
2. Prepare files to be reviewed;
3. All reports read and key elements highlighted to support code;
4. All validation forms are read and adjusted to support the code;
5. All validations forms are re-typed with changes;
6. All validation forms are reviewed for services and printed in final version and signed by the Director;
7. Validation forms are prepared for Principal's signatures; and
8. Reports and original validation forms are collated for the Ministère de l'Éducation, du Loisir et du Sport (MELS), and copied twice, once for the school and once for Complementary Services.

The Director of Complementary Services excused herself for the evening. **TIME: 19:39 hours**

3.0 **DIRECTOR GENERAL'S REPORT:**

3.1 *Director General's Report:*

The Director General presented her report noting that the quest for a new adult education and vocational training centre on the north shore, in partnership with Commission scolaire de la Seigneurie-des-Mille-Iles (CSSMI), continues and that recently a meeting was held with the Sous-ministre adjoint à la formation professionnelle et technique at the Ministère de l'Éducation, du Loisir et du Sport (MELS), whereby a proposal to proceed with the project in phases was deposited.

She went on to note that under Phase I of the project would allow the two school boards to begin most of the program offers. It is expected that the MELS will send its responses on the requested authorizations for programs by the end of December. If all new requests are authorized then the request for the centre to house all these options would be addressed under the "Plan triennial des immobilisations" (PTI) in the spring of 2011.

She advised the **Executive Committee** that this board has received a temporary program authorization for Carpentry has been received and that a permanent authorization is being sought for Phase II of the project. CSSMI has requested permanent authorizations for tiling, plastering and bricklaying for Phase II. If authorized, these programs will be very beneficial for male students.

The Director General advised the **Executive Committee** that the Directorate is in the process of analysing the organizational needs of Adult Education & Vocational Training therefore, as per her delegations as Director General, the position of Assistant Director of Adult Education & Vocational Training will not be replaced at this time. A temporary position of Assistant Centre Director, from 2011-01-10 to 2011-06-30, has been posted and will be filled before the holiday break.

In closing, she advised that at the January meeting of the Communications & Public Relations Committee (CPRC) the Strategic Plan Advisor will be bringing forth a proposal to extend the current Strategic Plan until 2011-12-31 so as to ensure that the new plan is developed in a thorough manner.

3.2 *Update on Recovery Plan:*

The Director General advised that there is no update to the recovery plan this month as the revised budget for 2010-2011 is being prepared.

The Director of Human Resources told the **Executive Committee** that the first transmission of PERCOS had been transmitted and that 100% validation was received which is a significant improvement over recent years. She extended her appreciation to her entire department noting, in particular Anne-Marie Lavoie, Assistant Director of Human Resources; Josée Desmarais, Administrative Technician and PERCOS supervisor; and Nathalie Roberge, Administrative Technician.

4.0 ASSISTANT DIRECTOR GENERAL'S REPORT:

4.1 *Assistant Director General's Report:*

The Assistant Director General noted that the mittens for the Breast Cancer Fundraiser had arrived earlier today, in a semi trailer, and he thanked several employees for their teamwork in emptying the trailer.

Parent Commissioner Roberto Bomba entered the meeting.

TIME: 19:50 hours

The report of the Assistant Director General noted the two recent closures of schools and the Administration Centre, on one of the occasions, for inclement weather, the 2010-11-30 last minute walkout by the Société de transport de Laval (STL) just before the end of the school day, a meeting of the Labour Relations Committee, a meeting of the Parents Committee, the Science fair at Lake of Two Mountains High School and the increase of Facebook users, up 50 from November.

5.0 BUSINESS ARISING:

There was no business arising.

6.0 DECISION ITEMS:

6.1 **RECOMMENDATIONS TO COUNCIL**

6.1.1 *Statement of Unpaid Taxes:*

The Director of Financial Resources presented and provided background information on the statement of unpaid taxes as of 2010-11-01 noting that at that time the amount owing was 7 926 288,48\$ but that the 2nd tax instalments had not yet been received.

In response to a question from Commissioner Nancy Rupnik, the Director of Financial Resources noted that she would revisit the balance of unpaid taxes, as the 2nd instalments have now been received, and report back.

EC-101214-FR-0032

Commissioner Nick Milas MOVED THAT the Executive Committee of the Sir Wilfrid Laurier School Board recommend that the 2010-11-01 statement of unpaid taxes be presented to the Council of Commissioners at its 2010-12-15 meeting.

Carried unanimously

Commissioner Steve Bletas informed the Executive Committee that he had received a call from a Member of the National Assembly advising that the committee established to review the variances in the school tax process has met and is looking at establishing a formula that would make taxes more equitable.

The Executive Committee entered into discussion and the Director of Financial Resources noted that the committee would have to make its decision on a new school tax process no later than the end of March beginning of April as preparation for the 2011-2012 taxes bills commences.

In response to the earlier question from Commissioner Nancy Rupnik, the Director of Financial Resources noted that the balance of unpaid taxes at the end of November 2010 was approximately 3 700 000\$, due to the receipt of the 2nd instalment of the tax bills.

6.1.2 Offer to Purchase – Land Ste-Agathe:

The Assistant Director General opened the one offer received for lot 153-3 located in Ste-Agathe.

TIME: 19:59 hours

The offer received for lot 153-3 is from Renovation Daniel Hays Enr., in the amount of 36 010\$, taxes not included.

In response to a question from Commissioner Merle Parkinson, the Director of Material Resources noted that the land is adjacent to Ste-Agathe Academy and touches its property line. The land is zoned for residential construction.

EC-101214-MR-0033

Commissioner Mario Di Domenico MOVED THAT the Executive Committee of the Sir Wilfrid Laurier School Board recommends that the offer to purchase the land next to Ste-Agathe Academy, buildable lot 153-3, be presented to the Council of Commissioners at its 2010-12-15 meeting.

THIS MOTION WAS CARRIED ON THE FOLLOWING DIVISION:	
Commissioners voting YEA:	Steve Bletas, Mario Di Domenico, Nancy Rupnik, Edward Turchyniak
Commissioners voting NAY:	Nick Milas, Merle Parkinson

7.0 DISCUSSION TOPIC

The Chairman advised that the discussion topic for the 2011-01-18 meeting would be Succession Planning.

8.0 INFORMATION ITEMS

8.1 Director's Reports

8.1.1 Adult Education & Vocational Training

The Director of Adult Education & Vocational Training extended her appreciation to the Strategic Plan Fund and the Sir Wilfrid Laurier Foundation for their contributions to a special project for the Lanaudière region to offer services for adults who wish to complete high school.

8.1.2 Complementary Services

The Assistant Director of Complementary Services advised that the 2010-11-25 joint workshop with the Special Education Advisory Committee, St-Paul Elementary School and Complementary Services had gone very well and that the parents were very appreciative.

He further noted that the department is currently analyzing 244 new validation cases for potential submission to the Ministère de l'Éducation, du Loisir et du Sport (MELS) for coding and re-submitting 106 cases for a change in code for a total of 350 cases. This is slightly higher than the 2009-2010 validations which were 276.

8.1.3 Educational Services

The Director of Educational Services informed the Executive Committee that to date 47 out of 64 students have accepted a place in the Accelerated Learning Program (ALP) for 2011-2012. There have been no refusals for a spot and there is also a waiting list.

In response to a question from Parent Commissioner Angelo Grasso, the Director of Educational Services noted that when the date for the entrance exams is selected the entrance exam dates of other institutions are taken into account, if known. It is difficult to find a date between September and November where no other institution is holding entrance exams.

The Assistant Director General left the meeting.

TIME: 20:06 hours

In response to an additional question from Parent Commissioner Grasso, the Director of Educational Services noted that if the school board changes its current schedule of entrance exams it will be competing with private schools, but ultimately, it is the choice of the parents as to where their child will write entrance exams.

The Assistant Director General returned to the meeting.

TIME: 20:07 hours

The Director General noted that the turn around time for the entrance exam results depends on the type of exam. Some schools use multiple choice and the exam is corrected by a computer while this school board uses written exams, report cards and teacher recommendations therefore, selection for a place takes additional time.

She noted that Parent Commissioner Grasso's comments would be taken into consideration when planning the entrance exams for 2012-2013.

In response to a question from Commissioner Steve Bletas, the Director of Educational Services noted that parents and students writing the exam are duly informed of the material needed to write the exams prior to exam day.

Commissioner Carolyn Curiale commented that when the school board developed ALP the intention was not only to compete with private schools and other programs but also to be able to offer a service to the students of the Sir Wilfrid Laurier School Board.

8.1.4 Financial Resources

The Director of Financial Resources commented on the school surpluses noting that the monthly reports will be examined to look for trends as it is difficult at this time to know where the schools will be at year end.

She further noted that work has begun on the revised budget.

8.1.5 Human Resources

The Director of Human Resources advised that the department is preparing for the implementation of the "Gestion des postes" program which will come into effect in February 2011.

The report also commented on the revision of the job descriptions for attendants for handicapped students and the CSST annual report.

8.1.6 Information Technology

The Director of Information Technology advised the Executive Committee that a mobile videoconferencing unit is now available at the Administrative Centre and has already been used by several of our consultants. There is another mobile unit that will be available to the schools via reservation.

8.1.7 Material Resources

The Director of Material Resources advised the Executive Committee that the addition to McCaig Elementary School will not be ready for the end of December as anticipated but for early January 2011 with occupation of the space will be at the end of January, early February. The outdoor work on the project, i.e. paving, landscaping, etc. will be completed in the spring.

8.1.8 School Organization & Transportation

There was no report.

8.1.9 Secretary General

The report of the Secretary General commented on the Governing Board Workshop for Chairs and Vice-Chairs held on 2010-11-17, the finalizing of the engagement of the Student Ombudsman, attendance at the Secretary General's tables in the English and French sectors, professional development, attendance at the table des antécédants judiciaries, and pending legal cases.

8.2 Parent Commissioners Report

The report of the Parents Committee commented on a presentation by the Secretary General on the responsibilities of the Parents Committee in terms of its functions and powers, the new videoconferencing units that will be a great tool for the committee for outlying schools when there is inclement weather, the fact that the Sir Wilfrid Laurier School Board is the only school board in the English sector that offers training sessions to its Governing Board members, and school bus safety.

8.3 Draft Council Agenda:

The Chair drew the Executive Committee's attention to the draft Council agenda contained in the meeting package.

8.4 Update on Kanesatake:

The Director of Financial Resources advised the Executive Committee that the Financial Resources Committee had discussed at length how to approach the collection of monies owed to the school board by Kanesatake for services provided. The amount owing is growing, although some funds were received for the 2008-2009 school year but then payment ceased therefore, there is a balance owing from 2008-2009 and the entire invoice for 2009-2010.

Indian Affairs is aware that the school board is owed a substantial amount for the services we provide and they have been approached by the band council at Kanesatake to help them out with what they owe the school board. An offer of payment was received via e-mail of 67% of the 600 000\$ owed or 400 000\$ which would generate a loss of 200 000\$ for the school board.

The school board has contacted the office of the Assistant Deputy Minister of Education, Leisure & Sports, Leo LaFrance, to request assistance in resolving this dossier.

8.5 School Surpluses:

The Director of Financial Resources drew attention to the school surpluses chart noting that the collection of school fees is comparable to last year, with 60% being collected as of 2010-11-30. Some schools register on the chart as being in debt but this may not be the case as the collection of fees may not yet be recorded.

In response to a statement from Commissioner Steve Bletas, the Director of Financial Resources noted that the provincial surpluses for school boards are very high due mostly to the change in the government accounting system. The surpluses appear in the financial statements but cannot be used due the new accounting process.

Commissioner Bletas, in his capacity as Chairman of the Sir Wilfrid Laurier School Board, noted that he feels that it would be prudent for the school board to issue a clear statement concerning the Sir Wilfrid Laurier School Board surplus as the stakeholders need to be informed that this surplus is not for the school board to spend but an accounting process initiated by the change in accounting practices at the government level. He recommended that this be a part of the 2009-2010 Annual Report to be published early in 2011 along with the fact that the school board is still in a recovery plan.

9.0 QUESTION PERIOD:

There were no questions.

10.0 CORRESPONDENCE:

There was no correspondence.

11.0 VARIA:

There was no varia.

The Chairman noted that it has been a very good year and wished everyone a Merry Christmas and a safe and healthy New Year.

12.0 ADJOURNMENT OF MEETING:

Commissioner Steve Bletas MOVED the adjournment of the meeting.

Carried unanimously

TIME: 20:33 hours

NEXT MEETING ⇒ REGULAR ⇒ 2011-01-18