

PROVINCE OF QUEBEC

MINUTES OF THE SPECIAL MEETING OF THE COUNCIL OF COMMISSIONERS OF THE SIR WILFRID LAURIER SCHOOL BOARD HELD ON JULY 9, 2014

A special meeting of the Council of Commissioners of the Sir Wilfrid Laurier School Board was held in the boardroom of the Administration Centre, 235 Montée Lesage, Rosemere, QC on Wednesday, July 9, 2014.

Present: Commissioners Nick Milas, Chairman; Nazario Facchino, Vice-Chairman (via telephone); Georges Benoit, Steve Bletas, Mario Di Domenico, Robert Dixon, Guy Gagnon, Steve Kmec, Elio Lattanzio, Peter MacLaurin, Emilio Migliozi, Steve Mitchell, Grace Nesi, Albina Pace, Merle Parkinson, Mike Pizzola, William Pollock (via Skype), Nancy Rupnik and Edward Turchyniak; Parent Commissioner Angela Martorana; and Stephanie Vucko, Director General.

Also present were: Frédéric Greschner, Interim Assistant Director General; Johanne Brabant, Secretary General; France D'Aoust, Director of Financial Resources; Jérôme Dionne, Director of Material Resources; Richard Greschner, Director of Human Resources; and Jocelyne Thompson-Ness, Administrative Assistant. Several other persons were also in the audience.

Absent with regret: Parent Commissioner Roberto Bomba

The Chairman called the meeting to order.

TIME: 19:31 hours

The Chairman welcomed the Director of Complementary Services to the table as Interim Assistant Director General and also wished the Director of Human Resources "Happy Birthday".

1.0 2014-2015 ORGANIZATIONAL CHART FOR MANAGEMENT

The Director General presented the consultation feedback received from the AQCS (Association québécoise des cadres scolaires) and the SWLAA (Sir Wilfrid Laurier Administrators Association), as follows:

- SWLAA – supports the chart but wants assurance of more support to the schools and for the school board to consider regrouping the schools by region under one of the Assistant Directors General rather than having them split as presented on the organizational chart. The Director General explained that it was proposed with one Assistant Director General supervising elementary schools and the other supporting high schools and Adult Education & Vocational Training;
- AQCS – supports the majority of the organizational chart but expressed concerns that the abolition of the position of Director Adult Education & Vocational Training would have a negative effect on the service and make it vulnerable. It also questioned the creation of a second Assistant Director General in a time of budget constraints;
- Adult Education & Vocational Training services will continue to be provided;
- there are no additional costs for the changes to the organizational chart due to the fact that the abolition of the Director and Assistant Director of Adult Education & Vocational Training, the Strategic Plan Advisor and the Coordinator of Information Technology provides the funding for the new positions;
- redefining practices in all areas;
- the Ministère de l'Éducation, du Loisir et du Sport (MELS) has advised school boards that they will no longer be receiving their entire budget, they will have to apply for certain monies and have to be able to prove that these monies are required;
- the English Directors General table is proposing that there be an English Financial Resources Table that would report to them; and
- the proposed organizational chart is the best vision for the future.

She went on to answer, with the assistance of the Directorate, questions and concerns from the Council as follows:

- there is nothing in the working conditions of either the AQCS or SWLAA that limits the number of appointments of senior management staff;

- section 203 of the Education Act (R.S.Q., Chapter I-13.3) allows for the hiring of senior management staff to meet the needs of the school board;
- the organizational chart is not population based;
- the Adult Education & Vocational Training are required but the school board can decide how these services are offered;
- under this organizational chart jobs are maintained;
- trying to do things differently so as to become more efficient and provide better services to the clientele;
- MELS has told school boards to generate revenues and while the Sir Wilfrid Laurier School Board does have some revenue sources it needs to find additional ones such as partnerships;
- regional and provincial tables are also sources of funding and in order to obtain funding from these tables it is the Director General or the Assistant Director General that must be present in order to secure the funding;
- the funding cuts to the schools have been made by the MELS not the school board which brings light on the need to find other sources of funding so that certain services can be maintained;
- sections 201, 203 and 206 of the Education Act (R.S.Q., Chapter I-13.3) have been verified and they mean that the Director General can delegate functions and powers but not responsibilities. A Director General cannot manage approximately 2 000 employees on a daily basis so having a 2nd Assistant Director General will enable the Director General to be more supportive to the schools and centres;
- the decision of the Council will be respected and, if the decision is no, the Director General will work accordingly as the organizational chart can always be revisited;
- the organizational chart is based on many discussions with the Directorate team with respect to staffing and the budget; and
- with respect to Adult Education & Vocational Training the school board needs to work differently with the funding received.

CC-140709-HR-0001

Commissioner Elio Lattanzio MOVED THAT discussion cease and the vote be called.

THIS MOTION WAS CARRIED ON THE FOLLOWING DIVISION:	
Commissioners voting YEA:	Georges Benoit, Mario Di Domenico, Robert Dixon, Nazario Facchino, Guy Gagnon, Elio Lattanzio, Emilio Migliozi, Nick Milas, Grace Nesi, Albina Pace, Merle Parkinson, William Pollock, Nancy Rupnik, Edward Turchyniak
Commissioners voting NAY:	Steve Bletas, Peter MacLaurin, Steve Mitchell, Mike Pizzola

The Chairman called for the vote.

CC-140709-HR-0002

WHEREAS the Council of Commissioners of the Sir Wilfrid Laurier School Board adopted resolution #CC-140609-HR-0126: authorizing for consultation the proposed 2014-2015 Organizational Chart for Management;

WHEREAS the consultation process took place;

WHEREAS feedback was received from the Sir Wilfrid Laurier Administrators Association (SWLAA) and the Association québécoise des cadres scolaires (ACSQ) and taken into consideration;

Commissioner Guy Gagnon MOVED THAT the Council of Commissioners of the Sir Wilfrid Laurier School Board approve the 2014-2015 Organizational Chart for Management, as per document #SWLSB-2014/07/09-HR-001.

THIS MOTION WAS CARRIED ON THE FOLLOWING DIVISION:	
Commissioners voting YEA:	Georges Benoit, Nazario Facchino, Guy Gagnon, Elio Lattanzio, Emilio Migliozi, Nick Milas, Grace Nesi, Albina Pace, Merle Parkinson, Nancy Rupnik, Edward Turchyniak
Commissioners voting NAY:	Steve Bletas, Mario Di Domenico, Robert Dixon, Peter MacLaurin, Steve Mitchell, Mike Pizzola, William Pollock

In response to a question from Commissioner Mario Di Domenico, the Director General indicated it was determined through the consultation that the organization of the schools is an internal management decision.

On a "point of order", Commissioner Steve Mitchell asked that the meeting move to the next item on the agenda.

2.0 2014-2015 BUDGET & TAX RATE

The Director General expressed her appreciation to the Director of Financial Resources and her team for the excellent job done to ensure that the budget was ready for adoption prior to the summer vacation.

The Director General and the Director of Financial Resources presented and reviewed the 2014-2015 budget noting:

- budget cuts are system wide;
- the Ministère de l'Éducation, du Loisir et du Sport (MELS) is looking to regroup measure monies and would release monies in accordance with the school board's Strategic Plan and Partnership Agreement;
- regrouping of allocations into three categories a) support to student success, b) complementary services and c) regional schools and small schools;
- there will be one pre-kindergarten per school board;
- the budgets for Student Ombudsman and judicial background checks have been cut in half after indexing;
- the allocation for the accounting reform has been withdrawn;
- parametric cuts for:
 - Complementary Services (138 000\$) – integration and teacher release;
 - Support to student success (996 000\$);
 - General effort to reach budget equilibrium
 - Negative adjustment for 2014-2015 (760 000\$)
- additional general measure:
 - Conseil du Trésor announced an effort to reduce salaries (2%) and operations (3%) at the administration level
- there will be no funding for school elections. The funds have to be found within the current budget;
- the funding envelope for Adult Education will have to be respected; and
- an overview of revenues and expenses.

Commissioner Steve Kmec entered the meeting.

TIME: 20:46 hours

The Council entered into discussion and the Director of Financial Resources, with the assistance of the Director General, answered questions and concerns as follows:

- the 2014-2015 budget is based on the initial budget of 2013-2014 because in the revised budget there are measure monies and, as we are unaware if we will be getting any of these types of monies in 2014-2015, it is best to be cautious so the numbers will not be skewed;
- it is hard to say at this time whether or not the school board met the revised budget because year-end entry from the schools is still being done;
- the school board budgets some additional funds for maintenance within the schools;

Commissioner Georges Benoit left the meeting.

TIME: 20:48 hours

Commissioner Peter MacLaurin left the meeting.

TIME: 20:49 hours

- some special allocations go to schools that are coded as a 9 on the socio-economic scale;
- the basic school allocation is based on enrollment;

Commissioner Peter MacLaurin returned to the meeting.

TIME: 20:50 hours

- the basic school allocation is calculated using a formula from the Ministère de l'Éducation, du Loisir et du Sport (MELS);
- it is a practice to decentralize measures and no fee is kept by the school board so the schools receive 100%;

- the school board did not cut its basic allocation of 7\$ per student to the schools;

Commissioner Georges Benoit returned to the meeting. TIME: 20:54 hours

Commissioner Edward Turchyniak left the meeting. TIME: 20:54 hours

Commissioner Edward Turchyniak returned to the meeting. TIME: 20:56 hours

- some budgeting was done presuming that the organizational chart would be approved as presented;
- some surplus monies in schools are from fundraising done by the schools and this is not the same kind of surplus that is being discussed;

Commissioners Steve Bletas and Mario Di Domenico excused themselves for the evening.

TIME: 20:59 hours

Commissioner Mike Pizzola excused himself for the evening. TIME: 21:00 hours

- in the past schools were encouraged to spend their surplus so the funds are no longer available;
- have cut as little as possible to the schools outside of the parametric cuts imposed by the MELS;

Commissioner Merle Parkinson left the meeting. TIME: 21:06 hours

- the day care budget is totally decentralized to the schools and if there are monies in this budget at year end they will not be carried forward, they have to be spent during the school year;
- the no carry forward policy has been in place for 5 years;

Commissioner Merle Parkinson returned to the meeting. TIME: 21:08 hours

- the GAAP method of accounting does not provide for saving so monies can no longer be banked for school elections;
- if a measure is cut there is nothing the school board can do but this school board has impacted its schools far less than other school boards;
- goal is to make revenues to offset some of the budget cuts;

Commissioner Albina Pace left the meeting. TIME: 21:14 hours

Commissioner Emilio Migliozi left the meeting. TIME: 21:16 hours

Commissioner Albina Pace returned to the meeting. TIME: 21:16 hours

- the reality of receiving the budget parameters at the last minute makes building the budget cumbersome; and
- the goal of the Sir Wilfrid Laurier School Board with respect to budget is fiscal responsibility so that the Ministère de l'Éducation, du Loisir et du Sport (MELS) considers our practices to be efficient.

CC-140709-FR-0003

Commissioner Steve Mitchell MOVED THAT discussion cease and the vote be called.

Carried unanimously

Commissioner Emilio Migliozi returned to the meeting.

TIME: 21:19 hours

The Chairman called for the vote.

CC-140709-FR-0004

WHEREAS in accordance with the Education Act (R.S.Q., Chapter I-13.1), the Sir Wilfrid Laurier School Board must adopt and submit to the Ministère de l'Éducation, du Loisir et du Sport (MELS) its operating, investment and debt service budget for the 2014-2015 school year;

WHEREAS the budget is balanced for the 2014-2015 school year;

WHEREAS the standardized assessment included in the real estate tax base which was used to establish the equalization payment is in the amount of 9 540 975 427.00\$ in conformity with the law, the draft Regulation on the Maximum Taxation Envelope, and the 2014-2015 consultative budgetary parameters;

WHEREAS this budget establishes the tax rate for the 2014-2015 school year at 0,34697\$ per 100\$ of standardized assessment;

WHEREAS this rate respects the limits permitted by law;

Commissioner Merle Parkinson MOVED THAT, on the recommendation of the Directorate the Council of Commissioners of the Sir Wilfrid Laurier School Board adopt the operating, investment and debt service budget for the 2014-2015 school year, subject to the authorization of the Minister, in accordance with section 279 of the Education Act

AND THAT it be submitted to the Minister of Education, Recreation and Sports.

AND THAT the tax rate be established at 0,34697\$ per 100\$ of standardized assessment.

AND THAT this rate is subject to the application of a governmental reduction rate for all tax payers as per document #SWLSB-2014/07/09-FR-001.

FURTHER THAT the Council of Commissioners mandate the Director General to re-submit a budget with modifications, if required, when all budgetary terms and conditions have been adopted by the Ministère de l'Éducation, du Loisir et du Sport (MELS).

THIS MOTION WAS CARRIED ON THE FOLLOWING DIVISION:	
Commissioners voting YEA:	Georges Benoit, Robert Dixon, Nazario Facchino, Steve Kmec, Elio Lattanzio, Peter MacLaurin, Emilio Migliozi, Nick Milas, Steve Mitchell, Grace Nesi, Albina Pace, Merle Parkinson, William Pollock, Nancy Rupnik, Edward Turchyniak
Commissioners voting NAY:	Guy Gagnon

3.0 ENGAGEMENT OF HR FIRM – RECRUITMENT & HIRING OF ADGs

Commissioner Edward Turchyniak, Chairman of the Selection Committee, advised the Council that the Selection Committee reviewed proposals for the services of a human resources recruiting firm and the firm being recommended will provide a 50% reduction in the 3rd payment if an internal candidate is engaged as an Assistant Director General

The Director of Human Resources noted that the firm being recommended by the Selection Committee has been very easy to reach and quick to respond to calls and e-mails. He went on to answer questions and concerns as follows, with the assistance of the Chairman and the Director General:

- the firm charges a flat rate and any additional costs over and above that amount would have to be approved by the Council;
- a guarantee had been given that the school board's deadline for engagement can be met;
- the fee covers the recruitment of two Assistant Directors General;
- the firm being recommended was the only firm that offered a reduction for an internal candidate;
- if the candidates do not work out the firm will conduct the entire process again, free of charge; and
- the flat fee does include testing.

CC-140709-HR-0005

WHEREAS the Council of Commissioners mandated the Selection Committee as per resolutions #CC-140609-CA-0127 & 0128 to bring back a recommendation regarding the services of external support for the recruitment and hiring of two Assistant Directors General;

WHEREAS the Selection Committee received three (3) proposals

Commissioner Steve Mitchell MOVED THAT on the recommendation of the Selection Committee, the Council of Commissioners of the Sir Wilfrid Laurier School retain the services of **Libera**.

AND THAT the mandate to Libera be as follows:

- a. Receipt and first review of applications;
- b. Development of interview and assessment guides;
- c. Interview tools and strategies;
- d. Prequalification and first interviews;
- e. Development of a shortlist and detailed profiles of proposed candidates;
- f. Participation in selection committee interviews of proposed candidates;
- g. Applicant follow-up for all applicants;
- h. Background verification; and
- i. Psychometric testing.

AND THAT the budget for these services not exceed 34 000\$, plus applicable taxes.

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 Interim Assistant Director General, be authorized to sign all documentation concerning this contract.

Carried unanimously

4.0 ASSISTANT DIRECTOR OF COMPLEMENTARY SERVICES

The Director of Complementary Services provided background information on the candidate selected to be the Assistant Director of Complementary Services.

CC-140709-HR-0006

WHEREAS the position of Assistant Director of Complementary Services is currently vacant;

WHEREAS this position was posted from 2014-05-02 to 2014-05-15 then extended until 2014-05-21 and a Selection Committee held interviews on 2014-06-10;

Commissioner Nancy Rupnik MOVED THAT, on the recommendation of the Selection Committee, the Council of Commissioners of the Sir Wilfrid Laurier School Board engage **Silvia Patella** to the position of Assistant Director of Complementary Services, effective 2014-08-18.

Carried unanimously

5.0 COORDINATOR OF FINANCE

The Director General noted that under the working conditions of the Association québécoise des cadres scolaire (AQCS) a selection committee must be established for the interviews for the position of Coordinator of Finance. The interviews will take place on a date and time decided upon by the Selection Committee.

Parent Commissioner Angela Martorana nominated Commissioner Merle Parkinson to the Selection Committee for the Coordinator of Finance. Commissioner Parkinson accepted the nomination.

Commissioner Elio Lattanzio nominated Commissioner Guy Gagnon to the Selection Committee for the Coordinator of Finance. Commissioner Gagnon accepted the nomination.

The Chairman nominated Commissioner Edward Turchyniak to the Selection Committee for the Coordinator of Finance. Commissioner Turchyniak accepted the nomination.

Commissioner Guy Gagnon nominated Commissioner Elio Lattanzio as an alternate to the Selection Committee for the Coordinator of Finance. Commissioner Lattanzio accepted the nomination.

Parent Commissioner Angela Martorana nominated Commissioner Grace Nesi as an alternate to the Selection Committee for the Coordinator of Finance. Commissioner Nesi declined the nomination.

Commissioner Elio Lattanzio nominated Commissioner Steve Kmec as an alternate to the Selection Committee for the Coordinator of Finance. Commissioner Kmec accepted the nomination.

CC-140709-HR-0007

WHEREAS the Council of Commissioners adopted resolution # CC-140709-HR-0002, approving the 2014-2015 Organizational Chart for Management;

WHEREAS the position of Coordinator of Finance is currently vacant;

Commissioner Peter MacLaurin MOVED THAT the Council of Commissioners of the Sir Wilfrid Laurier School Board mandate the Director of Human Resources to post the position of Coordinator of Finance.

AND THAT the Selection Committee be established as follows:

Guy Gagnon	Steve Kmec (Alternate)
Merle Parkinson	Elio Lattanzio (Alternate)
Ed Turchyniak	
Director General or Delegate	AQCS Representative
Director of Human Resources	Director of Financial Resources

AND THAT this Selection Committee be mandated to select the candidates to be interviewed, proceed with the interviews and recommend a candidate to the position of Coordinator of Finance.

FURTHER THAT a recommendation be brought to the 2014-09-17 meeting of the Council of Commissioners.

Carried unanimously

6.0 2014-2015 CAPITAL PROJECTS – PART II

The Director General advised the Council that with the receipt of the budget parameters for 2014-2015 the remainder of the capital projects can be presented for consideration.

CC-140709-MR-0008

WHEREAS the Council of Commissioners adopted resolution # CC-140625-MR-0128, approving the 2014-2015 Capital Projects for the Sir Wilfrid Laurier School Board;

WHEREAS resolution #CC-140625-MR-0128 only approved an estimate of the capital priorities related to Measure 30850 (Improvement of handicapped accessibility) and Measure 50620 (Repair, maintenance and renovation of buildings), given that the budget parameters for the 2014-2015 school year were not yet available;

WHEREAS the budget parameters have been received and the amounts related to the AMT (Building upgrading and transformation) and MAO (Material, equipment and tools) are now available;

Commissioner Steve Kmec MOVED THAT, on the recommendation of the Director of Material Resources, the Council of Commissioners of the Sir Wilfrid Laurier School Board approve part II of the 2014-2015 capital priorities, for its schools and centres for a total amount of **2 613 025 \$** as per Document #SWLSB-2014/07/09-MR-001.

AMT (Building upgrading and transformation)	1 740 074 \$
MAO (Material, equipment & tools)	872 951 \$
TOTAL	2 613 025 \$

Carried unanimously

7.0 CHANGE ORDERS – REPLACEMENT OF GENERATOR - LTMHS

The Director General advised the Council that the late submission of these change orders were an oversight on the part of the administration.

Commissioner Robert Dixon excused himself for the evening.

TIME: 21:38 hours

The Director of Material Resources provided background information on the change orders and answered questions and concerns, with the assistance of the Director General, as follows:

- even though the change orders stemmed from an engineering error, it is nearly impossible to charge these change orders back to architects and engineers;
- under the rules of professional engagement the school board can bar a name of an engineer for 2 years for not rendering acceptable services;
- the school board will be tendering for professionals shortly and there is a possibility that bids will be received from the firm that did not render acceptable services;
- water seepage into the electrical panels at Lake of two Mountains High school will be investigated;

Parent Commissioner Angela Martorana left the meeting.

TIME: 21:44 hours

- unsure if the bid was through the SEAO (Système électronique d'appel d'offres -Electronic Tendering System) or a public tender,
- the engineering firm is CDR Expert Conseils inc.;

Parent Commissioner Angela Martorana returned to the meeting.

TIME: 21:46 hours

- the monies for the change orders have been paid and the oversight by the school board was discovered by the auditors; and
- architects and engineers need to be more accountable.

CC-140709-MR-0009

WHEREAS the Council of Commissioners of the Sir Wilfrid Laurier School Board adopted resolution #CC-110518-MR-0091, awarding the contract for the replacement of the generator at Lake of Two Mountains High School to Les installations électriques Auger Inc., for a total cost of 184 000,00\$, before taxes, (209 622,00\$, all taxes included);

WHEREAS, during the replacement of the generator, change orders occurred to address specific issues, amounting to 43 713,99\$, before taxes (50 187.42\$, taxes included);

Commissioner Elio Lattanzio MOVED THAT, on the recommendation of the Director of Material Resources, the Council of Commissioners of the Sir Wilfrid Laurier School Board approve the change orders in the amount of 43 713,99\$, before taxes (50 187.42\$, taxes included);

AND THAT the total cost of the project, including the change orders, be increased to 227 713,99\$, before taxes (259 809,42\$, taxes included).

FURTHER THAT, the Chairman, and in his absence or with his knowledge the Vice-Chairman, as well as the Director General, and in her absence or with her knowledge the Interim Assistant Director General, be authorized to sign all documentation concerning these change orders.

THIS MOTION WAS CARRIED ON THE FOLLOWING DIVISION:	
Commissioners voting YEA:	Georges Benoit, Robert Dixon, Nazario Facchino, Steve Kmec, Peter MacLaurin, Emilio Migliozi, Nick Milas, Grace Nesi, Albina Pace, Nancy Rupnik, Edward Turchyniak
Commissioners voting NAY:	Guy Gagnon, Elio Lattanzio, Merle Parkinson, William Pollock
Commissioners ABSTAINING:	Steve Mitchell

8.0 DG VERBAL REPORT

The Director General presented a verbal report noting:

- the move of the Laval high schools went smoothly and that appreciation is to be given to the Material Resources department and the staff of the 4 schools for their teamwork on this move;
- the school board won its case with the RESQ (Réseau du sport étudiant du Québec) and will be allowed to have 1 football team for 2 schools;
- there has been no new activity with respect to the Franklin Hill Elementary School issue but parents have struck a sub-committee to represent themselves in this dossier;
- there has been a second break-in at Educational & Complimentary Services. There was significant damage to doors and windows, it was a grab'n go operation and it appears that they knew what they were looking for and where everything was located; and
- if the special measures project are approved by the Ministère de l'Éducation, du Loisir et du Sport (MELS). it may be necessary to hold a special meeting of Council at the end of October in order to meet the MELS deadlines.

She extended her appreciation to everyone for making themselves available for this evening's meeting.

9.0 QUESTION PERIOD

In response to a question from Commissioner Steve Kmec, the Director General advised that the break-in at Educational & Complimentary Services is under investigation and that the police respond to calls as quickly as they can.

Commissioner William Pollock excused himself for the evening.

TIME: 21:59 hours

In response to a question from Commissioner Elio Lattanzio, the Director General noted that to date 1,100 Sir Wilfrid Laurier School Board students have used the new Ministère de l'Éducation, du Loisir et du Sport (MELS) portal of check their exam marks. She also noted that there were no anomalies in the marks for Math and that virtual summer school will be operational.

10.0 ADJOURNMENT OF MEETING:

Commissioner Grace Nesi MOVED adjournment of the meeting.

Carried unanimously

TIME: 22:01 hours

NEXT MEETING ⇨ REGULAR ⇨ 2014-09-17

Johanne Brabant, Secretary General

Nick Milas, Chairman