

PROVINCE OF QUEBEC

MINUTES OF THE REGULAR EXECUTIVE COMMITTEE MEETING OF THE SIR WILFRID LAURIER SCHOOL BOARD HELD ON FEBRUARY 24, 2016

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 Wednesday, February 24, 2016.

Present Executive Members: Jennifer Maccarone, Chair; Commissioners Dean Dugas, Vice-Chair; Guy Gagnon, Peter MacLaurin, Anne McMullon; Parent Commissioner Angela Martorana; and Frédéric Greschner, Interim Director General

Also present were: René Brisson, Assistant Director General; Gaëlle Absolonne, Interim Assistant Director General; Johanne Brabant, Secretary General; Richard Blondin, Director of Financial Resources; Jérôme Dionne, Director Material Resources; Tina Korb, Director of Educational Services; and Jocelyne Thompson-Ness, Administrative Assistant.

The Chair called the meeting to order.

TIME: 18:30 hours

1.0 ACCEPTANCE OF AGENDA:

EC-160224-CA-0040

Commissioner Anne McMullon MOVED THAT the agenda be approved as presented in document #SWLSB-2016/02/24-CA-001.

Carried unanimously

2.0 APPROVAL OF MINUTES:

EC-160224-CA-0041

Commissioner Peter MacLaurin MOVED THAT the minutes of the SPECIAL EXECUTIVE COMMITTEE meeting of the Sir Wilfrid Laurier School Board held on 2015-12-16 having been received by all members prior to this meeting, be approved as presented.

Carried unanimously

3.0 DIRECTOR GENERAL'S REPORT:

3.1 *Interim Director General's Report:*

The report of the Interim Director General will be presented at Council.

4.0 ASSISTANT DIRECTORS GENERAL REPORT:

4.1 *Assistant Directors General Reports:*

The Assistant Directors General presented their monthly report noting the following:

- various school visits;
- as of 2016-01-20 QualificAction had signed 42 new contracts and since that date additional contracts have been signed. There will be a surplus for QualificAction for 2015-2016 which will help offset its deficit of 2014-2015;

Commissioner Guy Gagnon entered the meeting.

TIME: 18:34 hours

- an agreement has been reached with Commission scolaire de Laval for this school board to use its facilities to offer Welding & Fitting. Other course possibilities are being explored with them;
- the Sir Wilfrid Laurier School Board will be hosting the Provincial CEN (Centre of Expertise Network) on 2016-03-11. This school board is currently a centre of expertise in Hotel Reception and Computing Support;
- Commission scolaire de Laval (CSDL) has withdrawn from its contract with the Société de transport de Laval (STL) and negotiations have taken place with this school board and the STL to examine the impact on transportation for the 2016-2017 school year. The impacts may include a change in school hours for the Laval high schools, combined transportation for the Laval high schools and an increase in the integration of student transportation in regular STL bus routes. The school board has asked the STL to absorb any additional costs incurred by this school board due to the decision of CSDL.

The Executive Committee entered into discussion and the Assistant Directors General answered questions and concerns as follows:

- when a school visit is scheduled the Assistant Directors General use the visit as an opportunity to gather information on the school and to find out what the particular needs are with respect to the various services. The visits do not disrupt classes but if there is an event going on in the school at the time of the visit they participate in the event;
- school visits allow for the opportunity to be connected to the schools and allow for the schools to feel connected to the Administration Centre;
- the number of complaints received so far this year are in-line with the 2014-2015 school year but with spring break approaching there has been an increase;
- complaints are usually received by e-mail, telephone or fax.

5.0 BUSINESS ARISING:

There was no business arising.

6.0 DECISION ITEMS:

6.1 *Material Resources*

6.1.1 *Change Orders – Renovation Project – Laval Senior Academy:*

The Director of Material Resources noted that he felt it was important to bring this credit resolution to the Executive Committee as it does not happen very often, if at all, in a renovation project. This should be the final change order for this renovation project.

EC-160224-MR-0042

WHEREAS the Council of Commissioners of the Sir Wilfrid Laurier School Board adopted resolution #CC-150520-MR-0178, awarding the contract for the renovation project at 3200 Souvenir to Berloy Construction Inc., for a total cost of 1 273 483,00\$, before taxes, (1 464 187,08\$, all taxes included);

WHEREAS the Executive Committee of the Sir Wilfrid Laurier School Board adopted resolution #EC-150923-MR-0008, approving change orders in the amount of 66 799,68\$, before taxes (76 802,93\$, taxes included), increasing the total cost of the project to 1 340 282,68\$, before taxes 1 540 990,01\$, taxes included);

WHEREAS the Executive Committee of the Sir Wilfrid Laurier School Board adopted resolution #EC-151104-MR-0022, approving change orders in the amount of 11 168,89\$, before taxes (12 841,43\$, taxes included), increasing the total cost of the project to 1 351 451,57\$, before taxes 1 553 831,44\$, taxes included);

WHEREAS the Executive Committee of the Sir Wilfrid Laurier School Board adopted resolution #EC-151216-MR-0039, approving change orders in the amount of 8 519,45\$, before taxes (9 595,24\$, taxes included), increasing the total cost of the project to 1 359 971,02\$, before taxes 1 563 626,68\$, taxes included);

WHEREAS, during the renovation project, change orders occurred to address specific issues, amounting to - 3 415,91\$, before taxes (-3 927,45\$, taxes included);

Commissioner Dean Dugas MOVED THAT, on the recommendation of the Director of Material Resources, the Executive Committee of the Sir Wilfrid Laurier School Board approve the change orders in the amount of - 3 415,91\$, before taxes (-3 927,45\$, taxes included).

AND THAT the total cost of the project, including the change orders, be decreased to 1 356 555,11\$, before taxes (1 559 699,24\$, taxes included).

FURTHER THAT, the Chair, as well as the Director General, and in his absence or with his knowledge the Assistant Director General, be authorized to sign all documentation concerning this project.

Carried unanimously

6.1.2 Change Orders – Twin Oaks ES Enlargement Project:

The Director of Material Resources advised the Executive Committee that as long as this project remains below the 3.5% allocation to the contractor it will remain within the Ministère de l'Éducation et de l'Enseignement supérieur (MEES) budget. The project will not be final until the end of 2016.

In response to questions, the Director of Material Resources noted:

- prior to landscaping being done the land will be examined to see if there are any underground tanks but there are probably none as the school has been on an alternate heat source for several years;
- soil contamination is not anticipated;
- the 1.5 month delay in the project due to weather and hydro issues will be at no cost to the school board as agreed to with the contractor;
- partial delivery of the building will take place on 2016-02-26 which will allow the move into the new section of the school to take place over the spring break;
- once the students are settled in the new section of the school, the portables will be removed;
- the official opening of the new section of the school will take place in fall 2016.

EC-160224-MR-0043

WHEREAS the Council of Commissioners of the Sir Wilfrid Laurier School Board adopted resolution #CC-150225-MR-0125, awarding the contract for the enlargement project at Twin Oaks Elementary School to Candev Construction Inc., for a total cost of 6 953 000,00\$, before taxes, (7 994 211,75\$, all taxes included);

WHEREAS the Executive Committee of the Sir Wilfrid Laurier School Board adopted resolution #EC-150629-MR-0056, approving change orders in the amount of 11 665,28\$, before taxes (13 412,15\$, taxes included), increasing the total cost of the project to 6 964 665,28\$, before taxes (8 007 623,90\$, taxes included);

WHEREAS the Executive Committee of the Sir Wilfrid Laurier School Board adopted resolution #EC-150923-MR-0004, approving change orders in the amount of 126 030,70\$, before taxes (144 903,80\$, taxes included), increasing the total cost of the project to 7 090 695,98\$, before taxes (8 152 527,70\$, taxes included);

WHEREAS the Executive Committee of the Sir Wilfrid Laurier School Board adopted resolution #EC-151104-MR-0019, approving change orders in the amount of 2 889,93\$, before taxes (3 322,70\$, taxes included), increasing the total cost of the project to 7 093 585,81\$, before taxes (8 155 850,28\$, taxes included);

WHEREAS the Executive Committee of the Sir Wilfrid Laurier School Board adopted resolution #EC-151125-MR-0032, approving change orders in the amount of 17 460,92\$, before taxes (20 075,70\$, taxes included), increasing the total cost of the project to 7 111 046,73\$, before taxes (8 175 925,98\$, taxes included);

WHEREAS the Executive Committee of the Sir Wilfrid Laurier School Board adopted resolution #EC-151216-MR-0036, approving change orders in the amount of 1 099,56\$, before taxes (1 264,22\$, taxes included), increasing the total cost of the project to 7 112 146,29\$, before taxes (8 177 190,19\$, taxes included);

WHEREAS, during the renovation project, more change orders occurred to address specific issues, amounting to 7 833,50\$, before taxes (9 006,57\$, taxes included);

Commissioner Peter MacLaurin MOVED THAT, on the recommendation of the Director of Material Resources, the Executive Committee of the Sir Wilfrid Laurier School Board approve the change orders in the amount of 7 833,50\$, before taxes (9 006,57\$, taxes included);

AND THAT the total cost of the project, including the change orders, be increased to 7 119 979,79\$, before taxes (8 186 196,76\$, taxes included).

FURTHER THAT, the Chair, as well as the Director General, and in his absence or with his knowledge the Assistant Director General, be authorized to sign all documentation concerning this project.

Carried unanimously

6.2	<i>Financial Resources</i>
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6.2.1 Long Term Debt:

The Director of Financial Resources noted that this long term debt is the refinancing of loans that have matured.

EC-160224-FR-0044

WHEREAS in conformity with section 78 of the Financial Administration Act (CQLR, chapter A-6.001), the Sir Wilfrid Laurier School Board (the "Borrower") wishes to establish a borrowing plan allowing it to conclude from time to time, from now to September 30, 2016, long-term borrowing transactions with the Ministre des Finances, as the person responsible for the Financing Fund, for not more than 21,388,000\$;

WHEREAS in conformity with section 83 of the *Financial Administration Act*, the Borrower wishes to establish, under this borrowing plan, that the power to approve its terms and conditions can be exercised by at least two of its executives;

WHEREAS it is deemed appropriate to authorize a borrowing plan covering the borrowings to be contracted by the Borrower, establish the maximum amount of the borrowings that may be made under the plan, establish the characteristics and limits in relation to the borrowings to be made under the plan and authorize the executives of the Borrower to conclude any borrowing transaction under such plan, establish its amounts and other characteristics and accept the terms and conditions relating to each of these transactions;

WHEREAS the ministre de l'Éducation, de l'Enseignement supérieur et de la Recherche (the "Minister") has authorized the Borrower to establish this borrowing plan in accordance with the conditions specified in his letter dated December 11, 2015;

Commissioner Guy Gagnon MOVED THAT, the Council of Commissioners of the Sir Wilfrid Laurier School Board approve:

1. THAT a borrowing plan, under which the Borrower may, subject to the characteristics and limits stated hereafter, conclude from time to time, from now to September 30, 2016, long-term borrowing transactions with the Ministre des Finances, as the person responsible for the Financing Fund, for not more than 21,388,000 \$ be instituted (the "Borrowing Plan");
2. THAT the borrowing transactions made by the Borrower under this borrowing plan be subject to the following characteristics and limits:
 - a) despite the provisions of paragraph 1 above, the Borrower may not, during each of the fifteen month periods extending from July 1 to September 30 of each year and included in the period covered in paragraph 1, make borrowing transactions that would result in the total amount approved for the Borrower, for such period, by the Treasury Board on account of the long-term borrowing program for Borrowers being exceeded;
 - b) the Borrower may not make a borrowing transaction unless it receives a subsidy from the Government of Québec in accordance with the standards established by the Treasury Board for the granting or the promise of subsidies to school boards as well as with the terms and conditions determined by the Minister and providing for the payment of the principal and interest of the borrowing concerned even if, otherwise, payment of such subsidy is subject to the funds required for such purpose be voted annually by Parliament;
 - c) each borrowing transaction may be made only in legal currency of Canada, with the Ministre des Finances, as the person responsible for the Financing Fund;
 - d) the proceeds of each borrowing transaction may be used, other than for the payment of borrowing costs, only to fund the capital expenditures and expenditures related to the investments of the Borrower subsidized by the Minister;

3. THAT for the purposes of determining the amount to which paragraph 1 above refers only the face value of the borrowings made by the Borrower is taken into account;
4. THAT all borrowing transactions under the Borrowing Plan made through the Ministre des Finances, as the person responsible for the Financing Fund, be subject to the following characteristics:
 - a) the Borrower shall be able to contract one or several borrowings throughout the life of this Borrowing Plan without exceeding the amount stipulated therein, taking into account the amount that could be allocated to one or several borrowing transactions made through bond issue, and this under a single loan agreement to be reached by the Borrower and the Ministre des Finances, as the person responsible for the Financing Fund.
 - b) for each borrowing, the debt shall be acknowledged by a note from the Borrower to the Ministre des Finances, as the person responsible for the Financing Fund;
 - c) the interest rate payable on all borrowing transactions will be established according to the criteria determined by the Government under Order-in-Council number 1267-2001 of October 24, 2001, concerning the criteria for fixing the rates of interest that may be charged on the loans and the nature of the costs that may be charged in computing interest rates or in computing the repayment of loans, modified by Order-in Council number 1057-2013 of October 23, 2013, adopted by virtue of Section 24 of the Act Respecting the Ministère des Finances (RLRQ, Chapter M-24.01), as such order-in-council may be amended or replaced from time to time;
 - d) for the purposes of ensuring payment at maturity of the principal of each borrowing and the interest due on it, a movable hypothec without delivery in favour of the Ministre des Finances, as the person responsible for the Financing Fund, shall be placed on the debt that the subsidy to be made to it by the Minister on behalf of the Government of Québec, represents for the Borrower;
5. THAT the Borrower be authorized to pay, from the proceeds of each borrowing contracted with the Ministre des Finances, as the person responsible for the Financing Fund under the borrowing plan, the issue expenses and the management expenses that shall have been agreed;
6. THAT any of the following executives:

the Chair, and in his absence or with his knowledge the Vice-Chair, as well as the Director General, and in his absence or with his knowledge the Assistant Director General of the School Board, **provided two of them act jointly**, be authorized, on behalf of the School Board, to sign the loan agreement, movable hypothec agreement, and notes; to agree to all the clauses and guarantees not substantially incompatible with the provisions of these presents, to receive the net proceeds of the borrowings and give good and sufficient discharge thereof, to deliver the note acknowledging the borrowing, as the case may be, to make any changes to these documents not substantially incompatible with these presents, to take any action and sign any documents that may be necessary or useful to give full effect to these presents;
7. THAT, should the Borrower have already passed a resolution instituting a long-term borrowing plan, this resolution replaces the earlier resolution, without affecting the validity of the borrowings made under its authority before the date of this borrowing plan.

Carried unanimously

6.3 Educational & Complementary Services

6.3.1 Educational Research Projects:

Educational Services Research Projects:

The Director of Educational Services advised that an additional educational research project has been received and asked that the proposed resolution be amended to include this project.

Commissioner Peter MacLaurin *MOVED THAT*, on the recommendation of the Director of Educational Services, the Executive Committee of the Sir Wilfrid Laurier School Board permit the following research projects related to Educational Services be conducted in its schools and centres:

Project	Title of Research	Researcher (s)	Affiliation (University & Department)
1	<i>Transitions during Adolescence among Families of Children with Special Needs</i>	<i>Dr. Jean-Philippe Gouin Dr. Erin Barker</i>	<i>Concordia University Department of Psychology</i>
2	<i>Build Our Kids' Success (BOKS) Evaluation Project</i>	<i>Dr. Jennifer Yessi</i>	<i>University of Waterloo</i>
3	<i>Re-conceptualizing School Relationships: Applying Working Alliance to High School Engagement and Risk of Dropout</i>	<i>Rick Noble, PhD Candidate (supervised by Dr. Nancy Health)</i>	<i>McGill University Faculty of Education</i>

Commissioner MacLaurin accepted the amendment.

In response to questions, the Director of Educational Services noted:

- researchers approach the school board seeking permission to conduct their data collection;
- the number of research projects being presented this evening is an average number for a school year but are delayed this year due to the provincial negotiations;
- each research project is vetted carefully as it must align with the goals of the partnership agreement;
- not all research projects are brought to the Executive Committee;
- feedback is requested and pursued, if not received;
- some research projects take several years to complete and the results published so feedback is not immediate;
- research feedback is reviewed and shared.

Parent Commissioner Angela Martorana entered the meeting.

TIME: 18:59 hours

EC-160224-ED-0045

Commissioner Peter MacLaurin *MOVED THAT*, on the recommendation of the Director of Educational Services, the Executive Committee of the Sir Wilfrid Laurier School Board permit the following research projects related to Educational Services be conducted in its schools and centres:

Project	Title of Research	Researcher (s)	Affiliation (University & Department)
1	Transitions during Adolescence among Families of Children with Special Needs	Dr. Jean-Philippe Gouin Dr. Erin Barker	Concordia University Department of Psychology
2	Build Our Kids' Success (BOKS) Evaluation Project	Dr. Jennifer Yessi	University of Waterloo
3	Re-conceptualizing School Relationships: Applying Working Alliance to High School Engagement and Risk of Dropout	Rick Noble, PhD Candidate (supervised by Dr. Nancy Heath)	McGill University Faculty of Education
4.	Investigating the Benefits of Morphological Instruction for English-Speaking Children	Kendal Kolne, PhD Candidate (supervised by Dr. Laura Gonnerman)	McGill University School of Communication Sciences & Disorders

Carried unanimously

Complementary Services Research Projects:**EC-160224-ED-0046**

Commissioner Peter MacLaurin MOVED THAT, on the recommendation of the Director of Educational Services, the Executive Committee of the Sir Wilfrid Laurier School Board permit the following research projects related to Complementary Services be conducted in its schools and centres:

Project	Title of Research	Researcher (s)	Affiliation (University & Department)
1	Effectiveness of StressOFF Strategies+ Program: A Single-session Stress Management Program with Follow up Activities for Adolescents	Amy Shapiro (supervised by Dr. Nancy Heath)	McGill University Department of Educational and Counselling Psychology
2	Effects of the School Environment and of Practicing Physical or Sports Activities on the Psychological Well-being and the Health of Adolescents and Young Adults with Intellectual Disabilities	Dr. Christophe Maïano	Université du Québec en Outaouais Department of Psychology

Carried unanimously**Adult Education Research Projects:****EC-160224-ED-0047**

Parent Commissioner Angela Martorana MOVED THAT, on the recommendation of the Director of Educational Services, the Executive Committee of the Sir Wilfrid Laurier School Board permit the following research projects related to Adult Education be conducted in its schools and centres:

Project	Title of Research	Researcher	Affiliation (University & Department)
1	Employment Experiences of Individuals with and without Disabilities in Québec	Amanda Saxe (supervised by Dr. Tara Flanagan)	McGill University Department of Educational and Counselling Psychology

Carried unanimously**7.0 INFORMATION ITEMS****7.1 Parent Commissioners Report:**

Parent Commissioner Angela Martorana advised the Executive Committee that Bill 86 was discussed at length at the 2016-02-04 meeting of the Parents Committee and that a resolution was adopted to reject the Bill.

Presentations by the Director of School Organization & Transportation on the following:

- the GPS pilot project whereby parents can track the progress of their child's bus; and
- the "Pick Up My Kid" app, developed by two Hillcrest Academy parents, that allows parents to upload the time and the person who will pick up a child at daycare and the Daycare Attendant receives this information and the child is ready for pick up at the time indicated.

Other topics discussed at the meeting included the development of a Parents Committee Facebook page, math and science averages in the high schools and the necessity of returning tests/exams to students.

8.0 DISCUSSION TOPIC:

There was no discussion topic.

9.0 QUESTION PERIOD:

There were no questions.

10.0 CORRESPONDENCE:

There was no correspondence.

11.0 VARIA:

There was no varia.

12.0 ADJOURNMENT OF MEETING:

Commissioner Dean Dugas MOVED the adjournment of the meeting.

Carried unanimously

TIME: 19:01 hours

NEXT MEETING ⇨ REGULAR ⇨ 2016-04-27

Johanne Brabant, Secretary General

Jennifer Maccarone, Chair