

## PROVINCE OF QUEBEC

## MINUTES OF THE REGULAR EXECUTIVE COMMITTEE MEETING OF THE SIR WILFRID LAURIER SCHOOL BOARD HELD ON MAY 11, 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, May 11, 2016.

Present Executive Members: Jennifer Maccarone, Chair; Commissioners Dean Dugas, Vice-Chair; Guy Gagnon, and Anne McMullon; 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 Greschner, Director of Human Resources; and Jocelyne Thompson-Ness, Administration Officer.

Absent: Commissioner Peter MacLaurin and Parent Commissioner Angela Martorana.

The Chair called the meeting to order.

TIME: 18:34 hours

## 1.0 ACCEPTANCE OF AGENDA:

### EC-160511-CA-0054

Commissioner Guy Gagnon MOVED THAT the agenda be approved as presented in document #SWLSB-2016/05/11-CA-001.

Carried unanimously

## 2.0 APPROVAL OF MINUTES:

### EC-160511-CA-0055

Commissioner Anne McMullon MOVED THAT the minutes of the EXECUTIVE COMMITTEE meeting of the Sir Wilfrid Laurier School Board held on 2016-04-27 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 Interim Director General noted that the annual AAESQ/QESBA Spring Conference would be taking place later this week and wished everyone attending a good conference.

## 4.0 ASSISTANT DIRECTORS GENERAL REPORT:

### 4.1 *Assistant Directors General Reports:*

The Assistant Director General noted the following and answered questions and concerns with the assistance of the Directorate team:

Edu Edge Inc.:

- the addendum that would be added to all current agreements with Edu Edge has been prepared;
- will review the addendum to ensure that it reflects reality and legalities;
- there will be approximately 75 students or 3 cohorts of 25 students for the Professional Sales program;
- there are only estimate financials for this program;
- the program will be held at the Edu Edge Centre in Montréal;
- the students will be Edu Edge students but will be listed as part of the ETPs for this school board;

International:

- the Sister School Agreements that were negotiated while in China last year were recently signed and students from grades 7-9 will be coming to the two Laval high schools next school year. This is an exchange program;
- the Sister School Agreements specified an urban setting. It was decided to build the program in the Laval high schools then expand it to include the other high schools. It was realized at last year's Summer Camp at the Arundel Nature & Science Centre (ANSC) that the Chinese students and their teachers prefer an urban setting;
- for the Summer Camp this year it will take place in the fall and the students will spend only one night at ANSC and will stay at the Cosmodôme for the rest of their visit. Any school board sponsored activities for the Chinese students while they are here will be at Laval Junior Academy;
- the trip to the Philippines will be from June 5 – 14, 2016, with 3 recruiting events in 3 of its largest cities. There will be meetings with elementary and high schools as well as colleges and universities to recruit for the youth sector and for Adult Education & Vocational Training. Sister School Agreements will also be discussed;
- the school board is working with Universal Immigration in the Philippines. This group has already brought some students to this school board and is now looking for exclusivity in Québec, a venture that they would like to build with the Sir Wilfrid Laurier School Board;
- the Philippines is a new venture as most school boards go to China and India to recruit students;
- the agreement with Thailand for a Summer School is on track and the target is 15 students.

**5.0 BUSINESS ARISING:**

There was no business arising.

**6.0 DECISION ITEMS:****6.1 Human Resources****6.1.1 Abolition of Positions – Maintenance Staff:**

The Director of Human Resources presented and reviewed the abolition of positions for the maintenance staff and answered questions and concerns, with the assistance of the Directorate team, as follows:

- the Caretaker supervises the Maintenance Workman;

- the position at ANSC will be an “on-call” position whereby someone will be assigned to the centre when it is in use. Security and grass cutting will be maintained on a regular basis. The savings would be approximately \$25,000;
- the main building at ANSC is still condemned but the other buildings are in use;
- ANSC operates year round but the school board could concentrate school visits to a particular period or time of year;
- Genesis and Jules Verne Elementary Schools share a Caretaker because of the close proximity of the buildings;
- there is an administrator assigned to oversee the operation of ANSC and visits the site on a monthly basis;
- need to ensure that the centre is preserved.

#### EC-160511-HR-0056

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

Commissioner Dean Dugas MOVED THAT, on the recommendation of the Directorate, the Executive Committee of the Sir Wilfrid Laurier School Board abolish the following positions, effective on 2016-07-01, as per Clause 7-3.08 of the Maintenance Support Staff Collective Agreement (CSN-S18):

Classification	Place of Work	% of work
Maintenance Workman, Class II	Ste-Agathe Academy	38,71
Maintenance Workman, Class II	Terry Fox Elementary School	54,84
Maintenance Workman, Class II	CDC Pont-Viau & CDC-Vimont	100
Maintenance Workman, Class II	Genesis & Jules-Verne Elementary Schools	100
Maintenance Workman, Class II	Arundel Nature & Science Centre	51.61

Carried unanimously

#### 6.1.2 *Creation of Positions – Maintenance Staff:*

The Director of Human Resources presented and reviewed the creation of positions for the maintenance staff.

In response to a question from the Vice-Chair, the Director of Human Resources noted that Material Resources has a program that helps calculate how much time is required for the maintenance of ANSC.

#### EC-160511-HR-0057

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

Commissioner Anne McMullon MOVED THAT, on the recommendation of the Directorate the Executive Committee of the Sir Wilfrid Laurier School Board create the following positions, effective on 2016-07-01:

Classification	Place of Work	% of work
Maintenance Workman, Class II	Twin Oaks Elementary	51.61
Maintenance Workman, Class II	CDC-Vimont	15.48

Carried unanimously

### 6.1.3 *Maintenance Staffing Plan 2016-2017:*

The Director of Human Resources noted that it is a requirement of the Collective Agreement with the CSN to have its annual staffing plan approved by resolution.

#### EC-160511-HR-0058

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

Commissioner Guy Gagnon MOVED THAT, on the recommendation of the Directorate, 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-2016/05/11-HR-001, the 2016-2017 Staffing Plan for Maintenance Personnel.

Carried unanimously

### 6.1.4 *Abolition of Positions – Administrative Support Staff:*

The Director of Human Resources presented and reviewed the abolition of positions for the Administrative Support staff and answered questions and concerns as follows:

- positions are being abolished mainly due to declining enrollment or for hours adjustments;
- there is a displacement procedure within the Administrative Support staff union;
- the number of hours assigned to a school for library services depends on the size of the school;
- schools developed innovative ways to compensate for the reduction in library services;
- parents can volunteer to work in the library during the hours where there is no Librarian.

In response to a question from Commissioner Guy Gagnon, the Director of Human Resources noted that direct services to students are more acceptable to the unions but parents volunteering to paint, which is a task of the CSN, is not.

#### EC-160511-HR-0059

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

Commissioner Guy Gagnon MOVED THAT, on the recommendation of the Directorate, the Executive Committee of the Sir Wilfrid Laurier School Board abolish the following positions, effective on 2016-07-01, as per Article 7-3.06 of the SEPB-Québec-FTQ Local 577 Collective Agreement covering support staff:

Classification	Place of Work	% of work	Comment
Office Agent, Class II	McCaig Elementary	71.43	Library
Office Agent, Class II	Our Lady of Peace Elementary	14.28	Library
Office Agent, Class II	Souvenir Elementary	71.43	Library
Office Agent, Class II	Genesis Elementary	42.86	Library
Office Agent, Class II	CDC-Vimont	57.14	
Secretary	Souvenir Elementary	100	
Secretary	Terry Fox Elementary	75	
Office Agent, Class I	CDC-Vimont	100	
Executive Secretary	Financial Resources	100	
Administration Technician	Human Resources	40	
Administration Technician	School Organization & Transportation	100	

Carried unanimously

### 6.1.5 Creation of Positions – Administrative Support Staff:

The Director of Human Resources presented and reviewed the creation of positions for the Administrative Support staff.

#### EC-160511-HR-0060

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

Commissioner Dean Dugas MOVED THAT, on the recommendation of the Directorate, the Executive Committee of the Sir Wilfrid Laurier School Board create the following positions, effective on 2016-07-01:

Classification	Place of Work	% of work	Comment
Office Agent, Class II	McCaig Elementary	57.14	Library
Office Agent, Class II	Our Lady of Peace Elementary	42.86	Library
Office Agent, Class II	Souvenir Elementary	57.14	Library
Office Agent, Class II	Genesis Elementary	14.28	Library
Office Agent, Class II	CDC-Vimont	100	
Secretary	Our Lady of Peace Elementary	28.57	
Secretary	Souvenir Elementary	50	
Secretary	Terry Fox Elementary	50	
Administration Technician	Ste-Agathe Academy	42.86	Extension of the project for 3 <sup>rd</sup> year

Carried unanimously

### 6.1.6 Abolition of Position – Professional Position

The Interim Director General presented and reviewed the abolition of a Professional position noting that it hoped that the position can be recreated under a special project at a later date. Over the past number of years there have been measure monies that have helped increase the number of Professional positions to 11.2 but the school board currently has two vacant positions that it has not been able to staff so, in reality, there are 9.2 positions and with employees on leave it brings the number down to 8.2.

In response to a question from the Chair, the Interim Director General noted that the union was not pleased with this abolishment but it must be remembered that there is always the possibility to recreate should the measure be continued in 2016- 2017.

#### EC-160511-HR-0061

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

Commissioner Anne McMullon MOVED THAT, on the recommendation of the Directorate, the Executive Committee of the Sir Wilfrid Laurier School Board abolish the following positions, effective on 2016-07-01:

Classification	Place of Work	% of work	Comment
Psychologist	Complementary Services	40	

Carried unanimously

In response to questions from the Chair, the Director of Human Resources and the Interim Director General responded as follows:

- the formula for positions within the high schools will be reviewed with the Management Committee as a priority, given that the current grid was established for a maximum of 1,200 students and one of the schools of the school board is currently at 1,700;
- the school board makes sure that there is fair and equitable distribution of teachers within the schools;
- a benchmark was set by Laval Senior Academy to ensure that the teacher numbers are accurate for the 2016-2017 school year;
- the financial impact was 5.2 positions too many or approximately \$300,000;
- review is required.

## 7.0 INFORMATION ITEMS

### 7.1 Parent Commissioners Report:

The report will be presented at Council.

## 8.0 QUESTION PERIOD:

There were no questions.

**9.0 CORRESPONDENCE:**

There was no correspondence.

**10.0 VARIA:**

There was no varia.

**11.0 ADJOURNMENT OF MEETING:**

Commissioner Guy Gagnon MOVED the adjournment of the meeting.

Carried unanimously

TIME: 19:24 hours

NEXT MEETING ⇒ REGULAR ⇒ 2016-06-29

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Johanne Brabant, Secretary General

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Jennifer Maccarone, Chair