

## PROVINCE OF QUEBEC

## MINUTES OF THE REGULAR EXECUTIVE COMMITTEE MEETING OF THE SIR WILFRID LAURIER SCHOOL BOARD HELD ON APRIL 26, 2017

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, April 26, 2017.

Present Executive Members: Jennifer Maccarone, Chair; Commissioners Dean Dugas, Vice-Chair; Guy Gagnon, Anne McMullon, Alisa Pehi, and Paul Lamoureux, Director General.

Also present were: Frédéric Greschner, Assistant Director General; Jérôme Dionne, Director of Material Resources; Richard Greschner, Director of Human Resources; Anne-Marie Lavoie, Assistant Director of Human Resources; Parent Commissioner Stéphane Henley and Jocelyne Thompson-Ness, Administration Officer.

Absent: Parent Commissioner Sergio Di Marco

The Chair called the meeting to order.

TIME: 18:31 hours

### 1.0 ACCEPTANCE OF AGENDA:

#### EC-170426-CA-0033

Commissioner Dean Dugas MOVED THAT the agenda be approved as presented in document #SWLSB-2017/04/26-CA-001.

Carried unanimously

### 2.0 APPROVAL OF MINUTES:

Commissioner Guy Gagnon noted that the indication "via telephone" is to be removed, as he was physically present at the meeting.

#### EC-170426-CA-0034

Commissioner Guy Gagnon MOVED THAT the minutes of the Executive Committee meeting of the Sir Wilfrid Laurier School Board held on February 22, 2017 having been received by all members prior to this meeting, be approved as presented.

THIS MOTION WAS CARRIED ON THE FOLLOWING DIVISION:	
Commissioners voting YEA:	Dean Dugas, Guy Gagnon, Jennifer Maccarone
Commissioners ABSTAINING:	Anne McMullon, Ailsa Pehi

### 3.0 ASSISTANT DIRECTOR GENERAL'S REPORT:

#### 3.1 Assistant Director General's Report:

The Assistant Director General commented on his monthly report highlighting:

- the training being offered by Qualificaction to Emploi-Québec and local businesses;
- the third year of the GOAL (Guidance-Oriented Approach to Learning) Project;
- various school activities;

- the entente for the DVS Stationary Engine Mechanics is ready and will be presented for approval and signing at this evening's Council meeting. Once signed, the entente will be sent to the Ministère de l'Éducation et de l'Enseignement supérieur (MEES) for final approval in order to have the monies released to proceed with the project;
- two new Vocational Training cards will be applied for the renewal of the Medical Secretary program and the Arboriculture program;
- Automobile Mechanics is being examined as a possible shared program with Commission scolaire de Laval.

In response to questions and concerns expressed by the Chair on the fact that the English sector is not always present on tables that involve the job market, the Assistant Director General advised that he is aware that the English sector is not always present and will look into this.

The Assistant Director General provided an update on his trip to Québec, with the other Laurentides Vocational Training Directors, noting the following:

- the purpose of the trip was to make a presentation to the Ministre in order to receive approval for a card for a Vocational Training program in "Pose de revêtements de toiture" (DEP 5351);
- the five Laurentides school boards would share the card for "Pose de revêtements de toiture";
- As a result of the meeting in Québec, the MEES suggested that if the school boards decided to pursue this collective initiative they would have to request two separate cards, one English and one French;
- Emploi-Québec has given this school board an "avis favorable" for this program;
- Qualification will assist with the solicitation of businesses for the programs, if needed.

In response to a question from Commissioner Guy Gagnon, the Assistant Director General indicated that requesting a card for Arboriculture was a longshot given that Emploi-Québec gave an "avis défavorable" however, as an Anglophone sector, we represent the province not the region, so the school board will move forward with this request.

#### 4.0 BUSINESS ARISING:

There was no business arising.

#### 5.0 DECISION ITEMS:

##### **5.1 Educational & Complementary Services**

###### **5.1.1 Service Contract – YMCA Alternative Suspension Program:**

The Director of Educational Services advised the Executive Committee that the program is already underway at Laval Junior and Senior Academies and that initial feedback is very positive, as the youth worker assigned to the schools has been successful in the cases handled to date. The upcoming resolution will formalize the program for the remainder of the 2016-2017 school year.

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

- the program is funded with monies from the school budgets and Measure 30170 for this school year. Since the Measure is for one year only, funding for 2017-2018 will be different, as the entire year has to be financed. It is hoped that the measure will be renewed;
- there will be feedback on the results of the program from both the YMCA, as it keeps good statistics, and Educational Services, as it will be useful to ensure a follow-up on what has been put in place as a result of the interventions;
- the schools will have to provide feedback on the monies invested in the program as it could be subject to an audit.

#### EC-170426-ED-0035

WHEREAS the Administration of the Laval high schools have advised the Sir Wilfrid Laurier School Board of the desire for a program that would address the needs of students who are missing out on valuable class time due to difficulties that result in suspension, be it in-school or out-of-school;

WHEREAS the YMCA conducts an Alternative Suspension Program (YMCA Program) that targets adolescents attending high school who are experiencing difficulties with their academic and social development on a recurring or periodic basis;

WHEREAS the YMCA Program removes students from the school for a three- to five-day period to a neutral location where they are guided by a qualified YMCA youth worker in reflection and social skills development;

WHEREAS validated research shows that the YMCA Program makes effective contributions towards reducing the risk factors associated with dropping out of school;

WHEREAS the YMCA Program is aimed at developing and improving the relationships between the student, the school and the student's family while also providing a safe and secure environment for the student to complete unfinished school assignments;

WHEREAS the YMCA Program seeks the resolution of current problems and the prevention of future problems;

WHEREAS the Sir Wilfrid Laurier School Board considers that the YMCA Program would be of benefit to the students of Laval Junior and Senior Academies as it would provide a service that would see suspensions served in an alternate manner that is more productive than in-school or out-of-school suspension;

Commissioner Anne McMullon MOVED THAT, on the recommendation of the Pedagogical Committee, the Executive Committee of the Sir Wilfrid Laurier School Board enter into a service contract with the YMCA to participate in its Alternative Suspension Program for the students of Laval Junior and Senior Academies;

AND 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 service contract.

**Carried unanimously**

#### **5.1.2 Educational Research Project:**

The Director of Educational Services advised that this project is for teachers who teach financial literacy in the current Math program but the Executive Committee must approve the project as part of the project requires that teachers be videotaped in a class where students are present. The regular process to obtain parental permission will be requested.

In response to a question from the Chair, the Director of Educational Services indicated that basic financial literacy is currently taught as part of the secondary V Math curriculum but that it is not as in-depth as the new Financial Education course.

**EC-170426-ED-0036**

Parent Commissioner Stéphane Henley **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	Researchers	Affiliation (University & Department)
1	Supporting Secondary Teachers to Teach Financial Literacy	Dr. Annie Savard Dr. Limin Jao Alexandre Cavalcante	McGill University Faculty of Education

Carried unanimously

**5.2 Material Resources**

**5.2.1 Change Orders – Hillcrest Academy Roof & Paving:**

The Director of Material Resources advised that these are the final change orders for this project. These change orders are for the replacement of an underground pipe.

In response to a question from Commissioner Ailsa Pehi, the Director of Material Resources noted that the school board has not exceeded the contingency budget for this project.

**EC-170426-MR-0037**

WHEREAS the Council of Commissioners of the Sir Wilfrid Laurier School Board adopted resolution #CC-160525-MR-0110, awarding the contract for the roof and paving renovation project at Hillcrest Academy to Construction Genfor Ltée, for a total cost of 657 000,00\$, before taxes (755 385,75\$, all taxes included);

WHEREAS the Executive Committee of the Sir Wilfrid Laurier School Board adopted resolution #EC-161026-MR-0017, approving change orders in the amount of 14 851,35\$, before taxes (17 075,34\$, all taxes included), increasing the total cost of the project to 671 851,35\$, before taxes (772 461,09\$, all taxes included);

WHEREAS, during the renovation project, more change orders occurred related to the replacement of water pipes and amounting to 4 415,20\$, before taxes (5 076,38\$, taxes included);

Commissioner Ailsa Pehi **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 4 415,20\$, before taxes (5 076,38\$, all taxes included);

AND THAT the total cost of the project, including the change orders, be increased to 676 266,55\$, before taxes (777 537,47\$, all 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

### 5.2.2 *Change Orders – Twin Oaks ES Enlargement Project:*

The Director of Material Resources provided background information on the amendment to a previous resolution.

#### **EC-170426-MR-0038**

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 on November 4, 2016 at a special meeting of the Executive Committee, resolution #EC-151104-MR-0019 approved change orders to the project;

WHEREAS prior to approving this resolution #EC-151104-MR-0019, the Director of Material Resources was able to negotiate a price reduction for the water retention and detention system for the said project;

WHEREAS the third paragraph of resolution #EC-151104-MR-0019 does not reflect this reduction in cost and the amounts should have read 126 030,70\$, before taxes (144 903,80\$, all taxes included) rather than 139 032,70\$, before taxes (159 852,85\$, all 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 modification to resolution #EC-151104-MR-0019 to reflect the correct amount of 126 030,70\$, before taxes (144 903,80\$, all taxes included).

**Carried unanimously**

The Director of Material Resources advised that there was a \$13,000 credit in this change order from the refund of unused materials while the other change orders were for repairing the air conditioning and making the necessary changes when work was performed in the cafeteria and the teachers' lounge.

#### **EC-170426-MR-0039**

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\$, all taxes included), increasing the total cost of the project to 6 964 665,28\$, before taxes (8 007 623,90\$, all 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\$, all taxes included), increasing the total cost of the project to 7 090 695,98\$, before taxes (8 152 527,70\$, all 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\$, all taxes included), increasing the total cost of the project to 7 093 585,81\$, before taxes (8 155 850,28\$, all 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\$, all taxes included), increasing the total cost of the project to 7 111 046,73\$, before taxes (8 175 925,98\$, all 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\$, all taxes included), increasing the total cost of the project to 7 112 146,29\$, before taxes (8 177 190,19\$, all taxes included);

WHEREAS the Executive Committee of the Sir Wilfrid Laurier School Board adopted resolution #EC-160224-MR-0043, approving change orders in the amount of 7 833,50\$, before taxes (9 006,57\$, all taxes included), increasing the total cost of the project to 7 119 979,79\$, before taxes (8 186 196,76\$, all taxes included);

WHEREAS the Executive Committee of the Sir Wilfrid Laurier School Board adopted resolution #EC-160427-MR-0050, approving change orders in the amount of 68 188,33\$, before taxes (78 399,54\$, all taxes included), increasing the total cost of the project to 7 188 168,12\$, before taxes (8 264 596,30\$, all taxes included);

WHEREAS the Executive Committee of the Sir Wilfrid Laurier School Board adopted resolution #EC-160928-MR-0007, approving change orders in the amount of 4 903,62\$, before taxes (5 637,94\$, all taxes included), increasing the total cost of the project to 7 193 071,74\$, before taxes (8 270 234,24\$, all taxes included);

WHEREAS the Executive Committee of the Sir Wilfrid Laurier School Board adopted resolution #EC-170222-MR-0031, approving change orders related to adjustments to the Civil Engineering plans, installation of playground equipment, modifications to fence, culverts, and relocation of basketball nets, in the amount of 56 451,60\$, before taxes (64 905,23\$, all taxes included), increasing the total cost of the project to 7 249 523,34\$, before taxes (8 335 139,47\$, all taxes included);

WHEREAS, during the renovation project, more change orders occurred to address specific issues related to groundwork preparation for play structure addition, gymnasium line marking and various HVAC modifications, amounting to 6 722,49\$, before taxes (7 729,18\$, all 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 6 722,49\$, before taxes (7 729,18\$, all taxes included);

AND THAT the total cost of the project, including the change orders, be increased to 7 256 245,83\$, before taxes (8 342 868,64\$, all 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**

### **5.2.3 Lease – Print Shop Copiers:**

The Director of Material Resources advised that the current lease agreement for the print shop copiers has an option for an additional year and that the school board wishes to invoke this clause for the lease of the copiers and the copy commitment for its three copiers.

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

- these copiers are for large quantity printing unlike a school copier;
- a tender will be called after we have had the copiers for five years;
- literacy teaching has increased the number of copies annually;
- the end-of-lease terms will be looked into and a report will be provided at the next Executive Committee meeting;
- the tender for the new machine will be done through the school board's buying group.

EC-170426-MR-0040

WHEREAS the Council of Commissioners of the Sir Wilfrid Laurier School Board adopted resolution #CC-140625-MR-0144, approving the lease of two copiers located in the Printing Centre at Rosemere High School from Ricoh Canada Inc., for the school years 2014-2015, 2015-2016 and 2016- 2017, for an amount of 38 660.37\$, before taxes (44 449.77\$, all taxes included);

WHEREAS the Council of Commissioners of the Sir Wilfrid Laurier School Board adopted resolution #CC-141210-MR-0098, approving the lease of three copiers, instead of two copiers, from Ricoh Canada Inc., beginning 2015-01-01 and ending 2017-06-30, for an amount of 54 103,85\$ before taxes (62 205,89\$, all taxes included);

WHEREAS the initial contract included a renewal option for two years, one year at a time;

WHEREAS the cost of the copy commitment for the three copiers for the 2017-2018 school year remains the same and is for an amount of 52 000,00\$, before taxes (59 787,00\$, all taxes included);

WHEREAS the cost of the lease for the three copiers for the 2017-2018 school year remains the same and is for an amount of 19 064,18\$, before taxes (21 919,04\$, all taxes included);

Commissioner Guy Gagnon MOVED THAT, on the recommendation of the Director of Material Resources, the Executive Committee of the Sir Wilfrid Laurier School Board approve the lease of three copiers and copy commitment, from **Ricoh Canada Inc.**, beginning 2017-07-01 and ending 2018-06-30, for an amount of 71 064,18\$, before taxes (81 706,04\$, all taxes included).

Carried unanimously

### 5.3 Human Resources

#### 5.3.1 Abolition of Positions - Maintenance:

The Director of Human Resources expressed his appreciation to the Assistant Director of Human Resources and her team for all of their efforts to ensure that the Administrative Support and the Maintenance staffing would be completed prior to the end of April. He noted that some of the decisions are based on how the square footage of the school is used.

EC-170426-HR-0041

WHEREAS the Maintenance Support Staff local union has been consulted on the effects of the modified requirements of the schools and centres of the Sir Wilfrid Laurier School Board;

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 2017-07-01, as per Clause 7-3.08 of the Maintenance Support Staff Collective Agreement (CSN-S18):

Classification	Place of Work	% of work	Comment
Maintenance Workman, Class II	CDC St-Eustache	58.06	
Maintenance Workman, Class II	Lake of Two Mountains High & Mountainview Elementary	100	
Maintenance Workman, Class II	Lake of Two Mountains High	51.61	
Maintenance Workman, Class II	St-Paul Elementary	74.19	

Carried unanimously

### 5.3.2 *Creation of Positions - Maintenance:*

**EC-170426-HR-0042**

WHEREAS the Maintenance Support Staff local union has been consulted on the effects of the modified requirements of the schools and centres of the Sir Wilfrid Laurier School Board;

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 2017-07-01:

Classification	Place of Work	% of work	Comment
Maintenance Workman, Class II	Lake of Two Mountains High	100	
Maintenance Workman, Class II	Mountainview Elementary	51.61	
Maintenance Workman, Class II	St-Paul Elementary and CDC Pont-Viau	100	

Carried unanimously

### 5.3.3 *Maintenance Staffing Plan 2017-2018:*

The Assistant Director of Human Resources explained that the Maintenance Staffing plan is required annually as per the Collective Agreement of the CSN. There are no major changes.

**EC-170426-HR-0043**

WHEREAS the Maintenance Support Staff local union has been consulted on the effects of the modified requirements of the schools and centres of the Sir Wilfrid Laurier School Board;

Commissioner Ailsa Pehi 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-2017/04/26-HR-001, the 2017-2018 Staffing Plan for Maintenance Personnel.

Carried unanimously

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

The Assistant Director of Human Resources provided an overview of the abolition of positions.

**EC-170426-HR-0044**

WHEREAS the Administrative Support Staff local union has been consulted on the effects of the modified requirements of the schools and centres of the Sir Wilfrid Laurier School Board;

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 2017-07-01, 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
Laboratory Technician	Joliette High	25	
Documentation Technician	Joliette High	43.10	
Documentation Technician	Laurentian Regional High	100	
Administration Technician	Directorate	100	
Data Processing Technician Principal Class	Information Technology Department	100	Admin. Centre
Data Processing Technician	Information Technology Department	100	Schools

Carried unanimously

### 5.3.5 *Creation of Positions – Administrative Support Staff:*

#### EC-170426-HR-0045

WHEREAS the Administrative Support Staff local union has been consulted on the effects of the modified requirements of the schools and centres of the Sir Wilfrid Laurier School Board;

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 2017-07-01:

Classification	Place of Work	% of work	Comment
Documentation Technician	Joliette High	28.57	
Documentation Technician	Laurentian Regional	42.86	
Administration Technician	Laurentian Regional	85.71	CLC
Data Processing Technician	Information Technology Department	100	Admin. Centre
Data Processing Operator, Class I	Information Technology Department	100	Schools

Carried unanimously

## 6.0 INFORMATION ITEMS

### 6.1 *Parent Commissioners Report:*

This report will be presented at Council later this evening.

## 7.0 VARIA:

There was no varia.

## 8.0 ADJOURNMENT OF MEETING:

Commissioner Guy Gagnon MOVED the adjournment of the meeting.

Carried unanimously

TIME: 19:20 hours

NEXT MEETING ⇔ REGULAR ⇔ May 10, 2017

Paul Lamoureux, Director General

Jennifer Maccarone, Chair