

PROVINCE OF QUÉBEC
Ville de Rosemère

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 9, 2018 at 18:30 hours, at which were:

Present: Jennifer Maccarone, Chairperson; Dean Dugas, Vice-Chairperson; Commissioners Guy Gagnon, Vicky Kaliozakis, Anne McMullon and Parent Commissioner Sergio Di Marco.

Absent: Frédéric Greschner, Interim Director General

Also present were: Parent Commissioner Stéphane Henley; Stephanie Krenn, Director of Corporate Affairs and Secretary General; Jérôme Dionne, Director of Material Resources and Transportation; Richard Greschner, Director of Human Resources; Roma Medwid, Consultant; and Jocelyne Thompson-Ness, Administration Officer.

The Chairperson called the meeting to order.

TIME: 18:43 hours

1.0 Acceptance of Agenda:

Acceptance – Agenda

Commissioner Anne McMullon MOVED THAT the agenda be approved as presented in document #SWLSB-2018/05/09-CA-001.

EC-180509-CA-0047

Carried unanimously

2.0 Approval of Minutes

Approval – Minutes
April 25, 2018

Commissioner Vicky Kaliozakis MOVED THAT the minutes of the Executive Committee meeting of the Sir Wilfrid Laurier School Board held on April 25, 2018, having been received by all members prior to this meeting, be approved as presented.

EC-180509-CA-0048

Carried unanimously

3.0 Assistant Director General's Report

Roma Medwid, Consultant, provided background information on the pursuit of a Special Project School noting:

- An information package on what this type of school will bring to the school board has been prepared for the approval of the Chairperson of the Council of Commissioners;
- The information package contains a video of the Chairperson explaining the concept of a Special Project School, a PowerPoint presentation and a resolution specific to either a Governing Board or the Parents Committee, should they wish to recommend to the Council that the school board administration be mandated to proceed with an application to the Ministère de l'Éducation et de l'Enseignement supérieur (MEES) for authorization of a Special Project School;
- A SurveyMonkey will also be used to survey the general public;
- Information on the Special Project School will be available on the corporate web site.

4.0 Business Arising

There was no business arising.

5.0 Decision Items

5.1 Human Resources

5.1.1 Abolition of Positions – Maintenance Staff:

The Director of Human Resources provided an overview of the abolition and creation of maintenance positions noting that the square footage of the school is factored into making these recommendations.

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

- The positions of Caretaker Class I and Caretaker Class II are similar in job description but a Class I works in a building where the square footage is over 9,200 m²;
- A Maintenance Workmen whose position is split between two buildings will switch locations during a break.

Abolition of Positions –
Maintenance Staff

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

EC-180509-HR-0049

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 2018-07-01, 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	Crestview Elementary School	64.52
Maintenance Workman class II	Hillcrest Academy School	83.87
Maintenance Workman class II	Mountainview Elementary School	51.61
Maintenance Workman class II	St-Jude Elementary School	54.19
Maintenance Workman class II	Franklin Hill Elementary School	58.06
General Kitchen Helper	Laurentian Regional High School	51.61
Caretaker Class I	Saint-Agathe Academy School	100

Carried unanimously

5.1.2 Creation of Positions – Maintenance Staff:

Creation of Positions –
Maintenance Staff

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

EC-180509-HR-0050

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 2018-07-01:

Classification	Place of Work	% of work
Maintenance Workman class II	Crestview Elementary School	100
Maintenance Workman class II	Hillcrest Academy School	100
Maintenance Workman class II	Mountainview/St-Jude Elementary	100
Maintenance Workman class II	Franklin Hill Elementary School	100
Caretaker Class II	Saint-Agathe Academy School	100

Carried unanimously

5.1.3 Maintenance Staffing Plan 2018-2019:

The 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.

In response to question from Parent Commissioner Sergio Di Marco, the Director of Material Resources and Transportation noted once the grass cutting season has concluded, the two Class I Caretakers are reassigned to other jobs.

Maintenance Staffing Plan 2018-2019

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

EC-180509-HR-0051

Parent Commissioner Sergio Di Marco 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-2018/05/09-HR-001, the 2018-2019 Staffing Plan for Maintenance Personnel.

Carried unanimously

5.1.4 Abolition of Positions – Administrative Support Staff:

The Director of Human Resources provided an overview of the abolition and creation of the Administrative Support Staff positions noting that some adjustments have been made to certain positions due to increasing or declining enrolment in the school.

In response to questions, the Director of Human Resources noted the following:

- The ratios for the Laboratory Technicians at Lake of Two Mountains High School can be provided;
- The salary scales for Office Agents Class I and II can be provided but the difference in salary between the two classes is minimal;
- An Office Agent is an entry class position while most school Librarians are technicians so the difference in salary would be in the neighborhood of \$10 per hour;
- Finding people willing to work 10 – 15 hours per week is difficult which is why most Office Agents at the elementary level work in the library. When the Office Agent is not present in the library, the elementary schools have many parent volunteers.

Abolition of Positions – Administrative Support Staff

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

EC-180509-HR-0052

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 2018-07-01, as per Article 7-3.06 of the SEP-B-Québec-FTQ Local 577 Collective Agreement covering support staff:

Classification	Place of Work	% of work
Office Agent Class II	Joliette ES	14.28
Office Agent Class II	Terry Fox ES	57.14
Laboratory Technician	Lake of Two Mountains HS	36
Laboratory Technician	Laurentian Regional HS	57.14

Carried unanimously

5.1.5 *Creation of Positions – Administrative Support Staff:*

Creation of Positions –
Administrative Support
Staff

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

EC-180509-HR-0053

Commissioner Vicky Kaliozakis MOVED THAT, on the recommendation of the Directorate, the Executive Committee of the Sir Wilfrid Laurier School Board create the following positions, effective on 2018-07-01:

Classification	Place of Work	% of work
Office Agent Class II	Joliette ES	42.85
Office Agent Class II	Terry Fox ES	42.85
Secretary	Laurentia ES	28.57
Laboratory Technician	Lake of Two Mountains HS	25
Laboratory Technician	Laurentian Regional HS	100

Carried unanimously

5.2 *Material Resources and Transportation:*

5.2.1 *Engagement of Contractor – Replacement of Gymnasium Floor – Crestview ES:*

The Director of Material Resources and Transportation advised that there was only one purchase of tender documents and one bid submitted. This is a very specialized type of project because of the type of gymnasium floor and only certain companies can install it.

The Chairperson called for a 5-minute recess.

TIME: 19:00 hours

The meeting resumed.

TIME: 19:02 hours

Engagement
of Contractor –
Replacement of
Gymnasium Floor –
Crestview ES

EC-180509-MR-0054

WHEREAS the replacement of the gymnasium floor at Crestview Elementary School is required;

WHEREAS the financing for this project will come from the RTB-MAO 2018-2019 budget;

WHEREAS public tenders for the aforementioned project were called and subsequently opened on April 24, 2018;

WHEREAS the conformability of the bidder has been verified;

Commissioner Guy Gagnon MOVED THAT, on the recommendation of the Director of Material Resources and Transportation, the Executive Committee of the Sir Wilfrid Laurier School Board award the contract for the aforementioned project at Crestview elementary school to **Distributeur Tapico Ltée.**, for a total cost of 99 509,00\$, before taxes, (114 410,47\$, all taxes included).

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 project.

FURTHER THAT, the Director of Material Resources and Transportation, be authorized to sign documentation concerning this project, as per the Delegation of Functions & Powers of the Sir Wilfrid Laurier School Board, By-Law no BL2008-CA-01.

Carried unanimously

6.0 Information Items

Parent Commissioner Sergio Di Marco provided an overview of the May 3, 2018 meeting of the Parents Committee noting that there was a presentation on the Special Project School and that, while the information was well received, there were many concerns expressed by the parent delegates from the schools north of Laval. These concerns stem from the fact that many of these schools are lacking resources and feel that trying to solve the problems in Laval are at the expense of all the other schools.

He continued noting that he had explained that the school board always tries to be equitable but in the current environment of declining enrolment, especially in Laval when students transition from elementary to high school, all schools will feel the financial impact of the exodus of these students.

7.0 Varia

Roma Medwid, Consultant, provided an overview of an upcoming proposal for a special designation for Sport-Études programs at Laval Junior Academy and Laval Senior Academy. The Principals of both schools have been working together on these programs, as it is felt that there is an interest and a need, as it would retain students seeking this kind of education option and, possibly, help increase enrolment.

The application has been made to the Ministère de l'Éducation et de l'Enseignement supérieur (MEES) for Sport-Études Program authorization and now a resolution will be presented to Council for its authorization. If granted, the Sir Wilfrid Laurier School Board would be the only English school board north of Montréal with such a designation.

She continued noting the following:

- Protocols will need to be signed with the sports Federations involved;
- The process to receive MEES authorization could take up to 15 months;
- The courses for the Sport-Études program must meet the Basic School Regulations and must be given so that there are three consecutive hours for training for the Sport-Études student-athletes per day;
- The student-athletes need to be high academic achievers.

Congratulations to the Principals and the Interim Director General for all of the time and effort put into this dossier as the MEES has provided positive feedback, which means that the school board has followed the appropriate protocol.

In response to questions and concerns, the Consultant noted:

- The minimum number of students required to start a Sport-Études Program is 25;
- Student-athletes on interboard agreements may decide to return to this school board now that a Sport-Études Program is available;
- The impression has been given that the student-athletes need to be at the AAA level to be considered for Sport-Études but this will be looked into and a report made back to the Executive Committee;
- The school board undertakes the education portion of a Sport-Études Program, while the Federations look after the sports side, ex. coaching, rental of field, ice, etc.;
- The school board is also looking at a gymnastics component for the Sport-Études;
- A Coordinator of Sport-Études will be engaged for the two schools to get the programs opened and running and to increase the student base in the Sport-Études Program.

Commissioner Guy Gagnon requested that for the next meeting of the Corporate Committee an explanation be provided of the difference between a sports concentration and a Sport-Études Program.

The Chairperson announced that Steven Colpitts, President of the Association of Administrators of English Schools of Quebec (AAESQ), has been named as the Assistant Deputy Minister in charge of Services to Anglophones and Aboriginal Peoples and Cultural Diversity, replacing Anne-Marie Lepage, who has been named as Assistant Deputy Minister Responsible for Preschool, Elementary and Secondary Education.

8.0 Adjournment:

Commissioner Anne McMullon MOVED the adjournment of the meeting.

Carried unanimously

TIME: 19:19 hours

NEXT MEETING ⇒ REGULAR ⇒ June 27, 2018