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## EASTERN TOWNSHIPS SCHOOL BOARD

### COUNCIL OF COMMISSIONERS

TUESDAY, DECEMBER 15, 2009 – 7:00 P.M.  
ETSB BOARD ROOM  
101 DU MOULIN, SUITE 205A  
MAGOG, QC J1X 6H8

### MINUTES

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*Enhanced Literacy and Numeracy – Dropout Prevention – Physical and Mental Health*

#### PRESENT

Commissioners:      Gordon Barnett                                      Pierre Bell  
                                 Theodore Creary                                      Richard Gagnon  
                                 Gary Holliday    Diane Hudson  
                                 Joy Humenuik-Campbell                                      Diane Jones  
                                 Patricia Keenan-Adank                                      Frank MacGregor, *vice-chairman*  
                                 Alice McCrory    Michael Murray, *chairman*  
                                 Larry Smith    Douglas Sullivan  
                                 Bruno Vanasse

Parent Commissioner: Tina Bilodeau

Director General, Ronald J. Canuel  
Assistant Director General & Secretary General, Chantal C. Beaulieu  
Director of Complementary Educational Services, Peter Hamilton  
Director of Human Resources, Jeffrey Pauw  
Director of Pedagogical Services, Gilles Ribaux  
Director of Financial Services, André Turcotte  
Recording Secretary, Diane Warnholtz

#### ABSENT WITH REASON

Commissioners: Brenda Bailey, Gérald Carrière, Peter Channell, Duncan Eastman  
Parent Commissioner Catherine Dolloff

**GUEST**

Mr. Marc Blanchette (Auditor – Raymond Chabot Grant Thornton)

**OBSERVERS**

Richard Goldfinch, (President of ATA), Sharon Priest (Information Officer).

**1. CALL THE MEETING TO ORDER**

The Chairman, M. Murray, called the meeting to order at 7:18 p.m.

**2. ADOPTION OF THE AGENDA**

**IT WAS MOVED BY** Commissioner L. Smith to adopt the Agenda of December 15, 2009, with the following addition:

7.8 Appointment of Principal for Heroes' Memorial Elementary School.

Carried unanimously

**3. APPROVAL OF THE MINUTES OF THE NOVEMBER 24, 2009 MEETING**

**IT WAS MOVED BY** Commissioner G. Holliday to approve the Minutes of the meeting that was held on November 24, 2009, as deposited.

Carried unanimously

**4. QUESTION PERIOD**

There were no questions.

**5. RECOGNITION OF EXCELLENCE**

The Chairman read the following:

This month, the Council of Commissioners and Senior Administrators of the Eastern Townships School Board would like to take the opportunity to extend their appreciation to everyone in our schools, centres and here at head office, that take the extra time to prepare special activities for our students and staff. The holiday season is always a busy one and these activities show the dedication and commitment of the ETSB to our students and communities.

On behalf of the Council and Senior Administrators, we wish all our students, parents and employees a safe and happy holiday, surrounded by family and friends. We are looking forward to the New Year and an exciting 2010.

**6. BUSINESS ARISING**

**6.1 Appointment of Commissioners on Internal Advisory Committees (Educational Services, Finance/Administration, Adult and Vocational Education, Communications, Planning and Development)**

The following Commissioners were appointed to the various Internal Advisory Committees:

**Educational Services Advisory Committee**

Diane Hudson  
Joy Humenuik-Campbell  
Alice McCrory  
Douglas Sullivan

**Finance/Administration Advisory Committee**

The Finance/Administration Advisory Committee has been merged with the Audit Advisory Committee, therefore membership was determined at last month's meeting.

**Adult and Vocational Education Advisory Committee**

Gordon Barnett  
Theodore Creary  
Richard Gagnon  
Gary Holliday  
Alice McCrory

**Communications Advisory Committee**

Gordon Barnett  
Theodore Creary  
Gary Holliday  
Patricia Keenan-Adank  
Diane Jones  
Bruno Vanasse

**Planning and Development Advisory Committee**

Brenda Bailey  
Gordon Barnett  
Pierre Bell  
Tina Bilodeau  
Gérald Carrière  
Peter Channell  
Theodore Creary  
Catherine Dolloff  
Duncan Eastman  
Richard Gagnon  
Gary Holliday  
Diane Hudson  
Joy Humenuik-Campbell  
Diane Jones  
Patricia Keenan-Adank  
Frank MacGregor  
Alice McCrory  
Michael Murray  
Douglas Sullivan  
Bruno Vanasse

**7. NEW BUSINESS****7.1 External Auditor's Report and Financial Statements for the Year Ending June 30, 2009**

Mr. Marc Blanchette, Auditor from the firm of Raymond Chabot Grant Thornton, presented the External Auditor's Report and Financial Statements for the year ending June 30, 2009.

The Director of Financial Services presented the following resolution:

**Resolution No. ETSB09-12-48  
Financial Statements for the Year Ending June 30, 2009**

**WHEREAS** section 286 of the *Education Act* requires that the financial activities of school boards be audited annually;

**WHEREAS** the Secretary General gave public notice of the date, time and place of the presentation of the financial statements on November 30, 2009;

**WHEREAS** the Director General published a summary of the annual financial statements of the School Board in two local newspapers on December 8, 2009;

**WHEREAS** the external auditors have deposited their report to the School Board;

**IT WAS MOVED BY** Commissioner R. Gagnon that the financial statements for the year ending June 30, 2009 be received as presented.

Carried unanimously

**7.2 Settlement of the division line at Knowlton Academy**

This item was tabled.

**7.3 Acceptance of Letter of Resignation for Retirement Purposes**

The Chairman presented the following resolution regarding the acceptance of a letter of resignation:

**Resolution No. ETSB09-12-49**

**Acceptance of Letter of Resignation for Retirement Purposes**

**WHEREAS** on November 24, 2009, the Executive Committee officially (Resolution #E09-11-05) received a letter of resignation for retirement purposes, dated October 31<sup>st</sup>, 2009, from Ronald J. Canuel;

**WHEREAS** the Council of Commissioners wishes to ratify the Executive Committee's resolution;

**IT WAS MOVED BY** Commissioner J. Humenuik-Campbell that the Council of Commissioners accept the letter of resignation for retirement purposes sent by Ronald J. Canuel, under the conditions specified in that letter;

**IT WAS FURTHER MOVED** to recognize the outstanding accomplishments of Ronald J. Canuel during his 10 year tenure.

Carried unanimously

**7.4 Appointment of Director General Designate**

The Chairman presented the following resolution regarding the appointment of a Director General Designate:

**Resolution No. ETSB09-12-50**

**Appointment of Director General Designate**

**WHEREAS** on November 24, 2009, the Executive Committee moved the appointment of Chantal C. Beaulieu as Director General, effective April 2<sup>nd</sup>, 2010 (Resolution #E09-11-06);

**WHEREAS** the Council of Commissioners wishes to ratify the Executive Committee's resolution;

**WHEREAS** a contract will be negotiated with Ms. Beaulieu, outlining specific working conditions:

**IT WAS MOVED BY** Commissioner R. Gagnon that the Council of Commissioners appoint Chantal C. Beaulieu Director General of the Eastern Townships School Board, effective April 2<sup>nd</sup>, 2010.

Carried unanimously

#### **7.5 Signing Officers for SchoolsCentres**

The Chairman presented the following resolution regarding signing officers for schools/centres:

##### **Resolution No. ETSB09-12-51 Signing Officers for Schools/Centres**

**WHEREAS** the *Caisse Desjardins de Stanstead* requires the names of representatives authorized to sign banking documents on behalf of Sunnyside Elementary School;

**WHEREAS** new staff assignments have changed the names of representatives at Sunnyside Elementary School;

**IT WAS MOVED BY** Commissioner A. McCrory that the following addition be made to the individuals authorized to sign banking documents on behalf of Sunnyside Elementary School:

Maureen Hallan Lemay (add).

Carried unanimously

#### **7.6 Selection of the Suppliers for the Wireless Equipment Project**

The Assistant Director General presented the following resolution regarding the selection of the suppliers for the wireless equipment project:

##### **Resolution No. ETSB09-12-52 Selection of the Suppliers for the Wireless Equipment Project**

**WHEREAS** the Eastern Townships School Board is upgrading the wireless network equipment in every elementary school;

**WHEREAS** six (6) suppliers received the project specifications after a public invitation to bid on the project;

**WHEREAS** three (3) bids were received by the Eastern Townships School Board by the date and time specified;

**WHEREAS** the lowest bid for the equipment in the amount of \$173,187.86 (including taxes) was presented by **Bell Canada**;

**WHEREAS** the lowest bid in the amount of \$5,146.56 (including taxes) for the support contract was presented by **Bell Canada**;

**WHEREAS** the manufacturer **Cisco Systems Inc.** has granted the Eastern Townships School Board a discount of \$ 28,156.89 (including taxes) for the equipment;

**WHEREAS** the total cost to the ETSB is \$ 150,177.53 (including taxes);

**IT WAS MOVED BY** Commissioner P. Bell that the suppliers of **Bell Canada** be awarded the respective contracts to provide the equipment and the support;

**IT WAS FURTHER MOVED** that the Director General be authorized to sign all associated documentation.

Carried unanimously

#### **7.7 Annual Report 2008-2009**

The Assistant Director General gave a power-point presentation of the 2008-2009 Annual Report. This report highlighted school results, School Board results, both official MELS figures and internal data, as well as described, various approaches and strategies used.

#### **7.8 Appointment of Principal for Heroes' Memorial Elementary School**

The Director General presented the following resolution regarding the appointment of a Principal for Heroes' Memorial Elementary School:

##### **Resolution No. ETSB09-12-53**

##### **Appointment of Principal for Heroes' Memorial Elementary School**

**IT WAS MOVED BY** Commissioner R. Gagnon that Mr. Terry Bell be appointed as Principal of Heroes' Memorial Elementary School, on a probationary basis, as of January 15, 2010, to replace Mr. B. McDonald.

Carried with 1 Abstention  
- Commissioner P. Bell

## **8. DIRECTOR GENERAL'S REPORT**

There was no report from the Director General.

## **9. REPORT FROM THE CHAIR**

The Chairman, Mr. M. Murray, extended his best wishes for a happy Christmas, and a prosperous and exciting new year.

## **10. COMMITTEE REPORTS**

### **10.1 Executive Committee**

The Chairman indicated that the Executive Committee had dealt with Human Resources items, including a recommendation for the appointment of a Principal for Heroes' Memorial Elementary School.

### **10.2 Adult and Vocational Education Advisory Committee**

Commissioner G. Holliday, chairman of the Adult and Vocational Education Advisory Committee, reported that at the meeting of December 10, 2009, a presentation was made by the New Horizons Adult Education Centre Director regarding the educational criteria for Centre Directors.

### **10.3 Audit Committee**

Commissioner R. Gagnon, chairman of the Audit Committee, reviewed the Notes of the meeting that was held on October 13, 2009, in which the following points were highlighted:

- Committee Composition – It was proposed that the composition of the Audit Committee include six commissioners, including the chairman of the school board, and that the Director of Financial Services be an official member of the Audit Committee, acting as the external resource;
- Committee Mandate – This item was tabled until the January or February 2010 Audit Committee meeting;
- Financial Statements (2008-2009) – Due to the implementation of the new GAAP rules, we have been given a delay of one month to submit the reports;
- Quarterly Report – The deadline for the quarterly report has been postponed until December 31, 2009, after which we will be required to report on a regular quarterly basis;
- Honorarium – Professional Conduct Review Committee/Code of Ethics – the Director of Financial Services presented the information compiled to date from other school boards. This item will be discussed at a later date.

#### **10.4 Communications Advisory Committee**

Commissioner G. Barnett, chairman of the Communications Advisory Committee, stated that the Notes of the meeting of November 11, 2009, were previously reviewed at the Council meeting of November 24, 2009.

#### **10.5 Educational Services Advisory Committee**

Commissioner D. Sullivan, chairman of the Educational Services Advisory Committee, reviewed the Notes of the meeting that was held on December 1, 2009, in which the following points were highlighted:

- The Principal of Alexander Galt Regional High School gave a detailed presentation on “The Numeracy Connection” and “The Literacy Initiative”. He also explained which characteristics of a PLC are observed in his school and shared dates regarding students’ growth in literacy and numeracy;
- An update was given regarding the Early Intervention Initiative.

#### **10.6 Finance/Administration Advisory Committee**

Commissioner R. Gagnon, chairman of the Finance/Administration Advisory Committee, stated that the next meeting would be held on January 12, 2010.

#### **10.7 Human Resources Advisory Committee**

Commissioner F. MacGregor, chairman of the Human Resources Advisory Committee, stated that the next meeting would be held on January 14, 2010.

#### **10.8 Planning and Development Advisory Committee**

The Chairman, M. Murray, stated that the next meeting for the Planning and Development Advisory Committee will be held on January 21, 2010.

#### **10.9 Transportation Advisory Committee**

Commissioner J. Humenuik-Campbell, chairman of the Transportation Advisory Committee, reviewed the Notes of the meeting that was held on December 7, 2009, in which the following points were highlighted:

- Representatives are required from the Eastern Townships School Board to *Val des Cerfs* for their Transportation Committee, as there is a working agreement in place between the two boards for the administration of Transportation in the Western sector. Lise Trottier will forward the information to Randy MacLEAN for clarification and selection of the representatives.

**Resolution No. ETSB09-12-54****Representatives to the Val des Cerfs Transportation Committee**

**IT WAS MOVED BY** Commissioner J. Humenuik-Campbell that Randy MacLEAN, Christiane Martin, Christopher Liebrecht and Alice McCrory be named as representatives to the *Val des Cerfs* Transportation Committee.

Carried unanimously

- A presentation was given by the Superintendent of Transportation in the East Sector, regarding the purchase of ten new buses, to replace ten buses that will have greater than 180,000 kms by the end of this school year. A motion was made to approve the application for this purchase.

**Resolution No. ETSB09-12-55****Application to Purchase ten new Buses to Replace ten old Buses**

**IT WAS MOVED BY** Commissioner J. Humenuik-Campbell to approve the application for the purchase of ten new buses to replace ten of our current buses whose mileage will exceed 180,000 kms by the end of the 2009-2010 school year.

Carried unanimously

**10.10 Parents' Committee**

Parent Commissioner Tina Bilodeau gave a verbal report on the Parents' Committee meeting that was held on December 2, 2009, in which the following items were discussed:

- The title of "Parent Volunteer" was changed to simply "Volunteer", as many people in the community volunteer in our schools and centres;
- The 2010-2011 school calendar was reviewed;
- The Director of Pedagogical Services and the Assistant Director of Pedagogical Services gave a presentation;
- The Chairman, M. Murray, was also in attendance.

**10.11 Special Education Advisory Committee**

The Director of Complementary Educational Services stated that the Special Education Advisory Committee meeting of December 9, 2009 had been cancelled due to the snow storm.

## 11. QUEBEC ENGLISH SCHOOLS BOARDS ASSOCIATION REPORT

Commissioner F. MacGregor gave a verbal report of the meeting of December 4, 2009, in which the following points were highlighted:

- The Quebec English School Boards Association would like all of the Commissioners to have a copy of the Mission Statement and to make suggestions for the Strategic Plan. This item will be put on the Planning and Development Advisory Committee agenda in January 2010 for discussion;
- Due to his retirement, someone is needed to replace our Director General, who sits as the Anglophone representative to the *Éducation Internationale*.

### **Resolution No. ETSB09-12-56**

#### **Replacement as Anglophone Representative to the *Éducation Internationale***

**IT WAS MOVED BY** Commissioner F. MacGregor to name Commissioner M. Murray as the Anglophone representative to the *Éducation Internationale*.

Carried unanimously

- Mr. Macgregor stated that the Quebec English School Boards Association is looking for Commissioners who are interested in sitting on some of their committees. The following Commissioners expressed interest to sit on the following committees:

**Nominations Committee** – Commissioner Richard Gagnon

**Professional Development Committee** – Commissioner Gary Holliday

**Promoting Public Schools Committee** – Commissioners Gordon Barnett, Theodore Creary

**Internet Committee** – Commissioner Richard Gagnon

**Standing Committee on Education** – Commissioner Douglas Sullivan

**School Board Financing Committee** – Commissioner Frank MacGregor

## 12. SOFIE REPORT

Commissioner J. Humenuik-Campbell indicated that a SOFIE meeting had not been held.

## 13. COMMISSIONERS' COMMENTS AND QUESTIONS

Commissioner P. Bell asked Commissioner R. Gagnon about the January 12, 2010 date for the Audit Advisory Committee. Mr. Gagnon stated he would look into the possibility of changing the date.

Mr. Bell stated that he had had a problem with his laptop, so he called the school board for assistance. Nobody answered the phone. The Director General stated that he would look into it.

**14. CORRESPONDENCE**

The Chairman indicated that an announcement from the MELS was received regarding money for the 2009-2010 school projects.

**15. QUESTION PERIOD**

There were no questions.

**16. ADJOURNMENT**

There being no further business, the meeting was adjourned on a motion by Commissioner R. Gagnon at 9:56 p.m.

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Secretary General

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Chairman

2009-12-18  
DW