



EASTERN TOWNSHIPS SCHOOL BOARD

COUNCIL OF COMMISSIONERS

**TUESDAY, OCTOBER 26, 2010 – 7:00 P.M.
ETSB BOARD ROOM
101 DU MOULIN, SUITE 205A
MAGOG, QC J1X 6H8**

MINUTES

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

PRESENT

Commissioners: Brenda Bailey
Pierre Bell
Peter Channell
Richard Gagnon
Diane Hudson
Frank MacGregor, *vice-chairman*
Michael Murray, *chairman*
Douglas Sullivan
Jane Wardle
Gordon Barnett
Gérald Carrière
Theodore Creary
Gary Holliday
Joy Humenuik-Campbell
Alice McCrory
Larry Smith
Bruno Vanasse

Parent Commissioner: Tina Bilodeau

Secretary General, Caroline Dufresne
Assistant Director General and Director of Pedagogical Services, Gilles Ribaux
Director of Human Resources, Jeffrey Pauw
Director of Financial Services, André Turcotte
Director of Complementary Educational Services, Peter Hamilton
Recording Secretary, Diane Warnholtz

ABSENT WITH REASON

Director General, Chantal C. Beaulieu
Commissioners: Duncan Eastman, Patricia Keenan-Adank
Parent Commissioner Catherine Dolloff

OBSERVERS

Thomas Hamer, Principal of Massey-Vanier High School (MVHS), Gail Klinck, Teacher at MVHS, Sharon Priest, Communications Consultant, Tyler Robinson, student at MVHS, Tyler Thompson, student at MVHS and Alex Turcotte, student at MVHS.

1. CALL THE MEETING TO ORDER

The Chairman, M. Murray, called the meeting to order at 7:00 p.m.

2. ADOPTION OF THE AGENDA

IT WAS MOVED BY Commissioner G. Holliday to adopt the Agenda of October 26, 2010, as deposited.

Carried unanimously

3. APPROVAL OF THE MINUTES OF THE MEETING OF SEPTEMBER 21, 2010

IT WAS MOVED BY Commissioner G. Barnett to approve the Minutes of the meeting that was held on September 21, 2010, with the following correction:

Item 12 – Quebec English School Boards Association Report – change the spelling of Horitz to Horrocks.

Carried unanimously

4. MINUTES OF THE JUNE 22, 2010 MEETING

The Secretary General indicated that this item was removed from the Agenda.

5. QUESTION PERIOD

There were no questions.

6. RECOGNITION OF EXCELLENCE

This month, the Council of Commissioners and Senior Administrators of the Eastern Townships School Board would like to signal the following:

- In September, schools across the ETSB participated in the Terry Fox National School Day Run. We would like to take this opportunity to congratulate all the participants and thank the organizers for their efforts. Although the weather was less than favourable, students, staff and community members rose to the challenge. In particular, we would like to signal the efforts of Massey-Vanier High School (MVHS). This was a record-breaking year for their Terry Fox Run

and we are delighted to welcome our guests from MVHS who will fill us in on their outstanding year. (Presentation by MVHS)

- Earlier this week, the Fraser Institute released its latest School Performance Report Card and we are pleased to see that Massey-Vanier High School was cited as one of the most improved high schools in the province. From 2004-2008, the school improved its *Cote Globale* from 2.3 to 5.8. This report is but one indicator of school performance and must be viewed as such. Our internal data on success rates, ministry results and our dropout rate also validate this steady progression. We would like to signal the hard work and efforts of the previous administration led by Randolph MacLEAN. Under his leadership and with the teamwork of his vice-principals Thomas Hamer and Julie Edwards and the school staff, this improvement was realized. We congratulate Massey-Vanier High School, its staff, students and community for their hard work that has certainly paid off.

7. BUSINESS ARISING

There was no Business Arising.

8. ELECTION OF ADVISORY COMMITTEE MEMBERS/EDUCATION ACT

8.1 The electoral process was explained by the Secretary General and the Chairman. Since the 2009 elections gave two (2) year mandates to the committees required by the Education Act, these will not undergo elections at the present meeting.

8.2 Appointment of President of Elections and two Scrutineers

IT WAS MOVED BY Commissioner J. Humenuik-Campbell that the Assistant Director General be appointed as president of elections.

Carried unanimously

IT WAS MOVED BY Commissioner J. Humenuik-Campbell that the Director of Human Resources and the Director of Complementary Educational Services be appointed as scrutineers.

Carried unanimously

8.3 Appointment of Members to the Advisory Committees

8.3.1 Appeal Committee

Nomination of Members to the Appeal Committee

The President of elections called for nominations to the Appeal Committee.

Commissioner F. MacGregor nominated Commissioner J. Wardle, who accepted the nomination as a regular member.

Commissioner D. Sullivan nominated Commissioner L. Smith, who accepted the nomination as a regular member.

Commissioner R. Gagnon nominated Parent Commissioner T. Bilodeau, who accepted the nomination as a regular member.

IT WAS MOVED BY Commissioner J. Humenuik-Campbell that nominations cease for regular members to the Appeal Committee.

Carried unanimously

The President of Elections declared Commissioners J. Wardle, L. Smith and Parent Commissioner T. Bilodeau as regular members to the Appeal Committee by acclamation.

The President of Elections called for nominations for alternate members.

Commissioner D. Sullivan nominated Commissioner G. Holliday, who accepted the nomination as an alternate member.

Commissioner J. Humenuik-Campbell nominated Commissioner G. Barnett, who accepted the nomination as an alternate member.

IT WAS MOVED BY Commissioner R. Gagnon that nominations cease for alternate members to the Appeal Committee.

Carried unanimously

The President of Elections declared Commissioners G. Holliday and G. Barnett as alternate members to the Appeal Committee by acclamation, and indicated that the other alternate member would be nominated at the next Council meeting.

8.3.2 Audit Committee

The President of Elections stated that the members to the Audit Committee composed of six (6) commissioners, including the chairman of the school board and the director of Financial Services would remain the same. They are as follows:

Pierre Bell
Peter Channell
Richard Gagnon
Joy Humenuik-Campbell
Michael Murray
Larry Smith

8.3.3 Governance and Ethics Committee

The President of Elections indicated that due to the resignation of Commissioner D. Jones, it was necessary to nominate another Commissioner as a regular member to the Governance and Ethics Committee.

Commissioner R. Gagnon nominated Commissioner G. Holliday, who accepted the nomination as a regular member.

The President of Elections declared Commissioner G. Holliday as a regular member to the Governance and Ethics Committee and that an alternate member would be nominated at the next meeting of the Council of Commissioners.

8.3.4 Human Resources Advisory Committee

The President of Elections stated that the members to the Human Resources Advisory Committee would remain the same. They are as follows:

Brenda Bailey
Diane Hudson
Joy Humenuik-Campbell
Frank MacGregor
Alice McCrory
Larry Smith
Douglas Sullivan

8.3.5 Transportation Committee (art. 188)

The President of Elections called for nominations for one member to the Transportation Committee.

Commissioner J. Humenuik-Campbell nominated Commissioner P. Bell, who accepted the nomination.

IT WAS MOVED BY Commissioner R. Gagnon that nominations cease.

Carried unanimously

The President of Elections declared Commissioner P. Bell a member to the Transportation Committee by acclamation.

8.3.6 Special Education Advisory Committee

The President of Elections called for nominations for one member to the Special Education Advisory Committee.

Commissioner R. Gagnon nominated Commissioner A. McCrory, who accepted the nomination.

IT WAS MOVED BY Commissioner G. Holliday that nominations cease.

Carried unanimously

The President of Elections declared Commissioner A. McCrory a member to the Special Education Advisory Committee by acclamation.

8.4 Release of the President of Elections and Scrutineers

IT WAS MOVED BY Commissioner M. Murray to release the President of elections from his duties.

Carried unanimously

IT WAS MOVED BY Commissioner R. Gagnon to release the two scrutineers from their duties.

Carried unanimously

9. APPOINTMENT OF COMMISSIONERS ON INTERNAL ADVISORY COMMITTEES (Educational Services, Adult and Vocational Education, Communications, Planning and Development)

The following members were appointed to the following internal advisory committees:

Commissioner D. Sullivan accepted the appointment to the Communications Committee.

Commissioners R. Gagnon, G. Holliday, J. Wardle and F. MacGregor were added as members to the Educational Services Committee.

Due to the resignation of Commissioner D. Jones, her name was removed from the Planning and Development Advisory Committee and Commissioner J. Wardle accepted the appointment to this committee.

Information items

Coordinator of Commissioner Awards

For information purposes, the Chairman indicated that Commissioner A. McCrory will remain the coordinator for commissioner awards.

ELS Monitoring Committee

The Chairman asked if anyone was interested in sitting on the ELS Monitoring Committee.

Commissioner R. Gagnon indicated that he would remain on the ELS Committee. Commissioner Theodore Creary indicated his interest in being a regular member, and Commissioner B. Bailey expressed interest in being an alternate member.

10. NEW BUSINESS**10.1 Signing Officers for Schools/Centres**

The Director of Financial Services presented the following resolution:

**Resolution No. ETSB10-10-36
Signing Officers for Schools/Centres**

WHEREAS the *Caisse Desjardins des Hauts-Boisés* requires the names of representatives authorized to sign banking documents on behalf of Pope Memorial Elementary School;

WHEREAS new staff assignments have changed the names of representatives at Pope Memorial Elementary School;

IT WAS MOVED BY Commissioner R. Gagnon that the following individuals be authorized to sign banking documents on behalf of their respective school/centre:

Pope Memorial

Claire Beaubien (remove)
Jocelyn Bennett (remove)
Norma Humphrey (add)
Kelly Lane (add)

Carried unanimously

10.2 Confirmation of Administrative Position

The Director of Human Resources presented the following resolution:

**Resolution No. ETSB10-10-37
Confirmation of Administrative Position**

WHEREAS the following individual was appointed to an existing administrative position for the 2009-2010 school year;

Ms. Angela Vaillancourt, Administrative Officer, General Directorate;

WHEREAS the performance appraisal of the individual indicated high success;

WHEREAS the Senior Administrative team unanimously recommends this person to the Council of Commissioners;

IT WAS MOVED BY Commissioner J. Humenuik-Campbell that Ms. Angela Vaillancourt be confirmed as Administrative Officer, General Directorate.

Carried unanimously

10.3 Driveway Repairs at Alexander Galt Regional High School – Project #46-2010-2011

The Director of Financial Services presented the following resolution:

Resolution No. ETSB10-10-38

Driveway Repairs at Alexander Galt Regional High School –Project #46-2010-2011

WHEREAS the Ministère de l'Éducation du Loisir et du Sport (MELS) approved a project to repair the driveway at Alexander Galt Regional High School, estimated at \$132,685.65, (taxes and professional fees included) under the measure « *Amélioration, Modification, et Transformation des bâtiments 2010-2011* » (AMT 60%);

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

WHEREAS six (6) bids were received by the Eastern Townships School Board by the date and time specified;

WHEREAS the lowest bid in the amount of \$122,857.08 (including taxes), was received from Construction DJL Inc.;

WHEREAS the amount of the lowest bid from the contractor plus the professional fees is \$132,685.65;

WHEREAS after reviewing the bids, the assigned engineering firm of Teknika-Hba has recommended the firm Construction DJL Inc. to do the work;

IT WAS MOVED BY Commissioner D. Sullivan that the firm Construction DJL Inc., be awarded the contract for the repair of the driveway at Alexander Galt Regional High School;

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

Carried unanimously

10.4 Welding and Mechanical Shop Renovations at Richmond Regional High School

The Director of Financial Services presented the following resolution:

Resolution No. ETSB10-10-39

Welding and Mechanical Shop Renovations at Richmond Regional High School

WHEREAS the Richmond Regional High School governing board approved a renovation project for the welding and mechanical shop; \$62,185.00 will be reserved from the NANS fund in the school's 2010-2011 budget;

WHEREAS three (3) firms 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 in the amount of \$62,185.00 (including taxes), was received from A.R. Wilson Ltée;

WHEREAS the amount of the lowest bid from the contractor plus the professional fees is \$67,159.80;

WHEREAS the professional fees were paid by the school in 2009-2010;

WHEREAS after reviewing the bids, the assigned engineering firm of CIMA has recommended the firm of A. R. Wilson Ltée to do the work;

IT WAS MOVED BY Commissioner G. Holliday that the firm of A. R. Wilson Ltée be awarded the contract for the welding and mechanical shop renovations at Richmond Regional High School;

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

Carried unanimously

10.5 Statement of School Taxes Remaining Due and Owing 2010-2011

The Director of Financial Services presented the following resolution:

Statement of School Taxes Remaining Due and Owing 2010-2011

WHEREAS the Director of Financial Services presented the following summary regarding the statement of the school taxes remaining due and owing by owners:

Annual Invoices Issued – June	2010-2011	2009-2010
Total school taxes invoices issued:	17890	17993
Total school taxes to be collected:	\$7,672,911.60	\$7,341,321.54;
Invoices Outstanding – November	2010-2011	2009-2010
Total school taxes invoices outstanding:	9621	10704
Total school taxes not yet collected:	\$3,352,074.05	\$2,723,136.21;

IT WAS MOVED BY Commissioner _____ to approve the statement of the school taxes remaining due and owing by owners.

The above resolution was approved with the following modification in order to consider, in the school taxes not yet collected, that the 2nd installment does not come due until December:

Resolution No. ETSSB10-10-40**Statement of School Taxes Remaining Due and Owing 2010-2011**

WHEREAS the Director of Financial Services presented the following summary regarding the statement of the school taxes remaining due and owing by owners;

WHEREAS the payment of the 2nd installment does not come due until December and consequently these amounts are included in the total school taxes not yet collected;

Annual Invoices Issued – June	2010-2011	2009-2010
Total school taxes invoices issued:	17890	17993
Total school taxes to be collected:	\$7,672,911.60	\$7,341,321.54;
Invoices Outstanding – November	2010-2011	2009-2010
Total school taxes invoices outstanding:	9621	10704
Total school taxes not yet collected:	\$3,352,074.05	\$2,723,136.21;

IT WAS MOVED BY Commissioner R. Gagnon to approve the statement of the school taxes remaining due and owing by owners.

Carried unanimously

10.6 PRIMOM Project

The Director of Human Resources stated that on October 13, 2010, at the National Assembly, the Eastern Townships School Board had been given the 2010 Recognition of Excellence Award in the category of education for participation in the PRIMOM Project.

11. DIRECTOR GENERAL'S REPORT

There was no report from the Director General.

12. REPORT FROM THE CHAIR

The chairman, M. Murray, reviewed his report of October 26th 2010, in which the following points were highlighted:

- Massey-Vanier High School's improvements achievement
- Official student count/September 30, 2010
- Access to English public education
- Dropout prevention improvement.

13. COMMITTEE REPORTS

13.1 Executive Committee

The chairman, M. Murray, indicated that there was nothing specific to report from the Executive Committee.

13.2 Adult and Vocational Education Advisory Committee

Commissioner G. Holliday, chairman of the Adult and Vocational Education Advisory Committee, stated that a meeting would be held next week.

13.3 Audit Committee

Commissioner R. Gagnon, chairman of the Audit Committee, reviewed the Notes of the meeting that was held on October 12, 2010, in which the following items were discussed:

- Discussion regarding renovations status;
- Board Office status;

- Richmond Regional High School - welding shop;
- Alexander Galt Regional High School – asphalt driveway;
- Professional development for commissioners;
- Auditor General's Report – Action Plan;
- Long-term debt payable by the school board (National Bank);
- Statement of school taxes remaining due and owing for 2010-2011;
- *Protecteur de l'élève.*

13.4 Communications Advisory Committee

The chairman of the Communications Advisory Committee, Commissioner G. Barnett, indicated that a meeting would be held on November 8, 2010.

13.5 Educational Services Advisory Committee

The chairman of the Educational Services Advisory Committee, Commissioner D. Sullivan, reviewed the Notes of the meeting that was held on October 5, 2010, in which the following items were discussed:

- Mandate of the Educational Services Advisory Committee;
- Topics to be discussed during the 2010-2011 school year;
- 2009-2010 Pedagogical Services Report;
- Complementary Services update;
- Recommendation Report to the Council of Commissioners.

13.6 Finance Administration Advisory Committee

The chairman, M. Murray, stated that the Finance Administration Advisory Committee no longer exists, and should be removed from the agenda.

13.7 Human Resources Advisory Committee

Commissioner F. MacGregor, chairman of the Human Resources Advisory Committee, stated that a meeting would be held on November 4th, 2010.

13.8 Planning and Development Advisory Committee

The chairman of the Planning and Development Advisory Committee, Commissioner M. Murray, stated that the Notes of the meeting of October 18th, 2010 were in the Commissioners' kits.

13.9 Transportation Committee

The chairman of the Transportation Committee, Commissioner J. Humenuik-Campbell, gave a verbal report of the meeting that was held on October 19th, 2010 in which the following items were discussed:

- Transportation website;
- Standardization of parent complaint documentation;
- Out-of-basin fees (\$250);
- Reviewed standard composition of Transportation Advisory Committee;
- Start-up: went fairly well in both sectors;
- Annual new bus purchases;
- Discussion regarding internet on buses;
- Parents' Committee meeting;
- Transportation services staffing information – retirement in November 2010.

13.10 Parents' Committee

Parent Commissioner T. Bilodeau gave a verbal report of the Parents' Committee meeting that was held on October 6th 2010, in which the following items were discussed:

- Held elections;
- Changed requirements for quorum;
- The chairman is looking into the possibility of teleconferencing for emergencies;
- October 14th 2010 – volunteer recognition – names were submitted of outstanding volunteers in our elementary and secondary schools.

13.11 Special Education Advisory Committee

The Director of Complementary Educational Services indicated that the Notes of the Special Education Advisory Committee meeting of September 8, 2010, were included in the Commissioners' kits.

14. QUEBEC ENGLISH SCHOOL BOARDS ASSOCIATION REPORT

Commissioner F. MacGregor referred to the News Release of the Quebec English School Boards Association. The QESBA will be joining some thirty (30) educational partners in Quebec City at a summit convened by Education Minister Line Beauchamp on "the integration of students with handicaps or difficulties". QESBA will focus its interventions throughout the day-long session on three key messages.

Commissioner M. Murray stated that a Professional Development Program for commissioners will be held at the beginning of November.

15. COMMISSIONERS' COMMENTS AND QUESTIONS

The Chairman, M. Murray, stated that there was a vast improvement to the Board website. He thanked the Secretary General, the Communications Consultant and everyone involved for their great work.

Commissioner P. Bell asked Parent Commissioner T. Bilodeau if all schools had submitted names of volunteers. He stated that he felt it was a great initiative and a great way to recognize the awesome things that volunteers do in our schools.

Commissioner A. McCrory asked Commissioner F. MacGregor what the QESBA's position was on special needs students.

Commissioner J. Humenuik-Campbell stated that she and the Director of Financial Services had attended the S.O.F.I.E. meeting. She indicated that there was a change of President.

Commissioner G. Barnett indicated that on October 12th, he had participated on the School Promotion Committee. This committee is planning the next steps to be taken regarding their promotion plans. The first step may be a video about students in school that will be posted on YouTube. The second step is the distribution of pamphlets throughout the province.

Commissioner F. MacGregor stated that one of the QESBA Planning and Development sessions is on School Board budget and preparation, which will be given by one of our former Directors of Financial Services.

Mr. MacGregor also stated that the QESBA had sent a resolution to the Government regarding private schools and the reduction of finances to private schools.

The Secretary General stated that a press conference to announce a partnership between CSRS and ETSB would possibly be held on November 3, 2010, at Alexander Galt Regional High School. She indicated that this would be a nice promotion for the school.

Commissioner A. McCrory asked if anyone from the ETSB had their picture taken at the National Assembly on November 13th when the Recognition of Excellence Award was given for participation in the PRIMOM project. The Director of Human Resources stated that our Centre Director sits on that committee, but that someone else was the representative for the event.

16. CORRESPONDENCE

There was no correspondence.

17. QUESTION PERIOD

There were no questions.

18. ADJOURNMENT

There being no further business, the meeting was adjourned on a motion by Commissioner R. Gagnon at 8:50 p.m

Secretary General

Chairman

2010-10-30
DW