

EASTERN TOWNSHIPS SCHOOL BOARD

COUNCIL OF COMMISSIONERS

TUESDAY, AUGUST 22, 2017 – 7:00 P.M.

ETSB BOARD ROOM

340 SAINT-JEAN-BOSCO

MAGOG, QC. J1X 1K9

MINUTES

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

MEMBERS PRESENT (P):

Commissioners		Parent Commissioners	
Gordon Barnett	P	Mary Gilman	GH
Claire Beaubien	P	Paul Laberge	P
Daniel Brodie	P	Cindy Véronneau	GH
Richard Gagnon	Abs	Kenneth Waterhouse	GH
Gary Holliday	P		
Joy Humenuik, <i>Vice-Chairman</i>	P	DC	
Mary-Ellen Kirby	P	Secretary General, Éric Campbell	P
Frank MacGregor	GH	Director General, Christian Provencher	P
Alice McCrory	P	Assistant Director General and Director of Pedagogical Services, Kandy Mackey	P
Michael Murray, <i>Chairman</i>	P	Director of Human Resources, Jeffrey Pauw	P
Tina Pezzi-Bilodeau	Abs	Director of Financial Services, Sophie Leduc	Abs
To be determined	--	Director of Operations, Michel Soucy	P

OBSERVERS

Sharon Priest, Communications Consultant

PUBLIC

Megan Seline, President of the Appalachian Teachers' Association (ATA)

Matthew McCully, the Record

1. CALL THE MEETING TO ORDER

The Chairman called the meeting to order at 7:15 p.m.

2. QUORUM AND ADOPTION OF THE AGENDA

QUORUM WAS ESTABLISHED AND IT WAS MOVED BY Commissioner J. Humenuik to adopt the Agenda of August 22, 2017 as deposited.

Carried unanimously

3. APPROVAL OF THE MINUTES OF THE MEETING OF JUNE 27, 2017

Resolution No. ETSB17-08-01

Approval of the Minutes of the Meeting of June 27, 2017

WHEREAS a copy of the Minutes of the meeting of June 27, 2017 has been given to each Commissioner at least 6 hours before the opening of the meeting, the Secretary General is excused from reading the Minutes.

IT WAS MOVED BY Commissioner G. Barnett to excuse the Secretary General from reading the Minutes and to approve the Minutes of the meeting held on June 27, 2017 as deposited.

Carried unanimously

4. QUESTION PERIOD

Megan Seline, President of the Appalachian Teachers' Association, wished the Council a fabulous new school year.

5. RECOGNITION OF EXCELLENCE

There was no Recognition of Excellence.

6. BUSINESS ARISING

There was no business arising.

7. NEW BUSINESS**7.1 Appointment of Principal 50% of Mansonville Elementary School and Vice-Principal 50% of Massey-Vanier High School**

Resolution No. ETSB17-08-02

Appointment of Principal 50% of Mansonville Elementary School and Vice-Principal 50% of Massey-Vanier High School

WHEREAS the position of Principal of Mansonville Elementary School has been vacated by the nomination of Ms. Catherine Canzani to Waterloo Elementary School;

WHEREAS the position of Vice-Principal of Massey-Vanier High School has been vacated by the retirement of Ms. Petra Bardon-Stroebele;

WHEREAS the candidate selected retains the qualifications and experience that respond to the criteria designated by the General Directorate;

WHEREAS the Selection Committee unanimously recommends this person to the Council of Commissioners;

WHEREAS the approved candidate will be subject to a two-year probationary period and performance appraisal process;

IT WAS MOVED BY Commissioner D. Brodie that the Council of Commissioners appoint Mr. David Scott, Principal 50% of Mansonville Elementary School and Vice-Principal 50% of Massey-Vanier High School effective August 14, 2017.

Carried unanimously

7.2 Appointment of Vice-Principal 100% of Massey-Vanier High School

Resolution No. ESTB17-08-03

Appointment of Vice-Principal 100% of Massey-Vanier High School

WHEREAS the position has been advertised throughout the ETSB territory through the internal posting procedures for ETAA and Management members;

WHEREAS the position of Vice Principal of Massey-Vanier High School has been vacated by the retirement of Ms. Petra Bardon-Stroebele and also by the nomination of Mr. David Scott as Principal at Mansonville Elementary School;

WHEREAS the candidate selected retains the qualifications and experience that respond to the criteria designated by the General Directorate;

WHEREAS the Selection Committee unanimously recommends this person to the Council of Commissioners;

WHEREAS the approved candidate will be subject to a two-year probationary period and performance appraisal process;

IT WAS MOVED BY Commissioner J. Humenuik that the Council of Commissioners appoint Ms. Diane Sherrer-Vokey, Vice Principal 100% Massey-Vanier High School effective August 14, 2017.

Carried unanimously

7.3 Appointment of Director of Complementary Services**Resolution No ETSB17-08-04****Appointment of Director of Complementary Services**

WHEREAS the new Administrative Structure for Head Office was presented and approved at the Council of Commissioners held on June 27, 2017;

WHEREAS the candidate selected retains the qualifications and experience that respond to the criteria designated by the General Directorate;

WHEREAS the Selection Committee unanimously recommends this person to the Council of Commissioners;

IT WAS MOVED BY Commissioner G. Holliday that the Council of Commissioners appoint Ms. Gail Kelso as Director of Complementary Services effective July 1, 2017.

Carried unanimously

7.4 Commissioner's Resignation – Ward no. 2**Resolution No. ETSB17-08-05****Commissioner's Resignation – Ward No. 2**

IT WAS MOVED BY Commissioner P. Laberge to accept the resignation of Gregg Thomson, Commissioner Ward no. 2, effective July 29, 2017.

Carried unanimously

The Council of Commissioners expressed their gratitude for all the years that Mr. Thomson served the Eastern Townships School Board as a Commissioner and as a volunteer in various other ways. It was with regret that they accepted his decision to resign.

7.5 Nomination Period - By-Election Ward No. 2**Resolution No. ETSB17-08-06****Nomination Period - By-Election Ward No. 2**

IT WAS MOVED BY Commissioner C. Beaubien that the Nomination Period for the By-Election required in Ward No. 2 be on Sunday, October 29, 2017.

Carried unanimously

7.6 Appointment of Returning Officer and Assistant to Returning Officer**Resolution No. ETSB17-08-07****Appointment of Returning Officer and Assistant to Returning Officer**

WHEREAS section 22 of the *Act Respecting School Elections* stipulates that the Director General of the School Board, Mr. Christian Provencher, is the Returning Officer ex officio;

WHEREAS, because of other existing mandates, the Director General must be replaced as Returning Officer for the October 29, 2017 By-Election;

WHEREAS the Management personnel of the Eastern Townships School Board recommend Éric Campbell, Secretary General/Communication & Community Development;

WHEREAS the Management personnel of the Eastern Townships School Board recommends Josée Audette, Archives Technician;

IT WAS MOVED BY Commissioner D. Brodie to appoint Éric Campbell to the position of Returning Officer and Josée Audette as Assistant Returning Officer for the October 29, 2017 By-Election.

Carried unanimously

7.7 The James Strickland Fund**Resolution No. ETSB1-08-08****The James Strickland Fund**

WHEREAS Mr. James Strickland decided to bequeath \$160 488.55 to the Eastern Townships School Board to support students who are in need;

WHEREAS Mr. Strickland's wishes were that this support be provided specifically for elementary schools students that are coming from families who need assistance to provide nutritious meals for said children;

WHEREAS, a specific fund has been created at the Eastern Townships School Board, namely the James Strickland Fund, to support school breakfast programs and other similar initiatives;

WHEREAS a procedure for giving access to the funds to schools was defined by the School Board with respect to Mr. Strickland's will;

WHEREAS to respect Mr. Strickland's wishes, the distribution procedure will advantage students attending Lennoxville Elementary School;

WHEREAS, in order to maintain for a longer period of time the support to schools, a capital of \$150 000 will be invested and only the interest will be distributed annually to schools;

IT WAS MOVED BY Commissioner G. Barnett to accept this donation, to create this fund and to contribute, as explained above to the school breakfast programs and other similar initiatives, in order to support student learning by providing funds for nutritious meals for students in need.

Carried unanimously

8. REPORTS

8.1 DIRECTOR GENERAL'S REPORT

The Director General presented verbally a written report in which the following items were highlighted:

- Welcome to a new school year

A copy of the Director General's report is attached to and forms a part of the official copy of the Minutes.

8.2 REPORT FROM THE CHAIR

The Chairman presented verbally a written report in which the following items were highlighted:

- Welcome to a new school year
- Thank you to the personnel for numerous previous accomplishments

A copy of the Chairman's report is attached to and forms a part of the official copy of the Minutes.

9. ADVISORY COMMITTEE'S REPORTS

9.1 Executive Committee

The Chair of the Executive Committee, Commissioner M. Murray, presented the topics that were discussed at tonight's Executive meeting:

- Start-up for the new school year
- Administrative appointments
- Staffing Plan

9.2 Governance and Ethics

9.2.1 Director General's Presentation

The Director General presented the new appointments for this new school year.

He also mentioned that he participated in the *Petite Boucle du Grand Défi Pierre Lavoie*. Sherbrooke Elementary School, who also participated in the Energy Cube Challenge of the *Défi Pierre Lavoie*, was the school that Mr. Provencher represented and fundraised for. He raised \$950 and was proud to give this money to Sherbrooke Elementary School for new physical education equipment.

The Director General also explained the team building activity that was organized for managers on Thursday August 17. The current context of the organization was also presented.

Commissioner G. Barnett mentioned that the Governance and Ethics committee will hold their first meeting of the year on September 12, 2017.

9.3 Audit Advisory Committee

The Chair of the Audit Advisory Committee, Commissioner J. Humenuik, mentioned that there was nothing to report as there was no meeting.

She also indicated that the next Audit Advisory Committee meeting is scheduled for September 19th.

9.3.1 Finance

The Chair of the Audit Advisory Committee presented the following resolutions:

9.3.1.1 Signing Officers for Schools/Centres

Resolution No. ETSB17-08-09

Signing Officers for Schools/Centres

WHEREAS the CIBC Bank requires the names of representatives authorized to sign banking documents on behalf of ETSB schools, including: Mansonville Elementary School;

WHEREAS new Principal assignments have changed the names of representatives in this school;

IT WAS MOVED BY Commissioner D. Brodie that the following individual be authorized to sign banking documents on behalf of their respective school as of August 22nd, 2017:

Mansonville Elementary

David Scott (Add)
Catherine Canzani (Remove)

Carried unanimously

9.3.1.2 Signing Officers for Schools/Centres**Resolution No. ESTB17-08-10****Signing Officers for Schools/Centres**

WHEREAS the Eastern Townships School Board (“ETSB”) appointed the National Bank to provide banking services;

WHEREAS the accepted bid received from the National Bank also includes banking services for ETSB schools and centres;

WHEREAS the National Bank requires the names of representatives authorized to sign banking documents on behalf of ETSB schools and centres;

WHEREAS new Principal assignments have changed the names of representatives at Massey Vanier High School and Centre Brome-Missisquoi Adult Education;

IT WAS MOVED BY Commissioner J. Humenuik that the following individuals be authorized to sign banking documents on behalf of their respective schools:

Massey Vanier High School	Diane Vokey (add) Petra Bardon-Stroebele (remove)
Centre Brome-Missisquoi – Adult	Pierre Morin (add) Danielle Faubert (add) Philippe Conn (remove)

Carried unanimously

9.3.1.3 Change of banking institution and signing officers for St. Francis Elementary School**Resolution No. ETSB17-08-11****Change of banking institution and signing officers for St. Francis Elementary School**

WHEREAS St-Francis currently has a bank account at the Richmond National Bank branch;

WHEREAS the school Principal has been informed of the closure of the Richmond National bank branch;

WHEREAS the next closest National Bank branch is located in Windsor;

WHEREAS the school has requested to move its bank account to the CIBC, located in Richmond;

WHEREAS the CIBC requires the names of representatives authorized to sign banking documents on behalf of the ETSB for St-Francis Elementary School;

IT WAS MOVED BY Commissioner G. Holliday that the banking services for St-Francis Elementary School be transferred from the National Bank to the CIBC,

IT WAS FURTHER MOVED that the following individuals be authorized to sign banking documents on behalf of their respective schools:

St-Francis Elementary School Louise Goodfellow (Retchless)
 Patricia Kendall

Carried unanimously

9.3.2 Building and Grounds

9.3.2.1 Request to the Ministère de l'Éducation et de l'Enseignement supérieur (MEES) for Additional Space at Drummondville Elementary School

Resolution No. ETSB17-08-13

Request to the Ministère de l'Éducation et de l'Enseignement supérieur (MEES) for Additional Space at Drummondville Elementary School

WHEREAS the Eastern Townships School Board has the obligation to offer its students the appropriate and adequate space for learning;

WHEREAS the regions served by Drummondville Elementary School face an important economic and demographic growth;

WHEREAS it has been necessary to rent temporary space in order to accommodate the current student population of Drummondville Elementary School;

WHEREAS according to MEES criteria and student enrollment projections for 2017 to 2022, there is a need for additional space at Drummondville Elementary School;

WHEREAS the student capacity analysis for the Drummondville Elementary School building validates the need for additional space, in order to adequately serve the student population of Drummondville Elementary School;

WHEREAS the need for additional space warrants the construction of a new school or major expansion of the existing school in order to adequately serve the student population of Drummondville Elementary School;

WHEREAS the Eastern Townships School Board must submit requests for additional space in the program *Plan quinquennal des infrastructures 2018-2028* before the end of the current school year;

IT WAS MOVED BY Commissioner A. McCrory that the Eastern Townships School Board must forward a request to MEES in the program *Plan quinquennal des infrastructures 2018-2028* for the construction of a new school or the expansion of the existing school in Drummondville;

IT WAS FURTHER MOVED that the Director General be authorized to sign all associated documents and that in his absence, the Director of Financial Services and the Director of Operations can also sign.

Carried unanimously

9.3.2.2 CLSC Stanstead Leasing Agreement Renewal

Resolution No. ETSB17-08-14

CLSC Stanstead - Leasing Agreement Renewal

WHEREAS the *Centre Intégré Universitaire de Santé et de Services Sociaux de l'Estrie – Centre hospitalier universitaire de Sherbrooke (CIUSSS de l'Estrie - CHUS)* had a lease agreement with the Eastern Townships School Board (ETSB) since June 1, 1997, for the CLSC - Stanstead ;

WHEREAS the lease agreement expired on May 31, 2007 and has been renewed on an annual basis since May 31, 2007;

WHEREAS the ETSB and the *CIUSSS de l'Estrie – CHUS* have agreed on a new three-year lease agreement starting October 1, 2017 and ending on September 30, 2020;

WHEREAS this new lease agreement contains an annual renewal clause following September 30, 2020;

WHEREAS the lease agreement negotiated is deemed acceptable in terms of pricing for the Eastern Townships School Board and the other conditions are also acceptable;

WHEREAS the amount of the lease for the first year is slightly greater than \$56,000, with indexation clauses;

IT WAS MOVED BY Commissioner C. Beaubien to authorize the signature of the lease agreement between the ETSB and the *CIUSSS de l'Estrie - CHUS* regarding the CLSC - Stanstead. **IT WAS FURTHER MOVED** that the Director General be authorized to sign all associated documentation and that in his absence, the Director of Operations may also sign.

Carried unanimously

9.3.2.3 CLSC Stanstead – Maintenance Contract

Resolution No. ETSB17-08-15

CLSC Stanstead – Maintenance Contract

WHEREAS the Eastern Townships School Board intends to sign a 3 year lease with the *Centre Intégré Universitaire de Santé et de Services Sociaux de l'Estrie – Centre hospitalier universitaire de Sherbrooke (CIUSSS de l'Estrie - CHUS)* for the CLSC - Stanstead;

WHEREAS the ETSB needs to contract the maintenance of the CLSC premises in Stanstead;

WHEREAS the *CIUSSS de l'Estrie* will assume all costs of the maintenance contract and will be responsible for the supervision of the maintenance services for its premises;

WHEREAS the hiring of the caretaker will be done in the form of a three-year contract, including a termination clause with 90 days' notice;

WHEREAS the total cost of the maintenance, for the three-year contract, is \$52,545;

IT WAS MOVED BY Commissioner C. Beaubien to authorize the signature of the maintenance contract. **IT WAS FURTHER MOVED** that the Director General be authorized to sign all associated documentation and that in his absence, the Director of Operations may also sign.

Carried unanimously

9.3.2.4 Delegation to the Director General or the Director of Operations certain functions of the Council of Commissioners

Resolution No. ETSB17-08-16

Delegation to the Director General or the Director of Operations certain functions of the Council of Commissioners

WHEREAS the Eastern Townships School Board (ETSB) is in the process of planning and working towards increased energy efficiency and reducing its dependency on fossil fuels for its buildings and infra-structure, thereby reducing its carbon footprint;

WHEREAS the ETSB would like to take advantage of the *ministère de l'Éducation et de l'Enseignement supérieur (MEES)* program (*Mesure 50643*) for school boards to make their establishments eco-responsible;

WHEREAS to facilitate the planning process to meet the above objectives, certain functions of the Council of Commissioners as provided in the Act respecting contracting by public bodies and the regulations made thereunder, need to be delegated to the Director General and/or the Director of Operations;

WHEREAS this delegation of functions is intended to confer exclusive and full jurisdiction over all requests for the subject of the delegation, as mentioned above, and extends to any act deriving from that competence or which is useful for its implementation;

WHEREAS the Council of Commissioners shall delegate to the Director General or the Director of Operations the duties to be performed by the “officer of the organization” under section 17 of the Act respecting contracting by public bodies;

WHEREAS the delegated authority to make a decision or to perform an act also includes the power not to do so, to do so in part, or to annul the decision or action taken, if any;

WHEREAS the functions delegated by this resolution shall be exercised within the framework of the laws, regulations, budgetary rules, policies and collective agreements in force;

WHEREAS the Council of Commissioners retains control and may request the Director General or the Director of Operations to report on the performance of the duties delegated to him by this regulation;

WHEREAS the Council of Commissioners may revise, cancel or recall, in whole or in part, the functions delegated in this resolution or revoke this resolution;

IT WAS MOVED BY Commissioner J. Humenuik that this resolution shall become effective on the day of publication of the public notice for its adoption, in accordance with the provisions of article 349 of the Education Act, and shall remain effective until September 30, 2018. It was further moved that any documentation pertaining to Sutton Elementary School previously signed is accorded this same delegation of functions retroactively.

Carried unanimously

9.3.2.5 Transportation Contracts for the Western Sector

Resolution No. ETSB17-08-17

Transportation Contracts for the Western Sector

WHEREAS the Val-des-Cerfs School Board and the Eastern Townships School Board jointly entered into negotiations with the transportation contractors for the western sector;

WHEREAS the contract negotiated is for a five-year period and is deemed acceptable in terms of the financial limitations for the Eastern Townships School Board and the other conditions are also acceptable;

WHEREAS the Val-des-Cerfs School Board has adopted a resolution in order to sign the five-year contracts with the western sector transportation contractors, in compliance with the Val-des-Cerfs School Board and the Eastern Townships School Board agreement;

WHEREAS the five year contracts to be signed are in compliance with the budgetary rules received from the *Ministère de l'Éducation et de l'Enseignement supérieur (MEES)*;

WHEREAS the total commitment of all contracts to sign with the western sector transportation contractors, according to the agreement, reached the sum of \$3,071,232.05 for the 1st year (excluding taxes, rebates and any necessary adjustments needed according to the contract)

IT WAS MOVED BY Commissioner G. Holliday to approve the five-year contracts with the western sector transportation contractors, in compliance with the Val-des-Cerfs School Board and the Eastern Townships School Board agreement;

IT WAS FURTHER MOVED BY Commissioner G. Holliday that the Director General be authorized to sign the contracts and all associated documentation and that in his absence, the Director of Operations may also sign.

Carried unanimously

9.4 Educational Advisory Committee

The Director of Pedagogical Services presented the following resolution:

9.4.1 Membership to the Conseil Sport Loisir de l'Estrie

Resolution No. ETSB17-08-18

Membership to the Conseil Sport Loisir de l'Estrie

WHEREAS some of our schools, via their healthy school approach, would like to work with a representative of the *Conseil Sport Loisir de l'Estrie*;

WHEREAS only high schools or school boards can be members of the *Conseil Sport Loisir de l'Estrie*;

WHEREAS to become a member, a school board must present a resolution from its council of commissioners;

WHEREAS the annual membership fees for the year 2017-2018 are \$120.00;

WHEREAS this amount will be paid for by the Pedagogical Services department;

IT WAS MOVED BY Commissioner P. Laberge that the Eastern Townships School Board renew its membership with the *Conseil Sport Loisir de l'Estrie* for the year 2017-2018 in order to allow our schools to benefit from their services.

Carried unanimously

She also indicated that the next Educational Advisory Committee meeting is scheduled on September 5, 2017.

9.5 Communications Advisory Committee

The Chair of the Communications Advisory Committee, D. Brodie, mentioned that there was nothing to report as there was no meeting.

He also indicated that the next Communications Advisory Committee meeting is scheduled on September 21, 2017.

9.6 Human Resources Advisory Committee

The Chair of the Human Resources Advisory Committee, F. MacGregor, mentioned that there was nothing to report as there was no meeting.

The Chair also indicated that the next Human Resources Advisory Committee meeting is scheduled on October 10, 2017.

9.7 Transportation Advisory Committee

The Chair of the Transportation Advisory Committee, Commissioner G. Holliday, mentioned that there was nothing to report as there was no meeting.

The Chair also indicated that the next meeting is tentatively scheduled on October 10, 2017.

9.8 Special Education Advisory Committee

The Chair of the Special Education Advisory Committee, Parent Commissioner Cindy Véronneau, mentioned that there was nothing to report as there was no meeting.

The Chair also indicated that the next meeting is scheduled in September.

10. PARENTS' COMMITTEE

The Chair of the Parents' Committee, Parent Commissioner P. Laberge, mentioned that there was nothing to report as there was no meeting.

The Chair also indicated that the next Parents' Committee meeting is scheduled on October 11, 2017.

11. STUDENT ADVISORY COMMITTEE

Commissioner J. Humenuik, representing the Student Advisory Committee, mentioned that there was nothing to report as there was no meeting.

The Chair also indicated that the next Student Advisory Committee meeting is not scheduled yet.

12. QUEBEC ENGLISH SCHOOL BOARDS ASSOCIATION REPORT (QESBA)

The Executive Director's position has not been filled yet.

The President of QESBA also proposed to spend \$ 66 000 in order to provide the organization with support from a specialized firm for elaborating a new strategic plan. As a member of the Board of Directors of QESBA, Mr. Murray expressed his opposition to this expense. The Annual General Meeting will be held later in October.

13. S.O.F.I.E. REPORT

Commissioner J. Humenuik mentioned that there was nothing to report as there was no meeting.

She also mentioned that the next SOFIE meeting is not scheduled yet.

14. COMMISSIONER'S COMMENTS AND QUESTIONS

Commissioner P. Laberge announced that Sherbrooke Elementary School will hold their General Annual Meeting on August 28, 2017 at 5:00 p.m.

Mr. Provencher, the Director General, was invited to present the amount of money that was raised at the *Petite Boucle du Grand Défi Pierre Lavoie*.

The Chairman explained to the members of the Council of Commissioners that he had brought up the issue of Québec Acceptance Certificates (CAQ) with the Ministry of Immigration and the Ministry of Education in order to facilitate the process for our international students. Due to a change in procedures, CAQs were now being issued with longer delays. Our MNA, Mr. Reid, was also informed about the situation.

15. CORRESPONDENCE

The Secretary General mentioned that a correspondence was received from the *Ministre responsable de l'Enseignement supérieur*, Ms. Hélène David.

In response to Mme David's invitation to propose the candidacy of someone from the Eastern Townships School Board for becoming a member of the *Conseil d'administration of the Cégep Granby Haute-Yamaska*, **IT WAS MOVED BY** Commissioner Joy Humenuik to endorse the candidacy of the Director General, Christian Provencher, for becoming a member of the *Conseil d'administration of the Cégep Granby Haute-Yamaska*.

16. QUESTION PERIOD

Matthew McCully

Mr. McCully requested if he could inform the Council of an upcoming event, namely the *Musiécole's* next concert to be held on September 30, 2017 at Centennial Theater. The monies raised this year will be donated to the United in Music committee. Tickets are already on sale.

17. VARIA

N/A

18. ADJOURNMENT

There being no further business, the meeting was adjourned on a motion by Commissioner A. McCrory at 8:55 p.m.

Éric Campbell
Secretary General

Michael Murray
Chairman

/EC
2017-08-23