

EASTERN TOWNSHIPS SCHOOL BOARD

COUNCIL OF COMMISSIONERS

TUESDAY, AUGUST 28, 2018 – 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	Absent
Claire Beaubien	P	Paul Laberge	Absent
Daniel Brodie	P	Cindy Véronneau	GH
Richard Gagnon	P	Kenneth Waterhouse	Absent
Gary Holliday	P		
Joy Humenuik, <i>Vice-Chairman</i>	P	DC	
Mary-Ellen Kirby	P	Secretary General, Éric Campbell	P
Frank MacGregor	Absent	Director General, Kandy Mackey	Absent
Alice McCrory	P	Assistant Director General and Director of Continuing Education, Michel Soucy	P
Jonathan Murray	P	Director of Human Resources, Jeffrey Pauw	P
Michael Murray, <i>Chairman</i>	P	Director of Financial Services, Sophie Leduc	P
Tina Pezzi-Bilodeau	GH	Director of Instructional Technology and Pedagogical Services, Eva Lettner	P
		Director of Complementary Services, Gail Kelso	P

OBSERVERS

Sharon Priest, Communications Consultant

PUBLIC

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

Matthew McCully, the Record

Mike Pezzi, parent

1. CALL THE MEETING TO ORDER

The Chairman called the meeting to order at 7:19 p.m.

2. QUORUM AND ADOPTION OF THE AGENDA

QUORUM WAS ESTABLISHED AND IT WAS MOVED BY Commissioner G. Holliday to adopt the Agenda of August 28, 2018 with the following addition:

9.3.1.3 Signing Officers for Schools/Centres

Carried unanimously

3. APPROVAL OF THE MINUTES OF THE MEETING OF JUNE 26, 2018

Resolution No. ETSB18-08-01

Approval of the Minutes of the Meeting of June 26, 2018

WHEREAS a copy of the Minutes of the meeting of June 26, 2018 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 26, 2018 as deposited.

Carried unanimously

4. QUESTION PERIOD

M. Pezzi

Q: As a parent, should I pay my taxes to the Anglophone school board or the Francophone school board if I consider that the ETSB is not taking care of the security of students on transportation?

M. Murray

A: *As a parent, you must pay your taxes to the school board where your children are registered.*

M. Pezzi

Q: At the last meeting in May I brought up the issue of bus drivers who are unilingual French and cannot address students in English. Is this not a safety issue?

M. Murray

A: *We are unaware of any widespread problem with bus drivers not being able to speak with students. When we are hiring drivers we take into consideration whether or not they are bilingual, but must ensure first and for most that they have the experience and skills as a bus driver.*

M. Pezzi

Q: It was reported at the May meeting in the resolution concerning my son's transportation, that a letter would be sent to the municipality. I spoke with someone from the town and no letter has been received, why?

M. Soucy

A: *I can assure you that a letter has been sent to the mayor. I have been in contact with him recently and he has received the letter. It could be that the letter has not been shared with the individual you were speaking to.*

M. Pezzi

Q: In the resolution concerning my son's transportation, there is reference to a cycle lane, but there is no cycle lane on this road only a shoulder. Why was there a cycle lane in the resolution and are you aware that the shoulder is in bad shape?

M. Soucy

*Yes, the correct term is a shoulder and not cycle lane. We are not responsible for **the** condition of the road or the shoulder.*

M. Murray invited M. Pezzi to contact the Commissioner of his area in order to voice his concerns.

5. **RECOGNITION OF EXCELLENCE**

There was no Recognition of Excellence.

6. **BUSINESS ARISING**

There was no business arising.

7. **NEW BUSINESS**

7.1 **Delegation of Powers to the Assistant Director General by the Council of Commissioners**

Resolution No. ETSB18-08-02

Delegation of Powers to the Assistant Director General by the Council of Commissioners

WHEREAS the By-Law B006 defines the Delegation of Authority to the Director General by the Council of Commissioners;

WHEREAS according to the EDUCATION ACT - Article 203, the Assistant Director General shall assist the Director General in the exercise of his/her functions and powers;

WHEREAS according to the EDUCATION ACT - Article 203, the Assistant Director General, shall exercise the functions and powers of the Director General if he/she is absent or unable to act;

IT WAS MOVED BY Commissioner J. Humenuik that the Assistant Director General shall exercise the functions and powers of the Director General if he/she is absent or unable to act.

Carried unanimously

7.2 Appointment of Centre Director 100% of New Horizons Adult Education Centre

Resolution No. ESTB18-08-03

Appointment of Centre Director 100% of New Horizons Adult Education Centre

WHEREAS the position of Centre Director of the New Horizons Adult Education has been vacated with the resignation of Ms. Caroline Grégoire;

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

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

IT WAS MOVED BY Commissioner G. Holliday that the Council of Commissioners appoint Steven Dunn, Centre Director of the New Horizons Adult Education effective August 13, 2018.

Carried unanimously

7.3 Appointment of Techno-Pedagogical Coordinator - Information Technology

Resolution No. ETSB18-08-04

Appointment of Techno-Pedagogical Coordinator - Information Technology

WHEREAS the position of Techno-Pedagogical Coordinator has been vacated by the resignation of Mr. Luc Grandchamp;

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

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

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

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

IT WAS MOVED BY Commissioner C. Beaubien that the Council of Commissioners appoint Stephane Hamel, Techno-Pedagogical Coordinator effective August 29, 2018.

Carried unanimously

7.4 Appointment of Vice-Principal 100 % - Alexander Galt Regional High School

Resolution No ETSB18-08-05

Appointment of Vice-Principal 100 % - Alexander Galt Regional High School

WHEREAS the position of Vice-Principal at AGRHS has been temporarily filled since two (2) years;

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

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

IT WAS MOVED BY Commissioner G. Barnett that the Council of Commissioners appoint Mark Warnholtz, Vice-Principal of Alexander Galt Regional High School effective August 13, 2018.

Carried unanimously

7.5 Appointment of Vice-Principal 50% - Massey-Vanier High School

Resolution No. ETSB18-08-06

Appointment of Vice-Principal 50% - Massey-Vanier High School

WHEREAS the position of Vice-Principal 50% of MVHS has become vacant with the transfer of David Scott to Mansonville Elementary School;

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

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

IT WAS MOVED BY Commissioner R. Gagnon that the Council of Commissioners appoint Tania Journeau, Vice-Principal of Massey-Vanier High School effective August 13, 2018.

Carried unanimously

7.6 Appointment of a Regional Information Security Officer (RSI)

Resolution No. ETSB18-08-07

Appointment of a Regional Information Security Officer (RSI)

WHEREAS, on June 19th, Mr. Donald Landry was appointed as the Regional Information Officer (RSI) for the *Commission scolaire de la Région-de-Sherbrooke (CC 2018-2524)*, in accordance with the *Loi renforçant la gouvernance et la gestion des ressources informationnelles des organismes publics et des entreprises du gouvernement*;

WHEREAS, in accordance with the law, it is possible that a RSI may be appointed and act for more than one organisation;

WHEREAS, the other school boards in Estrie approached the *Commission scolaire de la Région-de-Sherbrooke* and proposed that there be only one RSI for Estrie, which the MEES encourages;

WHEREAS, for the implementation of the new technology information security measures related to the RSI and the *Coordonnateur sectoriel de la gestion des incidents (CSGI)*, a sum of \$13,890 will be allocated to each school board, regardless of size:

IT WAS PROPOSED BY J. MURRAY, AND RESOLVED:

TO APPOINT Mr. Donald Landry, RSI for the *des Sommets, des Hauts-Cantons*, and the Eastern Townships School Boards for a period of one year beginning August 22nd, 2018;

THAT an amount of \$10,000 be charged to each School Board for the fulfillment of this mandate;

THAT a review be conducted after one year in order to assess the implications of this appointment and the related financial arrangements.

Carried unanimously

7.7 Composition of the Sutton School Governing Board for the Year 2018-2019

Resolution No. ETSB18-08-08

Composition of the Sutton School Governing Board for the Year 2018-2019

WHEREAS Sutton School was not able, for the 2017-2018 school year, to find the number of parents required for the composition of its governing board;

WHEREAS according to section 43 of the *Education Act*, the school board shall determine the number of parent representatives and staff representatives on the governing board after consulting with each group concerned;

WHEREAS section 44 of the *Education Act* states that : Where fewer than 60 students are enrolled in a school, the school board may, after consulting with the parents of the students

attending the school and with the school staff, vary the rules governing the composition of the governing board provided in the second paragraph of section 42.

WHEREAS section 44 of the *Education Act* also states that the total number of seats for staff representatives must be equal to the total number of seats for parents' representatives.

WHEREAS the number of students enrolled at Sutton School for the past years was below 60 and still is;

WHEREAS the Council of Commissioners received a request from the Principal and the Chair of the Governing Board of Sutton School that the number of parents for the governing board be changed from 5 to 3 starting in 2018-2019 school year;

IT WAS MOVED BY R. Gagnon to approve the changes in the composition of Sutton School's Governing Board to 3 parents and 3 staff representatives.

Carried unanimously

7.8 Insurance Coverage – 2018-2019

Resolution No. ETSB18-08-09

Insurance Coverage – 2018-2019

WHEREAS it was moved on April 24, 2018 to authorize the Eastern Townships School Board (ETSB) to participate to the renewal of the consolidated purchasing of general insurance contract with school boards from the *Montérégie-Estrie* (Resolution no. ETSB18-04-97);

WHEREAS it was further moved to mandate the firm *GT&A Gestion de risques inc. and Les Consultants d'Assurance Adelson et Associés inc.* to represent the ETSB in all the necessary phases for the renewal of the general insurance contract for the 2018-2019 school year, by mutual agreement or by a call for tenders, in accordance with the method to be used;

WHEREAS it was further moved in the event that a consolidated call for tenders was the chosen option, to mandate the *Commission scolaire de la Région-de-Sherbrooke* to conduct a public call for tenders in accordance with the procedures and policies in effect at that school board;

WHEREAS after reviewing the renewal options, the assigned professional firm and the *Montérégie-Estrie* school boards group has decided to contract by mutual agreement with the company *BFL Canada risques et assurances inc.*;

WHEREAS the bid for the Eastern Townships School Board represents the amount of \$53,148.40 (including taxes);

IT WAS MOVED BY Commissioner D. Brodie that the firm *BFL Canada risques et assurances inc.* be awarded the contract for the year 2018-2019; **IT WAS FURTHER MOVED** that the Director General be authorized to sign all associated documentation and that in the absence of the Director General, the Assistant Director General can also sign.

Carried unanimously

8. REPORTS

8.1 DIRECTOR GENERAL'S REPORT

There was no Director General's report.

M. Murray read a statement from Ms. Mackey. Ms. Mackey thanks everyone for the great support provided to her personally as well as to her family.

8.2 REPORT FROM THE CHAIR

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

- Exciting beginning for the new school year
- Attended welcome back BBQ's at Drummondville and ADS elementary schools. Found the activity an excellent way to greet parents and welcome students back to school.
- Technology is taken for granted by and is part of students' lives. Keeping up with the pace at which things are changing can leave us all breathless. We need to adapt to the students we have rather than adapting the students to us.
- Wished everyone a great start to the new year.

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:

- Staffing
- Discussions about the resolutions presented tonight.

9.2 Governance and Ethics Committee

The Chair of the Governance and Ethics Committee, Commissioner G. Barnett, mentioned that there was nothing to report as there had not been a meeting.

He also indicated that the next Governance and Ethics Committee meeting is scheduled for September 4, 2018.

9.3 Audit Advisory Committee

The Chair of the Audit Advisory Committee, Commissioner J. Humenuik, mentioned that there was nothing to report as there had not been a meeting.

She also indicated that the next Audit Advisory Committee meeting is scheduled for October 16, 2018.

9.3.1 Finance

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

9.3.1.1 Signing Officers for Schools/Centres

Resolution No. ETSB18-08-10 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 in centres;

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

Centre Brome-Missisquoi – Adult Education	Pierre Morin (remove)
New Horizons Adult Education Centre	Steven Dunn (add) Caroline Grégoire (remove)

Carried unanimously

9.3.1.2 Appointment of Signing Officers

Resolution No. ETSB18-08-11 Appointment of Signing Officers

WHEREAS the names of representatives authorized to sign banking documents on behalf of the Eastern Townships School Board have changed;

IT WAS MOVED BY Commissioner D. Brodie that, effective August 28, 2018, only the individuals listed below be authorized to sign, on behalf of the Eastern Townships School Board, all banking documents required by the National Bank of Canada;

IT WAS FURTHER MOVED that the previous resolution, approved on November 11, 2017 (Resolution #ETSB17-11-59), appointing signing officers, be rendered null and void;

The Chairman of the Council of Commissioners:	Michael Murray
or	
The Vice-Chairman of the Council of Commissioners:	Joy Humenuik
and	
The Director General:	Kandy Mackey
or	
The Assistant Director General	Michel Soucy
or	
The Director of Financial Services:	Sophie Leduc

Carried unanimously

9.3.1.3 Signing Officers for Schools/ Centres

Resolution No. ETSB18-08-12

Signing Officers for Schools/Centres

WHEREAS the *CIBC* requires the names of representatives authorized to sign banking documents on behalf of ETSB Mansonville Elementary School;

WHEREAS new principal assignments have changed the name of representative in this school;

IT WAS MOVED BY Commissioner J. Humenuik that the following individual be authorized to sign banking documents on behalf of her school:

Mansonville Elementary School	Fanny Boulais (add)
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Carried unanimously

9.3.2 Building and Grounds

9.3.2.1 Naming of new St. Francis Playground

Resolution No. ETSB18-08-13

Naming of new St. Francis Playground

WHEREAS the playground at St. Francis has undergone an extensive renovation, which is near completion and therefore ready to be inaugurated;

WHEREAS the members of the St. Francis Elementary School Governing Board have put forth a request accompanied by a resolution, to name the new playground;

WHEREAS the *Procedure for the naming of facilities or locations within the school board*, was followed for the selection and nomination of an individual for the new playground;

WHEREAS this individual meets the criteria set out in the *Procedure for the naming of facilities or locations within the school board* when a living individual is selected;

WHEREAS the individual has a close and extensive association with the school, having attended it as a student and has worked for the school board and the school for over 40 years;

WHEREAS this nomination is strongly supported by the school, its staff, parents and its community;

IT WAS MOVED BY T. Bilodeau that the St. Francis Elementary School playground, be named after Mr. Peter Taylor and that the official name be Parc école PETER TAYLOR Playground.

Carried unanimously

9.3.2.2 Sunnyside Elementary School – Urgent Major Basement Restauration

Resolution No. ETSB18-08-14

Sunnyside Elementary School – Urgent Major Basement Restauration

WHEREAS the Eastern Townships School Board (ETSB) dedicated a budget of \$100,000 for the project stated above, under the program *RTA - Réfection et transformation des actifs*;

WHEREAS this resolution is presented on a budgetary basis in the amount of \$100,000, in order to ensure that money will be reserved for any extra expense that might occur during the work;

WHEREAS the urgency of this situation, a contract has been granted by mutual agreement with the company *Phoenix intervention après sinistre*;

WHEREAS the contract will be granted in respect of the budget dedicated by the ETSB for this project (contract, professional fees & taxes included) and the ETSB's purchase policy and government requirements (laws, policies, rules, etc...);

IT WAS MOVED BY Commissioner C. Beaubien to proceed, in conformity with the authorization by the *Ministère de l'Éducation et de l'Enseignement supérieur (MÉES)* and the ETSB's purchase policy and government requirements, for the project stated above; **IT WAS FURTHER MOVED** that the Director General be authorized to sign all associated documentation and that in the absence of the Director General, the Assistant Director General can also sign.

Carried unanimously

9.4 Educational Advisory Committee

The Director of Instructional Technology and Pedagogical Services, E. Lettner, mentioned that there was nothing to report as there had not been a meeting.

She also indicated that the next Educational Advisory Committee meeting is scheduled on October 9, 2018.

9.5 Communications Advisory Committee

The Chair of the Communications Advisory Committee, D. Brodie, mentioned that there was nothing to report as there had not been a meeting.

He also indicated that the next Communications Advisory Committee meeting is scheduled on September 18, 2018.

9.6 Human Resources Advisory Committee

The Chair of the Human Resources Advisory Committee, C. Beaubien, mentioned that there was nothing to report as there had not been a meeting.

The Chair also indicated that the next Human Resources Advisory Committee meeting is scheduled on September 11, 2018.

9.7 Transportation Advisory Committee

The Chair of the Transportation Advisory Committee, Commissioner G. Holliday, mentioned that there was nothing to report as there had not been a meeting.

The Chair also indicated that the next Transportation Advisory Committee meeting is scheduled on November 20, 2018.

9.7.1 Demande d'aide financière pour l'acquisition d'un autobus scolaire électrique**Resolution No. ETSB18-08-15****Demande d'aide financière pour l'acquisition d'un autobus scolaire électrique**

IL EST PROPOSÉ PAR G. Holliday que Bruce Banfill, coordonnateur du transport étudiant, soumette au ministère des Transports, de la Mobilité durable et de l'Électrification des transports, au nom de notre organisme, une demande d'aide financière dans le cadre du Programme de soutien au déploiement des autobus scolaires électriques au Québec,

ET

que Bruce Banfill, coordonnateur du transport étudiant, soit autorisé à signer, pour et au nom de la Commission scolaire Eastern Townships le formulaire « Demande d'aide financière pour l'acquisition d'un autobus scolaire électrique ».

Carried unanimously

9.7.2 Eastern Townships School Board – Transportation Service Agreement with the Collège Sacré-Coeur Association Coopérative (CSCAC)**Resolution No. ETSB18-08-16****Eastern Townships School Board – Transportation Service Agreement with the Collège Sacré-Coeur Association Coopérative (CSCAC)**

WHEREAS the Eastern Townships School Board (ETSB) owns and operates its own fleet of school buses;

WHEREAS the CSCAC made a request to the ETSB to provide transportation services for its students outside of the basin of the *Commission scolaire de la Région-de-Sherbrooke* ;

WHEREAS the *ministère de l'Éducation et de l'Enseignement supérieur* (MEES) encourages school boards to collaborate where possible to be cost efficient;

WHEREAS after analyzing the current school transportation routes, the ETSB estimates that adequate space is available and that it can provide transportation services for the CSCAC students without incurring any further investment;

WHEREAS the ETSB will propose a one (1) year agreement for the 2018-2019 school year, that is renewable on a yearly basis to a maximum of two (2) times, where both parties may end the agreement with a six (6) month notice as of January 1;

WHEREAS for the 2018-2019 school year, the fees to be charged to the CSCAC will be based on existing transportation service agreements already in place and, that for subsequent years the agreement will be reopened and fees to be charged will be revised based on the experience of the first year;

IT WAS MOVED BY Commissioner G. Holliday that the ETSB & *Collège Sacré-Coeur Association Coopérative* (CSCAC) conclude a transportation service agreement; **IT WAS FURTHER MOVED** that the Director General be authorized to sign all associated documentation and that in the absence of the Director General, the Director of Operations can also sign.

Carried unanimously

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 had not been a meeting.

The Chair also indicated that the next meeting is scheduled on September 12, 2018.

10. PARENTS' COMMITTEE

No representative of the Parents' Committee attended the meeting.

The first 2018-2019 Parents' Committee meeting will take place on October 10, 2018.

11. STUDENT ADVISORY COMMITTEE

Commissioner J. Humenuik, representing the Student Advisory Committee, mentioned that there was nothing to report as there had not been a meeting.

The Chair also indicated that the next Student Advisory Committee meeting is scheduled on September 27, 2018.

12. QUEBEC ENGLISH SCHOOL BOARDS ASSOCIATION REPORT (QESBA)

The Chairman, Mr. Murray, mentioned that the President of QESBA resigned from her position in order to run as a candidate for the provincial elections. The Vice-President, Dan Lamoureux, is now taking over as Acting President.

The Association is still without an Executive Director.

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

Commissioner J. Humenuik mentioned that there was nothing to report as there had not been a meeting.

She also mentioned that the next SOFIE meeting is scheduled on September 14, 2018.

14. COMMISSIONER'S COMMENTS AND QUESTIONS

Commissioner G. Barnett attended the Alexander Galt Regional High School Prom last June.

Commissioner M. Kirby mentioned that the Living School Project at Cookshire Elementary School is flourishing and is still moving ahead.

Commissioner A. McCrory mentioned that the Operation Backpack is still going on at Waterloo Elementary School.

Commissioner C. Beaubien commented on the new playground equipment that has been installed at Ayer's Cliff Elementary due to the hard work of many parents at the school. She also commented on the pamphlet that was in the tax bills this year and wanted to congratulate those responsible for its development.

15. CORRESPONDENCE

M. Murray mentioned that the Commissioners received a thank-you letter from Ashley Saint-Amour for the Commissioners' bursary she received.

16. QUESTION PERIOD

M. Seline

Q: Are there any specific norms for the number of vice-principals in schools?

M. Murray

A: There are no hard and fast rules and it is left up to each school board to decide and determine what is needed.

M. Pezzi

Q: Are you aware that parents are reluctant to join the Governing Boards?

M. Murray

A: There can be a number of reasons why parents choose not to sit on Governing Boards. Lack of time in today's busy world and having many other responsibilities. We are fortunate to have many dedicated parents that are extremely committed to their child's school and support and get involved in various capacities outside of and over and above governing boards.

M. Pezzi

Q: How is the ETSB's enrolment?

É. Campbell

A: I am pleased to say that our enrolment has been increasing for the last 5 years and that this year alone we have an increase of approximately 100 more students.

17. **VARIA**

N/A

18. **ADJOURNMENT**

There being no further business, the meeting was adjourned on a motion by Commissioner R. Gagnon at 8:30 p.m.

Éric Campbell
Secretary General

Michael Murray
Chairman

/EC
2018-08-29