

EASTERN TOWNSHIPS SCHOOL BOARD

COUNCIL OF COMMISSIONERS

**TUESDAY, MARCH 27, 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	GH
Gary Holliday	P		
Joy Humenuik, <i>Vice-président</i>	Absent	Secretary General, Éric Campbell	P
Mary-Ellen Kirby	P	Director General and Director of Pedagogical Services, Kandy Mackey	P
Frank MacGregor	GH	Assistant Director General and Director of Operations, Michel Soucy	P
Alice McCrory	P	Director of Human Resources, Jeffrey Pauw	P
Jonathan Murray	P	Director of Financial Services, Sophie Leduc	P
Michael Murray, <i>Président</i>	P	Director of Continuing Education, Eva Lettner	P
Tina Pezzi-Bilodeau	GH	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 7:04 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 March 27, 2018 as deposited.

Carried unanimously

3. APPROVAL OF THE MINUTES OF THE MEETING OF FEBRUARY 27, 2018

Resolution No. ETSB18-03-85

Approval of the Minutes of the Meeting of February 27, 2018

WHEREAS a copy of the Minutes of the meeting of February 27, 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 of the meeting held on February 27, 2018 and to approve them as deposited.

Carried unanimously

4. QUESTION PERIOD

Megan Seline

Q: Why are bus services not the same in MVHS basin as they are in RRHS or AGRHS areas?

A: *The Chairman replied that in the AGRHS and RRHS areas we have our own fleet and school bus drivers who work for the ETSB. In the MVHS area, when it was covered by the Bedford School Board, the Board was mandated to fold its own fleet and go with bus contractors. The old ETSB School Board seems to have been able to avoid this.*

Q: Is there a School Board policy or procedure concerning students who want to leave the school grounds especially at the elementary level?

A: *The Chairman replied that this is managed at the local School level, and therefore depends on the school.*

M. Pezzi

Q: Would the Council review the decision by the Transportation Department to designate the road in front of his house as a danger zone, thereby giving his child access to school bus transportation?

A: *The Chairman replied that the Council would take this matter under review.*

Q: Mr. Pezzi further asked why his offer to School Board employees to come and see the road in front of his house, namely Route 249, was declined?

A: The Chairman replied that he did not have a specific answer but that the case would be reviewed.

5. RECOGNITION OF EXCELLENCE

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

- Students and staff at North Hatley Elementary School (NHES) will be cheering on one of their fellow students this May for the Grande finale internationale de la Dictée Paul Gérin-Lajoie. At the regional finals held earlier this month, NHES's Evan Jones impressed the judges and was one of the three students chosen to move ahead and compete along with close to 80 other students from across Canada and the United States at the Grande finale being held in Montreal on May 20th. We would like to congratulate Evan on his moving forward in the completion and wish him good luck at the finals;
- Knowlton Academy students are getting the opportunity to put into practice their healthy eating habits right at school. They not only reap the benefits of the KA Garden Project with fresh produce, but recently generous donors are bringing fresh vegetables to the school for the students, all free of charge! On top of the food donations, community members answered the call to provide 2 refrigerators to keep the donated produce fresh and 2 freezers to store the bounty of the KA garden at harvest time. Needless to say, the students are devouring the veggies! We would like to extend our thanks and appreciation to all the donors who are supporting this initiative. As well as kudos to the KA Garden members, the school cafeteria staff and the whole school community on this wonderful project;
- On Monday March 19th the students at Sherbrooke Elementary School (SES) were treated to some delicious and healthy snacks. On the initiative of SES teachers Ms. Paquin and Ms. Yargeau, 500 fruit salads were given out to the students to promote healthy eating. As well students were able to get their heart rate pumping, on the smoothie bike! Students had to peddle to generate the energy to power a blender attached to a stationary bicycle and once the smoothie was ready they shared it with the fellow students. This day was part of the schools plan for promoting healthy food choices and was funded in part by a grant and the local IGA Fleurimont who made up the difference and donated part of the fruit salads. We would like to thank both Ms. Yargeau and Ms. Paquin on this wonderful initiative as well as the IGA Fleurimont for their generosity. Congratulations to all the students who had fun while practicing healthy eating habits.

6. BUSINESS ARISING

There was no business arising.

7. NEW BUSINESS**7.1 Appointment of Director of Instructional Technology and Pedagogical Services****Resolution No. ETSB18-03-86****Appointment of Director of Instructional Technology and Pedagogical Services**

WHEREAS supporting and improving student success aligns with the continued development of the Eastern Townships School Board's (ETSB) vision;

WHEREAS the needs for support & development for the schools/centres in regards to the instructional technology is in demand;

WHEREAS the position of Director of Instructional Technology and Pedagogical Services entails responsibility for all the programs and activities pertaining to the management of pedagogical services and Information and Technology of the School Board;

WHEREAS the position includes, in particular, responsibility for all the programs and activities pertaining to teaching methods and programs, programs of study as well as measurement and evaluation of student achievement;

WHEREAS the position consists in playing a key role in providing advice and expertise to the Director General and to all the administrators of the School Board to promote the optimal management of educational resources and requires representation of our School Board on local, regional and provincial committees;

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

WHEREAS the new 2017-2018 Amended Administrative Structure for Head Office was presented and approved at the Council of Commissioners held on January 23, 2018;

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 one-year probationary period and performance appraisal process;

IT WAS MOVED BY Commissioner R. Gagnon that the Council of Commissioners appoint Eva Lettner Director of Instructional Technology and Pedagogical Services effective March 28, 2018.

Carried unanimously

7.2 Youth Sector Calendar – School Year 2018-2019

The Director of Human Resources presented the 2018-2019 Youth Sector Calendar.

Resolution No. ETSB18-03-87 Youth Sector Calendar – School Year 2018-2019

IT WAS MOVED BY Commissioner C. Beaubien to approve the 2018-2019 School Year Calendar, as deposited.

Carried unanimously

8. REPORTS

8.1 Director General's Report

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

- ETSB was one the the 5 School Boards across the Province who had shown the most improvement as per the Palmares report;
- Launch of the Estrie 24U program (Concomitance);
- The coming weeks will be dedicated to the Commitement to Success Plan

8.2 Report from the Chair

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

- The tremendous effort deployed for the Drummondville Elementary School (DES) dossier. The ETSB is requesting a new building for DES. The DES situation was covered by many media. Congratulations to Communications for the work done in this matter.

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 plan
- Upload information for commissioners

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 was no meeting.

The Chair of the Governance and Ethics Committee also mentioned that the next Governance and Ethics Committee meeting is scheduled on April 10, 2018.

9.3 Audit Advisory Committee

9.3.1 Finance

The Director of Financial Services, Sophie Leduc presented the following resolutions:

Resolution No. ETSB18-03-88 **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 these schools;

IT WAS MOVED BY Commissioner D. Brodie that the following individual be authorized to sign banking documents on behalf of his respective school as of March 27th 2018:

Mansonville Elementary

Andrew Retchless (add)

Carried unanimously

9.3.2 Buildings and Grounds

The Director of Operations presented the following resolutions:

9.3.2.1 Resolution No. ETSB18-03-89 **St. Francis Elementary School – Doors and Windows Replacement**

WHEREAS the *ministère de l'Éducation et de l'Enseignement supérieur (MEES)* approved a budget of \$75,000 for the project stated above, under the program *MDB - Maintien des bâtiments 2016-17 Mesure 50621*;

WHEREAS it was moved by budgetary resolution #ETSB17-05-85, on May 23, 2017, to proceed for the project stated above;

WHEREAS following the call for tenders, the lowest bid in the amount of \$91,588.40 (including taxes) was received from the company *Construction et Rénovation Jérémie Houle*;

WHEREAS the amount of \$27,588.40 to pay for all modification orders, additional work and professional fees (including taxes), is required to finish the project;

WHEREAS the total amount for the contract including all modification orders, additional work, and professional fees (including taxes), adds up to \$102,588.40;

WHEREAS all additional funds required to complete the project, will be taken from *MDB - Maintien des bâtiments 2016-17 program and/or from the RTA- Réfection et transformation des actifs* program;

IT WAS MOVED BY Commissioner G. Holliday that the modification and/or additional work be awarded in order to complete the work 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 Director of Operations can also sign.

Carried unanimously

9.3.2.2 CLSC Lennoxville Leasing Agreement Renewal

Resolution No. ETSB18-03-90

CLSC Lennoxville 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 August 1, 1995 for the CLSC - Lennoxville ;

WHEREAS the lease agreement expired on July 31, 2005;

WHEREAS a five-year renewal lease issued on May 9, 2011 ended on May 8, 2016;

WHEREAS the lease has been renewed on an annual basis since May 9, 2016;

WHEREAS the ETSB and the *CIUSSS de l'Estrie – CHUS* are currently negotiating a new three-year lease agreement starting May 9, 2018 and ending on May 8, 2021;

WHEREAS this new lease agreement contains an annual renewal clause following May 8, 2021;

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 \$55,000, with indexation clauses;

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

Carried unanimously

The Director of Financial Services also presented the topics that were discussed at the March 20, 2018 meeting:

- Sawyerville – Drainage resolution;

- CLC Lennoxville – Lease agreement renewal;
- AGHRS – Snow removal contract;
- Extraordinary measure – Specific maintenance work for 2017-2018
- St. Francis – Doors & Windows Replacement – Additional Cost;
- AGRHS – Gym rejuvenation;
- Ayer's Cliff – Drainage;
- Mansonville – Signing officer;
- Budget overview;
- New EDHAA calculation method;
- Decentralized grant follow up;
- Finance priorities;
- Commissioners' yearbook publicity;
- Commissioners' participation at the Spring Conference;
- Application of the Commissioners' Norms.

9.4 Educational Services Advisory Committee

The Chair of the Educational Services Committee, Commissioner R. Gagnon, presented the following resolution:

9.4.1 Educational Services Advisory Committee

Resolution No. ETSB18-03-91

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 2018-2019 are \$70.00;

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

IT WAS MOVED BY Commissioner R. Gagnon that the Eastern Townships School Board renew its membership with the *Conseil Sport Loisir de l'Estrie* for the year 2018-2019 in order to allow our schools to benefit from their services.

Carried unanimously

The Chair of the Educational Services Committee indicated that the next Educational Services Advisory Committee meeting is scheduled on April 12, 2018.

9.5 Communication Advisory Committee

The Chair of the Communication Advisory Committee, Commissioner D. Brodie, mentioned that the next Communication Advisory Committee meeting is scheduled on April 10, 2018.

9.6 Human Resources Advisory Committee

The Chair of the Human Resources Advisory Committee, presented the topics that were discussed at the March 22, 2018 meeting:

- Human Resources priorities;
- School calendar;
- Data on teachers;
- Grievances updates;
- Civility in the workplace;
- Grant allocation;
- Policies update;
- Update on staffing process.

The Chair of the Human Resources Advisory Committee also indicated that the next Human Resources Advisory Committee meeting is scheduled on May 8, 2018.

9.7 Transportation Advisory Committee

The Chair of the Transportation Advisory Committee, Commissioner G. Holliday, presented the following resolutions:

9.7.1 **Resolution No. ETSB18-03-92** **School Bus Bids 2017-2018**

WHEREAS the Eastern Townships School Board owns and operates a fleet of school buses;

WHEREAS to maintain a dependable fleet and keep repair costs down, it is necessary to replace buses on a regular basis;

WHEREAS the ministère de l'Éducation et de l'Enseignement supérieur (MEES) has established parameters for the exchange of buses and has monies set aside for this purpose;

WHEREAS on January 23, 2018, the MEES authorized the Eastern Townships School Board to proceed with a call for tenders for the purchase of new vehicles in accordance with the terms of the management measure "School bus".

WHEREAS the Eastern Townships School Board requested bids for the purchase of school buses for the 2017-2018 school year;

WHEREAS bids were received from three (3) suppliers and opened on February 28, 2018;

WHEREAS the bids from all suppliers conformed with the requirements set out in the call for tenders;

WHEREAS the amount of the lowest bid from Autobus LEEDS transit is \$637,419, including taxes and trade in;

WHEREAS the MEES must conduct an analysis of the bids received and will confirm their authorization of the allocated amount based on the methods of management of the additional and specific allowances and other activities for 2017-2018;

IT WAS MOVED BY Commissioner G. Holliday that the Eastern Townships School Board accept the bid received from Autobus LEEDS transit for four (4) 70 passenger school buses and two (2) 52 passenger school bus conditional to the authorization from the MEES. **IT WAS FURTHER MOVED** that the Director General or the Director of Operations be authorized to sign all associated documentation.

Carried unanimously

9.7.2 Electric School Bus Bids 2017-2018

Resolution No. ETSB18-03-93

Electric School Bus Bids 2017-2018

WHEREAS the Eastern Townships School Board owns and operates a fleet of school buses;

WHEREAS to maintain a dependable fleet and keep repair costs down, it is necessary to replace buses on a regular basis;

WHEREAS the ministère de l'Éducation et de l'Enseignement supérieur (MEES) has established parameters for the exchange of buses and has monies set aside for this purpose;

WHEREAS on January 23, 2018, the MEES authorized the Eastern Townships School Board to proceed with a call of tenders for the purchase of electric school buses in accordance with the terms of the management measure "School bus".

WHEREAS the Eastern Townships School Board requested bids for the purchase of electric school buses for the 2017-2018 school year;

WHEREAS bids were received from 1 supplier and opened on February 28, 2018;

WHEREAS the bids from the supplier conformed with the requirements set out in the call for tenders;

WHEREAS the amount of the bid from La Compagnie Électrique Lion is \$ 792,430.70, including taxes and trade in, without considering the grant from the Programme d'appui à l'acquisition d'autobus scolaire électrique du Gouvernement du Québec;

WHEREAS the MEES must conduct an analysis of the quote received for the purchase of the electric school buses and will confirm their authorization for 2017-2018;

IT WAS MOVED BY Commissioner G. Holliday to proceed with the purchase of two (2) electric school bus from La Compagnie Électrique Lion, conditional on the final authorization from the MEES.

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

Carried unanimously

He also presented the topics that were discussed at the March 13 meeting:

- School bus purchasing for 2017-2018 – Phase 2 – Resolution;
- Transportation service policy renewal update.

The Chair of the Transportation Advisory Committee also indicated that the next Committee meeting is scheduled on May 8, 2018, if needed.

9.8 Special Education Advisory Committee

The Chair of the Special Education Advisory Committee, Commissioner C. Véronneau, indicated that the next SEAC meeting is scheduled on April 11, 2018.

10. Parents' Committee

The Commissioner representing parents, K. Waterhouse, presented the topics that were discussed at the March 14, 2018 meeting:

- Gail Kelso attended the meeting;
- Consultation on Employment Policy;
- Recognition event.

He also indicated that the next meeting is scheduled on April 4, 2018.

11. Student Advisory Committee

In the absence of Commissioner J. Humenuik, K. Mackey representing the Student Advisory Committee, indicated that the next meeting is scheduled on April 16, 2018 at Massey-Vanier High School.

12. QUEBEC ENGLISH SCHOOL BOARDS ASSOCIATION REPORT (QESBA)

Commissioner M. Murray mentioned the following items:

- Preliminary draft of the QESBA Strategic Plan will be out soon for consultation;
- School taxation dossier;
- Minister Carl Leitaou announced today the equalization for school tax;

- Five commissioners will attend the Spring Conference in Québec City this year.

13. **SOFIE REPORT**

In the absence of Commissioner J. Humenuik, Assistant Director General M. Soucy mentioned that there was no meeting since the last Council of Commissioners' meeting.

14. **COMMISSIONER'S COMMENTS AND QUESTIONS**

- Commissioner M. Kirby shared statistics about the Eaton-Valley CLC activities. Kathleen Veil also visited Pope Elementary School.
- Commissioner G. Holliday shared the activities that took place at the Richmond, Danville and Drummondville CLC schools.
- Commissioner D. Brodie presented the activities that took place at the Memphrémagog CLC.
- Commissioner R. Gagnon mentioned that Minister Kathleen Veil will visit Knowlton Academy on May 28, 2018.
- Commissioner G. Barnett mentioned that Alexander Galt will present the play "Beauty and the Beast" and that at the New Horizons Adult Education Centre, they are getting fewer requests for 'Accompagnement en emploi'.
- The Chairman reported about the activities that took place at Farham-Butler CLC. He also mentioned that Minister Leitao announced an investment of 7.6 billion dollars for education.

15. **CORRESPONDENCE**

The Chairman indicated that the Director General received an invitation to attend the presentation of the *Lieutenant Gouverneur du Québec* on April 22, 2018 at *L'École secondaire La Montée, Pavillon Leber* in Sherbrooke

16. **QUESTION PERIOD**

M. Pezzi:

Q: What will be the timeframe in order to get information about the review by the Commissioners concerning the danger zone in front of his house?

A: *The Chairman replied that they will get back to him soon.*

M. Seline:

Q: For the Our School Survey, how will the data be used and with who will it be shared at the school level?

A: The Director General replied that the data goes directly to the school administrator and that it will be considered for the school's Educational Project at the local level and for the School Board's Commitment to Success Plan.

17. **VARIA**

No topics were addressed.

18. **ADJOURNMENT**

There being no further business, the meeting was adjourned on a motion by Commissioner R. Gagnon at 8h40 p.m.

Éric Campbell
Secretary General

Michael Murray
Chairman

/EC
2018-03-28