

EASTERN TOWNSHIPS SCHOOL BOARD

COUNCIL OF COMMISSIONERS

TUESDAY, SEPTEMBER 25, 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	P
Daniel Brodie	Absent	Cindy Véronneau	GH
Richard Gagnon	P	Kenneth Waterhouse	GH
Gary Holliday	P		
Joy Humenuik, <i>Vice-Chairman</i>	P	DC	
Mary-Ellen Kirby	GH	Secretary General, Éric Campbell	P
Frank MacGregor	P	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

1. CALL THE MEETING TO ORDER

The Chairman called the meeting to order at 7:14 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 September 25, 2018 as deposited.

Carried unanimously

3. APPROVAL OF THE MINUTES OF THE MEETING OF AUGUST 28, 2018

Resolution No. ETSB18-09-17

Approval of the Minutes of the Meeting of August 28, 2018

WHEREAS a copy of the Minutes of the meeting of August 28, 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 August 28, 2018 as deposited.

Carried unanimously

4. QUESTION PERIOD

There were no questions from the public.

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:

- During the summer break, volunteers with the Knowlton Academy Garden Project, were busy tending to this year's crop of fresh produce. From July to mid-September, over 270 pounds of produce has been donated to Knowlton Academy families from the garden. In addition to this, since January 2018 local organizations have donated close to 1000 pounds of free food to the students, families and school cafeteria at Knowlton Academy. We would like to take this opportunity to congratulate all the volunteers and the members of the KA Garden on this successful project. We would also like to thank all the volunteers involved and the local community organizations for their generosity and support for the students and families of Knowlton Academy;
- Alexander Galt Regional High School (GALT) and its' English Department, with the support of the Bishop's University's Indigenous Cultural Alliance Club marked

September, 2018 to sensitize GALT students about indigenous people's culture. Through a series of classroom workshops, presentations and displays in the school library, students and the community at large were given the opportunity to learn first hand about indigenous culture. As a culmination of the Indigenous Peoples Awareness Month, Cycle 2 students will join students from Bishop's University, Champlain College and Bishop's College School in Orange Shirt day being held on September 27th. We would like to thank all those involved in bringing this activity to the School and especially Judith Munger, School Librarian and Amelia Brooker, GALT Teacher, who have spearheaded this initiative. As well the many presenters and guests that took the time to share their expertise with the GALT community;

- Once again this year, the *Fondation Christian Vachon (Fondation)* joined forces with many partners including the Eastern Townships School Board (ETSB) to present the 11th *Fondation Christian Vachon Cross-Country* run. More than 139 children from ETSB schools participated in this cross-country run which was held on Saturday September 22 in Magog. On the same day the *Relais-du-Lac-Memphremagog* was held with team participants running around Lake Memphremagog to raise funds for the *Fondation*. This event is one of the *Fondation's* most important fundraising activities. As in the past 4 years, the ETSB manned a checkpoint during the relay, with teams of ETSB volunteers cheering on the runners. We would like to take this opportunity to thank all those individuals who donated their time at both the cross-country run and the checkpoint. As you may already know, for the 7th consecutive year, the *Fondation* is helping some of our ETSB students. This year it will support 102 students who are among the most in need in our schools and will invest approximately \$47,100 to help these students buy school supplies and clothing. This money will also enable some to participate in extracurricular activities and others to benefit from a hot lunch at noon;
- September 27th is the *Journée nationale du personnel de soutien scolaire*, Support Staff in Education Day. We would like to take this opportunity to recognize the valuable contribution that each and everyone of our support staff personnel makes towards the success of our students. Their hard work and dedication is appreciated. On behalf of the students, parents, and your fellow colleagues, we thank you.

6. **BUSINESS ARISING**

There was no business arising.

7. **NEW BUSINESS**

7.1 **Student Ombudsman's Annual Report**

In the absence of the Student Ombudsman, Me Christian Beaudry, the Secretary General presented the Student Ombudsman's Annual Report to the Council of Commissioners as per article 22.02 of the *Education Act*. The information will also be published in the Annual Report.

Resolution No. ETSB18-09-18
Student Ombudsman's Annual Report

IT WAS MOVED BY Commissioner R. Gagnon to accept the Annual Report from the Student Ombudsman as deposited.

Carried unanimously

7.2 Class Action Suit

Resolution No. ETSB18-09-19
Class Action Suit – Designation of a Webmaster and an External Administrator

WHEREAS the agreement in principle was concluded on June 28th 2018, between the Representative and the school boards, entitled "*Transaction dans le cadre de l'action collective en dommages et intérêts compensatoires des frais pour des services éducatifs et pour l'achat de matériel scolaire*" (hereinafter the « **Agreement** »);

WHEREAS the judgment rendered by the Quebec Superior Court on July 30th, 2018, approved the Agreement;

WHEREAS the Agreement provides for the designation of a webmaster as per Section 4.5 of the Agreement;

WHEREAS the School Board must decide whether it shall self-administer or whether it shall designate an external administrator as per Section 4.1 of the Agreement;

WHEREAS the designation of the webmaster, the external administrator and the external auditor, as the case may be, shall be subject to endorsement by the Quebec Superior Court within forty-five (45) days of the judgment as per Section 4.7 of the Agreement, that is, no later than October 15th, 2018;

WHEREAS the court shall endorse, on October 12th 2018, the choice of webmaster, external administrator and external auditor, as the case may be, as provided in Paragraph 145 of the Quebec Superior Court judgment of July 30th 2018;

WHEREAS the webmaster, the external administrator and the external auditor shall report to the Quebec Superior Court on their specialized work in the context of the implementation of the Agreement, in particular with regard to Sections 7.2, 7.3, 8.1 and 8.2, thus acting as an expert witness of the court;

WHEREAS Paragraph 146 of the Quebec Superior Court judgment of July 30th 2018, ordering that the webmaster and the auditor be designated in accordance to the Agreement and that the administrator referred to in Subsection 4.2.1 of the Agreement comply with the terms of the Agreement;

WHEREAS Section 42.1 of the *Regulation respecting certain service contracts of public bodies* (RLRQ c. C-65.1, r.4), provides that a service contract may be entered into by mutual agreement in such circumstances;

WHEREAS the Regulation respecting the delegation of powers and the Policy regarding the awarding of supply, services and construction contracts and the possibility for the Council of Commissioners to derogate from them for specific cases;

WHEREAS there are exceptional circumstances in this matter;

WHEREAS the precise amount of services remains an approximation and could fall below the public tender threshold;

WHEREAS there is an offer of services from Collectiva services en recours collectifs inc.;

WHEREAS there is an offer of service from Société GRICS;

IT IS PROPOSED BY Commissioner J. Humenuik **AND RESOLVED TO:**

RETAIN the firm Collectiva services en recours collectifs inc. as webmaster;

RETAIN the firm Collectiva services en recours collectifs inc. as external administrator;

RETAIN the services of Société GRICS;

AUTHORIZE the Director General and the Chairman to sign any document that may give effect hereto.

Carried unanimously

7.3 Recognition of the Contribution of the Eastern Townships School Board's Personnel in Regards to the Trend of Increasing Enrollment

Resolution No. ETSB18-09-20

Recognition of the Contribution of the Eastern Townships School Board's Personnel in Regards to the Trend of Increasing Enrollment

WHEREAS the Eastern Townships School Board prioritized in its 2013-2018 Strategic Plan, under Orientation 3 – Goal 2 - to facilitate access to ETSB's schools for as many eligible students as possible;

WHEREAS the targets for this goal are to increase the number of applications for eligibility and the registration rate of eligible students in our schools;

WHEREAS the personnel in our schools have been working in close collaboration with the Communications Department to promote their programs offered and the advantages of studying in a bilingual environment;

WHEREAS the collective support of all personnel be it, teachers, support staff, bus drivers, professionals or administrators to provide a quality education and rewarding experience for ETSB students has had a positive impact;

WHEREAS enrollment figures for the last five years show a gradual increase in enrollment in the youth sector, with close to 250 more students enrolled with the Eastern Townships School Board;

IT WAS MOVED by P. Laberge that the Communication Department and all ETSB personnel be officially recognized for their contribution towards and be congratulated for their efforts in facilitating access to ETSB's schools for as many eligible students as possible, resulting in an increase in enrollment for the last five years.

Carried unanimously

7.4 Nomination of a Sectorial Incident Management Coordinator

Resolution No. ETSB18-09-21

Nomination of a Sectorial Incident Management Coordinator

WHEREAS the *Act respecting the governance and management of the information resources of public bodies and government enterprises*, the *Directive on the security of government information*, the government's strategic approach to information security, and the will of the Ministry of Education and of Higher Education to improve the management of information security;

WHEREAS the School Board must appoint a Sectorial Incident Management Coordinator (SIMC) to represent it regarding the management of incidents in relation to the Network Information Officer (DRI);

WHEREAS it is appropriate to entrust this responsibility to the person at the School Board who performs the duties of Information Technology Coordinator;

WHEREAS the School Board can appoint a Substitute Sectorial Incident Management Coordinator in relation to the DRI;

WHEREAS it is appropriate to entrust this responsibility to the person at the School Board who performs the duties of Computer Technician, Main Class;

IT IS MOVED BY the Commissioner R. Gagnon **AND RESOLVED:**

THAT the Council of Commissioners entrust to Stéphane Hamel, Information Technology Coordinator, the duties of Sectorial Incident Management Coordinator (SIMC);

THAT the Council of Commissioners entrust to Martin Dépôt, Computer Technician, Main Class, the duties as Substitute Sectoral Incident Management Coordinator.

Carried unanimously

7.5 Request for an Alcohol Permit & Full Responsibility Letter – Massey-Vanier High School

Resolution No. ETSB18-09-22

Request for an Alcohol Permit & Full Responsibility Letter – Massey-Vanier High School

WHEREAS Ms. Nadja Dziambor requested the rental of the *Arena au Société d'Agriculture du comté de Brome* on September 22, 2018 to hold a fundraiser event for the Massey-Vanier High School (MVHS) Athletics Department;

WHEREAS this MVHS Athletic Department Fundraiser must conform with the *Régie des alcools, des courses et des jeux du Québec (RACJ)*;

WHEREAS the *RACJ* requires a written letter that states that the ETSB takes full responsibility of this event and be signed by the General Directorate on behalf of the MVHS Athletic Fundraiser;

WHEREAS after verification with ETSB's insurance company, BFL CANADA, the actual liability insurance policy covers the activities organized by the School Board of which ETSB is considered responsible and organizer as stipulated in the insurance policy;

WHEREAS the MVHS Athletic Fundraiser wants to serve alcoholic beverages on September 22, 2018 and must obtain a resolution from the Board authorizing them to serve alcoholic beverages on the premises;

WHEREAS Ms. Nadja Dziambor has been holding this event for many years now on behalf of the MVHS Athletic Department and is a great success;

IT WAS MOVED BY Commissioner R. Gagnon to authorize Ms. Nadja Dziambor on behalf of Massey-Vanier High School/Athletics Department to serve alcoholic beverages on September 22, 2018 and is in conformity with the *Régie des alcools, des courses et des jeux du Québec* and authorize the Assistant Director General to sign a letter of full responsibility for this event.

Carried unanimously

7.6 Identifying Subsidiaries in Relation to the Act Respecting Contracting by Public Bodies

Resolution No. ETSB18-09-23

Identifying Subsidiaries in Relation to the Act Respecting Contracting by Public Bodies

WHEREAS on January 25, 2019, the new provisions of the Act respecting contracting by public bodies (RLRQ, c. C-65.1) (hereinafter referred to as LCOP) aimed at subjecting subsidiaries controlled by one or more public bodies will come into force;

WHEREAS as of the date mentioned, subsidiaries controlled by one or more public bodies will be subject to the LCOP in accord with the regulations applicable to their parent company;

WHEREAS in view of these important changes the subsidiaries of the public bodies must be identified in order to allow the Under-Secretariat for Public Procurement to provide them with the necessary support and allow them to carry-out the necessary follow-ups as required by the Act, notably with regard to accountability and the appointing of a Contract Compliance Officer;

WHEREAS the list of subsidiaries identified by the Contract Compliance Officer, and as stated in the *Recensement des entités créées par les ministères et les organismes gouvernementaux* (Census of entities created by government departments and agencies) form;

WHEREAS the explanations given by the Contract Compliance Officer;

IT IS MOVED BY Commissioner F. MacGregor **AND RESOLVED** that the Council of Commissioners;

- make note of the form entitled *Recensement des entités créées par les ministères et les organismes gouvernementaux* completed by the Contract Compliance Officer;
- authorize this person to sign and forward the final version to the Treasury Board.

Carried unanimously

8. REPORTS

8.1 DIRECTOR GENERAL'S REPORT

There was no Director General's report.

8.2 REPORT FROM THE CHAIR

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

- The purpose of elected school commissioners
- The important role of school commissioners

A copy of the Chair'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:

- Staffing report
- Resolutions presented at the public Council meeting
- The ETSB can proudly say that a regular teacher has been hired for all class groups of students and that twenty more teachers are now on a tenure track.

9.2 Governance and Ethics Committee

The Chair of the Governance and Ethics Committee, Commissioner G. Barnett, presented the topics that were discussed at the September 11, 2018 meeting:

- Drummondville Elementary School Enlargement & Option
- Farnham Elementary School Enlargement Project.
- Champlain College St-Lambert Proposal
- Advisory Committees Schedule & Meetings
- Commissioner Planning and Development Date – Symposium (November 16-17, 2018)
- Scope of Educational Services Mandate
- Audit
- Governance & Ethics priorities
- Commissioners Norms
- New QESBA Executive Director

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 mentioned that the next Audit Advisory Committee is scheduled on October 16, 2018.

9.3.1 Finance

No resolutions were submitted.

9.3.2 Building and Grounds

The Chair of the Audit Advisory Committee, Commissioner J. Humenuik, presented the following resolutions:

9.3.2.1 Knowlton Academy – Interior and Exterior Doors Replacement**Resolution No. ETSB18-09-25****Knowlton Academy – Interior and Exterior Doors Replacement**

WHEREAS the *ministère de l'Éducation et de l'Enseignement supérieur (MEES)* dedicated a budget of \$130,000 for the project stated above, under the program *MDB - Maintien des bâtiments 2017-18* Measure: 50621;

WHEREAS three (3) companies were invited 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 \$119,995 (excluding taxes), was received from the company *Athena Construction Inc*;

WHEREAS after reviewing the bids, the assigned professional firm of *Caroline Denommée Architect*, has recommended the company *Athena Construction Inc*, lowest bidder in conformity, to do the work;

WHEREAS the amount of the lowest bid from the contractor plus the professional fees and taxes is \$150,634;

WHEREAS additional funds are required to do the project stated above, they will be taken from: *MDB - Maintien des bâtiments 2017-18* and/or in the *RTA- Réfection et transformation des actifs* program;

IT WAS MOVED BY Commissioner R. Gagnon that the Company *Athena Construction Inc* be awarded the contract for the project stated above; **IT WAS FURTHER MOVED** that the Director General be authorized to sign all associated documentation and that in her absence, the Assistant Director General can also sign.

Carried unanimously

9.3.2.2 Drummondville Elementary School – Request to Add Space Under Measure 50511 of the Plan quinquennal des infrastructures 2019-29**Resolution No. ETSB18-09-24****Drummondville Elementary School – Request to Add Space Under Measure 50511 of the Plan quinquennal des infrastructures 2019-29**

WHEREAS the Eastern Townships School Board (ETSB) has the obligation to offer its clientele the necessary and adequate space for elementary and secondary education;

WHEREAS the regions served by Drummondville Elementary School are experiencing strong economic and demographic growth;

WHEREAS the ETSB must rent spaces to accommodate its current clientele at Drummondville Elementary School;

WHEREAS the analysis for the projection of the clientele and the analysis for the accommodation capacity of this school demonstrates a growth of clientele and a deficit of space of more than 5 classrooms.

WHEREAS the current gymnasium does not meet the requirements of the educational program or the minimal security standards;

WHEREAS the actual number of students registered at this school is higher than the ministerial forecasts;

WHEREAS the MEES displayed a favorable response to an expansion project in the *Plan quinquennal des infrastructures* (PQI) 2018-28;

WHEREAS the dimension of the current property will pose a problem for this expansion project and a significant financial burden to acquire neighboring properties;

WHEREAS discussions with the *Commission scolaire des Chênes* to evaluate the possibility and opportunity to build a new school model 4-24 have taken place;

WHEREAS discussions are currently being held with representatives of the City of Drummondville for the provision of adequate land;

IT WAS MOVED BY Commissioner T. Pezzi-Bilodeau that the ETSB submit a new request to the MEES for the construction of a new 2-12 model school in Drummondville as part of the *Mesure 50511* of the *Plan quinquennal des infrastructures 2019-2029*; **IT WAS FURTHER MOVED** that the Director General be authorized to sign all associated documentation and that in her absence, the Assistant Director General can also sign.

Carried unanimously

9.4 Educational Advisory Committee

The Chair of the Educational Advisory Committee, R. Gagnon, mentioned that there was nothing to report as there had not been a meeting.

He also indicated that the next Educational Advisory Committee meeting is scheduled on October 2, 2018.

9.5 Communications Advisory Committee

In the absence of the Chair of the Communications Advisory Committee, D. Brodie, the Secretary General presented the topics that were discussed at the September 18, 2018 meeting:

- Promotional Pamphlet – Tax Insert
- Communications Development Plan
- Student Population
- Governing Board Workshops 2018-2019
- Open Houses 2018-2019
- Upcoming Events

He also indicated that the next Communications Advisory Committee meeting is scheduled on December 11, 2018.

9.6 Human Resources Advisory Committee

The Chair of the Human Resources Advisory Committee, C. Beaubien, mentioned that there was no meeting.

The Chair also indicated that the next Human Resources Advisory Committee meeting is scheduled on October 9, 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.

Commissioner G. Holliday also indicated that the next Transportation Advisory Committee meeting is scheduled on November 20, 2018.

9.8 Special Education Advisory Committee

The Chair of the Special Education Advisory Committee, Parent Commissioner Cindy Véronneau, mentioned that the meeting scheduled on September 12, 2018 was cancelled. Ms Véronneau also offered sympathies on behalf of the SEAC committee to Lisa Bernais, on the passing of her son, Nathaniel Phaneuf.

The Chair also indicated that the next meeting is scheduled on October 10, 2018.

10. PARENTS' COMMITTEE

The Commissioner representing parents, P. Laberge, mentioned that 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. Participation from all high schools is expected.

12. QUEBEC ENGLISH SCHOOL BOARDS ASSOCIATION REPORT (QESBA)

The Chairman, Mr. Murray, mentioned that QESBA finally officially named Russel Copeman as the new Executive Director. Also Mr. Dan Lamoureux (Riverside School Board) took over as Chairman of the organization following Ms. Maccarone's resignation.

A workshop will be organized by QESBA in November. Members will be able to attend online.

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

A SOFIE meeting took place on September 14, 2018. The Assistant Director General, M. Soucy and Commissioner J. Humenuik attended.

14. COMMISSIONER'S COMMENTS AND QUESTIONS

Commissioners Symposium will take place on November 16-17, 2018. This Planning and Development session will welcome the new commissioners representing parents. During this Planning and Development session, the Council of Commissioners will identify the priorities for 2018-2019.

15. CORRESPONDENCE

The Secretary General, E. Campbell, mentioned that no correspondence was received.

16. QUESTION PERIOD

N/A

17. **VARIA**

There was nothing to report.

18. **ADJOURNMENT**

There being no further business, the meeting was adjourned on a motion by Commissioner R. Gagnon at 8:47 p.m.

Éric Campbell
Secretary General

Michael Murray
Chairman

/EC
2018-09-26