

EASTERN TOWNSHIPS SCHOOL BOARD

COUNCIL OF COMMISSIONERS

TUESDAY, SEPTEMBER 23, 2014 – 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

PRESENT

Commissioners:	Brenda Bailey	Gordon Barnett
	Gérald Carrière	Peter Channell
	Richard Gagnon	Gary Holliday
	Joy Humenuik	Patricia Keenan-Adank
	Mary Kirby	Frank MacGregor (<i>Vice-Chairman</i>)
	Alice McCrory	Michael Murray (<i>Chairman</i>)
	Larry Smith	Douglas Sullivan (<i>by telephone</i>)
	Bruno Vanasse	

Parent Commissioners: Tina Bilodeau and Paul Laberge

Secretary General, Éric Campbell
Director General, André Turcotte
Assistant Director General and Director of Pedagogical Services, Kandy Mackey
Director of Human Resources, Jeffrey Pauw
Director of Financial Services, Sophie Leduc

ABSENT WITH REASON

Director of Operations, Michel Soucy
Commissioners Pierre Bell, Daniel Brodie, Diane Hudson and Jane Wardle

OBSERVERS

Sharon Priest, Communications Consultant

GUESTS

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 7:04 p.m. On behalf of all Commissioners, Mr. Murray expressed his condolences to Commissioner G. Carrière whose mother, Hélène Marchand-Carrière, recently passed away. He also informed all commissioners that Commissioner J. Wardle had suffered a stroke at the beginning of September.

2. QUORUM AND ADOPTION OF THE AGENDA

QUORUM WAS ESTABLISHED AND IT WAS MOVED BY Commissioner J. Humenuik to adopt the Agenda of September 23, 2014.

Carried unanimously

3. Approval of the Minutes of the Meeting of August 26, 2014

Resolution No. ETSB14-09-23

Approval of the Minutes of the Meeting of August 26, 2014

WHEREAS a copy of the Minutes of the meeting of August 26, 2014 have 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 26, 2014.

Carried unanimously

CORRECTION TO THE MINUTES OF JUNE 25, 2014 AT ITEM 14 – QUESTION PERIOD

After review of the minutes, Ms. Cathy St-Jean, Interim President at TRUUS, made a request for an amendment concerning one of the questions she asked at the June meeting.

At Item 14 – Question Period, the following question:

“Ms. St-Jean asked if it is possible for an adult where there is some room in a bus to go on board”

must be replaced by:

“Ms. St-Jean asked why we were even considering letting adults ride with the youth sector as we had trouble in the past”.

Carried unanimously

4. QUESTION PERIOD

Megan Seline, the ATA President, reiterated the concerns of the delegation of teachers from the Brome-Missisquoi Adult and Vocational Training Centre that attended the June Council meeting. She asked whether the issue of funding for supplies and equipment to match student enrollment had been discussed at the Adult and Vocational Education Advisory Committee.

Chairman, Michael Murray, replied that the committee had not held a meeting yet, but that the issue would certainly be addressed at a future meeting.

Ms. Seline also asked which schools in the ETSB offer kindergarten to four-year-olds.
The Director of Pedagogical Services responded that Waterloo Elementary School was the only school with that option.

Ms Seline followed by asking how the program was funded.
The response was that it was based on enrollment.

Ms. Seline inquired whether additional funds were available if a need were demonstrated, or if it was dependent on enrollment.

*The Director of Finances, answered that to get any MELS financing for this program, we need a minimum of 6 students who respect all of MELS criteria
The School Board distributes the allocations received from the MELS according to the specific needs of each school.*

5. RECOGNITION OF EXCELLENCE

- September 25th 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;
- We would also like to signal the excellent work of our Community Learning Centres. Currently we have three centres across the School Board, one in Bury at Pope Memorial Elementary School, one in Richmond at Richmond Regional High School and another in Magog at Princess Elizabeth Elementary School. To better illustrate some of what a CLC can do, we have a short video to show you that was presented at McGill University by Pervana Mladenof, Coordinator of the Memphremagog CLC at Princess Elizabeth Elementary School.

6. BUSINESS ARISING

There was no business arising.

7. NEW BUSINESS

7.1 2014 SCHOOL ELECTIONS – SERVICE CONTRACTS AND SUPPLIES

The Secretary General presented the following resolution:

Resolution No. ETSB14-09-24

2014 School Elections – Service Contracts and Supplies

WHEREAS general school elections will be held on November 2, 2014;

WHEREAS the Eastern Townships School Board must have registration notices printed and mailed as well as a reminder for voters, in accordance with the *Act Respecting School Elections*;

WHEREAS specific materials are required by the School Board, i.e. election material and ballots printed and sent out, to ensure the voting process;

WHEREAS there is a bottom threshold foreseen under the *Act respecting contracting by public bodies* and a *Contract Management Policy concerning the conclusion of supply contracts, service and construction contracts by public bodies*;

WHEREAS it is likely that the costs incurred for printing and shipping services as well as for the supply of specialized equipment exceeds the foreseen minimum threshold;

WHEREAS this cost varies, based on the number of electoral districts and voter turnout;

WHEREAS the certainty that the total cost will not exceed the delegated authority of the Executive Committee foreseen under *By-Law B002: Delegation of powers to the Executive Committee*;

WHEREAS the Eastern Townships School Board is obliged to employ the procedure of public tender for the conclusion of required contracts for school elections;

WHEREAS article 15 of the *Act respecting contracting by public bodies* foresees that several public agencies may be brought together in a collective tender;

WHEREAS the current fiscal context can achieve savings by way of forming a group;

WHEREAS the returning officers of the *Commission scolaire de la Région-de-Sherbrooke*, and the School Boards *des Sommets, des Hauts-Cantons*, Eastern Townships and *du Val-des-Cerfs* have opted to group their needs together by way of a joint tender;

WHEREAS the joint tender for the purchase of goods and services in anticipation of the November 2, 2014 general school election is published in the *SEAO Electronic Tendering System* dated August 13, 2014;

WHEREAS the opening of bids obtained by the *Commission scolaire de la Région-de-Sherbrooke* is to take place on August 29, 2014;

IT WAS MOVED BY Commissioner D. Sullivan:

TO AWARD the service contract for the printing and mailing of a Notice of Registration and a Reminder to **Innovision+**, the lowest compliant bidder, at a unit amount of twenty-five cents (\$0.25) before taxes;

TO AWARD the contract for specialized material to **Innovision+**, the lowest compliant bidder, at a unit amount of one hundred and nineteen dollars and ten cents (\$119.10) before taxes;

TO MANDATE the President of Elections of the Eastern Townships School Board to sign the contracts and all related documents.

Carried unanimously

7.2 NOMINATION OF AN ALTERNATE STUDENT OMBUDSMAN

Resolution No. ETSB14-09-25

Nomination of an Alternate Student Ombudsman

WHEREAS on June 22, 2010, the Council of Commissioners adopted the *By-Law for the Procedure for the Examination of Complaints from Students or their Parents*;

WHEREAS this by-law foresees the nomination of a Student Ombudsman, a person designated by the Council of Commissioners and mandated to give the Council an opinion on the merits of a complaint and to recommend any appropriate corrective measures;

WHEREAS a Selection Committee formed by the four Director generals and the four Chairmen of the Estrie School Boards, had been created to proceed to the identification of the Student Ombudsman;

WHEREAS the Parents' Committee was consulted on March 20, 2014 about this person;

WHEREAS in March 2014, the Council of Commissioners appointed Me Christian Beaudry as the Student Ombudsman;

WHEREAS Me Beaudry could be not available for a certain period of time due to vacation, sickness leave, etc.;

IT WAS MOVED BY Commissioner G. Holliday to appoint Me Dominique Paillé as the Alternate Student Ombudsman for the Eastern Townships School Board during any legal absence of Me Beaudry.

Carried unanimously

8. DIRECTOR GENERAL'S REPORT

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

- New daycare services;
- School Elections reminder – November 2nd;
- Thank you to the Council!

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

9. CHAIR'S REPORT

The Chair, Mr. Murray, thanked friends and colleagues, mentioned how they worked well together and with the administrators. He also thanked the administrators for their collaboration and collegiality.

10. COMMITTEE REPORTS

10.1 Executive Committee

The Chairman reported that a staffing report had been deposited at the Executive meeting.

10.2 Adult and Vocational Education Advisory Committee

The Chair of the Adult and Vocational Education Advisory Committee informed the Council that there was nothing to report as there were no meetings.

10.3 Audit Advisory Committee

The Chair of the Audit Advisory Committee, J. Humenuik, informed the Council that the notes of the September 9, 2014 meeting were included in the Commissioners' kits. She also indicated that there were no other meetings scheduled yet.

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

10.3.1 Signing Officers for Schools/Centres

Resolution No. ETSB14-09-26 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 staff assistant assignments have changed the names of representatives at Parkview Elementary School;

IT WAS MOVED BY Commissioner G. Carrière that the following individual be authorized to sign banking documents on behalf of their respective schools:

Parkview Elementary

Joanna Willard (add)

Carried unanimously

10.3.2 Signing Officers for Schools/Centres

Resolution No. ETSB14-09-27 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: Sutton Elementary School;

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

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

Sutton Elementary School

Yvon Veilleux (remove)
Cathy Canzani (add)

Carried unanimously

10.3.3 Signing Officers for Schools/Centres**Resolution No. ETSB14-09-28****Signing Officers for Schools/Centres**

WHEREAS the *Caisse Desjardins du Lac-Memphrémagog – Centre de Service Stanstead* requires the names of representatives authorized to sign banking documents on behalf of the ETSB Sunnyside Elementary School;

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

IT WAS MOVED BY Commissioner L. Smith that the following individuals be authorized to sign banking documents on behalf of his respective school:

Sunnyside Elementary School

Jocelyne Fougère (remove)
Heather Webster (add)

Carried unanimously

10.3.4 Signing Officers for Schools/Centres**Resolution No. ETSB14-09-29****Signing Officers for Schools/Centres**

WHEREAS the *Caisse Desjardins de Drummondville – Centre de Service La Poudrière* requires the names of representatives authorized to sign banking documents on behalf of the ETSB Drummondville Elementary School;

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

IT WAS MOVED BY Commissioner B. Vanasse that the following individuals be authorized to sign banking documents on behalf of his respective school:

Drummondville Elementary School

Steve Rutherford (remove)
Kathy Napier (add)

Carried unanimously

10.3.5 Air Quality Improvement (Radon) – Pope Memorial Elementary School – Project #14-014-AMT-09**Resolution No. ETSB14-09-30****Air Quality Improvement (Radon) – Pope Memorial Elementary School – Project #14-014 -AMT-09**

WHEREAS the *ministère de l'Éducation, du Loisir et du Sport* (MELS) initiated a radon detection program for all schools in 2012;

WHEREAS the Eastern Townships School Board (ETSB) mandated the firm *Environnement S-Air inc.* to measure the radon concentration levels in every school of the ETSB;

WHEREAS in its final report dated September 3, 2014, *Environnement S-Air inc.* determined that Pope Memorial Elementary School has a radon concentration slightly above the recommendations set forth by *Santé Canada*;

WHEREAS the ETSB wishes to take action without delay to correct the situation at Pope Memorial Elementary School;

WHEREAS the ETSB is asking for a pre-authorized budget of up to \$75,000 due to the fact that the professional's recommendations are not yet known at this time;

WHEREAS the monies will be taken from the global envelope of the program *Maintien des actifs et transformation fonctionnelle (AMT) 2014-2015*;

WHEREAS the contract will be granted according to the ETSB's purchase policy, government requirements (laws, policies, rules, etc...) and the recommendations of the professional firm;

IT WAS MOVED BY Commissioner J. Humenuik to proceed with the project;

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

10.3.6 Drainage and Sewer Replacement (Additional Cost) – Sherbrooke Elementary School – Project #13-017-MDB-22

Resolution No. ETSB14-09-31

Drainage and Sewer Replacement (Additional Cost) – Sherbrooke Elementary School – Project #13-017-MDB-22

WHEREAS the *ministère de l'Éducation, du Loisir et du Sport* (MELS) approved a budget of \$125,000 (taxes and professional fees included), for a drainage and sewer replacement project at Sherbrooke Elementary School, under the program « *Maintien des bâtiments 2013-2014 (Mesure 50620)* »;

WHEREAS it was moved by resolution #ETSB14-06-101, on June 25, 2014, that the company *Excavation Daniel Bolduc inc.* be awarded a contract in the amount of \$139,230.87 (taxes and professional fees included), for a drainage and sewer replacement project at Sherbrooke Elementary School;

WHEREAS the amount of \$36,553.22 to pay for all modification orders, additional work and professional fees (including taxes), is required to finish the project;

WHEREAS all additional funds required to complete the project, will be taken from the surplus of the global envelopes of the *Maintien des bâtiments (MDB) 2013-2014* program and/or the *Maintien des actifs et transformation fonctionnelle (AMT) 2013-2014* program;

IT WAS MOVED BY Commissioner J. Humenuik that the Council of Commissioners approve the needed amount to finalize the drainage and sewer replacement project at Sherbrooke Elementary School;

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 Financial Services and the Director of Operations can also sign.

Carried unanimously

10.4 Communications Advisory Committee

In the absence of the Chairman of the Communications Advisory Committee, D. Brodie, the Secretary-General informed the Council that the notes of the September 17, 2014 meeting were included in the Commissioners' kits. He also indicated that there were no other meetings scheduled yet.

10.5 Educational Services Advisory Committee

The Chairman of the Educational Services Advisory Committee, R. Gagnon, informed the Council that there was nothing to report as the September 2nd meeting was cancelled. He also indicated that there were no other meetings scheduled yet.

10.6 Human Resources Advisory Committee

The Chairman of the Human Resources Advisory Committee, F. MacGregor, indicated that there was nothing to report as there were no meetings. He also indicated that the next meeting is not called yet.

10.7 Planning and Development Advisory Committee

The Chairman informed the Council that there was nothing to report as there were no meetings. He also indicated that there were no other meetings scheduled yet.

10.8 Transportation Advisory Committee

Commissioner G. Holliday, Acting Chair of the Transportation Advisory Committee, informed the Council that there was nothing to report as there were no meetings. He also indicated that there were no other meetings scheduled yet.

10.9 Parents' Committee

Parent Commissioner P. Laberge informed the Council that there was nothing to report as there were no meetings. He also indicated that the first meeting will be held on October 15, 2014.

10.11 Student Advisory Committee

From the Student Advisory Committee (SAC), Commissioner J. Humenuik reported she and Commissioner R. Gagnon had attended an assembly at Massey-Vanier High School in view to recruit new students to sit on the SAC. Commissioner G. Holliday did the same at Richmond Regional High School.

11. QUEBEC ENGLISH SCHOOL BOARDS ASSOCIATION REPORT

The Chairman mentioned that an Annual General Assembly took place last week. Apparently, the Eastern Townships School Board was one of only 2 school boards who had an increase in enrolment this year.

12 S.O.F.I.E. REPORT

Commissioner J. Humenuik mentioned that she and André Turcotte had attended the September 5, 2014 meeting.

13. COMMISSIONER'S COMMENTS AND QUESTIONS

Commissioner B. Bailey announced her retirement. She has been a commissioner for 15 years. She will miss all commissioners.

Commissioner A. McCrory mentioned that Waterloo Elementary School increased its population by 10 students. She also thanked The Record for covering what is going on in our schools.

Commissioner P. Keenan-Adank mentioned that Richmond Regional High School is so happy to have their new bathrooms. She also thanked the Chairman, the Commissioners, the Director General and the Directors for their hard work and also said she will not run in the upcoming election.

Commissioner P. Keenan-Adank also thanked The Record and mentioned the importance of the relationship between the school board, the schools and the media.

Commissioner G. Carrière thanked everybody for their hard work, said it was a pleasure to be here for the last 7 years;

Commissioner M. Kirby appreciated her experience during the last 2 ½ years; she will run again and if she does not win, she thanks everybody;

Commissioner L. Smith said goodbye after 8 great years.

Commissioner B. Vanasse who has been a commissioner for 19 years, also announced his departure. He thanked everybody for all the years they served as Commissioners; and for what they have done.

Commissioner G. Holliday mentioned that he will run again. The Student Advisory Committee is his motivation;

Commissioner T. Bilodeau mentioned that Asbestos-Danville-Shipton (ADS) Elementary School has 19 students in Pre-K which is encouraging. Also, the school received the first piece of playground equipment and another piece will come soon. ADS playground got there first equipment and another will come soon;

Commissioner P. Laberge mentioned that he has to run in three elections before being back as a Commissioner, but he will;

Commissioner R. Gagnon thanked everybody at Council;

Commissioner G. Barnett mentioned that it was a real pleasure to work with all the Commissioners;

Commissioner D. Sullivan thanked everybody for the job well done. He hopes to see everyone soon.

14. CORRESPONDENCE

The Secretary General indicated that the following correspondence was received:

- 14.1 A letter from the Director General A. Turcotte addressed to the President of the Eastern Townships School Board, Mr. Michael Murray.

15. QUESTION PERIOD

Megan Seline wishes to thank all Commissioners and the Chairman for their dedication.

16. ADJOURNMENT

There being no further business, the meeting was adjourned on a motion by Commissioner R. Gagnon at 8:27 p.m.

Éric Campbell
Secretary General

Michael Murray
Chairman

/EC
2014-11-07