

EASTERN TOWNSHIPS SCHOOL BOARD

COUNCIL OF COMMISSIONERS

TUESDAY, JUNE 26, 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-president</i>	P	Secretary General, Éric Campbell	P
Mary-Ellen Kirby	P	Director General and Director of Pedagogical Services, Kandy Mackey	P
Frank MacGregor	P	Assistant Director General and Director of Operations, Michel Soucy	P
Alice McCrory		Director of Human Resources, Jeffrey Pauw	P
Jonathan Murray	P	Director of Financial Services, Sophie Leduc	P
Michael Murray, <i>President</i>	P	Director of Continuing Education, Eva Lettner	P
Tina Pezzi-Bilodeau	Absent	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 7:00 p.m.

2. QUORUM AND ADOPTION OF THE AGENDA

QUORUM WAS ESTABLISHED AND IT WAS MOVED BY Commissioner R. Gagnon to adopt the Agenda of June 26, 2018, as deposited.

Carried unanimously

3. APPROVAL OF THE MINUTES OF THE MEETING OF MAY 22, 2018

Resolution No. ETSB18-06-117

Approval of the Minutes of the Meeting of May 22, 2018

WHEREAS a copy of the Minutes of the meeting of May 22, 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 May 22, 2018, as deposited.

Carried unanimously

4. QUESTION PERIOD**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:

- Each year the Townshippers' Association's Make Way For Youth project holds the Excel in the Estrie Essay Challenge, inviting local youth to share their stories of overcoming challenges, be it academic, social or personal, on their path to graduation. As well they are asked to share plans for their future in the region. This year Alexander Galt Regional High School students, Junia Goddard and Sunny Skelling Brooks, submitted the two top winning entries. "Junia and Sunny's written essays focused on building confidence and transitioning into adulthood. Both entries clearly illustrated the author's attachment to the region and their plans to build their futures in the community after pursuing their educational dreams, Junia as a future journalist and Sunny as an emergency room or neonatal care nurse," as stated by the Townshippers' Association. We would like to take this opportunity to congratulate both Junia and Sunny on their accomplishments and wish them all the best in their future endeavours;
- On June 9th the Annual Track Meet for Massey-Vanier feeder schools was held. All seven schools, (Butler Farnham, Heroes' Memorial, Knowlton Academy, Mansonville, Parkview, Sutton and Waterloo) were well represented in the following events: 50, 100 and 200-meter, high jump, long jump, and relay races. At the end of the day, which proved to be a beautiful sunny one, the two top schools were Knowlton with the most overall points and Farnham with the most points per student. Congratulations goes out to these two schools as well as all who participated and won banners. We would also like to recognize and thank the teachers and volunteers who made the day possible;

- On June 15th the Annual Field Games were held at Alexander Galt Regional High School. In all 336 grade 5 and 6 students from 12 ETSB elementary schools gathered for a fun filled day of outdoor activities. Soon after arriving at the high school, the students were divided into 14 teams, mixing students from different elementary schools together. This unique approach gave many who had competed against each other during the school year, the opportunity to hone their team building skills and have a fun relaxed day of outdoor field sports. In the end, the day proved to be a great one, with many students forging new friendships. We would like to thank everyone involved who made the day a memorable one;
- The 12th edition of the Brome Bright Lights Short Story contest was held on June 16th. The competition is open to elementary students in the Brome-Missisquoi area. This year 111 entries were received and the winners were as follows:
 - Grade 1: 1st prize, Micheala Meacher – Knowlton Academy
2nd prize, Zennon Fournier – Mansonville Elementary
 - Grade 2: 1st prize, Amelya Jersey – Mansonville Elementary
2nd prize, Mya Gardner – Mansonville Elementary
 - Grade 3: 1st prize, Emma Chalifour – Farnham Elementary
2nd prize, Rebecca Grant – Heroes' Memorial
 - Grade 4: 1st prize, Connor Patch – Hereos' Memorial
2nd prize, Heidi Rochat – Farnham Elementary
 - Grade 5: 1st prize, Devon Whitehead – Heroes' Memorial
2nd prize, Takoda Quilliams – Knowlton Academy
 - Grade 6: 1st prize, Josef Robert – Knowlton Academy
2nd prize, Benji Cantelon – Knowlton Academy

The grand prize was awarded to Micheala Meacher from Knowlton Academy. We would like to congratulate the prize winners and all the students involved, as well as thank the organizers and sponsors for their support;

- On the June 15th weekend, 15 members of the Galt bantam rugby team traveled to Toronto for some 'rucking' with the Oakville Crusaders Rugby Football Club. The U13 showed a lot of poise against a much more experienced and numerous Oakville club. The U14 club showed up ready to rumble, and took the first match 27-17, despite not having any subs. The boys played as near perfect a game as they could. They dropped the second match 22-19, having lost two players to injury.

That afternoon, Galt was invited to join the Toronto Wolfpack at Lamport Field. The Galt players were VIP guests and the Pipers, escorted both teams out on the field for the National Anthem, and were presented to the thousands of fans who "gave it up" for the Alexander Galt Pipers. We would like to thank both organizations for welcoming our students and staff, as well as the coaches, teachers and volunteers that helped to make this happen;

- Last but not least as the school year comes to a close, we have the pleasure of congratulating all our students. Whether it be our kindergarten students who are at the beginning of their journey, our elementary students leaving for new adventures in high school, our high school graduates who now have many paths in front of them to choose from or our adult and vocational education students who are embarking on a new career.

Congratulations to all on a job well done! We wish you continued success in what ever you choose to do or become.

6. BUSINESS ARISING

There was no business arising.

7. NEW BUSINESS

7.1 Appointment of Principal 100% - Parkview Elementary School

Resolution No. ETSB18-06-118

Appointment of Principal 100% - Parkview Elementary School

WHEREAS the position of Principal of Parkview Elementary School has been vacated by the departure of Ms. Nicole Carrière to Sherbrooke Elementary School;

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 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 A. McCrory that the Council of Commissioners appoint Barbra Plouffe, Principal 100% of Parkview Elementary School effective July 1, 2018.

Carried unanimously

7.2 Appointment of Principal 50% of Ayers' Cliff Elementary School & Principal 40% - North Hatley Elementary School

Resolution No. ETSB18-06-119

Appointment of Principal 50% of Ayers' Cliff Elementary School & Principal 40% - North Hatley Elementary School

WHEREAS the position of Principal of Ayer's Cliff and North Hatley Elementary Schools has been vacated by the departure of Ms. Catherine Zahra to Princess Elementary Elementary School;

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 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 C. Beaubien that the Council of Commissioners appoint Tracy Harding, Principal 50% of Ayer's Cliff Elementary School & Principal 40% of North Hatley Elementary School effective July 1, 2018.

Carried unanimously

7.3 Appointment of Centre Director 75% - Brome-Missisquoi Campus – Adult Education

Resolution No. ETSB18-06-120

Appointment of Centre Director 75% - Brome-Missisquoi Campus – Adult Education

WHEREAS the position of Centre Director of the Brome-Missisquoi Adult Education sector has been vacated with the retirement of Mr. Pierre Morin;

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 J. Humenuik that the Council of Commissioners appoint Martin Vigneux, Centre Director of the Brome-Missisquoi Adult Education sector effective July 1, 2018.

Carried unanimously

7.4 Nomination and Delegation of Powers to the Director General

Resolution No. ETSB18-06-121

Nomination and Delegation of Powers to the Director General

WHEREAS all Management positions will not be assigned by June 26, 2018;

WHEREAS the last Council of Commissioners meeting for the 2017-2018 school year will be held on June 26, 2018;

WHEREAS some administrative positions will need to be appointed before the next Council of Commissioners' meeting held in August so that they may prepare for the start of the new school year;

WHEREAS the appointment of administrators is usually done by the Council of Commissioners;

IT WAS MOVED BY Commissioner F. MacGregor to delegate the power of appointing administrators in conformity with the administrative structure for 2018-2019 to the Director General as to facilitate the start up for the 2018-2019 school year.

Carried unanimously

8. REPORTS

8.1 Director General's Report

8.1.1 2018-2023 Commitment-to-Success Plan

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

- Preparation of the 2018-2019 school year
- Deposit of the 2018-2023 Commitment-to-Success Plan

The Director General also presented the following resolution:

Resolution No. ETSB18-06-122 **2018-2023 Commitment-to-Success Plan**

WHEREAS, in compliance with the amendments made to the Education Act (Law 105) as well as with the *Ministère de l'Éducation et de l'Enseignement supérieur (MÉES)* first Policy on Educational Success and the 2017-2022 Strategic Plan, the Eastern Townships School Board must adopt a Commitment-to-Success Plan by July 1, 2018;

WHEREAS, the Eastern Townships School Board (ETSB) formed a working committee with representation from various stakeholders, who took into consideration the historic and current orientations of the ETSB, as well as the future steps needed to support student success, in both youth and adult;

WHEREAS, the ETSB surveyed parents and teachers in its schools and centres for their impressions on a number of areas and used the data when formulating its plan;

WHEREAS, the ETSB also surveyed community partners for their impressions on a number of areas and used the data when formulating its plan;

WHEREAS, it was felt that a focused and pointed approach would best serve the students and communities of the ETSB to foster student success;

WHEREAS, the proposed ETSB's Commitment-to-Success Plan reflects the deliberations, feedback and future directions that were prioritized by the working committee;

WHEREAS the *Ministère de l'Éducation et de l'Enseignement supérieur* requires a resolution in principle by July 1, 2018;

IT WAS MOVED BY Commissioner C. Véronneau to approve, in principle, the 2018-2023 Commitment-to-Success Plan dated July 1, 2018.

Carried unanimously

8.2 Report from the Chair

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

- The passing and the legacy of Paul Gérin-Lajoie
- The amazing support of our parents, our personnel and our community
- The postponing of school elections to November 2020
- 6 million dollars to expand Drummondville Elementary School
- Expressions of his personal appreciation of the senior management team

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
- Resolutions that will be presented at the public meeting.

9.2 Governance and Ethics Committee

The Director General presented the following resolutions:

9.2.1 Confirmation of the Head Office Administrative Structure 2018-2019

Resolution No. ETSB18-06-123

Confirmation of the Head Office Administrative Structure 2018-2019

WHEREAS section 134 of the Regulation respecting *Certain Conditions of Employment of Senior Staff of School Boards and of the Comité de Gestion de la Taxe Scolaire de l'Île de Montréal* states that the School Board must confirm the Head Office Administrative Structure, as it has been amended;

WHEREAS the Commissioners have reviewed the proposed Administrative Structure for the Head Office, including the appropriate modifications and adjustments for the 2018-2019 school year, during the June 12, 2018 Governance and Ethics Advisory Committee meeting;

WHEREAS the Eastern Townships Association of Administrators (ETAA) has been duly consulted on the structure;

WHEREAS this administrative structure is to take effect July 1st, 2018, unless otherwise specified;

IT WAS MOVED BY Commissioner G. Barnett that the Council of Commissioners approve the Head Office Administrative Structure for the 2018-2019 school year, effective July 1, 2018.

Carried unanimously

9.2.2 Confirmation of the Schools and Centres Administrative Structure 2018-2019

Resolution No. ETSB18-06-124

Confirmation of the Schools and Centres Administrative Structure 2018-2019

WHEREAS section 134 of the Regulation respecting *Certain Conditions of Employment of Senior Staff of School Boards and of the Comité de Gestion de la Taxe Scolaire de l'Île de Montréal* states that the School Board must confirm the Schools and Centres Administrative Structure as it is amended;

WHEREAS the Commissioners have reviewed the proposed Administrative Structure for the Schools and Centres, including the appropriate modifications and adjustments for the 2018-2019 school year, during the June 12, 2018 Governance and Ethics Committee meeting;

WHEREAS the Eastern Townships Association of Administrators (ETAA) has been duly consulted on the structure;

WHEREAS this administrative structure is to take effect on July 1st, 2018, unless otherwise specified;

IT WAS MOVED BY Commissioner K. Waterhouse that the Council of Commissioners approve the Schools and Centres Administrative Structure for the 2018-2019 school year, effective July 1st, 2018.

Carried unanimously

The Chair G. Barnett also mentioned that the following items were discussed at the June 12, 2018 Governance and Ethics Committee meeting:

- Reflection on Advisory Committees
- Commitment-to-Success Plan
- Educational Leadership Assessment Process (ELAP) Update
- Administrative Appointments
- Administrative Structure 2018-2019
- Collective Lawsuit – MEES Directives
- Drummondville Elementary School
- Bill 183 – An Act mainly to strengthen the role and independence of the Student Ombudsman
- Policy and By-law Reviews
- Marguerite Knapp
- DG Priorities
- 2018-2019 Meeting Dates
- School Fees – Role of Commissioners
- Living School – Cookshire Elementary School
- Commissioners' Bursary

The date of the next Governance and Ethics meeting is to be determined.

9.3 Audit Advisory Committee

9.3.1 Finances

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

9.3.1.1 Signing Officers for Schools-Centres

Resolution No. ETSB18-05-125

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 schools and centres as of July 1st, 2018;

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

Princess Elizabeth Elementary School	Catherine Zahra (add) Marie-Pier Cabana (remove)
Parkview Elementary School	Nicole Carrière (remove) Barbra Plouffe (add)
Sherbrooke Elementary School	Nicole Carrière (add) Anastasia Christodouloupoulos (remove)
Massey Vanier High School	Dave Scott (remove)
Centre Brome-Missisquoi – Adult Education	Danielle Faubert (remove) Martin Vigneux (add)
New Horizons	Caroline Grégoire (add) Martin Vigneux (remove)

Carried unanimously

9.3.1.2 Signing Officers for Schools**Resolution No. ETSB18-06-126****Signing Officers for Schools**

WHEREAS the *CIBC* requires the names of representatives authorized to sign banking documents on behalf of ETSB Ayer's Cliff Elementary School; North Hatley Elementary School and Mansonville Elementary School;

WHEREAS new principal assignments have changed the names of representatives in these schools as of July 1st 2018;

IT WAS MOVED BY Commissioner C. Beaubien that the following individuals be authorized to sign banking documents on behalf of their respective school:

Ayer's Cliff Elementary School	Tracy Harding (add) Catherine Zahra (remove) Del Springate (remove)
North Hatley Elementary School	Tracy Harding (add) Catherine Zahra (remove)
Mansonville Elementary School	Andrew Retchless (remove)

Carried unanimously

9.3.1.3 Approval of the Schools/Centres Budgets 2018-2019**Resolution No. ETSB18-06-127****Approval of the School/Centre Budgets 2018-2019**

WHEREAS Section 276 of the *Education Act* states that every school board is responsible for approving the budgets of their schools, vocational training centres and adult education centres;

WHEREAS it is necessary to ratify the budgets attached;

WHEREAS all of the governing boards adopted their school/centre budgets for 2018-2019;

WHEREAS the school/centre budgets for 2018-2019 have been presented and analyzed at the Audit Advisory Committee meeting of June 19, 2018;

WHEREAS the Audit Committee recommends the ratification of the school/centre budgets for 2018-2019;

IT WAS MOVED BY Commissioner J. Humenuik that the Council of Commissioners ratify the budget of each school/centre for 2018-2019.

Carried unanimously

9.3.1.4 Adoption du budget de la Commission scolaire Eastern Townships 2018-2019**Resolution No. ETSB18-06-128****Adoption du budget de la Commission scolaire Eastern Townships 2018-2019**

ATTENDU QUE conformément à la Loi sur l'instruction publique (chapitre I-13.3), la Commission scolaire Eastern Townships doit adopter et transmettre au ministre de l'Éducation, du Loisir et du Sport son budget de fonctionnement, d'investissement et du service de la dette pour l'année scolaire 2018-2019;

ATTENDU QUE ce budget prévoit l'équilibre budgétaire pour l'exercice financier 2018-2019;

ATTENDU QUE l'évaluation uniformisée ajustée des immeubles imposables avant exemption qui a été utilisée pour l'établissement de la subvention d'équilibre est établie au montant de 4 633 415 332 \$ en date du 1^{er} mai 2018 en conformité avec la Loi et les règles budgétaires pour l'année scolaire 2018-2019;

ATTENDU QUE le produit de la taxe scolaire au montant de 7 790 413 \$, en date du 1^{er} mai 2018, a été établi en prenant en considération :

- une évaluation uniformisée ajustée des immeubles imposables de 25 000 \$ et moins au montant de 31 953 267 \$, et :
- une évaluation uniformisée de 4 601 462 065 immeubles imposables de plus de 25 000 \$.

IL EST PROPOSÉ PAR le commissaire J. Humenuik que le budget de fonctionnement, d'investissement et du service de la dette prévoyant des revenus de 86 764 354\$ et des dépenses de 86 764 354\$ soit adopté et transmis au ministre de l'Éducation, du Loisir et du Sport.

Carried unanimously

9.3.2 Buildings and Grounds

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

9.3.2.1 Eastern Townships School Board – International Student Program – Lease Agreement**Resolution No. ETSB18-06-129****Eastern Townships School Board – International Student Program – Lease Agreement**

WHEREAS the Eastern Townships School Board (ETSB) prides itself in providing a multicultural environment for its students which can be enriched with the addition of more international students;

WHEREAS the ETSB is faced with an increasing demand for accommodations for its International Student Program (ISP) for the 2018-2019 school year;

WHEREAS the ETSB is looking for boarding facilities to accommodate its increasing number of international students for the 2018-2019 school year;

WHEREAS the ETSB has an agreement with *Collège du Mont St-Anne* in Sherbrooke to rent their boarding facilities for its international student clientele;

WHEREAS space is currently available at the college and the ETSB is in the process of negotiating a lease to accommodate the clientele of the ISP;

WHEREAS the ETSB and *Collège du Mont St-Anne* in Sherbrooke has agreed to accommodate international students at a fixed cost of nine hundred dollars (\$900) per student, per month over a ten (10) month period, for room, board and the provision of extra-curricular activities;

WHEREAS the ETSB has to agree to a flat fixed charge for supervision seven (7) days a week twenty-four (24) hours a day for all ETSB international students that reside at *Collège du Mont St-Anne* in Sherbrooke, the supervision fixed charge should not exceed \$60,000.

WHEREAS the total fees payable by the ETSB for the period from August 1st 2018 to June 30th 2019, will not exceed \$240,000;

WHEREAS the ETSB may proceed before July 30th 2018, with the agreement for the period starting from August 1st 2018 to June 30th 2019;

IT WAS MOVED BY Commissioner J. Humenuik that the ETSB may conclude a leasing agreement for its ISP; **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

9.3.2.2 List of Proposed Projects

Resolution No. ETSB18-06-130

List of Proposed Projects under the Programs *Maintien des bâtiments et Résorption du déficit de maintien 2018-2019 (Mesure 50621 & 50622)* and *Enveloppe additionnelle pour le maintien des bâtiments et pour la résorption du déficit de maintien 2018-2019 (Mesure 50625 & 50626)*

WHEREAS with the above mentioned measures the *ministère de l'Éducation et de l'Enseignement supérieur (MEES)* aims at financing work in order to maintain and/or renovate all of the School Board's buildings dedicated to educational and administrative purposes;

WHEREAS the Eastern Townships School Board has prepared a priority list of investment projects to be proposed to the *ministère de l'Éducation et de l'Enseignement supérieur (MEES)* for authorization according to the programs *Maintien des bâtiments 2018-2019 (Mesure 50621)*, *Résorption du déficit de maintien 2018-2019 (Mesure 50622)*, the *Enveloppe additionnelle pour le maintien des bâtiments 2018-2019 (Mesure 50625)* and the *Enveloppe additionnelle pour la résorption du déficit de maintien 2018-2019 (Mesure 50626)*;

WHEREAS this list must be sent to the *ministère de l'Éducation et de l'Enseignement supérieur (MEES)* by the Eastern Townships School Board;

WHEREAS the said list of the proposed priorities could be subject to adjustments following possible events;

IT WAS MOVED by Commissioner G. Holliday that the Council of Commissioners approve the priority list of projects proposed under the programs *Maintien des bâtiments 2018-2019 (Mesure 50621)*, *Résorption du déficit de maintien 2018-2019 (Mesure 50622)*, *the Enveloppe additionnelle pour le maintien des bâtiments 2018-2019 (Mesure 50625)* and the *Enveloppe additionnelle pour la résorption du déficit du maintien 2018-2019 (50626)*;

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

Carried unanimously

9.3.2.3 Cookshire Elementary School – Roof Renovation

Resolution No. ETSB18-06-131

Cookshire Elementary School – Roof Renovation

WHEREAS the *ministère de l'Éducation et de l'Enseignement supérieur (MEES)* approved a budget of \$100,000 for the project stated above, under the program *MDB - Maintien des bâtiments 2016-17 Mesure: 50621*;

WHEREAS three (3) companies retrieved the project specifications after a public invitation to bid on the project;

WHEREAS two (2) bids were received by the Eastern Townships School Board by the date and time specified in the call for tender;

WHEREAS the lowest bid in the amount of \$44,070 (excluding taxes), was received from the company *Toiture Lacasse et fils*;

WHEREAS after reviewing the bids, the assigned professional firm of *BOUM Architecture*, has recommended the company *Toiture Lacasse et Fils*, 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 \$59,867.48;

IT WAS MOVED BY Commissioner M. Kirby that the Company *Toiture Lacasse et Fils* 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 the absence of the Director General, the Assistant Director General can also sign.

Carried unanimously

9.3.2.4 Waterloo Elementary School – Outside Stairs and Drainage

Resolution No. ETSB18-06-132

Waterloo Elementary School – Outside Stairs and Drainage

WHEREAS the *ministère de l'Éducation et de l'Enseignement supérieur (MEES)* dedicated a budget of \$100 000, for the project stated above, under the program *MDB - Maintien des bâtiments 2016-17 Mesure: 50621*;

WHEREAS due to the constraints within the timeframe to proceed with the project stated above, this resolution must be presented on a budgetary basis in the amount of \$100,000;

WHEREAS the contract will be granted as soon as the results of the call for tenders will be known;

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

WHEREAS the contract will be granted according to the recommendations of the professional firm;

IT WAS MOVED BY Commissioner A. McCroy to proceed, in conformity with the authorization by the MEES 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

9.3.2.5 Knowlton Academy – Electrical System Repair & Bathroom Renovations

Resolution No. ETSB18-06-133

Knowlton Academy – Electrical System Repair & Bathroom Renovations

WHEREAS the *ministère de l'Éducation et de l'Enseignement supérieur (MEES)* dedicated a budget of \$404,791 for the projects stated above, under the program *MDB - Maintien des bâtiments 2016-17 Mesure: 50621* and *MDB - Maintien des bâtiments 2017-18 Mesure: 50621*;

WHEREAS three (3) companies retrieved the project specifications after a public invitation to bid on the project;

WHEREAS one (1) bid was received by the Eastern Townships School Board by the date specified, May 22, 2018;

WHEREAS the lowest bid in the amount of \$238 243.00 (excluding taxes), was received from the company *Athéna Construction*;

WHEREAS after reviewing the bids, the assigned professional firm of *Caroline Dénommée Architecture Inc.*, has recommended the company *Athéna Construction*, 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 \$309 210.32;

IT WAS MOVED BY Commissioner R. Gagnon that the Company *Athéna Construction* 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 the absence of the Director General, the Assistant Director General can also sign.

Carried unanimously

9.3.2.6 Parkview Elementary School – Drainage

Resolution No. ETSB18-06-134

Parkview Elementary School – Drainage

WHEREAS the ETSB and the *ministère de l'Éducation et de l'Enseignement supérieur (MEES)* worked together to dedicate the necessary budget in view to proceed with the project stated above, under the program *MDB - Maintien des bâtiments 2017-18 Mesure: 50621*;

WHEREAS six (6) companies retrieved the project specifications after a public invitation to bid on the project;

WHEREAS four (4) bids were received by the Eastern Townships School Board by the date and time specified;

WHEREAS the lowest bid in the amount of \$850 725.00 (excluding taxes), was received from the company *Tijaro Ltée*

WHEREAS after reviewing the bids, the assigned professional firm of *Pierre Cabana Architecte Inc.*, has recommended the company *Tijaro Ltée*, 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 \$1 076 884.60;

IT WAS MOVED BY Commissioner A. McCory that the Company *Tijaro Ltée* 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 the absence of the Director General, the Assistant Director General can also sign.

Carried unanimously

9.3.2.7 Waterloo Elementary School – Playground Improvement Project

Resolution No. ETSB18-06-135

Waterloo Elementary School – Playground Improvement Project

WHEREAS the Eastern Townships School Board (ETSB) in collaboration with the school have presented for authorization a schoolyard improvement project to the *ministère de l'Éducation, de l'Enseignement supérieur (MEES)* under the program « *Embellissement des cours d'école 2017-2018 (Mesure 50530)* »;

WHEREAS the ETSB in collaboration with the school presented its request in October 2017;

WHEREAS the ETSB wants to complete the project during the 2018-2019 year;

WHEREAS the ETSB has received the authorization from the MEES;

WHEREAS the financial aid from the MEES will be 1/3 of the project's cost up to a maximum of \$25,000;

WHEREAS the financial aid from the ETSB will be 1/3 of the project's cost up to a maximum of 25,000;

WHEREAS Waterloo Elementary School has provided official written confirmation letters of financial aid assuming the rest of the amount required;

WHEREAS the total cost of the project is \$ 68,483.02 (taxes and fees included);

WHEREAS all contracts will be granted according to the ETSB's Purchase Policy and government requirements (laws, policies, rules, etc...);

WHEREAS the ETSB will use the monies from its global envelope of the *Réfection et transformation des actifs* program to assume its share of the project;

WHEREAS the project will be done respecting of the approved budget;

IT WAS MOVED BY Commissioner A. McCrory to proceed with the project;

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

9.3.2.8 Ayer's Cliff Elementary School – Playground Improvement Project

Resolution No. ETSB18-06-136

Ayer's Cliff Elementary School – Playground Improvement Project

WHEREAS the Eastern Townships School Board (ETSB) in collaboration with the school have presented for authorization a playground improvement project to the *ministère de l'Éducation et de l'Enseignement supérieur (MEES)* under the program *Embellissement des cours d'école 2017-2018 (Mesure 50530)*;

WHEREAS the ETSB in collaboration with the school presented its' request in October 2017;

WHEREAS the ETSB would like to complete the project during the 2018-2019 school year;

WHEREAS the ETSB has received the authorization from the MEES;

WHEREAS the financial aid from the MEES will be 1/3 of the project's cost up to a maximum of \$25,000;

WHEREAS the financial aid from the ETSB will be 1/3 of the project's cost up to a maximum of \$25,000;

WHEREAS Ayer's Cliff Elementary School has provided official written confirmation letters of financial aid assuming the balance of the amount required;

WHEREAS the total cost of the project is \$68,120.02 (taxes and fees included);

WHEREAS all contracts will be granted according to the ETSB's Purchase Policy and government requirements (laws, policies, rules, etc...);

WHEREAS the ETSB will use the monies from its global envelope of the *Réfection et transformation des actifs* program to assume its share of the project;

WHEREAS the project will be done respecting of the approved budget;

IT WAS MOVED BY Commissioner C. Beaubien to proceed with the project;

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

9.3.2.9 Mandate to proceed with an Energy Efficiency Study for 12 of the Eastern Townships School Board (ETSB) Schools

Resolution No. ETSB18-06-137

Mandate to proceed with an Energy Efficiency Study for 12 of the Eastern Townships School Board (ETSB) Schools

WHEREAS this study project aims to improve the energy efficiency of ETSB buildings and the planning of investments;

WHEREAS the study project will evaluate the energy systems of each building and propose a variety of potential energy efficiency improvements;

WHEREAS the study project covers the building envelope, lighting, heating, ventilation, domestic hot water and other mechanical units;

WHEREAS this study project aims to ensure that the School Board complies with the Ministry's vision to improve energy consumption and eliminate greenhouse gas emissions;

WHEREAS the Eastern Townships School Board will benefit from an optimization project grant for the amount of \$68,500 to do the study;

WHEREAS the Eastern Townships School Board will submit applications to get grants from *Transition énergétique Québec* and *Gaz Métro* for the total amount of \$52,600;

WHEREAS the Eastern Townships School Board recommends the company *Enerzam inc.* to do the study;

WHEREAS the total cost for the study for 12 ETSB schools, excluding both grants stated above, will come to \$96,600 plus taxes;

IT WAS MOVED BY Commissioner J. Humenuik that the Company *Enerzam 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 the absence of the Director General, the Assistant Director General can also sign.

Carried unanimously

9.3.2.10 Contracts of Public Bodies – Annual Rendering of Accounts

Resolution No. ETSB18-06-138

Contracts of Public Bodies – Annual Rendering of Accounts

WHEREAS, on December 7, 2012, the National Assembly adopted Bill 1 – *Integrity in Public Contracts Act*;

WHEREAS following the adoption of this law, every school board was required to appoint a contract rules compliance monitor (RORC)

WHEREAS, in accordance with this law, the Treasury Board decreed the *Directive concernant la reddition de comptes en gestion contractuelle des organismes publics* (hereinafter referred to as the « Directive »), which came into force on April 1, 2013 and applies particularly to school boards;

WHEREAS the Directive outlines all cases of rendering of accounts and standardizes the content and the type of information to be transmitted to the Secretariat of the Treasury Board;

WHEREAS the requirements provided under this directive are from the LCOP which aims to promote the rendering of accounts based on the accountability of chief executive officers of public bodies and on the appropriate use of public funds;

WHEREAS these renderings of accounts will allow the President of the Treasury Board to then submit a report on the application of the LCOP;

WHEREAS according to the requirements outlined in the Directive, the school board is required to render an account of its contractual activities during the period from April 1, 2017 to March 31, 2018;

WHEREAS the Directive stipulates that the chief executive officer of the public body must attest, on an annual basis, to the reliability of the data and controls related to contracts by using the form provided in appendix 3 of the Directive;

WHEREAS appendix 3 allows the school board to include comments;

WHEREAS in the case of a school board, the chief executive officer of the public body is the Council of Commissioners unless the Council has delegated, by by-law, to the Executive or to the Director General, all or a part of its duties as outlined in the LCOP;

WHEREAS at Eastern Townships School Board, the duties of the executive officer of the public body for which an account must be rendered rest with the Council of Commissioners;

WHEREAS the Council of Commissioners must render account for the authorizations it gave during the period from April 1, 2017 to March 31, 2018;

WHEREAS all contracting activities have been performed by the appropriate school board administrators and respecting the LCOP to the best of their judgment and abilities within the resources available;

IT IS MOVED by Commissioner C. Beaubien, seconded by Commissioner R. Gagnon that Eastern Townships School Board :

ADOPT the declaration of the executive officer of the public body attesting to the reliability of the data and management controls as appended to this resolution, in accordance with the template proposed in Appendix 3 of the Directive with the addition of the following comment:

1. "This declaration is made by the executive officer of the public body in a context where all contracting activities have been performed by the appropriate administrators while respecting the LCOP to the best of their judgment and abilities and within the limits of the resources available."
2. **AUTHORIZE** the Chairman of the school board to sign the declaration of the executive officer of the public body (appendix 3) and any other document required to respect the requirements of the rendering of accounts as provided for in the Directive;
3. **TRANSMIT**, no later than June 30, 2018 all the required documents to the Secretariat of the Treasury Board so as to respect the requirement to render account as stipulated in the Directive.

Carried unanimously

The Chair of the Audit Advisory Committee also mentioned that the following topics were discussed at the June 19, 2018 Audit Advisory Committee meeting:

- Mandate to participate in the purchase of digital equipment for Collecto's Digital Combos SAR -220-2018
- CBM – Vocational Training: Computer graphics Program Purchase
- Waterloo – Playground Project
- Ayer's Cliff – Playground Project
- School tax invoicing 2018-2019
- Provisional List – Real Estate Maintenance Projects – 2018-2019
- Lease Agreement with Collège du Mont Sainte-Anne
- Related Party Transaction Declaration
- Budget 2018-2019

The Chair of the Audit Advisory Committee also mentioned that the next Audit Advisory Committee meeting will be decided at a later date.

9.3.3 Information and Communication Technology

The Chair of Audit Advisory Committee presented the following resolutions:

9.3.3.1 Brome-Missisquoi Campus – Vocational Training – Purchasing of Computer Graphics Equipment

Resolution No. ETSB18-06-139

Brome-Missisquoi Campus – Vocational Training – Purchasing of Computer Graphics Equipment

WHEREAS in the pursuit of Computer Graphics Program, the Eastern Townships School Board needs to renew some of the equipment for the 2018-2019 school year;

WHEREAS the Eastern Townships School Board (ETSB) dedicated a budget of \$71 275 from the basic allowance for the acquisition of fittings and equipment for the project stated above;

WHEREAS the Eastern Townships School Board needs to ensure compatibility with all the equipment and software already purchased through the years;

WHEREAS the Eastern Townships School Board wishes to purchase 24 IMACs for the Computer Graphics Program;

WHEREAS the contract will be granted respecting the budget dedicated by the ETSB for this purchase and the government requirements (laws, policies, rules, etc...);

IT WAS MOVED BY Commissioner R. Gagnon to proceed, in conformity with 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

9.3.3.2 Membership – Mandate for the Purchase of Technology Equipment in the Framework of Technology Combos per SAR-220-2018 of *Collecto, services regroupés en éducation (Collecto)*

Resolution No. ETSB18-06-140

Membership – Mandate for the Purchase of Technology Equipment in the Framework of Technology Combos per SAR-220-2018 of *Collecto, services regroupés en éducation (Collecto)*

As part of the *Plan d'action numérique en éducation et en enseignement supérieur*, the *ministère de l'Éducation et de l'Enseignement supérieur* commissioned *Collecto* to conduct the gathering of information from schools in order to evaluate acquisition needs per locale. This is part of the technology combos measure, which aims to implement a set of actions in all Quebec schools that include training for staff and access to state-of-the-art equipment, and this, by the beginning of the school year in September 2018.

WHEREAS, the Eastern Townships School Board (ETSB) will derive benefits from a group purchasing process such as that offered by *Collecto*;

WHEREAS, the Ministry, under investment rule 50767, commissioned *Collecto* to gather information from schools in order to assess the acquisition needs per locale;

WHEREAS, the ETSB must acquire technology equipment as part of measure 50767 for the acquisition of technology combos for the start of the 2018 school year;

WHEREAS, measure 50767 requires that purchases be made from the list of pre-selected technology combos that was distributed during the determining of needs by the Ministry in May 2018 and which will be formalized in July 2018;

IT WAS MOVED BY Commissioner J. Humenuik and **RESOLVED**:

- **THAT** the ETSB adheres to Collecto's group purchasing of technology equipment in order to take advantage of the budget measure 50767;
- **THAT** the ETSB authorizes the Director General, Mrs. Kandy Mackey or the Director of Instructional Technology and Pedagogical Services, Mrs. Eva Lettner responsible for IT acquisitions at the ETSB, to act as the representative of the School Board concerning all the contractual aspects related to acquisitions under measure 50767;
- **THAT** the ETSB authorizes the Director General, Mrs. Kandy MacKey or the Director of Instructional Technology and Pedagogical Services, Mrs. Eva Lettner, responsible for IT acquisitions at the ETSB, to sign any document or any authorization from this resolution.

Carried unanimously

9.4 Educational Services Advisory Committee

The Chair of the Educational Services Committee, Commissioner R. Gagnon, indicated that the next Educational Services Advisory Committee meeting is to be determined.

9.5 Communication Advisory Committee

In the absence of the Chair of the Communication Advisory Committee, the Secretary General, presented the topics that were discussed at the June 5, 2018 meeting:

- School Board Elections
- Access to Information Requests
- Volunteer Recognition – Evaluation
- Student Population
- End of Year Report - 2017-2018 Priorities
- Governing Board Workshops 2018-2019
- Promotional Pamphlet – Tax Insert

The Secretary General also indicated that the next Communication Advisory Committee meeting is to be determined.

9.6 Human Resources Advisory Committee

The Chair of the Human Resources Advisory Committee, C. Beaubien, presented the following resolution:

9.6.1 Approval of the Policy on Employment Practices

Resolution No. ETSB18-06-141

Approval of the Policy on Employment Practices

WHEREAS the School Board has developed a *Policy on Employment Practices*;

WHEREAS the *Policy on Employment Practices* was sent for consultation to the Parents' Committee, Special Education Advisory Committee, Eastern Townships Association of School Administrators, Appalachian Teachers' Association, *Syndicat des Professionnelles et Professionnels des commissions scolaires de l'Estrie* and Townships Regional Union of Support Staff and was accepted by all;

WHEREAS the *Policy on Employment Practices* was presented to the Human Resources Advisory Committee and was accepted by the committee;

WHEREAS the Director's Committee and Management Committee accepted the *Policy on Employment Practices*;

IT WAS MOVED BY Commissioner C. Beaubien that the *Policy on Employment Practices* dated May 2018, be approved.

Carried unanimously

The Chair of the Human Resources Advisory Committee, C. Beaubien, also indicated that the next Human Resources Advisory Committee meeting will take place in October.

9.7 Transportation Advisory Committee

The Chair of the Transportation Advisory Committee, Commissioner G. Holliday, indicated that the next Transportation Advisory Committee meeting will take place in November.

9.8 Special Education Advisory Committee

The Chair of the Special Education Advisory Committee, C. Véronneau, presented the topics that were discussed at the June 13, 2018 meeting:

- Creation of List of Resources for Children with Special Needs & Their Families
- Report from Central Parents' Committee & Representative & SEAC Parent Commissioner
- Finance Presentation
- Development of Commitment to Success Plan
- Building and Grounds topics
- Changes to Funding

10. Parents' Committee

The Commissioner representing parents, K. Waterhouse, presented the topics that were discussed at the June 6, 2018 meeting:

- Presentation from F. Giguère (Parents Survey)
- School Supplies
- Michel Soucy attended the meeting
- End of Year Summary

The Commissioner representing Parents, K. Waterhouse, also indicated that the next Parents' Committee meeting is to be determined

11. Student Advisory Committee

Commissioner J. Humenuik representing the Student Advisory Committee, indicated that the next Student Advisory Committee meeting is already scheduled at the beginning of the next school year.

12. QUEBEC ENGLISH SCHOOL BOARDS ASSOCIATION REPORT (QESBA)

Commissioner M. Murray mentioned the following items:

- Busy Recruiting the next Executive Director
- Some breathing room now that the school board elections have been postponed

13. SOFIE REPORT

Commissioner J. Humenuik mentioned that a SOFIE meeting took place on June 1st, 2018. Also that last Thursday, a 5 à 7 was organized for outgoing DG Sylvie Beauregard, which also gave the members the opportunity to network and have informal conversations with industry leaders.

14. COMMISSIONER'S COMMENTS AND QUESTIONS

- Commissioner G. Barnett attended the last Governing Board meeting at New Horizons. They discussed Job Links, more students from Emploi Québec and more professionals at New Horizons. A report about *Imagine Stanstead* was done.
- He also attended Alexander Galt Regional High School's last Governing Board meeting. The cafeteria was discussed and the fact that the cafeteria has been running a deficit for the last few years. School fees were addressed; supervision fees, homework fees, etc.

- Commissioner R. Gagnon attended the last Governing Board at Knowlton Academy, school fees were also addressed.
- Commissioner P. Laberge was present the the last Governing Board meeting at Sherbrooke Elementary School. Consumable fees were addressed. There were a lot of confusion about it.
- Commissioner G. Holliday did attend the Graduation Ceremony at Richmond Regional High School. It was an emotional ceremony because of the death of one of the students earlier this year.
- Commissioner M. Kirby also attended graduations and awards ceremonies for schools of her Ward. She also attended the inauguration of the Living Campus at Cookshire Elementary.
- Commissioner K. Waterhouse shared with his colleagues a piece of mind: “I am who I am because of who we are”.
- Commissioner A. McCory attended Parkview Elementary and Waterloo Elementary School’s last Governing Board meetings of the year. Consumable fees were addressed. She also attended the awards ceremony for Massey-Vanier H.S.
- Commissioner J. Murray attended Massey-Vanier High School Graduation and also their last Governing Board meeting. Consumable fees were also addressed and now they are respecting all requirements.
- Commissioner F. MacGregor attended the graduation ceremony at Sherbrooke Elementary. It was very well done. The sentiment at the school is that they are going to miss Ms Christodouloupoulos.
- Commissioner C. Beaubien thanked the Chairman for attending the Governing Board meeting in her area and also thanked K. Mackey for having already appointed the new principal at Ayer’s Cliff Elementary School and North Hatley Elementary School.
- The Chairman wanted to congratulate Principal Nicole Carrière at Parkview Elementary School for her presentation about the school fees to her Governing Board members. He also attended two press conferences where the ministry announced grants for playground improvements.
- Commissioner J. Humenuik mentioned that when she was at Farham Elementary School last week she was informed that a group of students of the school were in Calgary for a student exchange. She also attended the Massey-Vanier High School Graduation and the GALT Pipers’ Golf Tournament.

15. **CORRESPONDENCE**

The Secretary General mentioned that the following correspondence was received:

- A letter addressed to the Director General of School Boards (in French and in English) from Sylvie Barcelo, Deputy Minister, concerning the replacement of the history textbooks currently being used in Secondary III.
- A letter from Minister Sebastien Proulx, addressed to M. Murray announcing a new kindergarten class for 4-year-olds in low economic area starting in September 2018.
- A letter of confirmation was received today about an envelope of \$ 13.1 million for renovating our schools.

16. QUESTION PERIOD

M. Seline wished all Commissioners a fun and restful summer vacation.

17. VARIA

There was no varia.

18. ADJOURNMENT

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

Éric Campbell
Secretary General

Michael Murray
Chairman

/EC
2018-06-27