

EASTERN TOWNSHIPS SCHOOL BOARD

COUNCIL OF COMMISSIONERS

TUESDAY, OCTOBER 25, 2016 – 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, Member	P
Daniel Brodie	P	Cindy Véronneau	P
Richard Gagnon	P	Kenneth Waterhouse	GH ¹
Gary Holliday	P		
Joy Humenuik, Vice-Chairman	P	Administrators	
Mary-Ellen Kirby		Secretary General, Éric Campbell	P
Frank MacGregor	P	Director General, Christian Provencher	P
Alice McCrory	P	Assistant Director General and Director of Pedagogical Services, Kandy Mackey	P
Michael Murray, Chairman	P	Director of Human Resources, Jeffrey Pauw	P
Tina Pezzi-Bilodeau	GH	Director of Financial Services, Sophie Leduc	P
Gregg Thomson	P	Director of Operations, Michel Soucy	P

GH = Google Hangout

¹ *Left early*

OBSERVERS

Sharon Priest, Communications Consultant

GUESTS

Megan Seline, President, Appalachian Teachers' Association (ATA), Matthew McCully, The Record.

1. CALL THE MEETING TO ORDER

The Chairman called the meeting to order at 7:10 p.m.

2. QUORUM AND ADOPTION OF THE AGENDA

QUORUM WAS ESTABLISHED AND IT WAS MOVED BY Commissioner G. Holliday to adopt the Agenda of October 25, 2016 with the following addition to the item 8.2:

- 8.2 Oath of Office for Parent Commissioners

Carried unanimously

3. APPROVAL OF THE MINUTES OF THE MEETING OF SEPTEMBER 27, 2016

Resolution No. ETSB16-10-24

Approval of the Minutes of the Meeting of September 27, 2016

WHEREAS a copy of the Minutes of the meeting of September 27, 2016 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 September 27, 2016 as deposited.

Carried unanimously

4. QUESTION PERIOD**M. Seline**

Where are we at with the negotiations of the *Ententes* with the *Commission scolaire du Val-des-Cerfs*?

The Director General *replied that a meeting took place last week and that other meetings are already scheduled.*

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:

- On September 30th, Knowlton Academy officially inaugurated their new playground. The school choir opened the ceremony and sang for the invited

guests which included a representative from the local MNA's office Christine Boulanger, Lac-Brome Mayor Richard Burcombe, Tanya Szmanski from the Pacte Rurale, Chairman of the ETSB Michael Murray and ETSB Commissioner Richard Gagnon, as well as many community members, volunteers and donors who helped make this project a reality. The school community, the Eastern Townships School Board (ETSB) and the *Ministère de l'Éducation, de l'Enseignement supérieur* (MEES), invested over \$100,000 in the project. The new installations and upgrades include a giant chess set, a deck hockey rink and a gazebo that will be used as an outdoor classroom equipped with benches and a blackboard;

- During the month of August, students in the Machining Techniques Department at the Lennoxville Vocational Training Centre set out to build a Hula Hula Steam Engine. In order to evaluate "New Types of Work Organization" competencies the students were asked to work in teams to build the engine. The Hula Hula Steam Engine is a project so complex and challenging that very few teams have succeeded in completing this task. We would like to extend our congratulations to the students who successfully completed this task and built the engine.

6. **BUSINESS ARISING**

There was no business arising.

7. **REPORTS**

7.1 **Director Generals' Report**

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

- The start of a new and promising school year
- September 30th an important date
- Coaching Teacher Training
- *Ententes* with *Commission scolaire du Val-des-Cerfs* (CSVDC)
- PROCEDE
- Open Houses

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

7.2 Chair's Report

The Chair, M. Murray, presented verbally his report in which the following items were highlighted:

- Impact of rapid changes on our students and challenges for the School Board
- Presentation by the Public Health Services in Estrie on the needs of linguistic and cultural communities in Estrie
- Shortage of trained and prepared employees for local businesses and need for expansion of our educational offerings in vocational training
- Emergence of the Gig economy

8. FORMS

8.1 Declaration of Conflict of Interest and Confidentiality of Information Discussed during Meetings for Elected Commissioners

The Secretary General distributed the Declaration of Conflict of Interest documentation to the Commissioners as the Code of Ethics, By-law 3, requires renewal of this documentation for the 2016-2017 school year. Documents were signed and will be kept in the Commissioners files.

8.2 Oath of Office and Declarations of Conflict of Interest and Confidentiality of Information discussed during Meetings for Parent Commissioners

The Secretary General distributed the Oath of Office and Declarations of Conflict of Interest documentation to the Parent Commissioners as the Code of Ethics, By-law 3, requires renewal of this documentation for the 2016-2017 school year. Documents were signed and will be kept in the Commissioners files.

9. NEW BUSINESS

There was no new business.

10. ADVISORY COMMITTEE'S REPORTS

10.1 Executive Committee

The Chair of the Executive Committee, Commissioner M. Murray, mentioned that the following items were discussed at the Executive Committee:

- Welcome to 4 new Parent Commissioners
- Staffing Plan 2016-2017
- Recommendations from Special Education Advisory Committee
- Discussions about internal rules.

10.2 Governance and Ethics Committee

The Chair of the Governance and Ethics Committee, Commissioner G. Barnett, mentioned to the Council that there was nothing to report as there was no meeting.

10.3 Audit Advisory Committee

The Chair of the Audit Advisory Committee, Commissioner J. Humenuik, presented the topics that were discussed at the October 18, 2016 Audit Advisory Committee meeting:

- Building and Grounds Investments
- 2015-2016 Year-End Presentation
- Chipmunk – Action Planer – CFO.

She indicated that the notes of the October 18, 2016 Audit Advisory Committee meeting were included in the Commissioners' kit and that the next Audit Advisory Committee is scheduled on November 15, 2016.

The Chair also presented the following resolutions:

10.3.1. Finance

10.3.1.1. Financial Statements for the Year Ending June 30, 2016

Resolution No. ETSB16-10-25

Financial Statements for the Year Ending June 30, 2016

WHEREAS section 286 of the Education Act requires that the financial activities of school boards be audited annually;

WHEREAS the Secretary General gave public notice of the date, time and place of the presentation of the financial statements on October 8 and 11, 2016;

WHEREAS the Director General published a summary of the annual financial statements of the School Board in two local newspapers on October 17, 2016;

WHEREAS the external auditors have deposited their report to the School Board;

IT WAS MOVED BY Commissioner J. Humenuik that the financial statements for the year ending June 30, 2016 be received as tabled.

Carried unanimously

10.3.2. Buildings and Grounds

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

10.3.2.1. Massey-Vanier High School – Housekeeping Contract

Resolution No. ETSB 16-10-26

Massey-Vanier High School – Housekeeping Contract

WHEREAS the current housekeeping contract at Massey-Vanier Campus will expire on December 31, 2016;

WHEREAS the Eastern Townships School Board (ETSB) in collaboration with the *Commission scolaire du Val-des-Cerfs (CSVDC)* wants to continue to have housekeeping services in place for the Massey-Vanier Campus at the end of the current contract;

WHEREAS the ETSB mandates the CSVDC to carry out the call for tender for the housekeeping contract for the Massey-Vanier Campus and to receive the bids;

WHEREAS the CSVDC will request bids for a housekeeping contract for the Massey-Vanier Campus for a three (3) year term, with a two (2) year renewal option, for a maximum of five (5) years;

WHEREAS the estimate for the housekeeping contract for the Massey-Vanier Campus is based on the 2015-2016 costs;

WHEREAS the total cost of the housekeeping contract is shared according to the agreement currently in effect on the cost sharing between the CSVDC and the ETSB (the cost is shared 50%/50% according to the current agreement in effect);

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

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

IT WAS MOVED BY Commissioner J. Humenuik to mandate the CSVDC to carry out the tender process and grant the contract for housekeeping services at the Massey-Vanier Campus based on the budget dedicated by the ETSB for this project (contract, professional fees & taxes included), the ETSB's purchase policy and government requirements (laws, policies, rules, etc...). **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

10.3.2.2. Massey-Vanier High School – Snow Removal Contract**Resolution No. ETSB 16-10-27****Massey-Vanier High School – Snow Removal Contract**

WHEREAS the current snow removal contract at Massey-Vanier Campus will expire on December 31, 2016;

WHEREAS the Eastern Townships School Board (ETSB) in collaboration with the *Commission scolaire du Val-des-Cerfs (CSVDC)* wants to continue to have snow removal services in place for the Massey-Vanier Campus at the end of the current contract;

WHEREAS the ETSB mandates the CSVDC to carry out the call for tender for the snow removal contract for the Massey-Vanier Campus and to receive the bids;

WHEREAS the CSVDC will request bids for a snow removal contract for the Massey-Vanier Campus for a three (3) year term, with a two (2) year renewal option, for a maximum of five (5) years;

WHEREAS the estimate for the snow removal contract for the Massey-Vanier Campus is based on the 2015-2016 costs;

WHEREAS the total cost of the snow removal contract is shared according to the agreement currently in effect on the cost sharing between the CSVDC and the ETSB (the cost is shared 50%/50% according to the current agreement in effect);

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

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

IT WAS MOVED BY Commissioner J. Humenuik to mandate the CSVDC to carry out the tender process and grant the contract for snow removal services at the Massey-Vanier Campus based on the budget dedicated by the ETSB for this project (contract, professional fees & taxes included), the ETSB's purchase policy and government requirements (laws, policies, rules, etc...). **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

10.3.3. Transportation

There were no resolutions submitted.

10.4 Educational Services Advisory Committee

The Chair of the Educational Services Advisory Committee, R. Gagnon, presented the topics that were discussed at the October 4, 2016 Educational Services Advisory Committee meeting:

- LCEEQ Conference –(Leadership Committee for English Education in Quebec)
- Presentation of the 2016 ministry exam results
- Update on technology devices for RRHS and MVHS
- Next meeting will be November 1st

He also indicated that the notes of the October 4, 2016 Educational Services Advisory Committee meeting will be included in the next Commissioners' kit.

10.5 Communications Advisory Committee

The Chair of the Communications Advisory Committee, Commissioner D. Brodie, indicated that the notes of the September 22, 2016 Communications Advisory Committee meeting were included in the Commissioners' kits and that the topics had already been presented at the last Council of Commissioners' meeting.

Dates to remember:

- Governing Board Workshop on October 26, 2016...
- Governing Board Chairs and Principals Workshop on November 16;
- Massey-Vanier High School Open House on October 27.

He also indicated that the next Communications Advisory Committee meeting will take place on November 29, 2016.

10.6 Human Resources Advisory Committee

The Chair of the Human Resources Advisory Committee, Commissioner F. MacGregor, presented the topics that were discussed at the October 11, 2016 Human Resources Advisory Committee meeting:

- HR Analytics
- HR Priorities 2016-2017 including local negotiation
- Overview of the beginning of the school year
- Health and Safety Policies

He also indicated that the notes of the October 11, 2016 Human Resources Advisory Committee meeting were included in the Commissioner's kits. He also mentioned that the next Human Resources Advisory Committee meeting was scheduled on November 8, 2016.

10.7 Transportation Advisory Committee

The Chair of the Transportation Advisory Committee, Commissioner G. Holliday, informed the Council that the meeting previously scheduled on October 11, 2016 has been postponed to November 8, 2016.

10.8 Special Education Advisory Committee (SEAC)

The SEAC Parent Commissioner Cindy Véronneau informed the Council that there was one meeting that took place on October 12, 2016 and that the following topics were discussed:

- Membership 2016-2017
- Election of SEAC Chairperson and Vice-Chairperson 2016-2017
- Rules of Internal Procedures 2016-2017
- Nomination of Parents' Committee Representative
- SEAC Parent Commissioner
- Recommendations to Council

10.9 Parents' Committee

Parent Commissioner P. Laberge informed the Council that the first Parents' Committee meeting took place on October 12, 2016 and elections for all Parent Commissioners (including SEAC Parent Commissioner) had occurred at this meeting.

He also informed the Council that the highlights of the Parents' Committee meeting were included in the Commissioners' kit and that the following topics were discussed:

- Welcome to new and returning members
- Elections results
- SEAC representative appointment
- Public consultation about educational success is not accessible for parents that are working.

He also mentioned that the next Parents' Committee meeting was scheduled on November 2, 2016.

10.10 Student Advisory Committee

For the Student Advisory Committee (SAC), Commissioner J. Humenuik informed the Council that there will be students taking part in the SAC. A meeting with the three high school principals will take place in order to address specific issues (schedule, support, etc.). The plan is to have five meetings per year with one in the evening for Commissioners to attend. The whole processes of the functioning of this Committee will have to be reviewed.

11. QUEBEC ENGLISH SCHOOL BOARDS ASSOCIATION REPORT (QESBA)

M. Murray mentioned the following items:

- All QESBA employees have been registered as lobbyists for Bill 105. A strong concern persists over the right of English minority to control and manage its education system;
- The feedback was positive from those commissioners who attended the professional development session by VCN;
- There will be a board meeting October;
- The Minister of Education will be attending the Sherbrooke consultation on Educational Success taking place on October 28. The Chair will represent the Eastern Townships School Board in the afternoon and the Director General will represent TECIÉ in the morning.

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

Commissioner J. Humenuik informed the members that there will be a meeting tomorrow morning at 7:30 a.m.

13. COMMISSIONER'S COMMENTS AND QUESTIONS

Commissioner J. Humenuik attended Butler Elementary's Tulip planting event that took place on October 2016, which saw the students plant one thousand bulbs. Butler's Community Learning Centre organized this event. Farnham's Community Learning Centre also organized the same type of event. Both of these events were held as part of the celebration for 150th anniversary of Canada.

Commissioner F. MacGregor attended the Alexander Galt Regional High School Governing Board meeting, where among other items, the campus beautification project was presented. Teacher Catherine Nadon is spearheading this project at the school

Commissioner C. Beaubien attended the Governing Board meeting at New Horizons. The Breakfast Program will be modified but will be maintained with the help of Proviso.

She also mentioned that the Scouts will rent Alexander Galt Regional High School premises for their Jamboree next summer.

Sunnyside Elementary School received 25 recycled/rebuilt bicycles and a tricycle donated by the organization Free Wheeling. Free Wheeling, located in Cowansville, works with adults with disabilities to revitalize and repurpose used bicycles. The school is now looking for an outdoor storage area for these bikes.

She mentioned that there was a conference about Parents and Community at the last QESBA Annual General Meeting.

Commissioner G. Thomson attended the Governing Board meetings at Heroes' Memorial Elementary School and at Massey-Vanier High School.

Commissioner A. McCrory attended the Townshippers' meeting for the Health Sector and noted that Mr. Murray's comments were highly appreciated.

Commissioner M. Kirby expressed her satisfaction about the organization of the Open House at Alexander Regional High School. She attended as a grandmother by accompanying her 11 year-old grand-child. She also spoke about the Mother Goose program launched by the Richmond Regional High School's Community Learning Centre (CLC) and now offered at the Eaton Valley CLC. A majority of French participants are attending the sessions. This program has helped to open the schools' doors to the community.

Commissioner D. Brodie mentioned that the Governing Board meeting at Princess Elizabeth Elementary School went very well.

Parent Commissioner P. Laberge talked about ABEE training programs for parents regarding their involvement in schools, such as Governing Boards, etc. as well sessions for parents on how to support their child with homework.

He also informed the members that a concert was being held this Saturday night at Centennial Theatre. Profits are to go towards Sherbrooke Elementary School's music Program.

Commissioner R. Gagnon reported that he attended the inauguration of the Knowlton Academy Playground at which the new green house project was also unveiled.

Commissioner G. Barnett attended the New Horizons Governing Board meeting yesterday. A teacher from the centre was released to work reforms that are coming in Adult Education:

He also attended the Alexander Galt Regional High School's Governing Board meeting last night and the following items were discussed: Spiritual Aid Animator's time use and Chrome books that are not meeting students' standard.

14. CORRESPONDENCE

There was no correspondence.

15. QUESTION PERIOD

M. Seline

Is the ETSB aware that the Quebec Provincial Association of Teachers (QPAT) conference starts on November 24, at 5:00 p.m.? Will the ETSB schools respect this day in order to let teachers attend the QPAT conference?

The Director of Human Resources said that yes they were aware and that the day and time should be respected. He was aware of one school, that may not but this is with the teacher's agreement.

Will the ETSB have five observers at the public consultation on educational success, as is allowed by the rules?

The Chair responded that no, the ETSB will not have five observers present at the public consultation.

16. VARIA

No topics were discussed.

17. ADJOURNMENT

There being no further business, the meeting was adjourned on a motion by Commissioner R. Gagnon at 9:20 p.m.

Éric Campbell
Secretary General

Michael Murray
Chairman

/EC
2016-10-26