

EASTERN TOWNSHIPS SCHOOL BOARD

COUNCIL OF COMMISSIONERS

TUESDAY, SEPTEMBER 27, 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	P
Claire Beaubien	P	Paul Laberge, Member	P
Daniel Brodie	P	Cindy Véronneau	GH
Richard Gagnon	P	Kenneth Waterhouse	P
Gary Holliday	P		
Joy Humenuik, Vice-Chairman	P	Administrators	
Mary-Ellen Kirby	P	Secretary General, Éric Campbell	P
Frank MacGregor	P	Director General, Christian Provencher	Absent
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	GH	Director of Operations, Michel Soucy	P

GH = Google Hangout

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 7:03 p.m.

2. QUORUM AND ADOPTION OF THE AGENDA

QUORUM WAS ESTABLISHED AND IT WAS MOVED BY Commissioner Gary Holliday to adopt the Agenda of September 27, 2016 with the following modification:

- Topic 9.3.1.4 has been dealt at the Executive Committee meeting.

Carried unanimously

3. Approval of the Minutes of the Meeting of August 23, 2016

Resolution No. ETSB16-09-13

Approval of the Minutes of the Meeting of August 23, 2016

WHEREAS a copy of the Minutes of the meeting of August 23, 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 August 23, 2016 as deposited.

Carried unanimously

4. QUESTION PERIOD

There were no questions.

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 August 31st personnel in our schools and centres greeted over 5300 students at the elementary and secondary level, in addition to 1100 in the adult education and vocational training sectors. The Eastern Townships School Board is pleased to announce that this represents an increase in its student population for the third year in a row. We would like to thank all the students and parents who have chosen the ETSB and all our personnel for making this School Board the best place to learn and a great place to work;

- From August 8th to 13th dance troupes from 50 countries competed in Las Vegas, Nevada at the World Hip Hop Dance Championships. The Gold Medal in the Junior Division was won by a group from *Studio Tendanse* in Granby, Quebec. The team is comprised of five teenagers, one of whom is Alison Frenco a graduate of Knowlton Academy who also attended Massey-Vanier High School in the Dance Concentration. We would like to take this opportunity to congratulate Alison and her teammates, Alexia Hébert, Coralie Dubois, Isanne Fleury and Kiliane Rufiange on their winning performance;
- This year, the *Fondation Christian Vachon* (the *Fondation*) joined forces once again with many partners including the Eastern Townships School Board (ETSB) to present the 10th *Fondation Christian Vachon Cross Country run*. More than 192 children from ETSB schools participated in this cross-country run which was held on Saturday September 24 in Magog. On the same day the *Relais-du-Lac-Memphremagog* was held with team participants running around Lake Memphremagog to raise funds for the *Fondation*. This event is one of the *Fondation's* most important fundraising activities. The ETSB manned a checkpoint at Knowlton's Landing during the relay, which saw teams of ETSB volunteers cheering on the runners. We would like to take this opportunity to thank all those individuals that donated their time at both the cross-country run and the checkpoint. As well we would like to thank Commissioner Gregg Thomson who donated 500 crispy Royal Gala apples, freshly picked in his family's orchard, which were greatly appreciated by the runners. As you may already know, for the 5th consecutive year, the *Fondation* is helping some of our ETSB students. This year it will support 111 students who are among the most in need in our schools and will invest approximately \$45,000 to help these students buy school supplies and clothing. This money will also enable some of them to participate in extracurricular activities and others to benefit from a hot lunch at noon;
- September 29th 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;
- The mandate of the Advisory Board on English Education (ABEE) is to advise the Minister of Education, Higher Education and Research on all matters affecting the educational services offered in English elementary and secondary schools and adult and vocational education centres. We would like to recognize and congratulate Ms. Peggy McCourt, Principal at Alexander Galt Regional High School on being chosen to represent the Eastern Townships School Board and Mr. Paul Laberge, on being chosen as parent representative for the FCPQ.

6. REPORTS

6.1 Director Generals' Report

There was no Director General's Report.

6.2 Chair's Report

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

- Chairman attended the *Forum les idées pour le Québec*;
- Education keeping up with technology;
- Innovation within the ETSB network;
- Open House for Sherbrooke industries to be held October 14th and 15th, 2016;
- Sutton tech company innovators in indoor farming;
- Space requirements to meet the demands of today's classroom.

A copy of the Chair's report is attached to and forms a part of the official copy of the Minutes.

7. BUSINESS ARISING

There was no business arising.

8. NEW BUSINESS

8.1 Student Ombudsman's Annual Report

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

Resolution No. ETSB16-09-14

Student Ombudsman's Annual Report

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

Carried unanimously

8.2 Agreement between the *ministère de la Culture et des Communications (MCC)* and the Eastern Townships School Board (ETSB), to support the plan of cultural outings of the “*La culture à l’école*” program

Resolution No. ETSB16-09-15

Agreement between the *ministère de la Culture et des Communications (MCC)* and the Eastern Townships School Board (ETSB), to support the plan of cultural outings of the “*La culture à l’école*” program

WHEREAS the *Education Act* states that the school is an educational institution designated to contribute to social and cultural development;

WHEREAS the orientation of the ETSB’s cultural policy intends to promote the cultural development of students, among others;

WHEREAS the cultural outings component of the “*La culture à l’école*” program is put at the disposal of school principals and teachers by way of financial aid for the implementation of cultural projects within the school context;

WHEREAS the *ministère de l’Éducation et de l’Enseignement supérieur (MEES)* and the *MCC* have jointly contributed funds to school boards toward the financing of such activities since 1997, within the context of the “*La culture à l’école*” program;

WHEREAS within the context of the abolition of the network of regional *MEES* offices, both ministries confirm the continuance of their respective budgets, they must all the same review the division of responsibilities related to the financial support of the activities that were related to this program;

WHEREAS since the beginning of the 2014-2015 school year the *MCC* manages the grants of the cultural outings component of the “*La culture à l’école*” program, an agreement must be signed between *MCC* and the ETSB so that students of the ETSB may benefit;

IT WAS MOVED BY Commissioner R. Gagnon to acknowledge and approve the request for an agreement between the *MCC* and the ETSB, in order to support the cultural outings component of the “*La culture à l’école*” program and to authorize the Secretary General to sign said agreement.

Carried unanimously

8.3 Appointment of Vice-Principal 100% - Alexander Galt Regional High School

Resolution No. ETSB16-09-16

Appointment of Vice-Principal 100% - Alexander Galt Regional High School

WHEREAS the position of Vice-Principal 100% at Alexander Galt Regional High School (AGRHS) has been vacated by the new assignment of Mr. James Lemaitre as Principal at A.D.S Elementary School;

WHEREAS the candidate selected retains the qualifications and experience that respond to the criteria designated by the General Directorate;

WHEREAS the Selection Committee unanimously recommends this person to the Council of Commissioners;

WHEREAS the approved candidate will be subject to a two-year probationary period and performance appraisal process;

IT WAS MOVED BY Commissioner G. Holliday that the Council of Commissioners appoint Ms. Tara McCully, Vice-Principal 100% at Alexander Galt Regional High School effective August 29, 2016.

Carried unanimously

9. ADVISORY COMMITTEE'S REPORTS

9.1 Executive Committee

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

- Staffing Plan 2016-2017.

9.2. Governance and Ethics Committee

The Chair of the Governance and Ethics Committee, Commissioner G. Barnett, mentioned to the Council at the Executive Meeting that the notes of the Governance and Ethics meeting of September 13, 2016, were included in the Commissioner's kits. He also reminded the Commissioners that their Symposium will take place on November 4 -5.

9.3 Audit Advisory Committee

The Chair of the Audit Advisory Committee, Commissioner J. Humenuik, presented the notes of the Audit Advisory Committee meeting of September 20, 2016. She also mentioned that the next Audit Advisory Committee is scheduled on October 18, 2016.

9.3.1 **FINANCE**

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

9.3.1.1 **Signing Officers for Schools/Centres****Resolution No. ETSB 16-09-17****Signing Officers for Schools/Centres**

WHEREAS the CIBC Bank requires the names of representatives authorized to sign banking documents on behalf of ETSB schools, including: Mansonville Elementary School;

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

IT WAS MOVED BY Commissioner D. Brodie that the following individual be authorized to sign banking documents on behalf of her respective School as of September 27th 2016:

Mansonville Elementary

Fanny Boulais (add)

Sarah Lenz (remove)

Carried unanimously

9.3.1.2 **Signing Officers for Schools/Centres****Resolution No. ETSB 16-09-18****Signing Officers for Schools/Centres**

WHEREAS the *Caisse Desjardins des Hauts-Boisés* requires the names of representatives authorized to sign banking documents on behalf of the ETSB Cookshire Elementary School;

WHEREAS new principal assignments have changed the names of representatives in this School;

IT WAS MOVED BY Commissioner M. Kirby that the following individual be authorized to sign banking documents on behalf of her respective School:

Cookshire Elementary School

Tina Jacklin (add)

Carried unanimously

9.3.1.3 Signing Officers for Schools/Centres

Resolution No. ETSB 16-09-19

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 at Alexander Galt Regional High School;

IT WAS MOVED BY Commissioner G. Barnett that the following individual be authorized to sign banking documents on behalf of her School as of September 27th 2016.

Alexander Galt Regional High School Tara McCully (add)

Carried unanimously

9.3.1.4 Commissioners' Remuneration

The Chairman stated that this topic was dealt at the Executive Committee Meeting.

9.3.2 BUILDINGS AND GROUNDS

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

9.3.2.1 Asbestos-Danville-Shipton Elementary School – Exterior Wall Repair

Resolution No. ETSB16-09-20

Asbestos-Danville-Shipton Elementary School – Exterior Wall Repair

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 2015-16* Measure: 50621;

WHEREAS delays which the ETSB faces, forces us to present the resolution on a budgetary basis for 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 if additional funds are required to complete the project, monies will be taken from the *MDB - Maintien des bâtiments 2015-16* program and/or in the *AMT - Maintien des actifs et transformation fonctionnelle* program;

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

IT WAS MOVED BY Commissioner T. Bilodeau 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 Director of Operations can also sign.

Carried unanimously

9.3.2.2 Parkview Elementary School – Boiler Addition

Resolution No. ETSB16-09-21

Parkview Elementary School – Boiler Addition

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 2015-16* *Mesure: 50621*;

WHEREAS delays which the ETSB faces, forces us to present the resolution on a budgetary basis for 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 if additional funds are required to complete the project, monies will be taken from the *MDB - Maintien des bâtiments 2015-16* program and/or in the *AMT - Maintien des actifs et transformation fonctionnelle* program;

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

IT WAS MOVED BY Commissioner A. McCrory 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 Director of Operations can also sign.

Carried unanimously

9.3.2.3 New Horizons Adult Education Centre - Stairwell Renovation – Phase 2

Resolution No. ETSB16-09-22

New Horizons Adult Education Centre - Stairwell Renovation – Phase 2

WHEREAS the *ministère de l'Éducation, de l'Enseignement supérieur (MEES)* approved a budget of \$75,000 for the project stated above, under the program *MDB - Maintien des bâtiments 2015-16 Mesure: 50621*;

WHEREAS nine (9) companies retrieved the project specifications after a public invitation to bid on the project;

WHEREAS nine (9) were received by the Eastern Townships School Board by the date and time specified;

WHEREAS the lowest bid in the amount of \$73,000 (excluding taxes), was received from the company *Les Constructions Yves Lessard inc.*;

WHEREAS after reviewing the bids, the assigned professional firm of *Jubenville & Associés* has recommended the company *Les Constructions Yves Lessard inc.*; lowest bidder in conformity, to do the work;

WHEREAS the amount of the lowest bid from the contractor plus the professional fees and taxes is \$96,004;

WHEREAS additional funds are required to complete the project, monies will be taken from: *MDB - Maintien des bâtiments 2015-16* and/or in the *AMT - Maintien des actifs et transformation fonctionnelle* program;

IT WAS MOVED BY Commissioner G. Barnett that the Company *Les Constructions Yves Lessard 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 Director of Operations can also sign.

Carried unanimously

9.3.2.4 List of Proposed Projects under the Programs *Maintien des bâtiments et Résorption du déficit de maintien 2016-2017 (Mesure 50621, 50622, 50625 & 50626)*

Resolution No. ETSB16-09-23

List of Proposed Projects under the Programs *Maintien des bâtiments et Résorption du déficit de maintien 2016-2017 (Mesure 50621, 50622, 50625 & 50626)*

WHEREAS with this measure the *ministère de l'Éducation et de l'Enseignement supérieur (MEES)* aims at financing work in order to maintain and/or renovate all buildings used for 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 program *Maintien des bâtiments 2016-2017 (Mesure 50621)*, to the program *Résorption du déficit de maintien 2016-2017 (Mesure 50622)*, to the program *Maintien des bâtiments – enveloppe additionnelle 2016-2017 (Mesure 50625)*, to the program *Résorption du déficit de maintien – enveloppe additionnelle 2016-2017 (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 by July 22, 2016;

WHEREAS the said list of the proposed priorities could be subject to adjustments following possible events prior to July 22, 2017;

IT WAS MOVED by Commissioner J. Humenuik that the Council of Commissioners approve the priority list of projects proposed under the program *Maintien des bâtiments 2016-2017 (Mesure 50621)*, the program *Résorption du déficit de maintien 2016-2017 (Mesure 50622)*, the program *Maintien des bâtiments – enveloppe additionnelle 2016-2017 (Mesure 50625)*, and the program *Résorption du déficit de maintien – enveloppe additionnelle 2016-2017 (Mesure 50626)*;

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

Carried unanimously

9.3.3 TRANSPORTATION

There were no resolutions submitted.

9.4 Educational Services Advisory Committee

The Chair of the Educational Services Advisory Committee, R. Gagnon, presented the topics that were discussed at the September 6, 2016 Educational Services Advisory Committee meeting:

- French instruction in our schools;
- Homework and its value;
- Bill 105;
- 2015-2016 End of Year Report – Pedagogical and Complementary Services;
- New History Program;
- ETSB Pillars Video;
- Technology Deployment in Schools.

He also indicated that the notes of the September 6, 2016 Educational Services Advisory Committee meeting were included in the Commissioners' kit.

9.5 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 will be included in the next Commissioners' kits. The Chair also highlighted the following topics:

- Presentation of new promotional material;
- Governing Board workshops to be held;
- Date synchronization for teacher-parent nights between elementary and secondary schools;
- Clientele update for the 2016-2017 school year;
- Open Houses for secondary schools;
- New section on the ETSB website - ETSB in the news;
- List of ETSB events and activities.

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

9.6 Human Resources Advisory Committee

The Chair of the Human Resources Advisory Committee, Commissioner F. MacGregor, indicated that there was nothing to report as there were no meetings. He also mentioned that the next Human Resources Advisory Committee meeting is scheduled on October 11, 2016.

9.7 Transportation Advisory Committee

The Chair of the Transportation Advisory Committee, Commissioner G. Holliday, informed the Council that there was nothing to report as there were no meetings. He also mentioned that the next Transportation Advisory Committee meeting is scheduled on October 11, 2016.

9.8 Special Education Advisory Committee

The Director of Pedagogical Services, K. Mackey, informed the Council that there was one meeting that took place on September 14, 2016 and that the following topics were discussed:

- ETSB Pillars video;
- Process for the SEAC Commissioner Election.

9.9 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 Parents' Committee meeting of the school year is scheduled on October 12, 2016, and elections for all Parent Commissioners (including SEAC Parent Commissioner) will be done at this meeting.

9.10 Student Advisory Committee

For the Student Advisory Committee, Commissioner J. Humenuik informed the Council that there was nothing to report as there were no meetings and that they are in the process of recruiting student members.

10. QUEBEC ENGLISH SCHOOL BOARDS ASSOCIATION REPORT (QESBA)

M. Murray mentioned that Executive and Board meetings took place in September. Bill 105 was discussed at the Executive meeting and subsequently at the Board meeting. After much discussion the QESBA's official position on the Bill changed from one of opposition to support with some modifications. This change shows the openness of the QESBA to work with the Ministry. A training session on resource allocation will be given for all administrators on October 15 at 9:00 a.m.

11. S.O.F.I.E. REPORT

Commissioner J. Humenuik informed the members that at the S.O.F.I.E meeting, which took place on August 26, 2016, Ms. Humenuik and Mr. Provencher attended the meeting. The Director General of the *Commission scolaire du Val-des-Cerfs* also attended. *Salon Priorité Emploi* will take place on September 23-24 and the Eastern Townships School Board will be represented.

12. COMMISSIONER'S COMMENTS AND QUESTIONS

Commissioner C. Beaubien attended an Open House at Ayers' Cliff Elementary School the day before the first day of school. This new format allowed for greater attendance.

She also mentioned that the new Daycare at Sunnyside Elementary School had started. She will be attending a governing board meeting in late October and should have more information.

Commissioner A. McCrory mentioned that the Operation Backpack from the Waterloo area was able to provide 17 full school bags of school supplies.

Commissioner G. Thomson attended the General Assembly at Heroes' Memorial Elementary School. It was a big success in terms of attendance with more than 60 parents present.

Commissioner T. Bilodeau mentioned that the transition for students from St. Francis Elementary School and Richmond Regional High School for the new school year went well.

She also mentioned that Asbestos-Danville-Shipton Elementary School organized a fundraiser for the *Fondation Christian Vachon* that took place on September 25, in Danville.

Commissioner D. Brodie mentioned that the Memphremagog CLC have launched their new programs for the fall. He invites all commissioners to consult the Memphremagog CLC website.

Commissioner P. Laberge mentioned that some Governing Board Chairs experienced problems with their General Assemblies. This issue will be addressed at the Governing Board workshop. He also congratulated Ms. Mackey and Mr. Campbell for their welcoming presence at the Eastern Townships School Board's booth at the *Fondation Christian Vachon* Cross-Country.

Commissioner R. Gagnon mentioned that Knowlton Academy had their General Assembly and that everything went well. Sutton School will hold their first Governing Board meeting this week. He reported that Knowlton Academy's playground will be inaugurated this Friday complete with a new gazebo that can be used as an outdoor classroom. He also announced that planning and fundraising were underway for the school's garden project.

13. CORRESPONDENCE

There was no correspondence.

14. QUESTION PERIOD

M. Seline

Does Council know that QPAT and QESBA are aligned regarding Bill 105?

The Chairman replied that yes indeed they were aware.

The Chairman congratulated the Eastern Townships School Board staff for being present and having a booth at the Townshippers' Day; among other participants were CLC Coordinators, a few schools and Lennoxville Vocational Training Centre's (LVTC). The Chairman also attended a press conference at Lennoxville Vocational Training Center announcing the Open House for Sherbrooke industries that will take place on October 14-15 2016. Sherbrooke Innopole is the organizer of this event.

15. **ADJOURNMENT**

There being no further business, the meeting was adjourned on a motion by Commissioner R. Gagnon at 8:37 p.m.

Éric Campbell
Secretary General

Michael Murray
Chairman

/EC
2016-09-28