

EASTERN TOWNSHIPS SCHOOL BOARD

COUNCIL OF COMMISSIONERS

TUESDAY, AUGUST 23, 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	Absent	Paul Laberge, Member	P
Daniel Brodie	Absent	Cindy Véronneau	Absent
Richard Gagnon	P	Kenneth Waterhouse	P
Gary Holliday	P		
Joy Humenuik, Vice-Chairman	Absent	Administrators	
Mary-Ellen Kirby	P	Secretary General, Éric Campbell	P
Frank MacGregor	Absent	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

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 7:15 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 August 23, 2016 as deposited.

Carried unanimously

3. Approval of the Minutes of the Meeting of June 28, 2016

Resolution No. ETSB16-08-01

Approval of the Minutes of the Meeting of June 28, 2016

WHEREAS a copy of the Minutes of the meeting of June 28, 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 June 28, 2016 as deposited.

Carried unanimously

4. QUESTION PERIOD

M. Seline

May I wish the Council of Commissioners a good school year?

M. Seline

Following the reading of the book "*Starting a movement: Building Culture from the Inside Out in Professional Learning Communities*", has the Council of Commissioners decided to apply the Professional Learning Community (PLC)'s values?

M. Murray

The Director General will discuss this subject later in his presentation.

5. RECOGNITION OF EXCELLENCE

There was no recognition of excellence.

6. BUSINESS ARISING

There was no business arising.

7. NEW BUSINESS**7.1 Administrative Appointments****7.1.1 Appointment of Vice-Principal 100% - Sherbrooke Elementary School****Resolution No. ETSB16-08-02****Appointment of Vice-Principal 100% - Sherbrooke Elementary School**

WHEREAS the position of Vice-Principal 100% of Sherbrooke Elementary School has been vacated by the new assignment of Ms. Emmanuelle Gaudet as Assistant Director of Pedagogical Services;

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. Thomson that the Council of Commissioners appoint Ms. Jennifer Palik, Vice-Principal 100% of Sherbrooke Elementary School effective August 15, 2016.

Carried unanimously

7.1.2 Appointment of Principal 100% - Drummondville Elementary School**Resolution No. ETSB16-08-03****Appointment of Principal 100% - Drummondville Elementary School**

WHEREAS the position of Principal 100% of Drummondville Elementary School will become available with the new assignment of Ms. Marie-Pier Cabana beginning of 2016-2017;

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 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 T. Bilodeau that the Council of Commissioners appoint Ms. Dany Grenon, Principal 100% of Drummondville Elementary School effective July 1, 2016.

Carried unanimously

7.1.3 Appointment of Centre Director 100% - New Horizons Adult Education Centre

Resolution No. ETSB16-08-04

Appointment of Centre Director 100% - New Horizons Adult Education Centre

WHEREAS the position of Centre Director of New Horizons Adult Education Centre has been vacated by the retirement of Ms. Camille Faucher;

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 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. Barnett that the Council of Commissioners appoint Ms. Caroline Grégoire, Centre Director of New Horizons Adult Education Centre effective August 15, 2016.

Carried unanimously

7.1.4 Appointment of Teacher-Principal - Asbestos-Danville-Shipton Elementary School

Resolution No. ETSB16-08-05

Appointment of Teacher-Principal - Asbestos-Danville-Shipton A.D.S. Elementary School

WHEREAS the position of Teacher-Principal of A.D.S Elementary School has been vacated by the new assignment of Ms. Dany Grenon as Principal at Drummondville Elementary School;

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 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 T. Bilodeau that the Council of Commissioners appoint Mr. James Lemaitre, Teacher-Principal of A.D.S Elementary School effective August 15, 2016.

Carried unanimously

7.1.5 Appointment of Centre Director 100 % - Campus Brome-Missisquoi/Vocational Education

Resolution No. ETSB16-08-06

Appointment of Centre Director - Campus Brome-Missisquoi/Vocational Education

WHEREAS the position of Centre Director of Brome-Missisquoi Campus – Vocational Training Centre has been vacated by the retirement of Mr. Sylvain Desruisseaux;

WHEREAS the candidate selected by the *Commission scolaire du Val-des-Cerfs* and by the Eastern Townships School Board, retains the qualifications and experience that respond to the criteria designated by the General Directorate as well as by the Governing Board;

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

IT WAS MOVED BY Commissioner R. Gagnon that the Council of Commissioners appoint Ms. Liette Béchard, Centre Director of the Brome-Missisquoi Campus – Vocational Training Centre effective July 1, 2016.

Carried unanimously

8. REPORTS

8.1 Director General's Report

The Director General, C. Provencher, presented a Powerpoint in which the following items were highlighted:

- Appointments
- Director General's values
- Eastern Townships School Board values
- Management members are the leaders of the organization
- Current context of the organisation
- Priorities 2016-2017
- Expectations

8.2 Chair's Report

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

- Welcome back to all Commissioners and staff
- Wishes for an enthusiastic and energetic start to the school year
- What is the role of the Council within the Eastern Townships School Board and its students' success?
- Council needs to work on trust and confidence and limiting priorities to better ensure success
- Communication with parents needs to come from the schools. That is where and what information they are looking for.

9. ADVISORY COMMITTEE'S REPORTS

*** Advisory Committee's Meeting Dates**

The Director General submitted to the Council of Commissioners a draft of the Advisory Committee's Meeting Dates for information.

An inter-active calendar was requested by Commissioners.

9.1 Executive Committee

The Chair of the Executive Committee mentioned that the following items were discussed at the Executive Committee:

- Administrative appointments presented tonight were discussed.

9.2. Governance and Ethics Committee

There was no report.

9.3 Audit Advisory Committee

In the absence of the Chair of the Audit Advisory Committee, the Director of Finance, S. Leduc, presented the notes of the Audit Advisory Committee meeting of June 27, 2016.

9.3.1 FINANCE

The Director of Finance, S. Leduc, presented the following resolutions:

9.3.1.1 Signing Officers for Schools/Centres

Resolution No. ETSB 16-08-07 **Signing Officers for Schools/Centres**

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

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

IT WAS MOVED BY Commissioner T. Bilodeau that the following individual be authorized to sign banking documents on behalf of his respective school as of August 23rd 2016:

Drummondville Elementary School	Dany Grenon (add)	
	Marie-Pier Cabana (remove)	
		Carried unanimously

9.3.1.2 Signing Officers for Schools/Centres

Resolution No. ETSB 16-08-08 **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 A.D.S. Elementary School, Sherbrooke Elementary school, New Horizons Adult Education Centre and Alexander Galt Regional High School;

IT WAS MOVED BY Commissioner Alice McCrory that the following individuals be authorized to sign banking documents on behalf of their respective schools as of August 23rd 2016.

A.D.S. Elementary School	James Lemaitre (add)	
	Dany Grenon (remove)	
Sherbrooke Elementary School	Jennifer Palik (add)	
	Emmanuelle Gaudet (remove)	
New Horizons Adult Education Centre	Caroline Grégoire (add)	
	Camille Faucher (remove)	
Alexander Galt Regional High School	James Lemaitre (remove)	
		Carried unanimously

9.3.2 BUILDINGS AND GROUNDS

The Director of Operations, M. Soucy, presented the following resolutions:

9.3.2.1 Lennoxville Elementary School – Windows Replacement - Additional Cost**Resolution No. ETSB16-08-09****Lennoxville Elementary School – Windows Replacement - Additional Cost**

WHEREAS the *ministère de l'Éducation et de l'Enseignement supérieur (MEES)* approved a budget of \$375,000 for the project stated above, under the program *MDB - Maintien des bâtiments 2012-13 Mesure 50621* and under the program *MDB - Maintien des bâtiments 2015-16 Mesure: 50621*;

WHEREAS it was moved by resolution #ETSB16-03-54, on March 29, 2016, that the contract for the project stated above be awarded for the amount of \$372,593 (fees and taxes included);

WHEREAS the amount of the lowest bid in conformity was from *Les Constructions Yves Lessard inc.* for \$372,593 including contract, professional fees and taxes;

WHEREAS during the project some modifications and additional work needed to be done for an amount of \$64,734 including taxes;

WHEREAS the total amount for the contract including all modification orders, additional work, and professional fees (including taxes), adds up to \$437,327;

WHEREAS an amount of \$64,734 in addition to the existing resolution(s) is required to complete the project to respect the modification orders, additional work and professional fees (including taxes);

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

IT WAS MOVED BY Commissioner G. Barnett that the modification and/or additional work be awarded in order to complete the work 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 North Hatley Elementary School – Exterior Wall Repair**Resolution No. ETSB16-08-10****North Hatley Elementary School – Exterior Wall Repair**

WHEREAS the *ministère de l'Éducation et de l'Enseignement supérieur (MEES)* approved a budget of \$125,000 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 \$125,000;

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 G. Holliday 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 Lennoxville Vocational Training Centre Equipment Purchase – Pedagogical Needs

Resolution No. ETSB16-08-11

Lennoxville Vocational Training Centre Equipment Purchase – Pedagogical Needs

WHEREAS Lennoxville Vocational Training Centre (LVTC) needed to replace three milling machines for pedagogical purpose;

WHEREAS four (4) companies have submitted offers;

WHEREAS the lowest bid in conformity in the amount of \$54,675.00 (excluding taxes), was received from the company *Séguin Machinerie Ltée*;

WHEREAS LVTC sold the three (3) old milling machines for \$4,500 to *Séguin Machinerie Ltée*;

WHEREAS the lowest bid in conformity was \$50,175.00 (excluding taxes), received from the company *Séguin Machinerie Ltée*;

WHEREAS all purchases will be done according to the ETSB purchase policy and government requirements;

WHEREAS monies will be taken from the program M.A.O. – Machining Techniques Department - 2016-17;

IT WAS MOVED BY Commissioner M. Kirby that the Company *Séguin Machinerie 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 Director of Operations can also sign.

Carried unanimously

9.3.2.4 Deposit of a request to the *ministère de l'Éducation et de l'Enseignement supérieur* under the *Plan québécois des infrastructures (PQI 2017-2027)* for additional space and a gymnasium for Drummondville Elementary School

Resolution No. ETSB16-08-12

Deposit of a request to the *ministère de l'Éducation et de l'Enseignement supérieur* under the *Plan québécois des infrastructures (PQI 2017-2027)* for additional space and a gymnasium for Drummondville Elementary School

WHEREAS the Eastern Townships School Board has an obligation to offer an appropriate learning environment and adequate space for its elementary and secondary clientele;

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

WHEREAS it has been necessary to rent temporary space in order to accommodate the current student population of Drummondville Elementary School;

WHEREAS the request for additional space and a gymnasium for Drummondville Elementary School meets all the criteria of the program *Ajout de gymnase – Budget additionnel (Mesure 50514)*;

WHEREAS the need for additional space and a gymnasium warrants the construction of a new school or a major expansion of the existing building;

WHEREAS the Eastern Townships School Board must submit requests for additional space and a gymnasium under the *Plan québécois des infrastructures (PQI 2017-2027) du secteur de l'éducation* before August 26, 2016;

IT WAS MOVED BY Commissioner T. Bilodeau that the Eastern Townships School Board forward a request for authorization under the program *Ajout de gymnase – Budget additionnel (Mesure 50514)* for the construction of a new school or the major expansion of the existing school in Drummondville;

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 Chairman of the Educational Services Advisory Committee, R. Gagnon, indicated that there was nothing to report, as there were no meetings.

9.5 Communications Advisory Committee

In the absence of the Chairman of the Communications Advisory Committee, the Secretary General, E. Campbell, indicated that there was nothing to report, as there were no meetings.

9.6 Human Resources Advisory Committee

In the absence of the Chairman of the Human Resources Advisory Committee, the Director of Human Resources, J. Pauw, indicated that there was nothing to report, as there were no meetings.

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.

9.8 Special Education Advisory Committee

In the absence of the Chair of the Special Education Advisory Committee, the Director of Pedagogical Services, K. Mackey, informed the Council that there was nothing to report, as there were no meetings.

9.9 Parents' Committee

Parent Commissioner P. Laberge informed the Council that there was nothing to report, as there had not been any meetings. He also mentioned that all schools will be holding their general assemblies soon and that elections for all Parent Commissioners (including SEAC Parent Commissioner) will hopefully been done at a meeting that will take place on October 12, 2016.

9.10 Student Advisory Committee

In the absence of Commissioner J. Humenuik, Commissioner G. Holliday informed the Council that there was nothing to report, as there were no meetings.

10. QUEBEC ENGLISH SCHOOL BOARDS ASSOCIATION REPORT (QESBA)

There was no report.

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

The Director General informed the members that S.O.F.I.E.'s next meeting will take place this Friday, August 26, 2016.

12. COMMISSIONER'S COMMENTS AND QUESTIONS

Commissioner G. Thomson pointed out that powerful school leadership has a positive impact on student success.

13. CORRESPONDENCE

The Chairman, M. Murray, indicated that a taxpayer informed him that it was not possible anymore for him to pay his school taxes at the CIBC. The Chairman explained that there are additional fees for the Eastern Townships School Board in order to allow taxpayers to pay at financial institutions and that the fees charged by some are exorbitant. As an institutional organization we have to limit administrative fees. The Chairman will write back to the concerned taxpayer informing him about the situation.

14. QUESTION PERIOD

M. Seline

Who is the Director of the Adult Education Centre at Campus Brome-Missisquoi?

Jeff Pauw

Philippe Conn is the Director in a 50% position and Pierre Morin is the one who covers the other 50%.

15. ADJOURNMENT

There being no further business, the meeting was adjourned on a motion by Commissioner R. Gagnon at 9:05 p.m.

Éric Campbell
Secretary General

Michael Murray
Chairman

/EC
2016-08-24