

EASTERN TOWNSHIPS SCHOOL BOARD

ADJOURNED MEETING OF THE JUNE 23, 2015
COUNCIL OF COMMISSIONERS MEETING

TUESDAY, JULY 7, 2015 – 5:00 P.M.
(VIA CONFERENCE CALL)
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	T	Mary Gilman	Absent
Claire Beaubien	P	Paul Laberge, Member	T
Daniel Brodie	T	Cindy Véronneau	T
Richard Gagnon	P	Kenneth Waterhouse	T
Gary Holliday	P		
Joy Humenuik, Vice-Chairman	Absent	Administrators	
Mary-Ellen Kirby	T	Secretary General, Éric Campbell	Absent
Frank MacGregor	Absent	Director General, André Turcotte	P
Alice McCrory	Absent	Assistant Director General and Director of Pedagogical Services, Kandy Mackey	Absent
Michael Murray, Chairman	P	Director of Human Resources, Jeffrey Pauw	P
Tina Pezzi-Bilodeau	T	Director of Financial Services, Sophie Leduc	P
Gregg Thomson	T	Director of Operations, Michel Soucy	P

T = via telephone

OBSERVERS

Sharon Priest, Communications Consultant

1. CALL THE MEETING TO ORDER

The Chairman called the meeting to order at 5:09 p.m.

2. QUORUM AND ADOPTION OF THE AGENDA

2.1 Adoption of the agenda

QUORUM WAS ESTABLISHED AND IT WAS MOVED BY Commissioner Claire Beaubien to adopt the Agenda of June 23, 2015 with the addition of the following items:

- 2.2 Nomination of a Secretary General for the Meeting
- 10.3.14.4 Signing Officers for Schools/Centres
- 10.3.21 Eastern Townships School Board - Lease Agreement with *Collège Notre-Dame des Servites*, situated at 470 rue Main, Ayer's Cliff, Québec (*Collège Servite*)
- 10.3.22 Eastern Townships School Board – Transportation service agreement with the *Collège Sacré-Coeur Association Coopérative (CSCAC)*

Carried unanimously

2.2 Nomination of a Secretary General for the Meeting

As the Secretary General is absent, an Acting Secretary General must be nominated for the present meeting.

IT WAS MOVED BY Commissioner Richard Gagnon to nominate the Director General, André Turcotte, as Acting Secretary General for the present meeting.

Carried unanimously

4. QUESTION PERIOD

There were no questions.

10.3 Audit Advisory Committee

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

10.3.14.4 Signing Officers for Schools/Centres

Resolution No. ETSB15-07-149

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 Centre Brome Missisquoi-Vocational Education;

IT WAS MOVED BY Commissioner R. Gagnon that the following individual be authorized to sign banking documents on behalf of their respective schools as of July 7th, 2015:

Centre Brome-Missisquoi – Vocational Education

Sylvain Desruisseaux (add)

Carried unanimously

10.3.14 Approval of the School/ Center Budgets 2015-2016

Resolution No. ETSB15-07-150

Approval of the School/Centre Budgets 2015-2016

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 2015-2016;

WHEREAS the school/centre budgets for 2015-2016 have been presented and analyzed at the Audit Advisory Committee meeting of July 6, 2015;

WHEREAS the Audit Committee recommends the ratification of the school/centre budgets for 2015-2016;

IT WAS MOVED BY Commissioner R. Gagnon that the Council of Commissioners ratify the budget of each school/centre for 2015-2016.

Carried unanimously

10.3.15 Adoption of the 2015-2016 Budget

Resolution No. ETSB15-07-151

Adoption of the 2015-2016 Budget

WHEREAS Section 277 of the *Education Act* requires that every school board adopt and submit to the Minister of Education its Operating, Capital Investment and Debt Service Budgets for the following school year;

WHEREAS every school board is responsible for approving the budgets of its schools, vocational training centres and adult education centres;

WHEREAS revenues are estimated to be \$76,823,511.00 and expenditures are estimated to be \$76,823,511.00, giving a balanced budget for the 2015-2016 school year;

WHEREAS the uniform evaluation needed to establish the equalization grant is established at \$4,441,748,979.00;

WHEREAS the budget foresees that the school tax rate is set at \$0.32452 per \$100 of uniform evaluation;

IT WAS MOVED BY Commissioner R. Gagnon that the 2015-2016 Operating (including school/centre local funds), Debt Service and Capital Investment Budgets be adopted and transmitted to the Minister of Education;

IT WAS FURTHER MOVED that the tax rate for the 2015-2016 school year be set at \$0.32452 per \$100 of uniform evaluation.

Carried unanimously

10.3.20 Revision to the ETSB Reimbursement Policy

Resolution No. ETSB15-07-152

Revision to the ETSB Reimbursement Policy

WHEREAS the Eastern Townships School Board (ETSB) wishes to revise its *Reimbursement Policy*;

WHEREAS the ETSB presented the modifications to the appropriate committees/associations for consultation;

WHEREAS no comments were received by the committees/associations;

WHEREAS the Audit Advisory Committee reviewed the *Reimbursement Policy*;

WHEREAS the Audit Advisory Committee recommends that the policy be adopted;

IT WAS MOVED BY Commissioner G. Holliday to approve the revised *Reimbursement Policy*, effective July 7, 2015 and to receive, for information purposes, the accompanying procedures (*Reimbursement Procedures*) establishing guidelines for the reimbursement of travel expenses.

Carried unanimously

10.3.21 Eastern Townships School Board - Lease Agreement with *Collège Notre- Dame des Servites*, situated at 470 rue Main, Ayer's Cliff, Québec (*Collège Servite*)

Resolution No. ETSB15-07-153

Eastern Townships School Board - Lease Agreement with *Collège Notre-Dame des Servites*, situated at 470 rue Main, Ayer's Cliff, Québec (*Collège Servite*)

WHEREAS the Eastern Townships School Board (ETSB) prides itself in providing its students a bilingual environment enriched by the addition of international students;

WHEREAS the ETSB is faced with an increasing demand for accommodations for its International Student Program (ISP) for the 2015-2016 school year;

WHEREAS the ETSB is looking for boarding facilities to accommodate its increasing number of international students for the 2015-2016 school year;

WHEREAS the *Collège Servite* approached the ETSB to rent its boarding facilities to our international clientèle;

WHEREAS space is currently available at *Collège Servite* and they agreed to lease rooms to accommodate a minimum of 10 students;

WHEREAS the *Collège Servite* and ETSB agreed on a nine hundred dollar (900\$) fixed cost per student per month over a 10-month period for room, board and the provision of extra-curricular activities;

WHEREAS the ETSB has negotiated a one (1) year lease from August 26, 2015 to June 30, 2016, renewable on a yearly basis (for a maximum of two (2) renewals), in which both parties may end the lease with a six (6) month notice as of January 2016;

IT WAS MOVED BY Commissioner R. Gagnon that the ETSB and *Collège Servite* conclude a leasing agreement for the ETSB's International Student Program; **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

10.3.22 Eastern Townships School Board - Transportation Service Agreement with the *Collège Sacré-Coeur Association Coopérative (CSCAC)*

Resolution No. ETSB15-07-154

Eastern Townships School Board - Transportation Service Agreement with the *Collège Sacré-Coeur Association Coopérative (CSCAC)*

WHEREAS the Eastern Townships School Board (ETSB) owns and operates its own fleet of school buses;

WHEREAS the CSCAC made a request to the ETSB to provide transportation services for its students outside of the basin of the *Commission scolaire de la Région-de-Sherbrooke*;

WHEREAS the *ministère de l'Éducation, de l'Enseignement supérieur et de la Recherche* (MEESR) encourages school boards to collaborate where possible to be cost efficient;

WHEREAS after analyzing the current school transportation routes, the ETSB estimates that adequate space is available and that it can provide transportation services for the CSCAC students without incurring any further investment;

WHEREAS the ETSB will propose a one (1) year agreement for the 2015-2016 school year, that is renewable on a yearly basis to a maximum of two (2) times, where both parties may end the agreement with a six (6) month notice as of January 1;

WHEREAS for the 2015-2016 school year, the fees to be charged to the CSCAC will be based on existing transportation service agreements already in place and, that for subsequent years the agreement will be reopened and fees to be charged will be revised based on the experience of the first year;

IT WAS MOVED BY Commissioner G. Holliday that the ETSB & *Collège Sacré-Coeur Association Coopérative* (CSCAC) conclude a transportation service agreement; **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

15. QUESTION PERIOD

There were no questions.

16. ADJOURNMENT

There being no further business, the meeting was adjourned on a motion by Commissioner R. Gagnon at 5:31 p.m.

André Turcotte
Acting Secretary General

Michael Murray
Chairman

/EC
2015-07-08