

EASTERN TOWNSHIPS SCHOOL BOARD

COUNCIL OF COMMISSIONERS

TUESDAY, MARCH 28, 2017 – 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	GH
Daniel Brodie	Absent	Cindy Véronneau	GH
Richard Gagnon	GH	Kenneth Waterhouse	GH
Gary Holliday	P		
Joy Humenuik, <i>Vice-Chairman</i>	Absent	DC	
Mary-Ellen Kirby	GH	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, <i>Chairman</i>	P	Director of Human Resources, Jeffrey Pauw	P
Tina Pezzi-Bilodeau	GH	Director of Financial Services, Sophie Leduc	P
Gregg Thomson	Absent	Director of Operations, Michel Soucy	P

OBSERVERS

Sharon Priest, Communications Consultant

PUBLIC

Megan Seline, President of the *Appalachian Teachers' Association (ATA)*, Matthew McCully, *The Record*, Julie Dubois, President of TRUSS

1. CALL THE MEETING TO ORDER

The Chairman called the meeting to order at 7:08 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 March 28, 2017 as deposited.

Carried unanimously

3. APPROVAL OF THE MINUTES OF THE MEETING OF FEBRUARY 21, 2017

Resolution No. ETSB17-03-49

Approval of the Minutes of the Meeting of February 21, 2017

WHEREAS a copy of the Minutes of the meeting of February 21, 2017 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 February 21, 2017 as presented.

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:

- The volunteers of the GALT (Alexander Galt Regional High School) Prom Fairies were recently recognized by the borough of Lennoxville at their Annual Achievement Awards in the Volunteering and Citizenship category. Nancy Grey, Wanda Evans and Marie Letemplier, better known as the "Prom Fairies", help students in need and their families with outfits and accessories so that they can attend their prom in style. Through fundraisers and donations of previously loved gowns and outfits, they work their magic not with the wave of a wand but more a needle and thread to make sure that every graduate that wants to attend prom can. On behalf of the council we would like to thank these dedicated individuals for their commitment and hard work towards students and congratulate them on being nominated and recognized by their community;

- The Borough of Lennoxville also recognized Rodney Milonja, a teacher at Lennoxville Elementary, as their recipient for the Annual Achievement award in the Education category. Mr. Milonja was awarded his prize for his work in starting the extracurricular running club at the school, the 'Sharks'. We would like to extend our congratulations to Mr. Milonja on having been nominated and selected to receive this year's award;
- Asbestos-Danville-Shipton Elementary School recently received a donation of tennis equipment valued at \$1300 from the Canadian Tire store in Victoriaville. Through a partnership with the Canadian Tire Jumpstart Foundation and Tennis Québec, the school was chosen to receive the equipment as part of the "Tournée de tennis scolaire". Mr. Larochelle, owner of the Victoriaville Canadian Tire Store presented the students and staff with their new equipment. On behalf of the Eastern Townships School Board and ADS, we would like to extend our thanks and appreciation to Mr. Larochelle;
- Richmond Regional High School recently received a Best Buy School Tech Grant to help support their Senior Robotics program. The grant in the amount of \$2300 went towards the purchase of a new laptop to operate the programs required by the F.I.R.S.T. Robotics competition held in Montreal. The Richmond team, which has been competing in the competition since 2013, has an added twist this year. This year, the Richmond team will be a 'community' team in that it is comprised of students from Richmond Regional High School as well as École secondaire le Tournesol in Windsor. On behalf of the council we would like to thank Best Buy for their generosity and look forward to hearing how the team did at the March competition. The Richmond Regional Robotics team, the Richmond Knights, competed at the 6th edition of the FIRST Robotics Competition held from March 23 – 25, in Montreal. The Knights finished in the top 12 and were picked up by one of the top teams to compete as a combined team in the finals. Although their team was eliminated, this was the first time they had advanced to this level, which demonstrates the progress and improvement that the Knights have made. We would like to congratulate the students from both Richmond Regional and École secondaire le Tournesol as well as their mentors and the many volunteers that worked with them.

6. **BUSINESS ARISING**

There was no business arising.

7. **NEW BUSINESS**

7.1 **Request for an Alcohol Permit – Mansonville Elementary School**

Resolution No. ETSB17-03-50

Request for an Alcohol Permit – Mansonville Elementary School

WHEREAS *The Missisquoi North Volunteer Centre (CAB)* will celebrate its 35th anniversary in Potton on Saturday April 29, 2017;

WHEREAS the CAB is hoping to hold a dinner/ dance fundraiser on April 29th where they would need a space that is handicap accessible and that is big enough to hold 120 for the dinner/ dance event;

WHEREAS they feel that the Mansonville Elementary School is the perfect location for this event as it is a part of their history;

WHEREAS, as part of the fundraiser, the CAB would like to sell alcoholic beverages;

WHEREAS the CAB must conform with the *Régie des Alcools, des courses et des jeux du Québec*;

WHEREAS the CAB must obtain a resolution from the Board authorizing them to sell alcoholic beverages on the premises and in this case must supply a photocopy of the permit provided by the *Régie des alcools, des courses et des jeux du Québec*;

IT WAS MOVED BY Commissioner G. Holliday to authorize *the CAB* to sell alcoholic beverages in a Mansonville Elementary School's room, in conformity with the *Régie des alcools, des courses et des jeux du Québec*.

Carried unanimously

7.2 Youth Sector Calendar – School Year 2017-2018

The Director of Human Resources presented the 2017-2018 Youth Sector Calendar and mentioned that two snow days will be different from the *Commission scolaire du Val-des-Cerfs* calendar.

Resolution No. ETSB17-03-51 Youth Sector Calendar – School Year 2017-2018

IT WAS MOVED BY Commissioner A. McCrory to approve the 2017-2018 school year calendar, as deposited.

Carried unanimously

8. REPORTS

8.1 DIRECTOR GENERAL'S REPORT

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

- Storm Watch... take 2
- Sincere condolences – Sebastien Call, Knowlton Academy student.

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

8.2 REPORT FROM THE CHAIR

The Chairman presented a verbal report in which the following items were highlighted:

- Announcement of the provincial budget

The Chairman expressed that he was pleased with the announcements made by the Minister of Finance for the re-investments in the educational system.

9. ADVISORY COMMITTEE REPORTS

9.1 Executive Committee

The Chair of the Executive Committee, Commissioner M. Murray, presented the topics that were discussed at the tonight's Executive meeting:

- Staffing Plan
- Class action lawsuit
- Review of resolutions that will be presented at this current meeting.

9.2 Governance and Ethics

The Chair of the Governance and Ethics Committee, Commissioner G. Barnett, mentioned that there was nothing to discuss as there had not been any meeting held since the last council meeting. The next meeting is scheduled on April 11, 2017.

9.3 Audit Advisory Committee

Due to the absence of the Chair, the Director of Finance, S. Leduc, mentioned that there was nothing to discuss as the meeting scheduled on March 14 had been cancelled because of the bad weather conditions.

The next meeting is scheduled on April 18, 2017.

The Director of Finance also presented the following resolutions:

9.3.1 Finance

9.3.1.1 External Auditing Services for 2016-2017 to 2018-2019

Resolution no. ETSB17-03-52

External Auditing Services for 2016-2017 to 2018-2019

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

WHEREAS one (1) specified procedures audit and one (1) audited financial statements are required per school year;

WHEREAS the external auditors for the Eastern Townships School Board (ETSB), Deloitte S.E.N.C.R.L./ s.r.l.'s mandate terminated on June 30, 2016;

WHEREAS Financial Services has placed a joint public call for tenders jointly the *Commission scolaire des Sommets* for external auditing services for the next three (3) years with the possibility of a two-year extension on a yearly basis;

WHEREAS three (3) bids were received by the Eastern Townships School Board;

WHEREAS the lowest bid was received by Raymond Chabot Grant Thornton (RCGT) in the amount of:

\$25,500.00 + tx for 2016-2017

\$25,500.00 + tx for 2017-2018

\$25,500.00 + tx for 2018-2019

WHEREAS Raymond Chabot Grant Thornton (RCGT) has the required experience in auditing the education sector;

WHEREAS the Executive Committee has reviewed the supporting documentation;

IT WAS MOVED BY Commissioner G. Holliday as recommended by the Executive Committee, to appoint Raymond Chabot Grant Thornton (RCGT) as external auditors for the 2016-2017, 2017-2018 and 2018-2019 school years.

Carried unanimously

9.3.2 Building and Grounds

9.3.2.1 Massey-Vanier High School – Steam and Water Heating System Replacement

Resolution No. ETSB17-03-53

Massey-Vanier High School – Steam and Water Heating System Replacement

WHEREAS the *ministère de l'Éducation et de l'Enseignement supérieur (MEES)* dedicated a budget of \$325,000 for the project stated above, under the program *MDB – Maintien des bâtiments 2013-14 and MDB-Maintien des bâtiments 2015-16 (Mesure 50690)*;

WHEREAS the Eastern Townships School Board (ETSB) in collaboration with the *Commission scolaire du Val-des-Cerfs (CSVDC)* has to replace the steam boilers and water heating system at Massey-Vanier High School;

WHEREAS the CSVDC is in charge of the call for tenders for the Massey-Vanier High School Campus;

WHEREAS the total cost of the project is shared 50%-50% between the CSVDC and ETSB;

WHEREAS the lowest bid in the total amount of \$416 000 (excluding taxes), was received from the company *Plomberie Goyer*;

WHEREAS after reviewing the bids, the assigned professional firm of *CIMA+* has recommended the company *Plomberie Goyer*, lowest bidder in conformity, to do the work;

WHEREAS the amount of the lowest bid including professional fees and taxes is \$535,840, half of which will be covered by ETSB;

IT WAS MOVED BY Commissioner R. Gagnon that the Company *Plomberie Goyer* 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 his absence, the Director of Operations can also sign.

Carried unanimously

9.3.2.2 Massey-Vanier High School – Modification of the Main Electric Panel

Resolution No. ETSB17-03-54

Massey-Vanier High School – Modification of the Main Electric Panel

WHEREAS the *ministère de l'Éducation et de l'Enseignement supérieur (MEES)* dedicated a budget of \$50 000 for the project stated above, under the program *MDB – Maintien des bâtiments 2015-16 (Mesure 50690)*;

WHEREAS the Eastern Townships School Board (ETSB) in collaboration with the *Commission scolaire du Val-des-Cerfs (CSVDC)* has to modify the electric panel at Massey-Vanier High School;

WHEREAS the CSVDC is in charge of the call for tenders for the Massey-Vanier High School Campus;

WHEREAS the total cost of the project is shared 50%-50% between the CSVDC and ETSB;

WHEREAS the lowest bid in the total amount of \$129 870 (excluding taxes), was received from the company *G.C.M Limitée*;

WHEREAS after reviewing the bids, the assigned professional firm of *CIMA+* has recommended the company *G.C.M Limitée*, lowest bidder in conformity, to do the work;

WHEREAS the amount of the lowest bid including professional fees and taxes is \$170,713, half of which will be covered by ETSB;

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

IT WAS MOVED BY Commissioner R. Gagnon that the Company *G.C.M. Limitée de Sherbooke* 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 his absence, the Director of Operations can also sign.

Carried unanimously

9.3.2.3 North Hatley – Roof Eaves and Main Entrance Repair

Resolution No. ETSB17-03-55

North Hatley – Roof Eaves and Main Entrance 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* Measure: 50621;

WHEREAS ten (10) 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 \$96,000 (excluding taxes), was received from the company *Ideo Installation Steve Brault Inc.*;

WHEREAS after reviewing the bids, the assigned professional firm of *D-Koto Architecture*, has recommended the company *Ideo Installation Steve Brault 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 \$136,376;

WHEREAS the additional funds required to complete the project will be taken from the surplus of the global envelopes of the *MDB - Maintien des bâtiments 2014-2015* program and/or the *RTA – Réfection et transformations des actifs* program;

IT WAS MOVED BY Commissioner C. Beaubien that the Company *Ideo Installation Steve Brault 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 Drummondville Elementary School – New Elevator

Resolution No. ETSB17-03-56

Drummondville Elementary School – New Elevator

WHEREAS the Eastern Townships School Board (ETSB) dedicated a budget of \$180,000 for the project stated above, under the program *RHA - Amélioration de l'accessibilité des immeubles aux personnes handicapées 2015-16 Mesure: 30850*, and for which any exceeding expenses would be taken under the program *RTA - Réfection et transformation des actifs 2016-17*;

WHEREAS it was moved by the Special Education Advisory Committee (SEAC) committee on November 16, 2016, to proceed with the project as it is presented;

WHEREAS two (2) companies retrieved the project specifications after a public invitation to bid on the project;

WHEREAS one (1) bid was received by the ETSB by the date and time specified;

WHEREAS the only bid in the amount of \$288,000 (excluding taxes), was received from the company *Construction et rénovation Jérémie Houle*;

WHEREAS after reviewing the bid, the assigned professional firm of *Demers/ Pelletier Architectes*, has recommended the company *Construction et rénovation Jérémie Houle*, 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 \$381,206;

IT WAS MOVED BY Commissioner T. Bilodeau that the Company *Construction et rénovation Jérémie Houle* 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

9.3.2.5 Sherbrooke Elementary School

Resolution No. ETSB17-03-57

Sherbrooke Elementary School – Major Repair of Classrooms

WHEREAS the *Eastern Townships School Board (ETSB)* dedicated a budget of \$75,000 for the project stated above, under the program *RTA – Réfection et transformation des actifs 2016-17*;

WHEREAS it was moved by resolution #ETSB16-06-96, on June 28, 2016, that the contract for the project stated above be budgeted for the amount of \$75,000 (professional fees and taxes included);

WHEREAS during the project some modifications and additional work needed to be done for an amount of \$16,611.71 including taxes;

WHEREAS the total amount for the contract including all modification orders, additional work, and professional fees (including taxes), adds up to \$91,611.71;

WHEREAS an amount of \$16,611.71 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 the *RTA – Réfection et transformation des actifs 2016-17* program;

IT WAS MOVED BY Commissioner P. Laberge 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

9.3.2.6 Group Purchasing Call for Tender on Building Access Control and Video Surveillance Equipment

Resolution No. ETSB17-03-58

Group Purchasing Call for Tender on Building Access Control and Video Surveillance Equipment

WHEREAS the *Centre collégial des services regroupés (CCSR)* has proposed a group purchasing call for tender for the building access control and video surveillance equipment;

WHEREAS the provisions of the acquisition policy of the School Board, which favour the process of group purchasing call for tenders;

WHEREAS the major part of the actual building access control and video surveillance equipment is almost 10 years old;

WHEREAS building control access and video surveillance need maintenance on a yearly basis to ensure its reliability;

WHEREAS the Eastern Townships School Board (ETSB) wants to participate in the Consolidated Purchasing Group with the *CCSR*;

WHEREAS ETSB has planned to purchase approximately \$35,000 annually, for the next 3 years;

WHEREAS the CCSR is responsible for the Purchasing Group joint call for tender and for receiving the bids on March 31, 2017;

WHEREAS all purchases will be done according to the ETSB's Purchasing Policy (P013) and government requirements;

IT WAS MOVED BY G. Barnett to authorize the ETSB to participate with the CCSR in a group purchasing joint call for tender for building access control and video surveillance equipment;

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

9.4 Educational Advisory Committee

The Chair of the Educational Advisory Committee, Commissioner R. Gagnon, mentioned that there was nothing to discuss, as there was no meeting. The next meeting is scheduled on April 4, 2017.

9.5 Communications Advisory Committee

Due to the absence of the Chair of the Communications Advisory Committee, the Secretary General, presented the topics that were discussed at the March 7, 2017 meeting:

- Volunteer recognition
- Registration – Update
- Promotional tools
- Class Action Lawsuit
- Communication Development Plan 2017-2018, 2018-2019

The Secretary General also indicated that the working session for the new communication development plan is scheduled on April 6, 2017 at 6:00 p.m.

9.6 Human Resources Advisory Committee

In the absence of the Chair of the Human Resources Advisory Committee, F. MacGregor, Commissioner G. Barnett presented the topics that were discussed at the March 21, 2017 meeting:

- Human Resources priorities update
- Calendar 2017-2018

- Employment practices
- Staffing 2017-2018
- Richmond Regional High School discussion

The Chair also indicated that the next meeting is scheduled on May 9, 2017.

9.7 Transportation Advisory Committee

The Chair of the Transportation Advisory Committee, Commissioner G. Holliday, mentioned that there was nothing to discuss scheduled on March 14 was cancelled due to the bad weather conditions. He also indicated that the next meeting is scheduled on May 9, 2017.

9.8 Special Education Advisory Committee

In the absence of Parent Commissioner C. Véronneau, the Director of Pedagogical Services indicated that there was nothing to discuss as the meeting scheduled on March 15, 2017 was cancelled due to the bad weather conditions. The next meeting is scheduled on April 12, 2017.

9.9 Student Advisory Committee

In the absence of Commissioner J. Humenuik, Commissioner G. Holliday mentioned that there was nothing to discuss, as there was no meeting. The next meeting is scheduled on April 13, 2017 with Commissioners, but a regular meeting will take place on April 3, 2017.

10. PARENTS COMMITTEE

Commissioner K. Waterhouse representing parents presented the highlights that were discussed at the March 8, 2017 meeting.

- Youth sector calendar 2017-2018
- Tell Them From Me Survey
- Volunteer recognition planning
- Review of a couple of policies
- Expenses of the CPC
- FCPQ conference

The highlights will be included in the next meeting's Commissioners' kit.

The Central Parents Committee deposited the following motion but, because the resolution was not sent ahead of time, Commissioners did not have the opportunity to properly review and make up their mind on the subject. A discussion is needed to explain the necessity of this kind of survey and the impact of not administrating this year's survey.

Motion Request on behalf of the Central Parents Committee

Considering that the Central Parents Committee has concerns with the Tell Them From Me Survey that have not yet been addressed by the Eastern Townships School Board to their satisfaction, namely:

- An Ethics Committee be put in place to govern all surveys aimed at students of the Eastern Townships School Board (ETSB)
 - This to ensure that the distribution process be standardized
 - Also to define the data management, privacy policy and ownership of the data
 - And to ensure that the questions remain appropriate with respect to the objectives of the school board
- The parents are to sign a consent form instead of the opposite, a request that their child not participate
- Ensure that anonymity is guaranteed concerning the students.

IT WAS MOVED BY Commissioner K. Waterhouse to suspend TTFM until May 4th 2017. A meeting will take place including ETSB Central Parents Committee members and Administrators. This meeting is potentially scheduled for May 3rd 2017.

Carried unanimously

He also mentioned that the next Parents' Committee meeting is scheduled on April 5, 2017.

11. QUEBEC ENGLISH SCHOOL BOARDS ASSOCIATION REPORT

Commissioners M. Murray mentioned that eight Commissioners including himself would attend the Spring Conference. He also mentioned that more administrators than ever would be attending the conference.

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

There was no report.

13. COMMISSIONER'S COMMENTS AND QUESTIONS

C. Beaubien extended congratulations to M. Soucy and his team for having made the right decision to suspend classes and school bus transportation on March 15, 2017 and as well for the school board to take employees well being into consideration and not have them travel to work.

She also mentioned that she had the chance to visit the Infographie Vernissage of the graduating class, at the Campus Brome-Missisquoi. She met Mrs Liette Béchar, Director of the Centre and Joanne Di'Narzo, a teacher in this department. Mrs Di'Narzo also attended the 25th year recognition celebration, which was appreciated by attendees on more time. She thanked Mr. Jeff Pauw and his team for this event.

14. CORRESPONDENCE

The Chairman indicated that the School Board received an invitation to attend the *Cérémonie de remise des Médailles du Lieutenant-gouverneur du Québec*, valid for one person, on Sunday April 9, 2017 à *L'École secondaire de La Montée, 940, rue de la Sainte-Famille, Sherbrooke*.

Commissioner G. Holliday will represent the Eastern Townships School Board accompanied by the Director General, C. Provencher.

15. QUESTION PERIOD

There were no questions.

16. VARIA

There were no subjects.

17. ADJOURNMENT

There being no further business, the meeting was adjourned on a motion by Commissioner R. Gagnon at 8:14 p.m.

Éric Campbell
Secretary General

Michael Murray
Chairman

/EC
2017-02-29