

EASTERN TOWNSHIPS SCHOOL BOARD

SPECIAL COUNCIL OF COMMISSIONERS

TUESDAY, NOVEMBER 11, 2014 – 8:30 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 (√):

| Commissioners | | Parent Commissioners | |
|--------------------------|---|---|---|
| Gordon Barnett | √ | Mary Gilman | √ |
| Claire Beaubien | √ | Paul Laberge | √ |
| Daniel Brodie | √ | Cindy Véronneau | √ |
| Richard Gagnon | √ | Kenneth Waterhouse | √ |
| Gary Holliday | √ | | |
| Joy Humenuik | √ | DC | |
| Mary-Ellen Kirby | √ | Secretary General, Éric Campbell | √ |
| Frank MacGregor | √ | Director General, André Turcotte | √ |
| Alice McCrory | √ | Assistant Director General and Director of Pedagogical Services, Kandy Mackey | √ |
| Michael Murray, Chairman | √ | Director of Human Resources, Jeffrey Pauw | √ |
| Tina Pezzi-Bilodeau | √ | Director of Financial Services, Sophie Leduc | √ |
| Gregg Thomson | √ | Director of Buildings and Grounds, Michel Soucy | √ |

OBSERVERS

Sharon Priest, Communications Consultant

GUESTS

Cathy St-Jean, Interim President of TRUUS, Matthew McCully, The Record

1. CALL THE SPECIAL MEETING TO ORDER

The Chairman called the meeting to order at 8:45 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 November 11, 2014.

Carried unanimously

3. COMPLIANCE WITH THE PROCEDURE FOR CALLING THE SPECIAL MEETING

The Chairman ascertained with the Secretary General that the procedure for calling the meeting had been complied accordingly with Article 165 of the *Education Act*.

All the commissioners present have received the convocation within the prescribed delays.

4. ADDITION TO THE MINUTES THE NAMES OF THE ELECTED CANDIDATES AND THE ELECTIONS' RESULT BY THE RETURNING OFFICER

The Returning Officer presented the list of acclaimed, elected and re-elected commissioners.

4.1 Oath of Office for Elected Commissioners by the Returning Officer

The Commissioners read the Oath of Office and signed the relevant documents presented by the Returning Officer.

Documents were signed and will be kept in the Commissioners files.

The list is attached to and forms a part of the Official Copy of these Minutes.

4.2 Declaration of Conflict of Interest and Confidentiality of Information Discussed during Meetings for Elected Commissioners by the Returning Officer

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 2014-2015 school year.

Documents were signed and will be kept in the Commissioners files.

5. CONFIRMATION BY THE SECRETARY GENERAL, OF THE NAMES OF THE PARENT COMMISSIONERS

5.1 Oath of Office of the Parent Commissioners by the Secretary General

Parent Commissioners read the Oath of Office and signed the relevant documents presented by the Secretary General.

Documents were signed and will be kept in the Parent Commissioners files.

5.2 Declaration of Conflict of Interest and Confidentiality of Information discussed during Meetings for Elected Parent Commissioners by the Returning Officer

The Secretary General distributed the Declaration of Conflict of Interest documentation to the Parent Commissioners as the Code of Ethics, By-law 3, requires renewal of this documentation for the 2014-2015 school year.

Documents were signed and will be kept in the Commissioners files.

6. CO-OPTED MEMBERS

Resolution No. ESTB14-11-32

Co-opted Members

WHEREAS section 143 of the *Education Act* requires that every school board shall be administered by a Council of Commissioners composed of the following persons:

- 8 to 18 commissioners, including a chair, elected or appointed under the Act respecting school elections;
- three commissioners or, if the number of commissioners is greater than 10, four commissioners representing the Parents' Committee, at least one of whom is chosen from among the representatives of elementary schools, another from among the representatives of secondary schools and another from among the parents of handicapped students or students with social maladjustments or learning disabilities;

WHEREAS section 143 of the *Education Act* requires that if the members of the Council of Commissioners consider it necessary, a maximum of two commissioners co-opted by a majority of at least two thirds of the council members, after consulting with the groups most representative of the social, cultural, business and labour sectors in the region;

WHEREAS section 143.1 of the *Education Act* requires that co-optation must enable persons whose competence and qualifications are considered complementary to those of the commissioners or useful for the administration of the school board to sit on the council of commissioners. The persons must meet any selection criteria determined by regulation by the Minister;

WHEREAS section 148 of the *Education Act* requires that every co-opted commissioner and commissioner representing the Parents' Committee shall have the same rights, powers and obligations as those prescribed for the other commissioners; Notwithstanding the foregoing, the commissioner is not entitled to vote at meetings of the Council of Commissioners or of the Executive Committee, or to be appointed chairman or vice-chairman of the school board;

WHEREAS all commissioners have had the opportunity to discuss about the possibility of having a co-opted commissioner on the council and have evaluated the pertinence of it;

WHEREAS the needed competencies and qualifications to manage the Eastern Townships School Board are met by the new elected Council of Commissioners' members;

IT WAS MOVED BY Commissioner R. Gagnon to not elect any co-opted commissioners.

Carried unanimously

7. COMMITTEES STRUCTURE

Resolution No. ETSB14-11-33

Committees Structure

WHEREAS, section 193.1 of the *Education Act* requires that the Council of Commissioners must establish the following committees:

- ✓ a Governance and Ethics Committee;
- ✓ an Audit Committee; and
- ✓ a Human Resources Committee.

WHEREAS section 185 of the *Education Act* requires that every school board shall establish an Advisory Committee on Services for Handicapped Students and Students with Social Maladjustments or Learning Disabilities;

WHEREAS section 188 of the *Education Act* requires that every school board which provides student transportation shall establish an Advisory Committee on Transportation the composition, operation and functions of which shall meet the norms established by government regulation;

WHEREAS section 193.1 of the *Education Act* stipulates that the Council of Commissioners may establish other committees to assist it in the exercise of its functions or the examination of specific matters;

WHEREAS following discussions, the Eastern Townships School Board needs to establish one additional committee, the Communications Committee;

IT WAS MOVED BY Commissioner J. Humenuik to add a Communications Committee.

Carried unanimously

8. ADOPTION OF ELECTORAL PROCESS

The Secretary General read the Electoral Process.

ETSB14-11-34

Adoption of Electoral Process

IT WAS MOVED BY Commissioner R. Gagnon to approve the following procedure for the election of member as Vice-Chairman and members of the Executive Committee.

A President of elections and two scrutineers shall be chosen by members of the Council of Commissioners.

If more than the required number of candidates is nominated, election shall be held by secret ballot.

To be elected to a committee, a candidate must receive an absolute majority of those voting. After each ballot, the candidate with the least number of votes is dropped and balloting continues until the required number of members is elected.

Immediately following the reading of the results, the ballots shall be destroyed.

Carried unanimously

9. APPOINTMENT OF PRESIDENT OF ELECTIONS AND TWO SCRUTINEERS

IT WAS MOVED BY Commissioner J. Humenuik that the Secretary General Éric Campbell be appointed as President of elections and that the Director of Human Resources and the Director of Pedagogical Services be appointed as Scrutineers.

Carried unanimously

10. ELECTION OF VICE-CHAIRMAN OF COUNCIL OF COMMISSIONERS

Commissioner G. Thomson nominated Commissioner J. Humenuik who accepted the nomination.

Commissioner R. Gagnon nominated Commissioner F. MacGregor who declined the nomination.

Commissioner A. McCrory nominated Commissioner R. Gagnon who accepted the nomination.

IT WAS MOVED BY Commissioner G. Holliday that nominations cease.

Carried unanimously

Ballots were given to the Commissioners to cast their vote.

Resolution No. ETSB14-11-35 **Appointment of Vice-Chairman**

IT WAS MOVED BY Commissioner G. Holliday to appoint Commissioner J. Humenuik as Vice-Chairman of the Council of Commissioners.

Carried unanimously

11. COMPOSITION OF EXECUTIVE COMMITTEE

11.1 Establishment and Composition of the Executive Committee

Resolution No. ETSB14-11-36 **Establishment and Composition of the Executive Committee**

IT WAS MOVED BY Commissioner R. Gagnon that the Executive Committee will be composed of seven (7) members, including one parent commissioner.

Carried unanimously

11.2 Term of Office of Members of the Executive Committee

IT WAS MOVED BY Commissioner G. Thomson that the term of office of members on the Executive Committee be two (2) years.

Carried unanimously

11.3 Election of the Elected Commissioners to the Executive Committee

As previously adopted (see item 7), the Council of Commissioners decided to elect the chair of all committees.

All the chairs will form the Executive Committee and the Chairman is already the chair of the Executive Committee.

A Parent Commissioner will also be elected on the Executive Committee.

The President of elections called for nominations for Chair of the Communications Committee.

Commissioner J. Humenuik nominated Commissioner D. Brodie who accepted the nomination.

Commissioner K. Waterhouse nominated Commissioner P. Laberge who accepted the nomination.

Commissioner A. McCrory nominated Commissioner G. Barnett who accepted the nomination.

IT WAS MOVED BY Commissioner G. Holliday that nominations cease.

Carried unanimously

Ballots were given to the Commissioners to cast their vote.

Resolution No. ETSB14-11-37

Election of the Chair of the Communications Advisory Committee

IT WAS MOVED BY Commissioner G. Holliday to appoint Commissioner D. Brodie as Chair of the Communications Committee.

Carried unanimously

The President of elections called for nominations for Chair of the Transportation Committee.

Commissioner D. Brodie nominated Commissioner G. Holliday who accepted the nomination.

Commissioner J. Humenuik nominated Commissioner G. Thomson who accepted the nomination.

IT WAS MOVED BY Commissioner R. Gagnon that nominations cease.

Carried unanimously

Ballots were given to the Commissioners to cast their vote.

Resolution No. ETSB14-11-38

Election of the Chair of the Transportation Committee

IT WAS MOVED BY Commissioner R. Gagnon to appoint Commissioner G. Holliday as Chair of the Transportation Committee.

Carried unanimously

The President of elections called for nominations for Chair of the Human Resources Committee.

Commissioner R. Gagnon nominated Commissioner F. MacGregor who accepted the nomination.

IT WAS MOVED BY Commissioner J. Humenuik that nominations cease.

Carried unanimously

Resolution No. ETSB14-11-39**Election of the Chair of the Human Resources Committee**

IT WAS MOVED BY Commissioner G. Thomson to appoint Commissioner F. MacGregor as Chair of the Human Resources Committee.

Carried unanimously

The President of elections called for nominations for Chair of the Audit Committee.

Commissioner G. Holliday nominated Commissioner J. Humenuik who accepted the nomination.

IT WAS MOVED BY Commissioner F. MacGregor that nominations cease.

Carried unanimously

Resolution No. ETSB14-11-40**Election of the Chair of the Audit Committee**

IT WAS MOVED BY Commissioner D. Brodie to appoint Commissioner J. Humenuik as Chair of the Audit Committee.

Carried unanimously

The President of elections called for nominations for Chair of the Governance and Ethics Committee.

Commissioner A. McCrory nominated Commissioner R. Gagnon who accepted the nomination.

IT WAS MOVED BY Commissioner J. Humenuik that nominations cease.

Carried unanimously

Resolution No. ETSB14-11-41**Election of the Chair of the Governance and Ethics Committee**

IT WAS MOVED BY Commissioner A. McCrory to appoint Commissioner R. Gagnon as Chair of the Governance and Ethics Committee.

Carried unanimously

11.4 Election of Parent Commissioner to the Executive Committee

The President of elections called for nomination of Parent Commissioners to the Executive Committee.

Commissioner J. Humenuik nominated Commissioner P. Laberge, who accepted the nomination.

Commissioner A. McCrory nominated Commissioner C. Véronneau, who declined the nomination.

IT WAS MOVED BY Commissioner T. Bilodeau that nominations cease.

Carried unanimously

Resolution No. ETSB-07-11-42**Election of Parent Commissioner to the Executive Committee**

IT WAS MOVED BY Commissioner T. Bilodeau to appoint Commissioner P. Laberge as Parent Commissioner to the Executive Committee.

Carried unanimously

11.5 Election of Vice-Chairman of the Executive Committee

There were no elections to fill the Vice-Chairman's position. It was decided that, in the absence of the Chairman, the Vice-Chairman of the Council of Commissioners will act as Vice-Chairman of the Executive Committee. Therefore there will be no elections.

To summarize, the Executive Committee will be comprised of the following commissioners:

- Daniel Brodie (Communications)
- Gary Holliday (Transportation)
- Frank MacGregor (Human Resources)
- Joy Humenuik (Audit)
- Richard Gagnon (Governance and Ethics)
- Michael Murray (Chair)
- Paul Laberge (Parent).

12. RELEASE OF THE PRESIDENT OF ELECTIONS AND OF THE TWO SCRUTINEERS AND DESTRUCTION OF BALLOTS**Resolution No. ESTB14-11-43****Release of the President of Elections and of the two Scrutineers and Destruction of Ballots**

IT WAS MOVED BY Commissioner R. Gagnon to release the President of elections and the two Scrutineers from their duties and to destroy the ballots.

Carried unanimously

13. COMMISSIONERS' REMUNERATION**Resolution No. ETSB14-11-44****Commissioner's Remuneration**

WHEREAS section 175 of the *Education Act* requires that the Council of Commissioners determine the remuneration that may be paid to its members for the services they render to the school board;

WHEREAS section 175 also stipulates that the Council of Commissioners may also provide, on such conditions and to such extent as it may determine, for the payment of allowances to members for expenses incurred in the performance of their functions;

WHEREAS section 175 also establishes that the maximum annual amount of remuneration that may be paid to all the members of the Council of Commissioners of a school board shall be

determined by the Government which may also establish the portion of the remuneration that may be paid to them as compensation for part of their expenses.

IT WAS MOVED BY Commissioner R. Gagnon to establish the Commissioners' remuneration in the following manner:

| | # Commissioner | Points | # Results | \$ per commissioner Nov 7 2014 to June 30 2015 |
|-------------------|----------------|-----------|-----------|--|
| Co-opted | 0 | 2 | 0 | --- |
| Elected | 6 | 3 | 18 | 2,361.51 |
| Parent | 4 | 3 | 12 | 2,361.51 |
| Committee's Chair | 4 | 4 | 16 | 3,148.69 |
| Vice-Chair | 1 | 7 | 7 | 5,510.20 |
| Chair | 1 | 17 | 17 | 13,381.91 |
| | 16 | 36 | 70 | |

Commissioner's remuneration is determined until June 30, 2015, as stipulated in *Décret* 707.2014.

Carried unanimously

14. CALENDAR OF MEETINGS FOR THE 2014-2015 SCHOOL YEAR

13.1 Council of Commissioners

Schedule of the Council of Commissioners Meetings for the 2014-2015 School Year

IT WAS MOVED BY Commissioner R. Gagnon to approve the following Schedule of Meetings for the Council of Commissioners for the 2014-2015 school year:

COUNCIL OF COMMISSIONERS

**Dates of the Meetings
School Year 2014-2015**

- August 26, 2014
- September 23, 2014
- November 25, 2014
- January 27, 2015
- February 24, 2015
- March 24, 2015
- April 28, 2015
- May 26, 2015
- June 23, 2015

Carried unanimously

13.2 Executive Committee**Schedule of the Executive Committee Meetings for the 2014-2015 School Year**

IT WAS MOVED BY Commissioner R. Gagnon to approve the following Schedule of Meetings for the Executive Committee for the 2014-2015 school year:

EXECUTIVE COMMITTEE**Dates of the Meetings
School Year 2014-2015**

August 26, 2014
September 23, 2014
November 25, 2014
January 27, 2015
February 24, 2015
March 24, 2015
April 28, 2015
May 26, 2015
June 23, 2015

Carried unanimously

15. ADJOURNMENT

There being no further business, the meeting was adjourned on a motion by Commissioner R. Gagnon at 10:10 p.m. ,

Éric Campbell
Secretary General

Michael Murray
Chairman

/EC
2014-11-21