

EASTERN TOWNSHIPS SCHOOL BOARD

COUNCIL OF COMMISSIONERS

TUESDAY, JANUARY 22, 2019 – 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	Marc Mercure	P
Claire Beaubien	Absent	Hélène Turgeon	P
Daniel Brodie	P	Cindy Véronneau	Absent
Richard Gagnon	P	Daniel Zigby	P
Gary Holliday	P		
Joy Humenuik, <i>Vice-Chairman</i>	P	DC	
Mary-Ellen Kirby	GH	Secretary General, Éric Campbell	P
Frank MacGregor	P	Director General, Kandy Mackey	Absent
Alice McCrory	P	Interim Director General and Director of Continuing Education, Michel Soucy	P
Jonathan Murray	P	Interim Assistant Director General and Director of Human Resources, Jeffrey Pauw	P
Michael Murray, <i>Chairman</i>	P	Director of Financial Services, Sophie Leduc	P
Tina Pezzi-Bilodeau	GH	Director of Instructional Technology and Pedagogical Services, Eva Lettner	P
		Director of Complementary Services, Gail Kelso	P
		Director of Buildings and Grounds, E. Plante	P

GH: Google Hangout

OBSERVERS

Sharon Priest, Communications Consultant

PUBLIC

Megan Seline, President of the Appalachian Teachers' Association (ATA)

Matthew McCully, The Record

1. CALL THE MEETING TO ORDER

The Chairman called the meeting to order at 7:00 p.m.

2. OATHS**2.1 Oath of office**

The Secretary General administered the Oaths of Office for the new Commissioner representing Parents: H el ene Turgeon.

2.2 Declaration of Conflict of Interest

The Secretary General gave the declaration of conflict of interest to H el ene Turgeon. This form must be signed by all Commissioners and sent back to the School Board.

2.3 Confidentiality of Information discussed during Meetings

The Secretary General gave the document outlining the confidentiality of information discussed at meetings to H el ene Turgeon.

3. QUORUM AND ADOPTION OF THE AGENDA

QUORUM WAS ESTABLISHED AND IT WAS MOVED BY Commissioner M. Mercure to adopt the Agenda of January 22, 2019 as deposited, with the following addition:

8.4 Superintendent of Material Resources

Carried unanimously

4. APPROVAL OF THE MINUTES OF THE MEETINGS OF DECEMBER 11, 2018**Resolution No. ETSB 19-1-54****Approval of the Minutes of the Meeting of Special Council of Commissioners held on December 11, 2018**

WHEREAS a copy of the Minutes of the meetings of December 11, 2018 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 C. Barnett to excuse the Secretary General from reading the Minutes and to approve the Minutes of the meetings held on December 11, 2018 as deposited.

Carried unanimously

5. QUESTION PERIOD

M. Seline: May I wish to the Council of Commissioners a great 2019. Is there any intention to change or add an impressive sign for the Lennoxville Vocational Training Centre (LVTC) as Alexander Galt Regional High School (AGRHS) just added to their building?

Chairman: Having a separate entrance for LVTC would be a good idea. Some reflection is going on regarding the possibility of improving the signage at LVTC.

The Chairman read the following condolences:

It is with a heavy heart that we received the news over the holiday break that one of our personnel, Michael Whittier had passed away suddenly on December 22, at his home in Magog.

Mr. Whittier better known as Mr. Mike, had been with the Eastern Townships School Board since 1987. Over his close to 32-year tenure with the ETSB, he worked at Princess Elizabeth, Sherbrooke, North Hatley and most recently Waterloo Elementary Schools as a maintenance worker and caretaker.

Fondly remembered by students and staff alike, the title caregiver would have been more appropriate as he took great care and pride in the schools he worked in and was personally invested in the school community. His absence and this loss will be felt by not only the current students and staff at Waterloo Elementary but as well by all the lives he touched over his career.

We would like to extend our heartfelt condolences to his children, Jake and Kristen, his mother Camille Boisvert, as well as his other family members and many friends.

6. 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 *Fédération des Transporteurs par Autobus* is celebrating its 31st edition of School Bus Safety Weeks from February 4th to February 15th 2019. Once again this year's slogan is "Do you see me?" which is a reminder for drivers to be cautious in and around school zones and look out for students getting on and off busses and crossing the streets. We would like to take this opportunity to recognize the hard work and dedication of our school bus drivers and all the individuals that work in our transportation department. The ETSB has an excellent safety record putting our students' well-being and safety as a priority;
- Every year in February it is our pleasure to celebrate Teacher Appreciation Week. This year the week of February 3rd to 9th, is a time to recognize the significant contribution that teachers make each and every day in the lives of their students. Here at the ETSB we would like to say thank you to all our teachers for their continued hard work and dedication. We would also like to encourage students, parents and administrators to take the time during Teacher Appreciation Week, to show their appreciation and say thank you to the teachers in their school or centre.

- We would like to take this opportunity to remind everyone that February is also the month where we celebrate school perseverance with the “Hooked on School Days”. From February 11th to the 15th, communities all across the province will be taking action to encourage youth to stay in school. This year’s slogan “our actions, a plus in their success’ is to remind everyone that no matter how big or small the action, they all can contribute towards student success. To get involved and find out what is happening in your local school, go to the ETSB website and click on the Hooked on School Days banner.

7. **BUSINESS ARISING**

There was no business arising.

8. **NEW BUSINESS**

The Interim Director General presented the following resolutions:

8.1 **Resolution No. E19-01-47**

Appointment of Interim Teaching Principal (40%) at Farnham Elementary

WHEREAS the Council approved by resolution ETSB18-06-124 on June 26th, 2018, the organigram confirming a 40% teaching principal at Farnham Elementary School;

WHEREAS the position of 40% Interim Teaching Principal at Farnham Elementary School was temporarily filled by Christopher Morgan since July 1st, 2018;

WHEREAS the General Directorate recommends Jane Akroyd to the Council of Commissioners;

WHEREAS the candidate selected possesses the qualifications and the experience that responds to the criteria designated by the General Directorate;

IT WAS MOVED BY Commissioner J. Humenuik that the Council of Commissioners appoint Jane Akroyd as 40% Interim Teaching Principal at Farnham Elementary School effective January 8, 2019.

Carried unanimously

The Secretary General presented the following resolution

8.2 **Resolution No. E19-01-48**

Consolidated Insurance Renewal – 2019-2020 and mandates

WHEREAS for several years, the Council of Commissioners authorizes the participation of the Eastern Townships School Board in the *Regroupement des commissions scolaires de la Montérégie et de L’Estrie en matières d’assurances*;

WHEREAS the consolidated purchasing experience has been financially advantageous for the Eastern Townships School Board;

WHEREAS the *Commission scolaire de La Région-de-Sherbrooke* has accepted to represent the 14 school boards within the Montérégie-Estrie regions, members of the group along with consultant Guy Turcot of Adelson & Associates Inc.;

WHEREAS it would be in the interest of the Eastern Townships school board to renew its contract with this Consolidated Purchasing of General Insurance group;

WHEREAS taking into account the evolution of the insurance market in Québec over the past several years;

WHEREAS the recommendation of the consultant, with regard to the potential financial advantages, to foresee an insurance for damages service contract for a period of five (5) years, with one (1) year closed and four (4) years with options;

WHEREAS municipalities, for many years, accord contracts for insurance for damages service for a five (5) year period, with one (1) year closed and four (4) years with options;

WHEREAS article 42.0.2 of the *Règlement sur les contrats de services des organismes publics* provides for the possibility for renewal options for this type of service contract;

WHEREAS article 46 of the *Règlement sur les contrats de services des organismes publics* stipulates that the authorization of the Officer in charge of the public organization is required for all contracts of a repetitive nature with a timeline, including renewals is superior to three (3) years.

IT WAS MOVED BY Commissioner H. Turgeon **AND RESOLVED:**

- To renew the membership of the Eastern Townships School Board to the consolidated purchasing of general insurance of the Montérégie-Estrie group of school boards for the renewal of its damage insurance for 2019 – 2020;
- To mandate the consultants at Adelson & Associates Inc., for the renewal of the damages insurance for the collective group of school boards mentioned herein;
- To mandate the *Commission scolaire de la Région-de-Sherbrooke* to pursue le public tenders, according to the current policies and procedures of this school board and accept the same responsibilities as this school board for this mandate;
- That the Council of Commissioners, as Officers of the public organization, allows the granting of a damages insurance service for the duration of five (5) years, being 1 year closed and 4 years with option;
- To authorize the Secretary-General, Éric Campbell, to sign all documents resulting from the present mandate.

Carried unanimously

8.3 Commitment to Success Plan

Presentation was made by the Interim Director General, M. Soucy, including the following points:

- Legal Framework;
- Timeline;
- Composition of the working committee;

- Consultation Process;
- Main objective : Raise the 7-year cohort and graduation rate;
- Basis continues to be the four foundational pillars.

8.4 Resolution No. 19-01-55 **Superintendent of Material Resources**

WHEREAS the position of Superintendent of Material Resources has become vacant with the confirmed retirement of Mr. Richard Péroquin as of June 28, 2019;

WHEREAS it has been confirmed with Mr. Richard Péroquin that he will not be returning to work prior to his retirement;

WHEREAS the position had been advertised throughout the ETSB territory through the internal posting procedures for the Eastern Townships Association of Administrators (ETAA), to Management members and as well as externally;

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

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

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

IT WAS MOVED BY Commissioner J. Murray that the Council of Commissioners appoint Mr. André Benoit as Superintendent of Material Resources effective January 28, 2019.

Carried unanimously

9. REPORTS

9.1 DIRECTOR GENERAL'S REPORT

The Interim Director General, Michel Soucy, gave no report.

9.2 REPORT FROM THE CHAIR

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

- Offer of congratulations to the entire ETSB team for outstanding performance improvements in the last school year;
- Québec and Canada's high standing in the PISA report, we can consider ourselves to be among the world-leaders in education quality;
- The expectations of school boards are steadily rising and new obligations are imposed with alarming frequency, therefore satisfying to see that the ETSB is improving its standing and has been doing so consistently for a number of years;

- Looking ahead, we are in the midst of what is becoming known as the Fourth Industrial Revolution, involving artificial intelligence, the internet of things and the merging of the digital, physical and biological worlds;
- Canada and Québec's weakness in mathematics is a serious issue for the future success of our students and will require a shift in emphasis in education;
- Emerging technologies will eliminate some jobs while creating demand for new skills and expertise.
- In front of this coming challenge, we need to change, to adapt, to grasp the potential of this revolution and offer the advantages to our students.

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

10. ADVISORY COMMITTEE'S REPORTS

10.1 Executive Committee

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

- Personnel and Staffing Plan;
- Presentation of Resolutions adopted at tonight's meeting.

10.2 Governance and Ethics Committee

The Chair of the Governance and Ethics Committee, Commissioner G. Barnett, reported that the next meeting is scheduled for February 5, 2019.

10.3 Audit Advisory Committee

The Chair of the Audit Advisory Committee, Commissioner J. Humenuik, mentioned that there was nothing to report as there had not been a meeting.

The following resolutions were presented by the Chair of the Audit Advisory Committee:

10.3.1 Finance

10.3.2 Resolution No. ETSB 19-1-49 - 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 the representatives at Farnham Elementary School;

IT WAS MOVED BY Commissioner J. Humenuik that the following individual be authorized to sign banking documents on behalf of her school:

Farnham Elementary School

Jane Akroyd (add)

Christopher Morgan (remove)

Carried unanimously

10.3.3 Resolution No. ETSB 19-1-50 - Signing Officers for Schools

WHEREAS the *CIBC* requires the names of representatives authorized to sign banking documents on behalf of ETSB Ayer's Cliff Elementary School;

WHEREAS an additional signing officer is needed at the school;

IT WAS MOVED BY Commissioner D. Brodie that the following individual be authorized to sign banking documents on behalf of her school:

Ayer's Cliff Elementary School

Stéphanie Fournier (add)

Carried unanimously

10.3.4 Building and Grounds

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

10.3.5 Drummondville Elementary School – New Elevator

Resolution No. ETSB 19-1-51

DRUMMONDVILLE ELEMENTARY SCHOOL – NEW ELEVATOR

WHEREAS the Eastern Townships School Board (ETSB) has dedicated a budget of \$180,000.00 for the project stated above, under the program *RHA - Amélioration de l'accessibilité des immeubles aux personnes handicapées 2015-16 Mesure 30850*;

WHEREAS it was moved by resolution #ETSB17-03-56, on March 28, 2017, that a company known today as *Construction et Rénovation Jérémie Houle*, be awarded a contract in the amount of \$381,206.00, including professional fees and taxes, for the project stated above;

WHEREAS during the project some modifications for additional work needed to be done;

WHEREAS the amount of \$57,174.63 to pay for all modification orders, additional work and professional fees (including taxes), is required to finish the project;

WHEREAS the total amount for the contract including all modification orders, additional work, and professional fees (including taxes), adds up to \$438,380.63;

WHEREAS all additional funds required to complete the project, will be taken from *RTA- Réfection et transformation des actifs program and/or in the RHA - Amélioration de l'accessibilité des immeubles aux personnes handicapées 2016-17 program*;

IT WAS MOVED BY Commissioner T. Bilodeau 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 Material Resources can also sign.

Carried unanimously

Sunnyside Elementary School – Bathroom Renovation

Resolution No. ETSB 19-1-52

SUNNYSIDE ELEMENTARY SCHOOL – BATHROOM RENOVATION

WHEREAS the *ministère de l'Éducation et de l'Enseignement supérieur (MEES)* approved a budget of \$150,000.00 for the project stated above, under the program *MDB - Maintien des bâtiments 2016-17 Mesure 50621*;

WHEREAS it was moved by resolution #17-05-81, on May 24, 2017, that a company known today as *COMCO Entrepreneur en bâtiment*, be awarded a contract in the amount of \$181,000(excluding taxes) for the project stated above;

WHEREAS the amount of the lowest bid in conformity from the contractor plus professional fees and taxes added up to \$228,052.91;

WHEREAS during the project some modifications of additional work needed to be done;

WHEREAS the amount of \$33,001.17 to pay for all modification orders, additional work and professional fees (including taxes), is required to finish the project;

WHEREAS the total amount for the contract including all modification orders, additional work, and professional fees (including taxes), adds up to \$261,054.08;

WHEREAS all additional funds required to complete the project will be taken from *MDB - Maintien des bâtiments 2016-17 program and/or in the RTA- Réfection et transformation des actifs program*;

IT WAS MOVED BY Commissioner G. Holliday 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 Material Resources can also sign.

Carried unanimously

10.3.7 Sawyerville Elementary School – Bathroom Renovation

Resolution No. ETSB 19-1-53

SAWYERVILLE ELEMENTARY SCHOOL – BATHROOM RENOVATION

WHEREAS the *ministère de l'Éducation et de l'Enseignement supérieur (MEES)* approved a budget of \$175,000.00 for the project stated above, under the program *MDB - Maintien des bâtiments 2016-17 Mesure 50621*

WHEREAS it was moved by resolution #ETSB18-02-82, on February 27, 2018, that a company known today as *COMCO-Entrepreneur en Bâtiment*, be awarded a contract in the amount of \$266,196.63, including professional fees and taxes, for the project stated above;

WHEREAS during the project some modifications for additional work needed to be done;

WHEREAS the amount of \$12,237.45 to pay for all modification orders, additional work and professional fees (including taxes), is required to finish the project;

WHEREAS the total amount for the contract including all modification orders, additional work, and professional fees (including taxes), adds up to \$278,434.08;

WHEREAS all additional funds required to complete the project, will be taken from *MDB - Maintien des bâtiments 2016-17 program and/or in the RTA- Réfection et transformation des actifs program*;

IT WAS MOVED BY Commissioner M. Kirby 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 Material Resources can also sign.

Carried unanimously

The next Material Resources Advisory meeting is scheduled for February 19, 2019.

10.4 **Educational Advisory Committee**

The Chair of the Educational Advisory Committee, R. Gagnon, presented the following topics, discussed at the last meeting:

- Outcomes from the Fraser Report;
- New approaches for long term support for technology integration;
- Chromebooks and the use of Google tools;
- Next step will be to have more Google Certified teachers;
- Hooked on School Days;
- Possible bilingual program at Parkview Elementary.

10.5 Communications Advisory Committee

The Chair of the Communications Advisory Committee, D. Brodie, mentioned that the following topics were discussed at the last meeting:

- Open Houses;
- Student enrolment;
- Governing Board Workshops;
- Eligibility requests;
- Promotion campaign for new registrations;
- Bus delays on the website.
- Date of next Communications Advisory Committee meeting: March 19, 2019.

10.6 Human Resources Advisory Committee

The Chair of the Human Resources Advisory Committee, C. Beaubien, was absent. In her place the Director of Human Resources mentioned that there was nothing to report as there had not been a meeting. The next meeting is scheduled for February 12, 2019.

10.7 Transportation Advisory Committee

The Chair of the Transportation Advisory Committee, Commissioner G. Holliday, mentioned that the main topic discussed was the ETSB transportation policy. A new tool for parents is now available on the ETSB website in order for them to know all bus delays.

Commissioner G. Holliday also indicated that the next Transportation Advisory Committee meeting is scheduled on January 29, 2019.

10.8 Special Education Advisory Committee

The Chair of the Special Education Advisory Committee, Parent Commissioner Cindy Véronneau, was absent. In her place, the Director of Complementary Educational Services mentioned that the last SEAC was cancelled due to weather conditions. The next meeting is scheduled on February 13, 2019.

11. Parents' Committee

The Commissioner representing parents, D. Zigby, mentioned that the last meeting was cancelled due to weather conditions.

12. Student Advisory Committee

Commissioner J. Humenuik, representing the Student Advisory Committee, mentioned that a meeting took place today at AGRHS. The intention of the Council of Commissioners is to have a student of the Student Advisory Committee attending the Council of Commissioners meetings. One student is open to attending the meeting via Google Hangout. Other topics were addressed and will be shared with the appropriate Advisory Committees.

13. Quebec English School Boards Association Report (QESBA)

The Chairman, Mr. Murray, mentioned that the Chairman of the WQSB, Mr. James Shea died over the Christmas holidays. The ETSB Council of Commissioners expressed their profound condolences to his family.

The executive director of QESBA is working on the QESBA Strategic Plan.

PDG Estrie is working on developing a position about the school fees in order to influence the Minister of Education.

14. S.O.F.I.E. Report

Commissioner J. Humenuik mentioned that the next meeting is this Friday, January 25, 2019.

15. COMMISSIONER'S COMMENTS AND QUESTIONS

Commissioner F. MacGregor reported that the computer committee met and that assistance from the IT department to help commissioners should be ongoing.

Commissioner R. Gagnon mentioned that because schools were closed on December 21, many activities were already organized but forced to be cancelled. A grade 2 teacher from Sutton Elementary School personally visited all her students at their homes and distributed gifts. Congratulations to this teacher.

Commissioner G. Barnett attended the last AGRHS Governing Board meeting, the following items were addressed:

- Many teachers are not teaching in their specialties;
- Congratulations on the Rock 'n Roll Play;
- Phase 1 of the Beautification Project is complete;
- A survey was conducted for the cafeteria;

He also attended the LVTC Governing Board meeting where concerns were expressed about enrolment and numbers. He also attended the New Horizons Governing Board meeting where the new director expressed his concerns about enrolment even though it is on the rise. He will be looking at ways to make the centre more relevant.

Chairman M. Murray met with Isabelle Charest (Assistant Minister of Education) last week and they addressed the following topics:

- Space and facilities;
- Farnham Elementary School;
- Drummondville school situation.

16. CORRESPONDENCE

The Secretary General, E. Campbell, mentioned that no correspondence was received.

17. QUESTION PERIOD

No questions.

18. VARIA

There was nothing to report.

19. ADJOURNMENT

There being no further business, the meeting was adjourned on a motion by Commissioner R. Gagnon at 8:33 p.m.

Éric Campbell
Secretary General

Michael Murray
Chairman

EC/amc
2019-01-28