

**EASTERN TOWNSHIPS SCHOOL BOARD**

**SPECIAL COUNCIL OF COMMISSIONERS**

**TUESDAY, DECEMBER 11, 2018 – 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	Absent
Daniel Brodie	P	Cindy Véronneau	GH
Richard Gagnon	P	Daniel Zigby	P
Gary Holliday	P		
Joy Humenuik, <i>Vice-Chairman</i>	P	<b>DC</b>	
Mary-Ellen Kirby	P	Secretary General, Éric Campbell	P
Frank MacGregor	P	Director General, Kandy Mackey	Absent
Alice McCrory	P	Assistant Director General and Director of Continuing Education, Michel Soucy	P
Jonathan Murray	P	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

**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 7:15 p.m.

**2. OATHS****2.1 Oath of office**

The Secretary General administered the Oaths of Office for the new Commissioners Representing Parents: Daniel Zigby, Marc Mercure and Cindy Véronneau. Due to the absence of Hélène Turgeon, she will only take the Oath of Office at the January Council of Commissioners' meeting.

**2.2 Declaration of Conflict of Interest**

The Secretary General distributed the declarations of conflict of interest to all Commissioners present. 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 distributed the document outlining the confidentiality of information discussed at meetings to Commissioners present.

**3. QUORUM AND ADOPTION OF THE AGENDA**

**QUORUM WAS ESTABLISHED AND IT WAS MOVED BY** Commissioner G. Holliday to adopt the Agenda of December 11, 2018 as deposited.

Carried unanimously

**4. APPROVAL OF THE MINUTES OF THE MEETINGS OF OCTOBER 23, 2018 AND OF NOVEMBER 27, 2018**

**Resolution No. ETSB18-12-36**

**Approval of the Minutes of the Meeting of October 23, 2018 and of November 27, 2018**

**WHEREAS** a copy of the Minutes of the meetings of October 23, 2018 and of November 27, 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 G. Barnett to excuse the Secretary General from reading the Minutes and to approve the Minutes of the meetings held on October 23, 2018 and of November 27, 2018 as deposited.

Carried unanimously

## 5. QUESTION PERIOD

Ms. Seline offered her best wishes for a fabulous Christmas break to all Commissioners, as well as some chocolates.

## 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:

- At a recent ceremony four local ETSB schools received grants from the Tillotson Coaticook Region Fund. Alexander Galt Regional High School received \$3,000 for new hockey jerseys and \$4,000 for their scholarship fund. Ayer's Cliff Elementary School received \$10,000 for their playground project, Lennoxville Elementary School received \$8,000 for the 2<sup>nd</sup> phase of their playground project, and North Hatley Elementary School received \$6,000 for a warming oven for student lunches and a shed to store sports equipment. On behalf of the Council we would like to thank you the members of the Committee for their consideration and selection of these worthwhile projects;
- On November 14th the Eastern Townships School Board held its Excellence in Fostering Students Success event. This event recognizes personnel in each of our schools and centres who go above and beyond to foster student success. This year the nominees included teachers, handicapped student attendants, special education technicians, daycare attendants, caretakers, supervisors, a librarian, a lab technician, a secretary, and a guidance counsellor. On behalf of the Council we would like to once again extend our appreciation for their commitment to all the students they have helped and supported;
- On November 19th Ayer's Cliff Elementary School (ACES) inaugurated the first phase of their playground make over. With an investment of over \$49,000 to date, the new area for the cycle one students now has a new climbing structure and play area. The majority of the funding for this phase of the project was done by the ACES's Home & School Association with grass roots events such as spaghetti suppers, a canteen at the local fair and a softball tournament to name a few. The next phases will be supported under the measure *Embellissement des cours d'école 2017-2018*, a generous grant from the Tillotson Foundation and the Home & School Association. Congratulations to everyone involved and especially to the students who now have a new playground area;
- On November 27th the students at Knowlton Academy took part in a We Are Silent event. Cycle three and secondary 1 students walked from the school to Coldbrook Park in silence to show their support for children that do not have a voice. The students carried posters with messages as to why they were silent such as: for all the unheard voices, for children's rights, for access to education to name a few. Once they reached the park the students took part in a candlelight vigil and ended their silence with a cheer. After the event, many of the students involved commented on how they found the experience empowering and meaningful;

- From November 19th to the 23rd, we celebrated our Education Professionals, who work in pedagogical, student, complementary and administrative services. Each and every day they make a difference in our students' lives and success. We would like to thank them for their dedication and hard work throughout the year.

## **7. BUSINESS ARISING**

There was no business arising.

## **8. NEW BUSINESS**

### **8.1 Annual Report**

The Assistant Director General presented and reviewed the Annual Report for the 2017-2018 school year.

#### **Resolution No. ETSB18-12-37**

#### **Eastern Townships School Board Annual Report – 2017-2018**

**IT WAS MOVED BY** Commissioner R. Gagnon that the ETSB Annual Report for the 2017-2018 school year be received as tabled.

Carried unanimously

### **8.2 Approval of the Deeds of Establishment for the 2019-2020 School Year**

The Secretary General presented the Deeds of Establishment and the 3-Year Plan of Allocation and Destination of Immovables.

#### **Resolution No. ETSB18-12-38**

#### **Approval of the Deeds of Establishment for the 2019-2020 School Year**

**IT WAS MOVED BY** Commissioner D. Brodie to approve the Deeds of Establishment for the 2019-2020 school year as presented.

Carried unanimously

### **8.3 Approval of the 3-Year Plan of Allocation and Destination of Immovables**

#### **Resolution No. ETSB18-12-39**

#### **Approval of the 3-Year Plan of Allocation and Destination of Immovables for the 2019-2020 School Year**

**IT WAS MOVED BY** Commissioner G. Holliday to approve the 3-Year Plan of Allocation and Destination of Immovables for the 2019-2020 school year as presented.

Carried unanimously

The Deeds of Establishment and 3-Year Plan of Allocation and Destination of Immovables are attached to and form part of the Official Copy of the Minutes.

The Secretary General presented the following resolution:

#### **8.4 Transfer of Mandate Concerning the Class Action Lawsuit on Fees Charges to Parents**

**Resolution no. ETSB-18-12-40**

##### **Transfer of Mandate Concerning the Class Action Lawsuit on Fees Charged to Parents**

**WHEREAS** a class action law suit on fees charged to parents was initiated against 68 Québec school boards, including the Eastern Townships School Board (file number 150-06-000007-138);

**WHEREAS** the court has rendered a decision on said class action on July 30, 2018, and there remains some work to be done to conclude this file;

**WHEREAS** the Conseil général of the Fédération des commissions scolaires du Québec (FCSQ) has expressed the will that the FCSQ take from now on a leading role in the file and has accepted to take responsibility for it;

**WHEREAS** the parties previously involved agree that the file be coordinated by the FCSQ;

**WHEREAS** QESBA adopted a resolution associating itself with the FCSQ in the undertaking to do the work necessary to bring said class action to a conclusion:

**IT WAS MOVED BY** Commissioner D. Brodie that the FCSQ be authorized to take a leading role in the class action law suit on fees charged to parents, at no cost to the Eastern Townships School Board, in order to bring said file to a conclusion.

Carried unanimously

The Chairman presented the following resolution:

#### **8.5 Appointment of Interim Director General**

**Resolution No. 18-12-41**

##### **Appointment of the Interim Director General**

**WHEREAS** following the approved resolution “Delegation of Powers to the Assistant Director General by the Council of Commissioners” (no. ETSB18-08-02), **IT WAS MOVED BY** Commissioner J. Humenuik that the Assistant Director General shall exercise the functions and powers of the Director General if he/she is absent or unable to act as of August 28, 2018;

**WHEREAS** the post of Director General of the Eastern Townships School board is temporarily vacant following the leave of absence of Ms. Kandy Mackey for an undetermined period;

**WHEREAS** the Interim Director General will retain his mandate as Director of Continuing Education;

**IT WAS MOVED BY** Commissioner J. Humenuik that the Council of Commissioners appoint Mr. Michel Soucy as Interim Director General of the Eastern Townships School Board, effective December 11, 2018.

Carried unanimously

#### **8.6 Appointment of the Interim Assistant Director General**

The Interim Director General presented the following resolution:

##### **Resolution No. ETSB18-12-42**

##### **Appointment of the Interim Assistant Director General ~~by Interim~~**

**WHEREAS** the position of Assistant Director General had been vacated by the appointment of Mr. Michel Soucy as Interim Director General following the leave of absence of Kandy Mackey;

**WHEREAS** this temporary appointment creates a vacancy in the Assistant Director General position;

**WHEREAS** the Interim Director General recommends that Mr. Jeffrey Pauw, the current Director of Human Resources, be appointed Interim Assistant Director General, while retaining his mandate in Human Resources;

**IT WAS MOVED BY** M. Kirby that the Council of Commissioners appoint Mr. Jeffrey Pauw, Interim Assistant Director General of the Eastern Townships School Board, effective December 11, 2018.

Carried unanimously

#### **8.7 Appointment of Director, Complementary Educational Services**

The Director of Human Resources presented the following resolution:

##### **Resolution No. ETSB18-12-43**

##### **Appointment of Director, Complementary Educational Services**

**WHEREAS** the position of Director, Complementary Educational Services has become vacant with the retirement of Ms. Gail Richards-Kelso as of March 1, 2019;

**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 also, had been advertised 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 one-year probationary period and performance appraisal process;

**IT WAS MOVED BY** Commissioner C. Véronneau that the Council of Commissioners appoint Emmanuelle Gaudet as Director, Complementary Educational Services effective January 7, 2019.

Carried unanimously

**8.8 Criteria for the Enrolment of Students of the Eastern Townships School Board for the 2019-2020 School Year**

The Director of Instructional Technology and Pedagogical Services presented the following resolution:

**Resolution No. ETSB18-12-44**

**Criteria for the Enrolment of Students of the Eastern Townships School Board for the 2019-20 School Year**

**WHEREAS** the Eastern Townships School Board has made modifications to its Criteria for the Enrolment of Students for the 2019-2020 School Year;

**WHEREAS** the Central Parents Committee has been consulted on these criteria;

**IT WAS MOVED BY** Commissioner D. Zigby that the Eastern Townships School Board approve the Criteria for the Enrolment of Students in Schools of the Eastern Townships School Board for the 2019-2020 School Year (Section 239 of the *Education Act*).

Carried unanimously

**9. REPORTS**

**9.1 DIRECTOR GENERAL'S REPORT**

There was no Director General's report.

**9.2 REPORT FROM THE CHAIR**

The Chair, M. Murray, wished everyone a very happy New Year.

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

## **10. ADVISORY COMMITTEES' 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, mainly the resolutions that are presented tonight.

### **10.2 Governance and Ethics Committee**

The Chair of the Governance and Ethics Committee, Commissioner G. Barnett, presented the topics that were discussed at the November 6, 2018 meeting:

- Drummondville Elementary School – New school project - Update
- Marguerie Knapp –Future of the building - Update
- Farnham Elementary School Enlargement Project - Update
- Champlain College St-Lambert Proposal
- Commissioners' Symposium
- Commitment of Success Plan – Update
- Governance at the Board (Interim)
- School Surpluses
- Commissioner's Envelope
- Report on QUESCREN
- QESBA Professional Development Reality

The Chair of the Governance and Ethics Committee also mentioned that the next Governance and Ethics Committee is scheduled on February 5, 2018.

### **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.

She also mentioned that the next Audit Advisory Committee is scheduled on February 19, 2018.

#### **10.3.1 Finance**

No resolutions were presented.

#### **10.3.2 Building and Grounds**

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



### 10.3.2.1 Parkview Elementary School – Drainage

#### Resolution No. ETSB18-12-45

#### Parkview Elementary School – Drainage

**WHEREAS** the *Ministère de l'Éducation et de l'Enseignement supérieur (MEES)* approved a budget of \$1,241,670.00 for the project stated above, under the program *MDB - Maintien des bâtiments 2017-18 Mesure 50621; MDB - Maintien des bâtiments 2017-18 Mesure 50625; MDB - Maintien des bâtiments 2016-17 Mesure 50625*;

**WHEREAS** it was moved by resolution # ETSB18-06-134, on June 26, 2018, that a company known today as *Tijaro Ltée*, be awarded a contract in the amount of \$1,076, 884.60, 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 \$146,937.61 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 \$1,223,822.21;

**IT WAS MOVED BY** Commissioner M. Mercure 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

### 10.3.3 Information and Communication Technology

No resolutions were presented.

### 10.4 Educational Advisory Committee

The Chair of the Educational Advisory Committee, R. Gagnon, presented the topics that were discussed at the November 13, 2018 meeting:

- Educational Projects Clinics
- EQDEM Results - Funds
- PLCs and Formative Assessment - Conference
- Criteria for Enrollment – Changes recommended
- Distance Education – Nomination of a new Coordinator

He also indicated that the next Educational Advisory Committee meeting is scheduled on January 15, 2018.

### **10.5 Communications Advisory Committee**

The Chair of the Communications Advisory Committee, D. Brodie, mentioned that there was nothing to report as there had not been a meeting.

He also indicated that the next Communications Advisory Committee meeting is scheduled on January 8, 2018.

### **10.6 Human Resources Advisory Committee**

The Director of Human Resources mentioned that there was nothing to report as there had not been a meeting.

### **10.7 Transportation Advisory Committee**

The Chair of the Transportation Advisory Committee, Commissioner G. Holliday, presented the topics that were discussed at the November 20, 2018 meeting:

- 2017-2018 Transportation Financial Statements
- 2017-2018 School Bus Purchases
- 2018-2019 Transportation Organization & Private Schools
- 2018-2019 Budget Presentation
- 2018-2019 School Bus Purchases
- Transportation Policy Review – New Timeline

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

The Chair of Transportation Committee, G. Holliday, presented the following resolution:

#### **Resolution No. ETSB18-12-46 School Bus Bids 2018-2019 (Phase 1)**

**WHEREAS** the Eastern Townships School Board owns and operates a fleet of school buses;

**WHEREAS** to maintain a dependable fleet and keep repair costs down, it is necessary to replace buses on a regular basis;

**WHEREAS** the *ministère de l'Éducation et de l'Enseignement supérieur* (MEES) has established parameters for the exchange of buses and has monies set aside for this purpose;

**WHEREAS** the Eastern Townships School Board has ten (10) buses which will meet these parameters by June 30<sup>th</sup> 2019, and therefore will need to be replaced;

**IT WAS MOVED BY** Commissioner G. Holliday that the Eastern Townships School Board make a request to the MEES to purchase ten (10) new buses in exchange for ten (10) used buses.

Carried unanimously

#### **10.8 Special Education Advisory Committee**

The Chair of the Special Education Advisory Committee, Parent Commissioner Cindy Véronneau, presented the topics that were discussed at the November 14, 2018 meeting:

- Guest Nina Jacob, former SEAC chair;
- Deferred Parent Representative until next meeting
- Presentation of UDL/RTI/PLC

The Chair also indicated that the next meeting is scheduled on January 9, 2019.

#### **11. PARENTS' COMMITTEE**

The Commissioner representing parents, D. Zigby, mentioned that the meeting scheduled on November 7, 2018 was cancelled.

He also mentioned that a meeting took place on December 5, 2018. The Assistant Director General and the Director of Educational Services were present. The following items were discussed:

- Sexual education
- Criteria for enrolment
- Licence for movies

The Commissioner representing parents also mentioned that the next meeting is scheduled on January 9, 2019.

#### **12. STUDENT ADVISORY COMMITTEE**

Commissioner J. Humenuik, representing the Student Advisory Committee, mentioned that the meeting scheduled on November 16 was cancelled due to the bad weather conditions.

The Chair also indicated that the next Student Advisory Committee meeting is scheduled on January 25, 2019 and will take place at Massey-Vanier High School.

**13. QUEBEC ENGLISH SCHOOL BOARDS ASSOCIATION REPORT (QESBA)**

The Chairman, Mr. Murray, mentioned that Mr. Russell Copeman was hired for the position of Director General of QESBA. Mr. Copeman has good political skills, which will be helpful in his position.

The Chairman and some colleagues of the Board of Directors of QESBA discussed a strategy that could be used with regards to the abolishment of commissioners' positions.

Mr. Murray also mentioned that work still needs to be done in the dossier concerning fees charged to parents, namely in "*programmes particuliers*".

The Chairman and the Secretary General of the ETSB would be part of the public consultation about the fees charged to parents dossier organized by the new Minister of Education.

Mr. MacGregor also mentioned that he attended the PD session organized by QESBA. A summary of the PD session is included in the Commissioners kit.

**14. S.O.F.I.E. REPORT**

Commissioner J. Humenuik mentioned that a meeting took place on November 23, 2018. One of the topics discussed was the new cannabis law. There was an interesting exchange among the participants.

There was also an exchange concerning the difficulties of recruiting.

A meeting without the School Board being present will take place. The SOFIE is in a reflective mode. We will hear about their conclusion in a later date.

**15. COMMISSIONER'S COMMENTS AND QUESTIONS**

There were none

**16. CORRESPONDENCE**

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

**17. QUESTION PERIOD**

M. Seline:

Q: Can the Council of Commissioners give an update on negotiations of the entente with the Commission scolaire Val-des-Cerfs (CSVDC), specifically regarding CBM?

M. Soucy, Interim Director General:

A: *The negotiation of the entente has to be seen as a global entente. Many aspects have to be considered within this entente. Many issues are being addressed such as but not limited to;*

*global resources allocation, student success, etc. We are working in view to settle this as soon as possible.*

Q: Is the ETSB considering other ententes with other English school boards?

M. Soucy, Interim Director General:

*A: This has been explored but the same issues would arise.*

Q: Who will lead the negotiation with ATA since the Director of Human Resources has been appointed as Interim Assistant Director General?

M. Soucy Interim Director General

*A: The Director of Human Resources.*

Q: May I say, congratulations to Mr. Soucy, Mr. Pauw and Ms. Gaudet their appointments?

## **18. VARIA**

No topics were added.

## **19. ADJOURNMENT**

There being no further business, the meeting was adjourned on a motion by Commissioner R. Gagnon at 9:12 p.m.

---

Éric Campbell  
Secretary General

---

Michael Murray  
Chairman

/EC  
2018-12-12