

## EASTERN TOWNSHIPS SCHOOL BOARD

### COUNCIL OF COMMISSIONERS

TUESDAY, SEPTEMBER 27, 2022 – 7:00 P.M.

ETSB BOARD ROOM

340, SAINT-JEAN-BOSCO

MAGOG, QC. J1X 1K9

### MINUTES

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*Enhanced Literacy and Numeracy – Dropout Prevention – Physical and Mental Health*

COMMISSIONERS		PARENT COMMISSIONERS	
Gordon Barnett	Z	Marc Mercure	P
Claire Beaubien	P	Helene Turgeon	P
Shawn Jersey	P	Daniel Zigby, <b>Vice-Chair</b>	P
Richard Gagnon	A	Eliza McKnight	Z
Gary Holliday	P	DIRECTORS' COMMITTEE (DC)	
Joy Humenuik	Z	Secretary General – Éric Campbell	P
Mary-Ellen Kirby	Z	Assistant Director General – Kandy Mackey	Z
Frank MacGregor	Z	Director General – Michel Soucy	P
Alice McCrory	A	Director of Human Resources – Jeffrey Pauw	P
Jonathan Murray	Z	Director of Financial Services – Sophie Leduc	Z
Michael Murray, <b>Chair</b>	P	Director of Instructional Technology and Pedagogical Services – Eva Lettner	Z
Tina Pezzi-Bilodeau	A	Director of Complementary Services – Emmanuelle Gaudet	P
		Director of Material Resources – Éric Plante	Z

**ZOOM (Z) – MEMBERS PRESENT (P) – MEMBERS ABSENT (A)**

**OBSERVERS**

Holly Bailey, Communications Consultant

**1. CALL THE MEETING TO ORDER**

The Chairman called the meeting to order at 7:15 p.m.

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

**QUORUM WAS ESTABLISHED AND IT WAS MOVED BY** Commissioner C. Beaubien to adopt the Agenda of September 27, 2022 as deposited, with the following addition/correction:

**9.2.1** Legal defence – Public donations – **TABLED**.

Addition: **9.3.2.3** Alexander Galt Regional High School – Pavement Repairs Phase 1.

Carried unanimously

**3. APPROVAL OF THE MINUTES OF THE MEETING OF AUGUST 23, 2022**

**Resolution No. ETSB 22-09-09**

**Approval of the Minutes of the Meeting of the Council of Commissioners held on August 23, 2022**

**WHEREAS** a copy of the Minutes of the meeting of August 23, 2022 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 August 23, 2022 as deposited.

Carried unanimously

**4. QUESTION PERIOD**

M. Seline: In the spirit of Reconciliation Day, would the Council consider opening the meeting with a land acknowledgement?

M. Murray: We did not discuss this matter.

A. Brasseur: Is there a Code of Conduct for Commissioners similar to the one that students sign?

M. Murray: Yes, there is a Policy.

M. Seline: Will the Council of Commissioners consider using the neutral pronoun “They, Their” instead of “He/His, She/Her”?

M. Murray: We will take it into consideration.

A. Brasseur: Special needs students have difficult times during the year, possibly at high stress times like the start of the year, Christmas, etc. Why was Ms. Kimberley Morin appointed as Vice-Principal at Alexander Galt Regional High School (AGRHS) when she is the only Pedagogical Consultant for Special Needs Students?

M. Murray: I will look into it and will come back to you with the requested information.

A. Brasseur: On April 19, 2022 at the Governance and Ethics Committee, I heard that branding is being put into place to make us (the ETSB) the best employer. Was someone hired and what was the cost to put that branding into place?

M. Murray: Human Resources were not able to find someone to hire. Like everyone else, we are having a hard time in finding skilled people. We have a number of positions to fill, but don't have viable candidates at this time. No cost was incurred at this time.

## 5. RECOGNITION OF EXCELLENCE

Chairman M. Murray invited the following to present the September 27, 2022 Recognition of Excellence:

*This month the Council of Commissioners and Senior Administrators of the Eastern Townships School Board would like to signal the following:*

### Princess Elizabeth Elementary School remembers its Namesake



**Commissioner S. Jersey:** Students of Princess Elizabeth Elementary School (PEES) connected with their school's history upon the passing of Her Majesty, Queen Elizabeth. The school gathered outside in the playground on September 9<sup>th</sup> 2022 and circled around a picture of the late former princess, which proudly hangs in the entry of PEES. Principal Mark Warnholtz spoke to the students and staff about her legacy and the naming of the school in her Majesty's honour. Everyone stood for "God save the Queen," and then celebrated her life and reign with an ice cream treat.

Principal Warnholtz connected with a PEES alumni who attended the naming ceremony held at the school on Bellevue Street back in 1952. The former student was proud to say that he still had the bronze medallion that was given out to each pupil that day in commemoration. The community of PEES will surely always remember their favourite namesake princess, as will we.

Many different places, venues, parks and roads across the country carry the late Majesty's name, some of which are shared here in this [CBC article](#).

## 6. BUSINESS ARISING

None.

## 7. NEW BUSINESS

### 7.1 Student Ombudsman Annual Report 2021-2022

As per Sections 220.2 and 242 of the Education Act, and the By-Law of the Eastern Townships School Board establishing the procedure for the examination of complaints from students or their parents, here is my annual report as Student Ombudsman for the period from July 1<sup>st</sup> 2021 to June 30<sup>th</sup> 2022.

During the above-mentioned period, I received twenty-three complaints. In seventeen cases, the complainants had not exhausted the remedies provided in the procedure for the examination of complaints; therefore, they were referred according to the internal complaint procedure.

Of the remaining six complaints:

- Two complaints were resolved with the assistance of the School's Principal.
- One complaint was related to Human Resources issues. As such matter does not fall under the jurisdiction of the Student Ombudsman, the complaint was not admissible, and the complainant was informed accordingly.
- One complaint was premature and thus not admissible. The complainant was informed accordingly.
- Two complaints raised several dissatisfactions concerning two students with special needs. An Individualized Education Plan was in place in both cases, including support services and strategies in line with the strengths and needs of the students. Therefore, most dissatisfactions were dismissed as ill-founded.

To my knowledge, no student was expelled due to acts of bullying or violence.

I have no recommendation to make with respect to measures required to prevent and to stop bullying and violence, as complaints of this nature were, to the best of my knowledge, properly managed internally.

September 12<sup>th</sup> 2022

Christian Beaudry  
Student Ombudsman

The 2021-2022 Student Ombudsman Report was deposited and received by the Council of Commissioners.

## **7.2 Resolution No. ETSB 22-09-10**

### **Lennoxville Vocational Training Centre (LVTC) – Appointment of Centre Director**

**WHEREAS** the position of Centre Director of Lennoxville Vocational Training Centre (LVTC) became vacant with the resignation of Ms. Johanna Bisson;

**WHEREAS** the position has been advertised throughout the Eastern Townships School Board (ETSB) territory through the internal posting procedures for the Eastern Townships Association of Administrators (ETAA) and to Management members;

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

**WHEREAS** a Commissioner's Sub-Committee was formed to meet with the candidate in view to share their appreciation to the Executive of 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 up to one-year probationary period and performance appraisal process;

**IT WAS MOVED BY** Commissioner C. Beaubien that the Council of Commissioners appoint Diane Lavers Centre Director of Lennoxville Vocational Training Centre effective September 28, 2022.

Carried unanimously

## **8. REPORTS**

### **8.1 Director General's report**

The Director General, M. Soucy did not present any report. The Director General invited everyone to consult the ETSB Website, more specifically, the job postings section. Many job opportunities are offered.

### **8.2 Chair's report**

The Chair of the Council of Commissioners, M. Murray had nothing new to report.

## **9. ADVISORY COMMITTEES' REPORTS**

### **9.1 Executive Committee**

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

## **9.2 Governance and Ethics Committee**

The following resolution was tabled:

### **9.2.1 Resolution No. ETSB 22-09-XX Legal defence – Public donations**

**WHEREAS** the Eastern Townships School Board (ETSB) is associated to the legal contestation of provisions of Law 40 of Quebec that infringes constitutional rights of minority language communities in Canada;

**WHEREAS** the costs of litigation to protect the rights of the English community of Quebec to manage and control its educational institutions, specifically school boards, should not be borne from resources intended for the education of students attending English schools;

**WHEREAS** certain individuals and entities have expressed a willingness to donate funds to the School Board for the purpose of defraying such legal expenses as may arise in the defence of minority rights guaranteed by the Canadian Constitution and the Quebec Charter of Rights;

#### **IT IS RESOLVED THAT:**

The Eastern Townships School Board undertakes to receive voluntary donations designated for defraying legal costs associated with the defence of the rights of the English language minority of Quebec;

The Eastern Townships School Board commits to issuing tax receipts for such charitable donations;

The Eastern Townships School Board commits to defray invoices for legal representation of itself and/or the Quebec English School Boards Association and its members up to the limit of such voluntary donations, or to remit the amounts received to the Quebec English School Boards Association for the same purpose;

**IT WAS MOVED BY** Commissioner \_\_\_\_\_ that the Director General of the Eastern Townships School Board, the Director of Financial Services of the Eastern Townships School Board and their representatives are hereby authorized to implement this resolution and to execute all documentation and receipts associated with its purpose.

**TABLED.**

The Chairman mentioned that the date of the next meeting is scheduled for November 1<sup>st</sup> 2022.

## **9.3 Audit Advisory Committee**

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

**9.3.1 Finance:**

None.

**9.3.2 Material Resources:****9.3.2.1 Resolution No. ETSB 22-09-11****Lennoxville Elementary School – Kitchen Renovation**

**WHEREAS** the *ministère de l'Éducation (MEQ)* approved a budget of \$304,914 for the project stated above, under the program *MDB - Maintien des bâtiments 2021-2022 Mesure: 50622*;

**WHEREAS** three (3) companies retrieved the project specifications after a public invitation to bid on the project;

**WHEREAS** two (2) bids were received by the Eastern Townships School Board by the date and time specified;

**WHEREAS** the renovation implies a full turnkey project from lightings, air conditioning, counters to appliances;

**WHEREAS** the lowest bid in the amount of \$406,000 (excluding taxes), was received from the company *Grondin Marois Inc.*;

**WHEREAS** after reviewing the bids, the company *Grondin Marois Inc.* is the lowest bidder in conformity to do the work for the amount of \$513,351, including taxes and professional fees;

**WHEREAS** all additional funds required to complete the project will be taken from *MDB - Maintien des bâtiments 2021-22 program*;

**IT WAS MOVED BY** Commissioner G. Barnett to proceed with 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

**9.3.2.2 Resolution No. ETSB 22-09-12****Waterloo Elementary School – Replacement of the water inlet and pavement**

**WHEREAS** the *ministère de l'Éducation (MEQ)* approved a budget of \$348,000 for the project stated above, under the program *MDB - Maintien des bâtiments 2021-2022 Mesure: 50622*;

**WHEREAS** a company known today as *Teltech Construction Inc.* was awarded a contract in the amount of \$113,797 including professional fees and taxes, for the project stated above;

**WHEREAS** during the project some modifications for additional work (parking pavement) needed to be done;

**WHEREAS** the amount of \$101,213 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 \$215,010;

**WHEREAS** all additional funds required to complete the project, will be taken from *MDB - Maintien des bâtiments 2021-22 program*;

**IT WAS MOVED BY** Commissioner D. Zigby 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 and/or the Director of Material Resources be authorized to sign all associated documentation.

Carried unanimously

### **9.3.2.3 Resolution No. ETSB 22-09-13**

#### **Alexander Galt Regional High School – Pavement Repairs Phase 1**

**WHEREAS** the *Ministère de l'Éducation (MEQ)* approved a budget of \$650,756 for the project stated above, under the program *MDB - Maintien des bâtiments 2020-2021 Mesure: 50622*;

**WHEREAS** four (4) companies retrieved the project specifications after an invitation to bid on the project;

**WHEREAS** two (2) bids were received by the Eastern Townships School Board by the date and time specified;

**WHEREAS** the pavement is in desperate need of repair and makes the driving and snow removal very difficult;

**WHEREAS** the lowest bid in the amount of \$62,780 (excluding taxes) was received from the company *Lafontaine & Fils Inc.*;

**WHEREAS** after reviewing the bids, the company *Lafontaine & Fils Inc.* is the lowest bidder in conformity, to do the work for the amount of \$74,941 including taxes and professional fees;

**IT WAS MOVED BY** Commissioner G. Barnett to proceed with 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 date of the next Audit Advisory Committee is scheduled for October 18, 2022.

#### **9.4 Educational Advisory Committee**

The Chair of the Educational Advisory Committee, M.E. Kirby presented the following resolution:

##### **9.4.1 Resolution No. ETSB 22-09-14 Cycle 1 & 2 Chromebooks renewal**

**WHEREAS** in the pursuit of the Enhanced Learning Strategy, the Eastern Townships School Board (ETSB) needs to renew some of the equipment for the 2022-2023 school year;

**WHEREAS** 800 Chromebooks within our fleet are no longer supported, have reached their end of life and need to be replaced to comply with the Government Cybersecurity Policy;

**WHEREAS** the availability of technological equipment in the current context is crucial in view to align with our educational mission;

**WHEREAS** ETSB is part of a call for tender with the *Centre d'acquisitions gouvernementales (CAG)* according to the ministry requirements;

**WHEREAS** all purchases will be done according to the *ETSB Purchase policy* and government requirements;

**IT WAS MOVED BY** Commissioner M. E. Kirby to authorize the Director General to sign any documentation related to the acquisition of equipment and related items (Licenses, dongles, etc.), up to an amount of \$350,000.00 for 2022-2023 effective immediately;

**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 Instructional Technology and Pedagogical Services can also sign.

Carried unanimously

The Chair shared that a meeting took place last week. A presentation has been done by the French Second Language (FSL) Consultants. A brief discussion about best practices occurred. The Central Students Advisory Committee (CSAC) will have a standard item on the Educational Student Advisory Committee (ESAC) agenda.

The Chair also mentioned that the date of the next Advisory Committee meeting is scheduled for November 29, 2022.

#### **9.5 Communications Advisory Committee**

The Chair of the Communications Advisory Committee, M. Mercure presented the following resolution:

**9.5.1 Resolution No. ETSB 22-09-15**  
**Sutton School – Request for an alcohol permit**

**WHEREAS** Sutton School is renting its premises to the Coop Gym Santé Sutton for a Beatles Tribute night to be held on November 5, 2022 at the school where alcohol will be served;

**WHEREAS** the Sutton School Governing Board was consulted and approved the requites for the above-mentioned event and are fully aware that alcohol will be available;

**WHEREAS** no minors will be present at the event and it will be held outside of regular school hours;

**WHEREAS** the Coop Gym Santé Sutton is responsible for the event and the selling of alcohol and has the required liability insurances;

**WHEREAS** the Coop Gym Santé Sutton has conformed with the *Régie des alcools, des courses et des jeux du Québec (RACJ)*;

**WHEREAS** the Coop Gym Santé Sutton must obtain a resolution from the Council of Commissioners authorizing them to sell alcoholic beverages on the premises and in this case, will supply a photocopy of the permit provided by the RACJ once received to the Secretary General's office;

**IT WAS MOVED BY** Commissioner M. Mercure to authorize the Coop Gym Santé Sutton to sell alcoholic beverages, in conformity with the *Régie des alcools, des courses et des jeux du Québec*, at the above-mentioned event being held on November 5, 2022.

Carried unanimously

The date of the next Communications Advisory Committee meeting is scheduled for October 11, 2022.

**9.6 Human Resources Advisory Committee**

The Chair of the Human Resources Advisory Committee, C. Beaubien mentioned the topics discussed at the September 6, 2022 meeting:

- Staffing plan including tenure track teachers;
- Recap positions – description of positions to be filled;
- Human Resources priorities 2022-2023;
- COVID update – still absences due to symptoms or daily positive tests;
- Code of Ethics – a detailed document was shared with employees;
- New GRICS payroll module coming soon;
- New date for the Human Resources meeting.

The date of the next Human Resources Advisory Committee meeting is scheduled for October 4, 2022.

### **9.7 Transportation Advisory Committee**

The Chair of the Transportation Advisory Committee, Commissioner G. Holliday mentioned that the date of the next Transportation Advisory Committee meeting is scheduled for November 8, 2022.

### **9.8 Special Education Advisory Committee (SEAC)**

The Commissioner, E. McKnight mentioned that the date of the next SEAC meeting is scheduled for October 12, 2022.

## **10. PARENTS' COMMITTEE**

The Commissioner representing parents, D. Zigby mentioned that the date of the next Parents' Committee meeting is scheduled for October 12, 2022.

Commissioner D. Zigby also thanked all current Parent Commissioners for their contributions for the last 2 years. Elections will take place on October 12, 2022. Commissioner D. Zigby specially thanked Commissioner M. Mercure as he finishes his mandate on this election date.

## **11. STUDENT ADVISORY COMMITTEE**

Commissioner J. Humenuik, representing the Student Advisory Committee, mentioned the following:

Meetings will be in Hybrid (in person and from a distance – ZOOM). Recruitment to join the committees is ongoing.

The date of the next Student Advisory Committee meeting is to be determined.

## **12. QESBA**

QESBA challenged Bill 40 in order to preserve our constitutional rights to protect minority language schooling and access to it. In the beginning of September, we were informed that Judge Lussier should render his decision in the next few weeks.

QESBA obtained a clear ruling regarding the possibility for a town councillor to seat as a commissioner on a School Board's Council of Commissioners. Clear victory.

School Boards are considered as intervenors in the court case regarding the Bill 21 challenge. (Bill 21 is the secularization bill). This bill argues that we have the management power/right to hire whom we want regardless of religious symbols.

We are also exploring best practices of the 9 English School Boards.

The QESBA Annual General meeting will take place on October 29, 2022.

### 13. COMMISSIONER'S COMMENTS AND QUESTIONS

Commissioner G. Holliday: Last week, I attended the "Meet the Teachers" night at St. Francis Elementary School. It was very well organized and had a positive atmosphere.

Commissioner G. Barnett: **Lennoxville Vocational Training Centre (LVTC) – GB meeting**

- There is a new sign visible from the highway;
- ATE (*Alternance Travail Étude*) Welding and Machining: Links are made with businesses and students receive a bursary. Some students are too young, not interested or have no transportation;
- The Centre started a **Woman's Week** two years ago in order for them to experience machining and welding, but it is difficult to get women to participate. There are currently 3 women and 6 men in ATE;
- The APRPA-ATE (*Assistant à la personne en résidence privée pour aînés*) program begins soon, but there is no bursary;
- SASI (*Santé, Assistance et Soins Infirmiers*) accelerated groups: Students spend 8 hours per day in class. They receive a bursary from the CIUSSS and the Wales Home, but must work a year there on terminating;
- Regular IHCA (Institutional Homecare Assistance) program students can work anywhere. There are 40 registered for the accelerated program in March. An AEP-CHSLD group starts in November 2022.
- LVTC is the only Centre offering the accelerated program in Estrie. They can start LPN (License Practitioner Nurse) groups who can work anywhere;
- The Canadian Welding Bureau Foundation (CWB): LVTC has translated and adapted their materials for Quebec. From this partnership, they can obtain money for training and materials. They have also obtained \$26K to pay half the costs (\$43K) of a welding simulator and part of a gas line system;
- The Women of Steel program is to encourage women in welding with incentives. LVTC won the 4<sup>th</sup> prize for a handicapped ramp for Richmond Fair in the Forge by Youth Award Competition;
- Ms. Johanna Bisson announced her departure from LVTC, a new director is to be announced this week.

### 14. UPCOMING EVENTS

None.

### 15. CORRESPONDENCE

#### 15.1 Letter from Alexandra Adam to Commissioners

The Secretary General, E. Campbell mentioned that the letter is in the KIT.

**16. QUESTION PERIOD**M. Seline

ATA President:

Have grievances been addressed at the Human Resources Advisory Committee meeting?

M. Murray

ETSB Chair:

Briefly. Only in summary, the general state of grievances are reviewed.

A. Brasseur

Pope Parent:

How many complaints concerned special needs students?

M. Murray

ETSB Chair:

I do not have this information as of now, but I'm sure the Ombudsman who has that information would take that into consideration.

M. Seline

ATA President:

May I address my best wishes to Ms. A. McCrory for a prompt and speedy recovery?

M. Murray

ETSB Chair:

Yes and thank you, we have expressed that to her on our collective behalf and will extend your message to her.

A. Brasseur

Pope Parent:

Why was it mentioned that the Governance and Ethics notes that any Advisory Committee meeting Minutes are public information?

M. Murray

ETSB Chair:

We just reiterated that when discussions occurred, personal information must be protected.

A. Brasseur

Pope Parent:

May 30<sup>th</sup> of last year, I asked for documents from Mr. Campbell and also asked Commissioners via the email button on the website. I didn't hear from any of the Commissioners, and I didn't get a response from Mr. Campbell. On the 31<sup>st</sup>, there was a meeting. What is the purpose of stating that in the notes after I had brought that up? I was confused as to whom I should be asking. The proper steps to take are unclear. The questions bounced around!

M. Murray

ETSB Chair:

All access to information should be directed to the Secretary General (SecGen). The information is shared only within the circle of the School Board, it is confidential personal information. Commissioners did as instructed and directed questions through the proper channel to the

Secretary General. We will address this with the Parent's Advisory Committee to make sure services are as easily accessible as possible. We will work on making the process more clear.

A. Brasseur

Pope Parent:

How does the Student Ombudsman know that the IEP (Individualized Education Plan) meets the student's needs? How does he cross-check his information? Who was he asking for further information?

M. Murray

ETSB Chair:

If the Ombudsman gets a complaint, his job is to see if the process of handling the complaint was handled properly, not how the IEP is played out. His work is to examine the process - that the complaint is well founded and referred to the correct educational professional to handle it.

A. Brasseur

Pope Parent:

Regarding percentages and principals allotted, how is it determined if a VP is needed at a school? Is it determined by the student population?

M. Murray

ETSB Chair:

The General Directorate makes a recommendation to the Council of Commissioners. The decision considers the financial limitation of the School Board. The Council of Commissioners vote annually. Senior administrators make a recommendation to the Council which can question it, and if satisfied, we adopt an organigram that establishes resources allocated to each school. We debate rigorously, student population could come into play, we assign based on personnel and available resources. Thank you for your interest, you are a committed parent and we like to have committed parents.

## **17. GOVERNANCE AND COMMUNICATION**

None.

## **18. ADJOURNMENT**

There being no further business, the meeting was adjourned on a motion by Commissioner G. Holliday at 8:15 p.m.

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Éric Campbell  
Secretary General

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Michael Murray  
Chairman

EC/gm  
09.27.2022