



**Approved minutes of the regular meeting of the Council of Commissioners of the Central Québec School Board held on Wednesday, November 14, 2018 at 7:00 p.m. at the Board Office, 2046 chemin Saint-Louis, Québec (Québec) G1T 1P4.**

Present:	Isabel Béland	Parent Commissioner
	Stephen Burke	Chairman
	Debbie Cornforth	Parent Commissioner
	Sara Downs	Commissioner (videoconference)
	Christian Falle	Parent Commissioner (telephone)
	Debbie Ford-Caron	Commissioner
	Chantal Guay	Commissioner (videoconference)
	Jason Kilganan	Parent Commissioner
	Cameron Lavallee	Commissioner
	Wyna Marois	Commissioner
	Stephen Pigeon	Director General
	Jean Robert	Vice-Chairman
Aline Visser	Commissioner (telephone)	
Absent:	Heather Clibbon	Commissioner
	Esther Paradis	Commissioner
	Jo Rosenhek	Commissioner
	Jo-Ann Toulouse	Commissioner
In attendance:	Guylaine Allard	Director of Financial Services
	Russell Copeman	Executive Director of QESBA
	Gina Farnell	Director of Complementary Services
	François Garon	Information Technology Technician
	Yves Lambert	President, CQTA
	Dan Lamoureux	Chairman of the QESBA
	Mark Sutherland	Director of Instructional Services
	Sandra W. Griffin	Secretary General

**18-11.01 Call to Order**

The Chairman called the meeting to order at 7:04 p.m.

**18-11.02 Approval of the Agenda**

It was MOVED by D. Ford-Caron, SECONDED by D. Cornforth and unanimously RESOLVED; THAT the agenda be approved as presented.

**18-11.03 Public Question Period**

No questions were asked.

**18-11.04**      **Question Period for Students**

No students were present.

**18-11.05**      **Correspondence from Students**

M. Quirion, Student of Dollard-des-Ormeaux and Chairperson of the Student Advisory Committee sent a letter to the Chairman. S. Burke read aloud the letter to the members attending the meeting of the Council of Commissioners.

**18-11.06**      **Oaths of Office**

The Director General administered the Oath of Office to the Parent Commissioners:

Isabel Béland, Secondary Level Representative; Debbie Cornforth, Elementary Level Representative, Christian Falle, Outlying Regions Representative; Jason Kilganan, Special Needs Representative; nominated by their peers, they signed their oaths solemnly swearing to faithfully discharge their duties as Parent Commissioners for the 2018-2019 and 2019-2020 school years to the best of their judgement and ability.

**18-11.08**      **Approval of the minutes of the regular meeting held on October 12, 2018**

It was MOVED by C. Guay, SECONDED by S. Downs and unanimously RESOLVED; THAT the minutes of the regular meeting of the Council of Commissioners held on Wednesday, October 12, 2018 be accepted as circulated.

**18-11.09**      **Business arising from the minutes**

There was no business arising from the minutes.

**18-11.10**      **Deposit of 2017-2018 Financial Statements**

WHEREAS the audited financial statements for the 2017-2018 school year had been received by the Director General and presented to the Audit Committee on October 29th, 2018;

WHEREAS the audited financial statements were submitted to the Council of Commissioners, as required by the Education Act;

It was MOVED by D. Ford-Caron, SECONDED by W. Marois and unanimously RESOLVED; THAT the audited financial statements for the 2017-2018 school year be received.

### 18-11.11 Report from the Chairman

The Chairman had sent his report to Commissioners and addressed the following:

- Naskapi Liaison Director – Interviews – October 17, 2018
- Inauguration of *Éducation Internationale's* new offices – Quebec City – October 17<sup>th</sup>, 2018
- Audit Committee Meeting – October 29<sup>th</sup>, 2018
- *Brunch bénéfique de la-Fondation des petits bonheurs d'école* – November 4<sup>th</sup>, 2018
- Naskapi Liaison Director – Pursuit of Selection Process – November 6<sup>th</sup>, 2018
- Agenda Meeting – November 7<sup>th</sup>, 2018
- Meeting of the *Table de concertation des CS de la Capitale-Nationale – Baie Saint-Paul* – November, 9<sup>th</sup>, 2018

### 18-11.12 Director General's Report

The Director General formally addressed the Council and provided a report on the following items:

- a) Up-date on Strategic Planning;
- b) 2018-2019 Enrolment Update;
- c) Labour Relations Committees
  - i) Senior Staff of Service – Directors, Coordinators and Management Staff
  - ii) Senior Staff of Schools and Centre – Principals
  - iii) Teachers
  - iv) Professionals
  - v) Support Staff

S. Pigeon indicated that the students that participated in the *We R CQ* event created a remarkable video and S. Pigeon asked G. Farnell to share her impressions. G. Farnell provided an overview of the many interactive activities that took place over the two days. The members were very pleased to see the inspirational video and were impressed to see so many students coming together under one banner *We are CQ*. Congratulations were given to all the organizers, chaperones and students.

New Businessa) Nomination of Auditors

WHEREAS Section 284 of the Education Act states that “For each fiscal year, every school board shall appoint from among the members of the professional order of accountants governed by the Professional Code (chapter C-26) an external auditor who shall file a report of his audit of the financial transactions of the school board;

WHEREAS the Act respecting contracting by public bodies does not require an organization to go to public tender for contracts worth less than \$100,000 and allows, in certain circumstances, that contracts over the public tender threshold be entered into by mutual agreement;

WHEREAS Raymond Chabot Grant Thornton is charging the fees established in call for tender in 2015-2016 for a total of \$27,370, which is a very competitive rate, and which would still be below what we would have obtained by going to tender;

WHEREAS the members of the CQSB Audit Committee and the Board Office administrators have indicated their satisfaction with Raymond Chabot Grant Thornton and recommend that they be reappointed for the audit of the 2018-2019 financial year with fees of \$27,370;

It was MOVED BY D. Ford-Caron, SECONDED by C. Guay and was unanimously RESOLVED; THAT the Council of Commissioners appoint Raymond Chabot Grant Thornton as external auditors for the Central Québec School Board for the 2018-2019 financial year with fees of \$27,370.

b) Three-Year Plan for the Destination of Immovables and Deeds of Establishment (deposit)

In previous years, the draft Three-year Plan for the Destination of Immovables has been received for consultation purposes. The final document will be presented for adoption at the December 12, 2018 meeting of the Council of Commissioners.

c) Criteria for the Admission and Enrolment of Students 2019-2020 (deposit)

In previous years, the draft Criteria for the Admission and Enrolment of Students has been received for consultation purposes. The final document will be presented for adoption at the December 12, 2018 meeting of the Council of Commissioners.

New Business (continued)d) Nomination to the 2018-2019 Committees

- a) It was MOVED by D. Cornforth, SECONDED by W. Marois and unanimously RESOLVED; THAT for the 2018-2019 school year, the Executive Committee be composed of: Stephen Pigeon, Director General, Stephen Burke, Chairman, Jean Robert, Vice-Chairman, Isabel Béland, Parent Commissioner and five Commissioners: Debbie Ford-Caron, Wyna Marois, Jo Rosenhek, Aline Visser and Heather Clibbon.
- b) It was MOVED by D. Cornforth, SECONDED by W. Marois and unanimously RESOLVED; THAT for the 2018-2019 school year, the Commissioner Representatives for the Central Québec School Board committees be as follow:

**Audit Committee:** Jean Robert, Debbie Ford-Caron and Aline Visser

**Board Parity Committee:** Aline Visser

**Ethics and Governance Committee:** Stephen Burke, Heather Clibbon, Sara Downs, Christian Falle and Jo-Ann Toulouse

**Evaluation of the Director General:** Stephen Burke, Isabel Béland, Sara Downs, Debbie Ford-Caron and Aline Visser

**Expulsion Committees:**

Chibougamau: Jo-Ann Toulouse

Jonquière: Debbie Ford-Caron

La Tuque: Chantal Guay

Québec City: Jean Robert

Thetford Mines: Aline Visser

Trois-Rivières: Sara Downs

Shawinigan: Chantal Guay

**Human Resources Committee:** Stephen Burke, Debbie Cornforth, Cameron Lavallee and Wyna Marois

**Labour Relations Committees:**

School and Centre Administrators: Jo-Ann Toulouse and Aline Visser

Senior Staff of Service: Stephen Burke and Jean Robert

**Revision of Decision Committees**

Chibougamau / Jonquière: Debbie Ford-Caron, Chantal Guay and Jo-Ann Toulouse

Québec City: Wyna Marois and Jo Rosenhek

Thetford Mines: Aline Visser and Jean Robert

Trois-Rivières/Shawinigan/La Tuque: Sara Downs, Debbie Ford-Caron and Chantal Guay

**New Business (continued)**d) Nomination to the 2018-2019 Committees (continued)**Transport Advisory Committees**

CQSB (Québec City): Wyna Marois and E. Paradis

C.s. de la Baie-James: J.-A. Toulouse

C.s. de la Beauce-Etchemin: Aline Visser

C.s. de la Côte-du-Sud: Debbie Cornforth

C.s. de l'Énergie: Chantal Guay

C.s. de la Jonquière: Debbie Ford-Caron

C.s. de La Riveraine: Sara Downs

C.s. de Portneuf: Jo Rosenhek

C.s. des Appalaches: Aline Visser

C.s. des Navigateurs: Heather Clibbon

C.s. du Chemin-du-Roy: Sara Downs

C.s. du Lac Saint-Jean: Debbie Ford-Caron

e) Hiring of a General Contractor: St. Patrick's High School - Brick Repairs

WHEREAS plans and specifications were prepared and a public call for tenders for general contractors was published on SEAO on September 17, 2018 and the envelopes were opened on October 12, 2018;

WHEREAS the architect has recommended that the lowest tender be accepted as it met the requirements and specifications of the project;

It was MOVED by A. Visser SECONDED by I. Béland and unanimously RESOLVED; THAT the Central Québec School Board's Council of Commissioners accept the lowest tender that met the specifications for the brick repairs at St. Patrick High School's (75, rue De Maisonneuve, Québec, QC G1R 2C4) as submitted by Lévesque et Associées Construction Inc (475, rue Des Canetons, Québec, QC, G2E 5X6) in the amount of \$127,000.00 (taxes not included) and;

THAT the Director General be authorized to sign the contract on behalf of the School Board.

f) Consortium of School Boards: Liability Insurance Portfolio - 2018-2019

WHEREAS the liability insurance portfolio obtained through the consortium of school boards located in administrative regions 01, 02, 03, 04, 09, 11, 12 and 17 has proven to be financially advantageous;

WHEREAS it is the opinion of the school boards concerned that this group purchase of services should be maintained for the 2018-2019 school year;

New Business (continued)f) Consortium of School Boards: Liability Insurance Portfolio – 2018-2019 (continued)

WHEREAS the *Commission scolaire des Appalaches* has agreed to represent the consortium of school boards in its dealings with the consultant, Guy Turcot who is in a partnership with *Les Conseillers en Assurance Adelson & Associés (CAAA)*, a Québec insurance consulting firm duly authorized by the “AMF”;

WHEREAS it is in the best interest of the Central Québec School Board to maintain our membership in the consortium;

It was MOVED by W. Marois, SECONDED by I. Béland and unanimously RESOLVED; THAT the Central Québec School Board participate in the consortium of school boards located in administrative regions 01, 02, 03, 04, 09, 11, 12 and 17 for the renewal of its liability insurance for the 2018-2019 school year; and

THAT the School Board mandate the consultant, Guy Turcot, as designated administrator for *Les Conseillers en Assurance Adelson & Associés (CAAA)*, a Québec insurance consulting firm duly authorized by the “AMF” to enter into negotiation with the BFL firm, insurance broker under the renewal option clause, or to prepare a public call for tenders for the renewal of liability insurance for all the school boards that are part of the consortium; and

THAT the School Board mandate, if applicable, the *Commission scolaire des Appalaches* to carry out the public call for tenders in accordance with the policies and procedures in effect at this school board and accept joint responsibility in this regard; and;

THAT the School Board commit to accept the recommendation of the consortium of certain school boards of regions 01, 02, 03, 04, 09, 11, 12 and 17 to obtain a liability insurance portfolio, either to renew with the firm BFL or with the firm determined following a call for tenders; and;

THAT the Secretary General, Sandra Wright Griffin, be authorized to sign all documents pertaining to this resolution.

g) Strengthen Community Vitality – Support Program for the Organizations Serving the English-speaking Communities

WHEREAS the Central Québec School Board (CQSB) has recurring recruitment challenges;

WHEREAS the CQSB does not have the means to seek out a Project Development Officer with such a unique profile whose mandate will highly contribute to attract anglophone and/or bilingual candidates in all our regions;

**18-11.13****New Business (continued)**g) **Strengthen Community Vitality – Support Program for the Organizations Serving the English-speaking Communities (continued)**

WHEREAS the CQSB believes that it is essential that we continue to improve our contribution to strengthen the vitality of our communities;

WHEREAS SRQEA’s normative framework and application form, have been reviewed and CQSB meets their criteria;

WHEREAS every application form emitted from the public education sector must be accompanied by a resolution from their Council of Commissioners;

It was MOVED by D. Ford-Caron, SECONDED by W. Marois and unanimously RESOLVED; THAT the Central Québec School Board’s Council of Commissioners authorize the Director General to deposit a funding application to the SRQEA, and to sign the relevant documentation on behalf of the School Board.

h) **Transportation - One-year Contract**

It was MOVED by W. Marois, SECONDED by I. Béland and UNANIMOUSLY RESOLVED; THAT the Central Québec School Board accept the following one-year transportation contract from November 19th, 2018 to June 30th, 2019;

Transporter	Capacity	Territory	2018-2019 (\$) Excluding Tax
Transport Marc Juneau	5-row bus / 30 passengers	DDO	\$32,100

and THAT the Director General be authorized to sign the contracts on behalf of the School Board.

**18-11.14****Committee Reports**a) **Executive Committee**

No meeting was held.

b) **Parents’ Committee**

A meeting was held on November 3<sup>rd</sup>, 2018. I. Béland provided a report regarding the lack of space at RRES.



**Committee Reports (continued)**c) Special Needs Advisory Committee

A meeting was held on October 29, 2018. J. Kilganan indicated that a good portion of the exchanges were focused on the CQSB Restraint and Isolation Policy.

The Minister has indicated that he is looking into increasing the number of specialized schools for some students with special needs rather than advocate for inclusion. A Committee would need to be formed to request that the Ministry intervene with the proposed changes. CQSB believes in, and promotes, inclusion to the extent of our abilities and means.

d) Transport Advisory Committee

A meeting of the Transport Advisory Committee was held on October 31<sup>st</sup>, 2018.

e) Audit Committee

An Audit Committee was held on October 29<sup>th</sup>, 2018. The Auditors were very pleased with the professionalism of our staff.

f) Evaluation of the Director General

No meeting was held.

g) Ethics and Governance Committee

No meeting was held.

h) Human Resources Committee

No meeting was held.

i) Resource Allocation Committee

No meeting was held.

j) Management Administration Committee

No meeting was held.

**18-11.15**      **Quebec English School Boards Association**

a) Report from the Board of Directors

D. Ford-Caron provided her report to the Commissioners prior to the meeting.

b) Report from Committees

D. Ford-Caron indicated that the Professional Development Conference will be held in Vaudreuil-Dorion. Ms. Christine Denommée has been nominated to the position of Director of Labour Relations for the QESBA as Ms. Joanne Simoneau-Polenz has retired, effective January 1, 2019.

J. Robert also reported on the conference and indicated that B. Flock referenced CQSB on a few occasions.

**18-11.16**      **Next meeting**

The next regular meeting of the Council of Commissioners will be held on Wednesday, December 12<sup>th</sup>, 2018.

**18-11.16**      **Question period**

a) Public

There were no questions.

b) Commissioners

There were no questions.

**18-10.17**      **In-camera session**

No in-camera session was held.

**18-10.18**      **Adjournment**

The meeting was ADJOURNED at 9:04 p.m. on a MOTION by W. Marois.

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Sandra Wright Griffin  
Secretary General

Stephen Burke  
Chairman

Approved on December 12, 2018.