



**Approved minutes of the regular meeting of the Council of Commissioners of the Central Québec School Board held on Friday, April 21, 2017 at 7:00 p.m. at the Board Office, 2046, chemin St-Louis, Québec (Québec) G1T 1P4.**

Present:	Isabel Béland	Parent Commissioner
	Stephen Burke	Chairman
	Heather Clibbon	Commissioner
	Debbie Cornforth	Parent Commissioner
	Sara Downs	Commissioner (videoconference)
	Christian Falle	Parent Commissioner (videoconference)
	Debbie Ford-Caron	Commissioner (videoconference)
	Chantal Guay	Commissioner (videoconference)
	Cameron Lavallee	Commissioner
	Wyna Marois	Commissioner
	Esther Paradis	Commissioner
	Stephen Pigeon	Director General
	Jean Robert	Vice-Chairman
	Jo Rosenhek	Commissioner
	Aline Visser	Commissioner
Absent:	Jo-Ann Toulouse	Commissioner
Other:	Vacant Position	Parent Commissioner, Special Needs
In attendance:	Gina Farnell	Director of Complementary Educational Services
	François Garon	Information Technology Technician
	Pierrette Laliberté	Director of Human Resources, Assistant Director General
	Yves Lambert	Treasurer, CQTA
	Yves Lorange	Director of Financial Services, Buildings & Equipment and School Transportation
	Melanie Simard	Recording Secretary
	Mark Sutherland	Director of Instructional Services
	Sandra W. Griffin	Secretary General

**17-04.01 Call to Order**

The Chairman called the meeting to order at 7:07 p.m.

**17-04.02 Approval of the Agenda**

It was MOVED by E. Paradis, SECONDED by W. Marois and unanimously RESOLVED; THAT the agenda be approved as circulated.

**17-04.03 Public Question Period**

No questions were asked.

**17-04.04**      **Question Period for Students**

No students were present.

**17-04.05**      **Correspondence from Students**

No correspondence was received.

**17-04.06**      **Approval of the minutes of the regular meeting held on March 22, 2017**

It was MOVED by W. Marois, SECONDED by S. Downs and unanimously RESOLVED; THAT the minutes of the regular meeting of the Council of Commissioners held on Wednesday, March 22, 2017 be accepted as circulated.

**17-04.07**      **Business arising from the minutes**

There was no business arising from the minutes.

**17-04.08**      **Report from the Chairman**

The Chairman had sent his report to commissioners that addressed the following:

- Éric Caire: 10 years as an MNA – March 26, 2017
- St. Patrick's High School Public Speaking Competitions – April 5 and 6, 2017
- *Fondation des petits bonheurs d'école* – April 5, 2017
- QESBA Board of Directors Meeting – April 7, 2017
- CQSB Performing Arts Festival – April 7, 2017
- Lieutenant-Governor Medal Ceremony – April 8, 2017
- Agenda Meeting – April 11, 2017
- CQSB Executive Committee Meeting – April 11, 2017

**17-04.09**      **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) Performing Arts Festival
- c) Enrolment Analysis
- d) Accompaniment Project: CQSB – MEES – DGRT
- e) Support Staff Appreciation Week
- f) Resource Allocation Committee
- g) Financial Education and Secondary IV History Courses
- h) 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

**New Business**a) Budget Management Process 2017-2018 – Youth Sector (deposit)

The draft Budget Management Process for the 2017-2018 school year, youth sector was deposited for consultation purposes.

b) Budget Management Process 2017-2018 – Adult Education and Vocational Training (deposit)

The draft Budget Management Process for the 2017-2018 school year, adult education and vocational training sector was deposited for consultation purposes.

c) 2017-2018 Provisional Staffing Plani) Allocation for Management Staff (senior staff of schools, centre and Board Office)

It was MOVED by A. Visser, SECONDED by J. Rosenhek and RESOLVED; THAT the allocation for management staff of schools, centre and of the Board Office be provisionally accepted as presented on the summary of recommended staffing plan for 2017-2018 dated April 21, 2017, pending final approval of the budget.

Commissioner C. Guay voted against.

ii) Allocation for Professional Staff (Board Office, schools / centre)

It was MOVED by A. Visser, SECONDED by J. Rosenhek and unanimously RESOLVED; THAT the allocation for professional staff of schools, centre and of the Board Office be provisionally accepted as presented on the summary of recommended staffing plan for 2017-2018 dated April 21, 2017, pending final approval of the budget.

iii) Allocation for Support Personnel (Board Office, janitorial services, documentation technicians, laboratory technicians, in-school support personnel, student supervisors)

It was MOVED by A. Visser, SECONDED by J. Rosenhek and unanimously RESOLVED; THAT the allocation for support personnel of schools, centre and of the Board Office be provisionally accepted as presented on the summary of recommended staffing plan 2017-2018 dated April 21, 2017, pending final approval of the budget.

New Business (continued)d) Nomination of CQSB GRICS Voting Delegate and a Substitute

WHEREAS the Central Québec School Board is member of the *Société de gestion du réseau informatique des commissions scolaires* (GRICS) and must appoint an official delegate to represent the School Board and act on its behalf;

It was MOVED by E. Paradis, SECONDED by D. Ford-Caron and unanimously RESOLVED; THAT Pierrette Laliberté, be the Central Québec School Board's official delegate for all regular general assemblies or special meetings of the GRICS; and

THAT should the official delegate not be able to attend a meeting, that Stephen Pigeon, be the alternate delegate.

e) Revenu Québec - Authorization

WHEREAS the Central Québec School Board (CQSB), NEQ #8831849649 must authorize that certain staff in the Financial Services work with *Revenu Québec* in the name of the School Board;

It was MOVED by A. Visser, SECONDED by C. Guay and unanimously RESOLVED; THAT Guylaine Allard, Coordinator of Financial Services, 189 (last three digits of SIN) and Katherine Langton, Administration Technician, 138 (last three digits of SIN) be authorized to:

- Consult the CQSB's file and act in the name of and on behalf of the School Board, for all periods and all taxation years (past, present and future), including the power to participate in any negotiations with *Revenu Québec*, with respect to all information concerning the purpose and administration of CQSB under the **tax acts**, the **Excise Tax Act** and the **Act to Facilitate the Payment of Support** by telephone, in person, in writing or through on-line services;
- Register the CQSB in the *Revenu Québec* files;
- Sign an authorization or power of attorney in the name of and on behalf of the School Board, renounce or revoke it, depending on the case;
- Register the CQSB with *dicSÉCUR - Entreprises* and *Mon dossier* for companies;
- Consult the CQSB's file and act in the name of and on behalf of the School Board, in accordance with the conditions of use of *Mon dossier* for companies, which can be consulted and accepted on the *Revenu Québec* website.

New Business (continued)f) Waiver to the Recruitment, Selection and Hiring Policy

WHEREAS the Director of Financial Services, Mr. Yves Lorange will be leaving his position as of May 26<sup>th</sup>, 2017;

WHEREAS it is essential to name an Interim Director of Finance until the launch of the Recruitment, Selection and Hiring process is undertaken;

WHEREAS the Policy on Recruitment, Selection and Hiring states the following, under article 5.7 "The Council of Commissioners may agree to waive all or part of the Recruitment, Selection and Hiring Policy for Senior Executives, Senior Staff of Services and Senior Staff of Schools for part-time or temporary position of 6 months or less and positions of 50% or less throughout the school year";

WHEREAS this appointment is for a period of less than 6 months;

It was MOVED by J. Robert, SECONDED by C. Lavalée and unanimously RESOLVED; THAT Guylaine Allard be appointed as Interim Director of Financial Services effective May 29, 2017 and until further notice, but for a period of 6 months or less.

g) Transportation Request for the Revision of a Bus Stop

WHEREAS a parent disagrees with the modified pick-up and drop-off point for their child's school transportation, citing safety issues;

WHEREAS the parent of the child has brought their request to reinstate the previous bus route to the Central Québec School Board Transportation Department;

WHEREAS the Central Québec School Board Transportation Department ruled that the bus stop, thus the bus route, should remain as is;

WHEREAS the proposed change in bus stop would not alter the distance nor the travel time in the bus route;

WHEREAS the parent of the child then requested that the Student Ombudsman carry out an independent evaluation of the situation;

WHEREAS the Student Ombudsman, having completed her investigation, has submitted her findings and submitted a recommendation to the Council of Commissioners;

New Business (continued)g) Transportation Request for the Revision of a Bus Stop (continued)

WHEREAS per the By-Law Respecting the Complaint Examination Procedure Established by the Central Québec School Board, the Council of Commissioners has the right to retain or not retain a recommendation of the Student Ombudsman;

It was MOVED by W. Marois, SECONDED by I. Béland and unanimously RESOLVED; THAT the Central Québec School Board Transportation Department inform the plaintiff that the child's pick-up and drop-off points remain the same.

h) Transportation Request for Travel Allocation

WHEREAS in 2015-2016 the parents received a travel allocation for their children;

WHEREAS the Transportation Policy was amended in August 2016 to state that students who live more than 20 km from the nearest school and/or more than 10 km from an existing bus stop may be eligible for travel allocation;

WHEREAS the students live more than 20 km from the nearest school and 7 km from an existing bus stop;

WHEREAS at the beginning of the 2016-2017 school year the parents issued a request for a travel allocation for their children and were informed that they do not meet the requirements to be eligible;

WHEREAS the parents disagree with this decision as they meet one of the two requirements;

WHEREAS the parents of the children have brought their request to receive the travel allocation to the Central Québec School Board Transport Advisory Committee;

WHEREAS the Central Québec School Board Transport Advisory Committee ruled that the request still be refused as both requirements must be met;

WHEREAS the parents requested that the Student Ombudsman carry out an independent evaluation of the situation;

WHEREAS the Student Ombudsman, having completed her investigation, has submitted her findings and submitted a recommendation to the Council of Commissioners;

**17-04.10**

**New Business (continued)**

h) Transportation Request for Travel Allocation (continued)

WHEREAS per the By-Law Respecting the Complaint Examination Procedure Established by the Central Québec School Board, the Council of Commissioners has the right to retain or not retain a recommendation of the Student Ombudsman;

It was MOVED by D. Ford-Caron, SECONDED by E. Paradis and RESOLVED; THAT the Central Québec School Board Transportation Department inform the plaintiff that the travel allocation for both students be reinstated as per the Student Ombudsman report.

Commissioners E. Paradis and D. Cornforth voted against.

i) Policy for CQSB Employees Offering “Private Services” to CQSB Students (deposit)

The draft Policy for CQSB Employees Offering “Private Services” to CQSB Students was deposited for consultation purposes.

j) Policy Governing the Use of External Services in our Establishments (deposit)

The draft Policy Governing the Use of External Services in our Establishments was deposited for consultation purposes.

**17-04.11**

**Committee Reports**

a) Executive Committee

A meeting was held on April 11, 2017. No report was made.

b) Parents’ Committee

No meeting was held.

c) Special Needs Advisory Committee

A meeting was held on April 3, 2017. No report was made.

d) Transport Advisory Committee

No meeting was held.

e) Audit Committee

No meeting was held.

**17-04.11**      **Committee Reports (continued)**

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.

**17-04.12**      **Quebec English School Boards Association**

a) Report from the Board of Directors

No report was made.

b) Report from Committees

Debbie Ford-Caron had sent her report to commissioners that addressed the following:

- Finance Committee; new fee structure to be adopted at the Annual General Assembly in the Fall
- FNMI Committee (First Nations, Métis and Inuit); created to build a bridge between first nations and school boards
- School Board Elections
- Constitution Committee
- Reminder concerning the Spring Conference that will be held on May 25, 2017

**17-04.13**      **Next meeting**

The next regular meeting of the Council of Commissioners will be held on Wednesday, May 17, 2017.

**17-04.14**      **Question period**

a) Public

No questions were asked.

b) Commissioners

No questions were asked.



**17-04.15**      **In-camera session**

No in-camera session was held.

**17-04.16**      **Adjournment**

The meeting was ADJOURNED at 8:28 p.m. on a MOTION by H. Clibbon, SECONDED by W. Marois.

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Sandra Wright Griffin  
Secretary General

Stephen Burke  
Chairman

Approved on May 17, 2017.