



**Approved minutes of the regular meeting of the Council of Commissioners of the Central Québec School Board held on Wednesday, September 12, 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                          |
|                | Heather Clibbon   | Commissioner                      |
|                | Debbie Cornforth  | Parent Commissioner               |
|                | Sara Downs        | Commissioner (videoconference)    |
|                | Debbie Ford-Caron | Commissioner (videoconference)    |
|                | Chantal Guay      | Commissioner (videoconference)    |
|                | Jason Kilganan    | Parent Commissioner               |
|                | Cameron Lavallee  | Commissioner                      |
|                | Wyna Marois       | Commissioner                      |
|                | Esther Paradis    | Commissioner                      |
|                | Stephen Pigeon    | Director General                  |
|                | Jean Robert       | Vice-Chairman                     |
|                | Jo Rosenhek       | Commissioner                      |
|                | Jo-Ann Toulouse   | Commissioner                      |
|                | Aline Visser      | Commissioner (telephone)          |
| Absent:        | Christian Falle   | Parent Commissioner               |
| In attendance: | Guylaine Allard   | Director of Financial Services    |
|                | François Garon    | Information Technology Technician |
|                | Yves Lambert      | President, CQTA                   |
|                | Sandra W. Griffin | Secretary General                 |

**18-09.01 Call to Order**

The Chairman called the meeting to order at 7:03 p.m.

**18-09.02 Approval of the Agenda**

It was MOVED by C. Guay, SECONDED by J. Rosenhek and unanimously RESOLVED; THAT the agenda be approved as presented.

**18-09.03 Public Question Period**

No questions were asked.

**18-09.04 Question Period for Students**

No students were present.

**18-09.05**      **Correspondence from Students**

No correspondence was received.

**18-09.06**      **Approval of the minutes of the regular meeting held on August 15, 2018**

It was MOVED by C. Lavallee, SECONDED by S. Downs and RESOLVED; THAT the minutes of the regular meeting of the Council of Commissioners held on Wednesday, August 15, 2018 be accepted as circulated.

Parent Commissioner I. Béland abstained from voting.

**18-09.07**      **Approval of the minutes of the special meeting held on September 4, 2018**

It was MOVED by H. Clibbon, SECONDED by D. Ford-Caron and RESOLVED; THAT the minutes of the special meeting of the Council of Commissioners held on Tuesday, September 4, 2018 be accepted as circulated.

Commissioners E. Paradis, C. Lavallee, J. Robert and I. Béland abstained from voting.

**18-09.08**      **Business arising from the minutes**

There was no business arising from the minutes.

**18-09.09**      **Report from the Chairman**

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

- FCSQ invitation to meet the four provincial political leaders – Château Laurier, Québec City – August 25<sup>th</sup>, 2018
- Phone interview with Radio-Canada 24-60 researcher – August 29<sup>th</sup>, 2018
- Special Meeting – September 4<sup>th</sup>, 2018
- Agenda Meeting – September 5<sup>th</sup>, 2018
- QESBA Finance Committee – September 7<sup>th</sup>, 2018
- QESBA Board Meeting – September 7<sup>th</sup>, 2018
- VEQ's Fall Fest – September 15<sup>th</sup>, 2018
- Provincial Election 2018

**18-09.10**      **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) VEQ Fall Fest - September 15<sup>th</sup>
- c) Principals' and Vice-principals Meeting
- d) CQSB 2018-2019 Organizational Objectives

Commissioner C. Guay  
left at 7:13  
p.m.

**Director General's Report (continued)**

- e) 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 made a detailed follow-up on the CQSB 2017-2018 Organizational Objectives.

The CQSB 2018-2019 Organizational Objectives school year was presented to and accepted by the Council of Commissioners:

1. Support and accompany the school teams in the elaboration of their first Educational Project.
2. Continue the elaboration of the Central Québec School Board (CQSB) Communication Plan.
3. Support the organization of the first “We Are CQ” event to be held in November 2018.
4. Promote sound staffing decisions to positively impact the mental health of our employees.
5. Keep a focus on organizational needs and future directions within the context of changing political landscapes.
6. Promote and implement lockdown readiness in all CQSB schools, in partnership with local authorities.
7. Continue to build strong partnerships/relationships with municipal partners in Lévis and at the Ville de Québec in the context of new schools to be built.
8. Lobby for the funding of an extension and new gymnasium for MacLean Memorial School.
9. Launch the consultation process for new catchment areas to be implemented for elementary schools of the Greater Quebec City Area for school year 2020-2021.
10. Continue to improve the quality of transportation services offered to students transported by the CQSB.
11. Support the new Naskapi Liaison Director in his/her new role.
12. Prepare succession and transition for emerging leaders to take on new roles within the CQSB.
13. Lead the process towards the unified high school in Quebec City.
14. Work collaboratively with French School Boards from all administrative regions covered by the CQSB, to come to an agreement on school tax collection.
15. Support the Council of Commissioners by providing the commissioners with relevant, timely information in order to facilitate sound decision-making.

New Businessa) Delegation: Transport Advisory Committee Membership for Other School Boards

WHEREAS Section 2 of the Regulation Respecting Student Transportation states that the advisory committee on student transportation of a board shall consist of (...) the Director General or the Assistant Director General of any school board for which the board organizes student transportation;

WHEREAS the Director General has many other important responsibilities and cannot attend the meetings in the eleven school boards that provide all or part of the transportation services for our schools;

WHEREAS the Central Québec School Board (CQSB) does not have a full-time Assistant Director General;

WHEREAS the Director General intends to delegate the responsibility to the Coordinator of School Transportation and the Superintendent of School Transportation;

It was MOVED by S. Downs, SECONDED by W. Marois and unanimously RESOLVED; THAT for the 2018-2019 school year, the representatives on the various Transport Advisory Committees for the Central Québec School Board be as follow:

|                             |   |
|-----------------------------|---|
| C.s. de la Baie-James:      | Coordinator of School Transportation    |
| C.s. de la Beauce-Etchemin: | Coordinator of School Transportation    |
| C.s. de la Côte-du-Sud:     | Superintendent of School Transportation |
| C.s. de l'Énergie:          | Superintendent of School Transportation |
| C.s. de la Jonquière:       | Superintendent of School Transportation |
| C.s. de La Riveraine:       | Coordinator of School Transportation    |
| C.s. de Portneuf:           | Superintendent of School Transportation |
| C.s. des Appalaches:        | Coordinator of School Transportation    |
| C.s. des Navigateurs:       | Superintendent of School Transportation |
| C.s. du Chemin-du-Roy:      | Coordinator of School Transportation    |
| C.s. du Lac Saint-Jean:     | Superintendent of School Transportation |

b) Extension to Three-year List of Professionals

WHEREAS the Central Québec School Board constituted lists of professionals, architects and engineers, for future building repair and renovation projects for the period of July 1<sup>st</sup>, 2015 to June 30<sup>th</sup>, 2018;

WHEREAS confirmation of these professionals was granted only as of October 2015;

WHEREAS the creation of a new list of professionals can take from two to three months;

New Business (continued)b) Extension to Three-year List of Professionals (continued)

WHEREAS major projects are especially needed in the Mauricie Region, as well as significant repairs and renovation projects are needed in other regions;

WHEREAS to not compromise timelines these projects would need to be started in the Fall of 2018;

WHEREAS the professionals selected for building repair and renovation projects have always met the requirements and specifications of all projects;

WHEREAS it is recommended to use the list of professionals used in 2017-2018 until a new list of professionals is adopted;

It was MOVED by S. Downs, SECONDED by E. Paradis and unanimously RESOLVED; THAT the Council of Commissioners accept the following list of firms as professionals for building repair and renovation projects until a new list of professionals is adopted:

- Architects for the Saguenay/Chibougamau Region: EPA Éric Painchaud, architecte et associés and Les Architectes Associés;
- Engineers for the Saguenay/Chibougamau Region: Tetra Tech QB Inc. and Roche Itée, Groupe-conseil;
- Architects for the Mauricie Region: Régis Côté et Associés, Les Architectes Jacques & Gervais and Beaudry & Palato Inc. architecture et design;
- Engineers for the the Mauricie Region: Les services **exp** inc., Stantech Experts-Conseil and Pluritech Ingénierie-Conseils;
- Architects for the Québec City Region: BGLA Architecture/ design Urbain, Régis Côté et Associés, Gagnon Letellier Cyr Ricard Mathieu & Associés and ABCP Architecture;
- Engineers for the Québec City Region: LGT, SNC-Lavalin, inc., Les services exp inc. and WSP Canada Inc.

c) Entente with Lester B. Pearson School Board: Pharmacy Technical Assistance Program

WHEREAS the Provincial Organization of Continuing Education Directors, English (PROCEDE) 2015-2020 Vocational Training Strategic Plan identifies expanding the health sector offer of service as one of its priorities;

WHEREAS the Pharmacy Technical Assistance (PTA) program prepares a person to practice the trade of pharmacy technical assistance in a health establishment as well as in a community pharmacy; working under the supervision of a pharmacist and assisting in filling prescriptions, managing patient files and performing work-related technical tasks related to preparing medications;

New Business (continued)c) Entente with Lester B. Pearson School Board: Pharmacy Technical Assistance Program (continued)

WHEREAS the Central Québec School Board (CQSB) sent a request to *Emploi Québec* on May 28, 2015 (*Fiche de transmission à Emploi-Québec d'une demande d'avis sur les besoins de main-d'œuvre*) regarding whether or not there is a need for this type of worker in the Québec City area (region 03);

WHEREAS *Emploi Québec* responded favourably on the need for this type of program in the Québec City region on June 16<sup>th</sup> 2015;

WHEREAS Jeffery-Hale Community Partners, Voice of English-Speaking Québec and Jeffery-Hale/ St. Brigid's jointly support this program and pledge their support;

WHEREAS CQSB does not yet have a program authorisation for the Pharmacy Technical Assistance (PTA) program;

WHEREAS a school board can request a Partnership Agreement with a school board that *does* have the authorisation: in this case; Lester B. Pearson School Board;

WHEREAS the request for a Partnership Agreement between two boards must be approved by the Council of Commissioners of both boards;

It was MOVED by J. Rosenhek, SECONDED by E. Paradis and unanimously RESOLVED; THAT the Central Québec School Board's Council of Commissioners approve a partnership between the Central Québec School Board and the Lester B. Pearson School Board regarding the Pharmacy Technical Assistance (PTA) program and;

THAT the Central Québec School Board's Council of Commissioners respectfully request that the Lester B. Pearson School Board Council of Commissioners give their approval for this Partnership;

THAT the Partnership continue until the Central Québec School Board has obtained a program authorization from the *ministère de l'éducation, Enseignement supérieure et recherche*, or until an official notice has been received indicating that the CQSB request has been denied.

d) Policy Regarding the Use of Restraint and Isolation of Students in a School/Centre Setting (deposit)

The draft version of the Policy Regarding the Use of Restraint and Isolation of Students in a School/Centre Setting was deposited for consultation purposes.

**18-09.11**

**New Business (continued)**

- e) Creation of a Selection Committee: Position of Naskapi Liaison Director - Jimmy Sandy Memorial School

WHEREAS the job posting for the position of Naskapi Liaison Director for Jimmy Sandy Memorial School was adopted at the June 20<sup>th</sup>, 2018 regular meeting of the Council of Commissioners;

WHEREAS the CQSB Policy on Recruitment, Selection and Hiring of Personnel provides for the creation of a selection committee comprised of a minimum of three but not more than five people;

WHEREAS the Council of Commissioners appoints Commissioners to participate on selection committees for the positions of Director of Services;

It was MOVED by D. Cornforth, SECONDED by J.-A. Toulouse and unanimously RESOLVED; THAT the Selection Committee for the position of Naskapi Liaison Director for Jimmy Sandy Memorial School be composed of the NEC representative, one Band Council Representative, the Chairman, the Vice-Chairman, the Director General and Parent Commissioner D. Cornforth as support & and the Director of Human Resources to act as the Coordinating and Resource Person.

- f) Sale of Building Located at 1782 Neilson, Jonquière

This item was deferred to a future meeting of the Council of Commissioners.

**18-09.12**

**Committee Reports**

- a) Executive Committee

No meeting was held.

- b) Parents' Committee

No meeting was held.

- c) Special Needs Advisory Committee

No meeting was held.

- d) Transport Advisory Committee

No meeting was held.

**18-09.12**      **Committee Reports (continued)**

e) Audit Committee

No meeting was held.

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.

**18-09.13**      **Quebec English School Boards Association**

a) Report from the Board of Directors

D. Ford-Caron had sent her report to Commissioners that addressed the following:

- A new president was nominated: Mr. Dan Lamoureux
- A new vice-president was nominated: Mr. Jim Shea
- AGM/PD Session postponed until November
- List of the various QESBA Committees will be sent shortly
- Constitution Committee mandated to review the Code of Ethics
- A new executive director has been hired; Mr. Russell Copeman

The next Board of Directors meeting will be held on October 26, 2018.

b) Report from Committees

Reports were made at the previous item.

**18-09.14**      **Next meeting**

The next regular meeting of the Council of Commissioners will be held on Friday, October 12, 2018.



**18-09.15**      **Question period**

a) Public

No questions were asked.

b) Commissioners

No questions were asked.

**18-09.16**      **In-camera session**

An in-camera session was held from 8:00 to 8:52 p.m.

**18-09.17**      **Adjournment**

The meeting was ADJOURNED at 8:55 p.m. on a MOTION by H. Clibbon.

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Sandra Wright Griffin  
Secretary General

Stephen Burke  
Chairman

Approved on October 12, 2018.