



**Approved minutes of the regular meeting of the Council of Commissioners of the Central Québec School Board held on Wednesday, June 12, 2019 at 7:00 p.m. at the Board Office, 2046 chemin Saint-Louis, Québec (Québec) G1T 1P4.**

<b>Present:</b>	Isabel Béland	Parent Commissioner
	Stephen Burke	Chairman
	Heather Clibbon	Commissioner
	Debbie Cornforth	Parent Commissioner
	Christian Falle	Parent 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 (videoconference)
	Aline Visser	Commissioner

**Absent:** Sara Downs Commissioner

**In Attendance:** François Garon Information Technology Technician  
Jill Goldberg Director of Naskapi Liaison  
Yves Lambert President, CQTA  
Melanie Simard Recording Secretary  
Sandra W. Griffin Secretary General

**19-06.01 Call to Order**

The Chairman called the meeting to order at 7:00 p.m.

**19-06.02 Approval of the Agenda**

It was MOVED by W. Marois, SECONDED by J. Rosenhek and unanimously RESOLVED; THAT the agenda be approved with the deletion of Item 10. c) *By-Law Regarding the Day, Time and Place of Regular Meetings* and renumbering the items accordingly.

**19-06.03 Public Question Period**

There were no questions.

**19-06.04**      **Question Period for Students**

No students were present.

**19-06.05**      **Correspondence from Students**

No correspondence was received.

**19-06.06**      **Approval of the minutes of the regular meeting held on May 15, 2019**

It was MOVED by A. Visser, SECONDED by J.-A. Toulouse and unanimously RESOLVED; THAT the minutes of the regular meeting of the Council of Commissioners held on Wednesday, May 15, 2019 be accepted as circulated.

**19-06.07**      **Business Arising from the Minutes**

There was no business arising from the minutes.

**19-06.08**      **Report from the Chairman**

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

- QESBA Executive Committee Meeting - May 17<sup>th</sup>, 2019
- QESBA Finance Committee Meeting - May 23<sup>rd</sup>, 2019
- QESBA Board of Directors Meeting - May 23<sup>rd</sup>, 2019
- QESBA / AAESQ Spring Conference - May 23<sup>rd</sup>, 24<sup>th</sup> and 25<sup>th</sup>, 2019
- CQSB Human Resources Committee - May 27<sup>th</sup>, 2019
- Meeting on a Communications Plan - May 29<sup>th</sup>, 2019
- Agenda Meeting - June 3<sup>rd</sup>, 2019
- Parliamentary Commission on Bill 5 - June 4<sup>th</sup>, 2019
- *Chapeau, les filles* - June 10<sup>th</sup>, 2019

**19-06.09**      **Director General's Report**

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

- a) Update on Strategic Planning
- b) CQSB Track & Field
- 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

New Business

a) Nomination of an Interim Part-Time Assistant Director General

WHEREAS the current CQSB Part-Time Assistant Director General will retire on June 30, 2019;

WHEREAS the School Board must now fill the Part-Time Assistant Director General position;

WHEREAS Stéphane Lagacé, Director of Educational Services, has accepted to assume the position of Interim Part-Time Assistant Director General;

WHEREAS the interim status will allow the School Board to launch a proper selection process in the Fall;

It was MOVED by J. Kilganan, SECONDED by J. Robert and unanimously RESOLVED; THAT the Central Québec School Board's Council of Commissioners approve the nomination of Stéphane Lagacé as Interim Part-Time Assistant Director General for the Central Québec School Board, starting July 1, 2019.

b) Adoption of a New CQSB Signing Officer

WHEREAS the bank requires CQSB to have four signing officers for banking matters; two representatives of the Council of Commissioners (Chairman and Vice-Chairman) and two representatives from management (Director General and Assistant Director General);

WHEREAS the current Part-Time Assistant Director General will retire as of June 30, 2019, therefore, will no longer be an official signing officer for the Central Québec School Board;

WHEREAS Stéphane Lagacé has accepted the position of Interim Part-Time Assistant Director General as of July 1, 2019 and would therefore become the second signing officer for CQSB management;

It was MOVED by C. Lavallee, SECONDED by D. Ford-Caron and unanimously RESOLVED; THAT Stéphane Lagacé, in his capacity as Interim Part-Time Assistant Director General, become the second official signing officer for the Central Québec School Board.

New Business (continued)c) Delegation of Authority for the Summer Months

WHEREAS it may be necessary for decisions to be made and documents signed during the summer months when no meetings of the Council of Commissioners are scheduled;

It was MOVED by A. Visser, SECONDED by I. Béland and unanimously RESOLVED; THAT the Director General or the Interim Part-Time Assistant Director General, in collaboration with the Chairman or the Vice-chairman, be authorized to make all necessary decisions during the summer months; and

THAT the Director General or the Interim Part-Time Assistant Director General and the Chairman or the Vice-chairman be authorized to sign all documents pertaining to contracts to be concluded during the summer months, within the adopted budget; and

THAT the Director General report to the Council of Commissioners at the first regular meeting of the 2019-2020 school year.

d) One-Year Transportation Contracts

It was MOVED by C. Lavallee, SECONDED by E. Paradis and unanimously RESOLVED; THAT the Central Québec School Board accept the following one-year transportation contracts for the 2019-2020 school year;

Transporter	Capacity	Territory	2018-2019 (\$) Excluding Taxes	2019-2020 (\$) Excluding Taxes
Lyne Robert	Berlin	Tewkesbury	\$17,190.72	\$17,580.95
Autobus Charles A. Morton	5-row / 8-row	Chapais	\$49,173.74	\$50,289.98
Tr. Nadia Lapointe #810	Berlin	Valcartier / Québec	\$20,160.00	\$12,223.80
Tr. Nadia Lapointe #815	Berlin	Île d'Orléans	\$26,593.20	\$25,300.80
Transport Marquis	12-row	St-Anselme, St-Malachie, Ste-Claire	\$76,073.00	\$77,799.86
Autobus Tremblay & Paradis	5-row / 20 passengers	Saint-Rédempteur	\$41,850.00	\$42,800.00
Autobus Rowley	5-row / 30 passengers	Lévis Est	\$42,470.00	\$43,434.07
Autobus Rowley	5-row / 30 passengers	Lévis / St-Jean-Chrysostome	\$43,766.00	\$44,759.49
Autobus Rowley	5-row / 20 passengers	Charlesbourg	\$39,890.00	\$40,795.50

and

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

New Business (continued)e) Hiring of a General Contractor - La Tuque High School: Restoration of Locker Rooms and Other Work

WHEREAS the Central Québec School Board had reserved part of the *maintien des bâtiments* budget for the restoration of the La Tuque High School's locker rooms, windows, doors and flooring;

WHEREAS plans and specifications were prepared and a public call for tenders for general contractors was published on SEAO on April 12, 2019 and the envelopes were opened on May 15, 2019;

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 E. Paradis, SECONDED by W. Marois and unanimously RESOLVED; THAT the Central Québec School Board's Council of Commissioners accept the lowest tender that met the specifications for the restoration of the La Tuque High School's locker rooms, windows, doors and flooring (531, rue St-Maurice, La Tuque, QC G9X 3E9) as submitted by Construction F. Paré inc. (3500, boul. du Parc-Industriel, La Tuque, QC G9X 4V6), in the amount of \$1,102,587.54 (*taxes not included*); and

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

f) Fiche d'autorisation - Modification of a Contract: St. Patrick's High School - Brick Repairs

WHEREAS the Central Québec School Board's Council of Commissioners adopted the hiring of a contractor for the brick repairs at St. Patrick's High School on November 14, 2018;

WHEREAS various issues were encountered during this project;

WHEREAS the total cost of the renovation including the additional work represents more than 10% of the original tender;

WHEREAS an authorization form must be submitted to the Secretariat of the *Conseil du trésor* when a public body has modified a contract which causes an additional expense totalling more than 10% of the original tendered price of the contract;

WHEREAS the authorization form provides all the reasons for the excess cost;

19-06.10

New Business (continued)

- f) Fiche d'autorisation – Modification of a Contract: St. Patrick's High School – Brick Repairs (continued)

It was MOVED by E. Paradis, SECONDED by J. Kilganan and unanimously RESOLVED; THAT the Central Québec School Board's Council of Commissioners approve the modifications as well as the authorization form to be sent to the Secretariat of the *Conseil du trésor*; and

THAT the Chairman be authorized to sign the form on behalf of the School Board.

- g) Fiche de déclaration du dirigeant d'un organisme – 2018-2019

WHEREAS the information contained in the authorization forms submitted by the Central Québec School Board to the Secretariat of the *Conseil du trésor* and published information on the electronic tendering system pursuant to the Act Respecting Contracting by Public Bodies (section C- 65.1) or the regulations, policies and directives made under this Act shall be the responsibility of the Central Québec School Board;

WHEREAS the Central Québec School Board's declaration certifies the reliability of data, information and explanations contained therein;

WHEREAS the Central Québec School Board has confirmed that there were no contracts above the \$100,000 public tender threshold that were awarded without going through the public tender process directly or through a purchasing group;

WHEREAS during this period, the Central Québec School Board maintained information and measures of reliable agreement with the compliance systems in contract management, the Act Respecting Contracting by Public Bodies as well as regulations, policies and guidelines made under this Act;

WHEREAS the Central Québec School Board declares that all required information has been forwarded to the Secretariat of the *Conseil du trésor*, pursuant to the Directive on accountability in contract management of public agencies and the information be published on the electronic tendering system to tender for the period from April 1st, 2018 to March 31st, 2019 are reliable;

It was MOVED by A. Visser, SECONDED by E. Paradis and unanimously RESOLVED; THAT the Central Québec School Board's Council of Commissioners approve the *déclaration du dirigeant d'organisme*; and

THAT the Chairman be authorized to sign the declaration and submit it to the *Conseil du trésor* on behalf of the School Board.

New Business (continued)h) Modification of a Deed of Establishment 2019-2020: Mauricie English Elementary School

WHEREAS Section 211 of the EA stipulates that each year ... the school board shall establish a three-year plan for the allocation and destination of its immovable. (Which) must specify, for each school (...) the name and address of the school or centre, the premises at its disposal, the level of instruction provided, (...) forecast for the duration of the plan;

WHEREAS the Deeds of Establishment for the 2019-2020 school year were adopted at the December 12, 2018 regular meeting of the Council of Commissioners;

WHEREAS following this date the *ministère de l'Éducation et de l'Enseignement supérieur* has granted the Central Québec School Board a 4-year old Kindergarten Program for the Mauricie English Elementary School;

WHEREAS Deed #VIII must be modified to add the level of instruction, preschool: 4-year olds, for the 2019-2020 school year;

It was MOVED by A. Visser, SECONDED by W. Marois and unanimously RESOLVED; THAT the Central Québec School Board's Council of Commissioners adopt the revised Deed of Establishment for the 2019-2020 school year for Mauricie English Elementary School with the addition of the level of instruction, preschool: 4-year olds.

i) Entente with Lester B. Pearson School Board for Pharmacy Technical Assistance Program

WHEREAS the Pharmacy Technical Assistance 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;

WHEREAS CQSB does not yet have a program authorisation for the Pharmacy Technical Assistance Program;

WHEREAS a school board can request a partnership agreement with a school board that does have the authorization: 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;

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

It was MOVED by J.-A. Toulouse, SECONDED by D. Ford-Caron 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 Program and;

THAT the CQSB 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 et de l'Enseignement supérieur*, or until an official notice has been received indicating that the CQSB request has been denied.

j) Provisional Authorization: Permanent Pharmacy Technical Assistance Program

WHEREAS the Central Quebec School Board (CQSB) does not yet have a permanent program authorization for the Pharmacy Technical Assistance Program;

WHEREAS the CQSB, through its existing partnership agreement with the Lester B. Pearson School Board, had a cohort of 15 students that began the program on January 22, 2018 and graduated on May 21, 2019;

WHEREAS a resolution supporting a permanent authorization for the Pharmacy Technical Assistance was adopted on April 20, 2018 and this request was refused by the *ministère de l'Éducation et de l'Enseignement supérieur* in April 2019;

WHEREAS CQSB strongly believes that with the needs of the health job market, it is obvious that the needs of the labour market for pharmacy technical assistants are great and job prospects are good;

WHEREAS the *Commission des partenaires du marché du travail* has identified this business sector as a priority for labour needs and offers two scholarships to applicants enrolled in the *Diplôme d'études professionnelles* at the Eastern Quebec Learning Centre for the 2019-2020 school year;

WHEREAS it is important to provide health services in English in the province of Québec, in order to ensure that English-speaking people can receive the health and social services they need in English, institutions are mandated, in whole or in part, to ensure this;



**19-06.10**

**New Business (continued)**

- j) Provisional Authorization: Permanent Pharmacy Technical Assistance Program (continued)

WHEREAS CQSB is the only English Learning Centre east of the Montréal Region to offer health training in English, with CQSB covering over 515,000 km<sup>2</sup> of the province, it goes without saying that the application for authorization is justified;

WHEREAS the 2019-2020 cohort for this program has already eleven people waiting for vocational training;

It was MOVED by J.-A. Toulouse, SECONDED by D. Ford-Caron and unanimously RESOLVED; THAT the Central Québec School Board's Council of Commissioners mandate the Director General to request a provisional authorization for a Pharmacy Technical Assistance Program.

**19-06.11**

**Committee Reports**

- a) Executive Committee

No meeting was held.

- b) Parents' Committee

A meeting was held on June 8, 2019. D. Cornforth and I. Béland reported on the meeting.

- c) Special Needs Advisory Committee

No meeting was held.

- d) Transport Advisory Committee

A meeting was held on May 28, 2019. E. Paradis made a report on the meeting.

- 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.

**19-06.11**      **Committee Reports (continued)**

h) **Human Resources Committee**

A meeting was held on May 27, 2019. No report was made.

i) **Resource Allocation Committee**

No meeting was held.

**19-06.12**      a) **Report from the Board of Directors**

No report was made.

b) **Report from Committees**

No reports were made.

c) **Membership Fees 2019-2020**

WHEREAS in the past the Quebec English School Board Association (QESBA) membership fees were payable in two installments; the provisional fees, 75% of the total amount at the end of the previous school year and the final membership fees, the balance of 25% at the beginning of the school year;

WHEREAS the QESBA Board of Directors met on May 23, 2019 to approve the budget for the 2019-2020 school year;

WHEREAS the QESBA Board of Directors requests that the 2019-2020 membership fees be paid in one installment no later than July 31, 2019;

WHEREAS the membership fees are based on the 2018-2019 student enrolment;

It was MOVED by D. Ford-Caron, SECONDED by D. Cornforth and unanimously RESOLVED; THAT the Central Québec School Board accept to pay the Quebec English School Boards Association membership fees in one payment before July 31, 2019.

**19-06.13**      **Next meeting**

The Council of Commissioners will hold a special meeting on August 19, 2019.

**19-06.14**      **Question period**

a) Public

There were no questions.

b) Commissioners

There were no questions.

**19-06.15**      **In-camera session**

No in-camera session was held.

**19-06.16**      **Adjournment**

The meeting was ADJOURNED at 8:39 p.m. on a MOTION by E. Paradis.

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Sandra Wright Griffin  
Secretary General

Stephen Burke  
Chairman

Approved on September 13, 2019.