



Approved minutes of the regular meeting of the Council of Commissioners of the Central Québec School Board held on Wednesday, April 17, 2024, at 7 p.m. at the Board Office, 2046 chemin Saint-Louis, Québec (Québec) G1T 1P4 and on TEAMS platform.

Present:	Stephen Burke	Chairman
	Heather Clibbon	Commissioner (by TEAMS)
	Debbie Cornforth	Parent Commissioner (by TEAMS)
	David Eden	Commissioner
	Debbie Ford-Caron	Commissioner (by TEAMS)
	André Gosselin	Commissioner
	Jessie Greene	Parent Commissioner (by TEAMS)
	Chantal Guay	Commissioner
	Jason Kilganan	Parent Commissioner
	Cameron Lavallee	Commissioner
	Ian O’Gallagher	Commissioner
	France Pedneault	Commissioner (by TEAMS)
	Stephen Pigeon	Director General
	Jean Robert	Vice-chairman
	Jo Rosenhek	Commissioner
	Jo-Ann Toulouse	Commissioner (by TEAMS)
Absent:	Christian Falle	Parent Commissioner
In Attendance:	Julie Bureau	Superintendent, School Transportation Services
	Jacob Dussault-Marcoux	Recording Secretary
	Stephane Lagace	Director of Educational Services
	Vincent Laliberté	Secretary General
	Yves Lambert	President, CQTA
	Anissa Landry	Director of Financial Services
	Nancy L’Heureux	Assistant Director General and Director of Human Resources
	Benoit Sévigny	Director of Buildings & Equipment, and Information Technologies

24-04.01 Call to Order

The Chairman called the meeting to order at 7:01 p.m.

24-04.02 Native Land Recognition Statement

We would like to begin by acknowledging, honouring, and paying respect to our First Nations Communities; the traditional owners and custodians of the land on which we gather for this event today.

24-04.03 **Approval of the Agenda**

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

24-04.04 **Public Question Period**

There were no questions.

24-04.05 **Question Period for Students**

No students were present.

24-04.06 **Correspondence from Students**

No correspondence was received.

24-04.07 **Complaints**

- a) Administrative
- b) Student Services

A complaint concerning bullying of a sexual nature, specifically towards the sexual orientation of a student, was brought directly to the Student Ombudsman, due to the severity of such a situation. The school administration took immediate action and proper measures were taken. The situation was dealt with, and now a follow-up will be done by the school with the student.

24-04.08 **Approval of the Minutes**

- a) Regular Meeting Held on March 20, 2024

It was MOVED by J. Rosenhek, SECONDED by A. Gosselin and RESOLVED; THAT the minutes of the regular meeting of the Council of Commissioners held on Wednesday, March 20, 2024, be accepted as presented.

Parent Commissioner D. Cornforth abstained from voting.

- b) Special Meeting Held on March 25, 2024

It was MOVED by J. Kilganan, SECONDED by C. Guay and RESOLVED; THAT the minutes of the special meeting of the Council of Commissioners held on Monday, March 25, 2024, be accepted as presented.

Commissioner H. Clibbon, Parent Commissioners J. Greene and D. Cornforth abstained from voting.

24-04.09 **Business Arising from the Minutes**

No business arose from the minutes.

24-04.10 **Report from the Chairman**

The Chairman provided a report to the Commissioners on the following items:

- Meeting of the DG Selection Committee – March 25th
- Special Meeting of the Council of Commissioners – March 25th
- QESBA Executive Committee Meeting – March 26th
- Lieutenant-Governor Medal Ceremony – April 7th
- QHS/SPHS/DDO first meeting – April 8th
- Meeting of the DG Selection Committee – April 8th
- QESBA Executive Committee Meeting – April 9th
- Agenda Meeting – April 9th
- Meeting of the DG Selection Committee – April 12th

24-04.11 **Director General's Report**

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

- a) Update from School Transportation Services

Superintendent J. Bureau presented to the Council the modifications to the Transportation Policy: daycare users using school buses, procedure or security measures for younger students, clarification between School Catchment Area and School Bus Territory, revision of Misbehaviour Report Procedure.

- b) Update from Educational Services

The Performing Arts Festival (PAF!) for our secondary schools took place on April 15, 2024, at the *Palais Montcalm* and students even got a chance to experience workshops at *Théâtre Le Diamant*.

- c) Update from Buildings & Equipment and IT
d) Update from Human Resources

The decision to move the pedagogical day from Friday the 12th to Monday the 8th not only guaranteed the safety of the students during the Total Solar Eclipse, but avoided them the traffic that ensued on the day of the event and would have delayed the buses from reaching the schools.

- e) Update from Financial Services

A new coordinator of Financial Services was hired.

- f) Update from Secretariat General

24-04.12 **Strategic Planning**

N. L'Heureux presented the update on the Action Plans and Commitment-to-success plan for the month of April.

24-04.13 **New Business**

a) Adult Education and Vocational Training Calendar 2024–2025 (adoption)

WHEREAS section 238 of the Education Act stipulates that every school board shall establish the school calendar of its schools, taking into account the provisions of the basic school regulation;

WHEREAS the teachers' collective agreement provides for a committee that is consulted on the school calendar;

WHEREAS the calendar was presented and worked on at the school council meeting held on December 19, 2023;

WHEREAS the calendar was then presented to the Staff General Assembly on January 8, 2024;

WHEREAS the Governing Board proposed a resolution on January 15, 2024;

WHEREAS both committees recommend the adoption of the proposed calendar for the 2024–2025 school year;

It was MOVED by J. Rosenhek, SECONDED by A. Gosselin, and unanimously RESOLVED; THAT the Central Québec School Board accept the school calendar for the Adult Education and Vocational Training Sector for the 2024–2025 school year as presented.

It was MOVED by D. Eden, SECONDED by C. Lavallee and unanimously RESOLVED; to hold an in-camera session for Items 13.b) Recommendation from Selection Committee – Position of Director General.

b) Recommendation from the Selection Committee – Position of Director General

WHEREAS at the March 20, 2024, meeting, the Council of Commissioners approved, with regret, the retirement of the incumbent Director General effective September 1, 2024;

WHEREAS at the March 20, 2024, meeting a Selection Committee was formed composed of the Chairman, the Vice-Chairman and the following commissioners: D. Eden, I. O'Gallagher and J. Rosenhek;

24-04.13

New Business (continued)

b) Recommendation from the Selection Committee – Position of Director General (continued)

WHEREAS at the March 25, 2024, special meeting the Council of Commissioners approved the revised job description for the position of Director General;

WHEREAS the position was posted, interviews were held April 12, 2024, and the Selection Committee has prepared a recommendation to the Council of Commissioners;

It was MOVED by J. Robert, SECONDED by J. Rosenhek, and unanimously RESOLVED; THAT the Council of Commissioners accept the recommendation of the Selection Committee, that the Chairman be mandated to offer the position to the candidate recommended by the Selection Committee in the person of Stéphane Lagacé; and

THAT once the candidate has accepted the position, a public announcement be made; and

THAT the appointment of Stéphane Lagacé as the new Director General be effective as of September 1, 2024, subject to the signing of a contract and to the working conditions established in the government regulation currently in force; and

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

It was MOVED by C. Guay, SECONDED by I. O’Gallagher and unanimously RESOLVED; to go out of camera.

c) Formation of a Selection Committee (adoption)

WHEREAS the appointment of the Director General will cause the position of Director of Educational Services, Youth, Adult and Vocational Education to become vacant;

WHEREAS as stipulated in the Recruitment, Selection and Hiring Policy a Selection Committee must be formed;

It was MOVED by J.-A. Toulouse, SECONDED by H. Clibbon, and UNANIMOUSLY RESOLVED; that a Selection Committee be formed for the selection of a Director of Educational Services, Youth, Adult and Vocational Education; and

That the Selection Committee be formed of the Assistant Director General, the Director of Educational Services as well as three Commissioners: Stephen Burke, Debbie Cornforth and David Eden.

24-04.13

New Business (continued)

d) Approval: Job Description – Director of Educational Services (adoption)

WHEREAS the Council of Commissioners formed a Selection Committee for the position of Director of Educational Services, Youth, Adult and Vocational Education;

WHEREAS as stipulated in the School Board's Recruitment, Selection and Hiring Policy, the Selection Committee is to review the job description;

WHEREAS it is further stipulated in the policy that the Council of Commissioners must accept the job description for the position of Director of Educational Services, Youth, Adult and Vocational Education;

WHEREAS the job description for the position has been recently approved by the Council of Commissioners in 2019;

WHEREAS the Job description of 2019 has been revised by the Director General who made minor updates;

It was MOVED by J. Rosenhek, SECONDED by C. Lavallee, and unanimously RESOLVED; THAT the Council of Commissioners accept the job description and posting for the position of Director of Educational Services, Youth, Adult and Vocational Education.

e) By-Law regarding Day, Time and Place of Regular Meetings 2024–2025 (deposit)

The draft By-Law Regarding the Day, Time and Place of Regular Meetings was received for consultation purposes. The final document will be presented for adoption at an upcoming Council of Commissioners Meeting to be held on June 12, 2024.

f) Communications Policy (adoption)

WHEREAS the Central Québec School Board recognizes the importance of clear, accurate, open and continuous communication with all its partners;

WHEREAS communications are an integral part of the strategic management at all levels of the organizational structure;

WHEREAS communications are also an essential management tool that enables the CQSB to fulfill its mandates, implement and share orientations and priorities with internal and external partners and take action in crisis or emergency situations;

WHEREAS a Communications Policy would help to promote and facilitate the circulation of information, coherence of messages and complementarity of actions;

New Business (continued)

f) Communications Policy (adoption) (continued)

WHEREAS such policy was created to identify and define the CQSB's orientations regarding communications, public relations, media relations and emergency communications;

WHEREAS the Communications Policy was deposited for consultation to the Council of Commissioners on February 21, 2024;

WHEREAS appropriate consultations have taken place;

IT was MOVED by A. Gosselin, SECONDED by C. Guay, and unanimously RESOLVED; THAT the Council of Commissioners adopts the Communications Policy as presented.

g) Amendment to the Transportation Policy (deposit)

The Revised Transportation Policy was received for consultation purposes. The final document will be presented for adoption at an upcoming Council of Commissioners Meeting to be held on June 12, 2024.

h) Prevention and Management of Conflicts and Harassment Policy (deposit)

The draft Prevention and Management of Conflicts and Harassment Policy was received for consultation purposes. The final document will be presented for adoption at an upcoming Council of Commissioners Meeting to be held on June 12, 2024.

i) Nomination of a Secretary for the Selection Committee

WHEREAS, according to the *Directive concernant la gestion des contrats d'approvisionnement, de services et de travaux de construction des organismes publics*, the Selection Committee must be set up before the call for tenders is launched;

WHEREAS the head of the organization must designate a person to act as secretary to the Selection Committee;

WHEREAS only a person occupying an executive or professional position within the organization and having a permanent or equivalent status, or in the process of acquiring such status, may act as secretary to the Selection Committee;

It was MOVED by I. O'Gallagher, SECONDED by F. Pedneault, and unanimously RESOLVED; THAT the Central Québec School Board approves the nomination of Eric Monfette as secretary to the Selection Committee; and

24-04.13

New Business (continued)

i) Nomination of a Secretary for the Selection Committee (continued)

THAT Stephen Burke, Chairman of the Council of Commissioners, be authorized to sign the contract on behalf of the School Board.

It was MOVED by J. Kilganan, SECONDED by A. Gosselin and unanimously RESOLVED; to hold an in-camera session for Items 13.j) Dismissal and 13.k) Dismissal.

j) Dismissal

WHEREAS Employee 175 388 885 was formally relieved of his duties on March 17, 2024, in accordance with Clause 5.7-09 of the Teachers' Local Agreement;

WHEREAS the Union has been informed by written notice of the Board's intention to terminate the engagement of employee 175 388 885;

WHEREAS by virtue of clause 5-7.01 of the Teachers' Local Agreement, Employee No. 175 388 885 has had immoral conduct;

WHEREAS Employee No. 175 388 885 has been charged of Luring a child (Art. 172.1 [1] a C.cr), and is under a court order not to be on a school grounds or in presence of a certain student or students under 16 years of age;

It was MOVED by C. Guay, SECONDED by J. Kilganan, and unanimously RESOLVED; THAT, in accordance with Clauses 5.7-00 of the Teachers' Local Agreement, the Contract of Engagement between the Central Québec School Board (CQSB) and employee 175 388 885 be terminated immediately and that, effective April 18, 2024, and be dismissed from the service of the Board.

k) Dismissal

WHEREAS Employee 147 783 790 has had a record of an absenteeism rate of 40% over the last 10 years;

WHEREAS Employee 147 783 790 has been informed on several occasions of the impact of her absences on the students and the staff of the school;

WHEREAS on May 15, 2023, final accommodations were put in place for the 2023-2024 school year for Employee 147 783 790 and she was informed that should she continue to be unable to provide a sustained work performance despite the accommodations put in place, the school board would recommend her dismissal to the council of commissioners;

WHEREAS Employee 147 783 790 has an absenteeism rate of 33% for 2023-2024;

24-04.13

New Business (continued)

k) Dismissal (continued)

It was MOVED by C. Guay, SECONDED by D. Eden, and unanimously RESOLVED; THAT, in accordance with Clauses 5.7-00 of the Teachers' Local Agreement, the Contract of Engagement between the Central Québec School Board (CQSB) and employee 147 783 790 be terminated immediately and that, effective April 18, 2024, and be dismissed from the service of the Board.

It was MOVED by J. Rosenhek, SECONDED by D. Ford-Caron and unanimously RESOLVED; to go out of camera.

24-04.14

Committee Reports

a) Executive Committee

No meeting was held.

b) Parents' Committee

A meeting was held on April 9, 2024.

c) Special Needs Advisory Committee

No meeting of the committee was held but Commissioner J. Kilganan, chair of the SNAC, reported that the Minister of Education met with the parents and stakeholders of special needs students, for a presentation that unfortunately was done exclusively in French, due to the impacts of Bill 96. Since the right to attend English schools is a defining part of the community, presentations regarding educational matters should be available in the language of the attendees. English school boards must keep fighting for their right to receive accessible information.

d) Transport Advisory Committee

No meeting was held.

e) Audit Committee

No meeting was held.

f) Evaluation of the Director General

No meeting was held.

24-04.14 **Committee Reports (continued)**

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.

24-04.15 **Quebec English School Boards Association**

a) Report from the Board of Directors

D. Ford-Caron did a report on the following topics:

Bill 40 Fundraising, Bill 96, Bill 21, School Board Elections, CARE Conference, Canadian School Board Association, Social Media Court Challenge, QESBA Labour Relations Director, Financial Report for QESBA.

A meeting with the Minister of Education will be held on April 18, 2024.

b) Report from Committees

No report was made.

24-04.16 **Next meeting**

A special meeting will be held on May 1, 2024.

The next regular meeting will be held on May 15, 2024.

24-04.17 **Question period**

a) Public

There were no questions.

b) Commissioners

There were no questions.

24-04.18 **In-camera session**

There were in-camera sessions from 7:56 p.m. to 8:23 p.m. and from 8:43 p.m. to 9:20 p.m.

24-04.19 **Adjournment**

The meeting was ADJOURNED at 9:28 p.m. on a motion by A. Gosselin.

Vincent Laliberté
Secretary General

Stephen Burke
Chairman