



Approved minutes of the regular meeting of the Council of Commissioners of the Central Québec School Board held on Wednesday, November 20, 2024, at 7 p.m. at the Board Office, 2046 chemin Saint-Louis, Québec (Québec) G1T 1P4 and on TEAMS platform.

Present:	Linda Bechtiger	Parent Commissioner (by TEAMS)
	Debbie Cornforth	Commissioner
	David Eden	Commissioner
	Christian Falle	Parent Commissioner (by TEAMS)
	Debbie Ford-Caron	Commissioner
	Karine Gauthier	Commissioner
	Chantal Guay	Commissioner
	André Gosselin	Commissioner
	Jason Kilganan	Parent Commissioner
	Stephane Lagacé	Director General
	Cameron Lavallee	Commissioner
	Ian O’Gallagher	Commissioner
	Shirley Picknell	Commissioner
	KayLee Richardson	Parent Commissioner
	Jean Robert	Chairman
	Jo-Ann Toulouse	Commissioner
	Jo Visser	Commissioner

Absent:

In Attendance:	Julien Duchamp	Director of Educational Services
	Leslie Dussault-Marcoux	Recording Secretary
	Vincent Laliberté	Secretary General
	Yves Lambert	CQTA President
	Anissa Landry	Director of Financial Services
	Nancy L’Heureux	Assistant Director General and Director of Human Resources
	Benoit Sévigny	Director of Buildings and Equipment, Information Technology

24-11.01 Call to Order

The Chairman called the meeting to order at 6:58 p.m.

24-11.02 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.

24-11.03 **Approval of the Agenda**

It was MOVED by C. Guay, SECONDED by I. O’Gallagher and unanimously RESOLVED; THAT the agenda be approved as presented.

24-11.04 **Public Question Period**

There were no questions.

24-11.05 **Question Period for Students**

No students were present.

24-11.06 **Correspondence from Students**

No correspondence was received.

24-11.07 **Complaints**

No complaints were received.

24-11.08 **Approval of the Minutes Regular Meeting Held on September 11, 2024**

It was MOVED by C. Lavallee, SECONDED by I. O’Gallagher and RESOLVED; THAT the minutes of the regular meeting of the Council of Commissioners held on Wednesday, September 11, 2024, be accepted as presented.

Commissioner C. Guay abstained from voting.

24-11.09 **Business Arising from the Minutes**

No business arose from the minutes.

24-11.10 **Report from the Chairman**

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

- QESBA Board of Directors – September 13th
- QESBA Executive – September 23rd
- Meeting to finalize NLES Inauguration – September 23rd
- Inauguration of New Liverpool Elementary School – September 26th
- QESBA Executive – September 30th
- CQSB Cross-Country Run – October 5th
- QESBA Executive – October 9th
- Discussion over RRES Inauguration – October 24th

General Directorate's Report

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

a) Report on Delegation of Authority during Election Period

During the school election process, the following situations have required decisions or the signing of contracts by authorized delegates (Director General or Assistant Director General in collaboration with the Chairman or Vice-chairman):

- Negotiation on acquiring a Land in Charlesbourg
- Addition of a bus route (for Holland)

b) Update from Educational Services

Commissioner C. Guay asked about partnerships between some of our schools and their local *CIUSS*, in collaboration with the Complementary Educational Services Team, regarding the establishment of multidisciplinary teams to reflect on school-based committees that focus on school climate. Commissioner C. Guay wondered why La Tuque High School was not part of this plan and if that would be subject to change in the future. Julien Duchamp, Director of Educational Services, will investigate and come back with an answer for her at the next meeting.

Commissioner S. Picknell inquired about the summer schools and the *Plan de rattrapage scolaire*, notably the ratio of students per class and received responses from Julien Duchamp, with Stéphane Lagacé's input as former Director of Educational Services.

c) Update from Buildings & Equipment and IT

During the annual inspection of Québec High School, the maintenance report revealed an alarming deterioration of the roof on the building's north wing. The urgency of the situation meant that repairs could not wait for until the end of winter, so the problem had to be tackled immediately and a resolution will have to be approved by the Council later this evening, concerning the hiring of a general contractor.

From the Information Technology Department, the migration of servers on the local provider cloud was done in October, according to the mandatory security measures required by the government.

Commissioner K. Gauthier asked about the upgrades to be made on the Mauricie English Elementary School, specifically the need for additional space, and Benoit Sévigny, Director of Buildings and Equipment, Information Technology and Purchasing, provided explanations on the expansion projects process.

General Directorate's Report (continued)

d) Update from Human Resources

Contrary to the popular belief, the hiring freeze is having an impact on the Education sector. While it doesn't directly affect student services, it does prevent the school board from hiring new support and/or management staff. Mandatory positions are, however, excluded from the freeze, and employees can move within the organization, but the school board has considered the possibility of appealing to the Treasury.

On a similar note, a training for the recognition of employees was given, providing ways to improve retainment. For instance, interview questionnaires have been reviewed and now ask how a candidate would like to be recognized by their place of work.

e) Update from Communications

The Communications Policy, which was adopted last year, is still in the process of being implemented in its many aspects (internal and external communications, media and public relations, emergency procedures, etc.), all the while being involved in the preparation of the Annual Report to be presented in early 2025.

Unforeseen circumstances have, unfortunately, led to the postponement of the Inauguration of the Riverside Regional Elementary School's new extension, from November 7, 2024, to January 15, 2025.

f) Update from Financial Services

The Audit Committee met with the new auditors on November 18, 2024, for the presentation of the Financial Statements, which are now also presented to the Council during tonight's meeting.

g) Update from Secretariat General

Elections were held within the School Board in October to fill the positions of Commissioners, one for each ward and the Chairperson. The candidates were all elected by acclamation and, on November 4th, the Parents' Committee met for the first time and elected the Parent Commissioners: KayLee Richardson, for the elementary level; Christian Falle, for the secondary level; Linda Bechtiger, for the Outlying Regions; and, finally, Jason Kilganan, who is in his second year as Parent Commissioner for Special Needs Students.

The Document Management Centre (also known as the Archives) is now under the direction of the Secretary General whose mandate includes the respect of CQSB's archival standards and the promotion of these standards to the personnel of our school board.

24-11.12

Strategic Planning

N. L'Heureux presented the update on the Action Plans and Commitment-to-success plan for the months of October and November. She also took the time to explain to the new commissioners, who are unfamiliar with these updates, that they are required by the government to keep track of the objectives set in the Commitment-to-success Plan.

Commissioner S. Picknell had questions about the Naskapi students' evaluation process and received a response from Nancy L'Heureux, informing the Council that the Naskapi fall under a special Education Act.

Some commissioners asked about the Anti-Bullying, Anti-Violence Plan (ABAV) and the mandatory capsules and members of the Administrative Council answered.

24-11.13

New Business

a) Nomination of Commissioners to the 2024-2025 CQSB Committees

- a) It was MOVED by J. Kilganan, SECONDED by A. Gosselin; and unanimously RESOLVED; THAT for the 2024-2025 school year, the Executive Committee be composed of the Director General, Stéphane Lagacé, the Chairman, Jean Robert, the Vice-chairman, I. O'Gallagher, Parent Commissioner J. Kilganan, and Commissioners A. Gosselin, C. Lavallee, D. Ford-Caron, D. Cornforth, J.-A. Toulouse, J. Visser.
- b) It was MOVED by J. Kilganan, SECONDED by A. Gosselin; and unanimously RESOLVED; THAT for the 2024-2025 school year, the commissioner representatives for the Central Québec School Board committees be as follows:

Audit Committee: Ian O'Gallagher, Jo-Ann Toulouse, Shirley Picknell

Board Parity Committee: Jason Kilganan

Ethics and Governance Committee: Jean Robert, KayLee Richardson, David Eden, Christian Falle

Evaluation of the Director General: Jean Robert, D. Ford-Caron, Ian O'Gallagher, Debbie Cornforth

Expulsion Committees:

Chibougamau: Jo-Ann Toulouse

Jonquière: Debbie Ford-Caron

La Tuque : Chantal Guay

Québec City: André Gosselin

Thetford Mines: Jo Visser

Trois-Rivières: Karine Gauthier

Shawinigan: Christian Falle

Human Resources Committee: Jean Robert, Debbie Cornforth, Jason Kilganan, André Gosselin, Karine Gauthier and Johana Visser.

Labour Relations Committees:

School and Centre Administrators: André Gosselin and Shirley Picknell

Senior Staff of Service: Jean Robert and Ian O'Gallagher

24-11.13

New Business (continued)

a) Nomination of Commissioners to the 2024–2025 CQSB Committees (continued)

Revision of Decision Committees:

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

Québec City: David Eden, Debbie Cornforth

Thetford Mines: Jean Robert, Johana Visser

Trois-Rivières/Shawinigan/La Tuque: Chantal Guay, Karine Gauthier, Christian Falle

Transport Advisory Committees:

CQSB (Québec City): Cameron Lavallee and Debbie Cornforth

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

C.s. s. de l'Énergie : Chantal Guay

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

C.s. s. de Portneuf: Shirley Picknell

C.s. s. du Chemin-du-Roy : Karine Gauthier

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

b) Three-year Plan and DEEDS of Establishment (deposit)

The draft Three-year Plan for the Destination of Immovables and Deeds of Establishment has been received for consultation purposes. The final document will be presented for adoption at the January 22, 2025, meeting of the Council of Commissioners.

c) Updating the Responsible for the Submission of Requests (GALA)

Attendu qu'en vertu de l'article 7 de la Loi sur les archives (L.R.Q., chap. A-21.1), tout organisme public doit établir et tenir à jour un calendrier de conservation de ses documents ;

D. Cornforth
left at 9:16 p.m.

Attendu qu'en vertu du troisième alinéa de l'article 8 de cette loi, tout organisme public visé aux paragraphes 4° à 7° de l'annexe doit, conformément au règlement, soumettre à l'approbation de Bibliothèque et Archives nationales du Québec (BAnQ) son calendrier de conservation et toute modification relative à l'addition de nouveaux documents ou relative aux documents destinés à être conservés de manière permanente ;

Attendu que la Commission scolaire Central Québec est un organisme public visé au paragraphe 6° de l'annexe de cette loi ;

Attendu que la Commission scolaire Central Québec désire utiliser le système Gestion de l'application de la Loi sur les archives (GALA) pour l'élaboration et la soumission de ses règles de conservation;

Attendu que la Commission scolaire Central Québec n'a pas de règlement de délégation de pouvoirs ou de signature ou que son règlement ne prévoit pas la matière de la présente résolution ;

24-11.13

New Business (continued)

c) Updating the Responsible for the Submission of Requests (GALA) (continued)

Attendu qu'au Conseil des commissaires du 21 avril 2021, la Commission scolaire Central Québec a nommé Nancy L'Heureux comme personne autorisée;

Attendu que les archives sont désormais sous la responsabilité du Secrétariat général;

Il est PROPOSÉ par J. Visser, APPUYÉ par A. Gosselin, et RÉSOLU à l'unanimité; QUE le Conseil des commissaires autorise Vincent Laliberté, Secrétaire général, à signer le calendrier de conservation et toute modification relative à l'addition de nouveaux documents ou relative aux documents destinés à être conservés de manière permanente, et à soumettre ce calendrier ou cette modification à l'approbation de Bibliothèque et Archives nationales du Québec pour et au nom de la commission scolaire Central Québec.

d) Partnership Contract between EQLC and CHU

WHEREAS the Eastern Québec Learning Centre offers the Health, Assistance and Nursing Program, Institutional and Home Care Assistance Program and the Pharmacy Technical Assistance Program, the which includes several internships for students;

WHEREAS formal agreements must be signed between the Central Québec School Board and the *Centre hospitalier universitaire de Québec (CHU)*;

WHEREAS the CHU has agreed to provide students with the opportunity to carry out their internships in their establishment;

It was MOVED by A. Gosselin, SECONDED by J-A Toulouse, and unanimously RESOLVED; THAT the Central Québec School Board enter into an agreement with the CHU in order to enable Central Québec students in the following programs: Health, Assistance and Nursing, Institutional and Home Care Assistance and Pharmacy Technical Assistance, to carry out their internships; and

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

e) Québec City School Calendar 2025-2026

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;

24-11.13

New Business (continued)

e) Québec City School Calendar 2025–2026 (continued)

WHEREAS the committee has met and has been consulted on and recommends the adoption of the proposed calendar for the 2025–2026 school year;

It was MOVED by A. Gosselin, SECONDED by K. Richardson, and unanimously RESOLVED; THAT the Central Québec School Board accept the school calendar (Québec City – Youth Sector) for the 2025–2026 school year as presented.

f) Hiring of a General Contractor – QHS Roofing

WHEREAS considering that we must maintain all of our buildings in good condition;

WHEREAS considering the last inspection report on the Québec High School (QHS) roof revealed significant deterioration over the past year;

WHEREAS considering the imminent risk of a service breakdown this winter;

WHEREAS the decision has been made to proceed with emergency repairs to the roof of QHS's north wing;

WHEREAS plans and specifications were prepared and a public call for tenders for general contractors was published on SEAO on October 4, 2024, and the envelopes were opened on October 22, 2024;

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 I. O'Gallagher, SECONDED by J. Visser, and unanimously RESOLVED; THAT the Central Québec School Board's Council of Commissioners accept the lowest tender that met the specifications for the renovation work on the Québec High School's roof (945, avenue Belvédère, Québec, QC G1S 3G2) as submitted by Construction Couture et Tanguay Inc. (1019, Chemin Industriel, Saint-Nicolas, QC G7A 1B3), in the amount of \$172,450.00 (*taxes not included*); and

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

g) Deposit of 2023–2024 Financial Statements

A. Landry, Director of Financial Services, made a detailed presentation on the CQSB's Financial Statements.

New Business (continued)

g) Deposit of 2023–2024 Financial Statements (continued)

WHEREAS the audited financial statements for the 2023–2024 school year had been received by the Director General and presented to the Audit Committee on November 18, 2024;

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

It was MOVED by K. Gauthier, SECONDED by J. Kilganan, and unanimously RESOLVED; THAT the audited financial statements for the 2023–2024 school year be received.

h) Motion of Appreciation – CQSB Outgoing Commissioners

WHEREAS Mrs. Jo Rosenhek has been a member of the Council of Commissioners as Commissioner for Ward 5 since November 1998;

WHEREAS this Commissioner, by her service over a 27-year period, demonstrated her commitment and dedication to the education of the English public schools network, particularly to the schools of the Central Québec School Board;

WHEREAS Mrs. Heather Clibbon has been a member of the Council of Commissioners as Commissioner for Ward 6 since November 2004;

WHEREAS this Commissioner, by her service over a 20-year period, demonstrated her commitment and dedication to the education of the English public schools network, particularly to the schools of the Central Québec School Board;

WHEREAS Ms. France Pedneault has been a member of the Council of Commissioners as Commissioner for Ward 8 since November 2020;

WHEREAS this Commissioner, by her service over the past 4 years, demonstrated her commitment and dedication to the education of the English public schools network, particularly to the schools of the Central Québec School Board;

WHEREAS Ms. Jessie Greene has been a member of the Council of Commissioners as Parent Commissioner for the Elementary level since November 2022;

WHEREAS this Parent Commissioner, by her service over the past 2 years, demonstrated her commitment and dedication to the education of the English public schools network, particularly to the schools of the Central Québec School Board;

24-11.13

New Business (continued)

h) Motion of Appreciation – CQSB Outgoing Commissioners (continued)

It was MOVED by A. Gosselin, SECONDED by S. Picknell, and unanimously RESOLVED; THAT the Central Québec School Board offers its sincerest thanks to Mrs. Jo Rosenhek, Mrs. Heather Clibbon, Ms. France Pedneault and Ms. Jessie Greene for their outstanding commitment to the schools, parents and students of the CQSB and that their level of dedication be noted; and

THAT a copy of this resolution with a letter signed by the Chairman, Mr. Jean Robert, be sent to the outgoing Parent Commissioner and Commissioners.

i) Motion of Appreciation – CQSB Outgoing Chairman

WHEREAS, for nearly 37 years, Mr. Stephen Burke has been involved in the governance of public education systems, including *Commissioner in the Commission scolaire des Découvreurs*;

WHEREAS Mr. Stephen Burke has been a member of the Central Québec School Board's Council of Commissioners since December 11, 2009;

WHEREAS his excellent work had him elected as Chairman of the Council of Commissioners;

WHEREAS, during the last meeting of the Council on September 11, 2024, Mr. Burke expressed his intention not to run again during the school board elections of October 2024;

WHEREAS the outgoing Chairman, by his service over a 15-year period, demonstrated his commitment and dedication to the education of the English public schools network, particularly to the schools of the Central Québec School Board;

It was MOVED by I. O'Gallagher, SECONDED by A. Gosselin, and unanimously RESOLVED; THAT the Central Québec School Board offers its sincerest thanks Mr. Stephen Burke for his outstanding commitment to the schools, parents and students of the CQSB and that his level of dedication be noted; and

THAT a copy of this resolution with a letter signed by the Chairman, Mr. Jean Robert, be sent to the outgoing Chairman of the Council of Commissioner.

24-11.14

Committee Reports

a) Executive Committee

No meeting was held.

24-11.14**Committee Reports (continued)**b) Parents' Committee

A meeting was held on November 4, 2024. Since this was the first meeting of the year, the members elected representatives for various CQSB committees and, most importantly, for the positions within the Parents' Committee itself. A new member was chosen as the Chairperson and a returning parent became the Vice-chair.

c) Special Needs Advisory Committee

No meeting was held.

d) Transport Advisory Committee

No meeting was held.

e) Audit Committee

A meeting was held on November 18, 2024. I. O'Gallagher did a report on the meeting, with input from C. Guay and J. Robert.

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

A meeting was held on October 29, 2024, discussing the government's allocation to help with the inclusion of Indigenous students and the amount to be distributed amongst our schools.

24-11.15**Québec English School Boards Association**a) Report from the Board of Directors

No report was made. The Board of Directors' meeting will be held on Friday, November 22, 2024. A written report would then be sent to the Chairman, Mr. Robert, and to the Secretary General, Me Laliberté.

24-11.15 **Québec English School Boards Association (continued)**

b) Report from Committees

No report was made.

24-11.16 **Next meeting**

The next regular meeting will be held on December 18, 2024.

24-11.17 **Question period**

a) Public

There were no questions.

b) Commissioners

There were no questions.

24-11.18 **In-camera session**

No in-camera session was held.

24-11.19 **Adjournment**

The meeting was ADJOURNED at 9:36 p.m. on a motion by S. Picknell.

Vincent Laliberté
Secretary General

Jean Robert
Chairman

Approved on December 18, 2024.