



Approved minutes of the regular meeting of the Council of Commissioners of the Central Québec School Board held on Wednesday, June 12, 2024, at 7 p.m. at New Liverpool Elementary School, 1575 chemin du Sault, Lévis (Québec) G6W 2M2 and on TEAMS platform.

Present:	Stephen Burke	Chairman
	Debbie Cornforth	Parent Commissioner
	Christian Falle	Parent Commissioner (by TEAMS)
	Debbie Ford-Caron	Commissioner (by TEAMS)
	André Gosselin	Commissioner
	Jessie Greene	Parent Commissioner
	Jason Kilganan	Parent Commissioner
	Cameron Lavallee	Commissioner (by TEAMS)
	Ian O’Gallagher	Commissioner
	France Pedneault	Commissioner (by TEAMS)
	Stephen Pigeon	Director General
	Jean Robert	Vice-chairman (by TEAMS)
	Jo Rosenhek	Commissioner
	Jo-Ann Toulouse	Commissioner
Absent:	Heather Clibbon	Commissioner
	David Eden	Commissioner
	Chantal Guay	Commissioner
In Attendance:	Laurie Roy-Bissonnette	Executive Secretary
	Stephane Lagace	Director of Educational Services
	Vincent Laliberté	Secretary General
	Nancy L’Heureux	Assistant Director General and Director of Human Resources
	Benoit Sévigny	Director of Buildings & Equipment, and of Information Technology
	Karine Gauthier	Member of the public

24-06.01 Call to Order

The Chairman called the meeting to order at 7:02 p.m.

24-06.02 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.

24-06.03 Approval of the Agenda

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

24-06.04 **Public Question Period**

There were no questions.

24-06.05 **Question Period for Students**

No students were present.

24-06.06 **Correspondence from Students**

No correspondence was received.

24-06.07 **Complaints**

Two complaints regarding the Student Services were brought to the attention of the Student Ombudsman. Vincent Laliberté, Secretary General, did a report on the complaints.

24-06.08 **Approval of the Minutes of the Regular Meeting Held on May 15, 2024**

It was MOVED by J. Rosenhek, SECONDED by A. Gosselin, and unanimously RESOLVED; THAT the minutes of the regular meeting of the Council of Commissioners held on Wednesday, May 15, 2024, be accepted as presented.

24-06.09 **Business Arising from the Minutes**

No business arose from the minutes.

24-06.10 **Report from the Chairman**

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

- Citadel Foundation Annual Meeting – May 23rd
- QESBA Conference on School Board Elections – June 4th
- Dollard-des-Ormeaux High School Graduation – June 6th
- QESBA Executive Committee Meeting – June 7th
- Agenda Meeting – June 7th
- Quebec High School Graduation – June 7th
- Meeting at the Quebec City Hall with the Deputy Mayor – June 10th
- Community Foundations Celebration Dinner – June 10th

24-06.11 **Director General's Report**

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

- a) Update from Educational Services
- b) Update from Buildings & Equipment and of Information Technology

24-06.11 **Director General's Report (continued)**

- c) Update from Human Resources
- d) Update from Financial Services
- e) Update from Secretariat General

24-06.12 **Strategic Planning**

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

24-06.13 **New Business**

- a) Concerning: By-Law Regarding the Day, Time and Place of Regular Meetings (adoption).

WHEREAS section 162 of the Education Act indicates that the Council of Commissioners must adopt a by-law concerning the day, time and place of its regular meetings;

WHEREAS section 392 of the Education Act stipulates that public notice must be given before the adoption of a by-law;

It was MOVED by A. Gosselin, SECONDED by D. Eden, and unanimously RESOLVED;

THAT pursuant to section 162 of the Education Act, the 2024-2025 school year regular meetings of the Council of Commissioners be held at 7 p.m. at the Board Office or online via the TEAMS platform on the dates indicated below:

- Wednesday, September 11, 2024
- Wednesday, November 20, 2024
- Wednesday, December 18, 2024
- Wednesday, January 22, 2025
- Wednesday, February 26, 2025
- Wednesday, March 26, 2025
- Wednesday, April 23, 2025
- Wednesday, May 21, 2025
- Wednesday, June 18, 2025

24-06.13

New Business (continued)

b) Delegation of Authority for Summer Months

WHEREAS it may be necessary for decisions to be made and documents signed scheduled;

It was MOVED by C. Guay, SECONDED by A. Gosselin, and unanimously RESOLVED;

THAT the Director General or the Assistant Director General, in collaboration with the Chairman or the Vice-chairman, be authorized to make all necessary decisions during the summer months (June 12, 2024 – September 11, 2024); and

THAT the Director General or the 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 September 11, 2024, meeting.

c) Concerning: Prevention and Management of Conflicts and Harassment Policy (adoption)

WHEREAS the Central Québec School Board's Prevention and Management of Conflicts and Harassment Policy Policy was deposited for consultation purposes at the April 17, 2024;

WHEREAS the Central Québec School Board has always expressed its firm intention not to tolerate any form of harassment or incivility and to ensure a safe working environment in which everyone is respected, and which is free of all incivility, violence, as well as verbal, physical, psychological, and sexual threats;

WHEREAS in order to uphold this commitment to ensure a healthy working environment and to counter all forms of uncivil or harassing behaviour or behaviour that could lead to harassment or violence, the School Board has decided to introduce the notions of civility at work, prevention, and conflict resolution processes, as well as contextual elements such as risk factors that could impact negatively on relationships;

WHEREAS the awareness of risk factors could allow to take action before resorting to the complaint process;

24-06.13

New Business (continued)

c) Concerning: Prevention and Management of Conflicts and Harassment Policy (adoption) (continued)

WHEREAS the objective of the present policy is to demonstrate the seriousness of our commitment;

WHEREAS all the employees of the School Board must behave with dignity and respect towards each other;

WHEREAS all employees are responsible for maintaining an environment that is free of all forms of incivility, violence, and harassment;

WHEREAS the policy offers methods for maintaining an environment that promotes mutual respect;

It was MOVED by I. O’Gallagher, SECONDED by D. Cornforth, and unanimously RESOLVED;

THAT the Council of Commissioners accept the Prevention and Management of Conflicts and Harassment Policy as presented.

d) Amendment to the Transportation Policy (Adoption)

WHEREAS the Central Québec School Board’s revised Transportation Policy was deposited for consultation purposes at the April 17, 2024;

WHEREAS the Transport Advisory Committee has recommended changes to certain sections;

WHEREAS the appropriate consultation has taken place, and all agreed to the recommended changes;

It was MOVED by C. Lavallee, SECONDED by A. Gosselin, and unanimously RESOLVED;

THAT the revised sections of the Transport Policy be adopted as in Appendix 2 to the minutes.

24-06.14

Committee Reports

a) Executive Committee

No meeting was held.

b) Parents' Committee

A meeting was held on Saturday, June 8, 2024.

c) Special Needs Advisory Committee

A meeting was held on a May 27, 2024.

d) Transport Advisory Committee

A meeting was held on May 23, 2024. Commissioner C. Lavallee did a report on that meeting and then expressed his intention to recognize the great work of the department and its members through the following motion of appreciation:

WHEREAS the School Transportation Services' continuous efforts to improve our transportation system and its devotion to the safety of the students as they travel to and from our establishments, deserve to be recognized;

WHEREAS the members of the School Transportation Services' team, by their service, have demonstrated their commitment and dedication to the students of the English public schools network, particularly to the schools of the Central Québec School Board;

It was MOVED by C. Lavallee, SECONDED by D. Cornforth, and unanimously RESOLVED; THAT the Council of Commissioners of the Central Québec School Board offers its sincerest thanks for the outstanding work demonstrated by the School Transportation Services; and

THAT the level of dedication of its members towards our schools, parents and students, be noted.

e) Audit Committee

A meeting will be held next week to work on the audit plan.

The commissioners and members of the Administrative Council came together to thank the outgoing Director General, Stephen Pigeon, for everything he did during the past decade and through the many positions he had at the school board. This was the last meeting of the Council of Commissioners that Mr Pigeon would attend before his retirement at the end of August 2024.

24-06.14 **Committee Reports (continued)**

e) Audit Committee (continued)

In return, he thanked the commissioners and his fellow employees of the Board Office, for the support and dedication shown during his mandate, resulting in many years of great success and allowing him to leave with a feeling of accomplishment. Mr Pigeon concluded by wishing the best to his replacement and former Director of Educational Services, Stéphane Lagacé, and in whom he put his faith to bring the CQSB into a bright future.

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.

24-06.15 **Quebec English School Boards Association**

a) Report from the Board of Directors

No report was made.

The next meeting will be held on Friday, June 14, 2024, at noon.

b) Report from Committees

No report was made.

24-06.16 **Next meeting**

The next regular meeting will be held on Wednesday, September 11, 2024.

24-06.17 **Question period**

a) Public

There were no questions.

24-06.17 **Question period (continued)**

b) **Commissioners**

Advertisement of our schools

Commissioner J. Kilganan opened the discussion on the lack of advertisement for our schools, particularly the New Liverpool Elementary School (NLES), and how a social media presence on networks like Facebook could benefit the enrolment numbers. S. Pigeon replied that the NLES will be inaugurated at the end of September and medias will be present, guaranteeing pictures and articles to be published in local newspapers. J. Kilganan insisted on the need for digital advertising, and Chairman S. Burke agreed that more should be done to remind the population that our school board is there for their children. S. Burke commented on the decrease over the recent years in people just knowing about our schools; 20% of the eligible students for English schools still attend their French counterparts.

School Board Elections

D. Ford-Caron inquired about the choice of a returning officer for the School Board Elections coming up this fall. S. Pigeon responded that the Secretary General, Vincent Laliberté, would be appointed for the position.

24-06.18 **In-camera session**

No in-camera session was held.

24-06.19 **Adjournment**

The meeting was ADJOURNED at 9:10 p.m. on a motion by D. Ford-Caron.

Vincent Laliberté
Secretary General

Stephen Burke
Chairman