



**Approved minutes of the regular meeting of the Council of Commissioners of the Central Québec School Board held on Wednesday, June 15, 2016 at 7:00 p.m. at the Board Office, 2046, chemin St-Louis, Québec (Québec) G1T 1P4.**

Present:	Isabel Béland	Parent Commissioner
	Stephen Burke	Chairman
	Heather Clibbon	Commissioner (videoconference)
	Sara Downs	Commissioner (videoconference)
	Christian Falle	Parent Commissioner (videoconference)
	Debbie Ford-Caron	Commissioner (videoconference)
	Chantal Guay	Commissioner (videoconference)
	Wyna Marois	Commissioner
	Esther Paradis	Commissioner
	Stephen Pigeon	Director General
	Patsy Poulin	Parent Commissioner (videoconference)
	Jean Robert	Vice-Chairman (videoconference)
	Jo Rosenhek	Commissioner
Jo-Ann Toulouse	Commissioner (videoconference)	
Aline Visser	Commissioner	
Absent:	Kevin Jack	Commissioner
	Stephen Nellis	Parent Commissioner
In attendance:	Gina Farnell	Director of Complementary Educational Services
	François Garon	Computer Technician
	Sandra Wright Griffin	Interim Secretary General
	Pierrette Laliberté	Director of Human Resources, Assistant Director General
	Yves Lorange	Director of Financial Services, Buildings & Equipment and Transportation
	Melanie Simard	Executive Secretary
	Mark Sutherland	Director of Instructional Services

**16-06.01 Call to Order**

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

**16-06.02 Approval of the Agenda**

It was MOVED by C. Guay, SECONDED by E. Paradis and UNANIMOUSLY RESOLVED; THAT the agenda be approved as circulated.

**16-06.03 Public Question Period**

No public was present.

**16-06.04**      **Question Period for Students**

No students were present.

**16-06.05**      **Correspondence from Students**

No correspondence was received.

**16-06.06**      **Approval of the minutes of the regular meeting held on May 18<sup>th</sup>, 2016**

It was MOVED by J. Rosenhek, SECONDED by A. Visser and RESOLVED; THAT the minutes of the regular meeting of the Council of Commissioners held on Wednesday, May 18<sup>th</sup>, 2016 be accepted as circulated.

Commissioner W. Marois abstained from voting.

**16-06.07**      **Business arising from the minutes**

There was no business arising from the minutes.

**16-06.08**      **Report from the Chairman**

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

- Article in the Québec Chronicle Telegraph - May 25<sup>th</sup>, 2016
- Lieutenant Governor Medal Ceremony - May 29<sup>th</sup>, 2016
- Meeting with Mr. Paul Bleau- May 30<sup>th</sup>, 2016
- Agenda Meeting - June 7<sup>th</sup>, 2016
- Summer Break

**16-06.09**      **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) Update on the Budget
- c) AC Strategic Planning
- d) Marking Centres
- e) On-Line Courses - Summer 2016
- f) Induction Program for Teachers - to be held on August 16<sup>th</sup> to 19<sup>th</sup>, 2016
- g) Appointment of a Principal: Three Rivers Academy
  - i. Nomination on June 8<sup>th</sup>, 2016 of Mr. Faisal Docter
- h) Appointment of a Vice-Principal: Dollard-des-Ormeaux School
  - i. Nomination on June 15<sup>th</sup>, 2016 of Ms. Lucie Gingras

**16-06.09**      **Director General's Report (continued)**

- i) 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

**16-06.10**      **New Business**

- a) 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 W. Marois, SECONDED by J. Rosenhek and RESOLVED; THAT pursuant to article 162 of the Education Act, for the 2016-2017 school year regular meetings of the Council of Commissioners be held at 7:00 p.m. at the Eastern Québec Learning Centre on Wednesday, August 17, 2016 and at 7:00 p.m. at the Board Office on the dates indicated below:

- Friday, September 16, 2016
- Wednesday October 12, 2016
- Wednesday, November 16, 2016
- Wednesday, December 14, 2016
- Wednesday, January 18, 2017
- Wednesday, February 15, 2017
- Wednesday, March 22, 2017
- Friday, April 21, 2017
- Wednesday, May 17, 2017
- Wednesday, June 14, 2017

Commissioner E. Paradis voted against.

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

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 D. Ford-Caron, SECONDED by S. Downs 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 15th, 2016 - August 17, 2016); 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 August 17, 2016 regular meeting.

c) Hiring of a General Contractor: St. Patrick's High School - washrooms

WHEREAS the Central Québec School Board had reserved part of the *maintien des bâtiments* budget for the renovation of the St. Patrick's High School washrooms;

WHEREAS plans and specifications were prepared and a public call for tenders for general contractors was published on SEAO (*Système électronique des appels d'offres du gouvernement du Québec*) on May 10, 2016 and the envelopes were opened on May 31, 2016;

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 A. Visser, SECONDED by W. Marois and UNANIMOUSLY RESOLVED; THAT the Central Québec School Board Council of Commissioners accept the lowest tender that met the specifications for the renovation of the St. Patrick's High School washrooms (75, rue Maisonnette, Québec, QC G1R 2C4) as submitted by Louis Fecteau inc. (587, rue Adanac, Québec, QC G1C 7G6), in the amount of \$404,357.00 (*taxes not included*); and

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

New Business (continued)d) Janitorial Contract: MacLean Memorial School

WHEREAS a public call for tenders for janitorial services for MacLean Memorial School for the 2016-2017 to 2018-2019 school years was published on April 15, 2016 with tender documents to be submitted by May 9, 2016;

WHEREAS only one tender submitted contained the required documents and met the criteria established in the qualitative analysis, therefore the envelope containing the tender was opened;

WHEREAS it is recommended that the tender be accepted as it met the requirements and specifications;

It was MOVED by J.-A. Toulouse, SECONDED by W. Marois and UNANIMOUSLY RESOLVED; THAT the Central Québec School Board award the contract for janitorial services for MacLean Memorial School (159, 5e Avenue, Chibougamau, QC G8P 2E6) for the 2016-2017 to 2018-2019 school years to Service d'entretien Servico (943, 3e Rue, Chibougamau, QC G8P 1R4) in the amount of \$221, 267.25 (*taxes not included*); and

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

e) Janitorial Contract: Three Rivers Academy and Shawinigan High School

WHEREAS a public call for tenders for janitorial services for Three Rivers Academy and Shawinigan High School for the 2016-2017 to 2018-2019 school years was published on April 15, 2016 with tender documents to be submitted by May 9, 2016;

WHEREAS only one tender submitted contained the required documents and met the criteria established in the qualitative analysis, therefore the envelope containing the tender was opened;

WHEREAS it is recommended that the tender be accepted as it met the requirements and specifications;

It was MOVED by S. Downs, SECONDED by J.-A. Toulouse and UNANIMOUSLY RESOLVED; THAT the Central Québec School Board award the contract for janitorial services for Three Rivers Academy (1875, rue Nicolas-Perrot, Trois-Rivières, QC G9A 1C5) and Shawinigan High School (1125, avenue des Cèdres, Shawinigan, QC G9N 1P7) for the 2016-2017 to 2018-2019 school years to Eureka (754, Notre-Dame Est, Thetford Mines, QC G6G 2S7) in the amount of \$357, 213.39 (*taxes not included*); and

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

New Business (continued)

- f) Janitorial Contract: Everest Elementary School, Portneuf Elementary School, St. Vincent School, Valcartier Elementary School, Dollard-des-Ormeaux School, St. Patrick's High School, Eastern Québec Learning Centre and A.S. Johnson Memorial School

WHEREAS a public call for tenders for janitorial services for Everest Elementary School, Portneuf Elementary School, St. Vincent School, Valcartier Elementary School, Dollard-des-Ormeaux School, St. Patrick's High School, Eastern Québec Learning Centre and A.S. Johnson Memorial School for the 2016-2017 to 2018-2019 school years was published on April 15, 2016 with tender documents to be submitted by May 9, 2016;

WHEREAS only one tender submitted contained the required documents and met the criteria established in the qualitative analysis, therefore the envelope containing the tender was opened;

WHEREAS it is recommended that the tender be accepted as it met the requirements and specifications;

It was MOVED by A. Visser, SECONDED by J. Rosenhek and UNANIMOUSLY RESOLVED; THAT the Central Québec School Board award the contract for janitorial services for Everest Elementary School (2280, rue Laverdière, Québec, QC G1P 2T3), Portneuf Elementary School (35, rue Richard, Cap-Santé, QC G0A 1L0), St. Vincent School (995, rue Wolfe, Québec, QC G1V 3J9), Valcartier Elementary School (1748, boulevard Valcartier, St-Gabriel-de-Valcartier, QC G0A 4S0), Dollard-des-Ormeaux School (18, rue Ladas, Courcellette, QC G0A 1R1), St. Patrick's High School (75, rue Maisonneuve, Québec, QC G1R 2C4), Eastern Québec Learning Centre (3005, rue William Stuart, Québec, QC G1W 1V4) and A.S. Johnson Memorial School (919, rue Mooney Ouest, Thetford Mines, QC G6G 6H3) for the 2016-2017 to 2018-2019 school years to Derko (3020, rue Einstein, Québec, QC G1X 3X4) in the amount of \$1,688,970.15 (*taxes not included*); and

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

- g) Fiche de déclaration du dirigeant d'un organisme - 2015-2016

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;

New Business (continued)g) Fiche de déclaration du dirigeant d'une organisme - 2015-2016 (continued)

WHEREAS the Central Québec School Board 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 that it and the information published on the electronic tendering system to tender for the period from April 1st, 2015 to March 31st, 2016 are reliable;

It was MOVED by J.-A. Toulouse, SECONDED by D. Ford-Caron and UNANIMOUSLY RESOLVED; THAT the Central Québec School Board Council of Commissioners approve the *déclaration du dirigeant d'organisme*; and

THAT the Chairman, as the *dirigeant d'organisme*, be authorized to sign the declaration and submit it to the *Conseil du trésor* on behalf of the School Board.

h) Revision of 2016-2017 CQSB School Calendar - Youth Sector, Québec City Region

WHEREAS the Council of Commissioners recommended, at the January 20<sup>th</sup>, 2016 regular meeting, the adoption of the school calendar (Québec City – Youth Sector) for the 2016-2017 school year;

WHEREAS the Response to Intervention (RTI) Summit takes place over three school days, requiring three days of substitution costs to the Central Québec School Board;

WHEREAS the Organizing Committee wishes to maximize participation and reduce costs;

It was MOVED by D. Ford-Caron, SECONDED by S. Downs and UNANIMOUSLY RESOLVED; THAT the Council of Commissioners adopt the revised 2016-2017 school calendar (Québec City – Youth Sector) as presented in **Appendix 1** to the minutes.

**16-06.10**      **New Business (continued)**

i) Revision of CQSB Transportation Policy (deposit)

The draft Transportation Policy was deposited for consultation purposes.

**16-06.11**      **Committee Reports**

a) Executive Committee

No meeting was held.

b) Parents' Committee

A meeting was held on May 26th, 2016, no report was made. A meeting is scheduled on June 18th, 2016.

c) Special Needs Advisory Committee

A meeting was held on June 6th, 2016; P. Poulin made a report on the meeting.

d) Transport Advisory Committee

A meeting was held on May 31st, 2016, a report was made during the discussion at Item 10. i).

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) Riverside Schools Ad Hoc Committee

No meeting was held.



**16-06.12**      **Quebec English School Boards Association**

a) Report from the Board of Directors

No report was made.

b) Reports from Committees

No report was made.

**16-06.13**      **Next meeting**

The next regular meeting of the Council of Commissioners will be held on Wednesday, August 17th, 2016.

**16-06.14**      **Question period**

a) Public

No public was present.

b) Commissioners

No questions were asked.

**16-06.15**      **In-camera session**

No in-camera session was held.

**16-06.16**      **Adjournment**

The meeting was ADJOURNED at 7:45 p.m. on a MOTION by J. Robert, SECONDED by H. Clibbon.

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Sandra Wright Griffin  
Interim Secretary General

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Stephen Burke  
Chairman

Approved on August 17, 2016.



**REVISED 2016-2017 SCHOOL CALENDAR**

**Everest, Holland, St. Vincent, Ste-Foy and Valcartier Elementary Schools  
Quebec High School and St. Patrick's High School**

AUGUST 2016							SEPTEMBER 2016							OCTOBER 2016						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3							1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
5 ped days      1 school day							21 school days							30 31 1 ped day 19 school days						
NOVEMBER 2016							DECEMBER 2016							JANUARY 2017						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30				25	26	27	28	29	30	31	29	30	31				
3 ped days      19 school days							16 school days							2 ped days      15 school days						
FEBRUARY 2017							MARCH 2017							APRIL 2017						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4				1	2	3	4							1
5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28					26	27	28	29	30	31		23	24	25	26	27	28	29
2 ped days      18 school days							No ped day      18 school days							30 1 ped day      17 school days						
MAY 2017							JUNE 2017							KEY						
S	M	T	W	T	F	S	S	M	T	W	T	F	S		Holidays for students/teachers					17
	1	2	3	4	5	6					1	2	3		Pedagogical Days					15
7	8	9	10	11	12	13	4	5	6	7	8	9	10		Board organized ped days					2
14	15	16	17	18	19	20	11	12	13	14	15	16	17		Snowstorm/emergency closures					3
21	22	23	24	25	26	27	18	19	20	21	22	23	24		March break					5
28	29	30	31				25	26	27	28	29	30			First day of school: August 31, 2016					
2 ped days      20 school days							4 ped days      16 school days								Last day of school: June 22, 2017					
1 <sup>st</sup> snow day to be used on January 27, 2017														Number of student days: 180						
2 <sup>nd</sup> snow day to be used on April 28, 2017														Number of teacher days: 200						
3 <sup>rd</sup> snow day to be used on May 12, 2017														Adopted by the Council of Commissioners Jan. 20, 2016						