



Approved minutes of the regular meeting of the Council of Commissioners of the Central Québec School Board held on Wednesday, November 18, 2020 at 7:00 p.m. at the Board Office, 2046 chemin Saint-Louis, Québec (Québec) G1T 1P4.

Present:	Isabel Béland	Parent Commissioner (by videoconference)
	Stephen Burke	Chairman (by videoconference)
	Heather Clibbon	Commissioner (by videoconference)
	Debbie Cornforth	Parent Commissioner (by videoconference)
	David Eden	Commissioner (by videoconference)
	Debbie Ford-Caron	Commissioner (by videoconference)
	Chantal Guay	Commissioner (by videoconference)
	Jason Kilganan	Parent Commissioner (by videoconference)
	Cameron Lavallee	Commissioner (by videoconference)
	Ian O'Gallagher	Commissioner (by videoconference)
	Esther Paradis	Commissioner (by videoconference)
	France Pedneault	Commissioner (by videoconference)
	Jean Robert	Vice-Chairman (by videoconference)
	Jo Rosenhek	Commissioner (by videoconference)
	Jo-Ann Toulouse	Commissioner (by videoconference)

Absent: Christian Falle Parent Commissioner

In Attendance:	Guylaine Allard	Director of Financial Resources
	Stéphane Lagacé	Director of Educational Services
	Yves Lambert	President, CQTA (by videoconference)
	Nancy L'Heureux	Director of Human Resources
	Stephen Pigeon	Director General
	Josee Simard	Recording Secretary (by videoconference)

20-11.01 Call to Order

The Chairman called the meeting to order at 7:03 p.m.

20-11.02 Approval of the Agenda

It was MOVED by J. Rosenhek, SECONDED by J. Toulouse and unanimously RESOLVED; THAT the agenda be approved with the addition of 15. h) Special Needs Advisory Committee.



20-11.03 Public Question Period

Yves Lambert, President, CQTA, raised the question regarding improvements to the ventilation systems in the CQSB schools. Stephen Pigeon, Director General, stated that the upkeep of the ventilation systems in our schools was done annually.

Yves Lambert, President, CQTA, raised the question regarding the reception and expenditure of the allotted extra funds from the Ministry of Education in relation to COVID-19. Stephen Pigeon, Director General, stated that these funds had been spent mainly in extra janitorial help, and then in distance education, and extra bussing.

20-11.04 Question Period for Students

No students were present.

20-11.05 Correspondence from Students

No correspondence was received.

20-11.06 Confirmation by the Director General of Declarations of Conflict of Interest

Stephen Pigeon, Director General, mentioned he had received one declaration of conflict of interest from Commissioners and invited other members to do so if need be.

20-11.07 Decision Regarding the Remuneration of the Commissioners

It was MOVED by C. Lavallee, SECONDED by J.-A. Toulouse and unanimously RESOLVED; THAT effective October 28, 2020, the total remuneration available for the commissioners and the parent commissioners be established in accordance with the amount payable with Decree #1100-2020 adopted on October 21, 2020; and

THAT the total amount established be distributed as per the following:

Chairman	\$7,227	+\$1,030	+\$16,601	=	\$24,858.00
Vice-Chairman	\$7,227	+\$5,203		=	\$12,430.00
Commissioners	(14 x \$7,227)			=	\$101,178.00
Professional Development				=	\$5,939.00
Constituency Expenses				=	\$10,605.00
TOTAL				=	\$155,010.00

20-11.07 Decision Regarding the Remuneration of the Commissioners (continued)

And; THAT any unspent monies generated from the application of Decree #1100-2020 be brought back to the attention of the Council of Commissioners; and

THAT Appendix A of the Policy on Remuneration and Constituency Expenses of the Council of Commissioners be updated with the above amounts.

20-11.08 Decisions Regarding the Composition of the Council of Commissioners

a) Co-Opted Commissioners

Agreed UNANIMOUSLY that no co-opted commissioner was needed at this time on the Central Québec School Board Council of Commissioners.

b) Nomination of a Vice-Chairperson

It was MOVED by J. Rosenhek, SECONDED by D. Ford-Caron, and unanimously RESOLVED that Jean Robert be Vice-Chairperson of the Council of Commissioners.

S. Burke asked J. Robert whether he accepted the nomination, J. Robert accepted. Therefore, Jean Robert was declared Vice-Chairman of the Council of Commissioners.

c) Nomination of Commissioners to the 2020-2021 CQSB Committees

It was MOVED by C. Lavallee, SECONDED by E. Paradis and unanimously RESOLVED; THAT for the 2020-2021 school year, the Executive Committee be composed of the Stephen Pigeon, Director General, Stephen Burke, Chairman, Jean Robert, Vice-Chairman, Isabel Béland, Parent Commissioner, and five Commissioners: H. Clibbon, D. Eden, D. Ford-Caron, I. O’Gallagher, and J. Rosenhek.

It was MOVED by C. Lavallee, SECONDED by E. Paradis and unanimously RESOLVED; THAT for the 2020-2021 school year, the commissioner representatives for the Central Québec School Board committees be as follows:

Audit Committee: J. Robert, D. Ford-Caron, C. Lavallee

Board Parity Committee: J. Robert

Ethics and Governance Committee: S. Burke, H. Clibbon, F. Pedneault, J-A Toulouse

Evaluation of the Director General: S. Burke, I. Béland, D. Ford-Caron, J. Robert

Expulsion Committees:

Chibougamau: J-A. Toulouse

Jonquière: D. Ford-Caron

La Tuque: C. Guay

Québec City: I. O’Gallagher

Thetford Mines: J. Robert

Trois-Rivières: F. Pedneault

Shawinigan: C. Guay

20-11.08 **Decisions Regarding the Composition of the Council of Commissioners (continued)**

c) **Nomination of Commissioners to the 2020-2021 CQSB Committees**

Human Resources Committee: S. Burke, D. Cornforth, C. Lavallee, J. Kilganan

Labour Relations Committees:

School and Centre Administrators: J. Robert, J.-A. Toulouse

Senior Staff of Service: S. Burke, J. Robert

Revision of Decision Committees:

Chibougamau / Jonquière: D. Ford-Caron, C. Guay, J.-A. Toulouse

Québec City: D. Eden, J. Rosenhek

Thetford Mines: J. Robert

Trois-Rivières/Shawinigan/La Tuque: D. Ford-Caron, C. Guay, F. Pedneault

Transport Advisory Committees

CQSB (Québec City): D. Eden, C. Lavallee, E. Paradis

C.s. de la Beauce-Etchemin: J. Robert

C.s. de l'Énergie: C. Guay

C.s. de La Jonquière: D. Ford-Caron

C.s. de Portneuf: J. Rosenhek

C.s. du Chemin-du-Roy: F. Pedneault

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

20-11.09 **Approval of the minutes of the regular meeting held on September 11, 2020**

It was MOVED by D. Ford-Caron, SECONDED by E. Paradis, and RESOLVED; THAT the minutes of the regular meeting of the Council of Commissioners held on Wednesday, September 11, 2020 be accepted as circulated.

Commissioners D. Eden, J. Kilganan, I. O'Gallagher, and F. Pedneault abstained from voting.

20-11.10 **Business Arising from the Minutes**

There was no business arising from the minutes.

20-11.11 **Deposit of 2019-2020 Financial Statements**

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

WHEREAS the audited financial statements for the 2019-2020 school year had been received by the Director General and presented to the Audit Committee on November 12, 2020;

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

20-11.11 Deposit of 2019-2020 Financial Statements (continued)

It was MOVED by D. Ford-Caron, SECONDED by J. Rosenhek and unanimously RESOLVED; THAT the audited financial statements for the 2019-2020 school year be received.

20-11.12 Report from the Chairman

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

- QESBA Executive Committee Meetings
- CQSB Audit Committee – October 1, 2020 and November 12, 2020
- Signing of deed of purchase of land on South Shore – October 22, 2020
- QESBA Board of Directors Meeting – October 30, 2020
- QESBA Annual General Meeting – October 31, 2020
- Agenda Meeting – November 2, 2020

20-11.13 Director General's Report

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

- a) Educational Services
- b) In-school Administrator's Week
- c) COVID-19 Report
- d) Director General's Organizational Objectives
 1. Support our establishments in the re-opening of schools and adapt as needed the practices of the CQSB to the imperatives of the COVID-19, to ensure the safety of our students and staff, while maintaining a quality learning environment.
 2. Continue to oversee the acquisition of prime sites to build our new elementary school on the South Shore of Quebec City and our new secondary school in Ste-Foy.
 3. Oversee the final phase of the "*École secondaire anglophone de Sainte-Foy*" – its design and achievement.
 4. Evaluate the offer of service to our communities of the Quebec City North Shore and Three-Rivers area.
 5. Continue to oversee the ministerial requests for expansions at Riverside Regional High School and Portneuf Elementary School as well as the ongoing projects such as the expansions at MacLean Memorial School and Riverside Regional Elementary School.
 6. Oversee the Electoral Process leading to the new Council of Commissioners.
 7. Implement a plan to improve the teachers' readiness to teaching online.
 8. Implement flexible working conditions such as tele-work, 4-day week, etc. for our school board office employees in order to improve employee mental health.

20-11.13 **Director General's Report (continued)**

9. Implement a new automated work-process system to improve on work efficiency and cost-savings.
 10. Ensure transparency by continuing to inform the Council of Commissioners with relevant and timely information necessary to facilitate sound decision-making.
- e) Update on Labour Negotiations
- f) Labour Relations Committees
- i) Senior Staff of Service – Directors, Coordinators and Management Staff
 - ii) Senior Staff of Schools and Centre – Principals (October 29, 2020)
 - iii) Teachers
 - iv) Professionals
 - v) Support Staff

20-11.14 **New Business**

- a) Review of the Rules of Order and Procedure for Meetings of the Council of Commissioners (deposit)

The Rules of Order and Procedure for Meetings of the Council of Commissioners was deposited for consultation purposes.

- b) Three-Year Plan for the Destination of Immovables and Deeds of Establishment 2020-2023 (modification)

WHEREAS the Three-Year Plan for the Destination of Immovables and Deeds of Establishment for the 2020-2021, 2021-2022, and 2022-2023 school years was adopted at the regular meeting of the Council of Commissioners held on December 11, 2019;

WHEREAS the Preschool 4-year old program was omitted in the level of instruction for St. Patrick Elementary School:

It was MOVED by J. Robert, SECONDED by C. Lavallee and unanimously RESOLVED; THAT as of July 1st, 2020 the Three-Year Plan and the Deed of Establishment XV for St. Patrick Elementary School located at 919, rue Mooney Ouest, Thetford Mines, Québec G6G 6H3 be revised to include the level of instruction Preschool: 4 & 5-year olds as presented in Appendix 2 to the minutes.

- c) Three-Year Plan for the Destination of Immovables and Deeds of Establishment (deposit)

The draft Three-Year Plan for the Destination of Immovables and Deeds of Establishment was deposited for consultation purposes.

New Business (continued)d) Criteria for the Admission and Enrolment of Students 2021-2022 (deposit)

The draft Criteria for the Admission and Enrolment of Students 2020-2021 was deposited for consultation purposes.

e) Québec City School Calendar – Youth Sector 2020-2021 (modification)

WHEREAS on October 29, 2020 the Ministry of Education of Quebec, to promote conditions conducive to the deployment of distance education services, to facilitate the sharing of best practices, and to enable school teams to better plan for the months ahead, has amended the Basic school regulation;

WHEREAS this amendment adds three training and planning days to the 2020-2021 school calendars;

WHEREAS these three additional training and planning days are submitted to the following compulsory conditions:

- They must be scheduled between October 29 and the end of the 2020-2021 school year.
- They must account for a maximum of one additional day per month.

WHEREAS the Calendar Committee met on November 9, 2020 to make recommendations for the addition of the three said days;

It was MOVED by I. O’Gallagher, SECONDED by E. Paradis and unanimously RESOLVED; THAT the Central Québec School Board accept the amended school calendar (youth sector) for the 2020-2021 school year.

f) Request for Additional Space: Portneuf Elementary School – Gymnasium and 4 - Year Old Kindergarten

WHEREAS Portneuf Elementary School does not have a gymnasium;

WHEREAS it is important for Portneuf Elementary School to have its own adapted gymnasium in their building;

WHEREAS regular physical activity promotes concentration, which is a key factor in educational success;

It was MOVED by J. Rosenhek, SECONDED by D. Ford-Caron and unanimously RESOLVED; THAT the Central Québec School Board submit a request to the *Ministère de l’Éducation* for an additional permanent space for a gymnasium at Portneuf Elementary School (35, rue Richard, Cap-Santé, QC G0A 1L0).

New Business (continued)g) Request for Additional Space: Riverside Regional High School - Gymnasium

WHEREAS Riverside Regional Elementary School and Riverside Regional High School merged into one building in 2016-2017;

WHEREAS a tunnel separates the secondary and elementary levels and the gymnasium is on the elementary side of the building;

WHEREAS Riverside Regional Elementary School has reached the limit of its capacity and can no longer share the gymnasium with the high school students;

WHEREAS there is no other English secondary school within a 20-kilometre radius of Riverside Regional High School;

WHEREAS it is important for Riverside Regional High School to have its own adapted gymnasium in their building;

WHEREAS regular physical activity promotes concentration, which is a key factor in educational success and encourages students to stay in school;

It was MOVED by D. Ford-Caron, SECONDED by D. Cornforth and unanimously RESOLVED; THAT the Central Québec School Board submit a request to the *Ministère de l'Éducation* for additional permanent space for a gymnasium at Riverside Regional High School (1770, rue Joule, Jonquière, QC G7S 3B1).

h) Motion of Appreciation: CQSB Outgoing Commissioners

WHEREAS following the November 1, 2020 School Board Elections, certain Central Québec School Board Commissioners decided to not submit their candidacy;

WHEREAS these Commissioners, by their service, demonstrated their 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 J.-A. Toulouse, SECONDED by E. Paradis and unanimously RESOLVED; THAT the Central Québec School Board offers its sincerest thanks for the commitment and dedication of the following outgoing Commissioners:

Commissioner	Ward	Region
Wyna Marois	1	Québec City (East)
Aline Rahal Visser	7	South Shore of Québec (Nicolet, Thetford Mines & Lotbinière)
Sara Downs	8	Trois-Rivières West & Shawinigan Region

20-11.14 New Business (continued)

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

And THAT it be noted the high level of respect that permeated in the discussions of the Council of Commissioners because of their devotion to the success of our students; and

THAT a copy of this resolution with a letter signed by the Chairman, Mr. Stephen Burke, be sent to each outgoing commissioner.

20-11.15 Committee Reports

a) Executive Committee

No meeting was held.

b) Parents' Committee

A meeting was held on October 29, 2020, I. Béland and D. Cornforth reported on the meeting stating that the main items were concerning elections within the committee.

c) Transport Advisory Committee

No meeting was held.

d) Audit Committee

A meeting was held on October 1, 2020 and one on November 12, 2020.

e) Evaluation of the Director General

No meeting was held.

f) Ethics and Governance Committee

No meeting was held.

g) Human Resources Committee

No meeting was held.

h) Special Needs Advisory Committee

A meeting was held on November 16, 2020. J. Kilganan reported on the meeting stating that the chairperson of the committee was Heather Hanna.

20-11.16 Quebec English School Boards Association

a) Report from the Board of Directors

No report was made.

b) Report from Committees

QESBA, D. Ford-Caron provided a report to the Commissioners prior to the meeting on the following items:

- Bill 40
- School Board Elections
- APPELE Québec - GO-Fund-Me
- COVID-19
- CSBA Congress 2021
- QESBA AGM
- Professional Development for Commissioners

c) Group Accident Insurance

QESBA advised that the insurance policy will be renewed. No questions were asked.

20-11.17 Next meeting

The next regular meeting is on December 16, 2020.

20-11.18 Question period

a) Public

There were no questions.

b) Commissioners

D. Ford-Caron had a question concerning what tools are available to parents to help them support their child's online learning and a question concerning paying tribute and recognizing the lands we stand on.

20-11.19 In-camera session

No in-camera session was held.

20-11.20 Adjournment

The meeting was ADJOURNED at 9:51 p.m. on a motion by J. Rosenhek and seconded by C. Pedneault.